

Congratulations on your acceptance into the Aviation Technology II Program for the 2024-2025 school year!

Please note there are steps you must take now to prepare for this course and your KCC dual enrolled courses. It is extremely important to read this Student Guidelines Packet in its entirety.

By June 1, 2024	<ul style="list-style-type: none"> ➤ Provide proof of residency (if you have moved) ➤ Email page 6 of this packet to CTE
By July 1, 2024	<ul style="list-style-type: none"> ➤ Register for AVIA 115 – Intro to Airframes and Systems (Bruin Portal opens April 22 for fall registration) <i>*Continuation in Aviation II is contingent upon completion of CTE Aviation I and AVIA 100 with a 73% or higher and teacher approval</i>
August 26, 2024	<ul style="list-style-type: none"> ➤ KCC AVIA 115 begins
August 27, 2024	<ul style="list-style-type: none"> ➤ CTE Aviation II class begins in person
By September 16, 2024	<ul style="list-style-type: none"> ➤ Drug screen completion for participation in work-based learning, as required by Duncan Aviation. Students <u>do not</u> complete this on their own.
By December 1, 2024	<ul style="list-style-type: none"> ➤ Register for: <ul style="list-style-type: none"> ○ AVIA 110 – Aerodynamics and Performance ○ AVIA 130 – Intro to Aircraft Powerplants
December 13, 2024	<ul style="list-style-type: none"> ➤ AVIA 115 class ends
January 14, 2025	<ul style="list-style-type: none"> ➤ KCC AVIA 110 and 130 begin

Instructor:

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Nora Hafez

Registrar

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KRESA Career & Technical Education



HIGH SCHOOL STUDENT CHECKLIST FOR AVIATION TECH II

<p style="text-align: center;">By June 1</p>	<p><input type="checkbox"/> ELIGIBILITY VERIFICATION CTE will verify students meet the minimum grade of C (73%) in both the CTE Aviation I high school course and KCC's Aviation 100 course. If students do not achieve the required grade in both, the counseling office will be notified by CTE and students will need to have their class schedule adjusted.</p> <p><input type="checkbox"/> PROVIDE PROOF OF RESIDENCY <i>If your address has not changed since the last KCC semester, then your proof of residency document on file at KCC is still valid. <u>You are not required to re-submit.</u></i></p> <p><u>If you have a new address, you must provide proof of residency again:</u> a copy of student's driver's license or Michigan ID is preferred. If you have neither of these ID's, you can submit a copy from your school's student information system, as long as a picture is included.</p> <p><i>Documents must be submitted to Nora Hafez, nora.hafez@kresa.org at the KRESA CTE office.</i></p> <p><input type="checkbox"/> SUBMIT PAGE 6 OF THIS PACKET: Guidelines Acceptance Form <i>Please convert documents to pdf prior to sending. Email to nora.hafez@kresa.org.</i></p>
<p style="text-align: center;">By July 1</p>	<p><input type="checkbox"/> REGISTER FOR AVIA 115 Since you are a current student at KCC, you do not need to apply again. However, you do need to register for AVIA 115 – Introduction to Airframes and Systems using the Bruin Web Portal on KCC's website (www.kellogg.edu) just as you did previously.</p> <p><u>Only register for the Fall Semester class. You will register for the Spring Semester courses later.</u> The help number for registration at KCC is 269-965-5522.</p>
<p style="text-align: center;">August 26</p>	<p><input type="checkbox"/> AVIA 115 CLASS BEGINS</p>
<p style="text-align: center;">August 27</p>	<p><input type="checkbox"/> CTE AVIATION II CLASS BEGINS IN PERSON</p>
<p style="text-align: center;">By September 16, 2024</p>	<p><input type="checkbox"/> Drug screen completion for participation in work-based learning, as required by Duncan Aviation. To be completed under the direction of Duncan Aviation; students <u>do not</u> complete this on their own. Instructions will be provided in the fall. The drug screen form included in this packet must be completed and turned in to the Aviation instructor.</p>

2024-2025

AVIATION TECH II

GUIDELINES

CREDENTIALING

Second-year Aviation Tech students have the opportunity to earn their FAA Part 107 Remote Pilot Credential.

CTE COMMUNICATION

Contact information for the CTE Aviation Tech instructor can be found on the front cover of this packet. CTE welcomes parental communication. As an off-site program, the program instructor will not be present at parent teacher conferences held at your high school. CTE encourages parents to be proactive and contact the instructor directly to set any needed conference.

GROUND SCHOOL

The CTE Aviation Technology program is NOT designed to prepare you to take the FAA ground school portion of the Private Pilot's License. If you are interested in preparing for this exam, seek out a licensed instructor. You may want to start your search by looking into online vendors such as King Schools (www.kingschools.com) or Jeppesen (www.jeppesen.com). These courses generally include access to current versions of online textbooks and study guides. CTE is not able to review or recommend licensed instructors or vendors for students.

