



www.rmctc.org

The Health Dental Occupations Program

CIP 51.0601

Instructor: Jacklyn Rusnock
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Have Questions?

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READING MUHLENBERG CAREER & TECHNOLOGY CENTER

MISSION STATEMENT

The Reading Muhlenberg Career & Technology Center, in partnership with our diverse community, sponsoring districts, and business and industry, is committed to providing quality career and technical education, resulting in opportunities for students to gain employment, pursue post-secondary education, and develop an appreciation for lifelong learning.

VISION STATEMENT

To empower Reading Muhlenberg Career & Technology Center students with the technical knowledge and skills to confidently pursue a career.

BELIEFS

- We believe in valuing the diversity of each student
- We believe education leads to opportunity
- We believe quality education starts with quality leadership
- We believe a career and technical education is a critical component of workforce development
- We believe technology is vital to learning and will help students connect with a rapidly changing world
- We believe technology must be embraced by teachers as a tool to help prepare students to meet current and future labor market demands
- We believe in providing all students with a positive educational experience
- We believe students should feel proud of what they have accomplished each day
- We believe students will be provided the opportunity to achieve their highest potential
- We believe students will be provided the opportunity to acquire and cultivate leadership skills
- We believe in providing students with a safe school environment
- We believe the success of a student is enhanced by parents and/or other influential adults through their support and involvement
- We believe in encouraging students to maintain a lifelong affiliation with the school
- We believe change is an ongoing process, not an event, and is fundamental for building quality programs of study
- We believe instruction must accommodate individual student learning styles

Dental Occupations

“Believe you can and you’re half way there.” – Theodore Roosevelt

Dear Students and Parents/Guardians,

Welcome to Dental Occupations, and congratulations on choosing a rewarding career path. Your interest in the dental profession and success in this program can lead to several opportunities for you. RMCTC and Dental Occupations will prepare you for and provide you with the necessary knowledge and skills needed to continue on to higher education or make you highly employable in the dental profession upon graduation.

As a dental occupations student, you will be introduced to the world of dental assisting. Identifying different dental career roles, functions, and limitations will be part of that introduction, along with understanding your role in the profession. Personal hygiene, personal dress, and personal qualities and characteristics will be discussed.

You will have the opportunity to earn different job titles in the dental program. In order to achieve those titles, you will learn and master information on infection control, safety and emergency procedures, ethical/legal responsibilities, and office procedures. Anatomy, physiology, pharmacology, and dental materials are also subjects that will need to be mastered in order to be able to communicate effectively with other dental professionals. Operative dentistry (chairside assisting), dental laboratory procedures, and radiology skills will provide the hands on learning that make working in the dental profession exciting.

“The difference between who you are and who you want to be, is the work YOU put in.” - Unknown

Dental Occupations is a challenging program. This program will require hard work. Preparation, Organization, and Communication will be the keys to your success. I do believe this is a team effort, and **together**, we can help you achieve your goals.

Please feel free to contact me with any questions or concerns you may have at 610-921-7300, or jrusnock@rmctc.org

Sincerely,

Jacklyn Rusnock RDH

Dental Occupations Instructor



Health Dental Occupations

- Prepare for a professional career as a dental assistant or for further education as an expanded-function dental assistant, dental hygienist, dental lab technician, or dentist.
- Experience the satisfaction of providing high quality patient care in a team-oriented, modern dental office environment.
- Perform a wide variety of dental office duties with other dental professionals that include taking x-rays, mixing materials, passing instruments, sterilization and receptionist duties.
- Work alongside other dental professionals to ensure patients receive the highest quality dental care.



