



**J.M. TAWES  
TECHNOLOGY & CAREER CENTER**  
7982 Tawes Campus Drive  
Westover, MD 21871

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Dear Students:

Welcome to the J.M. Tawes Technology & Career Center. Congratulations for choosing a great place to start your career. Here you can build basic skills in your chosen career field and upon completion of your program; you can enter the work force or continue training and gain even more skills.

Every program here has post-secondary opportunities available at local colleges. With the entry level work skills from the programs offered here, you can support yourself working almost anywhere in the country, even while you are involved with additional training.

Our goal is for you to develop skills and work habits that employers are looking for. School is like practicing for sports. What you do in practice, you will do in the game. In the same way, the manner with which you conduct yourself here should be how you will conduct yourself on the job. It doesn't work to apply yourself only part of the time and then expect that you can work hard later. Employers know this and they will be looking at your school record to make hiring decisions. We have the added opportunity that we can offer internships for some of our programs so you can work on a job while earning credit if we think you are ready. Internships really impress many employers. The lesson is: Always do your Best!

I look forward to working with each of you and wish you a great year. J. M. Tawes Yellow Jackets that work hard can be the most successful graduates of Somerset county Public Schools!

Keith O'Neal, Principal  
J. M. Tawes Technology & Career Center



**J. M. TAWES TECHNOLOGY AND CAREER CENTER**  
**FACULTY & STAFF**

Ms. Susan Fierro	Administrative Associate
Mr. Clark Bell	Custodian
Ms. Amanda Barnes	Instructional Assistant Comprehensive
Mrs. Jessica Brittingham	Comprehensive Classroom Teacher
Mr. Wade Chambers	Criminal Justice
Mrs. Virginia Corbin	Instructional Assistant Comprehensive
Mrs. Janice Cottman	J. M. Tawes/ Promise Academy Counselor
Mr. Floyd Azbell	HVAC
Mr. Justin Gillette	Comprehensive Classroom Teacher
Mr. Larry Eberly	CAD
Mr. Keith O'Neal	Principal
Mr. Tony Hayward	Instructional Assistant Comprehensive
Mr. John Ward	Automotive
Ms. Debra Josenhans	Teacher Academy
Mr. Joe Webster	Construction
Mrs. Paula Fisher	Health Occupations
Mr. Chris Parke	Computer Repair
Mr. William Thomas	Instructional Assistant Comprehensive
Mr. Conal Turner	Supervisor of Workforce/ Community Programs
Mr. James Washington	Culinary Arts
Ms. Katharine Campbell	Business

**7982 TAWES CAMPUS DRIVE WESTOVER, MD 21871**  
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## Policies Guidelines

**600-43 Student Gang, Gang Activity or Similar Destructive or Illegal Group Behavior.** Somerset County Board of Education is committed to providing all students with a safe, nurturing, and supportive learning environment that promotes optimal academic achievement. It is the policy of Somerset County Board of Education to prohibit students to engage in gangs, gang activity, and similar destructive or illegal group behavior in schools, on school buses, and/or at school sponsored activities. The Board prohibits reprisal or retaliation against an individual who reports suspected gang activity. Gangs are defined as: a group or association of three or more persons whose members:

- a. Individually or collectively engage in a pattern of criminal activity;
- b. Have one of their primary objectives or activities the commission of one or more underlying crimes, including acts by juveniles that would be underlying crimes if committed by adults; and,
- c. Have in common an overt or covert organizational or command structure (Criminal Law § 9-801. Definitions, Annotated Code).
- d. Gang reporting forms can be found in the front office and/or school counseling office, for additional information please see any adult in the building.

**These summaries are not intended to give complete information. Other vital information may be contained in the full policy.**

**For complete policies please visit [www.somerset.k12.md.us](http://www.somerset.k12.md.us)**

**Click on the following links:**

**District Information (on left of screen)**

**Board of Education (on left of screen)**

**Policies 600 (on right of screen)**

## HISTORY OF J. M. TAWES TECHNOLOGY & CAREER CENTER

After years of need and demand for a facility where trade skills could be taught, the J. M. Tawes Technology & Career Center in Westover, Maryland opened its doors in September 1976. The primary funding source of the Somerset County facility was the Maryland State Inner Agency Committee for Public School Construction which provided both for the construction of the building as well as the initial provision of equipment and tools for each shop area.

