

**Our Mission:**

***Preparing students for college and career through instructional partnership with DeSoto County Schools and the local business community.***

Career Technology Center West

1005 Kuykendall Lane

Horn Lake, MS 38637

662-996-5268

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**Student Handbook**

**2020-2021**

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**CTC WEST BELL Schedule**

**2020-2021**

***Doors Open 5 minutes before class time***

|  |  |  |
| --- | --- | --- |
| Teacher Arrival | 7:30 am |  |
| **1st BLOCK**All first year programs Second year Health Science  | 7:45-9:10HLHS leaves at 9:05 | Hernando Horn LakeLewisburg  |
| Teacher Planning | 9:10-10:10 |  |
| **2nd BLOCK**All first year programs Second year Health Science  | 10:15-11:40 | DeSoto CentralLake Cormorant Southaven  |
| Lunch | 11:40-12:15 |  |
| **3rd BLOCK**All second year programs Health Science Fitness | 12:20-1:45HHS leaves at 2:05HLHS leaves at 2:15 | All Schools  |
| Industry ConnectTeacher Planning | 1:45-3:30 |  |
| Teacher Dismissal | 3:30 |  |

**School Office Hours: 7:00 – 3:00**

**PRINCIPAL’S MESSAGE**

We welcome you to the 2020-2021 school year. We present this handbook in order for you to be properly informed of the policies, procedures and organization of the school. As part of Desoto County School District, all policies outlined in the student handbook from DeSoto County Schools apply to students while attending CTC West. Let us work together to ensure that we have the best school year possible.

Allyson Killough, Principal

**ADMINISTRATION AND STAFF**

Allyson Killough…………………………………………………………….………….Principal

Dawn Davis………………………………………………………………..Assistant Principal

Logan Francisco…..………………………………………………………………….Counselor

Emily Faulkner………………………………………………………………Student Services

Josh Hall…………..…………………………………………………………..Student Services

Karen Kelly………………………………………………………………………….Bookkeeper

Debbie Jarman……………………………………………………Reception/Attendance

David Wright……………………………………………………………………..Maintenance

**FACULTY**

Donna Chrestman……...……………………………………..………….Health Science II

Lorna Golden ……………………………………...………………..……..Health Science I

Teri Lynn Gordon……………………………….………………………………Digital Media

Theresa Holland………...…………………………..………………………….. Engineering

Bryan Hudson……………………………………………………Information Technology

Austin Miller………………………………………………………………………..Automotive

Christy Rochelle………………………………………………………………………..Culinary

Ricky Smith……………………………………………………………………………….Welding

Jay Stafford………………………………………………………………………..Construction

The policies and procedures implemented by Career Technology Center West are consistent with the approved policies and procedures established by the DeSoto County School Board. All students received a handbook from their high schools which includes policies that also apply to students while in attendance at CTC West.

It is the policy of CTC West that all applicants are entitled to equal opportunity regardless of race, color, religion or creed, gender, national origin, age or disability.

*DESOTO COUNTY SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, GENDER, RELIGION, NATIONAL ORIGIN, AGE OR HANDICAPPING CONDITIONS AND IS AN EQUAL OPPORTUNITY EMPLOYER.*

**SCHOOLOGY**

Schoology will be used during quarantine and school closures. Students will use Schoology a few times a week to become familiar with the program.

**COVID-19 PLANS AND PROCEDURES**

Please see the COVID-19 plan on Schoology. Remember to wash hands, socially distance, and wear a mask. If you have any symptoms of COVID-19, you should not attend Career Tech. Students will not be able to ride the bus back to their high schools and will remain in the quarantine room until a parent can come. CTC West does not have a school nurse.

If you take a COVID-19 test, you should not attend school while the test results are being finalized.

**CODE OF DISCIPLINE**

Desoto County School Board Policy JD outlines the code of discipline for Desoto County students. This policy can be found in the student handbook from each high school and additionally can be found on the school website for CTC West. All policies related to the Discipline Code JD apply while students are in attendance at CTC West including bus transportation to and from each high school and all off campus experiences.

**SCHOOL SAFETY ANNOUNCEMENT**

In an attempt to keep DeSoto County Schools safe for all students and staff, the following behaviors will not be tolerated:

* The use or possession of gang graffiti, gang drawings, gang dress, or gang activity;
* Distribution of illegal drugs, prescription drugs or any substance dangerous to students (distribution include giving substances to students).

Students who openly defy this warning will be considered a threat to the safety of students and staff and suspended, pending a disciplinary hearing. The student could be expelled from DeSoto County Schools.

**DRESS CODE**

Proper attire and grooming are deemed important to scholastic achievement and orderliness. The responsibility for the appearance of the students begins with the parents and the students themselves. Students’ clothing, make-up, and hairstyles should reflect neatness, cleanliness, and self-respect so that the school is a desirable place in which to promote learning and character development. CTC West abides by the DeSoto County Schools dress code. Some programs at CTC West will require additional dress code requirements determined by the instructor.

