2019-2020 Welcome Packet
Lake Erie College Campus Programs
HVACR
July 2019

Dear Career Technical Education Student:

I hope you have had a relaxing, fun-filled summer. Your HVACR Career-Technical program at Lake Erie College will begin on Monday, August 19, 2019. Your HVACR class is from 11:30 am-1:50 pm.

**Mentor School District Students:**

Mentor will provide transportation to and from Lake Erie College. Students may also drive to Lake Erie if they have a Mentor High School Parking Permit and have turned in the Driving Permission form to the Career-Technical Education Office located in Mentor High School. Enclosed is the Driving Permission Form.

**Transportation:**

- Please check the Bulletin Board outside the CTE Office for your bus numbers to and from Lake Erie College.
- The bus will leave at 11:30 a.m. from the North Parking lot for Mentor Students.
- The bus will pick up at 1:50 pm from Lake Erie College and return to MHS prior to the afternoon busses leaving!
- Please make sure you arrive at least 5 minutes before your bus is to leave.
- Students must purchase a pass through Lake Erie College to park on their campus!

**Euclid and Wickliffe District Students:**

Your start date at your home school may be different and you are to attend your home school classes as scheduled. *Please note that you are to follow the Mentor calendar and are required to attend your program at Lake Erie even on the days that your home school does not have classes.* Your home district will provide transportation to and from Lakeland on these days. The only exception is when your home school district cancels school; on these days you are not permitted to attend your CTE program.

Please check with your Transportation Department regarding any transportation issues. Students may also drive to Lake Erie if they have turned in the Driving Permission form to the Career-Technical Education Office located in Mentor High School with proof of purchase of their home school parking permit. Enclosed is the Driving Permission Form. Students are not permitted to drive to Lake Erie until this form is completed and turned into the Career-Technical Office located in Mentor High School.

The Mentor bus will transport all student (Euclid, Mentor, and Wickliffe) back to MHS and then students will take their home busses back to their district.

Enclosed is important information which should answer all of your questions on how to coordinate being in two schools.
If you have any further questions related to the start of school, please call the Career-Technical Education office at 440-974-5336. For any other questions, please contact me throughout the year at 440-974-5328.

Sincerely,

Dr. Joe Glavan  
Coordinator, Career Technical Education  
Mentor High School  
Lake Shore Compact
July 2019

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**Transportation:**
- *Please check the Bulletin Board outside the CTE Office for your bus numbers to and from Lake Erie College.*
- The bus will leave at 7:05 a.m. from the North Parking lot for Mentor Students.
- The bus will pick up at 1:55 pm from Lake Erie College and return to MHS prior to the afternoon busses leaving!
- Please make sure you arrive at least 5 minutes before your bus is to leave.
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Sincerely,

Dr. Joe Glavan
Coordinator, Career Technical Education
Mentor High School
Lake Shore Compact
# 2019-2020 High School Calendar

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<td>September 2</td>
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<td>Dec. 23-January 6</td>
<td>NO School - Winter Break</td>
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<td>January 20</td>
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Lake Shore Compact - Informational Page

Attendance Procedures

- For students attending a Career Tech program at their home high school (i.e. Euclid at Euclid or Mentor at Mentor/Lakeland)...
  - Follow the regular attendance policy.
- For students attending a Career Tech program not at their home high school...
  - Attendance will be taken at both your home school and Career Tech program site (Mentor High School or Lakeland Community College). In the event you are absent, parents must call both their child’s home high school and their Career Tech program site location.

Attendance Contact Information

- Career Technical Education Office, Euclid High School: (216) 797-7830
- Career Technical Education Office, Mentor High School and Lakeland Community College: (440) 974-5336
- Auburn Career Center: (440) 358-8023

What calendar do I follow?

- Students are to follow both their home school district’s calendar and their Career Tech site location district’s calendars. If your home school does not have school due to a scheduled break or teacher in-service you are required to attend your Career Tech program if it is still in session.

