

**MONMOUTH
COUNTY
CAREER
CENTER**



"A New Jersey Star School"

1000 Kozloski Road
Freehold, New Jersey 07728
732-431-3773
FAX: 732-409-7292
www.mcvsd.org

MONMOUTH COUNTY VOCATIONAL SCHOOL DISTRICT
4000 Kozloski Road
Freehold, NJ 07728

MESSAGE TO PARENTS

Of utmost concern to parents is their child's ability to achieve a safe self-directed and independent future based upon realistic life choices and training.

The staff and administration of the Monmouth County Career Center share this concern and has based the policies and practices upon this axiom: that each student be fairly evaluated on an individual basis and recommended for placement in the least restrictive environment so that this student can reach his/her optimal potential as a worker and responsible adult. Utilizing this goal as a foundation, flexible vocational planning, options, and alternatives are a vital component of the educational program at the Career Center.

In order to determine the most suitable vocational program from the various selections offered at the Career Center, your input is encouraged through personal interviews, meeting with the teachers and support staff, and participation in the Prevocational Program

In accordance with Federal and State laws and the policy of the Monmouth County Vocational School District Board of Education, the Monmouth County Career Center assures that the benefits, services, activities, programs and employment opportunities offered are available to all persons regardless of race, religion, color, national origin, ancestry, sex, handicap, marital or veteran status. Lack of English language skills is not a barrier for admission to and participation in our programs. Further information regarding our non-discriminatory policy can be obtained from:

Affirmative Action Officer: Mr. Anthony Schaible

Telephone: 732-431-7942

PHILOSOPHY AND GOALS OF VOCATIONAL PROGRAM

Vocational education's role in society is to provide a school environment which exposes students to occupational information, challenges abilities, facilitates decision making, and is responsive to individual student career needs. The vocational program at the Monmouth County Career Center is committed to the concept of the least restrictive environment and has developed the following specific educational goals in order to meet this commitment:

1. To identify each student's vocational interests, abilities, and aptitudes.
2. To develop skills necessary for successful independent employment.
3. To develop pre-requisite manipulative skills for successful integration into regular vocational programs.
4. To develop job-entry skills in students prior to placement in cooperative work experiences.
5. To provide all necessary related habilitation services for all students to obtain and/or maintain maximum individual functioning.
6. To develop an ability to interact within an employment environment.
7. To eliminate sex bias and sex role stereotyping in vocational education programming.
8. To acquire an appreciation and respect for the work and dignity of other individuals.
9. To secure suitable job placement matching the individual employment needs of each student.
10. To acquire knowledge and understanding to be a responsible consumer and producer.
11. To learn how to respect and get along with people with whom students work and live.
12. To develop pride in work and a feeling of self-worth.

Monmouth County Career Center
Workplace Readiness Model

NOTE: This model illustrates the preferred process for entry into the vocational programs. However, students may apply at any time during high school as long as they will guarantee 2 years after the pre-vocational evaluation.

Application Process

* End of 7th Grade-8th Grade is optimal

Annual review at home school and discussion of vocational option. Application and records are sent to the Career Center.

Assessment

Prevocational Evaluation Program 8-9 Days

8th Grade

This program provides initial short-term occupational assessment and exploratory experiences necessary for a student to begin the process of course selection and vocational preparation. Workstations are designed to provide hands-on experience in various occupational areas for each student to sample. As a result of the prevocational experience, the student's interests, abilities, and aptitudes are identified for vocational direction.

Career Exploration: 7:30-10:20 a.m.

Exploratory Program 1-2 Years

9th - 10th Grades

Students explore four different shop areas based on the results of the prevocational assessment (one per marking period).

Skill Training: 11:30 a.m.-2:15 p.m.

Training Program 1-3 Years

10th - 12th Grades

Placement in a shop for a full year based on the recommendations from the exploratory program.

Mainstreaming

1 - 2 Years

11th - 12th Grades

Students may be recommended to attend one of a variety of vocational programs throughout the Monmouth County Vocational School District.

