

# CATN STUDENT HANDBOOK 2017/2018

The Center of Applied Technology North  
800 Stevenson Road  
Severn, MD 21144  
410-969-3100

Principal, Dan Schaffhauser  
Assistant Principal, Lori Chearney  
Assistant Principal, Adam Sheinhorn

School Counseling, Carrie Ruffo-Miller  
School Counseling, Lauren Smith

Welcome to the Center of Applied Technology North. Our school is a part of the Anne Arundel County Public School System and serves students in the northern part of Anne Arundel County. We adhere to all the rules and regulations set forth by the Anne Arundel County Board of Education located at 2644 Riva Road, Annapolis MD 21401. We want a safe, orderly, disciplined environment where students and teachers respect one another and work together toward occupational and educational goals.

**Mission Statement:** *The staff of the Center of Applied Technology North dedicates its efforts to providing a diverse group of Anne Arundel County Public School System students with access to rigorous Career and Technical Education programs. We pledge that, as a result of equitable admission and instructional practices, our students will acquire the entry level technical skills, certifications, and professional work ethic needed to be marketable to the business community and prepared for continuing education options after graduating from high school.*

## Course Offerings

Academy of Health Professions  
Auto Collision Repair  
Auto Refinishing  
Auto Technology  
Baking and Pastry  
Building Maintenance/Business Support  
Carpentry  
CISCO Academy  
Cosmetology  
Culinary Arts  
Graphic Design  
Diesel Power Technology  
Drafting/CAD

Electricity  
Environmental Resource Mgmt.  
HVAC  
Masonry  
Network Systems Administration  
Manufacturing Technologies  
Plumbing  
Printing Technology  
Welding

## **Emergency Forms Required Immediately**

Students will receive Emergency Forms on their first day at CATN. **A completed emergency form is required for all students. Failure to return emergency forms may impact student's ability to work in the lab areas.** Students are asked to return the completed form on their next scheduled day at CATN.

## **Attendance Procedures**

When a student is absent, parents are required to **write two absence notes**, one for the home school and one for CATN. CATN teachers will retain this note for the student's attendance file. The note must include the student's full name, date of each absence, reason for each absence, and the parent's signature. If a student does not bring in a note signed by their parent/guardian within 3 days of their return to school, the code will be listed as illegal. Absence notes may also be e-mailed to the CATN Attendance Secretary: [lgclark@aacps.org](mailto:lgclark@aacps.org). All students who miss time legally are required to complete make-up work for every day missed in a timely fashion. This make-up work may require time after school outside the regular school hours as well as extra time and work at home. Students are to contact the teacher and request all make-up information as soon as they return to class.

**Absences due to illness in excess of five consecutive school days must be verified by a physician's note.** Regardless of the cause of the absence, a student who is absent six or more days in a semester is considered excessively absent and the parent will receive a letter from the principal.

## **MSDE Standards for Daily Attendance – School Year 2017-2018**

- **Present** – The presence of a student on days when school is in session. A student may be counted present only when he/she is actually at school or is present at another place at a school activity that is sponsored by the school, is a part of the program of the school, and is personally supervised by a member of the school staff. This may include independent study, work-study programs, field trips, athletic contests, music festivals, student conventions, instruction for homebound students,

and similar activities when officially authorized under policies of the local school board. It does not include "making up" schoolwork at home, or activities supervised or sponsored by private groups or individuals.

- **Present Full Day** – The student may be absent no more than one hour during scheduled time at CAT North.
- **Present One-Half Day** – The student must be present for at least one hour during scheduled time at CAT North.

**Examples:**

CAT North hours 7:38 a.m. to 1:48 p.m.

Morning Session:

- Situation 1: Student arrives at 8:38 a.m. and remains entire session = Tardy
- Situation 2: Student arrives at 8:39 a.m. and remains entire session = ½ day absence

Afternoon Session:

- Situation 3: Student arrives on time and leaves early at 12:00 p.m. = ½ day absence
- Situation 4: Student arrives on time and leaves early at 12:55 p.m. = Early dismissal

**Lateness to School**

Students who arrive after their regular start time due to non-bus related issues will need to sign in at the attendance office, complete a time card, and have the attendance secretary sign the card prior to being sent to the classroom. Students are required to make up any work missed when they arrive late or they will receive a grade of "0". Undocumented habitual lateness will be considered a discipline matter.

**Tardiness Policy**

- 1<sup>st</sup> incident – Teacher conference with student.
- 2<sup>nd</sup> incident – Parent notification by teacher.
- 3<sup>rd</sup> incident – Administrative involvement
- 4<sup>th</sup> incident – Appropriate Disciplinary sanction as per code of conduct

**Early Dismissal/Late Openings**

From time to time there may be reasons for early dismissals or late openings which are often weather related. Please make arrangements now in case this type of situation develops.

