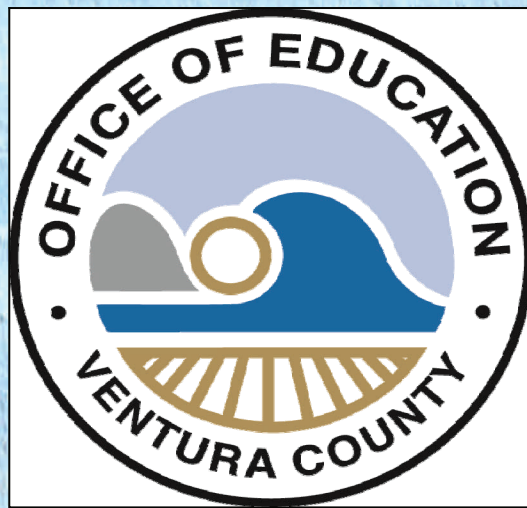


Career Education Center Student Handbook 2015-2016

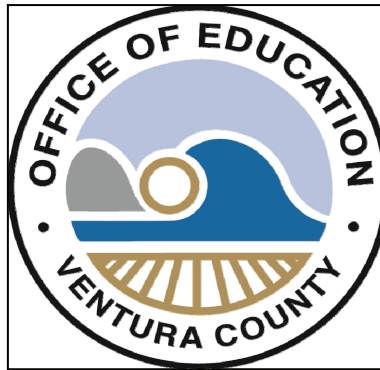


VENTURA COUNTY OFFICE OF EDUCATION

CAREER EDUCATION CENTER

465 Horizon Circle Camarillo, CA 93010 (805) 437-1420

www.vcoe.org/cec



ADMINISTRATIVE & SUPPORT STAFF

ADMINISTRATIVE

Superintendent of Schools.....Stanley C. Mantooth
Deputy Superintendent Dr. Roger Rice
Director.....Dr. Tiffany Morse
Principal.....Jeffery Frase
Assistant Principal..... Zenda Abbott

SUPPORT

Administrative Assistant..... Debbie Lopez
Contract Technician.....Maria Benitez
Senior SecretaryNatalie Gerardi
Senior Secretary.....Tess Davidson-Henney
Student Services Assistant..... Rose Evans
Student Services Assistant..... Peg Meredith

MISSION STATEMENT

The Career Education Center (CEC) is a public education service that provides rigorous career preparation programs. The CEC is designed to provide students with the training required for career and college opportunities. Community-based internships in local businesses and industry sites are offered in many classes. Every course offers a unit on employment seeking skills that includes the job application, resume, and interview preparation.

VISION STATEMENT

The Career Education Center (CEC) is at the forefront of Career Technical Education in the State of California. We provide the highest quality of training with state of the art equipment and facilities. Our commitment to providing students with entrepreneurial skills and the ability to compete in a global market. Our goal is to produce life-long learners with the skills needed to succeed in industry, post-secondary pathways, as well as in life. All students are respected and valued in an environment that prides itself on professionalism, communication, and partnership between students, staff, and the community.

Enrolled in the Career Education Center class:

Student Name _____ Class _____ Session _____

Important Phone Numbers: CEC Office (805) 437-1420 Fax: (805) 437-1490

Bus Transportation: Durham (805) 382-2854

Alternative Number _____ Classroom Number _____

STUDENT CERTIFICATION

I understand the intent and requirements of the Career Education Center and coursework. I have reviewed and understand the contents of the Career Education Center Student Handbook. I am aware that the student handbook is accessible on the internet at www.vcoe.org/CEC. I have accessed the handbook. I agree to abide by the regulations contained therein.

Date Student's Signature

PARENT CERTIFICATION / TRANSPORTATION AUTHORIZATION

I hereby grant my permission for the above named student to enroll in the Career Education Center class listed above. I hereby give my permission and accept liability for the above named student to drive to and from this class and the assigned work site. I understand the intention and requirements of the Career Education Center courses and I understand and agree to the conditions stated in the Student Handbook. I hereby grant my permission for authorized the Career Education Center staff to transport my child in emergency situations.