Assisted Employment/Structured Learning

12th Grade

Structured Learning offered by Monmouth County Vocational School District is a formally structured training system, providing work-based learning experiences that may be linked to post secondary education, facilitating a smooth transition from school to work. The goal is to place students in high skilled technical jobs with a one-to four-career ladder. The purpose of Structured Learning is to provide the state's economy with a pool of highly trained, technologically sophisticated young workers and to assist business/industry to groom talented students for lifelong employment situations.

Student Programs

Auto Services

This program provides training in repair and general maintenance of motor vehicles. General repairs include brakes, shocks, exhaust, tire repair, general maintenance, and vehicle emergency service.

Baking

Baking students experience skill development that is required for employment in a local bakery, donut shop, or supermarket bakery. Students learn the process of making rolls, pastries, cakes, cookies, and donuts utilizing the equipment found in a commercial baking establishment. Decoration of sheet and layer cakes, brownies, and cupcakes is also incorporated in the curriculum. The students also gain valuable work experience in the school bakery by selling the items, dealing with customers, and working with money.

Building Services

This program is designed to provide training in the field of Building Services and Maintenance. Training includes instruction in the use of basic hand tools, power tools, and industrial cleaning equipment and repair work. Building Services students are training for custodial careers, maintenance personnel or future in the trades industries. Future careers may include maintaining schools, office buildings, hospitals, apartment houses, and sports venues.

Building Trades

This program provides students with basic skills and knowledge of the tools and equipment in the construction trades such as carpentry, electrical construction, masonry, plumbing and painting. Emphasis is placed on the skills common to each of these trades.

Career & Technical Education Supplemental Academics

This program provides students with knowledge and skills that are aligned to New Jersey Core Content Standards for Math, Language Arts, and 21st Century Skills, which includes various career readiness skills and financial literacy skills. Students receive instruction in these areas once a week for two hours. Each classroom teacher integrates technology through the use of the Smart board and laptop computers. Interactive lessons are designed and linked to the vocational shop. Differentiation of learning is emphasized.

Computer and Business Applications

The Computer and Business Applications program is designed to introduce students to pre-employment computer and business skills. Instruction is given to prepare the student to the responsibilities in a business office. Students learn how to touch type, format, and print business documents by using Dell personal computers. They use Microsoft Word, Excel, and PowerPoint as well as graphics programs. They will also use and maintain a photocopier machine, digital cameras, scanners, projectors, and external memory devices and troubleshoot problems. They learn financial skills while using the calculator, spreadsheet software and practice daily business procedures such as creating documents, filing, taking and delivering messages, organizing workstations, and greeting callers. Entry-level graphic design and formatting are also included in this class. In the training program, computerized graphics, images, and digital photographs are configured, edited and saved in proper formats and used in documents and publications including the annual yearbook. Business etiquette and professionalism is stressed throughout the Computer and Business Applications program.

Food Service

The food service program includes the operation of a full-service restaurant open to the public, including table service and cashiering. Instruction is given in the use of all kitchen tools and commercial equipment. There is emphasis on safety, sanitation and basic cooking principles. Students learn the preparation of soups, sandwiches and a full salad bar. Through the use of a computerized restaurant system, students learn new technology and its practical application. Professionalism is stressed at all times in customer and employee relations.

Health Occupations

The Health Occupations training program provides students with hands-on experience in various aspects of working at a hospital, medical center, assisted living/nursing home and other patient care related services. In addition, there is a component of the curriculum that gives students a chance to observe and assist at a day care center. If training students master the competencies of the health occupations curriculum, they have an opportunity to move into one of our district's other programs which includes a more in depth approach into the health occupation careers and involve more clinical opportunities. Throughout the year our students learn to measure vital signs, make hospital beds, transfer and position patients, learn medical terminology and become certified in CPR. In addition, they have the opportunity to be part of Health Occupation Students of America (HOSA) and compete at the regional, state and possibly national competition.

