

# Jackson River Technical Center

## Handbook For Students and Parents

**2023 - 2024**



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The Alleghany Highlands School Board and Alleghany Highlands Public Schools do not discriminate on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, pregnancy, childbirth or related medical conditions, political affiliation, gender, gender identity, marital status, genetic information, disability, age, or military status in its programs and activities. The following has been designated as the contacts regarding compliance issues associated with this non-discrimination policy and compliance with Title IX: Fred C. Vaughan, Director of Human Resources and Pupil Personnel and Shannon L. Fuhrman, Director of Accountability and Technology. For questions and compliance with Section 504 and ADA, contact Jason B. Conaway, Director of Special Education. Alleghany Highlands School Board Office, 100 Central Circle/P.O. Drawer 140, Low Moor, Virginia 24457. 540-863-1800. The Alleghany Highlands Public Schools Title IX Coordinators are Fred C. Vaughan, Director of Human Resources and Pupil Personnel, 540-863-1800, fred.vaughan@ahps.k12.va.us and Shannon L. Fuhrman, Director of Accountability and Technology, 540-863-1800, shannon.fuhrman@ahps.k12.va.us. The Title IX Coordinators offices are located at 100 Central Circle, Low Moor, Virginia 24457.

## **A MESSAGE FROM THE PRINCIPAL**

Greetings Students and Parents,

On behalf of the Alleghany Highlands Public Schools and the entire JRTC staff, we welcome you to Jackson River Technical Center. At the Center, you will have unique opportunities for personal growth and skill development that will benefit you tremendously as you prepare to enter the workforce after graduation.

Jackson River Technical Center plays a critical role within the Alleghany Highlands. The Center's staff, and the entire community take great pride in our school and the quality training that we provide to our students.

This handbook is an extension of the parent-student handbook provided by Alleghany High School, and our policies are aligned with those at AHS. Due to the nature of our learning and training programs, there are specific regulations at JRTC that ensure safety and promote work ethics. This handbook has been developed to assist students' successful experiences at JRTC in explaining and outlining those extensions. It contains information about the Center, procedures, and expectations in addition to those established at AHS. Please read this entire booklet carefully and please ask questions about any part that you do not understand. It is extremely important that you are fully aware of all the information within so that you can be successful at the Center and know what is expected of you as a student.

As students of JRTC, just as within the workforce, it is expected that you will conduct yourselves with maturity, abide by all company rules, be mindful of the health and safety of all, and maintain a solid work ethic. All interactions with staff and adults in the building must be conducted with a high level of respect in which you will receive in return.

We are pleased and excited to have you as a member of the JRTC family. Pursue your training here with enthusiasm and a positive attitude and you will have a successful year.

With regards,

A handwritten signature in black ink, appearing to read "jp. c. 2017", written over a horizontal line.

Principal

## OUR PHILOSOPHY

We believe that the purpose of education is to help students develop desirable moral, ethical, and academic preparation in order that each individual will have the skills necessary to assume a positive role in shaping the future of our community, state, and country.

We believe that all students have equal opportunities to obtain the skills they need to be successful in the adult world.

We believe that the school shares the responsibility with parents and community for keeping our school safe and encouraging students to become self-sufficient contributing members of society.

In accordance with these beliefs, Jackson River Technical Center endorses the following principles:

- Our staff aspires to help each individual to discover and enhance his/her unique abilities so that he/she may achieve vocational and civic success.
- We strive to develop a proper respect for honest work, pride in accomplishment, and awareness of the contributions for the individual worker to society and the economy.
- Our staff seeks to graduate "independent learners"--persons who have the necessary fundamentals to interpret and, in turn, utilize their ever-expanding knowledge and skills.
- Our staff also seeks to graduate "life-long learners." Through the experiences of student organizations, students learn their roles in the school, community, and the world of work. Students serve others and make vital contributions toward improving the quality of life in today's world and more importantly to influence and help shape tomorrow's world for the better.
- We strive to acknowledge that a student's greatest assets are individual skill and knowledge, personal initiative, self-confidence, dreams and ideas, with the persistence and determination to carry them to completion.
- Our staff provides to disadvantaged and individuals with disabilities a full range of vocational programs including occupationally specific courses of study, through recruitment, enrollment, and placement activities in the least restrictive environment.
- Our philosophy and objectives are communicated through multiple avenues including publicity activities of Alleghany Highlands Public Schools and through the Jackson River Technical Center Facebook page.

## OUR MISSION

Jackson River Technical Center is committed to providing students with unique, hands-on learning experiences that will foster the skills required for workplace readiness in various trades and professions that will be carried outside of the school environment and into the community. We are also committed to providing quality instruction in a positive, safe and success-oriented environment so that all students have the opportunity to reach their full learning potential and have the tools to make sound decisions for their future.

