INSPIRE. EMPOWER.TRANSCEND.

Our Mission:

To educate, inspire, and empower students who will become skilled and innovative leaders: transcending to the highest levels of post-secondary and career achievement.

Marion County Carl Loftin Career & Technology Center

1140 Hwy 13 S.

Columbia, MS 39429

Phone: 601-736-6095

Fax: 601-731-2077

School Office Hours: 7:30 am - 3:30 pm

Student/Parent Handbook
2022-2023

For more information please visit us at:

School Website:

https://mcclctcmarionk12ms.schoolinsites.com/

or

Like us on Facebook @

Marion County Carl Loftin Career and Technology Center

MARION COUNTY CONSORTIUM PARTNERSHIP

Marion County Career Technical Education (CTE) Consortium consists of a partnership between Marion County School District and Columbia School District. Students enroll through their local high school based on individual interests, aptitude assessments, and educational development plans.

The primary goal of the consortium is to to prepare students to successfully compete in the global workforce and/or further their education. CTE programs develop job specific skills and emphasize mastery of such skills by utilizing problem solving, teamwork and applied academics. The involvement of business and industry representatives has been a key component to the consortium's success. Students who participate in CTE are afforded the opportunity to graduate high school with essential college and career readiness skills.

Marion County Board of Education Members

Wali Bilal	District 1 --- Member
Sherrie Williams	District 2 --- Secretary
Eric Hutto	District 3 --- Member
Wendy Hammonds	District 4 --- President
Larry Jenkins	District 5 --- Member
Brian Bledsoe	Board Attorney

District Administration

Marion County School District
1010 Highway 13 North
Columbia, Mississippi 39429
601-736-7193

Carl Michael Day	**Superintendent of Education**	601-736-7193
Libby Aaron	**Assistant Superintendent Federal Programs**	601-736-0640
Brian Foster	**Curriculum, Instruction & Assessment Director**	601-736-7193
Avery Johnson	**Finance Director**	601-736-7193
Sissy Wilks	**Child Nutrition Director**	601-731-2083
Dr. Annie Franklin	**Special Services Director**	601-736-1148
Timothy Bryant	**Technology Director**	601-736-7148
Anthony Dillon	**Athletic Director**	601-736-7193
Jerry Broom	**Maintenance & Transportation Director**	601-736-7193

Columbia School District Board of Trustees

District Administration

Columbia School District
613 Wildcat Way
Columbia, Mississippi 39429
601-736-2366

Name	Title	Phone
Dr. Jason Harris	**Superintendent of Education**	601-736-2366
Dr. Robbie White	**Curriculum, Instruction & Assessment Director**	601-736-2366
Amy Lee	**Federal Programs**	601-736-2366
Renea Rayborn	**Director of Special Services**	601-736-5336
Kim Rogers	**Business Manager**	601-736-2366
Chip Bilderback	**Director of Activities & Athletics**	601-736-2366
Loren Monk	**Director of Operations**	601-736-1658
John Sabine	**Director of Information Technology**	601-736-9164
Evie Walley	**Child Nutrition Program Supervisor**	601-736-9927
John Henry Johson, Jr.	**Maintenance Supervisor**	601-736-8274

DIRECTOR'S MESSAGE

I am extremely excited to welcome you to the 2022-2023 school year and to the Marion County Carl Loftin Career and Technology Center! Here, students from across the county come to prepare for exciting futures in career and technical fields, as well as further their education in the post-secondary setting. In this handbook, you will find pertinent information that will ensure a successful school year at MC-CLCTC. Please note that all policies outlined in the Marion County School District Student-Parent Handbook will also apply on our campus. We expect all students and parents to familiarize themselves with these policies. I am ecstatic to serve the students, parents, and community members of Marion County. If you need assistance, please contact me via email at krawls@marionk12.org or by phone at 601-736-6095.

Kimberly Rawls, CTE Director

ADMINISTRATION AND STAFF
Kimberly Rawls……..…….…..…………………….……….…….CTE Director
Dr. Keri Armstrong…………………………..CTE Counselor/Assistant Director
Amy Baughman…….……...…….………………..…Student Services Coordinator
Becky Miller...………………………….………Reception/Attendance/Bookkeeper
Mary Smith & Donald Wayne Harvey……..…………..Maintenance & Grounds

FACULTY
Tyrion McCray..…………...………………..…….Automotive Service Technology
Bryan Porter…….……………………………….Construction/Carpentry
Dana Smith…… ..…………………………….……………Culinary Arts
Heather Smith…….…..………..…………………………..Digital Media Technology
Shaboria Sartin…………..…….………………..Early Childhood Education
Cindy Sartin…………………………..Educator Preparation I/Teacher Academy II
Anna Woodrow….…..………………….…………..Engineering & Robotics
Katie Albritton…….……………...…………………….………...Health Sciences I
Shari Bryant…………….…...…………….…Healthcare & Clinical Services II
Justin Corley…………...…….………………………....……Law & Public Safety
Robert Boone……………………………….……..………………………..Welding
Debbie Brumfield……………………….…..Work-Based Learning/Lead Teacher

MCCTC Bell Schedule

2022-2023

Digital Media & Teacher Academy/Auto & Welding will load/unload at pick-up time

1ˢᵗ Block 7:45 M,T, TH, F
CHS, WM, EM - Pick-up 9:15 (Bell)

1ˢᵗ Block 7:40 Wednesday
***************Wednesday 9:00******************

Bus Order
  1. *WM 2. CHS 3. EM*

2ⁿᵈ Block 9:35 M,T, TH, F
CHS, WM, EM - Pick-up 11:05 (Bell)

2ⁿᵈ Block 9:30 Wednesday
***************Wednesday 10:50******************

Bus Order
  1. *WM 2. CHS 3. EM*

3ʳᵈ Block 11:40 M,T, TH, F
WM, EM, CHS - Pick-up at 1:10 (Bell)

3ʳᵈ Block 11:15 Wednesday
***************Wednesday 12:35******************

Bus Order
  1. *WM 2. CHS 3. EM*

- **Students are not to load or unload the bus until it has completely stopped and the bus door has opened.**
- **Students are to only load and unload at their designated area**.

