



**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**

**2021-2022**

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](#)

## DIRECTOR'S MESSAGE

We are excited to welcome you to the 2021-2022 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. We welcome all students: public, private, parochial, and homeschool, to MC-CTC. In this handbook, you will find information that is necessary to have a successful year. 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. Again, we are excited to kick off this new school year and for the possibilities it brings!

Dr. Jan Sears, Director

## ADMINISTRATION AND STAFF

Dr. Jan Sears.....CTE Director  
Keri Armstrong.....CTE Counselor/Assistant Director  
Kimberly Rawls.....Student Services Coordinator/Mentor Teacher  
Becky Miller.....Reception/Attendance/Bookkeeper  
Mary Smith & Frederick Magee .....Maintenance & Grounds

## FACULTY

Kade Lear.....Automotive Service Technology  
Bryan Porter.....Construction/Carpentry  
Dana Smith.....Culinary Arts  
Heather Smith.....Digital Media Technology  
Shaboria Sartin.....Early Childhood Education  
Tanner Williams.....Electrical Technology  
Anna Morris.....Engineering & Robotics  
Katie Albritton.....Health Sciences I  
Shari Bryant.....Healthcare & Clinical Services II  
Amy Baughman.....Teacher Academy  
Robert Boone.....Welding  
Debbie Brumfield.....Work-Based Learning/Lead Teacher

# MC-CTC Bell Schedule

2021-2022

**1<sup>st</sup> Block 7:45 am - 9:15 am**  
**Mon. - Tues. - Thurs. - Fri. ONLY**

**1<sup>st</sup> Block 7:45 Wednesday**

**\*\*\*\*\*Wednesday Release @ 9:05\*\*\*\*\***

**2<sup>nd</sup> Block 9:45 am - 11:05 am**  
**Mon. - Tues. - Thurs. - Fri. ONLY**

**2<sup>nd</sup> Block 9:30 Wednesday**

**\*\*\*\*\*Wednesday Release @ 11:00\*\*\*\*\***

**3<sup>rd</sup> Block 11:45 am - 1:15 pm**  
**Mon. - Tues. - Thurs. - Fri. ONLY**

**3<sup>rd</sup> Block 11:25 Wednesday**

**\*\*\*\*\*Wednesday Release @ 12:45\*\*\*\*\***

**4<sup>th</sup> Block 1:15 pm – 3:30 pm**

Teacher Planning Period

Industry Visits

PLCs

- 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.



JULY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				19 days

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						21 days

OCTOBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						19 days

NOVEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				17 days

DECEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						13 days

Classes Resume						
Staff Development						
Early Release						
Holidays						
Nine Weeks Test						

## 2021-2022 School Calendar

**Every Wednesday from August 11, 2021 - May 18, 2021 will be early release for Staff Development.**

**JULY 2021**  
July 4th Holidays . . . . . July 4 - 5

**AUGUST 2021**  
Staff Development Days . . . . . August 2-4  
First Day of School . . . . . August 5

**SEPTEMBER 2021**  
Labor Day Holiday . . . . . September 6

**OCTOBER 2021**  
1st Nine Weeks Tests . . . . . October 6-8  
Staff Development Day . . . . . October 21  
Fall Break Holiday . . . . . October 22

**NOVEMBER 2021**  
Thanksgiving Holidays . . . . . November 22-26

**DECEMBER 2021**  
2nd Nine Weeks Tests . . . . . December 15-17  
Early Release . . . . . December 17  
Christmas Holidays . . . . . December 20-31

**JANUARY 2022**  
Staff Development Day . . . . . January 3  
Classes Resume . . . . . January 4  
Martin Luther King Holiday . . . . . January 17

**FEBRUARY 2022**  
President's Day . . . . . February 21

**MARCH 2022**  
3rd Nine Weeks Tests . . . . . March 9-11  
Spring Break . . . . . March 14-18  
Staff Development Day . . . . . March 21  
Classes Resume . . . . . March 22

**APRIL 2022**  
Easter Holidays . . . . . April 15-18

**MAY 2022**  
West Marion Graduation . . . . . May 20 - 8:00 P.M.  
East Marion Graduation . . . . . May 20 - 6:00 P.M.  
4th Nine Weeks Tests . . . . . May 20-24  
Early Release . . . . . May 24  
Staff Development Day . . . . . May 25  
Memorial Day . . . . . May 30

**Report Cards and Progress Reports**  
9/7 10/14 11/9 1/6 1/25 2/8 3/24 4/19 6/2

Board Approved:

JANUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					19 days

FEBRUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					19 days

MARCH						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		17 days

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					19 days

MAY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				17 days

JUNE						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Potential Make-up Days, if needed:  
1st Sem. October 22  
2nd Sem. February 21

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 Dr. Antrice Smith at the Marion County School District, 1010 Hwy 13 N. Columbia, MS (601) 736-7193, [asmith@marionk12.org](mailto:asmith@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](mailto: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. Any student who has symptoms of Covid-19, who is awaiting Covid-19 test results, who is living in the home with someone who has tested positive for Covid-19, or who has been in close contact with someone who has tested positive for Covid-19, should not attend class at the MC-CTC or on any other school campus until cleared for return by the school. It is the responsibility of the parent & student to remain in contact with their school regarding exposure, symptoms, and testing related to Covid-19. Students who develop or exhibit symptoms while on campus at the MC-CTC will not be allowed to ride the bus back to their high school, but will remain isolated from other students/staff until a parent or guardian can pick them up at the MC-CTC.

