



**C-TEC Career & Technical Educational Center
Supplemental Policies & Procedures**

PARENT AND STUDENT HANDBOOK

School Year 2021-2022

**Choctaw Tribal Schools
Mississippi Band of Choctaw Indians**

Choctaw Career and Technical Education Center

404 Industrial Road; Ste. 2

Choctaw, MS 39350

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C-TEC HANDBOOK STATEMENT

This handbook applies to the C-TEC Career and Technical Education Center (C-TEC) students and parents which includes all school/program/academic activities/class & club activities held during instructional and non-instructional times (after school, evenings, weekends, and holidays), and including all school/program/academic activities/class & club activities during all summer programs.

It is the intention that this handbook is created to not replace the C-TEC CENTRAL HIGH SCHOOL PARENT/ STUDENT HANDBOOK, but to be used as an additional supplemental handbook to the students that attend courses at the C-TEC.

As students are enrolled in C-TEC courses, they still remain students of Choctaw Central High School; therefore, all policies and procedures from the C-TEC CAREER AND TECHNICAL EDUCATION CENTER PARENT/STUDENT HANDBOOK and CHOCTAW CENTRAL HIGH SCHOOL PARENT/ STUDENT HANDBOOK apply and should be followed.

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W E L C O M E

We are so excited that you are pursuing a course in the C-TEC Career and Technical Education Center. As an extension of Choctaw Central High School, we are proud to offer much needed coursework in various areas of the workplace in which we can help move you closer to your career goals.

C-TEC is a two-year program that gives students the opportunity to learn skills in the trade area in an educational environment where motivated students are empowered to excel, engaged in learning, and be prepared to transition into higher education or a career upon graduation. Students will have the opportunity to gain employability skills, while promoting the highest level of academic achievement. Our career and technical education programs promote creativity, skill attainment, goal setting, personal growth, and leadership roles that ensure success in the world of work and in life.

Students must:

- 1.) complete Year I and Year II in the same field of study,
- 2.) are required to pass the ACT WorkKeys Test with a Silver Level or higher,
- 3.) pass a course-specific National Certification Test, and to earn two additional carnegie units to reach a high school total of 26 to graduate with a 2-year Career and Technical Endorsement.

Students will be involved in class and club organizations so they can showcase skills learned in their program of study.

We hope that you will take full advantage of the wonderful opportunities that lend themselves to completion of a 2-year program study. The coursework will prepare you, upon graduation, to walk right into your chosen career path. We are looking forward to another wonderful year here at the C-TEC.

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VISION AND GOALS

VISION

The vision of the C-TEC Career and Technical Education Center is to serve and foster the potential of our Native American students by combining classroom instruction with relevant work-based experiences that stimulate, guide, encourage, and prepare them for the workforce through industry certifications and post-secondary college and careers readiness.

GOALS

Our C-TEC programs are designed to contribute to the broad educational achievement of students, including:

- To afford each student specific career learning experiences so that they graduate ready to enter career fields that are in high demand, require high skills, and offer higher wages.
- To provide each student with academic and technical skills needed to obtain industry-based certification and/or to pursue post-secondary education opportunities.
- To impart in each student the understanding that ethical behavior and work place skills are integral to successful employment.