Job Titles – Career Pathways

31-9091 Dental Assistant

Local Dental Office Receptionist

Local Dental Laboratory Technician Assistant

Local Sterilization Assistant

CTC knowledge transfers to college credits at:

Berks Technical Institute

Commonwealth Technical Institute

Harcum College

Keystone Technical Institute

Lackawanna College

Lincoln Technical Institute

McCann's School of Business

Mercyhurst University

Pennsylvania College of Technology

Pennsylvania Institute of Technology



Student Certifications

NOCTI – National Occupational Competency Testing
Institute Certification

* Dental Assisting

BLS Healthcare Provider

Heartsaver First Aid

OSHA – Healthcare Certification

Radiation Health & Safety



Instructor– Ms. Jacklyn Rusnock

Biography

I am a graduate of Muhlenberg High School. I received a bachelor's degree from West Virginia University in Dental Hygiene and have worked as a dental hygienist in private practices for more than 22 years. I taught Dental Occupations at Berks Career & Technology Center, East Campus, and am delighted to be teaching at RMCTC.

Education

Bachelor of Science, Dental Hygiene, West Virginia University
Working toward Voc I Certification – Temple University

Certifications and Awards

Registered Dental Hygienist (RDH)
Pennsylvania State License

Work Experience

I have worked as a clinical dental hygienist in private practices for more than 22 years. I also served as the long-term substitute instructor for the Dental program at Berks Career & Technology Center.

Hire Date

2015

Community Service

I have donated my time to various organizations and charities throughout the community over the years.



Program Planning Tool

Program Title: **CIP 51.0601 HEALTH - DENTAL OCCUPATIONS**

Student Name: _____

This document has been designed as a tool to facilitate student placement decisions and provides important information about the program. The chart on the reverse side is designed to assist in the identification of necessary skills, present educational levels, and supports, if any, that are needed to foster program success.

Program Completion Requirements

A successful student will...

- Secondary Academic Course Requirements: The PA Dept. of Education's focus is to ensure every student is college and career ready, therefore all students are recommended to follow a college prep sequence of academic classes. Courses such as applied math or general science are not appropriate for this program. PDE's goal is to have all students perform at the competent or advanced level on the Keystone Exams and Program of Study end-of-program assessment (NOCTI).
- Complete an Occupational Competency Assessment (i.e. NOCTI end-of -program exam) and score at the "competent" or "advanced" level. This end-of -program exam will cover the full scope of the program of study curriculum and includes (1) a multiple choice test and (2) a performance test consisting of occupational related tasks scored and evaluated by industry judges. .
- Earn a minimum of one industry recognized certification. Students will be encouraged and expected to earn all recognized industry certifications that make up the scope of the curriculum. Accommodations are not permitted for industry certifications. These include: BLS Healthcare Provider (CPR w/AED)
- Complete the approved program curriculum and earn a minimum of one RMCTC Job Title aligned with the student's career objective. Job titles are identified on the program task list, aligned with local workforce needs and high priority employment occupations, and annually reviewed and approved by the program's occupational advisory committee.
- Successful completion of Keystone Exams as determined by sending school district.
- Maintain a 95% attendance rate or better.
- Transition on to a post-secondary institution, military or related fulltime employment aligned to their CTC program of study.

Instructional Process/Specifications

A successful student will...

- Perform a wide variety of tasks in a clinical environment with equipment consistent with dental standards. After receiving applicable instructions/demonstrations, the students will progress through the use of learning guides.
- Students will be participating in clinical experiences where they will be exposed to human body fluids and will be required to wear gloves and masks to protect themselves from possible viruses and infectious diseases, such as hepatitis. Students will be taught to properly dispose of sharp, infectious, and hazardous waste. Strict adherence to sterilization and disinfecting procedures must be followed to insure safety to self and others.
- Participate in classroom theory and clinical skills for generally 2 ½ hours each day; students will spend 50% of their time in classroom theory and 50% of their time doing laboratory applications and live work.
- Complete written and performance tests. Students will be evaluated at least twice a week in each of these areas according to established rubrics and checklists. Progress is measured daily in the areas of knowledge, skills, and work ethic.
- Read and study textbooks/supplemental material. Material is written at a 12th grade or post-secondary level.
- Complete homework on time. Homework is in the form of chapter, workbook and/or worksheet assignments. In addition, research papers, writing assignments, and leadership projects are required.
- Participate in Career & Technical Student Organizations including HOSA, SkillsUSA and/or National Technical Honor Society.
- Participate in a paid or unpaid work based learning related to the Program of Study (cooperative education, clinical internship, and/or job shadowing).
- Purchase appropriate work and safety attire, tools, and equipment. Following is an estimated breakdown of costs:
 - UNIFORM: \$70 – scrubs/shoes/ lab coat, \$10-\$30 – watch w/second hand.

