

# **Newton County Career and Technical Center**

15935 Hwy 15  
Decatur, MS 39327  
(601) 635-4138

[https://mshs.newton.k12.ms.us/apps/pages/index.jsp?uREC\\_ID=1033080&type=d&pREC\\_ID=1336239](https://mshs.newton.k12.ms.us/apps/pages/index.jsp?uREC_ID=1033080&type=d&pREC_ID=1336239)

## **Administration**

Aaron Cooley, Director  
Linda Giles, Counselor

## **Instructional Staff**

Stephanie Cooley, Health Science Instructor  
Glen Harrison, Engineering Instructor  
Jody Chaney, Information Technology Instructor  
Jill Wagner, Agriculture and Environmental Science and Technology Instructor  
Tyler Carroll, Agriculture and Natural Resources Instructor  
Michele Robinson, Early Childcare Instructor  
Paula Jones, Childcare Center Director Instructor  
Tammy Jones, Childcare Center Assistant Instructor  
Karen White, Student Services Coordinator Instructor

## **Support Staff**

Ellen Mason, Secretary/Bookkeeper

## **MISSION STATEMENT**

The mission of the Newton County Career & Technical Center is to inspire and develop the potential in all students by integrating problem solving skills and higher level thinking skills with relevant work-based experiences that prepare all students for post-secondary education and careers. All Newton County Career & Technical Center programs will connect the academic, employability, and technical skills needed for successful roles in the world of work.

## **VISION STATEMENT**

The Newton County Career & Technical Center will create and foster a positive learning environment and give every student the opportunity to reach their full potential academically, socially, and emotionally in every community and society.

## **CORE VALUES**

Collaboration	Leadership
Creativity	Honesty
Character	Integrity

## **CAREER TECHNICAL PROGRAMS**

**Two units of credit** are given per program and students are encouraged to enroll in the same program for two years. Students who complete 2 years in one program will be program completers.

Students may attend the Career Center in the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades. Class priority is given to entering 11<sup>th</sup> graders.

**Maximum Enrollment Numbers** have been established for each Career and Technical program so that students may receive quality instruction. **If any program receives more requests than there are available spaces, the pool of students will be screened by an average of the core courses (English, Math, Science, and History) from the previous year. For second year vocational completers, it will also include the student's Career and Technical Program grade, MS CPAS2 score, class attendance, teacher recommendation, and core academic average for current year.**

**Health Credit-** ½ credit required for graduation is given for completion of Health Science.

**Science Credit -2 units of Science credit (to satisfy science graduation requirements other than Biology I) may be awarded upon completion of the sequence of courses (2 years in the same program) AEST, Agriculture and Natural Resources, Health Sciences, and Engineering. One science credit from AEST may be counted as an IHL science credit.**

**SAE Credit** ½ elective credit will be awarded to students in AEST or Ag and Natural Resources who complete 350 hours of work on an instructor approved project for Supervised Agricultural Experience(SAE).

**Agricultural and Environmental Science Technology(AEST)** is a program introducing students to new technologies and instructional areas leading to careers in agriculture-related industries. The AEST curriculum is designed to start students with a broad base of knowledge. As they progress academically, students are offered more specialized courses to meet individual interests and the occupations offered in the local area. Workplace skills are provided along with an exposure to technology, production, environmental stewardship, agricultural literacy, and leadership. To introduce students to careers in agriculture, each student will participate in a Supervised Ag Experience(SAE) program throughout the year. The students will complete a SAE plan that will be evaluated throughout the year by the instructor. The program consists of Concepts of Agriscience; Plant Science I, Ag Business I, and Animal Science I and II. The FFA student organization is an integral part of AEST. First year enrollment in Concepts of Agriscience is limited to 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grade students.

**Agriculture and Natural Resources** is a program to introduce the student to the field of agriculture and natural resources, including the production of plants and animals, and the management of natural resources. The student receives instruction in plant and animal

production, natural resource conservation and management, as well as introducing the student to agribusiness management practices and maintenance of facilities and equipment related to these areas. The students participate in classroom and hands-on learning activities related to each area. The FFA student organization is an integral part of this program. This organization allows students to compete using the skills learned in this program. The students will complete a Supervised Agricultural Experience(SAE) plan that will be evaluated throughout the year by the instructor.