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C-TEC CALENDAR

Choctaw Tribal Schools
2021-22 School Calendar

<p>1st Semester (90 Student Days) Aug 2-3 – Staff Work Days Aug 4 – Students' First Day Aug 13 – Nanih Waiya Day Aug 25– Students dismissed at 2:00 Sep 6 – Labor Day Sep 9 – Progress Reports Sep 29 – Students dismissed at 2:00 Sep 24 – American Indian Day Oct 8 – End 1st Term (45 Days) Oct 11- Fall Break Oct 12 – Begin 2nd Term Oct 27 – Students dismissed at 2:00 Nov 11 – Veterans Day Nov 15 – Progress Reports Nov 24-26 – Thanksgiving Holidays Dec 17 – 60% Day for Students Dec 17 – End 2nd Term (45 Days) Dec 20-Dec 31 – Christmas/New Year</p> <p>2nd Semester (90 Student Days) Jan 3 – Begin Third Term Jan 17 – M L King Holiday Feb 10 – Progress Reports Feb 21 – Presidents Day Feb 23 – Students dismissed at 2:00 Mar 11 – End Third Term (48 Days) Mar 14-18 – Spring Holidays Mar 21 – Begin Fourth Term Mar 30 – Students dismissed at 2:00 Apr 15-18 – Easter Holidays Apr 21 – Progress Reports May 17 – CCHS Graduation May 19 – End 4th Term (42 Days) May 19 – 60% Day for Students May 20 – Staff Work Day</p>	2021	2022																																																																																																										
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*Calendar subject to change due to COVID-19.

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INSTRUCTIONAL PROGRAM

Eligibility

Minimum requirements for enrolling in a program

Students must be in the 11th grade to enroll in any of the C-TEC courses.

Exceptions may be made upon Administrator's discretion.

For students to experience success in the program, the following student prerequisites are suggested:

1. C or higher in English (the previous year)
2. C or higher in high school-level math (last course taken or the instructor can specify the level of math instruction needed)
3. Instructor approval and TABE reading score (eighth grade or higher)

or

1. TABE reading and math score (eighth grade or higher)
2. Instructor approval

Special Population Students under the general diploma or certificate of completion will be placed in a regular career technical program according to the IEP Committee.

Program Descriptions

Agricultural and Natural Resources Year I and II is a pathway to introduce the student to the broad field of agriculture and natural resources, including the production of plants and animals and the management of natural resources. The program includes instruction in the applied sciences related to plant and animal production and natural resource conservation and management, as well as introducing the student to agribusiness management practices and maintenance of facilities and equipment.

Class and Club- *FFA and Greenhouse*

Construction/Carpentry Year I and II instructional program provides a foundation of knowledge to prepare students for employment or continued education in several occupations related to the construction industry. Year II is designed as a secondary program for preparation to enter the field of Carpentry. The Carpentry program includes an introduction to the basic carpentry processes. The purpose of the course is to prepare students to continue study in a postsecondary construction program (Residential Carpentry) or to begin work at the entry level in a carpentry occupation. The carpentry units are written to the National Center for Construction Education and Research (NCCER) certification standards.

Class and Club- *Skills USA*

Culinary Arts Year I and II is a pathway for students in the human science, art, and humanities career cluster. The following description is from the current Standard Course of Study for Career–Technical Education from the Mississippi Department of Education. The Culinary Arts pathway program includes classroom and hands-on experiences that will prepare students for employment or continuing education in the foodservice industry.

Class and Club- *SkillsUSA and Ayipa Café*

Digital Media Year I and II is a program designed to provide students instruction in photography, videography, editing visual media and moving content to all forms of digital and social media. Students will gain valuable experience in the field of digital communications.

Class and Club- *SkillsUSA*

Engineering Core Year I and II is a program in pre-engineering, robotics, and automated manufacturing for high school students. The purpose of the program is to provide pupils with expanded knowledge of the use of critical thinking, analysis, problem solving, and technological skills and to enable them to apply knowledge in a technological context. Hands-on experiences related to the application of engineering concepts in the workplace are central to all portions of this course.

Class and Club- *SkillsUSA*

Health Sciences/Healthcare and Clinical Services (HCCS) Year I and II is a pathway of courses for students in the Health Sciences career cluster. The Health Sciences pathway includes classroom and hands-on experiences that will provide students with an overview of the health-care field, as outlined according to the Health Science Cluster.

Class and Club- *HOSA*

Welding Year I and II is an instructional program that prepares students for employment or continued education in the occupations of the welding field. The curriculum framework for this program was developed in partnership with the Mississippi Construction Education Foundation (MCEF). MCEF is the accredited sponsor for the National Center for Construction Education and Research (NCCER).