PROGRAM CALENDAR

Since this program serves students from the entire county, calendar conflicts will occur. You are expected to attend class each day the program is open for students unless your high school is closed. If your high school is open on a closure day for this CTE program, you will need to follow your high school directives.

PROGRAM LOCATION, CLASS TIME & TRANSPORTATION

The Aviation Tech II program meets from 12:15-1:45 pm, Monday, Wednesday and Friday at the Air Zoo's Flight Discovery Center. There are no requirements for the students to be on the KCC campus for their online dual enrolled courses. Considerable time will be required outside of the CTE class time to complete KCC coursework requirements. On Tuesday and Thursday, students will intern at Duncan Aviation in Battle Creek.

SNOW SCHEDULE & INCLEMENT WEATHER

This program is located within the Portage Public School District (PPS) boundaries. Therefore, the program will close due to inclement weather if PPS closes. If your high school is closed due to inclement weather, you are not expected to attend the CTE Aviation Tech program. Since you do not report to the KCC campus, this program does not follow the closure calendar for KCC. *However, you must adhere to all KCC course deadlines even if your school is closed. Online courses are not affected by campus or high school closure dates.*

TRANSCRIPTS, GRADES AND CREDITS

You will earn high school credit for successfully passing the CTE Aviation Technology program. Your high school sets the number of high school credits that can be awarded for each class. At the end of each 18-week semester, your transcript semester grade in the course will be reported to your high school and a CTE report card will be issued to you at your home address. Your high school grade will be posted to your high school transcript. Grades and attendance can be monitored for this course through the CTE student information system, PowerSchool. Access codes for the system will be issued to students/families in the fall.

WORK-BASED LEARNING

Students will participate in an internship at Duncan Aviation in Battle Creek during class time in combination with CTE and KCC coursework. **Students must provide their own transportation for internships**, or carpool with classmates with parent/guardian permission. KRESA CTE will provide a polo shirt for students to wear as part of the dress code for their internship. Duncan Aviation requires students to pass a drug screen to be on site for their internship. Students will be given directions for this in the fall.

KELLOGG COMMUNITY COLLEGE DUAL ENROLLMENT GUIDELINES

KELLOGG COMMUNITY COLLEGE – KEY DATES

<u>FALL SEMESTER 2024</u> April 22: Registration opens August 26: Classes start September 2: College closed for Labor Day October 21: Spring registration opens November 27-29: College closed for Thanksgiving Break December 13: Classes end	<u>SPRING SEMESTER 2025</u> January 20: College closed for Martin Luther King, Jr. Day January 21: Classes start March 24 - 28: Spring Break May 6: Classes end
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**All college coursework must be complete by the KCC end-of-semester dates. High school semester grade computation will follow the 18-week CTE grade schedule.*

CAMPUS RESOURCES AND SPECIAL SERVICES

For the dual enrolled college portion of this program, you will be responsible for advocating for yourself to access special services and college resources to be successful in your KCC classes. Special Education and 504 plans are not applicable at the college level. However, other services may still be available. If you have accommodations through an Individual Educational Plan (IEP) or 504 plan, we strongly encourage you to initiate services or get more information at: Support Services at Kellogg Community College, telephone: 269-965-4150, email: supportservices@kellogg.edu.

COLLEGE CREDIT

You will earn KCC college credit for successfully passing your dual enrolled KCC coursework. It is extremely important to take the course seriously as your grades will be reflected on your college transcript forever. Students must achieve a grade of C or better to transfer credit to WMU-College of Aviation through the Bridge agreement. You will need to check the grade minimum for transfer credit to other 4-year institutions. Consult your KCC course syllabus to determine how your KCC grade is computed for your course.

COMMUNICATION

KCC instructors will communicate progress only to the student. Postsecondary instructors are not allowed to communicate with parents or other third parties such as school counselors, principals, etc. Parents, counselors, and principals should talk to students to get updated progress reports or call Nora Hafez in the CTE office at 269-250-9309 with any concerns.

FERPA

Family Educational Rights to Privacy Act (FERPA) grants an eligible student the right of privacy for all education records. An eligible student is someone who has reached 18 years of age or who is attending an institution of post-secondary education. FERPA rights for a dual enrolled student begin the day the student is first admitted and enrolled in a class at KCC (regardless of age). FERPA rights do not apply to prospects or students who have been admitted but have not enrolled. Under these rules, parent/guardians may attend a student's orientation and initial academic counseling session. Kellogg Community College instructors will only communicate with the student. **Students should check their KCC email account daily for important messages from instructors.** Consequently, it is the student's responsibility, not the parent/guardian, to consult with the instructor regarding assignments, tests, and grades.

TEXTBOOKS

CTE will purchase all required high school and college textbooks and loan them to students. All textbooks must be returned to the CTE instructor on the last day of each semester in useable condition. Students are held liable for lost or unusable textbooks. High schools will be asked to place a hold on diplomas until any liability is cleared.