## OUR OBJECTIVES ARE TO:

- Assist students in selecting a vocation that coincides with their abilities and aspirations.
- Provide the instruction and practical experiences that will give students the opportunity to prepare for gainful employment.
- Expose students to current technical knowledge so that they may perform the job-related skills necessary for entry level in the workplace immediately after graduation.
- Develop students to the depth and quality of technical knowledge and skills for job retention.
- Educate students on associated job hazards and develop safety consciousness.
- Enhance awareness of job-related responsibilities and opportunities to exercise individual judgment in carrying out job assignments.
- Develop qualities that prepare the individual to adjust to an ever-evolving society that accompanies the advancement of a technology within the workplace.
- Encourage leadership through educational, vocational, civic and social activities.
- Promote high standards in work ethics, craftsmanship, scholarship, and safety.
- Recognize students with prestige on the basis of school and community achievements.
- Broaden students' perspectives through programs, publications and personal contacts in local, state, and national student organizations.
- Develop the student's physical, mental, and social well-being
- Cooperate with outside agencies in providing continuing education for adults in the community as the needs present themselves.

## **ADMISSION REQUIREMENTS**

**The programs at** Jackson River Technical Center are operated primarily for sophomores, juniors, and seniors seeking a high school diploma. Special programs may be formulated according to the needs of other students.

- A. The registration of students will be a cooperative effort between Alleghany High School guidance counselors and the JRTC Principal to ensure that students registered are the ones with the most interest and can benefit the most by attendance at the Center.
- B. Registration Criteria:
  - must be enrolled with Alleghany Highlands Public Schools
  - must be at the grade level required for the selected course
  - must have successfully completed prerequisite courses, if applicable
  - must meet acceptable criteria based on specific course requirements
- C. Students who do meet one or more of the registration criteria in one of the regular programs may be considered for registration through the cooperative effort of the home school guidance department and the staff of JRTC. Final authority on registration of such students will be the responsibility of the JRTC staff.
- D. All registration activities are coordinated by the JRTC Principal. Final authority in the registration of all students will be the responsibility of the JRTC Principal.

## **ADMISSION OF POSTGRADUATE STUDENTS**

Jackson River Technical Center may admit postgraduate students into its regular day programs under the following conditions:

- Postgraduate students must have been enrolled in Alleghany Highlands Public Schools during the previous year.
- Postgraduate students must be continuing the third consecutive year of a regular program of which they were previously enrolled.
- Postgraduate student registrations must be on a space available basis and after priority has been given to undergraduates.
- Postgraduate students will be expected to adhere to all policies and guidelines governing regular student attendance.
- Final approval of registrations will be given by the Jackson River Technical Center's principal.

## **SCHEDULE CHANGES**

Voluntary schedule changes will be made only under extenuating circumstances. Students wishing to discuss a possible schedule change must contact the Principal during the first three days of class. Transferring to another class can only be accomplished if space is available in the desired program and approved by the Principal. Students will be subject to the schedule change policies and procedures at Alleghany High School.

## **NONMEMBERSHIP**

Students having a period(s) of non-membership due to late entry, withdrawal and reentry, etc. will receive credit prorated on a nine-weeks grading period basis.

## **WITHDRAWAL**

Students will be withdrawn from the Center and enrollment in his/her courses upon official withdrawal from Alleghany High School. All withdrawals from the Center must have the approval of the Center's Principal.

## **HOMEBOUND INSTRUCTION**

Because of the hands-on nature of the programs at the Center, it is impractical to offer meaningful homebound instruction. Students transitioning to homebound instruction will be withdrawn from their classes at JRTC while on homebound instruction. Upon return to regular on-site classes at Alleghany High School, students may re-enroll in their course of study at JRTC.

## **REQUIRED REGISTRATION FORMS**

Students at JRTC are required to complete a few annual registration forms upon enrollment in a course. We realize that filling out beginning of year forms for school(s) can be tedious, so we have tried to simplify our forms and keep duplication to a minimum. Please realize though that it is necessary for JRTC to have additional information and agreements from students due to the nature of our programs and the fact that we are a separate building.

Forms to complete upon enrollment include

- Simplified Registration Form
- Emergency Care Authorization
- Agreements for Photo Release, Locker Assignment, Textbook and Acceptable Use of Technology.

## **HEALTH INSURANCE COVERAGE**

JRTC does not offer insurance policies for students; however, considering the nature of the curriculum, it is highly recommended that students obtain health care insurance protection through Alleghany High School offerings or have coverage through a family health insurance plan or private individual insurance provider.

## **TEXTBOOKS & MATERIALS**

Students will be assigned textbooks for some of their classes. These are school-issued textbooks and must be returned at the end of the course in a condition in which they can be reissued to the next students. Textbooks that have been worn beyond normal wear and tear will be assessed a fee to cover the cost for repair. If a textbook is beyond repair or was lost during the year, the student must pay the replacement cost for the textbook. A student's teacher will check textbooks for damage, and the Principal will determine the fee for repair or replacement. The student must pay assessed fees before the student's last day for the school year. Textbooks are the property of JRTC.

