

Student Handbook

2019 - 2020



KISD Career Center

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Welcome

Students and Parents,

The faculty and staff of the Killeen ISD Career Center welcome you to the 2019 – 2020 school year. You have made a good choice participating in Career and Technical Education. You will leave high school with a competitive advantage over your peers because of the training and skills you will develop while at the Career Center. Our staff is committed to ensuring you graduate from high school **prepared** and **competitive** for your future! Students, work hard and dream big.

If there is anything I can do to be of assistance please let me know.

Sincerely,

Russell Porterfield

Principal

Mission

Engage students in relevant and meaningful learning experiences that are aligned with post-secondary education and career standards.

Vision

KISD Career Center will empower students to be knowledgeable, confident in their skills, prepared and competitive as they transition into post-secondary education and career opportunities as productive members of society.

Core Values

- **Collaboration** - Engaging in work with others to accomplish a common goal
- **Honesty** - Acting in fairness, transparency, and straightforwardness
- **Integrity** - Knowing and Doing what is right in all situations
- **Professionalism** - Demonstrating appropriate skills, judgement, appearance, and behavior that is expected from a person who is trained to do a job well
- **Responsibility** - Accepting and communicating a sense of ownership and accountability
- **Service** - Contributing to the safety and welfare of others, our school, and our community

Bell Schedule

AM Session 8:50-12:15
PM Session 1:20-3:55

Period	Time	Block	Time
CCZ - o hour	7:25 - 8:15 (50)		
1	8:50 - 9:40 (50)	1-3	8:50 - 11:20 (150)
2	9:45 - 10:30 (45)	1-2	8:50 - 10:30 (100)
3	10:35 - 11:20 (45)	3-4	10:35 - 12:15 (100)
4	11:25 - 12:15 (50)	2-4	9:45 - 12:15 (150)
Lunch	12:15 - 1:17 (62)		
5	1:20 - 2:10 (50)	5-6	1:20 - 3:00 (100)
6	2:15 - 3:00 (45)	6-7	2:15 - 3:55 (100)
7	3:05 - 3:55 (50)	5-7	1:20 - 3:55 (155)
<div> <div> **CCAM students eat breakfast at CC **CCAM students eat B lunch at home campus **CCPM students have 4th period B lunch & eat lunch at CC **CCALL students eat lunch at CC </div> <div> Buses Leaving KCC * CCAM bus leaves at 12:20 * CCPM bus leaves at 4:00 </div> </div>			

Early Out Bell Schedule

AM Session 8:50-11:17

PM Session 12:25-1:55

Period	Time	Block	Time
CCZ – o hour	7:45-8:15 (30)		
1	8:50-9:24 (34)	1-3	8:50-10:39 (109)
2	9:28-10:02 (34)	1-2	8:50-10:02 (72)
3	10:06-10:39 (33)	3-4	10:06-11:17 (71)
4	10:43-11:17 (34)	2-4	9:28-11:17 (109)
Lunch	11:17-12:22 (65)		
5	12:25-12:53 (28)	5-6	12:25-1:24 (59)
6	12:57-1:24 (27)	6-7	12:57-1:55 (58)
7	1:28-1:55 (27)	5-7	12:25-1:55 (90)

Late Start Bell Schedule

AM Session 10:50 - 1:18

PM Session 2:23 - 3:55

Period	Time	Block	Time
CCZ – o hour	9:45 - 10:15 (30)		
1	10:50 - 11:24 (34)	1-3	10:50-12:40 (110)
2	11:28 - 12:02 (34)	1-2	10:50-12:02 (72)
3	12:06 - 12:40 (34)	3-4	12:06-1:18 (72)
4	12:44 - 1:18 (34)	2-4	11:28-1:18 (110)
Lunch	1:18 - 2:20 (62)		
5	2:23 - 2:51 (28)	5-6	2:23-3:23 (60)
6	2:55 - 3:23 (28)	6-7	2:55-3:55 (60)
7	3:27 - 3:55 (28)	5-7	2:23-3:55 (92)

Student Drop Off and Pick Up

MORNING DROP OFF

1. All parents and student drivers must enter and exit the school from Stagecoach Road. NOTE: Student are not allowed entry into the school until 8:25am. Parking in the front of the school or the back of the school is prohibited. Students walking to school must enter through the front lobby or west end of campus.
2. Student drivers are to park in one of two student parking lots on the west end of the property. **All students must have a valid parking permit.** (see the front office staff for permits)
3. Parents and students are asked to follow the directions of the Career Center staff members and KISD School Resource Officers (SROs). Student drivers MUST adhere to the speed limit and other traffic laws/rules. Students that don't, will lose their campus driving privileges.
4. Bus transportation - ALL SCHOOLS will be dropped off in the back of the campus.

MID-DAY PICK UP (AM students ONLY)

Harker Heights – Front of the campus

Killeen – West side of the campus by the portables

Ellison/Shoemaker – Back of campus

MID-DAY DROP OFF (PM students ONLY)

Harker Heights / Killeen – East side of campus near the commons area

Ellison / Shoemaker – West side of the campus by the portables

AFTERNOON PICK UP

1. Parents picking up students must enter and exit the school from Stagecoach Road. Parents picking up students must proceed to the coned pick up area in front of the school where they may park and wait for their students. Please do not block any parking spots while waiting for students. Parents may not wait for or pick up their students in the Salon parking lot area. This area is for customers only.
2. To prevent traffic jams and provide safety for our students, we request parents not block bus drivers from entering the bus zone and allow bus drivers to exit the student parking lot and stop for student pedestrians.
3. Parents and students are asked to follow the directions of the Career Center staff members and KISD School Resource Officers (SROs). Student drivers MUST adhere to the speed limit and other traffic laws/rules. Students that don't, will lose their campus driving privileges.
6. Bus transportation -
 - Harker Heights – Front of the Career Center campus
 - Killeen – West side of the Career Center campus by the portables
 - Ellison/ Shoemaker – Back of the Career Center campus

Professional Dress Wednesday

Expectations:

- 1) All students shall be dressed in professional attire every Wednesday
- 2) Each Program of Study will have their own standard of professional dress
- 3) CTE teachers will enter an employability and professional standard grade each week

Implementation:

- 1) Grading will be clear and may utilize a rubric

This is about **Career Readiness**, not about punishment and consequences.

Parking Passes

All Career Center students are required to obtain a parking pass from the assistant principal's office and place it on the rear window of their vehicle in the lower left corner to park in our parking lots. In order to obtain a parking pass please bring:

- 1) School ID
- 2) Driver's License
- 3) Current Insurance
- 4) Make of vehicle and license plate number

Lunch

Students shall remain in the Commons, Lunch Clubs, the courtyard, or Outdoor Picnic Areas during lunch. Lunch clubs will be available for students to join, please look for more information the first week of school. Students are **not** permitted in the hallways during lunch.

Career Center Assignment Re-do Request Form

Student: If you would like to request the opportunity to Re-do an assignment for which you received a failing grade, please complete this form and submit it to your teacher within 10 days of the date the failing grade was posted in the electronic grade book.

Date: _____

Student Name: _____

Teacher Name: _____

Course Name: _____

Assignment: _____

Grade Received: _____

Why do you believe you earned this grade? _____

What are you doing to improve your understanding of this material and your performance on this assignment?

When have you scheduled to attend tutorials to Re-do the assignment?

Student Signature: _____

Parent Signature: _____

Teacher Signature & Date: _____

Student Support Structure

KCC Student Support Structure