Date Signature of Parent/Guardian Relationship

Please note: the references made to behavior expected at “school” and in the “classroom” in this handbook also include, but are not limited to: intern site, bus stop, riding the bus, and fieldtrips. References to “student” include grades 9-12 and adults registered in a CEC class either at the CEC or off-site at a school campus or community classroom.

Adults

We look to the adult student population to set an example of proper conduct in the classroom and at the worksite. In order to be successful, adult students should understand the importance of safety issues, California law and industry standards. The same level of attendance is expected of adult students as is required of those in high school. Should the level of attendance drop, it may be possible for the adult to continue in the class, but without earning a Certificate of Proficiency. Adult enrollment is at the discretion of the Administration.

Certificate of Proficiency

Those students who develop the required skills and demonstrate competency in the course objectives, professionalism, and attend regularly can earn a Certificate of Proficiency. This certificate will provide evidence to prospective employers that you have satisfactorily completed an Occupational Training course and are prepared for entry-level employment related to this training. Presenting your Certificate of Proficiency to an employer is an excellent recommendation of your skills.

The Career Education Center, upon recommendation of the teacher, issues Certificates of Proficiency upon successful completion of all course requirements. Certificates will be printed twice a year at the end of each semester.

Basic criteria for earning a Certificate of Proficiency are:

- a. Completion of the set hours as approved by the Ventura County Board of Education
- b. Enrollment in both semesters of the program
- c. Successful completion of an internship, if internship is required
- d. Completion of teacher's criteria for earning a certificate

It is recommended that photocopies of the Certificate of Proficiency be made by the student, as copies are not retained by the office.

Intern Program

Students in the majority of our classes will be placed with an employer for further training and supervised practical experience. During this phase of training, students will have an opportunity to apply skills they have learned in the classroom. Students will be exposed to the reality of the work environment in industry related to their training. Experience has demonstrated that a student's chance of obtaining gainful employment is greatly increased by the interning phase of the program.

1. In order to be successful, it is essential that each student being trained with an employer possess appropriate skills, behavior, attitude and work habits. Students should dress in a manner that is appropriate to their training.
2. During internship the student will be responsible for his/her own transportation. **Student obtains an intern site with their teachers instruction and guidance. Students are to communicate with their teachers any difficulties in obtaining a site. Teacher can assist or acquire in obtaining site if student has been unsuccessful.** Every effort will be made to place a student in a job site close to his/her home or high school so that transportation problems are minimized.
3. A student with substandard ability, work habits, dress or attendance cannot be placed in a job site to intern until they demonstrate the capacity to be successful. **Students who don't qualify will be recommended to take an on-line class.** During the intern phase of training, teachers will be monitoring their students' progress by visiting the job sites.
4. Students who are absent while interning must notify their job site supervisors and their teacher before the time they are scheduled to report to work. After 2nd absence phone call to parent/guardian. After 4th notice home notice to parent/guardian and CEC liaison.
5. Tampering with another employee's timecard or falsifying your time card information is considered fraud and a reason to drop a student which will result in loss of credit.

Class and Break Area

Safety regulations require that all students stay in their assigned class or break areas. If there is a need for you to go to another class building or area, you must obtain permission from your teacher. Students are not to leave any CEC class or facility without permission from the teacher and the Student Services Office.

While on break, please follow these procedures:

1. Remain in the designated break areas
2. Please pick up and properly dispose of your trash
3. Keep the noise to a minimum, other classes are still in session
4. Return from break in a timely manner

Fees and Receipts

All students enrolled in a high school diploma program are entitled to a free education.

Students may wish to purchase equipment, materials for projects or participate in non-required testing/certifications hosted by the Career Education Center. Students may choose to buy and own their own uniform/safety equipment.

Adults may be required to purchase additional materials, books or other instructional supplies.