MARION COUNTY
INSPIRING EXCELLENCE

JULY

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93 S Days   96 T Days

Legend
Progress Reports
Report Cards
Holidays
Nine Weeks Test
Classes Resume
Staff Development
Intersession

2022-2023

July
Independence Day- July 4-5
Staff Development- July 25-27
First Day of School- July 28

August
Progress Reports- Aug. 30

September
Labor Day- Sept. 5
1st 9-weeks Exams- Sept. 28-30

October
Intercession- Oct. 3-5
Fall Break- Oct. 6-7
Report Cards- Oct. 13
Fair Break- Oct. 21

November
Progress Report Nov. 8
Thanksgiving Break- Nov. 21-25

December
2nd 9-weeks Exams- Dec. 19-21
Last Day 1st Semester- Dec. 21 **(60% day)**
Christmas Break- Dec. 22-Jan. 4

January
Staff Development- Jan. 5 (No Students)
Students Return- Jan. 6
Report Cards- Jan. 12
MLK Holiday- Jan. 16

February
Progress Reports- Feb. 7
Staff Development- Feb. 17 (No Students)
Mardi Gras Break- Feb. 20

March
3rd 9-weeks Exams- March 8-10
Spring Break- March 13-17
Intersession- March 20-22
Report Cards- March 30

April
Easter Break- April 7
Progress Reports-April 25

May
Senior Exams- May 17-18
Graduation-May 19 (seniors last day)
4th 9-weeks Exams- May 22-24
Last Day of School- May 24 **(60% day)**
Staff Development-May 25-26
Memorial Day Break-May 29
Report Cards Mailed June 1
Every Wednesday Aug. 3, 2022- May 17, 2023
will be Early Release for Staff Defelopment
Progress Reports on Tuesday
Report Cards on Thursday

JANUARY

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MAY

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JUNE

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87 S Days   91 T Days

The policies and procedures implemented by the Marion County Carl Loftin Career & Technology Center (MC-CTC) align with the approved policies and procedures established by the Marion County School Board. All students and parents/guardians in the district have access to the student-parent handbook online and/or in paper format from their high schools. As stated previously, all policies therein also apply to students while in attendance at the MC-CTC.

All students submitting an application to the MC-CTC are entitled to equal opportunity for enrollment regardless of race, color, religion or creed, gender, national origin, age or disability.

The Marion County School District provides equal opportunity in employment, programs, and activities without regard to race, color, religion, national origin, sex, age, or disability as required by the civil rights act of 1964, Public Law 94-192 and the educational Amendment of 1972 Title IX. If you feel you have been discriminated against, please contact Title IX Coordinator Libby Aaron at the Marion County School District, 1010 Hwy 13 N. Columbia, MS (601) 736-7193, laaron@marionk12.org and Dr. Annie Franklin, 504 Coordinator at the Marion County School District, 1010 Hwy 13 N. Columbia, MS (601) 736-7193, afranklin@marionk12.org

COVID-19 POLICIES & PROCEDURES

Students will follow the MCSD Covid-19 Guidelines as outlined on the MCSD website.

Students should remember to wash hands or use hand sanitizer and socially distance as often as possible.

STUDENT ADMISSION/ENROLLMENT

The MC-CTC offers 12 CTE programs to the students in Marion County. In order to be a student at the MC-CTC, students must provide proof of residency in Marion County, be classified as a 9th, 10th, 11th, or 12th grade student, and be currently enrolled at a Marion County School (East or West) or Columbia High School. Students should see their school counselor regarding their interest in taking a course. Students who are enrolled in a parochial school or who are home-schooled should contact the MC-CTC counselor for more information on becoming a student. Please note that due to state funding and program requirements, students who are enrolled in Marion County and Columbia School Districts will have priority for enrollment at our center and for placement in a desired class in the event of excessive requests for enrollment. Upperclassmen will also have priority over underclassmen, due to time limitations to complete courses, in the event of increased requests for a specific course. (REF: Consortium MOU between Columbia School District and the Marion County School District)

CAREER & TECHNICAL PROGRAMS OF STUDY

Automotive Services
Student Organization: Skills USA
Career Cluster: Transportation, Distribution, & Logistics

The Automotive Service Technician pathway includes classroom and hands-on experiences that prepare students for continuing education or employment in the auto service industry. This program was written to incorporate the National Institute for Automotive Service Excellence (ASE) learning objectives/content and hours. Students who complete this program must take the Maintenance and Light Repair (MLR) ASE exam and are encouraged to take the additional ASE tests. The MLR is a national certification program recognized throughout the automotive service industry.

Carpentry/Construction
Student Organization:Skills USA
Career Cluster: Architecture & Construction

Carpentry is a program or an instructional program that prepares students for employment or continued education in the occupations of carpentry. 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). Students who complete NCCER will receive national credentials.

Culinary Arts
Student Organization: FCCLA (Family, Career, and Community Leaders of America)
Career Cluster: Hospitality & Tourism

The Culinary Arts pathway program includes classroom and hands-on experiences that will prepare students for employment or continuing education in the foodservice industry. This program is designed for students who wish to pursue a career or higher education in the foodservice industry. Through this program, students will learn safety and sanitation in the workplace, basic culinary skills and knowledge, and basic management and financial operations

for various parts of the foodservice industry. This program is aligned to postsecondary culinary arts programs, latest industry needs, and two ServSafe certifications. At the completion of this program, students will have had the opportunity to earn both the ServSafe Food Handler and ServSafe Manager Certifications.