Horticulture Floral

Students in the Floriculture shop gain experience in, floral design, greenhouse operations, and interior plantscaping. The students also manage the florist shop, which include such tasks as taking orders from customers, selling foliage and flowering plants, creating and marketing floral arrangements, nursery stock, and seasonal products. A major responsibility of all students is the growing and marketing of greenhouse crops such as poinsettias, geraniums, and bedding plants. Our students have the opportunity to participate in the State FFA Career Development Events: Fruit and Vegetable Identification, Floral Design, Floriculture, and The Horticultural Exposition (Flower Show), and they consistently place in the top of the state.

Horticulture Landscaping

The Landscape Program is a unique opportunity for students enrolled in Monmouth County High Schools. Students come into the classroom and are taught a wealth of information pertaining to Landscape and Turf Management. With two instructors, each with their own niche, the instruction inside and outside the classroom is broken into two areas: Turf grass and Golf Course Management along with Landscape and Nursery Management.

Inside the classroom the students learn to identify common grasses and weeds, woody and herbaceous landscape plants, uses and cultural requirements, insects and diseases, soil testing, plant propagation, pruning, proper use of mulch, reading and drawing a landscape plan, use of the proper equipment, equipment maintenance and general shop safety. Outside of the classroom the students spend 75% of the time maintaining two school campuses that consist of approximately 20 acres. Students maintain a par 3 USGA golf holes which includes two tees, fairway, two sand traps and a green. Hands-on activities are executed with the best equipment possible for the specific task at hand.

Marketing Education

This program provides instruction and experience in retail sales as well as marketing occupations. Emphasis is placed on teaching basic skills and providing experience in the many of the routine tasks essential to retail and service centers. The school store, which is part of the

marketing education shop, provides hands-on experience for each student. In their senior year, students may be placed in local businesses for on-the-job cooperative work experience.

Materials Handling

This program consists of a "live" warehouse situation that handles school district merchandise ranging from one ounce to one ton. The students gain experience in shipping, receiving, storage, record keeping, inventory control, and fork lift operation which are entry-level skills for employment opportunities in a wide range of warehouse establishments.

Exploratory Inclusion (AM)

The Exploratory Inclusion students are placed in programs where an additional teacher is present to provide those students with an easier transition to vocational school. Small group, one-on-one assistance and modifications are provided as needed.

Exploratory Readiness (PM)

In the Exploratory Readiness program, students are given the opportunity to work in real life situations. The program is based on a curriculum that focuses on money skills, time management and social skills. In addition, students in this program participate in a job-sampling program both on and off site. The students also work at the Talented Hands Bakery: taking orders, packaging the products, working the cash register and maintaining and organizing the storefront.

Peer mentoring is a large part of the afternoon program. The students work in a variety of shops instructed by a peer helper. All activities are assigned on a rotating basis allowing all students to be exposed to all aspects of the Career Center.

Supermarket Careers

The program is designed to prepare students for careers in supermarket operations including theory and hands-on experience. Students will be exposed to grocery, produce, dairy, and frozen foods. Students will be trained in front-end operations including registers and scanners. The program uses the IBM 4694 point-of-sale scanning system. The curriculum includes the National Restaurant Association ServSafe Program. Serv-Safe certification is issued upon passing the exam. A major goal of the program is placing students with a cooperating supermarket as a regular employee.

**The Bakery, Florist and school stores are open to the public between the hours of:
8:30 - 9:45 a.m. and 12:30 - 1:45 p.m.**

The Career Center Café is open from 10:50 - 11:25 a.m. Please check our website for a daily menu.

Support Services

Guidance Counselors

There are two guidance counselors at the Career Center. Each guidance counselor serves as a pivotal contact for students, instructional staff, and sending district personnel. The principle duties include counseling the students relative to educational objectives, vocational direction, personal/social problems, planning and coordinating the instructional schedules for each student, and providing job placement services.

Learning Disabilities Teacher-Consultant

The cooperative efforts of the support staff at the Career Center include the expertise of the learning disabilities teacher-consultant. The LDT-C schedules students for the prevocational evaluation, conducts a parent orientation to the school, manages Individual Educational Plans for all students, and provides in-class support for students who require remediation. Resources and

instructional strategies are shared with parents and staff to promote a successful learning environment.