Program Planning Tool

CTE Requirements	Present Educational Ability/Level	Support Needs
Program Completion – Strong self-determination skills and understanding of personal strengths and weaknesses. Ability to meet industry established standards of performance, complete the program of study without curriculum modifications, and earn industry certifications without testing accommodations.		
Reading and Language Arts Level - Text and manuals written on a 12 th grade reading level. Proficient on end-of-course exam (Keystone). Understanding written sentences and paragraphs in work related documents. Oral expression, oral comprehension, written expression. NOCTI assessment and industry certification exams require a proficiency in English language skills.		
Math Level - At grade level and proficient on end-of-course exam (Keystone). Knowledge of arithmetic, algebra, geometry and their applications. Proficient with ratio and proportions (medical dosages).		
Aptitude – Depth perception, attention to detail, critical thinking, dependability, cooperation, self-control, social orientation, integrity, initiative, stress tolerance, concern for others, active listening, selective attention, problem solving and troubleshooting skills.		
Safety & Physical – Stamina (ability to focus at work station for long periods of time) Arm-hand steadiness, finger dexterity, manual dexterity, trunk strength (ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without fatiguing), multi-limb coordination, hand-eye coordination. Physical strength required to lift patients for transfer.		
Interpersonal/ Social – Assisting and caring for others, provide emotional support, ability to work independently and in a team, communication with supervisors, peers and patients, establishing and maintaining interpersonal relationships.		
Other Occupational/Program Considerations – Willingness to study outside of class, intensive memorization of medical and dental processes and vocabulary (medical terminology & anatomy and physiology), strong written and verbal communications skills, strong attention to details, ability to following detailed directions and protocols with accuracy . Focused on working closely with the public. Not disturbed by incidences, such as surgeries, injections, dental procedures, and traumatic situations and a willingness to safely handle various bodily fluids and medical waste.		

Scope and Sequence Health Dental Occupations 51.0601

Academic Subjects – Career success and postsecondary education success require the same level of college prep coursework. The Pennsylvania Department of Education's (PDE) focus is to ensure that every student is prepared for college and a career. Academic courses such as applied math or general science cannot be listed on the program's scope and sequence. PDE's goal is to have all students perform at the competent or advanced level on the PSSA, and earn the Pennsylvania Skills Certificate on the end-of-program assessment.

	Secondary School				Postsecondary Institution			
Subject (Hours)	Grade 9 (Hours)	Grade 10 (Hours)	Grade 11 (Hours)	Grade 12 (Hours)	First Semester	Second Semester	Third Semester	Fourth Semester
Technical		Intro Dental Assisting	Office Procedures	Operative Dentistry (Chair Side Dentistry)	BIO 115 Human Anatomy and Physiology 1	BIO 125 Human Anatomy and Physiology II	BIO 201 Microbiology	
		Principles of Infection Control	Pharmacology	Oral Surgery				
		Safety & Emergency Procedures	Radiology Skills	Periodontics				
		Ethical/Legal Responsibilities	Dental Materials	Prosthodontics				
		Anatomy & Physiology	Dental Laboratory Procedures	Endodontics				
		Employability Skills	Employability Skills	Certification				
				Employability Skills				
English	College Prep English 9	College Prep English 10	College Prep English 11	College Prep English 12				
Math	Algebra I	Algebra II	Geometry	Trigonometry				
Science	Accelerated Integrated Science	Biology	Chemistry	Physics				
Humanities	Citizenship	World Cultures	American History I	American Government	PSY 111 Psychology	PSY 203 Developmental Psychology		Soc 111 Intro to Sociology
Other	Physical Education	Physical Education	Physical Education	Physical Education			FIT Elective, Fitness	
	Health	Health	Health	Health			NUR 219 Adult Medical – Surgical Nursing II	NUR 280 Childbearing, Nursing

51.0601 Dental Assisting/Assistant

INTRODUCTION TO DENTAL ASSISTING

Identify career role function obligations and limitations of the dental care provider as a member of the dental team.
Define dental related terms and abbreviations.
Practice appropriate personal hygiene dress practices personal qualities/characteristics.