Digital Media Technology
Student Organization: TSA (Technology Student Association)
Career Cluster: Arts, A/V Technology and Communications

This program is designed for students who wish to develop, design, and implement projects in the fast growing field of digital media. The program emphasizes the techniques and tools used in digital media and the creative design or content of such media. Both theoretical learning and activity-based learning are provided for students who wish to develop and enhance their competencies and skills. The course focuses on the basic areas of computer graphics, audio production multimedia, and animation. Exposure to state-of-the-art equipment is given through advice by experts from industry.

Early Childhood Education
Student Organization: FCCLA (Family, Career, and Community Leaders of America)
Career Cluster: Human Services

The Early Childhood Education curriculum includes classroom and hands-on experiences that help to prepare students for employment or continuing education in the early childhood education field. In the course of study, emphasis is placed on students' personal and professional preparation for careers or education in the field, history and trends of early childhood education, children's health and safety, child development, and child guidance and observation. Emphasis is also placed on career and professional development, characteristics of high quality early childhood centers, management and administration in quality child care programs, and the learning environment. This curriculum provides students with the background and experience needed to obtain a CDA credential within the summer after graduation.

Educator Preparation I/Teacher Academy II
Student Organization: Educators Rising
Career Cluster: Education & Training

The Educator Preparation/Teacher Academy program is designed to attract students to the field of education, to provide information and field experiences relevant to pursuing a degree in education, and to prepare students for the rigors of a career in education so they will remain long-term educators. This pathway includes classroom and hands-on experiences that will prepare students for employment or continuing education in the education field.

Engineering/Robotics
Student Organization: TSA
Career Cluster: Science, Technology, Engineering, & Mathematics

Engineering & Robotics is a program in pre-engineering and robotics for high school students. The purpose of the program is to provide students with expanded knowledge of the use of technological skills and to enable them to solve problems by applying knowledge in a technological context. The program is designed to provide students with hands-on experiences related to the application of engineering concepts in the workplace. Students will develop academic and technical skills, 21st century skills, and human relations competencies that accompany technical skills for job success and lifelong learning. Students who complete the program will be better prepared to enter and succeed in engineering programs offered by Mississippi community and junior colleges and institutions of higher education.

Health Sciences I / Healthcare & Clinical Services II
Student Organization: HOSA (Future Health Professionals)
Career Cluster: Health Science

Healthcare and Clinical Services (HCCS) is a pathway of courses for students in the Health Science career cluster. The HCCS 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 in the National Career Clusters Framework and the National Consortium on Health Science Education (NCHSE). This course will also begin to prepare students for careers in occupations projected to have a high number of available jobs in the next 10 years, including careers in nursing services (registered nurse, nurse aide, practical nurse, home health aide), therapeutic services (sports medicine, athletic trainer, dietitian, respiratory therapist), diagnostic services (radiologist, phlebotomist, radiologic tech, sonographer, CT technician, medical lab technician), health informatics (health information technician, medical coder), veterinary services, medical services (optometrist, medical assistant), emergency services, rehabilitative services (physical therapist, occupational therapist, speech therapist) counselors, pharmacists, and mental health services (psychologists).

Law & Public Safety
Student Organization: Skills USA
Career Cluster: Law, Public Safety, Corrections, & Security

The Law and Public Safety career pathway focuses on the history of law and legal systems in the United States. Students will leave the program with a firm foundation of knowledge in these areas. Additionally, students will learn the importance of personal health and safety in the work environments associated with law and public safety. Students will also be introduced to the emergency services found in local communities. Additionally, students will focus on corrections in the state of Mississippi, studying specifically how jails and prisons function. Students will learn the specialized areas and topics within the law and public safety arena. They will examine the daily tasks and responsibilities of the professionals in the field. The program will offer students the opportunity to examine all areas of the military and the professions associated with each branch. Additionally, students will learn about emergency management and workplace skills and will have meaningful, relevant job-shadowing experiences with professionals.

Welding
Student Organization: Skills USA
Career Cluster: Manufacturing

Welding 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).   Students who complete NCCER will receive national credentials.

Work-Based Learning
**Student Organization: Students will continue with prior
student organization affiliations.**

WBL is a training program designed for CTE completers. The program combines work readiness preparation, related occupational classroom instruction and worksite training.
School Campus-Based Career & Technical Class Offerings:

West Marion High School

- **Diversified Agriculture**
Student Organization: FFA (Future Farmers of America)

- **Cyber Foundations I /II**
Student Organization: TSA (Technology Student Association)

- **STEM**
Student Organization: TSA (Technology Student Association)

- **Family & Consumer Sciences: (Comp. Health, Family Dynamics, Resource
Management, Child Development)**
Student Organization: FCCLA (Family, Career, and Community Leaders of America)

East Marion High School

- **Cyber Foundations I /II**
Student Organization: TSA (Technology Student Association)

- **Family & Consumer Sciences: (Comp. Health, Family Dynamics, Resource Management, Child Development)**
Student Organization: FCCLA (Family, Career, and Community Leaders of America)

STUDENT ORGANIZATIONS

All students attending the MC-CTC are expected to join a student organization. Details regarding student organizations can be obtained from the respective teacher for each course. Students involved in their class organization, who meet requirements, will be eligible for graduation honor cords.

NTHS (National Technical Honor Society) recommendations are made each year for students in year 2 of their program who have maintained an A average during the 1st year of the program and the 1st nine weeks of year 2. In addition to academic requirements, students may not have more than five absences and no major discipline referrals.