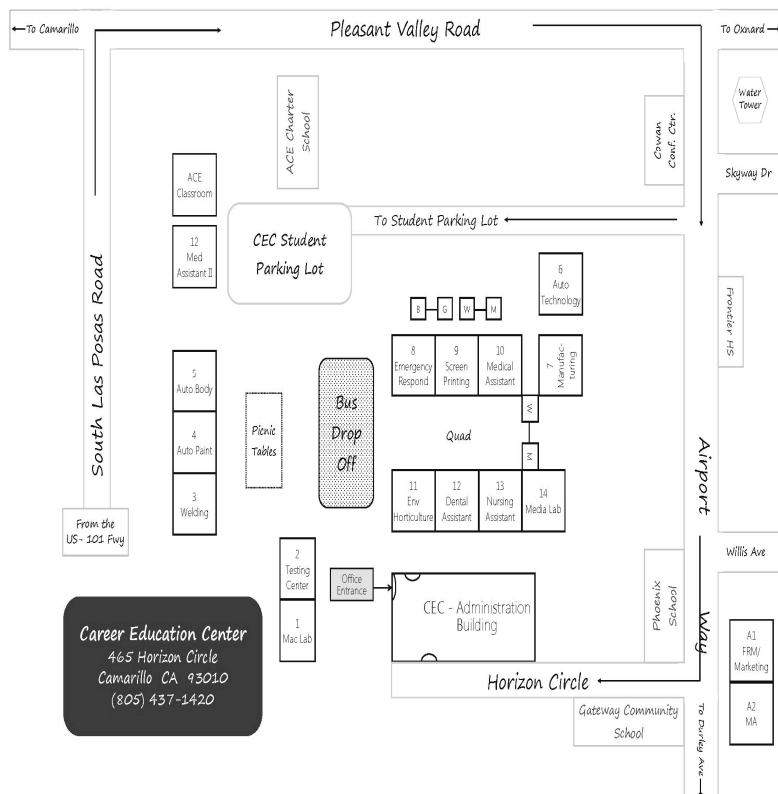
Receipts will be issued for all student monetary transactions.

Equipment, Books, and Supplies

Students will be required to return all equipment, books and supplies to their teachers and pay any expenses incurred before grades and credit will be forwarded to their home schools. Grades and certificates cannot be released until all outstanding debts are satisfied.

Students are required to sign the Student Internet Use Agreement form before using any computers.

Unauthorized use of equipment or property (this applies to use of any items at the intern site as well) including but not limited to: the Internet, computers, telephones, tools, presses, paint, etc., may result in disciplinary action.



Automobile Special Use

Students enrolled in Auto Body, Auto Paint, Auto Service, and Welding will be given special regulations by their teachers regarding the use of automobiles in relation to instruction of these classes and at intern sites. Parental permission must be obtained before any modifications are started on any student's vehicle.

Attendance

Good attendance is a major factor in success on job sites. The majority of course work at the Career Education Center is "hands-on" experience which can only be obtained at the training site. Consequently, good attendance is very important in gaining the skills necessary to find a job related to your training. The expected level of attendance is the same as would be expected by an employer. Students with a positive attendance record will be referred to employers.

Listed below are the Career Education Center attendance policies and procedures:

1. Students are responsible for verification of absences prior to class. The procedure for determining an absence in advance of class will be determined by each teacher, depending upon the program. Upon return to class, high school students are required to bring:

- a. A note from parent or guardian.
- b. A call from parent, guardian or home school unless the students eighteen and independent of parents.

2nd and 4th absences will be followed up with a phone call to the parent/guardian then a home notice which may require a conference with the teacher and or administrator.

2. An absence becomes excused if it is verified that the absence was due to the following home school requirements. Student must still notify their teacher in advance that they will be absent.
 - a. Any State, Federal or Senior Testing
 - b. Registration
 - c. Final Exams
 - d. Field trip required for home school class
 - e. Senior pictures and activities required for graduation
 - f. Activities related to student's career plans that can only be attended at a time that conflicts with the student's class time.

Because of the length of classes, one day of class can equal a week of work. Any absences equivalent to three days in any semester are considered below average attendance that jeopardizes the student's ability to be successful in the program. Three absences will require a conference with administration and a note home.

3. In order to be successful, it is important to arrive on time. Three tardies will require a conference with administration and a note home. Students with excessive tardiness may not be allowed to continue in their training.
4. If a student needs to leave early, a note to the office is required. For safety reasons, students must always report to the office to sign out before leaving campus.
5. Students suspended from their home school will be suspended from all Career Education Center activities during home school suspension.
6. It is the student's responsibility to review the Career Education Center calendar and their home school calendar.