PRINCIPLES OF INFECTION CONTROL

Wash hands and follow gloving procedures.
Prepare and bag/wrap instruments for sterilization.
Use and care for ultrasonic cleaner.
Use chemicals to sterilize and disinfect instruments.
Sterilize instruments using autoclave and maintain equipment.
Perform disinfection and sterilization procedures on dental equipment.
Practice OSHA regulations with respect to dental occupations.
Use Safety Data Sheets (SDS) sheets and label appropriate materials.
Dispose of sharps infectious and hazardous wastes.
Maintain evacuation system.
Maintain dental handpieces.
Use infection control procedures to send/receive dental laboratory items.

SAFETY AND EMERGENCY PROCEDURES

Practice general/personal safety standards/precautions.
Practice proper body mechanics.
Perform CPR/AED procedures..
Prepare and recognize various medical emergencies.

ETHICAL/LEGAL RESPONSIBILITIES

Practice legal and ethical standards of behavior and compliance including HIPAA policies

ANATOMY AND PHYSIOLOGY

Identify parts names shapes and surfaces of teeth.
Identify basic head and neck anatomy.
Describe disturbances in dental development.
Identify landmarks and structures of the face.
Identify landmarks structures and normal tissues of the mouth.
Identify primary and permanent teeth - arches/types.
Use Universal Palmer and FDI Designation Systems for permanent and primary teeth.

OFFICE PROCEDURES

Demonstrate the use of dental software system.
Maintain inventory system.
Process insurance claims.
Preparing and maintaining patient s file/ file systems.
Use written and verbal communication.
Schedule and maintain appointment book/daily schedule.

PHARMACOLOGY

Describe methods of pain anxiety control and pre-meds used in dentistry.
Use Physician s Desk Reference (PDR) as a resource.
Recognize pharmacology terms and abbreviations related to the field of dentistry.

RADIOLOGY SKILLS

Discuss history of dental radiology.
Follow safety measures for exposing dental radiographs.
Position patient and select accessories for radiographic technique.
Select film size appropriate for patient s mouth.
Describe proper storage of unexposed radiographic film.
Expose intra-oral radiographs using long-cone paralleling technique.
Develop radiographs.
Mount full-mouth series of radiographs.
Maintain radiographic records.
Duplicate dental radiographs.
Identify normal radiographic landmarks of the teeth and jaws.
Evaluate dental radiographs for diagnostic quality.
Expose an intra-oral maxillary and mandibular anterior and posterior occlusal radiograph.
Expose a panoramic radiograph.
Expose students to computerized digital radiography.
Describe the properties of dental radiation.

Discuss/Expose intra-oral radiographs using long-cone bi-secting technique.

OPERATIVE DENTISTRY (CHAIR SIDE DENTISTRY)

Seat/dismiss a patient including special needs and elderly.

Prepare and set up examination tray.

Record and chart oral conditions.

Take and record patient's dental/medical histories and vital signs.

Prepare oral prophylaxis tray.

Transfer instruments for four-handed dentistry.

Evacuate oral cavity.

Identify various types of dental hand instruments.

Prepare set up and assist with administration of topical and local anesthesia.

Prepare set up and assist with applying and removal of rubber dam.

Identify/change burs in low and high speed hand pieces.

Prepare tofflemire matrix band.

Prepare set up and assist with amalgam restoration.

Prepare set up and assist with composite/resin restoration.

Prepare set up and assist with pit and fissure sealants.

Prepare set up for whitening procedures and give patient instructions.

Provide patients with preventative dentistry information and techniques.

DENTAL MATERIALS

Mix and prepare various dental cements.

Prepare set up for and take alginate impressions of the maxillary and mandibular arches.