**Health Science Core/Healthcare and Clinical Services** introduces students to health care career possibilities, basic anatomy and physiology, and basic patient care skills in both classroom and laboratory and by job shadowing in health care facilities. This program includes a minimum of 100 hours of clinical type experience over the two-year period. The emphasis of the second year is primarily to engage students in advanced skills in the various health occupations and the basic health care sciences. Students may also participate in the student organization Health Occupations Students of America (HOSA). HOSA is a State and National Organization for students interested in preparing for a health related career. **Prerequisites: C or higher in English, Science and Math from the previous year.** First year enrollment is limited to 11<sup>th</sup> grade students.

**Early Childhood Services and Education** is a program designed to prepare students to enter occupations or continue education in the areas of early childhood, child development, and elementary education. The first year of the program focuses on child development, guidance and behavior management, health and safety of children, developmentally appropriate practices, and the history and trends of Early Childhood. The second year emphasizes career development and professionalism, characteristics of a quality child care program, the learning environment, and child care management and administration. Students are provided with hands-on experiences through the on-site childcare center. The childcare center is licensed by the Mississippi Department of Health and serves four-year-old children. The student organization for the Early Childhood Services and Education program is Family, Career, and Community Leaders of America (FCCLA).

**Engineering** is a program in "pre-engineering" 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 technology education and engineering concepts in the workplace. Students will develop academic and technical skills, 21<sup>st</sup> Century skills, and human relations competencies, which accompany technical skills for job success and life-long learning. The program offers two different student organizations: Technology Student Association and VEX Robotics (which allows students to use "hands-on" experiences related to the Robotics and Engineering coursework being

offered). Students who complete the program will be better prepared to enter and succeed in engineering programs offered by Mississippi colleges and universities. **Prerequisites: C or higher in Pre-Algebra**

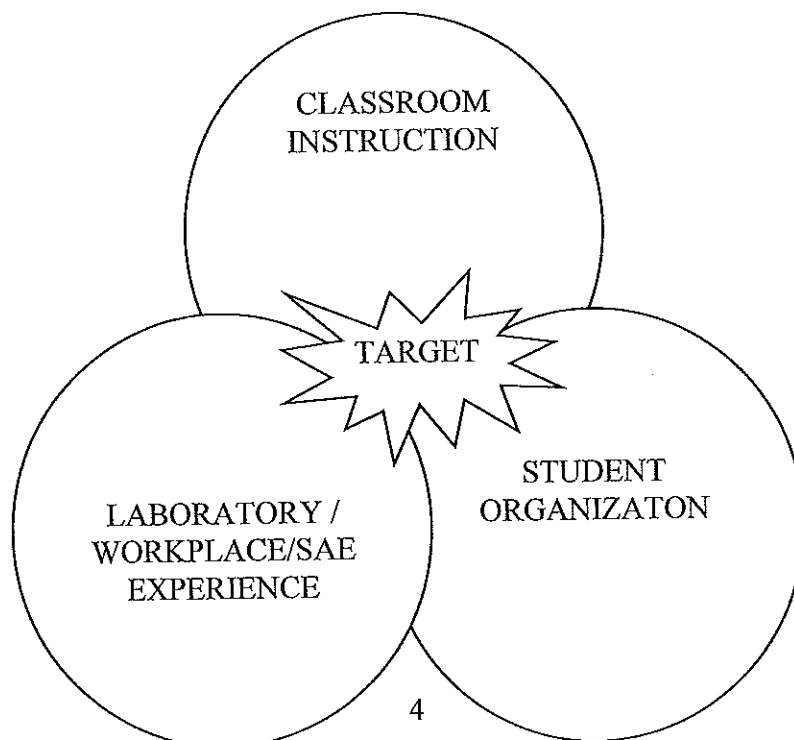
**Information Technology** is the first year curriculum which covers the explanation of technology and computer hardware basics, compatibility issues, common errors associated with computer hardware, software installation and functions, security risks and prevention, Green IT and preventive maintenance of computers.