Arrangements may need to be made for non-corresponding holidays — especially President's Day or Spring Break,

which may not be the same as your home school. Career Education Center bussing will continue as regularly scheduled whenever the Center is in session, even if your home school is not in session. **Students are responsible to make up work regardless of reason for not attending class.**

7. If a change in the bell schedule at your home school causes a conflict between home school class and your Career Education Center class, you are expected to attend your Career Education Center class. However, if your home school teacher writes a note that it is imperative that you attend that class you will be excused.
8. Although a student cannot make up an absence, at their discretion a teacher may allow students to put in extra time to catch up on their work and thereby improve their grade and increase their chances of earning a Certificate of Proficiency.
9. If a student is unable to attend class at the regular time, the teacher may allow that student to attend at another time during that same day. In this case, the student would not be considered absent and this situation would be considered a rescheduled class and part of the regular class calendar. A note from a parent must be provided to granting permission for the student to attend at a different time.
10. The following attendance awards will be available to teachers to give recognition to students:

- a. Certificate of Perfect Attendance
- b. Certificate of Outstanding Attendance

Only students attending two semesters of a two semester class or one semester of a one semester class without any absences or deviations from the regular class calendar will be awarded Certificates of Perfect Attendance. Makeup time cannot be used to earn perfect attendance awards. Students with excessive tardies will not be eligible for an attendance award.

Behavior

The Governing Board and County Superintendent believe that all students have the right to be educated in a positive learning environment free from disruptions.

On school grounds and at school activities, students are expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program.

Behavior is considered appropriate when students are diligent in study, careful with school property, courteous and respectful towards their teachers, staff, students, supervisors and volunteers.

Students are expected to conduct themselves as if they were on a job. The teacher will be evaluating students to determine who should be referred for a job to an employer.

Prohibited student conduct includes but is not limited to:

1. Behavior that disrupts the orderly classroom or school environment.
2. Behavior that endangers teachers, staff, parents, volunteers and/or students.
3. Harassment of students, staff, volunteers, intern supervisors or the public including bullying, intimidation, hazing or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering.
4. Damage, loss, theft or inappropriate use of property belonging to the intern site, district (including use of the internet), teachers, staff, volunteers, parents and/ or students.
5. Profane, vulgar or abusive language.
6. Plagiarism or dishonesty in school work including homework or on tests.
7. Failure to remain on school premises in accordance with school rules.
8. Failure to follow safety procedures.
9. The use or possession of tobacco products.
10. Showing disrespect or insubordination for the Career Education staff.
11. Unauthorized use of equipment or property including but not limited to: the Internet, computers, telephones, tools, presses, paint, etc., tests.

Students who violate district or school rules and regulations may be subject to discipline, including but not limited to suspension.

Students will be **IMMEDIATELY** dismissed from Career Education Center for the following reasons:

- a. Possession of drug paraphernalia or in possession of/under the influence of drugs, alcohol or any controlled substance
- b. Possession of a weapon or anything resembling a weapon
- c. Stealing or fraud (falsifying documents including timecards)
- d. Vandalizing (including tagging and graffiti)
- e. Students whose behavior (verbal or nonverbal) contributes to the start of a fight

These rules apply on any campus, bus, bus stop or at the intern/co-op site and being dropped with loss of credit may affect a student's graduation.

Dress Standards

The Career Education Center campus-wide dress code is a reflection of our mission to prepare each and every student for success. Employers serving on Advisory Committees, former students and teachers constantly reinforce the importance of proper dress on the job. Learning how to dress appropriately is often viewed as equally important to learning the skills of the job.

1. To achieve our mission, the following guidelines will apply to **all Career Education Center school activities**:
 - a. Clothing should be in accordance with industry professional standards, determined by each program.
 - b. Only blank hats with no logos will be allowed outside. No hats are allowed inside.
 - c. **Due to safety issues, no slippers or flip flops will be allowed.**
 - d. Clothing with sports teams even with local sports teams, will not be allowed (due to possible gang affiliation).
 - e. **Short shorts are not allowed. Mid thigh or longer are considered appropriate length. Your teacher will discuss shorts as a safety issue if applicable in your class**
 - f. **No pajamas are to worn as school appropriate attire.**

Students who do not meet the dress code expectations will be given appropriate clothing to wear for the duration of class. Repeated dress code violations may result in a conference with administration and a home notice to parents/guardians..

