



**Our Mission:**

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

Career and Technology Center East

8890 Deerfiled Dr.

Olive Branch, MS 38654

662.893.0855

**Student Handbook**

**2019-2020**

**2019-2020**  
***Career and Technology Center East***  
***Student and Parent Handbook***

**PRINCIPAL'S MESSAGE**

We welcome you to the 2019-2020 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 handbooks from Center Hill High, Lewisburg High, and Olive Branch High Schools apply to students while attending CTC East.

Let us work together to ensure that we have the best school year possible.

Beth Turner  
 District Coordinator, Career and Technical Education  
 Principal, CTC East

**ADMINISTRATION/STAFF**

Beth Turner.....	Principal
Deborah Cobbs.....	Assistant Principal
Logan Francisco.....	Guidance Counselor
Debbie Moore .....	Bookkeeper
Taylor Pilkington.....	Reception/Attendance

**FACULTY**

Ashley Berryhill .....	Health Sciences
Jamie Berryhill .....	Industrial Maintenance
Dana Cashion .....	Health Sciences
Mike Doss .....	Transportation Logistics
Matt Garvin.....	Law and Public Safety
Jessica Morris.....	Student Services
Amy Stewart.....	Information Technology

**School Office Hours: 7:00A.M. – 3:00P.M.**

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

It is the policy of CTC East 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.*

### CTC East Bell Schedule

<b>Block</b>	<b>Start Time</b>	<b>End Time</b>	<b>Schools Attending</b>	<b>Programs/Years</b>
1 <sup>st</sup>	7:30	9:04	OBHS LHS	Year 1: LPS, IM, TL, IT Health Sciences Yr 2
2 <sup>nd</sup> (A)	9:25	10:59	OBHS LHS	Health Sciences Yr 1 (OBHS) Year 2: LPS, IM, TL, IT
2 <sup>nd</sup> (B)	10:10	11:45	CHHS	Year 2: LPS, IM, TL, IT, HS
<b>Lunch/Plan</b>	<b>11:45</b>	<b>12:30</b>		LPS, IM, TL, IT, HS
3 <sup>rd</sup> (A)	11:15	12:49	LHS	Health Sciences Yr 1
3 <sup>rd</sup> (B)	12:25	2:00	CHHS	Year 1:LPS, IM, TL, IT, HS
<b>Plan</b>	<b>2:00</b>	<b>3:00</b>	NA	All Programs

### 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 district website for Desoto County Schools. All policies related to the Discipline Code JD apply while students are in attendance at CTC East including bus transportation to and from each high school and job shadowing experiences, and field trips.

### 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.

### TRANSPORTATION

CTC East students will follow the bus policy and bus rules as outlined by DeSoto County Schools. 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.

## AUTOMOBILE/DRIVING PROCEDURES

Students are not allowed to drive to CTC East on a daily basis due to a shortage of parking. Bus transportation is provided by the transportation department from each of the high schools.

If a student misses the bus, he/she is allowed to drive to CTC East a **MAXIMUM** of 2 times.

In the event a student needs to drive to CTC East, the student must have a completed driving packet signed by the parent and student on file with CTC East. In addition, the student must have a driving permission form signed by a staff member at their high school (**preferably an administrator**) prior to leaving. Students are to follow all guidelines set forth in the driving packet for CTC East and must sign in with the front office upon arrival. Students can obtain a driving packet from Mrs. Cobbs at CTC East and will be issued driving forms for their high school once a completed packet is returned. Leaving the home school without permission or a driving packet completed may result in a discipline action.

## ATTENDANCE/MAKE UP WORK

The following was taken from DeSoto County School Board Policy JBD:

- Five (5) absences may be excused by a note from a parent/guardian. (**Note must include student's legal name, date of absence, reason for absence, parent/guardian signature, and date note was written.**)
- **Any** additional absence after the five (5) excused by a parent/guardian note **must** be excused by a note from a doctor or other documentation excusing said absence.
- Any documentation being given for excuse of absence(s) **must** be submitted to the principal or his/her designee within two (2) school days of returning to school, unless granted an exception by the principal for extenuating circumstances.
- When a student has exceeded five (5) unexcused absences, the DeSoto County Attendance Officer shall be notified in writing within two (2) days by the school principal or his/her designee.

### **Make-up 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 (5) days.

The principal has the discretion to allow additional time or limit the number of required assignments in extreme situations.