Students are responsible for paying fees to cover the cost of consumable materials like workbooks and other required materials used in lab activities. All students will be expected to pay for consumable workbooks by the end of the second week of school. Applications for time-payments or assistance are available from the office. Students not securing the required books, equipment, and materials will receive an incomplete and/or failing grade. Other materials can include but are not limited to safety glasses, ear protection, leather soled boots, tools, aprons, hairnets, etc.

## **LOCKERS**

When appropriate or upon request, JRTC students may be assigned a locker to use while on the premises. All lockers are the property of Jackson River Technical Center. The issued locker may be searched by the JRTC principal or designee at any time there is a reasonable suspicion to believe that anything of an illegal or dangerous nature is contained within. In addition, the student named above will be responsible for the cost to repair any damages to the locker as a result of neglect, intentional/accidental damage or improper use by the student) up to replacement if damaged beyond repair. Students are responsible for removing all items from lockers prior to the end of school. JRTC will not be responsible for items left in lockers after the last day of school.

All personal valuables should be placed inside the locker for safety. Lockers must not be shared.

**REMEMBER YOUR LOCKER COMBINATION AND DO NOT GIVE IT TO ANYONE.**

## **STUDENT ORGANIZATIONS**

Student organizations provide opportunities for students to take a more active part in the education experience including but not limited to leadership development, collaborative working experiences, community service, and opportunities for advancement. These organizations operate under guidelines in accordance with the values of JRTC and affiliated national student organizations guidelines.

Students may participate in any of the four organizations at Jackson River Technical Center. Student Organizations include Distributive Education Clubs of America (DECA), Health Occupations Students of America (HOSA), Family, Careers, Community Leaders of America (FCCLA), and SkillsUSA. These organizations are considered an integral part of the curriculum for JRTC students. Student organizations meet on a regular basis during class time under the supervision and sponsorship of their teacher. The sponsor(s) and the Principal must approve all club activities in advance.

## **FUNDRAISING ACTIVITIES**

Fundraising activities that are not JRTC sponsored are not to be conducted on JRTC premises without prior permission from the Principal. As with all club activities, any JRTC fundraising activities must receive advance approval through the student organization sponsor and Principal. Fundraising sales and solicitations are not to be conducted during class time. Students are responsible for submitting all generated funds and unsold items from fundraising activities should be promptly returned to the organization's sponsor. Students will be held financially accountable for any loss of generated funds or items unaccounted for.

## **CELL PHONES & COMMUNICATION DEVICES**

In accordance with School Board Policy, students in grades 6-12 may be in possession of a cell phone or other communication devices; however, such devices must be kept out of sight and set on silent or Do Not Disturb mode at all times during the allotted instructional class period. This includes when leaving the classroom or lab for any reason during the instructional period.

Headphones, earbuds, AirPods, Bluetooth headphones and other connectable accessories cannot be used by students during instructional periods. At the teacher's discretion, connectable accessories may be connected to school-issued chromebooks for instructional purposes only.

Devices may be used during transitions between class periods.

Use of personal devices are restricted in restrooms, locker rooms, clinics, testing situations, and in most Career and Technical Education classes/work-based learning experiences due to safety and privacy violations that use of a device in those situations may breach.

## **SCHOOL TELEPHONES**

The office phone may be used only for emergencies and only with appropriate permission. Students are not allowed to use telephones in teacher offices.

## **STUDENT DRESS CODE**

**The student dress code at Jackson River Technical Center is aligned with the policies established by Alleghany High School as outlined in the AHS parent-student handbook in its entirety.** In addition, students involved in laboratory or professional off-site activities (such as clinicals or work-based learning experiences) may also be required to follow additional rules regarding student dress as it relates to their individual program's needs or teacher requirements. Such additional requirements may include, but not be limited to specific footwear, need of long pants, safety/protective clothing and equipment, protective eyewear, and headwear i.e., hairnets. Students who refuse to comply with dress code rules or requirements can result in disciplinary action and/or dismissal from his/her JRTC program.

## SAFETY GLASSES AND FOOTWEAR

Students who are participating in activities that require the use of safety glasses must wear approved Z87 ANSI rating protective eyewear that must include protective side shields. Clear lens glasses must be worn in all areas except in welding.

Also specific footwear may be required in activities in many programs. A student is expected to provide this footwear each day that it is needed to participate in specific activities.

## EMERGENCY DRILLS OR SITUATIONS

JRTC students will follow the directions of their instructors for any drill or emergency situations that may occur. In compliance with Virginia Code, all public schools are required to conduct routine fire evacuation, lockdown situations and severe weather drills. Parents will be notified by School Messenger at least 24 hours in advance of all lockdown drills. Students and teachers follow protocol of emergency drills and situations in accordance with the Alleghany Highlands Public Schools Crisis Management Plan.