The original ten course offerings available at the Center were: AGRICULTURE, CARPENTRY, COMMERCIAL FISHERIES, FOOD SERVICE, HEALTH OCCUPATIONS, HORTICULTURE, MASONRY, PLUMBING/ HEATING/ ELECTRICITY/ AIR CONDITIONING, SERVICE STATION MECHANICS AND WELDING MACHINE SHOP. These areas have changed over the last several years with a few exceptions. The addition of Computer Technology & Networking along with Maryland Academy for Teacher Education, and Criminal Justice, were welcome additions to the school's offerings. J.M. Tawes also offers 3 off site courses including Fire & Rescue, Interactive Media Production and starting this fall of the 2014-2015 school year Biomedical Science. During the 2014-15 school year, SCPS will conduct feasibility studies and planning for a new comprehensive CTE center to be built within the next few years.

The school's original enrollment was 300 students, which consisted of Juniors and Seniors from Washington and Crisfield High Schools. In 1981, tenth graders were also permitted to enroll in a vocational program with the thought that after two years of vocational training, students hopefully would have the opportunity to apply their skills by working in a related trade as part of the school's Cooperative Vocational Education (C.V.E.) Program.

**600-36 - Fighting.** Outlines minimum and maximum days of suspension for fighting at both elementary and secondary levels based on the number of offenses. This policy also requires participation in mandatory counseling sessions by students. Staff should use the strategies on the *“Tiers of Interventions and Disciplinary Responses”* matrix to address potential conflicts.

**600-38 - Corporal Punishment.** It is prohibited in the State of Maryland.

**600-39 – Student Discipline (Major revisions).** To establish discipline policies and regulations that address school safety; reflect a discipline philosophy based on the goals of fostering, teaching, and acknowledging positive behavior. Designed to keep students in school so that they are college and career ready; provide for disciplinary policies based on the use of discretion; explain why and how long-term suspensions or expulsions are last resort options and how the education and counseling needs of suspended students will be met. This policy shall apply to all students at all times on all Board of Educational property, including: (1) school buildings, (2) on school grounds, (3) school buses or vehicles, and (4) at all schools, school –related or Board sponsored activities, including but not limited to fields trips and school sporting events. See administrative procedures for *“Tiers of Intervention and Disciplinary Responses”* matrix.

**600-40 – Student Searches.** This policy outlines the circumstances and procedures involved in conducting searches of students’ person, property, and school facilities. Authority to conduct searches is limited to the Principal, Assistant Principal or school security guard. Designation of a teacher who has been trained must be in writing and is limited to school-sponsored trips. This policy also requires a police officer to have a search warrant prior to being permitted to search the school or a student unless there is imminent danger to the safety and welfare of the students. Annual training of staff members is recommended.

**600-42 Use of Video for Security.** This policy is to establish a framework for ensuring that Somerset County Public Schools’ security cameras are managed in a secure fashion. Audiovisual security equipment is used to promote safety and monitor behavior on school grounds, in school buildings and on school buses.

The school was named after Somerset County’s renowned former Governor, J. Millard Tawes of Crisfield, who supported the facility in every way. His presence at the school’s groundbreaking and dedication, his attendance at numerous school functions, and his participation on the school’s Advisory Council reflected his interest in and support of vocational education in Somerset County. As of July 1, 1991, the school’s name was changed to the **J. M. TAWES TECHNOLOGY AND CAREER CENTER**. This was done to reflect the changing role of career education in today’s society.

Since the opening of the school, various area programs have made use of the unique facilities of their school. For example, the Adult Education Program has offered such courses as, Cake Decorating, Boat Navigation, and Auto Mechanics to adults within the county through the Technology Center. Also, skills such as CPR and EMT have been taught through evening programs there. Another unique use of the school has been by the Popular Hill Correction Facility, which utilized the Center to teach and demonstrate trade skills to its inmates.

