



26-27

916 CAREER AND TECH HANDBOOK

#916impaCT



Vision

To be a state leader in transforming lives through an innovative, rigorous and compassionate approach to Career and Technical education.

Mission

916 Career and Tech exists to empower all students with opportunities to discover their purpose and to develop the skills and passion necessary to pursue their goals in education, community, and industry.

Core Values

1. High Expectations for ALL
2. Integrity
3. Collaborative Partnerships
4. Culture of Belonging, Equity, and Inclusion

Basic Information

Career and Tech @ Century College East Campus



www.https://careertech.916schools.org/

Main Phone: 651-415-5537

Daily Schedule

TIME BLOCK 1: 8:05 - 9:35

TIME BLOCK 2: 10:00 - 11:30

TIME BLOCK 3: 12:45 - 2:15

Administration

Michelle Baland, Principal, mbaland@916schools.org, 651.415.5364

Molly Arnason, Assistant Principal, marnason@916schools.org, 651.415.5697

Erick Lehet, Assistant Principal, elehet@916schools.org, 651.415.5534

Kelli Gray, Registrar, kgray@916schools.org, 651-415-5517

Support Services

Amber Krug, School Counselor, akrug@916schools.org, 651-415-

Lindsay Heerema, Special Services, lheerema@916schools.org, 651-415-5533

Jill Slayton, Century College Liaison, jslayton@916schools.org, 651-415-5518

****Please note, we do NOT have health services on site.**

Transportation and Parking

- Transportation is provided by most home school districts to and from the 916 Career & Tech Center.
- Driving a personal vehicle is a privilege and must be approved by your home high school.
- No parking permit is required on the Century College East Campus. Parking is available in the BACK LOT for students.
- Driving/Parking privileges MAY be revoked if Century College Security reports unsafe driving in the lots or use of unapproved parking spaces.



26-27 916 School Calendar

Students follow their **HOME** high school calendar. If the **HOME** school is not in session, attendance is optional, and absences are excused. The following days, 916 Career and Tech **IS NOT** in session, and students will follow their home high school procedures for these days.

August

31 First Day of Class

September

7 No School
28 No School

October

15-16 No School

November

2 No School
25-27 No School

December

23-31 No School

January

1-4 No School
18 No School
25 No School

February

12 - 15 No School

March

5-12 No School

April

9 No School

May

10 No School
31 No School

June

3 Last Day of Class



Important Dates

First Day:	August 31
Last Day to Drop:	September 11
End of Quarter 1:	October 30
End of Quarter 2:	January 22
End of Quarter 3:	April 2
End of Quarter 4:	June 4

Attendance

Consistent attendance is critical to student learning. State law requires all students under the age of 18 to attend school, and state truancy guidelines are followed.

- Attendance is shared with your home school daily.
- Absences or early dismissals should be arranged through your home school attendance office
- Although reported through the home school, please be sure to communicate with your 916 Career and Tech teacher to ensure you receive any missed work.

Communication

We believe that families are important to the success of our students. We want to communicate about progress toward graduation and how we can better support students. Teachers and staff members can be reached via email, phone, or text. We encourage and appreciate contact with families. Parents and students are automatically enrolled to receive communications through an application known as “Parent Square”. We will use this as a means of communicating with groups of students and/or families. Teachers may also choose to enroll students in this app to communicate directly with them regarding program changes.

916 Career and Tech uses Campus Parent Portal. Families are encouraged to sign up and can view grades and attendance anytime. This is a DIFFERENT portal than a student's home school portal.

Weather-related school closings will be posted to our website, and a communication will be sent as soon as we have made the decision to close.

Course Specific Handbooks

During the first week of school, each course will review a course-specific handbook and syllabi outlining grading practices, attendance requirements, safety and dress code requirements, professionalism skills, and other important information required for successful completion of the course. We will require a parent/guardian signature on these handbooks.