**Networking Fundamentals** is the second year curriculum and teaches the basic concepts of networking, each network operating system, networking types, standards and how data is encoded and transmitted. This course is designed to prepare students for the Microsoft Technology Associate: Networking Fundamentals Certification Exam.

Students can participate in the Technology Student Association(TSA), a student organization which fosters leadership and opportunities in technology, innovation design and engineering. Members apply STEM concepts through intra-curricular programs; members apply and integrate these concepts through co-curricular activities, competitions, and related programs. TSA students will have an opportunity to compete in district competition and may advance to state and/or national competition.

### STUDENT ORGANIZATIONS

Professional student organizations provide opportunities to expand and enhance students' overall educational experience, improve their social skills, gain self-confidence, acquire leadership skills, and learn how to function as a member of a group or team. Student participation in their respective organization is encouraged as well as participation in local, state, and national events and functions. The following student organizations create a medium for interaction among students, faculty, staff, and the community as a whole.



**Professional student organizations are a vital part of the Career and Technical Education Experience. All students are expected to join and participate in the organization for their program.**

*FFA- National FFA Organization*

*Programs- Agriculture and Natural Resources and Agricultural and Environmental Science and Technology*

*HOSA-Health Occupations Students of America*

*Program-Health Sciences*

*TSA-Technology Students of America*

*Program-Engineering and Information Technology*

*FCCLA- Family, Career & Community Leaders of America*

*Program- Early Childhood Education*

## **ADMISSIONS**

Students who are enrolled full-time in the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade at Newton County High School and students from Newton County Academy or homeschool programs (and are a proven resident of Newton County School District) may submit a request to the high school counselor or vocational counselor for review and consideration to the program of his/her choice for the following school year. A detailed admissions policy is followed to select students for enrollment to the Career Center. Factors include grade level, grades, attendance, and a discipline review.

Admission is not guaranteed. Each program is designed for completion in two years, first consideration will be given to students who can complete the entire course. Each course also has a maximum enrollment number and first priority is given to students enrolled at Newton County High School.

Grade level specific restrictions for some courses apply and are listed above in the program descriptions.

## **ARTICULATION AGREEMENT for CTE and the Mississippi Community College Board**

The Career & Technical Education to Community College Articulation Agreement provides a seamless process that joins secondary and postsecondary Career and Technical Education (CTE) programs of study. This statewide articulation agreement encompasses high school CTE courses that match the knowledge and skills taught in similar community college courses. The articulation agreement ensures that **if a student is proficient in his/her high school course, the student can receive college credit for that course at any Mississippi community college.** This streamlines the student's educational pathway by eliminating the need to take multiple courses with the same learning outcomes.

To be eligible for articulated credit, a student must meet certain CPAS score requirements and

enroll in a Mississippi Community College within 18 months of graduation. Please refer to the following website for current guidelines.

<http://www.mccb.edu/pdfs/ct/statewidearticulation.pdf>

Please talk with the Career Counselor or the instructor of a particular program for specific information.

### **ARRIVAL AT THE CENTER**

Upon arrival at the Center, students are to report DIRECTLY to their assigned classrooms prior to the tardy bell ringing. Students who arrive late to class are to report to the director's office for an admit slip. An exception to this rule would be when the high school informs the Center about school activities that cause the student to be tardy. Once in the classroom, the student is not to leave without the instructor's permission.

Students in the hallway are to go to their destination and return to their class without disturbing other classes.

### **ACCIDENTS**

All accidents, regardless of how minor, must be reported to the office and director. An accident report must be completed and maintained.

### **AUTOMOBILES**

Students are not allowed to bring individual cars to the Center unless he/she has received approval from the CTE instructor, the high school principal, and the Center's director at least 24 hours in advance. On a regular school day when a student is granted permission to drive his/her car, other students ARE NOT allowed to ride as passengers without obtaining proper approval. Unauthorized vehicles may be towed at the owner's expense.

### **BELL SCHEDULE**

Students who attend the CTC follow the schedule arranged with their high school.