Class and Club- *Skills USA*

Work-Based Learning Year I and II is a course that gives Mississippi high school students the opportunity to earn academic credit for their authentic work experiences. To receive credit, students must be enrolled in work-based learning course and meet all course requirements.

Class and Club- *DECA, Tushka Pride, and Warrior Store*

Assessments

Students, in order to complete the entire 2-course program study, must pass the ACT WorkKeys assessment with a minimum of a SILVER LEVEL score. The ACT WorkKeys is a skills assessment test for those who are interested in or are currently working for employers that place an emphasis on the National Career Readiness Certificate (NCRC), which is the credential achieved by those who successfully complete the exam.

Graduation Requirements

Students enrolled in a 2-year Career and Technical Education program that successfully complete all CTE program requirements are eligible to have a career and technical endorsement affixed to the High School Diploma if they meet the additional following criteria.

Requirements for a career and technical endorsement are:

- 1) Successful completion of the overall required units of credit for high school graduation.
- 2) Successful completion of the 2-year program of study.
- 3) Earn a minimum of a Silver Key on the ACT WorkKeys.
- 4) And one of the following:
 - One CTE dual credit or earn articulated credit in the high school CTE course
 - Work-based learning experience of Career Pathway Experience
 - Earn a State Board of Education-approved national credential.

The Career and Technical Endorsement is imprinted on a seal to be affixed to the High School diploma. Students that achieve their Career and Technical Endorsement will receive graduation cords to worn with graduation regalia.

P A R E N T C O M M U N I C A T I O N

Parent-Teacher Conferences

The high school and C-TEC both hold Community Relations Days throughout the year. The dates often fall on the same day, but sometimes on different days. We encourage you to take the time to visit C-TEC and your student's teachers during these days. Parents may refer to the school calendar for these dates. We also encourage you to email your student's teacher or call for parent-teacher conferences if the need arises.

Conferences may be held as needed and may be scheduled to include a counselor or administrator. Contact the counselor, teacher, or the administrator to arrange conferences in which one or both are to be included. Conferences with parents or other individuals shall be scheduled during school hours (7:30-3:30) or after school to be determined upon request. Individuals coming to the school for conference must report to the office before going to the conference.

BEHAVIORAL EXPECTATIONS AND DISCIPLINE

ALL CCHS HANDBOOK BEHAVIOR and DISCIPLINE POLICIES APPLY ON THE C-TEC CAMPUS. They will be followed as written, with these additions:

Transportation Regulations

Students are to arrive at C-TEC only via official Choctaw Tribal Schools' transportation or by Parents/Guardians. Late arrivals must check-in to the office. Students are NOT to drive personal vehicles to park at C-TEC.

Personal Appearance Policy- Addendum to the Dress Code in the CCHS Student Handbook

In addition to the dress code of the high school campus, all C-TEC students and staff are required to wear closed-toed shoes. According to OSHA standards, house shoes, flips flops, slides, moccasins, or soft shoes are not allowed. Shop classes will require tucked shirts, hair ties for long hair, and safety glasses at all times. Second Year Health Science will require student to wear provided scrubs for job shadowing. Welding students will be required to wear some type of leather shoes or boots only. It is to be advised that when students work in the shop/lab area, a fair amount of becoming dirty is to be expected, in which all shop/lab areas have aprons and cover-ups for that kind of work.

The Administrator is primarily responsible for the enforcement of student discipline. (Refer to CCHS Student Handbook on discipline for examples of offenses that would require student discipline). The goal of the C-TEC Career and Technical Education Center is to provide students with a foundation that will enable them to use abilities and talents in a real-world situation. Every work situation has a number of written and unwritten rules—violations of which can cause serious problems. Disciplinary measures will be administered to fit school violations and offenses. In case of violations of C-TEC Career and Technical Education Center rules and regulations, every attempt will be made to discuss the infraction and impress on the student the seriousness of the offense. If discussion and counseling do not resolve the problem, or if the offense is of very serious nature, the administrator will recommend suspension.