Cell Phone Policy

Students are encouraged not to bring cell phones or other personal devices, including smartwatches and tablets, to school. If students choose to bring a cell phone or other personal device to school, the expectations are as follows:

- The device will be collected upon entering the school space and placed in a storage case.
- We understand that students have outside responsibilities and often need to be in contact with family or employers; during instructional breaks, students may request use of their phone. We also encourage students and families to utilize Google Chat if a quick message is needed.

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- Students assume the risk of damage, theft, or loss when choosing to bring a phone to school.
 - Students who use their cell phone to monitor a medical condition (i.e., diabetes, epilepsy) may have their cell phone with them at all times, but must adhere to all other expectations of the cell phone policy. Please contact school administration if there is an essential need for a phone for approval.

Notice of Video Surveillance System

For the safety and security of all students, staff, and visitors, Century College utilizes a video surveillance system in all of the hallways and parking lots.

Purpose:

The cameras are used for safety, security, and immediate operational reasons, including but not limited to:

- Protecting school property
- Deterring and investigating criminal activity or policy violations.
- Assisting in emergency situations.

Notice and Transparency:

In compliance with state law and district policy, the school district provides notice that video recording devices are in use. This notice is provided through this statement within the handbook.

Use of Footage:

- Footage may be reviewed by authorized personnel (e.g., school administrators, Century College security) to investigate incidents or policy violations.
- Video evidence may be used in disciplinary proceedings against a student, staff member, or visitor.

Privacy and Data Subject Rights:

- The district handles all video in compliance with the Minnesota Government Data Practices Act (MGDPA) and the Family Educational Rights and Privacy Act (FERPA).
- Students or their parents/guardians generally have the legal right to inspect video data in which the student appears. Any release of footage is subject to the redaction (blurring or cropping) of other individuals who are not involved in the matter to protect their privacy.
- Access to live footage is strictly limited to authorized staff for legitimate safety, security or operational interests.

Important Disclaimer:

The video surveillance system is for safety and security purposes. Century College security is continuously monitoring and will alert 916 staff if a concern arises.



Program Expectations

Academic

1. Students must have regular attendance, be on time, and be productive in class. Tardies and unexcused absences count towards truancy, and students risk being removed from class.
2. Students must attend class and complete coursework to earn credit.
3. Students must only use computers for academic purposes; any use of proxy servers to access non-academic websites may result in the student's loss of computer privileges.
4. Students must maintain academic honesty.
 - 4.1. Students must submit their own work.
 - 4.2. Students copying and pasting others' work is plagiarism and will not be given credit.
 - 4.3. Students must not share answers or post assessments, assignments, answers to assessments or assignments, or any other Career and Tech curricular material through social media or social sharing sites that can be viewed by other students.
 - 4.4. Students must not give or receive any unauthorized assistance on assignments or assessments, including the use of Artificial Intelligence (AI).

Behavior

1. Students are expected to conduct themselves in a responsible and accountable manner.
2. Harassment, threatening, bullying, and fighting will not be tolerated. This includes but is not limited to: verbal threats, harassment and bullying on school grounds as well as off school grounds and through social media. All reports of harassment and bullying will be investigated by school officials.
3. Students cannot be under the influence of drugs or alcohol or be in physical possession of drugs or alcohol. Students' clothing also must not smell of any illegal substances.
4. There is no smoking allowed in the school building or on school grounds. This includes e-cigs and chewing tobacco.
5. Students cannot be in possession of a weapon, which is any device that can be used to threaten or harm. This includes but is not limited to guns, tasers, hand tools, knives of any sort, and chemicals such as mace. If a student is found in possession of any of the above items, they will be confiscated and turned over to law enforcement.
6. Students should be dressed appropriately, use appropriate language, and be respectful of staff and students.

Additional Resources:

[Northeast Metro 916 District Policies](#)

[Northeast Metro 916 District Handbook](#)