## VISITORS AT JRTC

Parents and other interested persons are invited and encouraged to visit JRTC. All visitors must report directly to the school office and complete the check-in process. Groups planning to visit the Center will present requests at least one week in advance for approval by the Principal. Students are not permitted to invite friends to visit them during their class period.

## STUDENT DRIVERS

Due to the limited parking spaces, only JRTC staff, school officials, temporary visitors, vendors and law enforcement/emergency services may park a vehicle in the JRTC parking lot. Student drivers who attend JRTC must park in his/her designated parking space at Alleghany High School. **A student must obtain permission from the office prior to bringing his/her car on campus.** Any student bringing an automobile without permission, allowing other students to ride without permission, riding with another student or another person without permission, or driving in an unacceptable manner will be subject to disciplinary action.

Any student bringing an automobile to the Center for repair work or for some other justifiable, class-related reason must have prior written permission. This permission is obtained by filling out an automobile registration form, which will be signed by the teacher and the JRTC Principal. If the student requesting permission is from a class other than Auto Servicing, that student must have permission from his/her teacher as well as the Auto Servicing teacher if the car is being brought to the Center for repairs.

Students must report directly back to AHS at the end of their classes at JRTC. **Only parents are permitted to pick up students at JRTC after the approval and notification from Alleghany High School.**

## ATTENDANCE POLICY

**The attendance policy at Jackson River Technical Center is aligned with the policies established by Alleghany High School as outlined in the AHS parent-student handbook.**

An important note about attendance at JRTC: Regular and punctual attendance is important in the development of good work habits and for the acquisition of skills. As vocational education is oriented to the actual performance of competencies, many experiences and opportunities to learn and perform are lost when a student is absent and unable to participate in the class for any reason. Due to their nature, many of these experiences cannot be made up; therefore, students cannot acquire the desired competencies and work habits needed without regular and punctual attendance.

Yes, attendance greatly impacts a student's grades and academic success. Active participation in class is the major component of each student's grade for each grading period. Active participation includes being present for the entire class time; having the proper learning materials, safety equipment, etc.; participating constructively in class activities and discussions; demonstrating achievement of related tasks/competencies; working cooperatively and effectively with others; performing required duties and assignments; demonstrating safe and proper work habits; and demonstrating personal characteristics appropriate for an effective and successful employee. The JRTC Principal will ensure that appropriate consideration is given to class participation in the grading system of each teacher/program and that appropriate consistency is maintained with all teachers/programs within the Center.

A student will be marked absent on any day in which he/she fails to attend fifty percent or more of the class period unless the entire group of students is excused to attend an Alleghany High School school-related activity. This includes off-site learning experiences such as clinicals or any work-based learning associated with specific classes.

Students absent from class due to suspension, skipping, or certain other reasons as determined by the Center's administration will receive a participation grade of "0" for the day(s). Students must complete all work missed because of absenteeism. It is essential for students to understand that successful completion of JRTC courses depends on a student's regular and punctual attendance.

JRTC students who are absent for a full day(s) of school are to have their absence excuses processed at Alleghany High School and present an absence slip to the JRTC office on the first day back. Students checking in or out of school at a time that will cause them to be absent or tardy at JRTC must follow the proper check-in, check-out, or early dismissal procedures at AHS and obtain an excuse for the JRTC office. In the case of any absences, an absence slip from the home school must be presented to the JRTC office not later than the second day back or the absence will be considered unexcused, regardless of the reason for the absence.

Students' attendance at JRTC is directly connected to their attendance records at Alleghany High School; therefore, all absences accrued at JRTC affect attendance and academic consequences including truancy.

#### **ABSENCES FOR SCHOOL CURRICULAR ACTIVITIES**

Alleghany High School will provide the Center with a monthly calendar of activities and events. A student may be released from attendance at JRTC classes ONLY in the event that a special school sanctioned program is devised to correlate to a specific school objective. Alleghany High School administration will inform the Center's Principal and students will not report to JRTC. It is advised that students communicate directly with their teachers in advance of such events.

#### **NOTIFICATION TO PARENTS**

**Report Cards:** Students will receive a term grade each nine weeks in each course they are enrolled at JRTC. Grades will be included in the student's report card issued by Alleghany High School.

**Parent-Teacher Conference:** Dates for formal Parent-Teacher conferences are scheduled periodically throughout the school year. We encourage parents to reach out to our teachers at any time for purposes of communicating and understanding their student's academic progress at JRTC.

**Grading Scale:** The grading scale at JRTC is aligned with the 10 point scale established by Alleghany Highlands Public Schools.

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 0-59

\*Failure to complete all course requirements or clear all JRTC obligations will result in a grade of INCOMPLETE (I).



## **CERTIFICATE REQUIREMENTS**

To receive a certificate from Jackson River Technical Center, a student must successfully complete all courses within a certificate program sequence with an overall grade average of not less than 77% and must have earned a grade of not less than 77% in the last course of the program sequence. The student must also meet the requirements of graduation at Alleghany High School or have passed the GED exam.

