ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Center of Applied Technology North

800 Stevenson Road I Severn, MD 21144 I 410-969-3100

Student Handbook
2020 - 2021

Welcome to the Center of Applied Technology North (CATN). We are excited to learn with you during the upcoming year. 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.

The Center of Applied Technology North offers the following programs:

- Academy of Health Professions
  - Medical Assistant (CCMA)
  - Nursing Assistant (CNA/GNA)
  - Pharmacy Technician
- Auto Collision Repair
- Auto Refinishing
- Auto Technology
- Baking and Pastry
- Carpentry
- Cosmetology
- Culinary Arts
- Diesel Power Technology
- Electricity
- Environmental Resource Management
- Graphic Design
- HVAC
- Industrial Maintenance
- Integrated Design (CAD)
- IT Networking Academy (CISCO)
- Manufacturing Technologies
- Masonry
- Plumbing
- Printing Technology
- Welding

Student Emergency Forms Required Immediately

Parents have received a Student Emergency Google Form via Connect Message. Also, the form can be accessed at this link https://forms.gle/Y6WUbkA26Cdze1fC6 . .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. Parents are asked to complete the Google Form by Monday, September 15, 2020.

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 three 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 at 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.

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 prior to being sent to their classroom. Students are required to make up any work missed when they arrive tardy or they will receive a grade of "0". Undocumented habitual lateness will be considered a discipline matter.

Tardiness Policy

First incident	Teacher conference with student.
Second incident	Parent notification by teacher.
Third incident	Administrative involvement
Fourth incident	Appropriate disciplinary sanction as per AACPS Student Code of Conduct

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. 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. Students with a valid parking permit from their home school can apply for a CATN parking permit. Parking permits will only be issued to students that meet CATN 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
- Follow the instructions of the bus driver
- Remember that AACPS policies and rules apply to the school bus
- Be respectful of all people
- Remember the bus driver is authorized to assign seats

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

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 and 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.

Cellphones
Cellphone and 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 2020 - 2021 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.

If you have any questions, please feel free to contact CATN at 410.969.3100.

Thank you,

Joe Rose	Lori Chearney, Assistant Principal	Carrie Ruffo-Miller, School Counseling
Principal	Ryan Sacket, Assistant Principal	Lauren Smith, School Counseling

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