

**FISD
Career and Technical
Education Center**

**Handbook Addendum
2010-2011**



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Division of Students for Counselors and Assistant Principals

Principal: Wes Cunningham

Assistant Principal: Dianna Manuel
Counselor: Beth Jennings

School Colors

Navy
Gold

Mission Statement

The mission of the Career & Technical Education Center is to prepare students to succeed in high demand occupations within the 21st century's competitive global economy.

FISD Career & Technical Education Center Bell Schedule

The Career & Technical Education Center is organized on an A/B Block eight period schedule with 90-minute class periods. School begins at 8:30 a.m. and dismisses at 4:10 p.m. Tutorials are scheduled by the teacher.

BELL SCHEDULE

Period	CTE Center	High School
0	7:00-8:30	7:15-8:45
1	8:30-10:00	8:45-10:15
2	10:30-12:00	10:22-12:00
3	12:40-2:10 Lunch at Home Campus	12:07-2:18 Lunches
4	2:40-4:10	2:25-3:55

School Sponsored Student Organizations

BPA – Business Management & Administration

COPS – Law, Public Safety, Corrections, & Security

DECA – Marketing, Sales, & Services

FCCLA – Human Services

FFA – Agricultural Sciences

HOSA – Health Science

Media Technology – Arts, AV Technology & Communication

Mock Trial – Law, Public Safety, Corrections, & Security

PLTW – Project Lead The Way – Science, Technology, Engineering, & Mathematics

Skills USA – Science, Technology, Engineering, & Mathematics

TAFE – Education & Training

Underground Animation – Arts, AV Technology & Communication

Academic Ethics and Plagiarism Guidelines

The Career & Technical Education Center expects all students to maintain the highest degree of academic ethics. This means putting the utmost effort into all class work and assignments and avoiding the ethical pitfalls of plagiarism and cheating.

Plagiarism Rationale: Plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values of the CTE Center.

Excellent written expression of well-formulated ideas is a fundamental skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic growth. Plagiarism defrauds the instructor with a false view of a student's strengths and weaknesses. It may prevent further instruction in addressing areas of weakness and delay the student in reaching his or her potential. Plagiarism includes, but is not limited to:

- Taking someone else's assignment or portion of an assignment and submitting it as your own
- Submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source
- Presenting the work of tutors, parents, siblings, or friends as your own
- Submitting purchased papers as your own

- Submitting papers, or portions of papers, from the Internet written by someone else as your own
- Supporting plagiarism by providing your work to others, whether you believe it will be copied or not

Cheating Rationale: Cheating demonstrates a lack of integrity and character that is inconsistent with the goals and values of the Career & Technical Education Center.

Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Stress sometimes propels students to make unethical choices. When students choose to cheat, it may be a symptom of more serious problems such as inappropriate class placement, over-commitment to extra-curricular activities, and/or academic desperation. The compromise of their values through cheating may lead to loss of self-esteem, as the students are often painfully aware of their shortcomings and fight a tiring battle to preserve their images at the cost of their ethics. True self-esteem is based on competence. Cheating robs students of their opportunity to become competent. Students are expected to produce their own work except on projects designated by the teacher as cooperative efforts. Teachers will indicate which assignments are to be cooperative efforts and will establish guidelines for the use of such aids as calculators, computers, word processors and published study guides. If a student is in doubt about the ethical standards applicable to a particular situation, the student is responsible for clarifying the matter with the teacher. Remember, each student is responsible for securing his/her own work.

Cheating includes, but is not limited to:

- Copying, text messaging, faxing, emailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work
- Exchanging assignments with other students, either handwritten or computer generated, whether you believe they will be copied or not
- Using any form of memory aid during tests or quizzes without the expressed permission of the instructor
- Using a computer or other means to translate an assignment from one language into another language and submitting it as an original work
- Giving or receiving answers during tests or quizzes
- Allowing other students the opportunity to copy work or to be tempted to do so
- Taking credit for group work when you have not contributed an equal or appropriate share toward the result
- Accessing a test or quiz for determining the questions in advance of its administration
- Using summaries/commentaries (Cliff Notes, Spark Notes, etc.) in lieu of reading the assigned materials

Alternatives to Cheating and Plagiarism

Students do not need to cheat or plagiarize. The Career & Technical Education Center provides numerous support services for students to help them achieve success honorably. These support services include, but are not limited to the following: tutorials, opportunities to redo assignments, opportunities to take 6 weeks tests, administrative support, before and after school library time, and peer support. Students who seek appropriate help when it is needed will be more successful and will feel more satisfied with their accomplishments.