Student Organization Requirements for Graduation Honor Cords

- Must be a paid member of the local student organization for 2 years
- Must maintain an A/B average for Year 1 & Year 2 of the CTE program (through 3rd - 9 weeks)
    - NTHS: Must Maintain Overall GPA of 3.0 (through 1st semester)
    - NTHS: Must maintain "A" average for Year 1 & first semester of Year 2
- 10 Hours of Community or Volunteer Service approved by CTE Teacher
- 95% School Attendance of CTE Class
- No out-of-school suspension
- Recommendation of CTE teacher

NATIONAL CERTIFICATIONS & STATE TESTING

At the end of each year 1 and year 2 course, students will be required to take either the MS-CPAS2 state assessment or a National Certification test, as determined by the Mississippi Department of Education. All students will take the assigned assessment for their course during a designated testing window. Students must score 60% or higher in order to pass the MS-CPAS2 assessment. Passing scores on National Certification tests vary depending on the test.

ALL students must pass the program safety test, required by the state, with 100% within the first 9 weeks of the program.

- Students enrolled in either of the following classes have the opportunity to receive CPR certification. National Certification Tests are offered in the following programs:

    - Early Childhood Education *(National Early Childhood Education Competency Assessment*)
    - Healthcare & Clinical Services II (*National Health Science Assessment by NCHSE)*

- Students enrolled in the following classes have the opportunity to receive National Center for Construction Education & Research (*NCCER*) credentials/certifications:
    - Carpentry
    - Welding

- Students enrolled in the Automotive Service II class have the opportunity to receive up to 10 National Institute for *Automotive Service Excellence* (ASE) student certifications.

- Students enrolled in the Culinary Arts class have the opportunity to receive *ServSafe* Certification.

- Beginning in the spring of 2022, students enrolled in Engineering & Robotics will also have an opportunity to earn a Solidworks CSWA national certification.

CTE & GRADUATION REQUIREMENTS

MC-CTC classes can be used to satisfy specific graduation requirements:

- Digital Media I & II = 1 Fine Arts credit
- Health Science I = ½ Health credit
- Health Science I & II = 2 Science credits
- Engineering I & II = 2 Science credits

CTE Diploma Endorsement:
Students have the opportunity to earn an Academic or Distinguished Academic Endorsement AND the Career Tech (CTE) Endorsement on their diploma. The following criteria must be met:

- 2.5 Overall GPA
- Silver Level or Higher on WorkKeys
- 26 Credits (4 of which must be in a CTE course)
- Complete/earn **one** of the following:
    - o Dual Credit CTE or Articulated Credit
    - o Work-Based Learning
    - o National Certification
    - o AP Credit in a course aligned to a career pathway with a grade of "C" or better and must take the appropriate AP exam.

SCHOLARSHIPS

Students who complete any 2 year program, and have the required GPA at their time of graduation, are eligible for PRCC Career & Technical Scholarships. Students may apply their scholarship to any program at PRCC, regardless of the program completed at the MC-CTC.

- Full scholarships require a 3.5 - 4.0 GPA. Students receiving a full tuition scholarship are eligible to have general tuition paid for up to 2 years while enrolled at PRCC. Students must continue to meet all post-secondary requirements in order to maintain their scholarship following enrollment at PRCC.

- Half tuition scholarships require a 3.0 - 3.49 GPA. Students receiving a half tuition scholarship are eligible to have half of the general tuition paid for up to 2 years while enrolled at PRCC. Students must continue to meet all post-secondary requirements in order to maintain their scholarship following enrollment at PRCC.

Note: Homeschool students are not eligible for CTE Scholarships through PRCC.

Students and/or Parents/Guardians may contact the MC-CTC Counselor at 601-736-6095 or the PRCC Office of Student Financial Aid at 601-403-1029 for more information. Students must also complete the FAFSA and the Mississippi Office of Student Financial Aid Application each year as well.

STUDENT GRADES & GRADING POLICIES

Throughout the school year, students may login to Google Classroom as often as desired to view their grades. Graded assignments, missing/overdue assignments, etc. are available to students 24/7 through this platform. Students are expected to login daily to complete assignments and must maintain daily communication with course instructors during absences from class. Students are expected to complete all assignments in Google Classroom, as well as any other written assignments/in-class projects given by the instructor throughout the course. Students who fail to complete assignments or maintain contact with the instructor during absences from class will be awarded a grade of "zero" for missing work. Make-ups for missed work will be permitted in accordance with MCSD policies and with instructor consent.

Grades will be awarded in accordance with the MCSD Grading Policy outlined below:

> In grades 1-12, the following reporting code shall be used
> | | | |
> |---|---|---|
> | A | 90 -100 | Excellent – Passing |
> | B | 80 – 89 | Good - Passing |
> | C | 70 – 79 | Average – Passing |
> | D | 65 – 69 | Below Average – Passing |
> | F | 64 and below | Unsatisfactory |

Students enrolled in the MCSD will receive progress report grades on district scheduled dates (see school calendar). All students will receive a final nine week grade at the end of each term. Final nine week grades will be provided to the home schools for report cards. Students will receive a final grade at the end of the course that reflects the average of all nine week grades. **No grades above 100 may be entered for the 9-week, semester or final grade**. Students who successfully complete a CTE course will earn 2 credits/Carnegie units on their high school transcript.

ATTENDANCE/TARDIES/CHECK IN-OUT

An objective of the MC-CTC is to prepare students to successfully enter a competitive global 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. Students are expected to arrive on time for class each day and remain for the duration of the class period. Known absences should be discussed with the instructor prior to the absence to determine how work will be completed. Unexpected absences should be communicated to the instructor at first chance and plans for making up work should be determined.

During the course, the student will be allowed no more than **20** excused or unexcused absences. In order to achieve the required seat time to earn credit for the course, students must be in class. Students who miss an excessive number of days in their course will be required to meet with their instructor and the CTE Director to determine how seat time will be fulfilled. Students who fail to meet the required number of hours for the course may be unable to earn credit for the course. Excused & unexcused absences will be consistent with those set forth in MCSD policies and procedures.