### **BUS CONDUCT**

The same bus policy set up by the board of education applies to students being bussed to and from the Center. Misconduct on the bus is reported to and handled by the Center's director and high school's principal. Career Center students violating bus rules may be assigned ISS for their block rather than bus suspension.

### **CODE OF CONDUCT**

Students committing the following acts will be in violation of the Center's code of conduct:

- 1) Threatening a teacher or other student;
- 2) Destruction, misuse or theft of equipment;
- 3) Horseplay in shop or work areas

- 4) Using profanity;
- 5) Being disrespectful to the teacher, school staff, or classmates;
- 6) Being defiant; or
- 7) Not following safety standards

### **DISCIPLINE POLICY**

Safety is a top priority and will not be compromised. Students who violate the CT Center's Code of Conduct create a potential hazard for themselves and others. Such violations will be dealt with to the maximum extent including permanently removing the student from the program. The administration and staff look upon students at the Center as young adults capable of conducting themselves in professional manner as expected in the workplace. Every student at all times is expected to keep in mind that his/her conduct should be an example to others. A cooperative effort will be made by students, parents, teachers, and administrators to maintain a climate at the Center in which every student may receive the best possible training in a safe environment.

The discipline plan at the Center will follow the one listed in the high school handbook.

### **DELIVERIES TO STUDENTS**

Students are not allowed to accept food or other deliveries at the Career Center. If an item is delivered for a student the item must be left in the office, the student will be notified and allowed to come to the office and pick up the item after class instruction has ended and they are released by the teacher.

### **VISITORS**

All visitors to the career center must report to the office. Those wishing to speak with a teacher must schedule a time during that teachers planning period. Approval of the director is required for all visitors.

### **ELECTRONIC DEVICES**

The use of electronic devices on the CTC campus will be for educational purposes only. Newton County School District will not be responsible for any items that are lost or stolen on campus and we will not search for any devices lost or stolen.

Unauthorized use of an electronic device could result in it being confiscated and the process will follow the district cellphone and electronic device policy.

<https://newton.msbapolicy.org/DistrictPolicies/Views/SelectedDocumentReadOnly/tabid/2386/Default.aspx?docId=82519>

### **GRADING**

The grading scale at the Center corresponds with that of the Newton County high school. Grades for students are reported to each feeder school by the Center's guidance counselor.

## **GUIDANCE SERVICES**

A career guidance counselor is available at the Center and is available to assist students with career, educational, and personal decision making. The counselor works closely with the staff in an effort to assist students with their career goals. The counselor also coordinates activities designed to assist students as they make the transition from high school to post-secondary education or employment.

## **LEAVING THE CENTER**

STUDENTS ARE NOT TO LEAVE THE CENTER'S CAMPUS FOR ANY REASON WITHOUT THE PROPER AUTHORIZATION FROM THE DIRECTOR.

## **PROFESSIONAL DRESS**

Another component of career education includes knowing how to dress appropriately in professional environments. This may mean wearing appropriate clothing in a shop class or knowing how to dress for a job interview. All students are required to wear business casual attire or school dress code compliant clothing when on field trips.

## **SAFETY**

STUDENTS ARE REQUIRED TO WEAR APPROPRIATE SAFETY EQUIPMENT WHEN WORKING IN SHOP AREAS, ON PROJECTS, OR WITH MACHINERY THAT COULD BE DANGEROUS.

Only students enrolled in a specific program are permitted to be in that classroom or shop area.

## **SICKNESS**

If a student becomes sick while he/she is at the Center, he/she should report immediately to the director's office with the teacher's permission. The high school and parents will be notified.

## **SPECIAL EDUCATION**

Any student receiving special education services who wants to attend the Career-Tech center MUST have a representative from the CTC present at the IEP committee meeting to discuss placement prior to the student being scheduled for the class. Because many of the classes fill quickly, students need to apply for their chosen program during the enrollment period, then a representative of the CTC will attend the IEP meeting to further discuss placement.

## **SUSPENSIONS**

A student who has been suspended from school is responsible for making up all work and tests missed during their time of suspension in a timely manner. If the suspension is due to behaviors that may pose a threat to the safety of students in a class, the director or counselor will request a conference with the student's parent/guardian to consider removal from the class.

