

**FISD
Career and Technical
Education Center**

**Handbook Addendum
2025-2026**



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Division of Students for Counselors and Assistant Principals

Principal: Dianna Manuel

Assistant Principal: Travis Volk

Counselor: Cara Yeates

School Colors

Navy
Gold

Mission Statement

The mission of the Career and Technical Education Center is to provide innovative, industry-driven education that equips students with the skills, knowledge, and confidence to succeed. We foster a collaborative, equitable environment that nurtures growth, creativity, and critical thinking, bridging the gap between education and careers.

Core Values

- Professional Practices, Ethics, & Accountability
- Safe, Secure Environment
- Students are the CENTER of our Decision Making
- Rigor, Relevance & Collaborative Supporting Relationships
- Empowerment & Engagement in the Student's Learning Process

Our Commitment

- Deliver high-quality, relevant, and rigorous career and technical education programs that meet industry needs.
- Foster partnerships with local businesses, industries, and community organizations to ensure our students are job-ready and in-demand.
- Provide personalized support and guidance to help students explore, discover, and achieve their career aspirations.
- Continuously assess and improve our programs and instruction to ensure they remain relevant, effective, and impactful.
- Foster a culture of respect and empathy, valuing diversity and promoting equity in all aspects of our work.
- Emphasize Employability Skills by teaching and reinforcing these five key areas:
 - **Effective Communication & Collaboration** – Work well with others and express ideas clearly.
 - **Time Management** – Prioritize tasks and use time efficiently.
 - **Goal Achievement** – Strive toward personal and team success.
 - **Integrity** – Demonstrate honesty and strong ethical principles.
 - **Meeting Deadlines** – Complete tasks on time and stay accountable.

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 4:35 p.m. Tutorials are scheduled by the teacher.

BELL SCHEDULE

Period	CTE Center
0	7:00 - 8:30
1	8:45 - 10:15
2	10:45 - 12:15
	Activity Period at Home Campus
3	1:00 - 2:30 Lunch at Home Campus
4	3:05 - 4:35

CTE 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

Any student who is caught cheating or plagiarizing will be required to complete the Academic Dishonesty Process and receive a reduction in the assignment grade. The student will receive a discipline referral and the parent(s) of the student(s) will be notified.

Reassessment criteria is determined by the teacher.

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 4:35 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 “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 4:35 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

All personal communication devices are prohibited while inside the CTE Center. See FISD Student Handbook & Responsible Use Policy for additional guidelines.

Disciplinary Settings

Disciplinary settings are offered at both the CTE Center and 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. **In addition, students attending the CTE Center may not wear head coverings inside the building except those approved for religious purposes.**

Any student in violation of the 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 1 hour detention
- 3rd Offense – Change into Dress for Success clothing and 2 hour detention
- 4th Offense – Change into Dress for Success clothing and 3 hour detention
- 5th 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.

Standards Based Grading

Our grading practices reflect Standards Based Grading. Assessments and grades are based on a course's standards/TEKS/skills. Grades reflect the mastery level of the standard learned within a marking period. Grades are entered/titled in eSchool based on the standard, knowledge or skill being assessed.

Employability Skills

Employability skills are an important part of career education and are included in CTE TEKS. These skills will be recorded separately in the gradebook. Employability skills include meeting deadlines, working towards personal and team goals, communicating and collaborating effectively with others, managing time wisely and showing integrity.

Late & Missed Assignments

Students may have the opportunity to turn in late and/or missed assignments for full credit **five** calendar days after the due date or up until the **designated summative assessment** for the standards covered in that assignment, whichever comes first. These guidelines also apply to assignments missed due to extra-curricular/co-curricular activities, absences, etc.

Students who miss deadlines may be assigned intervention/tutorial time at the CTE Center or home campus.

The CTE Center may not have the same procedure for accepting late work as the home campus. It is imperative that students develop Future Ready Skills and part of this is to submit assignments on time. Students who fail to turn in assignments on time may be assessed according to the standards for the course. Each course has standards that address professionalism, promptness and other specific employability skills.

Make-up Work & Examinations

See FISD Student Handbook

Reassessment Guidelines

Students who score 90% or below may be eligible to reassess essential standards that were not mastered during the first assessment. Students will receive a maximum grade of 90% for reassessments.

Reassessments are not automatic. Students should follow the Reassessment Agreement and “apply” for a reassessment by the next class period of receiving feedback (grade). A personalized Student Learning Plan will be developed which will include targeted instruction and is created with the student.

Reassessments may be targeted to areas not mastered on the original assessment. Requirements to reassess, such as attending tutoring sessions and/or completing remedial assignments, will be determined by the teacher. Students caught cheating will be required to complete the reassessment criteria to receive a maximum grade of 70%.

Parking on Campus

All students who plan to park on the Career & Technical Education Center campus will be required to register their vehicle and obtain a parking permit from their **home campus** which must be displayed while the vehicle is parked on campus.

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 workplace.

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, 3rd Offenses – Warning
- 4th Offense – 1-hour detention and parent meeting
- 6th Offense – 1-hour detention
- 8th Offense – 2-hour detention and parent meeting
- 9th and Additional Offenses – ISS and consideration for Truancy

Missed Shuttle Bus

Students who miss the shuttle bus from their home campus to the CTE Center can negatively impact their learning progress. Students who repeatedly miss the CTE Center shuttle bus will be assigned disciplinary consequences.

Missed Shuttle Bus Consequences:

- 1st, 2nd Offenses – Student conference and parent notification
- 3rd Offense – 1-hour detention and parent meeting
- 4th Offense – 1-hour detention
- 5th - 8th Offense – 3-hour detention or Saturday School
- 9th 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.

Disciplinary assignments: Detention may be served at the CTE Center when applicable from 7:45 am – 8:45 am. Most detention assignments will be served at the home campus before or after school. The CTE Center does not support lunch detention. Saturday school and ISS will always be assigned to the home campus.