Tardiness not only disrupts the educational process for the student who is late, but also for other students when class is stopped to admit the late student. Students are considered tardy if they are not in class within 5 minutes of the first bell, i.e. 7:50, 9:40, & 11:45. Three (3) tardies will be counted as 1 class absence in terms of class attendance. In the event that a bus is late, students will not be counted tardy. Students who drive or who are dropped off by a parent/guardian are subject to receive a tardy if they are late. Students being dropped off or picked up at the CTC at any time of the day must be signed in and/or out at the front office. If a student is tardy in the morning, then he/she must be checked in at his/her home school prior to being dropped off and signed in at the MC-CTC.

All students who do not arrive at or depart from the CTC on a bus must be signed in and out through the front office by a parent/guardian.

TRANSPORTATION TO & FROM THE MC-CTC

All MCSD and Columbia School District students must ride their designated bus both to and from the Career & Technology Center daily. Students who are late to school must check in with their home school first, before being dropped off at the CTC and signed in. Students who check in late will ride their bus back to school.

Work-Based Learning students and non-public school students will be permitted to drive on campus once the appropriate paperwork has been submitted (application, license & proof of insurance). Students from these schools who do not drive may be dropped off/picked up daily by a parent or guardian. All students who drive or who are dropped off must yield to school buses at all times and park in their designated area (as assigned by the CTE Director).

Drivers are not permitted to give any other students a ride back to their school campus or to any other location at any time without permission from the CTE Director….NO EXCEPTIONS! Student vehicles are subject to search by school authorities in accordance with MCSD policy. Students who drive are subject to disciplinary action if caught skipping class. Students who fail to abide by these rules may have their driving privileges revoked, may be subject to disciplinary action in accordance with MCSD policies, or may be removed as a student from the MC-CTC.

Any changes or issues with transportation to or from the MC-CTC should be discussed with the CTE director immediately.

DRESS CODE

An objective of the MC-CTC is to prepare students to successfully enter a competitive global workforce. One key aspect of being hired and retaining gainful employment is proper dress/adherence to dress code. Proper attire and grooming are also deemed important to scholastic achievement and orderliness. The responsibility for the appearance of the student 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.

The MC-CTC abides by the MCSD dress code, as found in the student-parent handbook. Students who attend the MC-CTC from other schools must abide by their school's dress code policies at all times as well. Students are not allowed to wear athletic/gym clothing, clothing that is too tight/too loose, or that allows inappropriate exposure to the student's body at any time while on campus.

Some programs at the MC-CTC will require additional dress code requirements, as outlined by the instructor. Students in shop classes will be required to purchase the proper attire/gear for class. Students in courses that require field experiences will be required to purchase the proper attire necessary to engage in field experiences off campus. Each instructor will provide information to students regarding dress code requirements and expectations.

For more information on student dress code policies, please see the MCSD Student-Parent Handbook.

DISCIPLINE/MISCONDUCT

Students attending classes at the MC-CTC are expected to abide by the MCSD policies and procedures for student conduct that are outlined in the MCSD student-parent handbook. All policies related to discipline apply while students are in attendance at the MC-CTC, while traveling to and from the center on district school buses, or while off campus participating in a field experience, field trip, or other school related event sponsored by the MC-CTC. Students in direct violation of district policies or who fail to comply with MC-CTC policies for student conduct will be subject to disciplinary action as outlined in the MCSD student-parent handbook.

Additionally, the MC-CTC has a no-tolerance policy for fighting and/or physical altercations between students. Students who engage in a fight or physical altercation while on campus at the MC-CTC will be removed from campus immediately and will no longer be allowed to attend classes at the MC-CTC.

CELL PHONES & ELECTRONIC DEVICES

The MCSD has determined that student possession and/or use of cell phones or other electronic/communication devices can be disruptive to the educational process. Additionally, individuals who are part of a professional work environment are not allowed to engage in cell phone/electronic device usage during work hours that are distracting or otherwise disruptive to the work environment. In an effort to prepare students for real-world experiences, the MC-CTC also does not allow the use of cell phones for non-educational purposes.

In order to maximize the potential for learning in our classrooms, students may not use cell phones or other electronic devices in the classroom unless they are given verbal consent by the class instructor and the use is explicitly for instructional purposes ONLY. Students who fail to comply will be referred for insubordination and will be subject to disciplinary consequences….No Exceptions!

Students are expected to use the front office telephone if illness or unexpected issues arise that require communication with a parent/guardian.

STUDENT HEALTH & WELLNESS

The care and well-being of our students at the MC-CTC is of the utmost importance. Parents/guardians of students who have been diagnosed with medical conditions such as asthma or other breathing disorders, seizures, diabetes, or other medical conditions that need to be monitored should inform CTE administration and the course instructor in the event that a medical emergency arises with the student while on campus. Medical information should also be on file at the student's home school in case of an emergency.

Students are not allowed to bring any prescription or non-prescription medications to the MC-CTC campus. Medications that must be given during CTC class time or that need to be available to the student while on campus should be provided to the MC-CTC front office receptionist with the student's name and written instructions for dispersing the medication.

At any point and time that a student is sick with a confirmed or suspected virus or other transmissible condition, running a fever, vomiting/throwing up, or suffering from any other illness that would prevent them from attending school, then the student should remain at home until his/her condition improves.

Due to the nature of the classes on the CTC campus, students frequently share/handle tools and classroom equipment with other students. In order to prevent the spread of contagious conditions, please adhere to the following: Students who have a suspected or a confirmed case of head lice, scabies, shingles, impetigo, Molluscum Contagiosum or other contagious skin conditions should seek medical advice and must clear these conditions prior to returning to the MC-CTC in order to prevent the spread of these conditions to other students.