**Dress Code Policy**

1st time Warning, dress corrected, return to class

2nd time Parent contact, dress corrected, return to class

3rd time and after Dress corrected, ALC for remainder of the block

**TRANSPORTATION**

## Bus Procedures

CTC students will be provided transportation from their home school to the CTC West Campus. Students must follow all bus rules when traveling.

The DeSoto County School District Transportation Department operates as an extension of the school(s) and student conduct is governed accordingly. Students who do not conduct themselves properly are subject to disciplinary action in accordance with the DeSoto County School District policies.

Students who ride the bus to CTC West must ride the bus back to their home school. It is not permissible to ride back with a student who drove their personal vehicle.

## Automobile Procedures

All students are allowed to drive to CTC West.

Students who drive a vehicle to CTC West must register their vehicle. Students will fill out a form giving a description of the vehicle. The Permission to Drive form (yellow) is located at the front office and must be returned to the front office before the student is allowed to drive. **Student drivers are allowed one passenger. The pink Carpooling form must be completed by both sets of parents.**

Once all paperwork is complete, the student will receive a car decal to place on the interior bottom passenger side of the front windshield.

**Driving to CTC West is a privilege and can be removed at any time**. Vehicles are subject to search by school authorities. Students with discipline issues will have their driving privileges removed for the rest of the semester and will be required to ride the bus.

**TARDY AND SKIPPING POLICY**

An objective of the Career and Technology Center is to prepare students to enter into a competitive workforce. In order to achieve this goal, the student must be prepared to adhere to the same work ethics of a person who is gainfully employed. Attendance requirements are especially important due to the hands-on experience they receive in the program each day.

**Tardy Policy**

4th tardy Parents notified and policy signed

5th tardy Parents notified / Driving privileges revoked for remainder of semester

7th tardy ALC for 1 day at CTC West

8th tardy Parents notified / Driving privileges revoked for remainder of year

9th tardy 1 day suspension from DeSoto County Schools

10th tardy Removal from CTC West Program

**Skipping Policy**

1st time ALC for 1 day at CTC West / Parents notified and policy

 signed

2nd time Parents notified / 2 days ALC at CTC West

Driving privileges revoked for the remainder of semester

3rd time Mandatory parent meeting / Driving privileges revoked for remainder of the year

4th time Removal from CTC West Program

**CELL PHONES AND ELECTRONIC DEVICES**

Cell phones and electronic devices may be used in the classroom with teacher permission and for instructional purposes only. Should a student not follow this procedure, the following policy is in place:

1st time Device is taken, turned into the office, and returned to the student at the end of the block once parent/guardian contact has been made

2nd time Device is taken, turned into the office, and returned to the parent/guardian after meeting with the school-level administrator

**LATE CHECK-IN**

If a student misses the bus from the home school or is late arriving at CTC West, then the student must check in at the front office. The home school will be notified for a late check in for attendance purposes.

# ATTENDANCE/EXCUSED ABSENCES

# Five absences may be excused by a note from a parent/guardian.

# Any additional absences afterwards must be excused by a note from a doctor or other documentation.

# Any documentation being given for excuse of absences must be submitted to the school within two school days of returning to school, unless granted an exception by the principal.

Doctor and/or parent excuses must be submitted to CTC West and to the home high school. Students can drop off these excuse notes at the student tables provided.

**Makeup Work Policy**

When a student is absent from school (excused or unexcused), the number of days allowed to complete any required make-up work is commensurate with the number of days missed to a maximum of five days.

For example, if a students is absent from school for one day, the student has one day to complete the required make-up assignments.

**EXEMPTIONS FROM EXAMS**

CTC instructors *may* exempt students from the end of course exams if students has an 85 or higher in the course. The second semester exam grade (20%) is the grade on the state assessment or national certification exam.

# EMERGENCY DRILLS AND PROCEDURES

CTC West Campus has a crisis management plan for emergency situations.

# PROGRAM FEES

# Each program requires a student fee up to $30 per program. These fees are used for consumable items needed for each program. Fees must be paid by September 8th.

# Students are not required to take field trips. Cost is prorated among students who participate. Parent permission is required.

**CHECKS**

The school offices will be happy to accept checks for the amount of workbooks, fees, etc. We will not be able to cash checks and provide change for students. ***All checks must include a working phone number.***

# DAILY OPERATIONS OF CTC WEST

**Care of Property**: School property is for the benefit and use of students. It is our desire that everyone will exhibit pride in helping to keep the buildings and furniture clean and in good repair. No one should write on school desks, walls, or doors. Any student who damages, defaces, or destroys school property will be punished, and the parents will be liable for all damages. Students should not be on school property before or after school hours unless involved in a school-sponsored activity. The school is not liable for any stolen or lost property; this includes wallets, phones, watches, money, etc.

**Classroom Courtesies**: Students are to enter the classrooms quietly and orderly and are to be seated before the bell rings. Cooperation with the teacher and other students is necessary for a positive learning environment.

**Hall Courtesies**: Students should cooperate with the custodians in keeping the hall free of dirt, paper, and other waste. Noise should be kept at a minimum at all times to show consideration for classes in progress. Students are only allowed to leave the classroom with teacher permission and with a ruler hall pass or note. Students will sign out and back in when leaving the classroom.

