

# Cooperative Administered Programs

## Introduction

Beginning with the 1990-91 school years, the Cooperative ventured in a new direction to expand Career & Technical programs for students. A leased facility in Kendallville was renovated to house a Welding program serving students from five high schools, on a cost-shared basis.

This concept was further expanded in the 1991-92 school years, with the addition of Health Occupations Education, Marine Mechanics and Machine Trades programs. The Cooperative continued to add programs such as Industrial Maintenance Technology, Direct Health Care and Cosmetology in 1995-96, CAD Drafting and Auto Mechanics in 1996-97, as well as Criminal Justice in the 2002 school year.

In the 2005-06 school years FCAVC expanded even further with the additions of Office Supervision and Management (renamed Information Technologies), and an additional HOE program to serve the LaGrange County area followed by the Culinary Arts and Construction Trades programs in 2007-08.

All these changes and additions are direct reflections of the growing needs of our partnering high schools. They serve to demonstrate our commitment to providing the best possible education to the students we serve. With the help and cooperation of our partnering schools, the Cooperative looks forward to continued growth.

## Cooperative Administered Program Policies

### ***Variance in School Calendars***

The FCAVC observes a Vocational and Cosmetology calendar which is approved by the Cooperative's Superintendent Council. These calendars establish an agreed upon **common start date** for all programs and corporations to observe.

### ***Attendance***

It is imperative that communication occurs when a student is absent. If a student is absent from a FCAVC administered program, the sending school will be notified by the specific instructor or site supervisor. The sending school will also be notified by FCAVC when a student reaches 3, 5 and 8 absences during each semester.

When a sending school is not in session, the students are not expected to attend the FCAVC program. However, students may voluntarily attend if FCAVC is in session.

### ***Discipline***

Students are considered enrolled in a program which is an extension of the student's sending school. Major infractions committed at the vocational program (e.g. smoking, drug use, theft, defamation of property, etc...) will be reported to the sending school administration for appropriate actions.

Students violating instructor issued rules (e.g. failure to clean workspace, tardiness, etc...) will be disciplined by the program instructor.

# Cooperative Administered Programs Policies

## Delays & Cancellations

THE FOLLOWING INFORMATION APPLIES TO ALL THREE (3) CREDIT HOUR SATELLITE VOCATIONAL PROGRAMS LOCATED IN KENDALLVILLE AND LAGRANGE:

Auto Body Collision Repair	Automotive Technology	CAD Drafting
Construction Trades	Cosmetology	Criminal Justice
Culinary Arts	Direct Health Care	Health Occupations
Health Occupations-LaGrange	HVAC	Machine Trades
Marine Mechanics	Welding	

During periods of the year, weather related conditions may alter the normal operating schedule. Please use the following guidelines with weather related questions.

Please Note: FCAVC delays and/or cancellations are **NOT** part of announcements.

If YOUR HIGH SCHOOL is **cancelled** for the day because of weather related conditions, students should **NOT** attend the Vocational program. IF YOUR HIGH SCHOOL is on a TWO HOUR DELAY, students should **NOT** attend the MORNING Vocational Program.

If **EAST NOBLE SCHOOL CORPORATION** closes or delays because of weather conditions, students should NOT attend programs located in Kendallville. However, if East Noble School Corporation has a school calendar scheduled delay for teacher training or in-service, students should attend vocational classes, according to the school's specific calendar.

If **LAKELAND SCHOOL CORPORTATION** closes or delays because of weather conditions, students should NOT attend programs located in LaGrange.

### ***Attendance/Non-Weather Related Issues***

Students are expected to attend all classes when their high school and the Vocational program are in session. Students are to follow his/her high school's directions concerning attendance on school improvement days and delays as well as days Vocational programs are closed, but high schools are opened. All students will receive the FCAVC Calendar at the beginning of the school year outlining scheduled in-services and breaks.