Cell Phones & Electronic Devices

1. Cell phones and other electronic signaling devices may be in the possession of students and used during breaks.
2. The use of cell phones, laptops and other devices in the classroom for appropriate educational uses is at the discretion of the teacher.
3. Inappropriate use of electronics may result in the device being held in the office. A parent or guardian would be required to retrieve the device from an Administrator.
4. The Ventura County Office of Education assumes no responsibility for the protection, loss or damage to any student property including cell phones, iPods, any other electrical devices, etc.
5. Office phones are provided for emergency calls either from or to the students.

Harassment

The Career Education Center, as an integral part of the Ventura County Office of Education along with the Board of Education, affirms the right of every student to be protected from harassment and hate motivated behavior with respect to the actual or perceived ethnic group, religion, gender, color, race, ancestry, national origin, physical or mental disability, age or sexual orientation.

Harassment is any unwanted verbal, physical or printed attention of any kind. Harassment can be verbal or non-verbal, sexual innuendos, suggestive comments or drawings, threats, insults, jokes about specific traits, sexual propositions, suggestive or insulting noises, obscene gestures, physical body contact or coercing of any sexual activities.

1. Any student who harasses another will be subject to disciplinary action up to and including dismissal from the Career Education Center. Any student who feels they are the victim of harassment should notify their teacher, the Assistant Principal or the Principal immediately.
2. A hate motivated incident means an act or attempted act which constitutes an expression of hostility (including any sent by e-mail, Internet or other form of electronic communication) against a person, property or institution because of the victim's real or perceived race, religion, disability, gender, nationality or sexual orientation.

Examples of such incidents may include:

- a. Using bigoted insults
- b. Taunts or slurs
- c. Distributing or posting hate group literature or posters
- d. Defacing, removing, or destroying posted materials or announcements
- e. Posting or circulating demeaning jokes or leaflets
- f. Threatening telephone/cell phone use including texting and all other forms of transmission.
- g. Hate mail/e-mails/cyber bullying
- h. Physical assault
- i. Vandalism
- j. Cross burning
- k. Destruction of religious symbols
- l. Fire bombings.

Tobacco Products

In compliance with Education, Health and Labor Codes, the use or possession of tobacco or nicotine products by anyone on campus or while attending activities sponsored by the Career Education Center is prohibited and subject to disciplinary action.

This rule includes, but is not limited to: cigarettes, **e-cigarettes, personal vaporizers (PV), electronic nicotine delivery systems (ENDS)**, clove cigarettes, cigars, smokeless tobacco, snuff, chew packets and betel.

Alcohol & Narcotics

Possession or use of alcohol, any form of narcotics or any controlled substance will result in immediate disciplinary action and notification to the appropriate legal authorities. Students can be dropped from their CEC class with loss of credit that may affect their graduation requirements.

Leaving Class Early

1. No student may leave the Career Education Center class until the end of the class session without a note from a parent or guardian. Students must bring the note to the office to receive permission to leave.
2. Students leaving class without the permission of the teacher will be in jeopardy of being dropped from the program. If the student needs to leave before the end of the scheduled class session, students must always report to the office to sign out before leaving the Career Education Center campus: NO EXCEPTIONS!

This applies to all night class students as well as those who attend the daytime classes.

Student Parking

Bringing a car on campus is a privilege, and students will be expected to drive in a safe manner on campus at all times. Not following procedures may result in the student losing the privilege to drive. Students do not have the authority to park in other undesignated areas and parking lots on the airport facility.

1. The speed limit in the parking lot is 5 miles per hour.
2. When driving on the Career Education Center campus, radios must be turned low.
3. Loitering in the parking lot is not permitted. After parking your car leave the parking area immediately.
4. Students will not be allowed in the Student Parking Lot during class periods or breaks without permission from the Student Services Office.
5. While vehicles are parked on the Career Education Center property, the Career Education Center has the right to search any vehicle.
6. All students being dropped off must be let off in the Student Parking Lot and not in front of the quad or the Administration building.
7. Students must have a valid California Driver's License to operate their vehicle on campus.
8. Should students choose to drive their own vehicle to CEC, the Ventura County Office of Education and the Ventura County CEC do not assume any responsibility for the vehicle, driver or passengers while traveling to and from the Career Education Center.

