



Cass County Career & Technical Education Center



Course Sharing Handbook



2018-2019



The CCCTEC Story!

In 2014, the Cass County Career and Technical Education Center (CCCTEC) was established as a collaborative effort between Fargo, West Fargo, and Northern Cass Public School Districts. In 2016, the Center expanded its membership to include Central Cass Public Schools. As members of the CCCTEC, district leaders are committed to working collaboratively to strengthen career and technical education options for all high schools in the region through the sharing of teachers, curriculum, facilities, and equipment.

Career and Technical Education Matters!

Career and Technical Education (CTE) is an essential component of the educational system, preparing learners for life, careers, and college. With an emphasis on real-world and real-life skills, occupational content and academics come to life through application. Students develop 21st Century skills as they communicate and collaborate on activities and utilize creativity and critical-thinking to design projects and solve problems. Teachers work directly with business and industry partners to bridge high school curriculums with relevant skills needed in today's world of work. Middle school and high school learners are given the opportunity to explore career pathways with varying levels of education, including industry-recognized credentials, post-secondary certificates, and two- and four-year degrees, giving them a jumpstart on personal, academic, and career planning. Career and Technical Student Organizations (CTSO) prepare young people to become productive citizens and leaders in the community as they engage in leadership development.

A Virtual Center!

The CCCTEC functions under a 'Virtual Center' model where programs are housed in one or more of the member district's high schools versus a single central location. The virtual center model contributes to cost efficiencies for schools while creating opportunities for more students to enroll in CTE courses. Students may travel to sites to attend classes; along with options for students to share curriculum over video conferencing technologies and/or online curriculum learning management systems. CCCTEC programs include: Agriculture Education, Automated Manufacturing, Aviation Technology, Diesel Technology, Health Science Careers, Information Technology, and Welding.

Growing a Workforce!

The economic expansion in Cass County over the last ten years has created both low unemployment and a workforce shortage in the region. To meet this workforce challenge and prepare students for these emerging workforce opportunities, CCCTEC leaders work to build and expand upon current partnerships with business and college institutions to create relevant educational opportunities for students. The CCCTEC will help to foster innovative education that contributes to building a skilled regional workforce to meet economic workforce demands to grow tomorrow's workforce.

Flexible Delivery

Our goal is to provide students with diverse opportunities to enroll in CTE courses to complete a program of study in their career pathway of interest. Relative to the course, CCCTEC courses will be available to students: 1) on-site in a face-to-face (F2F) setting, 2) online asynchronously for flexible scheduling, or 3) through live video conferencing (VC) scheduled between participating sites.

Registration for CCCTEC courses will occur during their school's local registration process. Course participation may be subject to course prerequisites and/or by local school administration recommendations. Courses taught online or for dual credit require students to be self-motivated and responsible to access courses on a daily basis and will be subject to fees as designated by the post-secondary institution.

CCCTEC Administrative Contacts

Denise Jonas Cass County CTE Director Office: 701-499-1008 E-mail: djonas@west-fargo.k12.nd.us	Tracey Faltersack Administrative Assistant Office: 701-356-2000 E-mail: tfaltersack@west-fargo.k12.nd.us
Ryan Pierce - CTE Curriculum and Instructional Facilitator piercer@fargo.k12.nd.us	

CCCTEC Governance

Governing Board Members	Advisory Council Members
<p><i>Central Cass School Board</i></p> <ul style="list-style-type: none"> Jayme Steig <p><i>Fargo School Board</i></p> <ul style="list-style-type: none"> John Rodenbiker <p><i>Northern Cass School Board</i></p> <ul style="list-style-type: none"> Susie Carlson <p><i>West Fargo School Board</i></p> <ul style="list-style-type: none"> Patti Stedman 	<p><i>Central Cass Public School</i></p> <ul style="list-style-type: none"> Morgan Forness - Superintendent <p><i>Fargo Public Schools</i></p> <ul style="list-style-type: none"> Dr. Robert Grosz – Assoc. Superintendent Ryan Pierce – Fargo CTE Curriculum Facilitator <p><i>Northern Cass Public School</i></p> <ul style="list-style-type: none"> Dr. Cory Steiner – Superintendent <p><i>West Fargo Public Schools</i></p> <ul style="list-style-type: none"> Dr. Allen Burgad – Asst. Superintendent <p><i>CCCTEC CTE Director</i></p> <ul style="list-style-type: none"> Dr. Denise Jonas Mark Lemer - WFPS Business Manager CCCTEC Fiscal Management