### **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), Columbia High School, Columbia Academy, in one of our local parochial schools, or as a homeschool student. Public school students and students at Columbia Academy 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 a Marion County Public school 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.

## 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.



### **Electrical Technology**

**Student Organization: Skills USA**

**Career Cluster: Architecture & Construction**

Electrical Technology is a pathway in the Architecture and Construction career cluster. Study in the course allows an individual to prepare for employment and/or continued education in the electrical field. Skills developed through the course of study assist students in meeting requirements for the NCCER certification. Students are provided the opportunity to participate in Career and Technical Student Organizations to include SkillsUSA. Electrical consists of an in-depth study of electrical theory, introduction to wiring, devices and boxes, hand bending, conductors and cables, and electrical drawings. This two-Carnegie-unit course should only be taken after students successfully pass Electrical. Upon the completion of the two courses, students will have the knowledge to complete the NCCER Level I Certification.



### **Engineering/Robotics**

**Student Organization: TSA**

#### **Career Cluster: Science, Technology, Engineering, & Mathematics**

Engineering & Robotics is a program in pre-engineering and robotics course 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).





### **Teacher Academy**

**Student Organization: Educators Rising**

**Career Cluster: Education & Training**

The 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.



### **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



- **AEST, Animal & Plant Sciences**

**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
  - Electrical
  - 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:
  - Dual Credit CTE or Articulated Credit
  - Work-Based Learning
  - National Certification
  - 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.

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, 9:50, & 11:50. 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, students who attend Columbia Academy, New Home Community Christian School (or other parochial school in the county), or who are Home-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...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 MCS D 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 MCS D 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 MCS D Student-Parent Handbook.

### **DISCIPLINE/MISCONDUCT**

Students attending classes at the MC-CTC are expected to abide by the MCS D policies and procedures for student conduct that are outlined in the MCS D 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 MCS D 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**

**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 MCS D 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.

**Special 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 Students 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 2021-2022

Name \_\_\_\_\_ Date \_\_\_\_\_  
 Grade (during 2021-2022 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 Work 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 2020-21:

**First Year Courses:**

**Second Year Courses:**

- |  |   |
|--|---|
| _____ Automotive Service I*                  | _____ Automotive Service II                       |
| _____ Early Childhood I*                     | _____ Early Childhood II                          |
| _____ Construction I*                        | _____ Construction/Carpentry II                   |
| _____ Culinary Arts I*                       | _____ Culinary Arts II                            |
| _____ Digital Media I*                       | _____ Digital Media II (1 Art Credit)             |
| _____ Health Sciences I* (1/2 Health Credit) | _____ Health Sciences II (2 Science Credits)      |
| _____ Electrical I                           | _____ Electrical II                               |
| _____ 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.
- \*Auto Mechanics, 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 Media - 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:

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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

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Parent's Signature

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*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 Dr. Antrice Smith at the Marion County School District, 1010 Hwy 13 N. Columbia, MS (601) 736-7193, [asmith@marionk12.org](mailto:asmith@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](mailto: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 (MC-CTC)** 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 they may be printed from this handbook

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.
2. 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 CPAS. For Federal reporting requirements, these students will be listed and counted on the District Summary reports just as any other student.
3. These students will be entered into MSIS. There is a special area in the system for students that come from non-public schools to be entered.

### **Student Activities at MCCTC**

Non-public school students can join MCCTC student organizations. Among the many student organizations for MCCTC students are FBLA, DECA, Family, Career and Community Leaders of America, FEA, SkillsUSA-VICA, 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 (4th block/period) 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, and 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 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.
- 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

*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**)
  - Driver’s License
  - Voter precinct identification card
  - Automobile registration
  - 911 Address print-out
  - Certified copy of filed petition of guardianship if pending and final decree when granted

**EQUAL EDUCATIONAL OPPORTUNITY**

In compliance with (1) Title VI of the Civil Rights Act of 1964 (2) Title IX of the Education Amendments of 1972, (3) Section 504 of the Rehabilitation Act of 1973, and (4) the OCR Vocational Education Guidelines, we are notifying all students, parents, employees and the general public that the MCCTC has adopted a non-discrimination policy on the basis of race, color, handicap, gender, ancestry, national origin, disability, or social or economic background. Any complaint regarding this non-discrimination policy should be referred to the Marion County School District, 110 Hwy 13 North, Columbia, MS 39429 - Phone 601-736-7193

**Student Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

I have received and read the **Marion County 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-Parent Handbook (on the Marion County Website) and agree with all procedures and will abide by all rules.

\_\_\_\_\_

**Parent/Guardian**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Student**

\_\_\_\_\_

**Date**

**Please provide the following (attached to this form):**

**Proof of Residency:**

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
  - Certified copy of filed petition of guardianship if pending and final decree when granted

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

- Student Driver's License
- Proof of Liability Insurance



## 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 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/La
  - 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 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. Student receives 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