**Late Opening-TWO hour delay**

- afternoon session).
1. The first bus trips from high schools to CATN will arrive at 11:38 a.m. (for students scheduled to attend
  2. First trips leaving CATN will be at 1:48 p.m.

**Early Closing-ONE hour early**

1. The last buses from high schools to CATN will arrive at 7:38 a.m.
2. The last trips to high schools will depart at 10:10 a.m. A Day, 8:35 a.m. B Day

**Early Closing-TWO hour early**

1. The last buses from high schools to CATN will arrive at 7:38 a.m.
2. The last trips to high schools will depart at 10:18 a.m. A Day, 8:43 a.m. B Day

**Driving to CATN**

The best interest of students can be served by utilizing county transportation on a daily basis, riding the shuttle bus to and from CATN. Students will need to adjust their work hours to allow time for the bus ride back to home school and then the commute to work. If there is a situation where it is necessary for a student to drive and leave school early, (such as a doctor's appointment), a parent/guardian note is required 24 hours in advance to be signed/approved by an administrator. Only seniors with a valid parking permit from the student's home school can apply for a CATN parking permit. Parking permits will only be issued to students that meet CAT North criteria. Students may not drive other students in their vehicle. If you miss your regular scheduled bus to CATN, report to your home school administrator. Missing the bus is not a valid reason for driving to CATN.

**Walkers** – Students must have a walker's pass to walk on/off CATN property. A parent/guardian note is required 24 hours in advance to be signed/approved by an administrator. An administrator will issue/deny a walker's pass based on contents of parent request.

**Bus Rules**

1. Follow the instructions of the bus driver
2. Behave as you would in the classroom
3. Be respectful of all people.

4. Use language appropriate for the school setting
5. Keep the bus neat and clean
6. Eating and drinking are prohibited
7. Talk quietly and politely
8. Treat the driver with respect
9. Remember the bus driver is authorized to assign seats
10. Stay in your seat while the bus is moving
11. Stand only when all available seating is used
12. Remember that all school rules apply to the school bus; tobacco, drugs, and alcohol are prohibited.

Students who do not follow these rules will be subject to disciplinary action and/or the loss of bus privileges.

### **Exceptional Transportation Request/Bus Transportation Exceptions**

Students are to ride the assigned bus each day. Any variation from this practice will require an Exceptional Transportation Request form completed by the parent (forms can be obtained from the main administrative office) and forwarded to CATN and the Transportation Department at the Board of Education for approval. Exception Transportation Requests are to be submitted at least five days prior to the date the exception is to begin. Exceptions will not be made for transportation to work.

### **Medication**

All students who are required to take medication during their scheduled time here at CATN will need to have a parent/guardian complete an Authorization to Dispense Medication form, obtain the doctor's signature, and have it on file before any medication can be taken here at CATN. No medication may be taken in school unless these procedures are followed. All approved forms and medication will be kept in the Health Room and dispensed from there. Forms can be picked up in the health room.

### **Safety Precautions**

Students are required to wear appropriate clothing as designated by the instructor in order to comply with safety regulations. Safety glasses, substantial leather work shoes with non-skid soles are recommended in some courses. Students must wear proper footwear and eye protection as specified by their teacher. Each teacher will discuss this information with the students within the first few days. Some classes do require uniforms. Students are required to follow all safety procedures for their own protection and that of others.

### **Textbooks/ Materials**

Texts/ materials/tools/equipment will be issued by the teacher. Students will sign for these and will be held responsible for loss, or damage beyond ordinary wear. Obligations are to be paid as soon as possible. All materials are to be protected and well cared for so that they may be returned to the school upon request or withdrawal from the school. Receipts will be issued for all money collected.

### **Portable Communication Devices**

Portable communication/electronic devices are permitted on school property. However, they must be turned off unless authorized for use by a school staff member.

### **Video Surveillance**

The Center of Applied Technology North is equipped with a video camera system. It covers selected interior and exterior public portions of the building and grounds. It is NOT monitored constantly, but it is monitored during emergency situations. During certain events, when the safety or security of students may be in question, authorized personnel from local, state, or federal police or fire emergency units may be given access to view images projected on the camera system. If you have any questions about the system, you should call the Supervisor of School Security at 410-222-5083.

### **RULES AND REGULATIONS - AACPS**

Please refer to the 2017-2018 Student Handbook, A Guide to Student Rights and Responsibilities- Students will receive this handbook at their home school. Contents have been discussed by teachers both at the Home School and at CAT North. Please sign the attached acknowledgement form and have your child return it to his/her teacher.

The Anne Arundel County Public School System prohibits discrimination in matters affecting employment or in providing access to programs on the basis of race, color, religion, national origin, sex, age, marital status, sexual orientation, or disability unrelated in nature and extend so as to reasonably preclude performance. For more information, contact The Office of Investigations, Anne Arundel County Public Schools, 2644 Riva Road, Annapolis, Maryland 21401, (410-222-5286; TDD (410-222-5500. [www.aacps.org](http://www.aacps.org)