

Carrollton Area Career Center

2026-2027

Student Handbook

The Carrollton Area Career Center offers career and technical education programs in Agricultural Education, Business, Marketing, Information Technology Education, Family and Consumer Sciences, Health Sciences, Teaching Professions, and Skilled and Technical Trades including; Building Trades, Graphic Arts and Welding. The programs offered to Concordia High students include Health Occupations, Welding, Building Trades, Graphic Arts, and Teaching Professions. Additional student support services include: articulated college credit; dual credit, career guidance; customized training for business and industry; Job for American Graduates, and alternative education programs through Success Center. CACC believes that students should make a strong commitment to promote the virtues of democracy, citizenship, self-discipline, a strong work ethic and respect for all members of society. CACC maintains a student-centered school environment that is considerate, enthusiastic, equitable, and safe. This handbook outlines your privileges and responsibilities at the CACC and it explains the services and opportunities we offer. Please refer to the CACC Handbook for further information.

Carrollton R-VII School District, 103 E Ninth, Carrollton, MO 64633
www.trojans.k12.mo.us

July							August							September						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
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25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

Weather Days

May 20
 May 21
 May 24
 May 25

KEY

	First/Last Day of School
	Break
	PLC/Early Out
	PD Day - No School
	Paid Holiday

Oct. 16 - End of 1st Qtr. 38 days
 Dec. 18 - End of 2nd Qtr. 40 days
 Mar. 12 - End of 3rd Qtr. 47 days
 May 19 - End of 4th Qtr. 45 days

Prom - April 24
 Easter - March 28
 Memorial - May 31

Homecoming - Sep. 18
 Band Day - Sep. 26
 Graduation - May 16

ARTICULATED COLLEGE CREDIT AND DUAL CREDIT CLASSES

Carrollton Area Career Center participates in the articulated college credit programs through NCMC, MCC, OTC, SFCC, and State Technical College of Missouri. The Carrollton Area Career Center also participates with Missouri State and SFCC for dual credit classes, in which students earn college and high school credit at the same time. See the career center counselor for a complete list of articulation and dual credit offerings.

ACADEMICS - EMBEDDED CREDIT

SCIENCE CREDIT is available for students who complete Health Occupations at the career center. Students must complete the entire year in order to be awarded a half credit.

ENGLISH LANGUAGE ARTS credit is available for students who complete Health Occupations, Teaching Professions, Welding, Building Trades, or Graphic Arts at the career center. Students must complete the entire year in order to be awarded a half credit. The credit can count as a student's final ELA credit and will be awarded at the end of the school year.

INDUSTRIAL MATH is a two-year course integrated into the CTE programs of Building Trades, Graphic Arts, and Welding. Students enrolled in a three-hour block program will earn a half credit of math during their junior year and a half credit of math during their senior year. The credit can count as a student's final math credit and will be awarded at the end of the school year.

STUDENT ACHIEVEMENT/AWARDS

PASSPORT TO THE FUTURE

A "Certificate of Completion" will be issued to all students who earn a grade of "C" or above, and have completed 3 credits in Agricultural programs; 3 credits in Business programs; 3 credits in FACS programs; 3 credits in Health Occupations; or 6 credits in Trade and Technical programs (Building Trades, Graphic Arts, Welding Technology), establishing the student a "CTE Concentrator". For a Student to receive the CTE "Passport to the Future" they must have:

- Earned a 3.5 cumulative GPA in the program they are going to be a completer in
- Be a completer of a program
- Have 95% program attendance
- Master program Power competencies standards

- Pass their programs TSA-IRC
- Be an active member of the programs CTSOs

STATE OF MISSOURI CTE CERTIFICATE

A CACC student will award the Career and Technical Education Certificate to all students who meet the criteria for this award. The criteria has been established by the Missouri State Department of Elementary and Secondary Education and is to be recognized by employers across our state and nation. The criteria for this award are as follows;