Mix/prepare various dental liners and desensitizing materials.

Mix/prepare various dental bases.

Mix/prepare various elastomeric materials.

DENTAL LABORATORY PROCEDURES

Pour maxillary and mandibular alginate impression with gypsum product.

Trim a maxillary and mandibular study cast.

Construct an upper and lower custom tray.

Fabricate a temporary crown/provisional.

Fabricate a bleaching tray.

ORAL SURGERY

Prepare set ups for various oral surgical procedures.

Explain pre-operative and post-operative procedures to patient.

PERIODONTICS

Record periodontal probings and periodontal findings.

Provide post-operative instruction for periodontal procedures.

PROSTHODONTICS

Identify dental instruments and describe the total process of providing a fixed prosthesis for a patient.

Identify dental instruments and describe the total process of providing a removable prosthesis for a patient.

Give instructions regarding maintenance of fixed and removable prostheses.

Explain the concept of dental implants.

ENDODONTICS

Prepare the set up for endodontic procedures.

Describe the techniques involved in endodontic procedures.

CERTIFICATION

Prepare to obtain various Dental Assistant National Board Certifications.

ORTHODONTICS

Identify various instruments, appliances and techniques.

VALUE ADDED

80.1 - Establish Career Goals.

80.2 - Complete Job Application.

80.3 - Compose Resume.

80.4 - Prepare for Job Interview.

80.5 - Compose Employment Letters.

80.6 - Participate in Online Job Search.

80.7 - Prepare Career Portfolio.

Prepare to obtain Radiation Safety and Health certification.

Prepare to obtain Heartsaver First Aid certification.

STUDENTS OCCUPATIONALLY & ACADEMICALLY READY



- *Earn college credits which will save you money on tuition*
 - *Shorten college attendance*
 - *Get on the right career path*
 - *Enter the job market prepared*
 - *Get a consistent education*
- *See your CTC School Counselor for More Information*

TO QUALIFY CTC STUDENTS MUST:

1. Earn a high school diploma, achieve a minimum 2.5 GPA on a 4.0 scale in your CTC program and complete the PDE approved Program of Study.
2. Earn the industry certifications offered by your program (if applicable).
3. Achieve Competent or Advanced on the NOCTI End of Program Assessment.
4. Achieve proficiency on ALL of the Program of Study Competency Task List.
5. Provide documentation to Postsecondary Institution that you have met all of the requirements!

Find out more about the colleges offering course credits you can earn while attending RMCTC. Go to collegetransfer.net, search: PA Bureau of CTE SOAR Programs, and find your program by CIP Code.



**To receive college credits, qualifying students have three years from their date of graduation to apply and matriculate into the related career and technical program at a partnering institution.*

Reading Muhlenberg Career and Technology Center

Dental Occupations

Uniform Requirements

1. Clean hands, hair, mouth, and body
2. Hair tied back, off shoulders, and neatly styled and out of eyes
3. Short, clean nails. Clear or light colored polish only. **NO ACRYLIC TIPS**
4. Natural conservative make up
5. Limited jewelry-**no dangling jewelry**(necklaces, bracelets, earrings)
6. Scrub pants and top, lab coat, closed toed shoes (**white leather sneakers, crocs w/ no holes, uniform shoes**)
7. No 'street clothes' permitted under the scrub uniform.

These dress code requirements are consistent with the professional standard expected in the dental setting. Failure to comply with the uniform requirement will result in a reduction of your work ethic grade for that day.

Parent Signature Date

Student Signature Date

RMCTC-Dental Occupations Uniform Information

LIFE UNIFORM

525 Penn Ave.

West Reading, PA. 19611

610-374-4528

M-F 10-7 Sat 10-6 Sun 12-5

SUPER SHOES

3050 N. 5th Street Hwy

Reading, PA. 19605

Fairgrounds Square Mall

610-929-9766

VF OUTLET-PS SCRUBS

Blue Building Level 1

610-375-0826

M-Sat 9:30-9 Sun 10-6

WALMART SUPERCENTER

5370 Allentown Pike

Reading, PA. 19560

M-S open 24 hours

Reading Muhlenberg Career and Technology Center

Dental Occupations

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These dress code requirements are consistent with the professional standard expected in the dental setting. Failure to comply with the uniform requirement will result in a reduction of your work ethic grade for that day.

