



**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

Fax: 662-253-0382

**Student Handbook**

**2022-2023**

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## CTC WEST BELL SCHEDULE

**2022-2023**

Teacher Arrival	7:30 am	
<b>1<sup>st</sup> BLOCK</b> All first-year programs  Second year Health Science and Early Childhood	7:40-9:10	Hernando Horn Lake Lewisburg Olive Branch
Teacher Planning	9:10-10:05	
<b>2<sup>nd</sup> BLOCK</b> All first-year programs  Second year Health Science and Early Childhood	10:10-11:40	DeSoto Central Lake Cormorant Southaven
Lunch	11:40-12:15	
<b>3<sup>rd</sup> BLOCK</b> All second-year programs  First year Health Science and Early Childhood	12:20-1:50	All Schools
Industry Connect Teacher Planning	2:00-3:30	
Teacher Dismissal	3:30	

**School Office Hours: 7:00 – 3:00**

## **PRINCIPAL'S MESSAGE**

We welcome you to the 2022-2023 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

## **NONDISCRIMINATORY STATEMENT**

The DeSoto County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups:

Compliance Coordinator  
Office of Assistant Superintendent of Human Resources  
DeSoto County Schools  
5 East South Street  
Hernando, MS 38632  
662-429-5271

The Compliance Coordinator has been designated to address all inquiries regarding the following Federal policies:

Title VI – race, color, ethnicity, and national origin  
Title IX – sex and pregnancy  
Section 504 of Americans with Disabilities Act  
Title II  
Age Discrimination Act  
Boy Scouts

After initial investigation, all inquiries shall be directed to the appropriate person(s). A thorough investigation shall be conducted in accordance with DeSoto County School Board Policy GAF: Staff Grievances and Complaints.

**ADMINISTRATION AND SUPPORT STAFF**

Allyson Killough.....	Principal
Dawn Davis.....	Assistant Principal
Logan Francisco.....	Counselor
Emily Faulkner.....	Student Services
Christy Rochelle.....	Student Services
Susan Garrett.....	Bookkeeper
Debbie Jarman.....	Reception/Attendance
Jay Stafford.....	Maintenance

**FACULTY**

Lorna Golden .....	Health Science II
Teri Lynn Gordon.....	Digital Media
Theresa Holland.....	Engineering
Bryan Hudson.....	Information Technology
Austin Miller.....	Automotive
Justin Riley.....	Construction
Robert Rochelle.....	Culinary
Carolyn Rooke.....	Early Childhood Education
Ricky Smith.....	Welding
Anne Valenzano.....	Health Science I

**HIGH SCHOOL HANDBOOK**

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.

**SCHOOLGY**

Schoology will be used for school-wide announcements. Students will need to become familiar with the program.

**COVID-19 PLANS AND PROCEDURES**

Students will follow the DeSoto County Schools Back-to-School Guidelines.

Remember to wash hands and socially distance. 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 conference room until a parent can come. CTC West does not have a school nurse.

Students should report directly to the school nurse located at their high school if any symptoms of any kind should appear while at school. Any questions regarding symptoms and quarantines should be directed to the school nurse located at the enrolled high school.

## **VISITORS**

In connection with DCS Policy Code: KM, 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 have been approved and are registered through the office may be permitted to enter the classroom during regular school hours.

## **DELIVERIES FOR STUDENTS**

CTC West does not accept deliveries for students. This includes but is not limited to restaurant food, flowers, balloons, candy, or mail packages. The only acceptable deliveries are those needed for instructional purposes.

## **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 attend CTC West including bus transportation to and from each high school and job experiences, internship opportunities, tours, volunteer hours, 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.
- Any spoken, written, gestured or electronically communicated threat that disrupts the educational environment of the school and/or suggests a student intends to cause harm or carry out an act of violence against district property, students, employees, or others (e.g. bomb threats, school shooting threats, etc.)

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. 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**

1 <sup>st</sup> time	Warning, dress corrected, return to class
2 <sup>nd</sup> time	Parent contact, dress corrected, return to class
3 <sup>rd</sup> 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

**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 up to three passengers. 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 POLICY

One 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.

## **Tardy Policy**

7<sup>th</sup> and 9<sup>th</sup> tardy      Warning

11<sup>th</sup> tardy              Loss of driving privileges for the remainder of the semester

## **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:

1<sup>st</sup> 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

2<sup>nd</sup> 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 to 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 per year 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 table outside the front office.



## **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 student is absent from school for one day, the student has one day to complete the required make-up assignments.

## **EXEMPTIONS FROM EXAMS**

### **Exemption Policy**

Students in grades 9-12 may be exempt from end of course final exams for full credit and half credit courses if the following criteria are met:

1. The student has a 95 or above semester average in the course
2. The student has an 85 or above semester average in the course and does not have more than 4 days **unexcused** absences
3. Student has not been assigned to an Alternative Learning Center (ALC) for more than 5 days, student who has not been suspended and/or student who has not been placed in DeSoto County Alternative Center (DCAC) or the Juvenile Detention Center (JDC) at any time during the semester (August-December or January-May).
4. **Excused** absences do not impact course exemption.

## **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 in September. RevoPay allows students to use a debit or credit card to pay their fees. RevoPay can be accessed from the school website.

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. 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.

**Parent Portal:** Parents may register on-line at the parent connect website ([www.desotocountyschools.org](http://www.desotocountyschools.org)) to check on their student'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.

## **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.

**Student Services:** Student Services is a special division of 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 students 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, students should 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, a committee will meet to determine continuation in the program.**

**Discipline:** If a student is placed at JDC or 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 JDC or DCAC from an incident at their high school and will make a decision regarding continuation in the program. Any students who attend DCAC while enrolled at CTC West must provide their own transportation.

**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. One 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.

**Grading Scale:**

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-65
- F = Below 65

**Required Safety Test:**

Students must pass the program safety test required by the State by 100% within the first 9 weeks of the program.

### **Applications for Year 2 Students:**

If a student successfully completes the attendance, discipline, and academic requirements from year 1, they have the option to apply for year 2. Students will be accepted based on completion of the year 2 application, available space in the program, year 1 requirements: attendance, earned course credits, teacher evaluation and participation, and the declaration of a CTE diploma endorsement.

### **Certificate of Completion:**

For second year students to earn a certificate of completion, the following criteria must be met:

- Successfully complete all 4 Career Tech courses with a 65 or higher

### **Graduation Cord Requirements:**

CTC West offers a cord for students for graduation ceremony purposes. Students must declare **and** earn a CTE diploma endorsement to receive the CTE graduation cord.

### **CTE Diploma Endorsement Additional Requirements:**

- Earn an overall GPA of 2.5
- Earn Silver level on ACT Workkeys
- Earn 2 additional Carnegie Units for a total of 26
- Must successfully complete one of the following:
  - Dual Credit course
  - Articulated Credit from CTE program
  - Work-based Learning Experience
  - National Certification
  - One AP, Diploma Program-IB, or Cambridge course aligned to their career pathway

**ACKNOWLEDGEMENT of CTC WEST HANDBOOK**

I hereby acknowledge receipt of a copy of the 2022-2023 CTC West 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 for continuation in a CTC East program.

\_\_\_\_\_  
**Student Name (Printed)**

\_\_\_\_\_  
**CTC West Program**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

***Please return this signed acknowledgement to your CTC West teacher or to the front desk. Thank you!***