## **STUDENT CONDUCT**

**The Code of Conduct at Jackson River Technical Center is aligned with the descriptions, regulations and consequences established at Alleghany High School as outlined in its entirety within the AHS parent-student handbook.**

This is the most important thing to remember when choosing to not comply with school rules at Jackson River Technical Center: JRTC provides a learning environment and unique experiences for students that are unconventional and often include working with and around specialized equipment and small children. Such a learning environment requires students to conduct themselves in a mature and often professional manner towards staff and peers. Here at the Center, we expect a higher degree of self-control and self-discipline due to the nature of courses of study and learning environments. **Students presenting chronic discipline problems or committing serious offenses (including possession and/or use of controlled and illegal substances) will be permanently removed from his/her enrolled technical program(s) and may be recommended for expulsion.** The most commonly used disciplinary action is in-school detention which will affect a student's class participation and attendance, both requirements for successful completion of a technical program. It is essential that students and parents are aware of our expectations and understand the potential consequences of program dismissal. In such cases, the student, parent, Alleghany High School administration and counselors will be formally notified and a change of schedule will be issued. Such changes in schedule will be permanent.

Any behavior resulting in the issuance of Out of School Suspension is mutually defined at both JRTC and Alleghany High School. This means if a student is issued an OSS for an offense at JRTC, he/she is also suspended from attending classes at AHS until the assigned period of suspension has been satisfied, and vice versa.

### **IN-SCHOOL DETENTION (ISD) AT JRTC:**

In-school detention only affects a student's status at JRTC. Students receiving in-school detention are to obtain assignments from their teacher and report to the office immediately upon reporting to the Center. In-school detention will be served in a special study carrel area under the supervision of the administrative office. Students will be expected to work with no talking or other disruptive behavior. Students violating this requirement will receive additional detention or suspension. Students who have been assigned to in-school detention will earn a daily grade of zero (0) for participation in their enrolled class(es). Written work will be graded and recorded as an assignment grade. ISD rules will be posted in each study carrel for students to read and ponder carefully during their time out of class. Failure to follow ISD rules may result in additional ISD or regular out-of-school suspension (OSS).

## **DRUGS/ALCOHOL AND MEDICATION**

The possession, use, evidence of prior use, or distribution of illegal chemicals, alcohol, "look-alike" drugs (including alcohol), anabolic steroids, any drug not prescribed for the student by a physician, or any substance considered a drug or alcohol on school property or at any school activity is prohibited. Likewise, the possessing or using of drug paraphernalia on school grounds or at any school-related event is also prohibited. Publications or other printed matter that advocates the use of illegal drugs as acceptable social behavior are prohibited from possession, sale, or distribution on school property.

To maintain control of drug trafficking within the school and to ensure the health and safety of students, the School Board requires any student who is taking a prescribed or patent medicine for illness or other medical needs must work through the appropriate procedural steps through the school nurse at Alleghany High School and report such medications to the JRTC Principal or other designated staff member. (There is a section on the Emergency Care Authorization form to include this information.) This information will be maintained with confidentiality and only shared with those participating in emergency or medical care that involve the student. Any such medication that is required to be taken or administered during classes at JRTC, must be placed in the care of the principal or his designee.

#### **TOBACCO PRODUCTS, LIGHTERS/MATCHES & VAPES**

Students shall not use or possess tobacco in any form including electronic cigarettes while on the school premises, on any school trip, or at any school affiliated function or event sponsored by a school organization. The possession of a lighter and/or matches is also a violation of school rules.

#### **VIOLATIONS**

Violation of policies regarding Drugs, Alcohol, Medication, Tobacco products, Vapes and the paraphernalia associated with use of such substances will result in disciplinary action in accordance with the Alleghany High School Discipline Policy and Virginia Law. In addition, such violations will result in an evaluation of the student's continued enrollment in his/her technical program(s) at JRTC. **Again, It is important that students understand that chronic disciplinary problems or committing serious offenses (including possession and/or use of controlled and illegal substances) will be permanently removed from his/her enrolled technical program(s).**

## COURSES OF INSTRUCTION AND CERTIFICATION PATHWAYS OFFERED

Jackson River Technical Center offers learning programs that provide job-entry level vocational training. These courses allow the student to earn credits toward graduation and receive a vocational certificate in addition to his or her diploma. Successful completion of a program sequence will fulfill a math or science requirement for graduation. Also, all classes meet the practical arts requirements for high school graduation.

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**Marketing:** A one-credit one-semester course for entry level positions and/or continued education in a variety of careers that require knowledge of communications, economics, and psychology as well as techniques in sales, promotion, and management. Examples include sales, public relations, business management, product design and merchandising, fund-raising, advertising and promotion using all types of media, and international marketing. Marketing uses the cooperative education method offering a combination of classroom instruction and supervised on-the-job training with continuing supervision throughout the school year.