STUDENT BEHAVIORAL EXPECTATIONS & NO-TOLERANCE POLICIES

Safety & Proper Handling of Classroom Tools, Equipment, & Materials - All students are required to take, and pass with 100%, a safety test at the start of each CTE course every year. The purpose of this test is to ensure that students are able to identify the dangers that are present in some classrooms **and** to demonstrate understanding of how to maintain a safe working environment in all classrooms and shops/labs when using dangerous equipment/materials. In some CTE courses, students are required to handle and use various different tools, devices, and hazardous materials in order to master the course curriculum. It is imperative for the safety and well-being of all students that rules and procedures for proper handling of potentially dangerous items be followed at **ALL** times. Course instructors teach the proper procedures and equipment handling for his/her respective class, but if at any time a student feels unsure of how to properly use or handle an item then he/she should notify the teacher at once. **AT NO TIME AND UNDER NO CIRCUMSTANCES** will careless or reckless behavior involving the improper use of tools, devices, or any hazardous equipment/materials be permitted in the classroom or shop/lab areas. The mishandling of such items that results in a potentially dangerous or life-threatening situation for other students will not be tolerated. Such situations that arise may result in removal of the student from the CTE class.

Care of School Property: School property is for the benefit and use of ALL students. It is our desire that everyone will exhibit pride in helping to keep the buildings and furniture clean and in good repair. Students should not write on school desks, tables, walls, or doors. Any student who damages, defaces, or destroys school property will be disciplined according to school policy, and the student/parent will be liable for all damages. Students should not be on school grounds before or after school hours unless involved in a school-sponsored activity. Students should take care to guard their personal property at all times. The school is not liable for any stolen or lost property; which includes wallets, phones, watches, money, etc.

Professional Classroom Expectations: At the MC-CTC students are expected to treat the classroom as a professional work environment. Students are to enter their classrooms in a quiet, orderly, professional manner. Professionalism between students and staff is expected. Students are expected to address the classroom instructor and other students in a professional manner (*referring to the teacher by his/her title and last name and other students by the legal first or middle name*), as an employee would address his/her supervisor or co-workers. Student nicknames will not be used in the professional classroom setting. Proper work ethic including but not limited to include: (1) obeying the class/company's rules, (2) effective communication, (3) taking responsibility, (4) accountability, (5) professionalism, (6) trust (7) mutual respect for colleagues (8) appearance, (9) attendance, (10) attitude, (10) character, (11) cooperation, (12) organizational skills, (13) productivity, (14) respect and (15) teamwork.

Hallways, Bathrooms, & Common Areas: Custodians and ground keepers are on campus to maintain a clean, orderly, and well-kept campus. Students should make every attempt to keep the hall free of dirt, paper, and other waste. Students should take care to use restroom facilities in a manner that will not create an unclean or undesirable facility for other students to use. If students notice any issues or problems with any facilities on campus, they should notify the director or their instructor immediately. 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 may be asked to sign out and back in when leaving the classroom.

Lost and Found: Any item of clothing, money, or other property found inside the school building and/or elsewhere on campus should be turned in to the front office immediately.

Student Complaints and Grievances: Students have both the right and responsibility to express school related concerns and grievances to school administration. For the discussion and consideration of a grievance, any student or group of students should request a meeting with the CTE Director.

No-Tolerance Policies: In accordance with MCSD policy, there will be no tolerance for any of the following, as it relates to students, faculty, or staff. Please refer to the [Marion County School District Handbook](#) for more information:
- Harassment/Intimidation/Discrimination
- Bullying
- Vandalism/Destruction of Property
- Violent or Unlawful Acts
- Gang Activity
- Guns, Knives, or other weapons
- Drugs, Alcohol, Tobacco, or Vape Products
- Cheating

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, college and/or scholarship information, community resources, personal/social problems with which you need assistance, and more. Students may request to see the counselor at any time while they are on campus.

Student Services: The MC-CTC Student Services Coordinator is on campus to provide tutoring and remediation services to students during the hours that they are present on the MC-CTC campus. The Student Services Coordinator will also maintain a routine check of student grades and consult with students on ways to improve classroom performance. Students may request assistance from the Student Services Coordinator at any time while they are on campus.

The Marion County Career & Technology Center Application for Student Enrollment and information regarding the Policies & Procedures for Non-Public School Students may be found on the following pages.

Marion County CARL LOFTIN Career & Technology Center

Enrollment Application for 2022-2023

Name_____Date_____

Grade (during 2022-2023 school year) _____ Gender M   F   Date of Birth _____

Social Security Number _____ MSIS Number_____

School (circle your school)   WMHS   EMHS   CHS   CA   NHCCS   HOMESCHOOL

Home address_____

City_____State_____Zip_____

Parent's Name _____

Student Home Phone _____ Student Cell Phone_____

Student Email Address:_____

Parent Email Address:_____

Guardian's Cell Phone(Father) _____   Guardian's Cell Phone(Mother)_____

Guardian's Work Phone(Father) _____   Guardian's Work Phone(Mother)_____

Emergency Contact _____   Emergency Contact 2 _____

Please indicate below the course you wish to take. Number your top 3 choices in order of importance. First year students can only mark courses listed on the left side. (1 by first choice, 2 by second choice, and 3 by third choice) Second year students mark course that you will be completing during 2022-23:

First Year Courses:	**Second Year Courses**:
____Automotive Service Technology I*	____Automotive Service Technology II
____Early Childhood Education I*	____Early Childhood Education II
____Construction/Carpentry I*	____Construction/Carpentry II
____Culinary Arts I*	____Culinary Arts II
____Digital Media Technology I*	____Digital MediaTechnology II (1 Art Credit)
____Health Sciences I* (1/2 Health Credit)	____Health Sciences II (2 Science Credits)
____Law & Public Safety I*	____Electrical II (*will take Carpentry II in 22-23*)
____Teacher Academy I*	____Teacher Academy II
____Engineering/Robotics I*	____Engineering/Robotics II (2 Science Credits)
____Welding I*	____Advanced Welding II
____Work-Based Learning I*	____Work-Based Learning II