Principal Advisory Council

<i>Central Cass High School</i> Nikki Wixo Nikki.Wixo@k12.nd.us	<i>Davies High School</i> Dale Miller millerd@fargo.k12.nd.us
<i>North High School</i> Mark Blanshan blanshm@fargo.k12.nd.us	<i>South High School</i> Todd Bertsch bertsto@fargo.k12.nd.us
<i>NDSCS – Early Entry</i> Marion Askegaard marion.askegaard@ndscs.edu	<i>Northern Cass</i> Doug Margerum doug.margerum@northerncassschool.com
<i>Sheyenne High School</i> Ryan Salisbury rsalisbury@west-fargo.k12.nd.us	<i>West Fargo High School</i> Wayne Samson wsamson@west-fargo.k12.nd.us

Principal Planning Timeline

- 1st Week December Principal Meeting – Pre-registration planning
- 1st Week December Update Program of Studies with CCCTEC Courses
- January – March Local school district registrations
- 3rd Week March Principal Meeting - Determine enrollments for staffing
- April - June Share school calendars and coordinate schedules
- June 1 CCCTEC course lock-in date
- 1st Week August Principal Meeting - Finalize course schedules prior to fall registration

CCCTEC Teachers

Agriculture Education	Northern Cass	Gabrielle (Gabes) Kieffer gabes.kieffer@northerncassschool.com
Automated Manufacturing	Fargo South	Andrew Henjum henjuma@fargo.k12.nd.us
Aviation Technology	Sheyenne High School	David Gravidahl gravdahl@west-fargo.k12.nd.us
Diesel Technology	Sheyenne High School	Ralph Elletson relletson@west-fargo.k12.nd.us
Health Science	Fargo North Sheyenne High School West Fargo High School	Alicia Blaufuss blaufua@fargo.k12.nd.us Andrea Benson abenson@west-fargo.k12.nd.us Traci Tarnasky ttarnasky@west-fargo.k12.nd.us
Information Technology	Fargo South Sheyenne High School West Fargo High School	Ullrich Reichenbach reicheu@fargo.k12.nd.us Stephen Garaas sgaraas@west-fargo.k12.nd.us
Welding Technology	NDSCS Fargo	Lee Larson Lee.A.Larson@ndscs.edu Mitch Van Vleet mitchell.vanvleet@ndscs.edu

Principal-Teacher Course Sharing Checklist

- Confirm CCCTEC teacher schedules with member schools.
- Share final bell and course schedules with principals, teachers, and career counselor.
- Schedulers update student enrollments for CCCTEC courses in Google spreadsheet.
- Provide CCCTEC teachers with an updated Course Sharing Handbook.
- Communicate teacher names to remote sites for PowerSchool access.
- Remote schools will provide student IEP or 504 accommodations to teachers – PowerSchool.
- Update teachers and principals in the use of Zoom video conferencing resources.
- Provide LMS access for students and teachers (Google, Schoology, etc.)
- Ensure students are aware of required parking pass and fee requirements.
- Test video conferencing equipment and headsets at host and receiving ends.
- Confirm para support for video conferencing on receiving site.
- For face-to-face courses, identify a host site counselor to support students from off-site schools.
- Teachers schedule visits to remote sites.
- Dual credit courses require prior approval by the CTE director and hosting site principal. A meeting must be scheduled between the post-secondary, high school instructor(s), CTE director, and Early Entry Coordinator prior to the start of the school year. This meeting should be coordinated by the hosting instructor.

Administrative Designee

To ensure consistent communication between member schools for the sharing of courses, each school should appoint an administrative representative to work with hybrid and/or on-line courses.

Announcements and Classroom Interruptions

Schools are asked to limit the broadcasting of school announcements. Only students who are enrolled in the on-line or hybrid class are allowed in the on-line or hybrid classroom unless arrangements have been made through the building principal and cleared with the teacher.