## **ALTERNATIVE EDUCATION**

Students assigned more than 5 consecutive days to East Central Alternative School are not eligible to complete their program during that year. Students may reenroll the following year at



the director and instructor's discretion, after a review of the student's records and consideration of the offense resulting in the placement.

## **SPECIAL RECOGNITION AND AWARDS**

### **Graduation Cords**

Students may earn the right to wear cords of the respective student organizations affiliated with Career and Technical education by meeting the minimum standards listed below **as well as** any program specific requirements:

- Chapter Member in good standing for two consecutive years including their Senior year
- Have earned 2.5 credits in a non-skilled program or be a program completer
- Must attend 75% of all chapter meetings each year or a minimum of 4 meetings per year
- Must meet fundraising goals established by the chapter for all members
- Must complete a minimum of 25 hours of community service pre-approved by the teacher and reviewed by the Director.
- Must exhibit conduct demonstrating: Trustworthiness, Respectfulness, Citizenship Collaboration, Creativity, Character, Leadership, Honesty, Integrity
- Maintain a CTE/FCS GPA of 3.0
- Must participate in 2 events above the local club level

### **Student of the year Award**

Each year the students who are completing their career and technical programs are encouraged to complete an application to be recognized as the NCCTC Student of the Year. The application is given to all program completers and the selection for student of the year is made by an outside committee chosen by the director. The winner of this award receives a scholarship to a school of their choice.

## **STUDENT SERVICES**

The purpose of Student Services is to enable Special Populations students to experience success in their chosen career and technical education programs. Student Services Coordinators may provide instruction for the career and technical student in areas including mathematics, reading, and writing in addition to any assistance needed in their career and technical classes. The instruction is coordinated with the career and technical instructor and services are delivered concurrently with enrollment in a career and technical education program.

Students receive a variety of instruction ranging from individualized tutoring to computer remediation programs. This process is to ensure that those students master competencies and learn employability skills to prepare them for post-secondary opportunities and to assist them in becoming successful in the world of work.

Six categories of students are identified that are to benefit from this program:

- Individuals with disabilities;
- Individuals from economically disadvantaged families, including foster children;
- Individuals preparing for nontraditional fields;
- Single parents, including single pregnant women;

- Displaced homemakers; and
- Individuals with limited English proficiency.

## TESTING

All career tech students are expected to take the Mississippi Career Planning and Assessment System Test (MS-CPAS) in the fall and or spring. Information technology students will take the National Certification exam indicated by MDE. Students are tested in each vocational program.

## COMPLIANCE POLICY

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973, the Newton County Career and Technical Center does not discriminate against students because of race, color, creed, national origin, sex, or handicapping condition.

*The Newton County Career & Technical Center does not discriminate on the basis of race, color, national origin, sex, or disability in its programs and activities and provides equal access to all students served by our center.*

If you feel that you have been discriminated against at the Newton County Career & Technical Center, please present your grievance in writing to the Director of the center:

Aaron Cooley, Director  
 15935 Hwy 15  
 Decatur, MS 39327  
[acooley@newton.k12.ms.us](mailto:acooley@newton.k12.ms.us)  
 (601) 635-4138

If you are not satisfied that your complaint has been resolved satisfactorily, then you should contact the appropriate person below:

The following person has been designated as the **Discrimination Compliance Officer** and will handle inquires and the filing of grievances of discrimination in all areas except concerns relating to disabilities.

Ken Stringer, Federal Program Coordinator  
 15305 Hwy 15  
 Decatur, MS 39327  
[kstringer@newton.k12.ms.us](mailto:kstringer@newton.k12.ms.us)  
 (601) 635-2317

The following person has been designated as the **Section 504/Disabilities Act Compliance Officer** and will handle inquiries regarding discrimination on the basis of disabilities:

Brooke Sibley, Special Education Director  
 15305 Hwy 15  
 Decatur, MS 39327  
[bsibley@newton.k12.ms.us](mailto:bsibley@newton.k12.ms.us)  
 (601) 635-2317