School Nurse

The school nurse maintains an up-to-date health records system for students and staff. The school nurse provides first aid and other prescribed medical services for students who become sick or ill at school, identifies problems and makes referrals for diagnosis and treatment. Working as a member of the support team, the school nurse counsels students and parents on health issues, provides instruction in maintenance of good health and disease prevention, interacts with home school nurses, and stays current with the development in the health-safety field of vocational education.

Social Worker

The school social worker centers on being a liaison between the students' parents and our school. The open communication enables coordination of services, with the sending school and guardians, in the best interest of the student, concerning community organizations, courts, probationary agencies, and rehabilitation organizations. The social worker also provides counseling to students in a variety of areas, which may include: crisis intervention, suicide prevention, child abuse and neglect, sexual harassment, behavior modification, and social skills. When connecting with students, the main focus of the social worker is to encourage and support healthy and safe decision-making.

School Organizations and Activities

Future Farmer's of America (FFA)

FFA is a national educational organization, some 540,000 members strong, preparing young people for leadership and careers in agriculture. As one of the three integral components of Agricultural Education, FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success. In New Jersey, more than 2,500 members engage in personal, career and leadership development activities that challenge them to excel as they develop agricultural skills and competencies for the future.

Distributive Educational Clubs of America (DECA)

DECA is a national youth program designed to develop future leaders in marketing and distribution. This club provides an avenue through state and national competition to exhibit vocationally acquired skills in the areas of marketing and distribution.

Health Occupation Services of America (HOSA)

Through HOSA activities, the local, state, and national organization promotes and encourages the development of leadership abilities, citizenship responsibilities, personal growth, health career awareness, and occupational skills. Members become involved in community health care and educational projects, which promote the goals of HOSA.

Skills USA

The Skills USA is the nation's largest organization for trade, industrial, and technical students. This club promotes leadership, citizenship, character development programs, and activities to complement skill training on the secondary school level. Skills USA emphasizes respect for the dignity of work, high standards in trade ethics, workmanship, scholarship and safety, and assists students to better prepare themselves for the labor market. It also conducts contests on the local, state, and national level to demonstrate occupational and leadership skills.

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CAREER CENTER
1000 KOZLOSKI ROAD
FREEHOLD, NEW JERSEY 07728
(732) 431-3773 or email to: mnettis@ctemc.org
STUDENT PRE-VOCATIONAL APPLICATION

Case Manager complete this page

Student's Name _____

Last

First

M.

Address _____

City

Zip

Date of Birth _____ Place of Birth _____ Home Phone _____

City

State

Current School _____ Current Resident District _____

Projected High School _____ Projected High School Resident District _____

Age _____ Sex _____ Race/Ethnicity _____ Present Grade _____

Does the student receive free or reduced lunch? Yes _____ No _____ Reduced _____

Current IEP dates: _____ Student's Classification _____ State ID _____

Type of current program _____ Self-Contained _____ Mainstreamed _____ Both _____

Reading Level _____ Math Level _____

Please list any special student circumstances: _____

Please have your school nurse review the student's medical forms and indicate if the student has any of the following medical conditions. Check all that apply:

Asthma _____ Allergic Reactions _____ Seizures _____ Diabetes _____ Other _____

*** If he/she has any of the above medical conditions, the school nurse must provide any and all documentations/action plans from the physician with this application.**

School Nurse: _____ Phone# _____ Email _____

Current Case Manager _____ Phone # _____ Email _____

Projected HS Case Manager _____ Phone # _____ Email _____

Please list the address where you would like the prevocational evaluation report to be mailed:

Signature of Dir. of Special Services _____ Date _____

Signature of Superintendent of Schools _____ Date _____

A copy of the student's cumulative record, ALL CURRENT Child Study Team Reports, IEP/AR and a State of N.J. A-45 Health Card completed by the Nurse and any Action Plans students have MUST be attached to the application. Incomplete applications are not processed.

