



Student Services Plan

Mission Statement:

The Bristol Technical Education Center believes all students can enhance their trajectory in life. We provide a safe and structured learning environment where students obtain confidence, employment, and trade and professional skills through learning and support. In this way, we equip students with the necessary tools to respond to the economic needs of the community.

Vision Statement:

The Bristol Technical Education Center will be a trusted learning institution promoting career and technical education to further the economic development, sustainability, and opportunities for the community we serve.

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Bristol Technical Education Center Student Services Plan and Evaluation

Introduction

The Bristol Technical Education Center is committed to providing a network of support and services in order for students to successfully complete their program. The plan is evaluated annually and those results are shared at subsequent staff/faculty meetings for revisions if applicable

The components to achieving those goals are to

1. Document and present the student services plan on an annual basis
2. Outline responsibilities and points of contact
3. Show how the information from the review are used to make changes to student services

Student Services

The student services department is responsible for ensuring the student can successfully navigate the technical education center and has the knowledge and ability to request or obtain services to complete the program. Student services oversee the students from the application to graduation process and continue support for job placement. Student services oversees

- Application process and admissions
- Orientation and on-boarding
- Special needs, 504 or and disability services
- Family outreach
- Student records
- Assisting the Work-based Learning coordinator for apprenticeships, internships, job placement
- Post-completion data collection
- Academic or personal counseling services

School Counseling

A professionally qualified member of our school staff renders counseling services. The responsibilities of the school counselors include helping the student function more successfully within the school environment.

Counseling is an opportunity to talk with someone about things that are important to students. These opportunities to talk may be personal, social, educational, or occupational. Counselors will listen and be open and honest with students. School counselors are encouraged to issue appointment request forms to students. Appointments can also be arranged by stopping by the school counselor's office. We recommend that you stop by before school, during lunch, or towards the end of the school day.

Education and career planning guidance is available along with information to develop a plan for the student's future. All counselors adhere to confidentiality. This applies to the information Bristol TEC Adult Student Handbook & Program Guide gathered from student discussions as well as to student records. This confidentiality will be maintained unless the counselee's condition indicates a clear and imminent danger to the counselee or others.

Budget

The Bristol Technical Education Center and its extension campuses are financially managed by the Connecticut Technical Education Center (CTECS) and the State of Connecticut. A yearly legislative budget and funding are produced, sustained and audited annually. Each school in the system receives an allocation at the convening of the fiscal year. Students with financial needs are addressed through student services to support everything from medical to clothing to food.

Evaluation

The Bristol Technical Education Center and CTECS provide a comprehensive survey service to every stakeholder in the district. This includes students, staff, families, and industry collaborators. Those results are shared annually in order for the respective schools to utilize to assist in school improvement plans, strategic plans, professional, and community goals. The designated workshops use a thorough process to review results, disaggregate data, and develop strategies.

All staff members in the school are evaluated on multiple criteria specific to their job and responsibilities. Any discrepancies of duties, areas for improvement are reviewed, discussed and made a focus for the subsequent school year.

Any information the staff determines to be significant for improvement is added to the school improvement plan, monitored and analyzed on a quarterly basis.

Placement Services and Work Based Learning

Work-Based Learning (WBL) is a part of the CTECS Student Workforce. WBL allows a student to work for an employer during their trade instructional time. Students not only receive credit toward their career technology, but also get paid. WBL is offered at all CTECS schools as a way for students to gain real-world experience, work in teams, solve problems and meet employer expectations. Through partnerships with local companies, students gain hands-on career

development experiences that will help them through the transition from school to work and give them an advantage in the competitive workforce.

Through a close relationship between the Connecticut Department of Labor and CTECS, students 16 and older are permitted to work in all trades, including high-hazard trades. Each school has a dedicated WBL Coordinator to promote and provide support for student and industry partners throughout the process.

The objectives of the Work Based Learning Program are as follows:

- To expand and enhance the student's learning through planned career experiences in a real-life work setting.
- To help the student make the transition from school to work and career.
- To provide students with experience in the workplace environment.
- To increase the student's awareness and appreciation of the relevance of academic subjects as they apply to their trade.
- To provide the student with opportunities for potential career placement in their trade.
- To build a strong, collaborative relationship between CTECS students and local CT business and industry partners

Students who participate in WBL or not are eligible to consult with student services for assistance with placement services.

Academic and Trade Support

The Bristol Technical Education Center and The Connecticut Technical Education and Career System (CTECS) is dedicated to providing a high quality comprehensive academic and advanced technologies curriculum for all students. Students who have been identified in need of specialized instruction are provided services in the least restrictive environment. The District complies with all State and Federal guidelines when making decisions concerning each student's educational programming. Individual student needs are addressed at least annually at a Planning and Placement Team (PPT) meeting where all considerations are reviewed by a team.

Special education and general education staff work together to provide students with a learning environment that meets the learner's individual needs for specialized instruction, accommodations and modifications where appropriate to meet district outcome expectations. District staff work closely with families and outside agencies as necessary and welcomes their interest in their student's progress.

Evaluation and Review

Plan Review and Revised by Committee August 2023

Reviewed by BTEC/CTECS School Committee August 25,
2023