**Prerequisite:** None

**Grades:** 10, 11, 12

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**Advanced Marketing:** This is a one-credit, one-semester course designed to give students the opportunity to expand their knowledge of marketing from a management perspective. This course focuses on the areas of ethics, consumer and environmental protection, economics, career development, entrepreneurship, professional sales, marketing-information-management, product planning, pricing, promotion, purchasing, distribution, finance, and the development of a business plan. Classroom instruction will be reinforced through the use of case studies, guest lectures and field trips. While enrolled in the course, the student is an active member of DECA, an association of marketing students. Students may take this course in conjunction with Marketing Cooperative Work Experience (Coop).

**Prerequisite:** Marketing Class

**Grades:** 10, 11, 12

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**Sports and Entertainment Marketing:** This is a one-credit, one-semester course designed to help students develop skills in the areas of marketing analysis, event marketing, communication, and human relations, along with a thorough understanding of the sports, entertainment, and recreation industry and career options available. Academic skills (mathematics, science, English, and history/social science) related to the content are a part of this course. Computer/technology applications supporting this course are studied.

**Prerequisite:** None

**Grades:** 10, 11, 12

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**Sports & Entertainment Management:** This is a one-credit, one-semester course designed for students to continue their study of the sports, entertainment, and recreation industry including the impact of the internet marketing and international marketing in this area. Other topics include market research, market segmentation, and sponsorships as well as planning, implementing, and evaluation SER events. The course will also cover working with agents and personal managers and appraising the role of labor unions in SER. Additional study will be focused on developing a career plan in the field.

**Prerequisites:** Sports & Entertainment Marketing

**Grades:** 10, 11, 12

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**Travel and Tourism Marketing:** This course examines the components of the hospitality and tourism industry, including attractions, lodging, transportation, and food and beverage. Other topics include the history, political, social, and cultural impacts hospitality and tourism have had on local, state and global environments. Students will develop competencies in the areas of communication, customer service, marketing, industry, technology, economics, and management functions, and will be provided with opportunities for hands-on, real-world applications. Applying academic skills from other disciplines (e.g., mathematics, science, English, history/social science) is also a part of this course.

**Prerequisite:** None

**Grades:** 10, 11, 12

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**Entrepreneurship Education:** This is a one-credit, one-semester course designed for students who wish to concentrate on strategies for career development through ownership/management of their own businesses. Although individual skills are emphasized, the focus of the course is on development of a business plan, including the following: Determination of type of business enterprise, legal considerations, location selection, financing, steps in getting the enterprise started, marketing strategy, and interaction with successful entrepreneurs.

**Prerequisite:** None

**Grades:** 10, 11, 12

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**Introduction to Health & Medical Sciences:** This is a one credit, one semester course designed to introduce students to the various occupations within the healthcare field and to develop common basic skills utilized in such occupations. This course includes acquainting the student with the healthcare industry, introducing and surveying various health careers, identifying medical terminology and the anatomy of the entire body system, vital signs, infection control, basics of nutrition and medical emergencies.

**Prerequisite:** None

**Grades:** 10, 11, 12

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**Nurse Aide I:** This is a two credit, one year course designed to assist students in the development of basic nursing care and skills utilized in many health assistant careers. Students will focus on content such as cultural diversity, understanding patient's rights, first aid, communication skills, and the nurse aide's scope of practice. Supervised laboratory training is a major component of the course. Students in this course will have the opportunity to participate in the Health Occupations Students of America (HOSA).

**Prerequisite:** Introduction to Health Occupations

**Grades:** 11, 12

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**Nurse Aide II:** This is a two credit, one year course designed to offer students advanced preparation through classroom instruction and clinical experience. Instruction is based on competencies for bedside nurse aide skills as well as content such as communicating with patients and job acquisition skills. Emphasis is on advanced skill through clinical work experience managed by the teacher in a local nursing home.

Satisfactory completion of the nurse aide theory and clinical components will enable students to take the written and skills tests to become a Certified Nursing Assistant (CNA).

**Prerequisite:** Nurse Aide I

**Grade:** 12

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**Automotive Technology I:** This is a one-credit, one-semester course designed for students interested in the automotive technology field. Studies in this course will include basic safety, identification of automotive systems, proper use and safety with basic hand tools, minor repair and maintenance of an automobile, general interior and exterior maintenance of an automobile and occupations in the automotive field.

**Prerequisite:** None

**Grades:** 10, 11, 12

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**Automotive Technology II:** This is a two-credit, one-year course, designed to give students instruction in the basic principles in the class such as safety, shop tools, service manuals, engine principles measurements, design and construction, mechanical and fluid engine systems, and electrical engine systems. Students will be working on automobiles during lab portions of the course.

**Prerequisite:** Automotive Technology I

**Grades:** 11, 12

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**Automotive Technology III:** This is a two-credit, one-year course designed to expand the knowledge a student has learned in the two previous automotive technology courses. Students will receive instruction in emission control systems, automotive computers, power transmission systems, vehicle suspension and control systems, vehicle accessory systems, and the work experience program. Students will continue to work on automobiles during lab portions of the course.