STUDENT SERVICES

Guidance Services/Counseling

The C-TEC Career and Technical Education Center provides a full range of guidance services to the students, prospective students, and parents. This service includes: occupational information, college information, career information, individual counseling, job placement assistance, assessment, consultation, and referral. It is the goal of the Career and Technical Center to help each student to use their innate abilities to a maximum. The administrator, counselors, and teachers are available to assist any student or parent who has a need for information, exploration of individual goals, abilities and aspirations, or questions about the Career and Technical Education Center. Parents are encouraged and invited to visit with the

counselor at the Career and Technical Center. Parents may call the counselor's office (601)663-7803 and make an appointment to talk about their child's progress. Counselors also have an Employability Profile on each student, which is a cumulative record of skills acquired over the entire length of a career program. It reflects an analysis of the student as a prospective entry level employee. It becomes part of the student's permanent record. A copy of this may be attained made available to C-TEC students for potential employers, colleges, or other agencies.

Special Populations Student Services

A Special Populations Coordinator is available to provide remediation services and assist the exceptional education students in career and technical classes. In addition to classwork assistance, additional instruction will be available for students in preparing for the required ACT WorkKeys assessment instrument.

EXTRACURRICULAR & INTERSCHOLASTIC

Student Class and Clubs (Organizations)

It is expected that each student participating in C-TEC programs become a member of the student organization within their program area. All competitions will require each student to be in official dress apparel. Hands on participants will be required to wear official uniforms (supplied by the C-TEC). Competitors may be required to complete additional work outside normal school hours. Student Class and Clubs (Organizations) descriptions:

FFA

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education. This organization is a dynamic youth organization that changes lives and prepares members for premier leadership, personal growth and career success through agricultural education. FFA develops members' potential and helps them discover their talent through hands-on experiences, which give members the tools to achieve real-world success. Members are future chemists, veterinarians, government officials, entrepreneurs, bankers, international business leaders, teachers and premier professionals in many career fields. FFA is an intra-curricular student organization for those interested in agriculture and leadership. It is one of the three components of agricultural education.

SkillsUSA

SkillsUSA activities develop positive attitudes, build self-esteem and empower students to excel. Participation provides students a head start in developing valuable professional skills such as communications, interpersonal abilities, time management, teamwork and more. Because SkillsUSA works hand-in-hand with business and industry, students get the skills employers want. Various skills competitions take place on a regional, state, and national level.

HOSA

HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA's goal is to encourage all health science instructors and students to join and be actively involved in the HSE-HOSA Partnership. HOSA provides a unique program of leadership development, motivation, and recognition exclusively for middle school, secondary, postsecondary, adult, and collegiate students enrolled in health science education and biomedical science programs or have interests in pursuing careers in health professions. HOSA is 100% health care!

DECA

DECA prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management in high schools and colleges around the globe. An integral component of classroom instruction, DECA activities provide authentic experiential learning methods to prepare members for colleges and careers. DECA members put their knowledge into action through rigorous project-based activities that require creative solutions with practical outcomes. Partnerships with businesses at local and broader levels provide DECA members realistic insight into industry and promote meaningful, relevant learning. As in the global economy, a spark of competition drives DECA members to excel and improve their performance.

National Technical Honor Society (NTHS)

NTHS strives to bring well deserved recognition, scholarship opportunities, and career opportunities to students who excel in one of the 108 career and technical educational fields as their profession. Not only do NTHS students embody all the attributes and talent which is in demand today, these students also embrace a clear vision for tomorrow's workforce and their role in it. NTHS understands changes in industry within local communities and on a global scale.