Attendance

Attendance is to be taken each day by the hosting school and reported on PowerSchool. Procedures may vary by school regarding the attendance collection process. Attendance should be entered by 10 am. Attendance records will follow the student's home school policy. Teachers much communicate attendance and/or tardy expectations to improve student class participation and minimize problems. Students from remote sites are asked to report known absences for medical, activities, or non-school days to their teachers.

Bussing

Bussing for on-line or video conferencing courses will be made at the discretion of the participating schools. Students may be responsible for transportation dependent upon the number of student requests and/or course schedules. Schools will provide bussing for field trips as approved by the principal and CTE Director.

Calendar and Starting Times for Class

Member districts of the CCCTEC, along with NDSCS, will distribute calendars to communicate important events for the year. Schools sharing courses may need to adjust instruction based on start and end dates, professional development days, and PLC late start days. The intent is to maximize instructional time and eliminate as many interruptions as possible.

Shared courses start times will be based on the host sites schedule. Times may be negotiated by schools participating in the class. Teachers are asked to be flexible with start and end times of students, yet to report expected abuse of arrival and departure of students.

Online courses will be designed to be delivered in an asynchronous format. Schools may opt to schedule on-line courses within their schedule due to supervision of students or as a course requirement for their student's schedule. DPI time requirements for credits must be met.

Late Starts - students will be expected to attend class based on the hosting sites schedules. Class will not be held if school is cancelled at the hosting site.

PLC Late Starts – students participating in on-site courses will not be required to travel to the host site on PLC late starts days. An alternate assignment is required by the classroom teachers to ensure the student learning experience is not reduced to meet performance standards.

Academic Integrity

If a student is believed to be demonstrating academic dishonesty during an on-line or hybrid class, the on-line or hybrid teacher will contact the remote site principal or site facilitator with the evidence of academic dishonesty. If in the opinion of both the teacher and the principal that the student was indeed demonstrating academic dishonesty, the student will receive a grade of zero for the worksheet or test given.

To ensure academic integrity at remote sites or in hybrid class sessions, instructors may request an adult monitor be in the room to distribute, monitor, and collect all tests. A process for the collection of papers and tests should be determined between the teacher and principal of the remote site. By following this procedure, students at all sites are assured an environment conducive of academic integrity.

Class Enrollment and Diversity

- a. The recommended maximum total number of students at remote and home sites is 24 unless approved by director, principal and teacher. The type of class, size of the on-line or hybrid room and the maturity level of students should be considered when enrolling students.
- b. The recommended size for an online course will be 20 unless approved by the director, principal, and teacher.
- c. A Google form will be shared with member school's schedulers to update course requests as they proceed through the registration process. The CTE Director will develop the form to be shared with building leaders.
- d. A letter of commitment will be mailed to students and parents participating in CCCTEC courses to clarify schedule, location, and transportation responsibilities. This will be the responsibility of the home school.
- e. It is important to remember that classes may be comprised of students from multiple high schools. Teachers are encouraged to promote events and activities for all students represented in their class and to note important events that may differ from the home school's schedule.
- f. Teachers delivering online or video conferencing courses are encouraged to arrange for a face-to-face visit with remote students in the first two weeks of the semester. Travel will be reimbursed by the CCCTEC.

Crisis Situations

Situations may occur during the school day which require emergency drills or crisis management. Schools and teachers sharing courses must communicate procedures to handle these situations. Please try to inform site facilitators and the CCCTEC director of any crisis situation that may arise. If principals/counselors have instructions for teachers regarding their students, pass that information along to the on-line or hybrid teachers as well. (Example: will students be allowed to leave the room to see a counselor?) Each situation and school is different and it is important that we communicate with each other.

Prior to the first day of class, receiving school personnel are required to provide student emergency contact information to the hosting school.