These programs have promoted maximum use of the facility by a broad range of individuals. It is the hope of the current administration and staff that the Tawes Technology & Career Center will continue to serve the needs and demand of the local community, both in its curriculum planning and its program accessibility.

### **Plans for New J.M. Tawes Center**

During the 2015-16 school year, we will be undergoing the planning and design stage in preparation to construction of a new J. M. Tawes Center. For the 2017-2018 period, capital improvement construction costs will be 100% provided by the State of Maryland. This does not include planning, architectural and equipment costs which must be provided by Somerset County. Nevertheless, this is a wonderful opportunity to improve the offerings that will make our CTE students marketable and ready for any post-graduate educational offerings they should desire or need.

**600-33 – Educational Records.** A parent, guardian, or eligible student shall be given the opportunity to inspect and review student records. The Somerset County Public Schools shall comply with a request for access to student records not more than 45 calendar days after the request has been made. A parent/guardian or eligible student who believes the record is inaccurate may request the records be amended. Somerset County Public Schools may disclose personally identifiable information from the student records without the written consent of the parent or guardian of the student or the eligible student, if the disclosure is: to other schools or school systems for enrollment purposes, to authorized representatives of the federal government, military, in connection with application by the student for financial aid, to comply with a judicial order and other situations defined in the policy. A parent does have a right to opt-out of this personal identifiable information being released as out lined in the policy.

**600-34 – Bullying, Harassment, or Intimidation.** We are committed to providing all students with a safe, nurturing, and supportive learning environment that is free from any form of bullying, harassment, or intimidation. Bullying, harassment, or intimidation of any person is prohibited on school property or at school sponsored function. Additional reprisal or retaliation against individuals who report acts of bullying, harassment, or intimidation or who are victims, witnesses, bystanders, or others with reliable information about an act of bullying, harassment, or intimidation are prohibited. Bullying, harassment, or intimidation forms are located on line at <http://www.somerset.k12.md.us/BOE/Departments/Student%20Services/index.htm> or in the front office and/or school counseling offices for additional information please see any adult in the building.

**600-35 – Serious Threats of Violence.** In the event a principal determines that a threat to a student or staff member constitutes a serious threat with a perceived ability/intention to carry through on the threat, the principal has the option to require a violence prevention screening/assessment prior to readmission to school.

## PHILOSOPHY

We believe that a high level of vocational, consumer, and economic competency is required for full participation in our society and that a career and technology education program is of vital importance to the citizens, employees and students of Somerset County.

We believe that providing students with the necessary skills and training of entry-level employment will help the community expand its economic base and up-grade its employment force.

We believe that in order for career and technology education to be successful, there must be community and parent involvement in the planning and administration of the program.

We believe that students should be taught such skills as responsibility, proper work habits, cooperation and independence.

We believe in the importance of academic, social and civic skills in successfully adjusting to the world of work.

We believe training should be provided that covers a wide range of skills and is commensurate with the needs, interests, and capabilities of our students.

We believe that an essential element of any educational program is the development of a good rapport between teacher and student and that this can best be attained through the promotion of mutual understanding and respect.

Finally, we believe in the value and dignity of all work, and the value and integrity of all individuals. To this end, we attempt to provide for all students an education that will enable them to achieve the highest possible level of success, whether in an institution of higher learning or in the world of work.

**600-31 – Personal Electronic Devices.** Such devices must be deactivated and out of sight in a book bag, backpack, purse, secure pocket or locker. Violators will have such devices confiscated. Personal camera devices may not be used to violate the rights/privacy of another.

**600-32 – Administration of Medication.** All prescription and nonprescription (over the counter) medication to be given in school must be ordered by a physician, nurse practitioner, dentist or midwife. The order shall be signed by the physician, nurse practitioner, dentist or midwife. An authorization form must accompany each medication order. A physician's order should be renewed annually. Written parental consent is required for each medication ordered by the physician. In the event that Epinephrine is given for an anaphylactic reaction, 911 will be called and the dispatcher will be informed that epinephrine has been administered. Parent/guardian or emergency contact will be notified.