Transportation

Transportation is provided for students enrolled in Career Education Center classes located at the Camarillo Airport. Durham School Services performs this service for Career Education Center's daytime classes. We encourage you to ride the bus. The bus company will be prepared to handle only those students who start riding the bus at the beginning of the school year and may not be able to accommodate those who decide to ride later in the year. We may cancel any bus route that has too few student riders. (Durham phone # 805-382-2854)

Many of you are familiar with school bus regulations but a reminder may be of some help.

1. The policy states that the buses will pick up and return students to designated sites only. Please be prompt in boarding buses at your school and Career Education Center facilities. Buses must maintain their schedules and cannot wait. Students missing the bus because they were late will have to arrange their own transportation.
2. Should for any reason a bus not arrive as scheduled, call the Office immediately at (805) 437-1420. Keep the bus stop always within sight, if possible, and do not leave until you have permission to do so.
3. Each student on a school bus must behave in a satisfactory manner in order for the driver to be alert to the many hazards of driving in heavy traffic. One moment of distraction could result in serious consequences. Since the safety of all students on the bus is of prime importance, a student who behaves in an unsatisfactory manner may be denied the use of transportation services. No student shall be required to leave the bus before reaching his/ her destination; however, unruly students may be returned to school and parents notified to pick them up.
4. Section 1085 – Rules and Regulations of the State Board of Education relating to pupil transportation states:

"Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation in accordance with regulations of the governing board of the district. The driver of any school bus shall be held responsible for the

5. Rules of conduct on the bus must be obeyed:
 - a. Passengers will be seated at all times
 - b. All parts of your body must be inside the bus
 - c. Eating on the bus is prohibited
 - d. No smoking is allowed on the bus
 - e. Behavior while on the bus must reflect consideration for fellow passengers and for the driver of the bus.

Violation of any safety rules may result in immediate dismissal from Career Education Center with a loss of credit.

Parents may call Durham School Services at (805) 382-2854 should a bus be late returning students to their home school. Any questions that you have regarding transportation can be answered by the Student Services Office at Career Education Center.

Dismissal Guidelines for Night Students

Students must be picked up at the end of class time. Rides should be here at least 10 minutes before the class ends. Class should not be ending early.

Students waiting for a ride should wait in the designated area in front of the quad.

Withdrawing from the CEC

Before you make a decision to withdraw from a CEC class, it is important that you talk with your parents, home school counselor and your CEC teacher. Your decision could create some problems for you, particularly a loss of graduation credit. The CEC Office would like to know if there are any problems. We would like to help you stay in your CEC class. The Principal or Assistant Principal are available in person or by phone.

School Safety Plan

The CEC feels very strongly about the protection, safety and welfare of CEC students. For this reason we are a closed campus with a comprehensive safety plan.

1. Teachers will review safety procedures with all students. Students are expected to conduct themselves in a safe, quiet and orderly manner during disaster preparedness exercises, fire, earthquake and emergency drills.
2. NO VISITOR POLICY: For safety issues, students are not allowed to bring guests, family members or children to class without prior approval of the office.
3. Students who do not abide by the rules of safety and orderly conduct during drills will be in jeopardy of being dropped.

School Records

The County Board believes that it is necessary to keep accurate, comprehensive student records. Student records of the Ventura County Office of Education include records of an identifiable student in the schools or programs operated by the County Superintendent of Schools including the Career Education Center. Information about a student maintained in the school office shall be used judiciously and in ways that contribute to the student's welfare and protect the student and the student's family from invasion of privacy. The Ventura County Office of Education assigns responsibility for ensuring that students' records are properly maintained, retained and stored with the Career Education Center Administration. This person, or his or her designee, shall be the custodian of student records. Student records shall be treated as confidential and reviewed by authorized employees, parents/guardians or persons authorized by court order or as otherwise provided by law. The County Board directs that a parent/guardian and the student shall be notified whenever a subpoena is received to review a student's file.