Considerations for admission into vocational classes:
*All students must pass a safety test for the class in which they are enrolled. Students who fail the safety test will be dismissed.
        *Health Science I - C or higher in Biology/Science and a TB skin test
        *Health Science II - Successful completion of Health Science I and teacher recommendation.
        *Automotive Service Tech, Construction, Culinary Arts, Electrical & Welding - C or higher in English & Math (previous year), TABE Reading Score (8th grade or higher)
        *Early Childhood Education - C or higher in Biology (if applicable) & English (previous year). No more than 3 referrals from   previous year, 90% attendance rate
        *Teacher Academy - Proficient or advanced on MCT, 92% attendance rate, Minimum GPA 2.5, C or higher in English (previous   year), Interview process, Discipline (No more than three referrals previous year)
        *Digital MediaTechnology - Must have an overall B average
*Work-Based Learning - Must have completed or be enrolled in a second year course and have CTE teacher recommendation.

The following items will be considered for placement at our center:

- Transcript from Previous / Present School Year(s)

- Attendance Record from Previous / Present School Year(s)

- Disciplinary Record from Previous / Present School Year(s)

Please list any medical problems:
_____
_____
_____

I agree to abide by the rules and regulations adopted by the Marion County School Board and the Carl Loftin Career & Technology Center.I understand that any student may be removed from the career-technical program for violating safety procedures and/or regulations as well as for discipline or attendance violations.

_____
Student's Signature

_____
Parent's Signature

The Marion County School District provides equal opportunity in employment, programs, and activities without regard to race, color, religion, national origin, sex, age, or disability as required by the civil rights act of 1964, Public Law 94-192 and the educational Amendment of 1972 Title IX. If you feel you have been discriminated against, please contact Title IX Coordinator Libby Aaron at the Marion County School District, 1010 Hwy 13 N. Columbia, MS (601) 736-7193, laaron@marionk12.org and Dr. Annie Franklin, 504 Coordinator at the Marion County School District, 1010 Hwy 13 N. Columbia, MS (601) 736-7193, afranklin@marionk12.org

ALONG WITH THIS APPLICATION, PRIVATE AND HOMESCHOOL STUDENTS MUST ALSO PROVIDE 2 PROOFS OF RESIDENCY. STUDENTS WHO DRIVE ON CAMPUS MUST PROVIDE A COPY OF THEIR DRIVER'S LICENSE & PROOF OF INSURANCE AS WELL.

Marion County Carl Loftin Career & Technology Center Non-public School Student Procedures

Marion County Carl Loftin Career & Technology Center (MCCTC) is located within the Marion County School District, in Columbia, Mississippi at 1140 Hwy 13 South. The CTC offers a variety of career and technical programs to students in 3 affiliated High Schools and to non-public school students who are residents of Marion County.

There is an enrollment agreement that allows students from non-public schools within the District to attend provided the MCCTC has available space.

Application Procedure
Applications are available from a student's home school guidance counselor, at the MCCTC Guidance Office, and on the MCCTC website.

All students must apply for admission to MCCTC. All freshmen, sophomores, juniors, and seniors in Marion County are eligible. Applications will be accepted for all programs until the program is filled.

Acceptance of Non-Public School Students
Non-public school students will be allowed to attend classes at the MCCTC under the following provisions:

1. There is space available in the classes after filling Marion County School/Columbia students' requests first.
2. After Marion County/Columbia students have been placed, non-public school students will be given priority based on:
    A. Meeting prerequisite requirements of the class
    B. Eligible non-public school students will be placed in courses in the order of receipt of application.
3. Students who attend the CTC from a non-public school are considered to be "regular" students and are responsible for all requirements that any Marion County/Columbia School student would be responsible for, including career & technical state and national certification testing. For Federal reporting requirements, these students will be listed and counted on the District Summary reports just as any other student.
4. These students will be entered into MSIS.

Student Activities at MCCTC
Non-public school students can join MCCTC student organizations. Among the many student organizations for MCCTC students are DECA, FCCLA (Family, Career and Community Leaders of America), HOSA, Educators Rising, SkillsUSA, TSA, and the National Technical Honor Society.

Transportation
The three high schools within the county transport students to and from MCCTC, with the exception of Work-Based Learning, and non-public school students, who provide their own transportation after a parking permit is obtained.

Driving a personal vehicle to school, and parking on school property is a privilege, not a right.

Requirements for Obtaining a Valid Parking Permit
- The student must have a valid driver's license and the vehicle must be insured per Mississippi State Law.
- Register and display the parking permit as instructed. This tag must be displayed on the driver's side window (stuck to the inside) or hung from the rearview mirror and visible at all times. There will be a five-dollar ($5.00) registration fee.
- Students are to arrive at the MCCTC alone and leave alone.
- Students are to leave their vehicles and report to class immediately upon arrival at school.
- The parking lot is off limits to students during the class period unless a pass is received from the office.
- All school buses are to be given the right-of-way at all times.
- Drivers are urged to keep their vehicles locked at all times.
- Careless driving on school grounds is not permitted.
- Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by school director or SRO with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.
- Students may only park on the south side of the campus in front of the GED trailer.
- ANY violation may result in loss of driving privileges.

Reasons for losing a parking permit may include:
- Failing class
- Excessive tardies
- Excessive discipline referrals
- Expired license/insurance

Note: At the discretion of the director, requirements may be waived or amended under certain circumstances.