## VISITORS

Visitors are always welcome. However, **all** visitors to the Technology Center must sign in at the office upon entering the school grounds.

## SKILLSUSA

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled work force. This is a national organization serving more than 264,000 high school and college students and professional members who are enrolled in training programs in technical, skilled, and service occupations, including health occupations. **SkillsUSA Maryland currently has 5,500 members statewide.**

SkillsUSA's mission is to help its members become world-class workers and responsible American citizens. SkillsUSA enhances the lives and careers of students – and the quality of America's skilled workforce – by fostering citizenship, employability and occupational skills through career-focused education and industry partnerships.

Our local school chapter participates in the Maryland State SkillsUSA Leadership Conference in Ocean City, Maryland every fall. We have several events throughout the year that correspond with the seasons and we participate in the SkillsUSA Skill Olympics. During this event students compete with other students to see who is the best in their area.

**600-20 – Procedures for the Registration, Transfer and Withdrawal of Homeless Children/ Youth (Unaccompanied).** The purpose is to ensure all homeless children (families in transition) and youth have equal access to the same free, appropriate public education provided other children and youth. This includes preschool education, educational services for individuals and students with limited English proficiency, programs in vocational education, gifted and talented, and school meals program. Children and youth are considered homeless if they are living under the following conditions: 1.) Living with friends or relatives due to loss of housing, economic hardship or similar reason (doubled up); 2.) Living in motels, hotels, or trailer parks used to house homeless families; 3.) Living in emergency shelters or in transitional housing; 4.) Living in cars, parks, public spaces, campgrounds abandoned buildings, bus or train stations; and 5.) Foster children awaiting foster placement. The school staff will ensure that homeless children/youth are enrolled in school immediately and that if in the best of interest of the student that they remain in their school of origin. If you need more information about the program and services please contact the Homeless Liaison at (410) 621-6269.

**600-28 – Use of Drug Detecting Dogs.** The Somerset County Board of Education authorizes use of drug-detecting dogs in the schools primarily for the purpose of deterrence. Such searches may be necessary to ensure that our students have a drug-free environment and to protect the reputations of our Somerset County students. When a drug-detection dog suspects the presence of a controlled dangerous substance in a school locker, the student who is assigned to the locker will be asked by the principal to open it. If the student refuses, or is not present the principal, in the presence of a witness other than the student, will open the locker to inspect its contents. Procedures of policy 600-15 will be followed.

# **COURSES AVAILABLE**

**AUTO TECHNOLOGY**

**BIO MEDICAL SCIENCE – OFF SITE**

**BUSINESS**

**CARPENTRY**

**COMPUTER TECHNOLOGY & NETWORKING**

**CRIMINAL JUSTICE**

**CULINARY ARTS**

**FIRE & RESCUE – OFF SITE**

**HEALTH OCCUPATIONS**

**INTERACTIVE MEDIA PRODUCTION – OFF SITE**

**HEATING, VENTILATING, AIR CONDITIONING**

**MARYLAND ACADEMY FOR TEACHER EDUCATION**

## *AUTO TECHNOLOGY*

**600-15 – Student Alcohol and Drug Abuse.** In cases of drug and alcohol related violations occurring on school property or school functions, appropriate law enforcement agencies must be contacted. Policy outlines specific consequences. Policy also outlines teacher or other professional guidelines for assisting students seeking information to overcome substance abuse. Specific procedures for searching and securing confiscated items are outlined. Confidentiality of substance abuse records is specified. Annual notification to parents and staff training is required.

**600-16 – Dangerous Weapons/Instruments in School.**

Students may not bring, possess, use, or threaten to use any weapon, dangerous instrument, or an imitation thereof in a school building, vehicle or at any school related event. ALL violations will be reported to the Superintendent and appropriate law enforcement officials and could result in a long term or extended suspension or expulsion (see *“Tiers of Intervention and Disciplinary Responses”* matrix).