1. Meet all requirements set forth in state and local board of education policies related to earning a high school diploma
2. Qualify as a career and technical education (CTE) concentrator.
3. Maintain a minimum grade point average of 3.0 on a 4.0 point scale in the CTE area of concentration.
4. Pass an approved Technical Skill Attainment (TSA) exam and/or earn an approved Industry-Recognized Credential or Certificate (IRC) aligned with the student's CTE area of concentration
5. Complete a minimum of 50 hours of appropriate work-based learning experiences aligned with the student's CTE area of concentration. Work-based learning experiences may include Registered Apprenticeships, Cooperative Career Education Programs, Internships, Clinical Settings, Job Shadowing, Entrepreneurial Experiences, School-Based Enterprises, Structured Business/Industry Field Trips, Service Learning, and other learning opportunities that provide students with real-time, authentic work experiences.
6. Maintain at least a 95% attendance record overall for grades 9-12.
7. Demonstrate attainment of soft-skills/business skills. The requirement can be met through active participation in a Career and Technical Student Organization during the junior or senior year.
8. Achievement score at or above the state standard on any department-approved measure(s) of college and career readiness, for example, the ACT, ACT WorkKeys, or the Armed Services Vocational Aptitude Battery as determined in the most current MSIP performance standard. Clinton Technical School will use the .75 weighted measure described in the Assessment Scores Matrix as the standard. This matrix is found in Appendix C of the MSIP 5 Comprehensive Guide to the Missouri School Improvement Program, 2016, found at the Missouri Department of Elementary and Secondary Education website.

NATIONAL TECHNICAL HONOR SOCIETY

The National Technical Honor Society is a leader in recognizing outstanding student achievement in career and technical education. Their mission is to honor student achievement and leadership, award scholarships, promote educational excellence, and enhance career opportunities for the NTHS membership. Membership requirements are:

- Students must have been a concentrator in their respective CACC program
- Complete an application with teacher signatures
- Be a member of their respective Career and Technical Education Student Organization (CTSO)
- Hold a 95% Attendance Rate (following the attendance guidelines of the A+ Program)
- Good Citizenship (following the A+ program guidelines)
- 3.5 GPA in CACC courses
- In addition, to be awarded honor cords for graduation, students must have:
- Completed the previous requirements
- Maintain a cumulative 3.5 GPA in CACC courses
- Maintain their 95% cumulative attendance
- Perform community service hours
- Pass their respective TSA/IRC Exam

HOSA

Students enrolled in any Health Science class have the opportunity to join HOSA, one of the nation's most active youth organizations. HOSA is the largest national youth organization designed to promote careers in health science. HOSA members learn how to be good leaders and followers through chapter activities, which include social, civic, leadership, and professional interactions designed to make students more aware of their importance to the chapter and to the field of healthcare. Included in these activities are state, and international competitions, which showcase students' skills in the area of their chosen careers.

HOSA seeks to develop:

- Occupational competencies for careers in health science, bio-medical research/development
- Leadership abilities
- Social and business etiquette
- Understanding and appreciation of civic responsibility
- Ethical behavior in personal and business relationships
- Understanding of the role of the healthcare system in the global industry

To accomplish this, HOSA utilizes on-the-job experience, chapter projects, and a program of competency-based competitive events in specific healthcare occupational

areas. These events emphasize academic and vocational excellence as building blocks for successful healthcare careers and demonstrate the direct relationship between health science education and the real needs of the healthcare industry. Each year more than 100,000 students participate in competitions on the state, and international levels.

SkillsUSA

Students enrolled in a three hour block of Building Trades, Graphic Arts, or Welding Technology are eligible for membership in SkillsUSA. SkillsUSA is an applied method for preparing America's high performance workers in public career and technical programs. It provides quality educational experiences for students in leadership, teamwork, citizenship, and character development. It builds and reinforces self-confidence, work attitudes, and communications skills. It emphasizes total quality at work: high ethical standards, superior work skills, life long education, and pride in the dignity of work. SkillsUSA also promotes understanding of the free enterprise system and involvement in community service. SkillsUSA has more than 245,000 student members annually, organized into nearly 13,000 chapters.

The purpose of SkillsUSA, as defined by its members, is to:

- Unite in a common bond students enrolled in trade, industrial, technical, and health occupations education
- Develop leaders through participation in educational, vocational, civic, recreational, and social activities
- Foster a deep respect for the dignity of work
- Assist students in establishing realistic vocational goals
- Help students attain a purposeful life
- Create enthusiasm for learning
- Promote high standards in trade ethics, workmanship, scholarship, and safety
- Foster understanding of labor and management organizations, and their mutual interdependence
- Create a sincere interest in and esteem for trade, industrial, technical, and health occupations education
- Develop patriotism through knowledge of our nation's heritage and the practice of democracy

Why SkillsUSA? Because SkillsUSA is an organization for trade, industrial, technical, and health occupations students, SkillsUSA is designed for the students and run by the students. SkillsUSA chapters choose, plan, and conduct their own activities. As a SkillsUSA member, a student has the opportunity to develop into a well-rounded person with social and leadership abilities as well as occupational skills. SkillsUSA instills spirit and a desire to learn, grow, and become a productive citizen. SkillsUSA prepares students for life. It brings together people with common interests who exchange ideas,

discuss problems, and earn recognition through a program of activities on chapter, state, and national levels. SkillsUSA offers an integral part of education and makes it more meaningful.