**Lost and Found**: All articles found in the school and on the campus should be turned in to the main office. It is strongly suggested that each student put his/her name in any outerwear worn to school. Each year, many jackets, sweaters, and coats are left at the school and go unclaimed.

**Medical**: It is of the utmost importance that student registration forms be filled out in full so that parents can be reached in case of an emergency. The school will not provide medication of any kind to students. The school will not administer prescription medication to a student without a parent’s signed permission sheet. Leave all prescription medication in its original container for distribution to student. Label all medications with the student’s name, dosage, mode of administration, time interval and date of expiration. Parents must bring medication to school. Students are not allowed to bring medication to school. All students known to have diabetes should provide the school they are attending with a Diabetes Medical Management Plan and a Quick Reference Emergency Plan signed by their physician. These plans should be provided within the first week of school. See office for full details of requirements.

**Parent Portal**: Parents may register on-line at the parent connect website ([www.desotocountyschools.org](http://www.desotocountyschools.org)) to check on their children’s grades, attendance, and discipline.

**Student Complaints and Grievances**: Students have both the right and responsibility to express school related concerns and grievances to the administration. For the discussion and consideration of a grievance, any student or group of students should request a meeting time and place with a school principal. One faculty member of the student’s choice may be present at such meetings. Such time and place will be designated upon request.

**Telephone Use**: Students are to use the office telephone only in cases of real need, such as illness requiring a student to go home. Students will not be called from class to speak to a parent or to make a phone call to a parent. Due to the heavy volume of business in the school office it is requested that parents not call the school to have messages delivered to their children except in cases of emergency. Parents should try to make arrangements with their children before they come to school.

# SCHOOL SERVICES

**Counseling Services**: Students and parents are encouraged to contact the school guidance counselor, who is available to help with a variety of student needs. Your counselor can provide information about subjects you need to take, about scheduling your classes, and about personal/social problems with which you need assistance.

**Special Services**: Student Services is a special division of the CTC West that provides students with comprehensive tutoring for all subjects. Students may get permission from their teacher to visit the Student Services Coordinators during regular class hours when they need help on specific assignments, such as writing and formatting a term paper or getting help before an upcoming test. Students should plan their visits in advance of the actual deadlines for the projects that are due to ensure there is adequate time to cover the material.

**ATTENDANCE, DISCIPLINE, AND ACADEMIC REQUIREMENTS:**

An objective of the Career and Technology Center is to prepare students to enter into a competitive workforce. In order to achieve this goal, the student must be prepared to adhere to the same work ethics of a person who is gainfully employed. Attendance requirements are especially important due to the hands-on experience they receive in the program each day. In order to comply with these standards, Career and Technology Center has set forth the following academic and attendance requirements for continuation in a CTC West program.

**Attendance:** During each semester, the student will have no more than 10 unexcused absences. Unexcused absences will be consistent with those set forth in DeSoto County Schools policies and procedures. **If the student has more than 10 unexcused absences during one semester, the student will not be enrolled in the next consecutive course in the program.**

**Discipline:** If a student is placed at DCAC due to an incident at CTC West (including bus transportation to and from CTC West), the student could be removed from the program. A committee will review all students who are placed at DCAC. Any students who attend DCAC while enrolled at CTC West will have to provide their own transportation.

**Grades**: In order for a student to be a successful completer in a program, the student must successfully pass (60 or better) each of the 4 classes. A student must pass each course to be promoted to the next course in the program. For example, a student must pass the course and receive credit in December to return in January. In addition, a student must pass the course and receive credit in May to return for year two in August.

One credit is awarded in December and 1 credit in May of each year of the program resulting in 4 possible credits earned.

**Application for Year 2 Acceptance:**

Acceptance into the second year of the program is evaluated by each instructor. Students will be scored based on the following criteria. Those with the highest scores will be accepted into Year 2.

Class average

Work ethic

Attendance

State Assessment / National Certification

**Completion Graduation Cords:** For second year students to earn a graduation cord, the following criteria must be met:

* Successfully complete all 4 Career Tech courses with a 60 or higher
* Score an average of 60 on year 1 and year 2 of the state assessment
* Have no more than 10 unexcused absences per semester while enrolled in the program

**Grading Weights:**

Exams – given at end of each term 20%

Tests/Projects/Labs/Quizzes 50%

Daily Grades/Homework 30%

Total Weight 100%

The final grade for the semester is an average of the two term grades.

**Grading Scale:**

A = 90-100

B = 80-89

C = 70-79

D = 60-69

**Required State Test**:

Students must pass the state assessment by 60% or above to return for the second year of the program.

Students must pass the program safety test required by the State by 100% within the first 9 weeks of the program. If a student fails to pass the Safety Test within the first 9 weeks, the student will be withdrawn from the program and will not receive a credit for that program and will be enrolled in another class at their high school.

**Ability to Benefit:**

In the event a student fails to pass the state assessment, a CTC West Committee will review criteria to determine if the student would benefit from continuation in the program and be allowed to return for the second year of the program.