

**FISD**  
**Career and Technical**  
**Education Center**

**Handbook Addendum**  
**2017-2018**



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# Table of Contents

<b>Division of Students for Counselors and Assistant Principals</b> -----	<b>2</b>
<b>School Colors</b> -----	<b>2</b>
<b>Mission Statement</b> -----	<b>2</b>
<b>FISD Career &amp; Technical Education Center Bell Schedule</b> -----	<b>2</b>
<b>School Sponsored Student Organizations</b> -----	<b>4</b>
<b>Academic Ethics and Plagiarism Guidelines</b> -----	<b>4</b>
<b>Arrival and Dismissal Procedures</b> -----	<b>4</b>
<b>Cell Phone &amp; Technology Devices</b> -----	<b>4</b>
<b>Disciplinary Settings</b> -----	<b>5</b>
<b>Dress Code</b> -----	<b>5</b>
<b>Food and Drink in Classrooms</b> -----	<b>5</b>
<b>Educational Study Trips</b> -----	<b>5</b>
<b>Grading Guidelines</b> -----	<b>5</b>
<b>Late Work for Major/Minor Projects &amp; Assignments</b> -----	<b>5</b>
<b>Make-up Work &amp; Examinations</b> -----	<b>5</b>
<b>Retest Guidelines</b> -----	<b>5</b>
<b>Parking on Campus</b> -----	<b>5</b>
<b>Tardiness</b> -----	<b>6</b>
<b>Tutorials</b> -----	<b>6</b>

## Division of Students for Counselors and Assistant Principals

Principal: Dianna Manuel

Assistant Principal: Travis Volk  
(Campus Behavior Coordinator)

Counselor: Kelly Hemenway

### 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 8:45 a.m. and dismisses at 4:30 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	8:45 - 10:15	9:00 - 10:30
2	10:45 - 12:15	10:35 - 12:05
Activity		12:10-12:35

3	1:00 - 2:30 Lunch at Home Campus	12:40 - 2:40 Lunches
4	3:00 - 4:30	2:45 - 4:15

## **School Sponsored Student Organizations**

BPA – Business Management & Administration

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

NTHS – National Technical Honor Society

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

Skills USA – Science, Technology, Engineering, & Mathematics

TAFE – Education & Training

## **Academic Ethics and Plagiarism Guidelines**

See FISD Student Handbook

FISD and the CTE Center expect all students to maintain the highest degree of academic ethics. This requires putting the utmost effort into all class work and assignments and avoiding the ethical pitfalls of plagiarism and cheating.

## **Arrival and Dismissal Procedures**

The FISD CTE Center is organized on a four-period day with 90-minute class periods. School begins at 8:45 am and dismisses at 4:30 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 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 4:30 pm. **Students not attending an after-school activity should be out of the building by 4:45 pm and should not be on campus after 5:00 pm each day.**

## **Cell Phone & Technology Devices**

See FISD Student Handbook & Responsible Use Policy

## **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:**

- 1<sup>st</sup> Offense – Change into Dress for Success clothing
- 2<sup>nd</sup> Offense – Change into Dress for Success clothing and 1 hour detention
- 3<sup>rd</sup> Offense – Change into Dress for Success clothing and 2 hour detention
- 4<sup>th</sup> Offense – Change into Dress for Success clothing and 3 hour detention
- 5<sup>th</sup> Offense – Change into Dress for Success clothing and serve 1 day of ISS

## **Food and Drink in Classrooms**

Food is not permitted in the classrooms. The only beverage allowed in the classroom is water in a clear bottle with a sealable / spill-proof lid.

## **Educational Study 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%

## **Late Work for Major/Minor Projects & Assignments**

- 30% off the grade earned if turned in at the next class meeting
- Assignments turned in after the next class meeting may receive a grade of zero.

## **Make-up Work & Examinations**

See FISD Student Handbook

## **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.

- Parking Violation #1 - two week revocation of parking permit
- Parking Violation #2 - six week revocation of parking permit
- Parking Violation #3 - parking permit revoked for the remainder of the school year

Any subsequent violation may result in placement in ISS.

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.

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:**

1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Offenses – Warning

4<sup>th</sup> Offense – 1 hour detention

6<sup>th</sup> Offense – 2 hour detention

8<sup>th</sup> Offense – 3 hour detention

9<sup>th</sup> and Additional Offenses – 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. 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.