**Prerequisite:** Automotive Technology II

**Grades:** 12

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**\*Building Management I:** This is a one credit, one semester course designed to introduce students to the principles of building management as it pertains to the upkeep and maintenance of commercial and public buildings and grounds. Students will receive hands-on training in cleaning operations, building repairs, electrical work, plumbing and grounds maintenance and as well as identification and operation of tools and equipment used in the profession.

**Prerequisite:** None

**Grades:** 10, 11, 12

*\*(Building Management is a new program of study to JRTC. This is the introductory course course of a completion series of three levels, and will be offered to students beginning the second semester of the 23-24 school year. Building Management II and III will be offered in subsequent years as students complete the prerequisite courses in progression and are accepted into the courses that follow.)*

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**Carpentry I:** This is a one-credit, one-semester course designed to introduce students to the principles of carpentry as they relate to construction. Classroom and lab instruction integrates safety, shop and field math needed by carpenters, tools, materials, fasteners, blueprints, and layout work. The student will be involved in hands-on experiences such as the building of a house, shop orders, cabinets, small buildings, and other such projects.

**Prerequisite:** None

**Grades:** 10, 11, 12

**Carpentry II:** This is a two-credit, one-year course designed to give students more emphasis on carpentry principles. Classroom and lab instruction integrate additional and more detailed instruction from the topics in a review of Carpentry I; safety; rough carpentry; concrete forms; wall, floor, roof, and stair framing; leveling instruments; and estimation principles and cost of materials. Students will be involved in construction of a house at JRTC, Cabinetmaking, and other carpentry related work.

**Prerequisite:** Carpentry I

**Grades:** 11, 12

**Carpentry III:** This is a two-credit, one-year course designed to give students more advanced emphasis on carpentry. Students will receive classroom and lab instruction in safety, installation of windows and doors, drywall construction, ceiling finishing, interior trim work, blueprint reading and drawing, and the construction of a house at JRTC.

**Prerequisite:** Carpentry II

**Grade:** 12

**Electricity I:** This is a one-credit, one-semester course designed to train students in the basic electrical knowledge and performance skills required to work in the building trades field. Classroom and hands-on instruction will include units in electrical safety; tools; blueprints and load calculations; electrical wiring codes; 110 volt, 220 volt, and low voltage circuits; fuses and circuit breakers; test equipment; and basic troubleshooting. The student will develop electrical repair skills and basic wiring skills.

**Prerequisite:** None

**Grades:** 10, 11, 12

**Electricity II:** This is a two credit, one-year course. Students continue to develop skills in the installation, operation, maintenance, and repair of residential, commercial, and industrial electrical systems. They also study electrical theory and mathematical problems related to electricity, navigate the National Electrical Code Book, select and install conductors, examine lighting, communication, and power systems, and work with conduit and raceways, panelboards, switchboards, grounding systems, and generators.

**Prerequisites:** Electricity I

**Grades:** 11, 12

**Electricity III:** This is a two-credit, one-year course. Students continue to develop skills in the installation, operation, maintenance, and repair of residential, commercial, and industrial electrical systems. They also study electrical theory and mathematical problems related to electricity, navigate the National Electrical Code Book, select and install conductors, examine lighting, communication, and power systems, and work with conduit and raceways, panelboards, switchboards, grounding systems, and generators.

**Prerequisite:** Electricity II

**Grade:** 12

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**Welding I:** This is a one-credit, one-semester course designed to introduce students to welding and occupations in the welding field. Areas of instruction include shop and equipment safety, workplace safety, pneumatic shear, oxygen-acetylene cutting, SMAW welding and theory. Detailed instruction on parts of the torch, bottle pressure settings, types of flames, and equipment care are included for oxygen-acetylene cutting. Instruction in the use of other shop equipment is included. Students may receive an OSHA 10 hour construction industry card with successful completion of Welding I

**Prerequisite:** None

**Grades:** 10, 11, 12

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**Welding II:** This is a two-credit, one-year course designed to advance SMAW welding and begin GMAW & FCAW & GTAW welding. Other areas of instruction are carbon arc torch, plasma arc cutting, blueprint reading, and all types of welding theory. Students will begin to explore colleges, apprenticeship programs and possible post-graduation paths

**Prerequisite:** Welding I

**Grades:** 11, 12

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**Welding III:** This is a two-credit, one-year course designed to allow students a more extensive training in SMAW, GMAW, FCAW, & GTAW processes. Students will also receive additional instruction in blueprint reading, metal fabrication, and design. All theory is reviewed and students will take the welding written assessment test for (NOCTI) **National Occupational Competency Testing Institute**. Through satisfactory completion of the welding program sequence, students that excel may have the opportunity to attempt a welding qualification test.

