



THE SCHOOL DISTRICT OF THE CITY OF HARPER WOODS
19851 ANITA, HARPER WOODS, MI 48225
586-209-2400 Tel. ~ 586-859-0950 Fax

*Office of the
Superintendent*

Greetings!

Parents/Students of Harper Woods College and Career Institute,

My name is Ms. Terri Gamlin. I am the CTE Director, for the Harper Woods College and Career Institute. I am excited that you have chosen to become a part of our dynamic and innovative programs which will began on **Tuesday, September 7, 2021 at 7:45 a.m.** Let me tell you a little about myself. I have been in the educational arena for the past 28 years. Throughout my career I have worked within the field of CTE for 25 years and I became the Director of the Harper Woods School CTE program during the 2020-21 school year. Career and Technical Education's mission is to prepare and support high school students for a smooth transition into high-skill, high-wage, and/or high-demand careers and appropriate postsecondary education. The College and Career Institute offers the following CTE programs:

- Graphics and Printing Technology and Communications
- Radio & TV Broadcasting Technology
- Cooking and Related Culinary Arts
- Computer and Information Systems Security/Information Assurance – “**Cyber Security**”
- Computer Systems Networking and Telecommunications
- Marketing, Sales and Services (**housed at the high school**)

The CCI center students will adhere to the same dress code as the high school. The exception is the Cooking and Related Culinary Arts program uniform policy; which has been established by the State of Michigan, Office of Career and Technical Education. (**This will be discussed in further detail during our Open House**). All students will be afforded the opportunity to attend classes onsite and virtually (**virtual opportunities will be forthcoming**). Please see attached COVID-19 guidelines documentation for more information. **Rest assured that we are implementing all safety measures outlined by the State of Michigan and CDC guidelines for social distancing and masks requirements.**

Providing all learners the tools needed to succeed in an ever changing world.

It is the policy of the School District of the City of Harper Woods that no discriminatory practices based on gender, race, religion, color, age, national origin, disability, height, weight, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Title IX Coordinator at the School District of the City of Harper Woods, 19851 Anita, Harper Woods, MI 48225 or call (586) 209-2400.

On **Wednesday, September 8, 2021**, we will host our Fall Open House from **5:30 p.m. until 6:30 p.m.** We are located at **20570 Kelly Rd., Harper Woods, MI 48225**. If you are unable to attend

physically, you are welcome to log onto our Webex virtual link:

<https://hwschools.webex.com/hwschools/j.php?MTID=ma9e9f514ae6df0f911ba98be7419a576>

Whether on site or virtual, students with a CCI Placeholder on their schedule or students wanting to enroll in a CTE program, will be allotted the opportunity to select their program of choice. If you are unable to attend, please submit the application that is placed on the Harper Woods website home page or under the CCI Center link. My team and I look forward to meeting you. If you have any questions please contact Ms. Gamlin via email terri.gamlin@hwschools.org.

Educationally,

Ms. Terri Gamlin
CTE Director

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