GRADE REPORTING

Purpose: The intent of this grading procedure is to provide a student grade that accurately reflects student achievement. Progress is measured in the areas of work ethics, knowledge and the practical skills aligned to the program area learning guides. Student performance for learning guide activities and assignments are reflected in the knowledge grade. Students will be evaluated according to established program standards on an individual basis. The ClassMate grading software automatically calculates student grades using the following formula:

$$\begin{array}{rcl} \text{Work Ethic} & 40\% & \\ \text{Knowledge} & \underline{60\%} & \\ & 100\% & \end{array}$$

Teachers must be able to justify grade percentages in the event of inquiries or concerns.

Interpreting a Grade:

Work Ethics Grade (40%): Each school day, every student receives a Work Ethics or daily grade. Criteria that comprise these grades are safety, student behavior, preparation/participation, productivity or time on task, professional appearance and extra effort. The Work Ethics grade range is based on a 0 to 10 model that students may earn each day depending on how many criteria they satisfactorily meet.

NOTE: Impact of Absenteeism, Tardiness/Early Dismissals – The direct effect of absenteeism on a students' grade will be through the Work Ethic component of the grading formula. If a student is Tardy or has an Early Dismissal the Work Ethic grade will automatically be defaulted to a five (5) from a possible ten (10) points. The instructor may change this value as they see fit.

Knowledge Grade (60%): Throughout the marking period, a student's cognitive knowledge about various career-specific topics will be evaluated and recorded by the instructor. Examples of knowledge activities include: lab/shop assignments, homework, quizzes, tests, and research activities. The Knowledge grade range is based on actual points earned divided by the total accumulative points.

Skill (Learning Guide): A task list guides every RMCTC program. Tasks are evaluated on a 0-5 scale with a 4 or 5 considered proficient. Learning guides are normally aligned to lab assignments or shop projects where a student will physically perform a task. The student and teacher will discuss, at the beginning of each quarter, student expectations and the required tasks that must be completed or "contracted" by the end of the marking period. This allows a student to work productively with the expectation to make constant progress during the marking period. All assignments, activities and rubrics associated with learning guides are documented in the "knowledge" grading component. It is important to note that poor productivity will have a negative impact on a student's grade.

NOTE: For the purpose of students earning a job title associated with their program area, teachers track students' skill/task work. Teachers identify specific criteria to evaluate each task performed, ranging from a 0 to 5 (not completed to mastery). Students must earn a 4 or 5, in order to credit the task towards earning the specific job title. Students have the opportunity to revisit a task multiple times until successfully receiving credit. The job titles a student earns will be listed on the student's RMCTC certificate that is awarded at Senior Recognition Night.

CTC Letter Conversion Table

<u>Grade</u>	<u>Letter</u>
100 – 97	A+
96 – 93	A
92 – 90	A-
89 – 87	B+
86 – 83	B
82 – 80	B-
79 – 77	C+
76 – 73	C
72 – 70	C-
69 – 65	D
64 – under	F

GRADE REPORTING (continued)

Final Grade average is based on the student's four (4) numerical marking period grades. The final average will directly align to the letter conversion table listed above.

If a student has three (3) marking period grades of "F" the teacher shall give appropriate consideration to that student not passing for the year. If a student is on an **upward trend** at the end of the school year, this **may** justify having the student pass for the year. If the opposite is true, and the student is on a **downward trend**, the student **should** receive a failing grade.

The individual teacher must evaluate each student's achievement in terms of the expected goals for their program area.

Failure to complete assignments, frequent lateness or absence, and demonstrated indifference to school are major contributors to student failure. **Blatant refusal** to attempt or to complete a significant number of course requirements may, by itself, justify a final course grade of "F".

The following divisions are given as a guide to recording and interpreting the grading system. It remains for each teacher to objectively and fairly rate each student, not based upon personality, but performance.