The following behaviors promote true student achievement:

- Be prepared. Try to maintain a realistic schedule balancing academic obligations and your social and personal life.
- Make certain that you understand your assignments and the grading assessment that will be used. If you have questions about an assignment or an assessment, talk to your instructor. Do not rely solely upon a classmate for clarification.
- If you study for a test with a classmate, make sure that you do not sit near each other during the test since your responses (and errors) may be similar.
- Be cautious when reading or scanning someone else's paper before writing your own. Some of the ideas in the other person's paper may be ideas that you would have used, but you will now need to credit the person whose paper you read for those ideas.
- Use all avenues of support available to you - for help needed beyond the classroom - see your instructor, other instructors in the department, a peer tutor, or a parent or other adult who is well-versed in the subject.
- Assignments should be considered individual unless the instructor states otherwise.
- Be organized. Having class notes in an orderly, easily accessible format will save time and anxiety when studying for a test or writing a paper.
- Keep current with assignments. If you need to read an entire novel the evening before a test or before a paper is due on that novel, your performance on either or both may suffer.
- If, for whatever reason, you choose to use another's ideas or solutions, cite that person as a source on your paper or project.
- Know what constitutes cheating, including all the variations of plagiarism.

Parental Support

Parental support of academic achievement and ethical development is fundamental to students' long-term success. The following behaviors will assist parents in promoting true student achievement:

- Teachers are available for extra help before and after school. In addition, peer tutors are available when extra help is needed. Encourage your student to take advantage of the extra one-to-one time.
- Assess your child's abilities realistically. Help her/him choose courses in which she/he will be successful and challenged without undue stress. Consult your student's counselor with additional questions.
- Do not push children beyond their limits with your expectations or aspirations. Many times students make bad decisions because the pressure to excel is greater than their ability to meet the expectations.
- If you suspect your child is experiencing difficulty in a class, please contact the teacher. The sooner the problem is identified; the sooner steps can be taken to alleviate it.
- If your child is caught cheating and you are called, please remember that this is a learning experience; help your child to accept the consequences for his/her inappropriate actions.

Consequences for Plagiarizing or Cheating

Any student who is caught plagiarizing or cheating may receive a grade of "zero" for the academic work involved and the parent(s) of the student(s) will be notified. When work is copied from another student, both students will be penalized with a grade of "zero" unless the student whose work is copied had no knowledge their work was being plagiarized. Grades of

"zero" which are the result of any form of academic dishonesty are irrevocable. The students will receive a "U" citizenship grade and a disciplinary referral. Subsequent offenses will result in graduated disciplinary assignments in accordance with the campus disciplinary plan.

*** The Career & Technical Education Center thanks North Hunterdon High School of Annandale, New Jersey and Manchester Essex Regional High School of Manchester-by-the-sea, MA for its clear policies on academic ethics, which we have revised and adopted (with permission) as our own.*

Arrival and Dismissal Procedures

The FISD CTE Center is organized on a four-period day with 90-minute class periods. School begins at 8:30 am and dismisses at 4:10 pm Monday through Friday. Students are under the authority of school personnel when they arrive on FISD property or when students are at a school-sponsored event.

Students who drive themselves to and from the CTE Center should arrive at the CTE Center and their home campus on time. A tardy will be given to any student who arrives late to class. Students should arrive no earlier than 8:00 a.m. and no later than 8:30 a.m. Students are considered to be "in school" when they board a bus or step on campus at the beginning of the school day and are not allowed to leave campus without permission from the office. Should a student need to leave campus, they will need to report to the front office and follow normal sign out procedures.

Arrangements should be made for transportation home for all students at the end of the school day at 4:10 pm. **Students not attending an after-school activity should be out of the building by 4:30 pm and should not be on campus after 5:00 pm each day.**

Cell Phone/Telecommunication Devices

As soon as students arrive on campus at the Career & Technical Education Center, their cell phones/telecommunication devices are not to be used, seen, or heard. If the need arises, a student may call from the office phone located at the front of the school. Parents should be cautious when calling or text messaging their children during school hours because this may cause the phone to be confiscated. If an emergency arises, parents should call the front office of the school and we will do our best to get messages to students.

If a cell phone/telecommunication device is seen or heard, the student will be asked to surrender it to the appropriate school personnel. If a student refuses, for whatever reason, to surrender the cell phone/telecommunication device, this will be considered insubordination and may result in additional discipline consequences.

Disciplinary Settings

Disciplinary settings are offered at the student's home campus.

Dress Code

All CTE Center students are expected to follow the FISD Dress Code standards detailed in the FISD High School Handbook. Any student in violation of dress code will be assigned discipline consequences. Refusal to correct dress code violations will be considered insubordination and may result in placement in ISS or additional discipline consequences.

Dress Code Consequences:

- 1st Offense – Change into Dress for Success clothing
- 2nd Offense – Change into Dress for Success clothing and 2 hours detention
- 3rd Offense – Change into Dress for Success clothing and serve 1 day of ISS
- 4th Offense – Change into Dress for Success clothing and serve 2 days of ISS
- 5th Offense – Change into Dress for Success clothing and serve 3 days of ISS and consideration for removal from CTE Center class

ID Badge Requirement

In addition to the district dress code requirements, CTE Center students will also be **required** to wear ID badges. For the safety and security of our students, ID badges must be visible at all times while in the building. Not wearing the CTE Center ID badge will result in disciplinary consequences.

ID Badge Consequences:

- 1st & 2nd Offense – Warning
- 3rd & 4th Offense – 1 hour detention
- 5th & 6th Offense – 2 hour detention
- 7th Offense – 3 hour detention
- 8th Offense – 1 day of ISS and consideration for removal from CTE Center class

Field Trips

Students who are failing one or more class(es) will not be allowed to attend class field trips when attendance on the field trip allows the student to miss class/instruction time for the class or classes he/she is failing.