Dual Credit

- Student must be in grades 10, 11 or 12.
- Permission from parent/guardian.
- Minimum GPA of 3.0 recommended. Requests for Early Entry enrollment by students who do not have a GPA of 3.0 will be reviewed on an individual basis by an authorized NDSCS representative in consultation with the high school administration.
- Students and teachers involved with dual credit or early entry courses must follow requirements as outlined by the designated institution.
- Each school must identify their dual credit designee, counselor or teacher, to ensure procedures are completed by students.
- Textbooks will be provided by the hosting school.
- High school students' registration is required through the post-secondary institution.
- Course surveys will be completed by the post-secondary institution to collect student feedback. Survey results will be shared with the instructor.
- [NDSCS – Early Entry Information](#)

Evaluation

The CCCTEC is committed to evaluation of the on-line or video conferencing curriculum and its staff. Principals from the sending sites are responsible for the formal evaluation of their instructors. Principals are encouraged to communicate (with each other and the director) any deficiencies or expertise that would help in making the on-line or hybrid instructor and/or class more effective.

Field Trips and/or Site Visits

Any required gathering of CCCTEC on-line or video conferencing students at a location other than their home site constitutes a field trip. This includes gatherings scheduled before, after, or during school hours.

Procedure:

- a. The teacher must receive approval from the principal of each site before scheduling or talking with the students about the field trip. Teachers should prepare an outline of what the field trip consists of to help principals determine whether or not their school will participate in the trip.
- b. Transportation arrangements must be approved by the building principal from each of the sites affected. This may include coordination for bussing or requiring student permission release forms for students to drive on their own.
- c. Approval and transportation arrangements must be made at least one full week before the activity.

Arrangements can also be made by on-line or video conferencing teachers to meet face to face with their students. This can be accomplished by site visits or meeting students at school sponsored events. These arrangements need to be cleared with a school administrator and communicated to the remote sites in advance.

Grading and Midterm Reports

PowerSchool will be utilized for attendance and reporting of student grades.

- a. The CCCTEC Director is responsible to confirm teacher assignments with individual school district principal designees and to communicate teacher assignments with teachers and receiving schools.
- b. Receiving sites are responsible to create PowerTeacher logins for teachers.

CCCTEC grades will be reported based on the teacher of record's grading scale.

Eligibility Checks

Grades will be reported based on the hosting sites eligibility check dates. Student eligibility will be based on and determined according to the home sites eligibility guidelines.

Material Transfer (tests, worksheets, other)

Materials will be delivered using Google Drive and Classroom as the online Learning Management System (LMS). The LMS will be used to share announcements, daily assignments, tests, and/or other correspondence. Training will be provided by the CCCTEC for staff new to the LMS. Teachers will need to upload documents for remote sites **before** class starts (preferably at least one day before class starts).

Monitoring and management of the classroom

While it is the responsibility of the teacher to monitor the behavior of the students in an on-line or video conferencing classroom, it is also within the scope of the building principal, secretary and/or site facilitator to observe student behavior and classroom control. Care must be taken to avoid interrupting a lecture or class activity by this type of monitoring. If there are concerns in the classroom, whether it be by the students or by the teacher, a private telephone call between the teacher and the in-house monitor is the recommended method for resolving these type of problems. Students need to be in camera view at all times. Allowing students to mute their microphones is not recommended unless the situation is warranted.

Parking Passes

Hosting schools requiring parking passes should contact the receiving schools to ensure students are aware of any fees, tags, and parking locations for visiting students.

Recording and Video Conferencing

The CCCTEC is working to create synchronous and asynchronous options for delivery of course content via online and video conferencing technologies, thus allowing for flexible delivery and personalized learning for students. Google Hangout, Google Chrome Remote, and Logitech Video Conferencing systems will be used as the consistent platform for sharing of course content. Students will be informed when technologies are used for recording and will be asked not interfere with operation.

Registration of Students

Registration for CCCTEC classes will begin in January. The final registration totals will be compiled and verified with the individual districts on a "lock in" date established by the director. These numbers will be used to hire staff for the upcoming school year.

A Google sheet will be shared between school scheduling principals to maintain enrollments as schedules are built for students. The CCCTEC director will send communications to principals periodically requesting updates. Principal contacts or designees are required to maintain updated enrollments.