Determination of Grades: Teachers will give thorough consideration using all grading components in determining students' grades to both class work and test results.

A = Excellent

1. This grade represents **superior work** and is distinctly an honor grade.
2. The excellent student **has reached all course objectives** with high quality achievement.
3. The excellent student displays unusual effort and works willingly and effectively in reaching required objectives.

B = Good

1. This grade represents **above average** quality achievements.
2. The good student **has reached a large majority of course objectives**.
3. The good student is industrious and willing to follow directions.

C = Average

1. This grade represents **satisfactory** achievement.
2. The average student **has reached a majority of course objectives**.
3. The average student is cooperative and follows directions, yet extra effort and improvement are needed for more complete mastering of the material.

D = Passing

1. This grade represents a **minimally satisfactory** achievement.
2. The student is performing below-average work and **has not reached a majority of course objectives**.
3. This achievement level indicates there is a great need for improvement, daily preparation and improved dedication and attendance.

F = Failure

1. This grade represents **unsatisfactory** achievement.
2. The failing student has **not reached necessary course objectives**.
3. The failing student has not attempted to complete assignments, is constantly late or absent, and generally has failed to accomplish the fundamental minimum essentials necessary in the program area.
4. It may be noted that generally a student does not fail because of a lack of ability; failure may be caused by laziness, non-dedication, or a general disregard to directions of the teacher and the unwillingness to use whatever ability he/she possesses.

Incomplete Grades: Incomplete grades must be updated no later than ten (10) days from the close of the marking period. As soon as the work is completed and the grade is available, it must be reported to the appropriate person.

Failures: Students who receive a failing final grade in a program area are permitted to repeat that program, but are urged not to do so for obvious reasons. If this situation presents itself, students and

GRADE REPORTING (continued)

parents are advised to consider an alternative program which is probably more suited to the student's true interests and aptitudes and not merely satisfying a short-term or unrealistic desire.

Attendance and its Impact upon Grades: The importance of regular school attendance and its positive impact upon a student's performance grade cannot be overstated. If a student is absent, he or she does not have the opportunity to keep pace with their classmates and must work independently to acquire the information missed during any absence. Regardless of how well a student performs when he/she is present, habitual absenteeism usually results in a failing performance grade. This situation is not unlike the conditions of the business or industry for which the student is being trained.

Make up Work for Absences: Students have the opportunity to make-up school work due to an illness/being absent from school. **PROVIDED** their absence is excused. Students must submit make-up work within the following timelines:

1. One (1) to three (3) days excused absences – five (5) school days to complete assigned work.
2. (4) or more days excused absence – ten (10) school days to complete assigned work.

All work missed through unexcused absences will be graded as a zero

Report Cards (see Progress Reports): Students will receive a report card from the sending school district which will reflect the student's grade from their Career & Technology classes. In addition, grades are available on the parent portal.

Student Recognition Night: Reading Muhlenberg Career & Technology Center hosts an annual Student Recognition Night, which honors our senior students. During this event, senior students in attendance are recognized and may also receive awards that they have earned relevant to their accomplishments while attending Reading Muhlenberg CTC.

CAREER & TECHNICAL STUDENT ORGANIZATIONS (CTSO)

All students enrolled in Reading Muhlenberg Career & Technology Center have the opportunity to participate in at least one Career & Technical Student Organization (CTSO) while enrolled at the CTC. Students who become members in these co-curricular organizations have the opportunity to participate in team building, leadership, community service and social events.

Students also have the opportunity to attend skill competitions where the skills they have learned are "put to the test" against other competitors. These competitions include testing of knowledge and hands-on skills in a variety of trade and leadership events. Students who are fortunate enough to win their events at a district or state competition are able to compete at the national level and travel to locations such as Louisville, KY, Kansas City, MO, San Diego, CA, Orlando, FL, and Cleveland, OH.

