



# Student Handbook

## *2023-2024*

**Welcome to Madison Career and Technical Center!**

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Madison, MS 39110  
(601) 859-6847  
[Madison-schools.com](http://Madison-schools.com)

*Madison County Schools and Madison Career and Technical Center do not discriminate on the basis of race, color, national origin, religion, sex, age, or handicapping condition.*

# **Welcome to Madison Career and Technical Center**

This handbook is meant to supplement, not to replace, the Madison County Schools student handbook. Its purpose is to improve the overall organization of the programs offered at Madison Career and Technical Center and to make the task of education more enjoyable and successful for all students. All Madison Career and Technical Center students are expected to follow all rules and regulations in this handbook as well as the Madison County Schools student handbook.

## **Mission:**

To provide an educational platform that motivates all students that participate in career and technical education to further their goals as individuals and positively impact the world around them.

# **Madison Career and Technical Center**

## **2023-2024 Faculty and Staff**

Dr. Nason Lollar, Principal (nlollar@madison-schools.com)

Kristy Robertson, Counselor (krobertson@madison-schools.com)

Shari Dantzler, Teacher Academy Coordinator (sdantzler@madison-schools.com)

Travis Dunlap, Construction Instructor (tdunlap@madison-schools.com)

Michelle Guy, Front Office Manager, Attendance Clerk (mguy@madison-schools.com)

Laura Beth Guynes, Work Based Learning Instructor (lbguyes@madison-schools.com)

Shelley Johnson, Health Science Instructor (shelley.johnson@madison-schools.com)

Kelly Ladner, Student Services Coordinator (kladner@madison-schools.com)

Dale McCraw, Automotive Service Instructor (dmccraw@madison-schools.com)

Mary Ann McCraw, Bookkeeper (mmccraw@madison-schools.com)

Patrick McDavid, Health Science Instructor (jmcdavid@madison-schools.com)

Jennifer Richardson, MCS Robotic (jrichardson@madison-schools.com)

Willie Bates, Engineering/Robotics Instructor (wil124@madison-schools.com)

Mary Slaughter, Health Science Instructor (mslaughter@madison-schools.com)

Stephen Steed, Work Based Learning/School Based Interns (ste100@madison-schools.com)

Tiffany Turnage, Information Technology Associate Instructor (tturnage@madison-schools.com)

Amber Wallace, Digital Media Technology Instructor (awallace@madison-schools.com)

Jessie White, Custodian (jes136@madison-schools.com)

# Madison Career and Technical Center

## Bell Schedules

**2023-2024**

### **MORNING**

7:45	Teachers arrival
8:25	<b>GHS</b> students to class
8:45	<b>MCHS, RHS, VJHS</b> students to class (when bus arrives)
10:00	Break begins
10:10	Break ends
11:20	Dismiss <b>MCHS, RHS, VJHS</b> (when bus arrives) Class cleanup and organization time
11:30	Dismiss <b>GHS</b>
11:30-12:25	Teacher Lunch and Planning Time

### **AFTERNOON**

12:40	<b>GHS, MCHS, RHS</b> students to class
2:00	Break begins
2:10	Break ends
3:15	Dismiss <b>MCHS, RHS</b> (when bus arrives) Class cleanup and organization time
3:30	Dismiss <b>GHS</b>

# Emergency Procedures

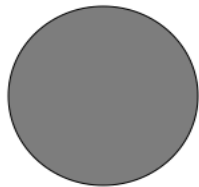
During a fire drill or fire emergency, all students will exit their assigned exterior door quietly and follow all directions given by school personnel.

During a tornado drill or tornado emergency, all students will quietly go to their assigned hallway, demonstrate appropriate safety procedures, and follow all directions given by school personnel.

During a lock down drill or lock down emergency, students should follow all instructions given by their instructor and remain quiet until an administrator gives further directions.

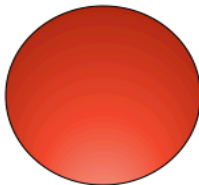
*Emergency drills will be practiced frequently.*

## In Case of Emergency



### **Tornado**

Move to Administrative hallway or Phase II hallway, face wall, squat down, cover head, and stay together!



### **Fire**

Exit building, move to a safe location, and stay together!



### **Lockdown**

Lock doors and windows, keep out of sight and, wait until all is clear!



# **Madison Career and Technical Center Policies and Procedures**

## **Admissions**

Students who attend Madison County Schools and are enrolled in grades 9-12 are eligible to attend courses at Madison Career and Technical Center. Entrance is arranged through the counseling departments of the career and technical center and the local high schools.

## **Arrival/Departure**

Students will ride to and from Madison Career and Technical Center on bus unless they are approved to drive or ride in a private vehicle. **Any student who misses a bus to or from Madison Career and Technical Center should report immediately to the school office for instructions. Missing the bus does not give a student permission to ride with an unapproved student.** Students who miss the bus to Madison Career and Technical Center will be counted as absent unless the home school excuses the absence. A student who misses the bus more than once will be written up. Once students arrive at Madison Career and Technical Center, they are to report directly inside the building.