What happens on a Calamity Day?

- If a home district cancels school for any reason students will be excused from their career tech program regardless of location. Students are not permitted to attend their career tech program if their home district cancels school.

How does my child claim their College Credit?

- Students will apply for their Articulated College Credit or Career Transfer Credit during their senior year. We will hold meetings during classes to help students through this process. All college credits earned through career tech programs are free for students.
Lake Shore Compact 2019-2020
Attendance Procedures and Important Phone Numbers

Attendance Procedures for students attending Career Technical Education program:
Attendance will be taken at both your home school and CTE program site. In the event you are absent, parents must call both their home district and their CTE location.

Attendance Office Phone Numbers

Auburn Career Center (440) 358-8023
Euclid CTE Office (216) 797-7830

Mentor High School CTE Office Phone Numbers

Career Technical Education Office, Mentor High School: (440) 974-5336
Mrs. Pat Dadd, Career Technical Education Secretary (440) 974-5336
Dr. Joe Glavan, Coordinator of Career Technical Education (440) 974-5328
Career-Technical Education Transportation Guidelines

1. School Transportation is provided for all Career-Technical Education students.

2. Occasionally, students miss their connecting bus to their program. If a student on the bus to their home high school sees that the bus may be running late and the possibility exists that they may miss the bus to their program, please have them notify the bus driver so that he/she can radio the connecting bus to wait.

3. If the bus is missed, the student should report to their assigned principal or CTE Coordinator, so that the student would not be considered absent from school. Every attempt will be made to assist the student in getting to their program. This is considered an unexcused absence.

4. All Cooperative Education students (Allied Health 2, CNC 2, Early Childhood Education 2, MBA 2 and Construction 2) must provide their own transportation to their work-based learning experience and/or clinical experience.

5. No student is allowed to drive on any field trip.

6. During times when your home high school is not in session, but your CTE program district is in session transportation will be provided from your home high school to the program location and back. It is the student’s responsibility to arrange for transportation to and from their home high school and their home.

7. Board of Education requires that student safety and welfare be ensured during the times students are being bused to school. The Board holds that busing is a privilege, not a right, which may be removed from any student who violates the rules of the District or who conducts himself/herself in a manner which is considered dangerous to persons or property or a threat to the safe operation of the school bus.

   The school bus driver shall be responsible for discipline of students while they are being transported to or from school. When a problem in student conduct requires stringent discipline, the driver shall report it in writing to the building administrator. A student may be suspended from bus transportation by the building administrator for disciplinary reasons up to a maximum of ten (10) days in which case, the parents are responsible for the student’s transportation. Continued problems will result in removal from the Career Technical Education programs.

   Students suspended from bus transportation shall be given written notice of their suspension and the reasons therefore, and an opportunity to appear at an informal hearing to answer the charges against them. Students whose conduct on the bus is so grievous as to consider expulsion from bus transportation shall be provided with the hearing privileges of R.C. 3313.55 (B), (D), (E).

   Students whose conduct on the bus is an immediate danger to persons or property or a threat to the safe operation of the school bus may be removed as soon as possible from the vehicle and shall be given notice as soon as possible of a suspension hearing which must be held within seventy-two (72) hours of the removal. Removal from the Career Technical Education program will also be considered.
**Students Driving**
Frequently Asked Questions (F.A.Q.)

