



Program: _____

Student Information & Agreement Packet for Simulated Workplace



STUDENT NAME: _____

CIRCLE ONE: ADULT BHS HHS PHS WHS GRADE: _____ COUNSELOR: _____

Date Of Birth: (MM/DD/YYYY): _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____

PARENT NAME: _____ PARENT PHONE: _____

Release of Information Consent

I do hereby consent and authorize Putnam Career and Technical Center to use and reproduce my name, photographs, and any personal information submit via my portfolio, to be shared with portfolio judges, on social media, in school media advertisements, or in other school related formats.

_____ YES, I give consent _____ NO, I DO NOT give consent

Student Signature: _____ Parent Signature: _____

I have read through this packet and fully understand and agree to participate to the best of my ability the guidelines for Simulated Workplace in addition to the Putnam County Schools Student Handbook.

Student Signature: _____ Date: _____

I have read through this informational packet with my child and understand that he/she will be participating in all of the required components of a WV Simulated Workplace.

Parent Signature: _____ Date: _____

THIS FORM MUST BE ON FILE WITH THE PCTC OFFICE BY THE END OF WEEK ONE OR STUDENT MAY BE REMOVED FROM CLASSES IN THE SIMULATED WORKPLACE

Students who have not completed and submitted this form will not be permitted to maintain enrollment in a PCTC program

***Title IX ADA 504 Notice:** Putnam Career & Technical Center (PCTC) does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, disability, age, or marital status in any of its policies, procedures or practices as required by Title IX, Section 504, and ADA regulations. For inquiries concerning Title IX, please contact the Director of Personnel, at 304-586-0500 x1109. For inquiries concerning 504/ADA, please contact the Director of Exceptional Education, at 304-586-0500 x1111.*

What is Simulated Workplace?

To certify students are receiving the most authentic learning experiences. The West Virginia Department of Education, Division of Career Technical and Adult Education has collaborated with a committee of experts in career and technical education, higher education, and over fifty West Virginia business and industry experts to design the Simulated Workplace environment protocols and expectations. These protocols and expectations include the development of school level advisory teams consisting of County Superintendent, CTE Director/Administrator, Counselor, and program instructors. A **random drug testing policy**, which ensures all students enrolled in the participating program(s) and/or school will be tested throughout the school year. Additional requirements include **attendance collection system**, ensuring computer access, submittal of data reports, **creation of student portfolios**, **participation in an application and interview process for enrolling students**, adherence to a company handbook, and **completion of student evaluations**.

Simulated Workplace Structures and Procedures

1. Active participation in creating a replicated company environment following a company Policy and Procedure Manual, a Health and Safety related Protocol Manual, and acting in a professional manner when representing the school and company name.
2. Utilize time clocks or another form of formal attendance and adhering to a policy of accountability for days absent.
3. Adhere to the Putnam County Schools and West Virginia Department of Education guidelines for Mandatory and Random Drug Testing.
4. Conduct an application and interview process for acceptance into CTE programs of interest.
5. Follow the guidelines of the company safety policies and procedures and pass entry-level safety exams with %100 before being authorized to use supplies and equipment.
6. Conduct regular company meetings and safety meetings, submitting agendas and documenting data for reporting guidelines.
7. Establish work teams within the classroom / company structure and fulfill daily responsibilities attached to the designated positions for team members.
8. Integrate and practice the 5S Continuous Quality Improvement Principles within the company work areas and record files.
9. Participate in routine program Advisory meetings with business and industry professionals.
10. Prepare and participate in yearly on-site Business and Industry inspections of Simulated Workplace companies and work to develop Action Plans for areas of weakness.
11. Develop a portfolio that showcases skills learned, credentials earned, and employability components as part of the yearly technical assessment for Simulated Workplace companies.
12. Prepare and participate in NOCTI benchmarks and audits.
13. Participate in Mock Interviews before exiting the program and graduating from the technical site.
14. Plan, study, and participate in industry-specific credentialing exams.

Important Policy Information About PCTC Programs

Each career and technical program at PCTC includes four (4) core courses, as defined by West Virginia Department of Education Program of Study.

“The four credits taken in a Career & Technical concentration must be consistent with those identified for WVDE approved career & technical programs of study.”

Excerpt from: WV Legislative Code 126CSR42

These courses are required for graduation from Putnam County Schools, as mandated by West Virginia law (Policy 2510) and by the Putnam County Board of Education Policy Manual.

“The requirements for graduation from high school include earning necessary units of credit in grades nine (9) through twelve (12) as established in state law and WVBOE policy. In addition to the state requirements, the Board requires 28 units of credit (including...) **Four core courses in a concentration as defined in the Programs of Study.**”

Excerpt from: Putnam County Schools Board of Education Policy Manual

These courses are only offered once each year, and sequencing for these courses varies depending on the needs and requirements of each CTE program. Because of this, failing a CTE core course **MAY KEEP YOU FROM GRADUATING ON TIME!**

Adult students must also successfully complete the four (4) Core classes to complete a certificate of hours for programs at PCTC. All offered courses must be completed to earn a Certificate of Completion for any program.

As per West Virginia Department of Education policy, a **“minimum course completion score of 80% is required to progress to next course”** for all Health Occupations programs.

Excerpt from: <http://careertech.k12.wv.us/skillsetHSE.html> “HE0723 Therapeutic Services”

A final grade of less than 80% in a Health Occupations course will result in your **dismissal from the program** at the next available semester change.

Nursing & Dental Vaccines

Students working in the health fields are required to obtain a Hepatitis B vaccination*, and a follow-up titer test. The Hepatitis B vaccination is a series of three (3) shots. Students must also have a flu shot prior to working with patients in the dental or health clinical settings. FamilyCare will be available to provide these vaccines for students, if necessary. *WV Code §16-3-4 requires this vaccination for K-12 enrollment as of 2013, so students should already have it. A HepB titer test and a flu shot is still required prior to starting nursing or dental clinical.

Health / Auto / Construction Concentrations – Students must possess the ability to lift a minimum of 50 lbs. and be physically fit to meet the mobility necessary for success in the program

EDGE Credit

All PCTC programs provide some **FREE college credit** through articulation agreements with local colleges and/or the WV EDGE initiatives. Because of this, many elements within each course are based on collegiate level reading materials or other academic skills of postsecondary quality.

Recommended Prerequisites

Math for All Trades

Carpenters, welders, healthcare workers, plumbers, masons, chefs, vehicle technicians, IT professionals, electricians, draftsmen, designers, and HVAC technicians must have a functional understanding of general math, fractions, decimals, measurement, measurement tools, area measure, and volume measure.

Specifically:

- Whole Number: addition, subtraction, multiplication and division
- Fractions: defining, adding, subtracting, multiplying and dividing
- Decimals: adding and subtracting, multiplying and dividing, converting to fractions
- Percentages: calculating, adding, dividing, converting

Memorization of multiplication tables and the ability to do general “mental math” is essential.

Graphic Design & Drafting

Spatial awareness is necessary when designing blueprints, and other visual communications. Students interested in these programs should also have a good command of language, reading comprehension, and written/verbal communication.

Additional Criteria Recommended for Student Success

DRUG FREE, Strong Math Skills, Strong Communication Skills, Strong Reading Skills, Technical Skills, Leadership and Team Work, Dependability, and a desire to learn.