1. Each school is required to notify parents and eligible students of the rights afforded them by the Family Educational Rights Privacy Act and the California Education Code:
 - a. Parents and adult students (i.e., those 18 years of age or older) are hereby advised that student education records are those records which pertain to student health, student progress and attendance of classroom activities.
 - b. All educational records maintained by the Ventura County Office of Education are subject to periodic review and possible removal according to standards established by the State Department of Education.

- c. Directory information may be released to any non-profit-making organization while serves the interests of education, provided prior approval has been received from the County Superintendent. No information shall be released regarding any student when a parent has notified the County Superintendent that such information should not be released in writing.

(Directory information includes, but is not limited to the student's name, address, telephone listing, date and place of birth, major or field of study, dates of attendance, participation in officially recognized activities or sports, degrees, honors and awards received and the most recent or previously attended school).

- d. Confidential records are accessible only to certificated personnel employed by the Ventura County Office of Education. They are made accessible to professional personnel employed by other agencies upon signed consent of the student's parent, guardian or surrogate (or the student, if he/she is of adult age).

2. Educational records will be maintained at the Career Education Center Administration Office, 465 Horizon Circle, Camarillo, CA 93010.

Records include:

- a. Instructional CEC Student Records on file
- b. Registration Form
- c. Student Emergency Card
- d. Student Individual Training Plan (ITP)
- e. Monthly Attendance Reports
- f. Student Drop Notices
- g. Student Grade Reports
- h. "D" and "F" Grade Notices
- i. Placement Information Folder
- j. **Accident Report Form (exception-kept at VCOE/ Human Resources/Risk Management)**
- k. On-site Job Supervisor Evaluation Form

3. Persons responsible for maintenance of all student records for instructional programs is the Student Services Office.

4. Persons having access to student instructional records:

- a. CEC students
- b. CEC & home school counselors
- c. CEC teachers
- d. CEC students' parents
- e. CEC administrators & staff
- f. Home school attendance personnel
- g. Home school administrators
- h. Home school psychological services personnel

5. Procedures for Reviewing and Expunging Records:

- a. Pursuant to the General Education Provisions Act, Section 438 and the Educational Code, Section 49069, the student's parent, guardian or surrogate (or the student, if he/she is of adult age) may view any part of the school records in the presence of the school personnel who has custody of the records.
- b. If the parent or guardian (or the student, if he/she is of adult age) asserts that any portion of the school record is unreasonable or inaccurate, this person must file a written request with the Ventura County Office of Education, pursuant to Education Code, Section 49070, that any part of the school record be expunged. On the grounds that it is granted, the CEC Principal will destroy such information in the presence of the person making the request.
- c. Upon request of the parent or guardian (or the student, if he/she is of adult age), the Career Education Center Principal will have a complete copy of the student's record duplicated and given to the parent, guardian or student at the actual cost to the parent, guardian or student.

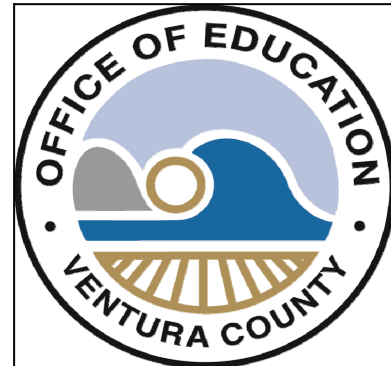
Non-Discrimination Policy

The Ventura County Career Education Center (CEC) is an integral part of the local public education system. The Career Education Center provides equal opportunity for vocational job training to high school students, out of school youth and adults within Ventura County. The Ventura County CEC is a program within the Ventura County Office of Education Office and shall be free from discrimination with respect to gender, sexual orientation, race, color, religion, national origin, ethnic group, ancestry, political affiliation, marital or parental status, physical or mental disability or employment practices as required by Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and Title VI of the Civil Rights Act of 1964.