Tushka Hashi Solar Car Team

The Solar Car Team provides students with supplemental science, technology, engineering, math, and green energy educational study. Students are engaged in working together to further develop the solar car in which they compete nationally and internationally. The team has received numerous awards and has won multiple national championships. C-TEC has the only all Native American solar car team that competes in these events.

Field Trips

Field trips may be taken to enhance and enrich course subject matter and to participate within class and club competitions. The permission slip that is at the end of this book needs to be returned for local trips in and around the reservation area. Students are expected to dress as instructed and behave in accordance to the CCHS Student Handbook.

Fundraising

C-TEC class and clubs are constantly fundraising to help fund club trips and competitions. It is important to understand that students are responsible for the collection and distribution of any items/services sold within their Class and Club Organization. Students should use the utmost integrity and honesty when representing an organization. The student should follow all club advisors individual rules and procedures in the handling of order forms and money received. Students are required to participate in such fundraising activities, not only to raise funds, but also to gain experience in handling money, working with "customers", and providing customer service.

HEALTH SERVICES

Emergency Health

All accidents involving a person or property should be reported to the teacher in charge and the principal. The school will call 911 for an ambulance if a student needs emergency medical attention during school hours. If an accident is not life threatening, but needs a doctor's treatment, the school may transport student for doctor's care. Parents will be notified as soon as possible. If parents cannot be notified immediately, the school will contact those individuals designated by the parent to be contacted in case of an emergency. Parents will be required to sign medical release forms for the child to be treated in a hospital.

Non-Emergency Health

In a non-emergency situation, when a child becomes ill at school, proper attention will be given and parents notified. Only medications for which proper identification, instructions for dispensing of, and written parental consent are obtained will be given to children. Anti-tuberculosis medications will be given in school in accordance with the Mississippi State Board of Health guidelines. School personnel, with the exception of a registered school nurse, may not exceed the practice of first aid in dealing with pupil injuries and sickness. School staff should not attempt first aid nor any other procedures for which they have not been trained.

EMERGENCY PLANS AND SAFETY

Emergency Procedures

If an emergency situation occurs that requires students, faculty, and staff to move to a place of safety, C-TEC staff will implement C-TEC Career and Technical School Crisis Management and Emergency Policy & Procedures. Students will be instructed on emergency procedures at the beginning of the school year and throughout the year. Students will be expected to participate in various drills throughout the school year and participate in tornado, fire, intruder, and hazardous/bomb threats. It is vital that students follow the instructions given by school personnel and emergency agencies.

Safety

The safety of our students and instructors is of most importance, Due to the vast amount of industrial type equipment used by students at C-TEC and because of the possibility of severe injury, it is essential that each student completely observe the safety requirements within each career-technical program. Each student should learn these requirements for he/she alone will be responsible for his/her actions. Safety is an integral part of each program's curriculum. Every student must take a safety test related to their program and score 100% before being allowed to use any equipment in the lab or classroom. We strive to comply will all aspects of the OSHA code and accepted industrial safety standards. All students are expected for follow all safety rules as identified in the CCHS Handbook, as well as in each classroom.

**C-TEC CAREER AND TECHNICAL EDUCATION CENTER
PARENT/STUDENT AGREEMENT FORM
School Year 2021-2022**

I have received, read, and agree to abide by the C-TEC Student/Parent handbook for the school year 2021 - 2022.

I understand that this handbook is in ADDITION to the CCHS STUDENT/PARENT HANDBOOK because my student is enrolled as a student of Choctaw Central High School but also attends courses on the C-TEC campus.

If you need answers to questions about the information contained in this handbook, please contact the Administrator at C-TEC.