1) **Who can drive to a program?**
   A. Broken Down by Campus:
      - Mentor Programs
        - Mentor Senior and Juniors can drive if they qualify for a parking pass (see Mentor form for qualifications).
      - Lakeland Programs:
        - Mentor Senior and Juniors can drive to program if they qualify for a parking pass
      - Euclid Programs:
        - Mentor Seniors can drive to program if they qualify for a parking pass
        - MENTOR JUNIORS ARE NOT ALLOWED TO DRIVE TO EUCLID.
      - Auburn Programs:
        - Second year Auburn students can drive to program, regardless of qualification
        - First year Auburn students are not allowed to drive to Auburn

2) **What do I need to fill out to drive?**
   A. In order to drive to program, students need to complete the following:
      - Lake Shore Compact Permission to Drive (Turn in Mentor CTE office)
      - Complete Mentor Parking Pass Application (If driving on Mentor Campus) (Turn in to bookstore)
        - Euclid and Wickliffe students driving to Lakeland only need to fill out the Lakeshore Compact Permission to Drive form

3) **Are their exemptions for parking passes?**
   A. Yes! Students in the following programs are required to have a parking pass due to work study requirements, regardless if they meet qualifications:
      - Allied Health 2
      - Advanced Manufacturing 2
      - Early Childhood Education 2
      - MBA 2
      - Construction 2
      - Fire 2 (No transportation is provided back from Euclid High School in the afternoon)
      - Auburn Senior Programs (Transportation is only provided back to Mentor High in afternoon)

   These students should fill out the following forms:
      - Lakeshore Compact Permission to Drive Form
      - Mentor Application for Student Parking (pass for MHS campus)

4) **Is there a cost for these passes?**
   A. The Mentor High parking pass has a $50.00 fee.
   B. Auburn parking pass has a $30.00 and is available for second year students only.

Still have questions? Call or Email Dr. Joe Glavan at JGLAVAN@Mentorschools.org
The Lake Shore Compact – Permission to Drive

Serving Students from Euclid, Mentor and Wickliffe Schools

Student name: ____________________________________________

CTE Program: ____________________________________________

Home School: ____________________________________________

1) Authorization to Drive: I fully understand that this authorization relieves the school(s), teacher(s) and all administrators from ALL responsibility in regard to transportation in the event of an accident or other catastrophe involving the vehicle in which the student is the driver.

2) I understand that driving is a privilege that may be revoked by either the home or program based school.

3) I assume full responsibility and liability for any transportation/parking not officially provided by the Board.

4) I agree that this authorization is for the driver only. NO PASSENGERS are permitted in the vehicle unless authorized by the home school.

5) While traveling between schools during school hours ALL school rules still apply.

Please Note:
- Schools in the Lake Shore Compact are NOT responsible for changes that have not been brought to our attention.
- Students must contact the school their program is located to purchase the mandated parking pass.

I further give my child permission to transport the following student in the vehicle. Only 1 passenger may be transported at a time

Passenger Student: ________________________________________

***Passenger must have a permission form on file***

Please check here if you do not give your child permission to drive another student: [ ]

Student signature: ________________________________________

Parent/Guardian Name (please print): ____________________________

Parent/Guardian Signature: ___________________________ Date: __________

Home School Signature: ___________________________ Date: __________

Office Only: Forms are filed at the home school and sent to the program school.

The Lake Shore Compact does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.
The Lake Shore Compact – Passenger Permission

Serving Students from Euclid, Mentor and Wickliffe Schools

Student name: ________________________________

CTE Program: ________________________________

Home School: ________________________________

I give permission for __________________________ to transport my child to and from
his/her CTE program located at ________________________________.

1) Authorization to Drive: I fully understand that this authorization relieves the school(s), teacher(s) and
all administrators from ALL responsibility in regard to transportation in the event of an accident or other
catastrophe involving the vehicle in which the student is the driver.

2) I understand that driving is a privilege that may be revoked by either the home or program based school.

3) I assume full responsibility and liability for any transportation/parking not officially provided by the
Board.

4) While traveling between schools during school hours ALL school rules still apply.

Please Note:
• Schools in the Lake Shore Compact are NOT responsible for changes that have not been brought to our
attention.

Student signature: ________________________________

Parent/Guardian Name (please print): __________________________________________

Parent/Guardian Signature: __________________________ Date: ______________

Home School Signature: __________________________ Date: ______________

***Driver must have a permission form on file with passenger’s name listed***

Office Only: Forms are filed at the home school and sent to the program school.