The lack of English language skills will not be a barrier to admission and participation in this program. Students, parents or others who wish further information about these regulations or about handicapped access of the CEC facilities or who wish to file a complaint should contact the following:

Michele Ortiguerra, Director, Human Resources

Section 504 and Title IX Coordinator Ventura County Office of Education 5189 Verdugo Way Camarillo, CA 93012



CAREER EDUCATION CENTER TEACHERS

ADVANCED AUTO BODY/PAINT.....	DEVIN THOMPSON
ADVANCED FLORAL DESIGN.....	AMY LEWANDOSKI
ADVANCED FOOD & HOSPITALITY.....	LEIGH ANN DIFFENDERFER, KAYLA HERNANDEZ
AGRICULTURE FABRICATION.....	JOE RICHARDS
ARCHITECTURAL DRAFTING.....	KEN PAULSON
AUTO BODY.....	DEVIN THOMPSON
AUTO CUSTOMIZATION/RESTORATION.....	DEVIN THOMPSON
AUTO PAINT/ REFINISHING.....	STEVE BUDY
AUTO SERVICE.....	JOE MARTIN, BILL GUZMAN
AUTO TECHNOLOGY.....	WILLIAM ATWOOD, FENDER CARNINE, KEVIN CORSE, BILL GUZMAN, JONATHAN THROCKMORTON
CAREER EXPLORATION.....	ANGEL SILVA
CERTIFIED NURSING ASSISTANT I&II.....	CAMILLE JAUREGUI
COMPUTER AIDED DRAFTING.....	VELMA LOMAX
CONSTRUCTION TECHNOLOGY: CABINERY.....	KRISTIAN ATKINS, SCOTT MANNINEN, KEN PAULSON
CRIMINAL JUSTICE.....	MIRIAM ARICHEA
CYBERSECURITY.....	RYAN JAEGER
DENTAL ASSISTANT.....	ANASTACIA ROBLES
DIGITAL BROADCASTING.....	FUNDI LEGOHN
DIGITAL MEDIA.....	TOM FRIEDMAN, LUKE GOLDEN, AMANDA GRAVES
EMERGENCY FIRST RESPONDER.....	LINDA BEDNARSKI
EMERGENCY SERVICES—INTRO.....	TBD
ENGINEERING.....	VELMA LOMAX
ENVIRONMENTAL HORTICULTURE.....	AMY LEWANDOSKI, BOBBI RODERICK, DEBBIE ALVAREZ
FASHION RETAIL/MERCHANDISING	SUZY MCKEAN
GAME DESIGN.....	JOE CHACON
GET FOCUSED/STAY FOCUSED.....	DEBI KEHOE, ANGEL SILVA
GRAPHIC DESIGN & MEDIA ARTS.....	MATTHEW ABBE, ZOSIA BLAIR, MICHAEL SWANK
INTERNATIONAL BUSINESS PRACTICUM.....	ZORKO JEZINA
INTRO TO ENGINEERING.....	VELMA LOMAX

INTRODUCTION TO HEALTH CAREERS.....	TBD
IT ESSENTIALS.....	ERIK AMERIKANER, ROB BRAGENZER
IT HELP DESK.....	ROB BRAGENZER
LANDSCAPING.....	ANDREW MORENO
MACHINE TOOL TECHNOLOGY.....	ABEL MAGANA
MARKETING SALES & SERVICE.....	SUZY MCKEAN
MEDICAL ASSISTANT– CLINICAL.....	LINDA KIMBALL, DONNA O’CONNER, LINETTE BRAMMER
MEDICAL OFFICE ADMINISTRATION.....	LINETTE BRAMMER
MEDICAL TERMINOLOGY.....	TONY LUBOFF, DONNA O’CONNER
MOBILE APPLICATION DEVELOPMENT.....	TONY LUBOFF
NURSE ASSISTANT I & II.....	CECILY LOPEZ
PHOTOVOLTAIC DESIGN & INSTALLATION	JUSTIN RIEGE
ROBOTICS.....	TODD GERNHEUSER, VELMA LOMAX
SCREEN PRINTING.....	RUBEN REYES
SPORTS MEDICINE.....	BRENDA PASQUA
STAGECRAFT TECHNOLOGY.....	IRENE SILBERT
TECHNOLOGY OF ART OF ENGINEERING.....	JUSTIN RIEGE
UNMANNED AERIAL VEHICLE TRAINING.....	ALAN JAEGER
VIRTUAL ENTERPRISE.....	DANA THOMPSON
WEB DEVELOPMENT & DESIGN.....	DARIUS CLARKE, RAY KNERR, ROBIN LYON, TONY PELUCE
WEB TECHNOLOGISTS.....	ROB BRAGENZER
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