



Minnesota River Valley CTE Collaborative  
Student Handbook 2023-2024

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| <b>OUR SHARED VISION</b>              |  |
|---------------------------------------|--|
| <b>Our Mission/Identity Statement</b> | The Minnesota River Valley Career and Technical Education Collaborative connects students to opportunities by actively engaging industry and education in partnerships that enhance students' skills and prepare them for careers that help our communities thrive.  |
| <b>Our Vision</b>                     | Through collaborative partnerships and student opportunities we will enhance our workforce, help our communities thrive, and change lives.   |
| <b>Our Strategic Priorities</b>       | <ol style="list-style-type: none"> <li>1) Expand our engagement of industry partners by focusing on the healthcare sector. (Every two years we will engage another sector until we have engaged all local partners with promising career opportunities for our students.)</li> <li>2) Build career exposure and planning opportunities for younger students to build stronger connections to career pathways.</li> </ol> |

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|--------------------------------|---|
|                                | <p>3) Work to provide awareness of this partnership and CTE through intentional public relations that reach a broader audience.</p>   |
| <p><b>Outcomes we Seek</b></p> | <ol style="list-style-type: none"> <li>1) Local industry representatives identify the skills they value most in employees, potential course offerings, and how they want to be engaged with students and the schools.</li> <li>2) Younger students (grades 7-9) are provided with a uniform career/skills interest assessment and at least two new career exposure opportunities.</li> <li>3) Students and parents in MRV CTEC service area are aware of our work and have been exposed to the significance of CTE for their future through various postsecondary career and education events.</li> </ol> |

The Vision and Goals for the MN River Valley CTE Collaborative

**WELCOME TO THE MINNESOTA RIVER VALLEY CAREER AND TECHNICAL EDUCATION COLLABORATIVE**

The MN River Valley CTE Collaborative (MRV CTEC) is the school districts of Lakeview (Cottonwood), MACCRAY (Clara City), Renville County West (Renville), and Yellow Medicine East (Granite Falls). These schools work in partnership to create opportunities for the students in their schools to connect to careers and start on the pathway to meaningful work in their lives. Valued partners of the MRV CTEC include Minnesota West Community and Technical College (Granite Falls campus), the Minnesota River Valley Education District (MRVED), the SW/WC Service Co-op, the Southwest Minnesota Private Industry Council (SW PIC), and the Department of Employment and Economic Development (DEED). Working with these partners allows the MRV CTEC to expand on the chances for students to find the career that fits their skills and their dreams.

Students will experience education through the MRV CTEC that is different from what they are familiar with in traditional high school. Students will participate in college level CTE course work and it will be combined with on the job work experiences that will provide students with real life observations of available local careers.

Students will be expected to

- have excellent attendance in class and at their career experiences
- be on time
- communicate
- display a high work ethic
- work well in a team
- look forward to their future after high school

The MRV CTEC has adapted the “Ten Commandments for Career Success” that were developed by the NEXEN Group. NEXEN is located out of Vadnais Heights, MN and Webster, WI. Working with Cardinal Manufacturing out of Eleva-Strum (WI) High School, they developed these Ten Commandments to help guide students in becoming effective employees. We have adapted their “Ten Commandments” in our “Ten Steps for Future Success” to fit the focus of our collaborative. The MRV CTEC hopes that these 10 Steps for Career Success will help our students understand the guidelines needed for them to reach their future goals.



## The 10 Steps for Career Success

- I. **Be Positive** – Attitude is important
- II. **Show Up** – Be on time, every day, reliably
- III. **Work Hard** – Accomplish something each day
- IV. **Get Along** – Be a great teammate
- V. **Pay it Forward** – Offer help where you can, and accept help when needed
- VI. **Be Flexible** – Be open to new opportunities
- VII. **Apply Yourself** – Use critical thinking to solve problems
- VIII. **Join the Club** – Be proud to be part of your organization
- IX. **Communicate effectively** – Be clear, positive, and productive
- X. **Keep Learning** – Always work to develop your skills and knowledge

**All students on the campus of Minnesota West colleges must follow the policies of MWCTC. These policies can be found at <https://www.mnwest.edu/policies>** Specific guidelines for MRV CTEC students are listed below.

### **Attendance**

Due to the hands-on nature of most courses and because most courses meet for a 2 period block, it is critical that students be present every day. MRV CTEC instructors will take attendance and email schools to alert them of student absences within the first 30 minutes of class. It is the duty of the home high schools to determine if their student's absence is legitimate. MRV CTEC courses are upper level and college level courses. Students are responsible for communicating with their instructors for makeup work.

### **Weather and class cancellations**

The MRV CTEC covers a large geographic area encompassing the five collaborating districts. The weather on one end of the collaborative area may differ from the other school districts. For this reason, we will follow the decisions made on school cancellations based on the district that is hosting the class. Most of the time, this will mean Yellow Medicine East. We will also follow the Minnesota West weather cancellation policy. If Minnesota West cancels classes, MRV CTEC classes held at the college will also cancel.

If YME is closed or starting 2 hours late, MRV CTEC classes will be canceled for that day. Any school district that cancels or starts 2 hours late will not send students to MRV CTEC classes. District administrators, MRV CTEC instructors, and MRV CTEC students will need to remember to monitor school closing announcements for their own school district plus the YME school district.

### **Dress Code**

The basic guidelines for student dress when attending MRV CTEC classes is to follow their own school guidelines plus dress for the safety of the course. The following guidelines will be emphasized for MRV CTEC courses –

- Clothing, including footwear, -must allow students to perform the required tasks of the class.
- Clothing must not advertise alcohol, smoking/vaping/tobacco, drugs, gang affiliations, profanity, or obscene/pornographic lettering or images.
- Clothing must not have slogans that would be considered harassment to others.
- Clothing that can be interpreted in multiple ways will be determined to be acceptable or unacceptable by the director of the MRV CTEC.
- Any clothing violations will be reported to the principals at the student's home high school.

### **Cell Phone and Electronic Devices**

Student cell phone use or use of other electronic devices will be regulated by the class room policies of the course instructor.

### **Alcohol, Tobacco/Vaping, Drug use**

All students attending MRV CTEC classes will be governed by the policies of their home school districts and Minnesota West concerning the use or possession of alcohol, tobacco, e-cigarettes, and illegal drugs. Any student using or possessing prohibited substances will be reported to their home high school principal.

### **Bullying Policy**

The MRV CTEC maintains a firm stance prohibiting all forms of discrimination. Bullying and other violent or disruptive behavior, is conduct that interferes with the learning environment. Students interrupting the educational process in this manner will be referred to their home district principal for discipline under the home district bullying policy.

### **Minnesota West Code of Conduct**

The Minnesota West Code of Conduct will apply to MRV CTEC students when they are on the college campus. The Code of Conduct can be found at [https://www.mnwest.edu/images/student-information-policies/code\\_of\\_conduct.pdf](https://www.mnwest.edu/images/student-information-policies/code_of_conduct.pdf)