**Prerequisite:** Welding II

**Grade:** 12

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**Introduction to Culinary Arts:** This is a one-credit, one-semester course designed to introduce students to the basics of the food industry. Students will be given an overview of the food service industry, general safety, sanitation, kitchen orientation and equipment, nutrition, customer service, and basic cooking principles. Students will also apply those topics to actual work in the kitchen in preparing basic meals and in hosting large banquets.

**Prerequisite:** None

**Grades:** 10, 11, 12

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**Culinary Arts I:** This is a two-credit, one-year course designed to give students more in-depth experiences in working in the food industry. Students will have more hands-on time in the kitchen to prepare meals and banquets. Students will continue to expand their food industry knowledge by making menus, studying recipe structure and use, basic food preparation, and fast food operations.

**Prerequisite:** Introduction to Culinary Arts

**Grades:** 11, 12

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**Culinary Arts II:** This is a two-credit, one-year course designed to introduce students to kitchen management skills. Students will cover several topics dealing with management: equipment, business management, personal management, cost control, menu planning, and marketing. The majority of this class is spent in the kitchen with the student working individually and in small groups to prepare for meals and banquets.

**Prerequisite:** Culinary Arts I

**Grade:** 12

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**Introduction to Early Childhood Education:** This is a one-credit, one-semester course designed to introduce the student to the principles of child growth and development, planning and implementing learning activities, principles of guiding children's behaviors, healthy and safe environments, exploration of the child care industry and career development. Basic hands-on experience working with children and their families is provided in the JRTC Preschool.

**Prerequisite:** None

**Grades:** 10, 11, 12

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**Early Childhood Education I:** This is a two-credit, one-year course designed to continue developing students' knowledge and skill that would apply to many careers dealing with children. Areas of learning include types and characteristics of child care centers, employability requirements, basic child development, children's behavior, guidance and discipline techniques, types of behavior, behavioral procedures, promotion of children's health and safety, child abuse awareness, facility maintenance, and developmentally appropriate activities. Continued practical hands-on experience is gained in the JRTC Preschool.

**Prerequisite:** Intro to Early Childhood Education

**Grades:** 11,12

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**Early Childhood Education II:** This is a two-credit, one-year course designed to develop more professional attitudes and abilities and combine learned knowledge with current information and practices. Additional topics of instruction will be CPR and First Aid Training, behavior management and communication skills, learning theories, program management, and record keeping skills. Continued practical hands-on teaching experience in working with children and their families is gained in the JRTC Preschool.

**Prerequisite:** Early Childhood Education I

**Grade:** 12

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**Technical Drawing/Design:** This is a one-credit, one-semester course for students to experience the basic drawing language used in industry and construction. Students sketch, design, and make technical drawings, orthographic drawings, isometric drawings, and learn the fundamentals of dimension drawings. Students will be introduced to manual drafting and design techniques using traditional drafting tools and also use Autodesk Inventor, which is a CAD (computer aided drafting) software to complete the assignments. This course is especially recommended for future engineers, and architects.

**Prerequisites:** None

**Grades:** 9, 10, 11, 12

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**Architectural Drawing/Design:** This is a one-credit, one-semester course in which students learn advanced drawing and design material. It is a course that provides students the opportunity to learn about the principles of architecture and to further expand their skills in using a CAD system. Drawing experiences include: designing house plans to meet County building codes, developing pictorial house drawings, and constructing a house model. This class is helpful for students pursuing a career as an architect, interior designer, home construction industry, or homeowner.

**Prerequisite:** Technical Drawing/Design

**Grades:** 10, 11, 12

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**Engineering Drawing/Design:** This is a one-credit, one-semester course. It is designed as an advanced CAD drawing and design course where students expand their knowledge and drawing skills as related to the mechanical design field of study. Subject areas will include design work in the electrical field, machine field, and plumbing field. Students will learn how to draw isometric, oblique, auxiliary, and detailed sets of drawings and construct simple models from their designs. This class is for students pursuing a career as an engineer, architect, or in the mechanical design field.

**Prerequisite:** Technical Drawing/Design

**Grades:** 10, 11, 12

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**Advanced Drawing/Design:** This is a one-credit, one-semester course designed for students to use graphic language for product design and technical illustration. They increase their understanding of drawing techniques learned in the Technical Drawing and Design, Engineering Drawing and Design and Architectural Drawing and Design. Students research design-related fields while identifying the role of advanced drawing and design in manufacturing and construction industry processes.

**Prerequisites:** Technical Drawing /Design and/or Engineering Drawing, Architectural Drawing

**Grades** 11-12

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**Work Experience:** Certain students in some JRTC programs may participate in a work experience program in a JRTC approved local business or industry. In this work experience program, a student may earn additional credit in the third course of a three-course sequence. The student must participate in a related business or industry to that final course in a JRTC program. The student's teacher would supervise the work experience program as it would relate to the JRTC classroom and lab.

**Prerequisite:** Enrolled in the final course of a three-course sequence

**Grade:** 12