Health Occupation Students of America (HOSA)



www.hosa.org

HOSA, a co-curricular club, is a health career organization of which all Health Science Technology and Public Safety & Security students may become a member. Our students become members of the state and national organizations that "promote careers in healthcare", while allowing them to practice leadership and interpersonal skills through competition. Our local chapters, HOSA Pioneer, HOSA Heritage, HOSA Pride, HOSA Freedom, and HOSA Heros are very involved in service to the school and community. Two officer teams, one a.m. and one p.m., head the local chapters under the direction and guidance of their respective advisor.

SkillsUSA



<http://skillsusa.org>

SkillsUSA is a national organization of students, teachers and industry representatives who are working together to prepare students for careers in technical, skilled and service occupations. SkillsUSA provides quality education 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.

National Technical Honor Society (NTHS)



www.nths.org

NTHS is the acknowledged leader in the recognition of outstanding student achievement in career and technical education. Over 2000 schools and colleges throughout the U.S. and its territories are affiliated with the NTHS. Member schools agree that NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace.

NTHS members receive: the NTHS membership certificate, pin, card, window decal, white tassel, official NTHS diploma seal, and three personal letters of recommendation for employment, college admission, or scholarships. Students will have access to our online career center including these valuable services: MonsterTRAK, Wells Fargo, Career Safe, and Career Key.

READING-MUHLENBERG CAREER & TECHNOLOGY CENTER

WORK BASED LEARNING Cooperative Education & Internships RULES / GUIDELINES

1. All Work Based Learning (WBL) students must have school WBL forms completed and sign up for the school Remind App before starting the job/internship. Any student who is less than 18 years of age must also have a transferable work permit.
2. **ABSENT FROM SCHOOL???? – NO WORK!!!!!!!**
 - If you are absent from school in the morning, you may **NOT** go to work in the afternoon. **YOUR JOB IS PART OF YOUR SCHOOL DAY.** If you are at a **medical, social service, or court appointment** in the AM, you **may** go to work that day. However, you must bring a note **from the agency where you were**, to your attendance secretary, the next school day.
 - If you are ill, **YOU** must call your employer to inform him/her that you will not be reporting for work.
 - **IMPORTANT:** If your name is going to appear, for any reason, on your sending school absentee list, you must also **report off to Mrs. Albarran @ 610-921-7301. Failure to report off may result in removal from WBL.**
 - If **school is closed** for a holiday, in-service day, or a snow day, you **DO** go to work on those days, if you are scheduled. If you are not scheduled, you can work additional hours if your employer allows you to work. Labor Laws need to be followed.
 - If you are suspended **out of school**, you may not work at your WBL job. This includes jobs that are scheduled with after school hours.
 - **REPETITIVE ABSENCES** at school or work will result in your removal from Work Based Learning.
3. All WBL students are required to **report to the CTC every Monday.** Any additional classroom time is at the discretion of your program area teacher. You are responsible for communicating this to your employer. On the **first Monday of each month or the first day, you are at RMTC for the month**, you must report to the **Work Based Learning Office**, where you will sign in with Mrs. Hughes. Co-op students will record hours and earnings, and then return to your program area for the remainder of the school day. **Do not forget to bring your check stubs to record your hours and earnings!** Internship students will record hours. **If you miss two monthly meetings, you will be removed from WBL.**
 - Any violations of these rules will result in the following **discipline action:**
 - 1st violation – VERBAL WARNING**
 - 2nd violation – REMOVAL FROM WORK BASED LEARNING**
4. When at work, you are guided by and are responsible to your employer. Be sure to follow all of the Employers' rules and regulations because you will be terminated for the same reasons as any other employee. Upon your first week of work, obtain a contact number in case you need to call your supervisor.
5. If your work experience is terminated for any reason, you must return to school the next day, and inform your CTC teacher and the Work Based Learning Coordinator.
6. If you wish to terminate your employment, you must discuss this with your teacher and the Work Based Learning Coordinator, and leave the job properly by giving the employer a two-week notice and a letter of resignation.
7. If you have any questions concerning the rules and guidelines of Work Based Learning, please contact the WBL coordinator at 610-921-7337.

STUDENT SIGNATURE

PARENT/GUARDIAN SIGNATURE