Registration Timelines by High School (dates may vary by calendar year):

- | | |
|------------------------------|--|
| a. Central Cass High School | End of February |
| b. Sheyenne High School | Last week of January |
| c. Davies High School | Last week of January |
| d. West Fargo High School | End of January or first week of February |
| e. North High School | First week of February |
| f. Northern Cass High School | First week of February |
| g. South High School | End of February |

A Lock-in-Date of June 1 will serve as the target date for schools to finalize preliminary registrations and enrollments for CCCTEC courses. Enrollments should be updated in the CCCTEC spreadsheets in the event participation changes. Finalized enrollments will be confirmed at the August principal's meeting.

School Activities

On-line or hybrid teachers should be kept informed of any special school activities that apply specifically to their class. On days where activities (homecoming, tournaments, lyceums, etc.) cut into class time, students are responsible for watching their recorded class online.

Semester and Final Tests

Many schools have an exemption policy for taking semester and final tests. Students at remote sites must go by the policy of the **hosting** teacher's school regarding test exemptions. Arrangements for the test taking can be worked out between the teacher and the students of the schools involved. In the event that a school did not follow the CCCTEC common calendar, it is the responsibility of that school and the students to be available for testing *even if their school is not in session*.

Site Technology Facilitators

Each CCCTEC school will be asked to designate a student support and technology contact for set up and support of student logins, equipment, and communication with students. Contacts will serve as the direct link for day to day operations of that schools on-line or video conferencing classroom and students supports.

It is the site facilitator's responsibility to introduce the on-line or hybrid system and procedures to the students prior to the first day of on-line or hybrid class. A few students from each class should be adequately trained to use the system and be able to adjust camera and volume levels.

Staff Reimbursement

Staff incurred expenses due to the planning and preparation for CCCTEC courses will be under consideration for reimbursement by the CCCTEC.

- Arrangements must be made with the CTE director prior to events.



- b. On-line or video conferencing teacher travel to a remote sites will be reimbursed by the LEA for mileage and reimbursed by the CCCTEC.

Student Conduct and Standards

Students will be expected to conduct themselves in a manner that will not impede the orderly conduct of the class or the teacher's classroom policies. Students and teachers are expected to maintain a learning environment that is free from discrimination and harassment. Any concerns, violations or disciplinary actions must be reported to the student's home school principal. Conduct violations of a severe nature will follow in accordance with the student's home school district policy.

Teachers are required to comply with the Individuals with Disabilities Education Act.

Teacher Absence

There will be times when an on-line or video conferencing instructor will be absent due to illness, leave, or other reasons. The hiring of a substitute teacher is up to the discretion of the sending site principal. Unless the substitute teacher has had on-line or video conferencing training, it may be advantageous for the principal to notify the other schools & the CCCTEC director that there will be no teacher for that day and that the remote site students will be unsupervised. Due to liability and cost of the classroom equipment, students should not be left unsupervised. Students should be placed in a study hall at remote sites when no supervision is available.

Teacher Resources for Google Classroom

CCCTEC YouTube – Google Classroom Tutorial Videos for Students and Instructors

- Managing Google Classroom for Students: <https://www.youtube.com/playlist?list=PLtzNL-UrhBsraJDs8Hbg7tIT4e0pKe4U>
- Managing Classroom for Teachers: https://www.youtube.com/playlist?list=PLtzNL-UrhBsrUXCPoxFpsi_XqizxNdOZ

Teacher Stipends

All CCCTEC teachers will receive a stipend for curriculum writing and preparation of a new on-line, video conferencing, or shared course. The rate will be based on their home school's curriculum writing rate. Preparation includes on-line, workshops, before and after hours' meetings, technical troubleshooting, and general working conditions that are above and beyond the normal teaching load of a traditional classroom teacher. Compensation must be coordinated through the CCCTEC CTE Director to ensure funding availability. Teachers will submit request to their home school for payment. The CCCTEC will reimburse schools for the expense.

Testing Protocols – add for principal review

Each school is to provide a monitor at the request of a teacher for monitoring tests. Schools participating in Dual Credit courses must provide proctors during testing times to ensure integrity of the testing process. CCCTEC site contacts will work with the CTE director and teacher prior to the start of the course to define the process based on course needs and individual school resources.