## EXEMPTIONS FROM EXAMS

CTC instructors *may* exempt students from the end of course exams (in December) if students have missed no more than two days and have an 85 or higher in the course. The second semester exam grade (20%) is the grade on the CPAS or National Certification exam.

## CHECK-OUTS

A parent or authorized person may check out a student while at CTC East by visiting the reception desk located at the main entrance. Please provide a Photo I.D. for verification. The home school will be notified of a check out for their attendance purposes.

## VISITORS

All visitors are to report to the office upon arrival on the school campus. Under no circumstances should a visitor enter the building except through the main office. Students will not be permitted to bring visitors to the school during regular school hours. Only those who are registered through the office may be permitted to enter the classroom during regular school hours.

## SCHOOL FEES

### STUDENT FINES, FEES, AND CHARGES

**Textbooks:** Textbooks for students are provided by the district. Books are issued at the beginning of the school year and returned at the close of the school year. Students should see that their books are not abused as a fine will be charged for any book that shows unnecessary wear. In case the new book is lost, the list price of the book must be paid. Charges for lost books will be adjusted on the basis of use and age. Refunds for return of lost books will be issued.

**Fees** may be charged to students to defray expenses for courses in which students use consumable items. All fees must be justified and itemized in writing by the teacher charging the fee. In addition, any fee must be approved by the building principal and must comply with DCS policy. Students may be charged the following fees for consumable items-not to exceed the stated amounts:

**Materials:** Each class will have a list of materials each student needs for class participation, not to exceed the state maximum.

**Workbooks:** Not to exceed the price of the workbook plus prorated shipping charges.

**Field trips:** Students are not required to take field trips. Cost is prorated among students who participate including any admission fees and/or bus transportation to the site of the field trip.

#### **Checks:**

The school 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 need to be issued to CTC – EAST and include a working phone number of the account holder on the face of the check before it will be accepted.

## DELIVERIES FOR STUDENTS

CTC East does not accept deliveries for students. This includes but is not limited to restaurant food, flowers, balloons, candy, or mail packages.

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

One objective of the Career and Technology Center is to prepare students to enter into a competitive workforce. In order to achieve this goal, students 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 East program.

**Attendance:** Unexcused absences will be consistent with those set forth in DeSoto County Schools policies and procedures. To avoid unexcused absences, parents and students are encouraged to turn in a parent note, doctor's excuse, or an activity notification form upon their return to school. Please see DeSoto County School Board Policy for more information.

**If a student has 10 or more unexcused absences during one semester, he/she will not be enrolled in the next consecutive course in the program. See graduation cord requirements for year 2 spring semester.**

**Discipline:** All student disciplinary records will be reviewed from semester to semester or from year 1 to year 2 of a student's program to determine student's eligibility to return in the next consecutive course in the program. If a student is placed at DCAC due to an incident at CTC East (including bus transportation to and from CTC East), the student could be removed from the program. A committee will review all other students who are placed at DCAC for continuation in the CTC East program.

**Grades:** In order for a student to be a successful completer in a program, the student must successfully pass (65 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.

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

### **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.

### **Required State Assessments:**

Students must pass the state assessment required by the individual program by 60% or above, or score a 60% on the industry certification or receive industry certification in order to return for the second year of the program.

**Required Safety Test:**

Students must pass the program safety test required by the State with a score of 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, 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 meet the criteria to return for year 2 based on a state assessment, national certification, or attendance, a CTC East 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.

**Graduation Cord Requirements:**

Students meeting the following requirements have the option to earn a CTE cord to be worn at their graduation ceremonies:

- Successfully complete all 4 Career Tech courses with a 65 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

**ACKNOWLEDGEMENT**

I hereby acknowledge receipt of a copy of the 2019-2020 CTCE Handbook and by execution of this acknowledgement agree to abide by the policies and procedures outlined therein including those policies and procedures outlined in the student handbook from the enrolled high school.

I hereby acknowledge that I have read and understand the ATTENDANCE, DISCIPLINE, AND ACADEMIC REQUIREMENTS stated above for continuation in a CTC East program.

---

**Student Name (Printed)**

---

**CTC East Program**

---

**Student Signature**

---

**Date**

---

**Parent Signature**

---

**Date**

*(Please return this signed acknowledgement to your CTCE teacher; driving packets can be obtained and returned to Ms. Cobbs.)*