The Lake Shore Compact does not discriminate on the basis of race, color, national origin, sex, disability, or age in its
programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Please note: Students who have chosen to drive to their programs are still able to access bus transportation if needed, but must be present at the
designated leave times. Buses leave promptly at their departure times.
GUIDELINES AND APPLICATION FOR STUDENT PARKING

(Please Print) Last First Student ID # Grade Date

OFFICE USE ONLY:
Permit #: LOT: N W S STADIUM College Career Preparation Career Technical Education Program:

APPLICANT MUST COMPLETE VEHICLE INFORMATION:
(Only one vehicle can be registered. If you need to drive a different vehicle, you must present a note from your parents and sign in at the Security Booth each morning that you drive the non-registered vehicle. Permits CANNOT be switched to a non-registered vehicle.)

Plate Number: __________ Vehicle Year: __________ Vehicle Make: __________ Vehicle Color: __________
Vehicle Registered to: __________________________ Student's Driver's License Number: __________________________

Parking Permit Guidelines

PROCESS: Parking permits will be issued by using a lottery system for all seniors who qualify; then juniors who qualify in the event that parking permits still remain after the senior lottery. Sophomores do not have the privilege of driving to school due to lack of parking space. All students must have a valid MHS parking permit to park at Mentor High School.

CRITERIA: the following criteria have to be met to qualify for the privilege of a parking permit at Mentor High School:
1. At least a 2.00 cumulative grade point average.
2. Absent no more than 10 days of school. If a doctor's excuse is on file in the nurse's office, the dates covered by the note are not included in the 10-day total. Be certain doctor's excuses have been presented prior to the end of the school year. If you are in doubt about your attendance, you may obtain a copy of your absence from your unit office.
3. No more than one suspension.

REVOCATION OF PARKING PRIVILEGES: A parking permit will be revoked for the remainder of that academic year when any of the following occurs:
1. The student's grade point average for any grading period falls below a 2.00.
2. The student has accumulated more than ten (10) absences. These will not include those absences for which the student has secured written verification of illness from a doctor.
3. The student has accumulated two (2) or more suspensions for Infraction(s) of Board Policy 6.19.

Continued eligibility of students with parking permits may be monitored on a quarterly basis. In the event a student no longer meets the eligibility criteria, he/she may be required to return the permit to the appropriate Unit Principal immediately upon notification. Failure to do so may result in disciplinary action. **There will be no refunds of previously paid parking fees if a student has his/her parking permit revoked.

Parking Permit Rules and Regulations

I request the privilege of driving to school and understand that I must abide by the following rules and regulations:

1. I will present a valid Ohio Driver's license.
2. I will use this permit only on the vehicle I have registered. If I need to drive a different vehicle, I will present a note from my parent and sign in each morning, drive it. I will not share my permit with anyone else.
3. If my permit is lost, stolen or missing, I will not be issued another permit or be allowed to park on school property until my permit has been found or recovered.
4. My parking permit is to be attached to the rearview mirror. I will not laminate or cover the permit in any manner. If my permit is altered, there will be a replacement fee, and disciplinary consequence.
5. My permit allows me to park only in the designated lot. If I park anywhere else, I am subjecting myself to the possibility that my vehicle will be towed and possible disciplinary consequences.
6. Once I park my car, I (and passengers, if applicable) will immediately exit and lock the vehicle. No student may reenter the vehicle unless he/she promptly leaves school property at the designated dismissal time or is in possession of an authorized pass.
7. Student parking is provided as a privilege at Mentor High School. School officials retain the right to examine the contents and/or search a student's vehicle parked on school premises when they have a reasonable belief that items contained in the car may interfere with the safe or effective operation of the school. Any car on school property is under this guideline.
8. Vehicles driven by students and parked on school property are subject to random search by dogs trained to detect the presence of drugs. These searches may be conducted without regard to whether there is a reasonable suspicion that any vehicle or its contents contains evidence of a violation of a criminal statute or a school rule.
9. I will comply with State of Ohio and City of Mentor vehicle regulations while on school property.
10. My car may be towed at my expense, or a wheel lock applied, if I violate parking rules and regulations.
11. Any violation of Board Policy 6.19 may result in the loss of my parking privilege.