## **Attendance and Tardies**

Students who are absent or tardy must report to the MCTC office for an admit slip upon their return to MCTC. MCTC students should follow all attendance and makeup policies set forth in the high school student handbook *(See Appendix)*.

*(See Appendix for Tardy Policy and Make Up Work Policy)*

### Check out/Check in

Students must check in and out at the front office. When **checking in** a parent must sign student in. Failure to do so will result in an unexcused absence. When a student **checks out** of school, **a parent must be present unless a parent note is presented to the attendance office before 10:00 a.m.**

The check-out note must include **date, student's name, reason for check out, parent's signature and phone number**. Parent notes will be verified before a student is allowed to check out.

**No check outs permitted with phone calls, faxes or emails.**

As always, the student **MUST** come to attendance office to sign out before leaving campus.

### Discipline

Students may be sent to the office for disciplinary action. MCTC follows the disciplinary procedures in the high school handbook. Any student who receives more than two office referrals during the school year will not be eligible to participate in student organization activities and Student of the Month activities.

### Dress Code

Students are expected to abide by the dress code in the high school student handbook (*See Appendix*). In addition, the Madison County School Board approved the following guidelines for student dress at MCTC (approved 8-9-10). Students who do not abide by the dress code can receive disciplinary referrals and points deducted for labs, clinicals, and shop projects.

#### *Health Science Dress Code*

##### *Policy for Clinical Dress*

1. Clean and ironed navy scrubs must be worn for all clinical experiences unless instructed otherwise.
2. Nametags and lab coats are to always be worn with scrubs.
3. Clean white shoes (or at least 95% white shoes with navy making up the other 5%) are to be worn with scrubs.

4. Hair must be pulled back out of the face and neatly arranged off the collar. No faddish hairstyles, hair colors, or hair ornaments may be worn.
5. Fingernails are to be worn short according to the clinical guidelines as set forth in the *Diversified Health Occupations* textbook.
6. Heavy makeup may not be worn.
7. Only a minimal amount of jewelry may be worn. On clinical days, student may wear one hand ring and female students may wear one pair of small earrings. Necklaces may not be worn on clinical days.

### *Automotive Service and Construction Dress Code*

#### *Policy for Shop Dress*

1. All students are required to participate in shop projects and must be dressed appropriately for shop work. Wearing nice clothes or uniforms is not an acceptable excuse for non-participation. Students are encouraged to wear appropriate clothing on shop days or bring an appropriate change of clothing with them to MCTC.
2. Open-toe shoes or sandals are not permissible in the shop at any time. Students are to wear closed-toe shoes and socks at all times.
3. Safety glasses are to be worn in shops at all times. When required by the instructor, students may also be required to wear hard hats or coveralls.
4. Jewelry may not be worn in the shop areas. This includes rings, necklaces, and large earrings. Female students may wear earrings in the shop as long as it is a pair of small studs.
5. Hats may be worn if allowed by the instructor.
6. Students are not permitted to wear baggy clothing. This includes baggy pants, excessively long shirttails, and baggy jackets and sweatshirts.
7. Long hair must be pulled up.



### Electronic Devices

MCTC students are permitted to use electronic devices before classes begin and during break in the MCTC assembly area only. Students are not allowed to use electronic devices in the restroom at any time. Students are not allowed to use electronic devices as they enter and exit the building or as they move through the hallway before class, during break, and after class. Students will be allowed to use electronic devices in class as permitted by the teacher. Students who misuse electronic devices will be subject to the consequences listed on the policy.

### Equipment

Students will be trained in the proper use of all tools and equipment. Students are responsible for the care of assigned tools and equipment. Students will be required to replace any equipment or tools that are damaged due to negligence and/or horseplay.

### Food and Drinks

Vending machines may only be used during break. Food and drinks may only be consumed outside of the classroom in the break area. **Students are not allowed to bring food or drinks into the building.** All trash must be placed in garbage cans. If students pollute the campus, break will be taken away. **Students are not allowed to use the vending machine in the teacher's break room.**

### Hall Passes

Students outside of the classroom must have a yellow hall pass from the teacher. Students must see the principal or counselor for a pass to leave the building during class.

### **Safety**

All students must pass a safety test before being allowed to use equipment. Students must wear appropriate clothing, shoes, and safety equipment where required. Students may be asked to trim hair and nails in order to maintain safety. Students should avoid engaging in any activity that endangers the safety of other students. Horseplay is not tolerated in any MCTC class at anytime.

### **Student Organizations**

- Educators Rising
- HOSA (Health Occupation Students of America)
- Skills USA
- TSA (Technology Student Association)

### **Student Recognition**

- Student of the Month awards are given at the end of each month.
- Certificates of Completion and Certificates of Participation are awarded to students who complete the second year of their program.
- Student of the Year awards and the Principal's Award are given at the conclusion of the school year.
- Students meeting the criteria will be eligible for the National Technical Honor Society.
- An awards day program will be held for students in April.
- Mississippi Tech Master Scholar Program (See Appendix)

### **Visitors**

All visitors must sign in at the MCTC office. MCTC students who visit the building must sign in at the office.