Proof of Residency
- A proof of residency affidavit completed with the school system.
- 2 Proofs of Residency including:
    - Filed Homestead Exemption Application Form
    - Mortgage Documents or property deed
    - Apartment or home lease (OR a notarized letter signed by landlord and renter stating how long the person has been renting from landlord)
    - *Utility Bills* (light bill, water bill, gas bill or phone bill---*NO CELL PHONE BILLS WILL BE ACCEPTED)*
    - Parent/Guardian/Student Driver's License
    - Voter precinct identification card
    - Automobile registration
    - 911 Address print-out

EQUAL EDUCATIONAL OPPORTUNITY

The Marion County School District provides equal opportunity in employment, programs, and activities without regard to race, color, religion, national origin, sex, age, or disability as required by the civil rights act of 1964, Public Law 94-192 and the educational Amendment of 1972 Title IX. If you feel you have been discriminated against, please contact Title IX Coordinator Libby Aaron at the Marion County School District, 1010 Hwy 13 N. Columbia, MS (601) 736-7193, laaron@marionk12.org and Dr. Annie Franklin, 504 Coordinator at the Marion County School District, 1010 Hwy 13 N. Columbia, MS (601) 736-7193, afranklin@marionk12.org

Student Name: _____ **DOB**:_____

I have received and read the **Carl Loftin Career & Technology Center Non-public School Student Procedures.** I agree with all procedures and will abide by all rules.

_____   _____
Parent/Guardian   **Date**

_____   _____
Student   **Date**

I have read the Marion County School District Student Handbook and the MCCTC Handbook (both found on the MCSD Website) and agree to abide by all rules and procedures outlined therein.

_____   _____
Parent/Guardian   **Date**

_____   _____
Student   **Date**

Please provide the following (attached to this form):

Proof of Residency (within 60 days of application):
1. A proof of residency affidavit completed with the school system OR
2. Two Proofs of Residency including:
   - Filed Homestead Exemption Application Form
   - Mortgage Documents or property deed
   - Apartment or home lease (OR a notarized letter signed by landlord and renter stating how long the person has been renting from landlord)
   - *Utility Bills* (light bill, water bill, gas bill or phone bill---*NO CELL PHONE BILLS WILL BE ACCEPTED)*
   - Parent/Guardian/Student Driver's License
   - Voter precinct identification card
   - Automobile registration
   - 911 Address print-out

In order to drive on campus please provide a copy of the following:

   - Student Driver's License (current)
   - Proof of Liability Insurance (current)

Marion County CTC Field Experiences/Clinicals/Internship/Shop/Lab Policies/Procedure

Courses at the Marion County CTC require students to receive hours for Field Experiences/Clinicals/Internships/Shop/Lab. Students/Teachers will follow the procedures listed below. NOTE: Any student with a criminal background will not be allowed to earn hours off campus. Students/parents/guardians are required to agree to and sign procedures before the student will be allowed to attend or participate in Field Experiences/Clinicals/Internship/Shop/Lab.

All students will be dressed in "ironed/neat/clean course uniform" or shop attire. For example, Health Sciences/Early Childhood (scrubs, TB skin test if applicable, etc.) Teacher Academy (class t-shirt or class sweatshirt w/uniform pants) Shop (safety glasses, clothing, etc.), Health Sciences/Culinary Arts (short, clean, unpolished fingernails, no fake nails)

1. Consequences for being out of uniform or required gear/tests/required paperwork
    a. 1st offense
        i. The teacher will warn student (complete minor infraction form).
        ii. Arrangements will be made by the teacher to leave the student with office personnel.
        iii. The student will complete a 3 page single-spaced handwritten essay or critique that will be due at the end of the current class. (topic/article is provided by teachers).
        iv. Paper will be graded for credit.
    b. 2nd - 3rd offense
        i. The teacher will contact the parent (complete minor infraction form)
        ii. Arrangements will be made by the teacher to leave the student with office personnel.
        iii. The student will complete a 3 page single-spaced handwritten essay or critique that will be due at the end of the current class (topic/article is provided by teacher.
        iv. Within 2 weeks, the student must make hours up in their own time. Arranging this is the responsibility of the student; however, the teacher must approve this in advance. Hour documentation is required by supervising adult.
        v. After third offense, student will be placed in ISS
    c. 4th or higher offense -
        i. Zero is given
        ii. The student will be placed in ISS
2. Consequences for missing Field Experiences/Clinicals/Internships/Shop/Lab
    a. Missing for a school function
        i. School excuse is required from student prior to the function.
        ii. Students will be given full credit for hours, provided they can relate experience with course. This will be discussed/presented to class/teacher as the teacher requires (for example paper, presentation, or class discussion).
    b. Missing for other than school function - 1st offense
        i. In order for student to not be penalized, the student must notify the teacher via email or phone prior to event
        ii. No credit / no penalty given
    c. Missing for other than school function - 2nd- 3rd offense
        i. In order for student to receive full credit, the student must notify the teacher via email or phone prior to event
        ii. The teacher will contact the parent
        iii. The student will complete a 3 page single-spaced handwritten essay or critique that will be due upon returning to school. (topic/article is provided by the teacher).
        iv. Within 2 weeks, the student must make hours up in their own time. Arranging this is the responsibility of the student; however, the teacher must approve this in advance. Hour documentation is required by supervising/adult.
    d. Missing for other than school function - 4th or higher offense
        i. Studentwill receive a 0 for the hours missed.
        ii. No make-up is allowed
3. Consequences for misbehaving during or leaving Field Experiences/Clinicals/Internships/Shop/Lab
    a. Student received a 0 for the hours
    b. No make-up is allowed
    c. Student will immediately be sent to office for punishment
4. Consequences for violating a Marion County School District Category IV or higher offense at the MC-CTC or MC-CTC off campus activity
    a. Student will not be allowed to participate in field experiences/clinicals/internship/shop for a minimum of 1 year

Please sign below to state that you have read and understand the policies and procedures governing Field Experiences/Clinicals/Internships/Shop/Lab

_____   _____   _____
Student Name   Parent/Guardian Name   Date