Grading Guidelines

- Major grades (tests, projects, and papers) – 50%
- Minor grades (such as quizzes and other minor assessments) – 30%
- Daily grades (homework, class work) – 20%

Hold List/Semester Exams

Students on the hold list for final exams or students who miss their scheduled final exams **will have through the Friday of the first week of the summer break to take their make-up test.** A grade of zero will be entered into the grade book for any exam that is not taken within this timeline.

Late Work & Zeroes

Minor Grades: Guidelines provided to students within the teacher syllabi.

Major Projects and Assignments:

- Fifteen (15) percent off if turned in the next day. The student's responsibility is to find the teacher and turn in the assignment.
- Thirty (30) percent off if turned in at the next class meeting.
- Any assignment turned in after the next class meeting timeline may receive a grade of zero.

Make-up Work due to Absence

Make-up work is work that a student has missed due to an absence whether excused or unexcused. **Students are responsible** for collecting their make-up work the first day they return to the class that was missed. Students will have two school days (which will be the next class meeting) after receiving their make-up assignment(s) to turn in their make-up work for full credit. Any assignments that were due during any period the first day a student was absent must be submitted immediately upon the students return to school. **Note: The late work guidelines will be in effect for any work not turned in after the 2-day make-up allowance.**

Extended Absences (3 or more missed class meetings) make-up work will be considered on a case-by-case basis taking the cause of the absence into consideration.

Make-Up Examinations

Students absent during examinations shall not be allowed to miss more class time by making up the exam during class time. Make-up examinations will be given during tutorial time before or after school. The teacher will assign the make-up session within the days allowed for the student to make up work. It will be the student's responsibility to make up the examinations during their assigned times. A grade of zero may be given if the exams are not made up during these assigned times. Teachers do not have the option of giving the examinations during their conference period.

Note: Only students with an excused absence will be allowed to make-up exams.

Retest Guidelines

See FISD Student Handbook

Parking on Campus

All students and staff who plan to park on the Career & Technical Education Center campus will be required to register their vehicle and obtain a parking permit which must be displayed while the vehicle is parked on campus. If a student's parking permit is lost or destroyed, the student will be required to pay \$25.00 for a replacement permit. When students withdraw from school, those who have parking permits are required to return their permit.

No unlicensed drivers will be allowed to park or drive on the CTE Center campus. Students may park in the designated student parking lots and must leave their vehicle immediately upon arrival on campus each day. Students may not park in spaces marked for visitors or reserved for specific staff members.

Students must have permission from an administrator to go to their vehicle during the school day. Students who must leave campus during the school day are required to sign out in the office after obtaining permission to leave school. Students who violate parking rules or drive in a reckless or unsafe manner will face disciplinary action including loss of parking privileges.

The first parking violation will result in a two week revocation of parking permit. A second violation will result in the parking sticker being pulled for 6 weeks. A third violation may result in the vehicle parking sticker being revoked for the remainder of the school year. Any subsequent violation may result in placement in ISS and revocation of parking privilege for a period of time to be determined by the assistant principal (usually the remainder of the school year).

Theft or sharing of a parking sticker is a violation of the student code of conduct and will result in consequences. Consequences for parking and driving violations will be at the discretion of the administration.

Tardiness

Tardiness is viewed as a disruption to the classroom environment. Coming in late not only deprives the tardy student of full learning time, but also disrupts the education of other students and the effectiveness of the teacher. Promptness and punctuality are skills necessary and beneficial for both school and the work place.

As set down in Sub-Chapter C of Chapter 25, Section 25.092 of the Texas Education Code, a student is required to attend each class 90% of the days scheduled in a given semester in order to receive credit for said class. If a student does not attend a class 90% of the time, the policy of FISD is to allow the student to make-up the missed time in either Saturday School and/or Detentions prior to the end of the semester in which the time was missed in order to come into compliance with the law and gain credit for the class in question. (Time made up in Saturday School will be at a cost of \$5 per hour as is all other Saturday School assignments.)

Students who drive to the CTE Center will be required to be in class on time. A tardy will be given to any student who arrives late to class. FISD provides transportation to and from the CTE Center and each home campus. All students are encouraged to take advantage of this transportation option to avoid tardiness.

Tardiness Consequences:

- 1st & 2nd Offense – Warning
- 3rd & 4th Offense – 1 hour detention
- 5th & 6th Offense – 2 hour detention
- 7th Offense – 3 hour detention
- 8th Offense – 1 day of ISS and consideration for Truancy

Tutorials

Teachers will be available for tutoring before and after school as their assigned schedule permits. Teachers will communicate their tutoring schedule to students in addition to posting it in a prominent place in their classroom. Tutorials will be taught by one or more instructors from the course or department. Students can go to any teacher in a department to receive tutorial services. Students who attend tutorials either voluntarily or due to assignment should be prepared to work on academic assignments. Students who attend tutorials without having appropriate materials may be removed and may receive disciplinary action.