**600-17 – Student Discipline (Major revisions).** To establish discipline policies and regulations that address school safety; reflect a discipline philosophy based on the goals of fostering, teaching, and acknowledging positive behavior. Designed to keep students in school so that they are college and career ready; provide for disciplinary policies based on the use of discretion; explain why and how long-term suspensions or expulsions are last resort options and how the education and counseling needs of suspended students will be met. This policy shall apply to all students at all times on all Board of Educational property, including: (1) school buildings, (2) on school grounds, (3) school buses or vehicles, and (4) at all schools, school –related or Board sponsored activities, including but not limited to fields trips and school sporting events. See administrative procedures for *“Tiers of Intervention and Disciplinary Responses”* matrix.

The Auto Technology Class received program certification from the National Institute for Automotive Service Excellence or ASE. Certification was awarded in the areas of Brakes, Suspension & Steering, Electrical & Electronic Systems and Engine Performance. Students who successfully complete the program will have the opportunity to receive their ASE certification as a technician after one year of experience in the field rather than the usual two years that are required without formal training. Students will train on state-of-the-art equipment such as Hunter Computerized 4 Wheel Aligner, Ammco On-the-Vehicle Brake Lathe, and a Snap-On Scan Tool for computer diagnostics.



**600-10 – Student Parking.** Students, accompanied by a parent, must register their vehicles with the school principal or their designee. Somerset County students who drive a vehicle to school must park in the parking lot provided by the school. Their vehicle may be searched at any time while it is on school property.\

**600-12 – Student Dress Code.** All students are required to wear uniforms (see brochure for details 600-12 AP). Students should wear clothes which are safe, do not disturb or distract other students, and are appropriate for weather conditions and for learning. The following are prohibited: head coverings, flip-flops, revealing attire, articles of clothing promoting drugs, alcohol, violence, sexual activity. Skirts and dresses are to be no shorter than 2 inches above the knee. Pants and shorts are to be worn at the waist and have a 4 inch inseam. Coats are to be placed in lockers.

**600-13 – Community Offenses by Students.** In the event a student commits a criminal act of a serious nature in the community and their presence in school represents a threat to the safety or welfare of other students or staff, a Principal may request a suspension, expulsion, and/or an alternative placement for that student from the Superintendent. SCPS will provide the excluded student with comparable education services and appropriate behavioral support services to promote successful entry/return to the student’s regular academic program.

**600-14 – Student Tobacco Use.** Students are not permitted to smoke or use smokeless tobacco products on specified. Annual notification to parents and staff training is required.



## ***BUSINESS***

**Foundations of Business** prepares students with a clear understanding of the characteristics, the organization and the operations of business.

**Information Processing** provides an overview of the Microsoft Office XP 2007 suite. Students will learn Word, Excel, PowerPoint, Publisher and Outlook. After the introduction students can choose between three pathways. They include Accounting, Marketing and Advanced Computer Application.

The Business Program prepares students to go into jobs in the business world. This would include jobs such as Accountant, Accounting Clerk, Collections, Cashier, Office Clerk, Receptionist, Secretary, Typist, Word Processor, Data Entry, Shipping Receiving and Traffic Clerk.



## Student Policies

A brief summary of the Board of Education policies pertaining to students is provided below.

**600-7 – Attendance – Elementary and Secondary.** All Students are expected to attend school and all classes daily and to be punctual. There is a significant relationship between regular attendance and academic achievement. Education requires a continuity of instruction, classroom participation, learning experiences and study in order to reach the maximum educational benefits for each student. Elementary and Intermediate students who are unlawfully absent the equivalent of more than ten (10) full days per year will have a mandatory retention conference before a student can be promoted. High School and Academy students who are unlawfully absent for five or more class periods in a semester course will receive a failing grade in that course. High School and Academy students enrolled in a yearlong course will receive a failing grade for each semester in which they are unlawfully absent for five or more days. Any student who is unlawfully absent more than four days in any given quarter shall be referred to the Learning Support Team. Eight or more unlawful absences within a quarter are considered excessive and will result in a referral to the State's Attorney's office and/or Circuit Court. There are new requirements addressing tardiness and make-up work as well. (Revised and will be presented to the board for approval on Tuesday, August 19<sup>th</sup>).