STUDENT SIGNATURE/DATE: __________________________

I hereby give consent for my son/daughter to drive the registered vehicle to and from school and will cooperate to see that the above rules and regulations are carried out. I realize that the privilege of driving may be revoked for any infraction of the above regulations. My signature indicates that I have read and agree with the rules listed above. I have also read and understand Board Policy 6.19 (Student Parking).

PARENT SIGNATURE/DATE: __________________________

Administrator's Approval/Date: __________________________
LAKE SHORE COMPACT

Parent/Guardian Request NOT TO DISCLOSE

Photo and Student Information

As the parent/guardian of a student who attends a Career Technical Education Program in the Lake Shore Compact which serves Euclid, Mentor and Wickliffe School Districts, I understand the following are considered photo and student information and can be utilized for marketing purposes:

* Student’s name, school and program
* Student’s photograph
* Student’s participation in officially recognized activities and sports
* Student’s grade level
* Student’s date of graduation
* Student’s awards received
* Student’s post-secondary plans

I request that my child’s information and photo NOT be utilized.

Please Print Student Information

Student Name: _____________________________ Grade: ______

Address: ____________________________________________________________

Phone#: ___________________________ Home School: ____________________________

Career Tech Program: ____________________________________________

Parent/Guardian Name (Please Print): ________________________________

Parent/Guardian Signature: ___________________________ Date: ______

**Students who are 18 years old before September, 2019 may sign below**

18 year old Student Signature: _______________________________________

Please submit this form to the Career Technical Education Office at Mentor High School, 6477 Center Street, Mentor, Ohio 44060 by the second week of school. If this form is not completed and returned, you are giving your consent.

The Lake Shore Compact and Mentor Public Schools do not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.
July, 2019

Dear Career Technical Education Student and parent/guardian:

Your Career Technical Education program requires that all student guardians complete a Annual Infinite Campus Update. This update provides the district and staff with important information in the case of an emergency. In order to participate in field trips and internships/Work-based learning activities, students must have this update completed.

Here is a step by step guide to accessing and completing the annual update:

1. Go to www.mentorschools.net
2. On the left margin, click "Parent Portal"
3. Log in to the portal - call 440-974-5274 for login information.
4. Once logged in, click on "Annual Update" in the left margin
5. Click "Begin Registration" (even if your child is not new to Mentor schools - it's part of the annual update)
6. Confirm the information and type your name in the box - use the mouse to sign your name on the line below the box. Click "Continue"
7. Click "Begin"
8. Review the information and change/add information at each prompt. When done, click "Save/Continue"
9. If any of your information is highlighted in yellow, select it and update/complete the information. Once you have edited, click "Next" until it gives you the prompt to "Save/Continue"
10. Complete emergency contacts and "Save/Continue"
11. Add any non-enrolled children
12. Complete/update student information
13. Health Services section - Continue clicking "Next" and update or add information until completed. Then click "Save/Continue". This will need to be done for EACH ENROLLED CHILD. Medical forms for the school can also be found in this section.
14. Done. Click "Submit". There is an option to print the registration on this page.
15. You will receive an email confirmation shortly after your registration is submitted.

**If you need assistance, please call 440-974-5274. Monday through Friday from 8:00 am - 4:00 pm. Or email OLRHelp@mentorschools.org

If you have any further questions, please call the Career Technical Education office at Mentor High School at (440) 974-5336.

Sincerely,
Dr. Joe Glavan
Coordinator, Career Technical Education
Lake Shore Compact