TUITION AND CLASS FEES

Your tuition and class fees associated with enrollment in the college course work are paid by CTE. **If you decide not to enroll in this program please notify your high school counselor, as well as your Aviation Tech instructor and Nora Hafez in the CTE office (269-250-9309 or nora.hafez@kresa.org), so you are dropped from the program correctly.**

KELLOGG COMMUNITY COLLEGE COURSES FOR CTE AVIATION TECH YEAR 2

FALL 2024 SEMESTER

Enrollment in the 2nd year CTE Aviation Tech program requires an 80% or better in the high school and college course during year 1, plus the recommendation of the CTE teacher.

AVIA 115 - Intro to Airframes and Systems (WMU AVS 1220)

This course introduces students to light aircraft construction styles, materials and systems. Students become familiar with system function, operation, cockpit controls and indications. Safety around aircraft is emphasized.

Credits: 2 hours

SPRING 2025 SEMESTER

AVIA 110 - Aerodynamics and Performance (WMU AVS 1210)

Theory of flight, aircraft structure and control, propulsion, performance, and weight and balance.

Credits: 2 hours

AVIA 130 – Intro to Aircraft Powerplants (WMU AVS 1225)

This course introduces students to typical aircraft engines including reciprocating and gas turbine engines. Operating cycles, power generation, operating parameters and engine specifics are studied. Typical systems found on these power plants are studied with an emphasis on nomenclature, function, operation and safety.

Credits: 2 hours

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Drug Screen Authorization Form

Kalamazoo RESA Career and Technical Education (CTE) Aviation II students will be participating in an internship this year with Duncan Aviation. Duncan Aviation requires students to successfully pass a drug screen to be eligible and they will cover the cost. All drug tests for interns will need to be Department of Transportation (DOT) tests due to working on aircraft. Therefore, Duncan Aviation partners with Ascension Michigan Employer Solutions located at 7901 Angling Rd, Portage, MI 49024. The date of a student's test must be coordinated with Duncan Aviation and Ascension Michigan Employer Solutions, so please note below the date you plan to complete the drug test. This ensures a student is in their system as someone who needs a drug screen and then students only need **to bring a valid ID. All students under 18 will need a parent to accompany them to be tested.**

If the student does not pass their drug screen, the student and their parent/guardian will be notified. Please read the following and sign indicating your acceptance and agreement.

PLEASE PRINT CLEARLY

Student Full Name (First, Middle, Last): _____

Date of Birth (Month, Day, Year): ____/____/____ Social Security Number: _____

Gender: Female _____ Male _____ Non-Binary _____

Date you plan to complete the drug test: ____/____/____

I authorize Ascension Michigan Employer Solutions, a facility approved by Duncan Aviation to conduct a drug screen for any drug, alcohol or substance requested by Duncan Aviation and to release those results to Kalamazoo RESA CTE. I acknowledge that I will sign any documents or authorization required. I understand that individuals who do not pass or refuse to take a drug screen will not be placed into a work-based learning experience and will be removed from any such opportunity if already placed.

I acknowledge that as a condition of internship placement with Duncan Aviation, all CTE students enrolled in Aviation II are required to participate in drug testing. I voluntarily subject myself to such drug testing to take place as required during my enrollment.

I also understand and agree that if I am arrested for, or convicted of any drug or alcohol related offense, I will immediately inform my instructor. I understand that individuals who are arrested for or convicted of a drug or alcohol related offense, even if the individual has previously taken and passed a drug or alcohol screen, may at CTE's discretion, not be placed into a workplace opportunity, or may be removed from any such rotation if already placed.

I authorize CTE to release the results of my drug screen to any agency which requests the results as a part of fulfilling my education/training requirements or assessing my qualifications for a work-based learning experience.

Student Signature

Date

Parent/Guardian (print name)

Date

Parent/Guardian Signature

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**2024-2025
DUAL ENROLLMENT
AVIATION TECH II
PROGRAM GUIDELINES
ACCEPTANCE FORM**

Email this page by June 1, 2024 to Nora Hafez at nora.hafez@kresa.org.

I received a copy of the CTE Dual Enrollment Guidelines and reviewed them. By signing below, I acknowledge understanding the requirements for successful completion of this program. I understand that I need to pass the AVIA 115 course in order to continue with my KCC courses for spring semester.

Student name (printed): _____

Student signature: _____

By signing below, I acknowledge understanding the requirements for successful completion of this program.

Parental/Legal Guardian name (printed): _____

Parental/Legal Guardian signature: _____

Date: _____

Mailing address: _____

Street Address

City

Zip Code

Student email: _____

Student cell number: _____

Parent/legal guardian email: _____

Parent/legal guardian phone number: _____

Notice of Non-discrimination: It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information (collectively, "Protected Classes") or any other legally protected category be allowed during any program, activity, service or in employment. The following individuals at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Tom Zahrt, Mindy Miller, & Isaac Carter. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.