## *CARPENTRY*

We are currently aligned with NCCER (National Center for Construction Education and Research). This is a national construction education program of study that students take and become nationally certified in the area of construction (Masonry/Carpentry). If a student successfully completes this class they will have a national certification and be listed in a national data bank for employers to view. Also, if students maintain a B average they will receive three credits from Wor-Wic Community College for Introduction to Construction Technology. As a junior in the Construction program, students will cover Introduction to Masonry, Masonry Tools and Equipment, Measurements and Drawings, Mortar, and Masonry Units and Installation Techniques. As a senior in the Construction program, students will cover Orientation to the Trade, Building Materials, Fasteners and Adhesives, Floor Systems, Wall and Ceiling Framing, Roof Framing, Windows and Exterior Doors, Siding, Customizing Exteriors, Interior Doors, Trimwork, and Basic Stair Layout. Students will also receive online OSHA training for a 10 hour certification.



*A brief summary is provided for each student policy:*

## **COMPUTER TECHNOLOGY & NETWORKING**

The Computer Technology & Networking course is designed to prepare students for a career in the Information Technology field. It incorporates a two year study into PC Technology Maintenance and Networking. Students will complete (2) A+ Certifications in their second year of study. Upon completion, students will be able to achieve a certification that will carry them to college or prepare them for the workforce in the following possible positions:

Computer Repair Technician  
Computer Support Technician  
Computer Network Technician  
Computer Network Administrator  
Systems Administrator

- 600-7 – Attendance – Elementary and Secondary**
- 600-10 – Student Parking**
- 600-12 – Student Dress Code**
- 600-13 – Community Offenses by Students**
- 600-14 – Student Tobacco Use**
- 600-15 – Student Alcohol and Drug Abuse**
- 600-16 – Dangerous Weapons/Instruments in School**
- 600-17 – Student Discipline (Major revisions)**
- 600-20 – Procedures for the Registration, Transfer and Withdrawal of Homeless Children/ Youth (Unaccompanied)**
- 600-28 – Use of Drug Detecting Dogs**
- 600-31 – Personal Electronic Devices**
- 600-32 – Administration of Medication**
- 600-33 – Educational Records**
- 600-34 – Bullying, Harassment, or Intimidation**
- 600-35 – Serious Threats of Violence**
- 600-36 – Fighting**
- 600-38 Corporal Punishment**
- 600-39 Student Behavior Interventions**
- 600-40 Student Searches**
- 600-42 Use of Video for Security**
- 600-43 Student Gang, Gang Activity or Similar Destructive or Illegal Group Behavior**



## ***CRIMINAL JUSTICE***

The Protective Services Program is designed to present an in-depth study of the purposes, principles, practices, and ethics of the protective services profession.

This course is articulated with Wor-Wic Community College. Evidence of satisfactory program completion with at least a “B” average can be presented to the college or academic credit.

This two year course deals with the study of all forms of law enforcement, military, corrections, private security and courts.



## ***WORK STUDY PROGRAM***

Students in their senior year of high school may be considered for the Work Study Program. The J.M. Tawes Work Experience Coordinator helps direct students to the areas of employment where they are best suited. Every attempt will be made to place students in jobs, which are related to their course of study at the Technology School.



## *CULINARY ARTS*

The Food Service Program is a two year program that teaches all aspects of food service. Areas covered include Restaurant Organization, Sanitation, Food Costing, Knife Usage, Nutrition, Butchering, Seafood Production, Catering, Server Training, Food Production and Baking & Pastry. First year students have a rigorous course of restaurant and food knowledge, while second year students practice this knowledge preparing lunches and catered functions.

This year our program has been accredited by the American Culinary Federation. This superior certification will help students be admitted into culinary schools and get better entry level jobs.

This course has a reciprocal agreement with Wor-Wic Community College where evidence of a “B” average can earn up to eight college credits. The food service industry presents the easiest opportunity for young people to obtain a job with minimal skills and knowledge. Advancement and opportunities are greatly increased with the skills available in this course.