Parent/Guardian complete this: page:

Father/Guardian _____

Mother/Guardian _____

Employer _____

Employer _____

Employer Address _____

Employer Address _____

Email Address _____

Email Address _____

Cell Phone # _____

Cell Phone # _____

Signature of Parent or Guardian _____ Date _____

STUDENT EMERGENCY INFORMATION

List a neighbor or nearby relative who will assume temporary care of your child if you cannot be reached:

Name _____ Relationship _____ Phone #: _____

Local Physician's Name _____ Phone # _____

Students enrolled in a vocational course will, as part of his/her shop experience, operate machines providing that his/her parent or guardian gives written permission. All vocational courses have been approved by the Monmouth County Vocational Board of Education and by the State Board of Education and it is understood that each student will be given proper instruction, both in the use of the equipment and in correct safety procedures concerning it before being allowed to operate the said machinery.

SAFETY PLEDGE

I agree to follow all prevocational evaluation rules and Career Center rules.

I promise to follow all safety rules for the shop and to wear safety glasses.

I promise never to use a machine without first receiving safety training and getting permission, each time, from the shop teacher.

I will report any injury to the teacher immediately.

Date _____ Student's Signature _____

I hereby give my consent to allow my son/daughter to operate all machines and equipment necessary in carrying out the requirements of the course in which he/she is enrolled. I also give permission to the school to take and publish photographs, videotape, voice recordings or any other likenesses.

Date _____ Parent's Signature _____

Upon acceptance to the Career Center, your child will be issued a Google email account. Please circle one and provide a signature.

I **want/do not want** my child to have a Google email account.

Parent Signature

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Monmouth County Vocational School District

MEDICAL SUMMARY FORM: CONFIDENTIAL

Parent/Guardian complete these pages

Name _____ Grade _____ Date of birth _____

Address _____

Home phone _____ Mother/guardian cell _____

Father/guardian cell _____ Work phone _____

Emergency contact person _____ Contact phone _____

CURRENT HEALTH:

| 1. Allergies (describe agent and reaction) | Describe Reaction |
|--------------------------------------------|-------------------|
| Bee sting | _____ |
| Medicine | _____ |
| Food | _____ |
| Contact Substances | _____ |
| Environ- Mental | _____ |
| Latex | _____ |
| Other | _____ |
| None | _____ |

2. Most recent physical exam date: _____

3. Has your child had any serious injury, illness, disease or operation? YES/NO. If yes, please explain:

4. Does your child have any physical disabilities? YES/NO. If yes, please explain:

5. Has your child been diagnosed with any emotional problems? YES/NO. If yes, please explain:

6. Is your child under the care of a physician? YES/NO. If yes, please explain:

7. Is your child taking any medications, including inhalers? YES/NO If yes, please list:

8. Does your child have an Epi-pen for allergic/anaphylactic reactions? YES/NO.
Has he or she been instructed on its use? YES/NO

9. If your child will need to take medication during school hours (prescribed or over the counter), please list medication and how often:

If yes, have you completed and returned the consent form(s) for any medications including inhalers and Epi-pens? YES/NO. **(Please contact Nurse to obtain forms, or they can be found on the district website: www.mcvsd.org under documents and downloads)**

10. Does your child have any restrictions to participate in physical education or their chosen career-technical/vocational program? YES/NO. If yes, please explain:

Has your child had any of the following? If yes, please explain.

Anorexia _____

Kidney/urinary problems _____

Asthma _____

Migraines _____

Arthritis _____ Overweight/obesity _____

Bleeding problems _____

Scoliosis _____

Diabetes (type) _____

Severe menstrual cramps _____

Hearing difficulties _____

Seizures _____

Heart abnormalities _____

High blood pressure _____

Skin disorder _____

Hypoglycemia _____

Tuberculosis _____

Incontinence _____

Vision difficulties _____

OTHER _____

*Please note your child's health information will be shared with other educational staff and emergency care personnel on an as needed basis for health, safety, and educational purposes. The Medical Summary form will be

kept in a locked filing cabinet in the Nurse's office. If you have any other questions regarding this form, please feel free to contact the school nurse, Lisa Franciosi, at 732-431-3773 extension 240.

Parent/Guardian Signature _____ Date _____