PARENT PORTAL

Student grades, attendance, fines and fee information will be available to parents online via the Parent Portal link on our district website (www.trojans.k12.mo.us). Parents must sign up for a password first and then user information will follow in a letter.

ATTENDANCE POLICY

Regular attendance is imperative for students to receive the full benefit of the programs at the career center. Good attendance is one of the most often-mentioned characteristics of a good employee. The CACC staff believes that all students should develop and maintain good attendance.

- Students are required to have a 95% attendance to be eligible for National Technical Honor Society.
- Students are required to have 95% attendance to be eligible for the CTE Certificate.
- Students who are absent from their class at CACC for more than 7 days during a semester, for non-school related occurrences, may forfeit the right to return for the following semester.

The Carrollton Area Career Center will follow the attendance policy of the home high school for each student.

Concordia R-2 Attendance and Absence Procedures S-115-S

Excused Absences

Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an absence to be excused. It is the responsibility of the student to make up work with teacher support when a student's absence is excused. The timelines for turning in make-up work will be determined by the teacher.

Parents must report a student's absence by 9:00 a.m. on the day of the absence. The school will contact parents who do not report a student's absence by the designated time. When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office. The administration may request documentation to determine whether an absence is excused. Excused absences are allowed for:

- Medical appointments that cannot be scheduled outside the school day (Doctor's note may be required)
- Serious illness or death of a family member

- Religious observances
- School-sponsored activities (e.g., field trips, athletics, competitions, etc.)

Any absence from class as a result of a school-sanctioned activity is not recorded as an absence for purposes of this policy. Example: field trip, athletic event, student activity, etc.. It is the student's responsibility to remind all of his/her teachers following a school-sanctioned absence to use the attendance correction form if he/she was reported absent inadvertently.

- Court appearances or other legal situations beyond the control of the family
- Emergency situations as approved by the principal
- Visits from a parent or guardian on active military duty who is on leave from or will be immediately deployed, or immediately returned with notification and approval of the principal
- An absence which has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any tests, projects, or in-class assignments will be made up at the direction of the teacher.

Unexcused Absences

Absence for reasons other than the categories of excusable reasons, or that does not have the proper documentation for an excused absence as determined by the principal, will be considered unexcused. Excessive, unexcused absences will result in written notice from the principal to the parents/guardians. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance.

Secondary Absences: A secondary student may accumulate no more than seven (7) unexcused absences per semester per class. A letter will be mailed home when a student accumulates four absences for the semester and subsequent letters will be mailed home after the sixth and seventh unexcused absences. When a student accumulates eight (8) unexcused absences for the semester, a letter will be mailed home notifying the student and parent that the student will lose academic credit for the class in which they have eight (8) unexcused absences or more. If a student does not complete make up seat time as required, they will not receive the credit for the class(es) they failed to make up.

REPORTING ABSENCES

Sending School Students - The career center will work with individual districts to mark CACC attendance properly. Parents and Guardians will need to follow the home districts policy for reporting absence for your students. It is recommended students contact their instructor via email to let them know they will not be in attendance.

Concordia students-

Parents must report a student's absence by 9:00 a.m. on the day of the absence. The school will contact parents who do not report a student's absence by the designated time. If a student needs to be released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office. The administration may request documentation to determine whether an absence is excused.

STUDENT DRIVING

All students who wish to drive to school must secure a "Permission to Drive" form from the Carrollton Area Career Center office. The Career Center Director, the home school principal, classroom instructor and the student's parent/guardian must sign the form. The form must be returned to the Career Center office one day prior to the trip.

Students who drive to school must know and obey the following rules:

- Driving from school grounds during school hours is not permitted unless permission is obtained from the Director's office
- Speeding or careless driving on school property is not permitted
- Sitting in cars during the school day is not permitted
- Students must park in designated areas only and obey all parking lot rules
- Students who have permission to drive CANNOT have passengers without the express written permission from their home school principal and parent/guardian

Please see the complete Carrollton Area Career Center Handbook at the link below.

<https://www.trojans.k12.mo.us/o/cacc>

I acknowledge that I have received and reviewed the 2026-2027 Carrollton Area Career Center Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature_____

Parent/Guardian Name (please print):_____

Date: _____