## *FIRE & RESCUE*

The Fire and Rescue Program provides training and experience for possible future employment in the fire and rescue service or its allied professions, i.e., fire protection engineering, private fire protection, fire protection systems design and installation, fire prevention, inspections, fire investigation, safety, health care, nursing, medical technology or medicine. It will also provide a basis for individuals to continue their education in emergency services beyond high school.



## *HVAC*

**First year** students in the Heating, Ventilation, and Air Conditioning Program are taught skills needed to size, design, and install a duct system. The students will also earn their apprentice licenses. These skills are used for placement in the field of heating and air conditioning for the summer following their first successful year in the program. Students must also have good grades, attendance, driver license and transportation to and from work in order to get a job after their first year. **Second year** students will learn more of the technical side of the trade including size and design gas piping systems, refrigeration flow, system components repairs and also work on electrical and plumbing projects. Students can also learn how to disassemble, assemble and service an oil burner. Upon passing grades and completion of testing, students could receive their gas tite certification, CFC certification and also HVAC customer service certification. Upon completing the second year of the program, students who were previously employed can return to their summer jobs and get a raise.

Jobs offered in the HVAC field range from installer helpers, lead installers, and service technicians on the contractor side of the business. There are also opportunities in the wholesale and manufacturing aspects of the business ranging from salesmen to manufacture representatives. Throughout the ever changing market of HVAC there are classes offered at the contractor level and also college graduate courses.

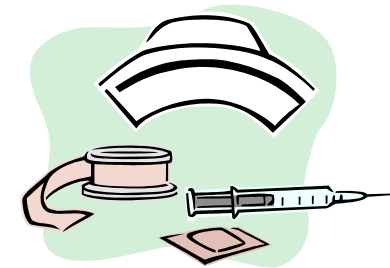


## *HEALTH OCCUPATIONS*

Health Occupations is a two year program in which students are introduced to employment opportunities in the health care field. This program incorporates knowledge and skills in Medical Terminology, Communication, Anatomy and Physiology, Basic Nursing Skills and Clinical Experience.

During the second year of the program, students are taught to perform as nurse assistants at Tawes and Manokin Manor nursing homes, and at McCready Memorial Hospital.

Upon completion of the Health Occupations Program, students who maintain an 80% average, meet attendance guidelines set by Maryland Board of Nursing and successfully pass a written nursing assistant exam and a proficiency test of nursing assistant skills are licensed as Certified Nursing Assistants (CNA) and are eligible to take the Geriatric Nursing Assistant (GNA) exam.



**TEACHER ACADEMY OF MARYLAND**

The Teacher Academy of Maryland (TAM) prepares students for further education and careers in the education profession. This two year program consists of the following college-level courses:

- Teaching as a Profession
- Human Growth and Development
- Foundations of Curriculum
- Education Academy Internship

These courses are designed to articulate to a Maryland post-secondary teacher education program. The program includes traditional classroom instruction, field experiences at various grade levels, the creation of a professional portfolio, and ultimately, an instructional internship completed on-site.

Upon completion of the program and passing of the Para-Pro and Praxis 1 (professional assessments), high school graduates are ready for entry level employment in the teaching profession or continuation of education the college level.

An entry-level position can include an Instructional Assistant, which provides opportunities for instructional experience, as well as tuition reimbursement. The continuation to higher education, and completion of a bachelor’s degree in education, can lead to a certificated teaching position with an average starting salary of approximately \$43,000 per year.



**J. M. TAWES TECHNOLOGY  
& CAREER CENTER  
BELL SCHEDULE – SUBJECT TO CHANGE  
2015-2016**

Arr/Dep	Location	CHS	WHS
D	From CAHS & WAHS	7:30	7:30
A	@ JMT	7:50	7:45
D	From JMT	9:55	10:00
A	@ CAHS & WAHS	10:14	10:14
D	From CAHS & WAHS	10:18	10:18
A	@ JMT	10:38	10:33
D	From JMT	12:05	12:10
A	@ CAHS & WAHS	12:25	12:25
D	From CAHS & WAHS	1:02	1:02
A	@ JMT	1:22	1:17
D	From JMT	2:30	2:30
A	@ CAHS & WAHS	2:50	2:50