--- Please sign, remove from handbook, and return this page to the C-TEC. ---

Parent or Guardian (Signature) _____
Date

Parent or Guardian (Printed)

Student (Signature) _____
Date

Student (Printed)

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**C-TEC CAREER AND TECHNICAL EDUCATION CENTER
PARENTAL CONSENT FORM FOR ACETAMINOPHEN AND/OR IBUPROFEN
School Year 2021-2022**

IMPORTANT INFORMATION FOR PARENTS/GUARDIANS:

Your written consent is required before your child may receive these medications at school. By signing below, you acknowledge the following:

- C-TEC does not have a current nurse on campus, but is able to make contact with the high school nurse if necessary. The administrator or administrator designee will be dispensing the medicines listed below.
- You have reviewed the information and agree that your student may safely take the medications.
- The administrator or administrator designee has the responsibility of approving your student's use of these medications.
- If your student requires administration of prescribed medication, then the high school nurse would be responsible for that on the main campus.

---Please complete the entire form, remove from handbook, and return to C-TEC.---

PARENTAL CONSENT FOR ACETAMINOPHEN AND/OR IBUPROFEN:

I DO give permission for: _____ (your student's full name)
_____ (your student's date of birth)

To receive the following medication:

- Acetaminophen (Tylenol)
 Ibuprofen (Advil)

Reason(s) school staff can give the above- check all that apply:

- | | |
|---|---|
| <input type="checkbox"/> Headache | <input type="checkbox"/> Menstrual Cramps |
| <input type="checkbox"/> Dental Pain | <input type="checkbox"/> Muscle or Joint Pain |
| <input type="checkbox"/> General Discomfort | <input type="checkbox"/> Other _____ |

Please notify me before my child takes medications: Yes No

Contact Name _____ Phone # _____

Special instruction concerning my child: _____

I DO NOT give permission for my student: _____ (student's name)
_____ (your student's date of birth)

Signature of Parent/Guardian Name _____ Phone _____

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**CHOCTAW CAREER AND TECHNICAL EDUCATION CENTER
PARENTAL CONSENT FORM FOR LOCAL FIELD TRIPS
School Year 2021-2022**

CHOCTAW CAREER AND TECHNICAL EDUCATION CENTER
404 Industrial Road; Ste. 2
Choctaw, MS 39350

Students at C-TEC Career and Technical Education Center will occasionally take field trips away from the C-TEC to enhance their classroom learning experiences. Travel is strictly to benefit and reinforce course curriculum and present students with real world relevancy. This form gives permission for your student to travel within the Neshoba County area and outlying Choctaw Tribal Schools using Choctaw Tribal Schools transportation. You will be notified with written notes sent home with your student when these local field trips are scheduled.

---Please complete the entire form, remove from handbook, and return to C-TEC.---

My student, _____ has my permission to go on field trips outside the Choctaw Career and Technical Education Center, within the Neshoba County area and to outlying Choctaw Tribal Schools in order to enhance learning.

Parent/Guardian Signature _____

Date: _____

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**C-TEC CAREER AND TECHNICAL EDUCATION CENTER
PARENTAL CONSENT RELEASE FORM FOR STUDENT RECOGNITION
THROUGH SOCIAL MEDIA AND NEWSLETTERS
School Year 2021-2022**

C-TEC CAREER AND TECHNICAL EDUCATION CENTER
404 Industrial Road; Ste. 2
Choctaw, MS 39350

We are extremely proud of our C-TEC Career and Technical Education Center students! With that, we want to share their success and recognize them in various means. C-TEC has a monthly newsletter designated for each class to report and share the current news from that course. The newsletter is both printed on paper and is digitally available online. C-TEC also has a Facebook page in which we like to share information.



We invite you to LIKE our page for all the news from C-TEC which can include your student's success, fundraising activities, and events coming up.

The address to that page is: <https://www.facebook.com/CCHS.CTEC> or do a search for "C-TEC Career Technical Education Center"

---Please complete the entire form, remove from handbook, and return to C-TEC---

I give C-TEC Career and Technical Education Center permission for my student, _____, to be photographed/recognized in the C-TEC newsletter and/or the C-TEC Facebook page.

Please circle your permissions:



or



to the printed and digital C-TEC Newsletters



or



to the C-TEC Facebook

Parent/Guardian Signature _____

Date _____