In the event of cancellation or delay in the testing process, teachers must notify course monitors in advance to adjust schedules accordingly.

On-line courses will not be required to have adult monitors if scheduled as a stand-alone course delivered outside of the schedule, except for dual credit testing. If schools elect to schedule an on-line course during the school day schedule, it is recommended that students are scheduled in a supervised environment.

High School Bell Schedules - 2018-2019

	Early	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	WIN/Advisory	Period 7	Period 8
WFHS	-	7:45-8:35	8:40-9:35	9:40-10:30	A-10:35-11:25 / B-11:00-11:50	A-11:30-12:20 / B-11:55-12:45	12:50-1:40	-	1:45-2:35	2:40-3:30
<i>Wednesday PLC Start</i>	NA	8:40-9:22	9:26-10:08	10:12-10:54	A-10:58-11:40 / B-11:27-12:09	A-11:44-12:26 / B-12:13-12:55	12:59-1:41	1:45-2:05	2:07-2:49	2:53-3:35
Sheyenne	-	7:25-8:12	8:17-9:04 WIN – 9:09-9:39	9:44-10:31	A-10:36-11:23 / B-11:01-11:48	A-11:28-12:15 / B-11:53-12:40	12:45-1:32		1:37-2:24	2:29-3:16
<i>Wednesday PLC Start</i>	NA	8:55-9:35	9:40-10:20	10:25-11:05	A-11:10-11:50 / B-11:05-11:35	A-12:35-1:05 / B-12:25-1:05	1:10-1:50		1:55-2:35	2:40-3:21
Central Cass	8:00-8:40	8:45-9:35	9:39-10:29	10:33-11:23	11:27-12:17	12:50-1:40	1:44-2:34	-	2:38-3:28	-
Fargo South	-	7:45-8:35	8:40-9:32	9:37-10:27	A-10:32-11:22 / B-11:00-11:50	A-11:27-12:17 / B-11:55-12:45	12:50-1:40	-	1:45-2:35	2:40-3:30
<i>Wednesday PLC Start</i>	NA	8:30-9:15	9:20-10:05	10:10-10:55	A-11:00-11:45 / B-11:25-12:10	A-11:50-12:35 / B-12:15-1:00	1:05-1:50	-	1:55-2:40	2:45-3:30
		M1, M2, M3	M4, M5, M6	M7, M8, M9	M10, M11, M12	M13, M14, M15	M16, M17, M18	M19, M20, M21		
Northern Cass <i>Mon., Tues., Thurs, Fri.</i>	-	8:30 - 9:30	9:30-10:30	10:30-11:30	11:30-12:30	12:30-1:30	1:30-2:30	2:30-3:30		
		M3, M4, M5	M6, M7, M8	M9, M10, M11	M12, M13, M14	M15, M16, M17	M18, M19, M20	M21		
<i>Wednesday PLC Start</i>	NA	9:10-9:30	10:10-11:10	11:10-12:10	12:10-1:10	1:10-2:10	2:10-3:10	3:10-3:30		
Davies	7:25-8:00	8:05-8:55	9:00-9:52	9:57-10:47	A-10:52-11:42 / B-11:15-12:05	A-11:47-12:37 / B-12:10-1:00	1:05-1:55		2:00-2:50	2:55-3:45
<i>Wednesday PLC Start</i>	NA	8:50-9:35	9:40-10:26	10:31-11:16	A-11:21-12:05 / B-11:42-12:26	A-12:10-12:54 / B-12:31-1:15	1:20-2:05		2:10-2:55	3:00-3:45
Fargo North	7:25-8:00	8:05-8:55	9:00-9:52	9:57-10:47	A-10:52-11:42 / B-11:15-12:05	A-11:47-12:37 / B-12:10-1:00	1:05-1:55	-	2:00-2:50	2:55-3:45

Wednesday PLC Start	NA	8:50- 9:35	9:40-10:26	10:31- 11:16	A-11:21-12:05 / B-11:42-12:26	A-12:10-12:54 / B-12:31-1:15	1:20-2:05	-	2:10- 2:55	3:00- 3:45
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