

Student Handbook

2020 - 2021



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 2020 – 2021 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 dream big and work hard.

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)
**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			Buses Leaving KCC * CCAM bus leaves at 12:20 * CCPM bus leaves at 4:00

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)

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, the courtyard, or Outdoor Picnic Areas during lunch. Students are **not** permitted in the hallways during lunch.

COVID – 19 Safety at KCC

Social Distancing

- All classrooms will distance students as much as is possible
- Traffic patterns will be established throughout campuses that separate individuals to the greatest extent possible.
- Increased awareness throughout KCC reminding students and staff of social distancing procedures

Supplies

All students should have their own individual school supplies.

- Computers, Books, Magazines, Writing Utensils, etc.
- If using classroom equipment
 - Pre-wipe equipment
 - Post-wipe equipment
 - Glove usage in shop areas

Common Areas

Describe how common areas will be managed for recommended physical distancing.

- Commons
 - Tables will be spaced accordingly
 - No more than 3 per table (small round table)
 - No more than 4 per table (large round table)
 - No more than 8 per table (double rectangle table)
 - Posters depicting proper separation between people
 - Tables marked for social distancing
- Hallways
 - Posters depicting proper separation between people
 - What to do if you feel ill? Who do you tell? Steps for self-reporting?
- Bathrooms
 - Custodial staff will clean heavily touched areas multiple times a day to disinfect items that students or staff may commonly contact.
- Locker room
 - Scheduled rotations for peak changing times (beginning/end of period) not to exceed 8 students at any given time to observe social distancing guidelines

Cafeteria

How will mealtimes be managed with respect to physical distancing and disinfection?

- Eating locations
 - Commons
 - Courtyard
 - East end picnic tables
 - West end picnic tables
- Lunch brought on campus must be eaten prior to going to class
- Students must eat in designated locations and may not eat in hallways or classrooms
- Social distancing signage on walls and floors

Student Mixing

- Extra-curricular activities must follow guidelines
- Passing periods - provide floor markers with arrows directing traffic in hallways

Nurses Office

We will follow the District's guidance and procedures [Student Process Map for COVID-19](#). Students must enter through the AP's office area (Timarky's) to be seen by the Nurse. That includes:

- Persons presenting as ill
- regular medication distribution
- Any related Nurse issues
- Isolation Room will be Room 104

Personal Protective Equipment (PPE)

- Masks are required by the district, please review our district [procedure](#)
 - Students
 - Faculty/Staff
 - Visitors
- In designated CTE classes students will be required to wear gloves
- In certain CTE classes that require physical exertion and are outside student may not be required to wear masks

Schedule Distribution

- KCC students should obtain a copy on their home campus prior to coming to KCC

School Supply Distribution

- August 11 – 14, by campus for CCAM and CCALL students

Schedule Changes

- Schedule change requests should be submitted via Schoology

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?

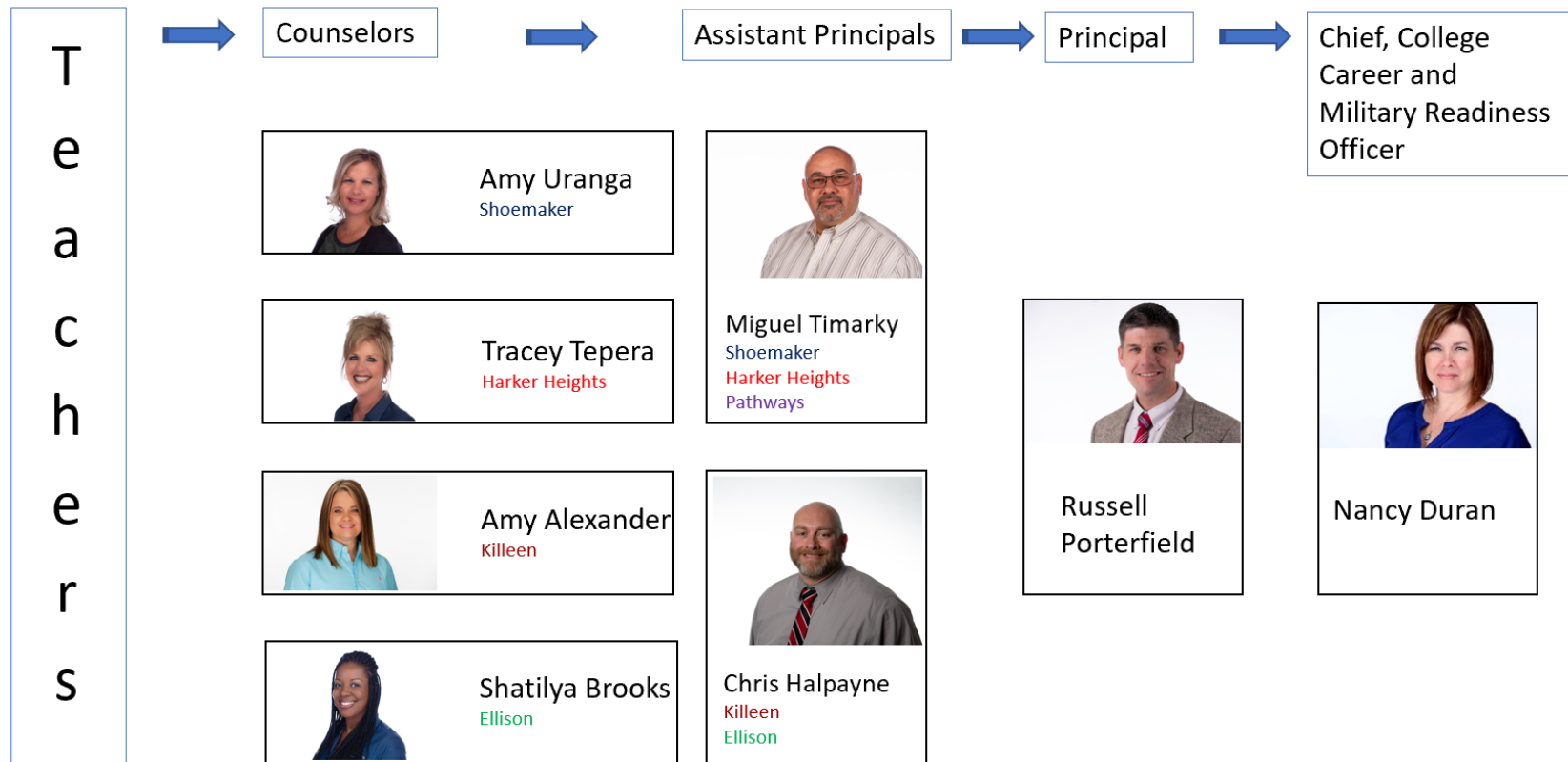
Student Signature: _____

Parent Signature: _____

Teacher Signature & Date: _____

Student Support Structure

KCC Student Support Structure



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: Students 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.

Bus transportation Entry AM

- KHS students will enter from the west end of the building
- HHHS/EHS students will enter from the east end of commons
- SHS students will enter the south of the building
- Hand-sanitizing stations will be available at each entrance and throughout all district facilities.

Bus transportation Entry Lunch

- KHS students will enter from the west end of the building
- EHS/HHHS/SHS will enter from the east end of the commons

Bus transportation Exit Lunch and Exit End of Day

- KHS students will exit the west end of the building
- HHHS students will exit the north of the building (front doors)
- SHS students will exit the south end of the building
- EHS students will exit the east end of the commons

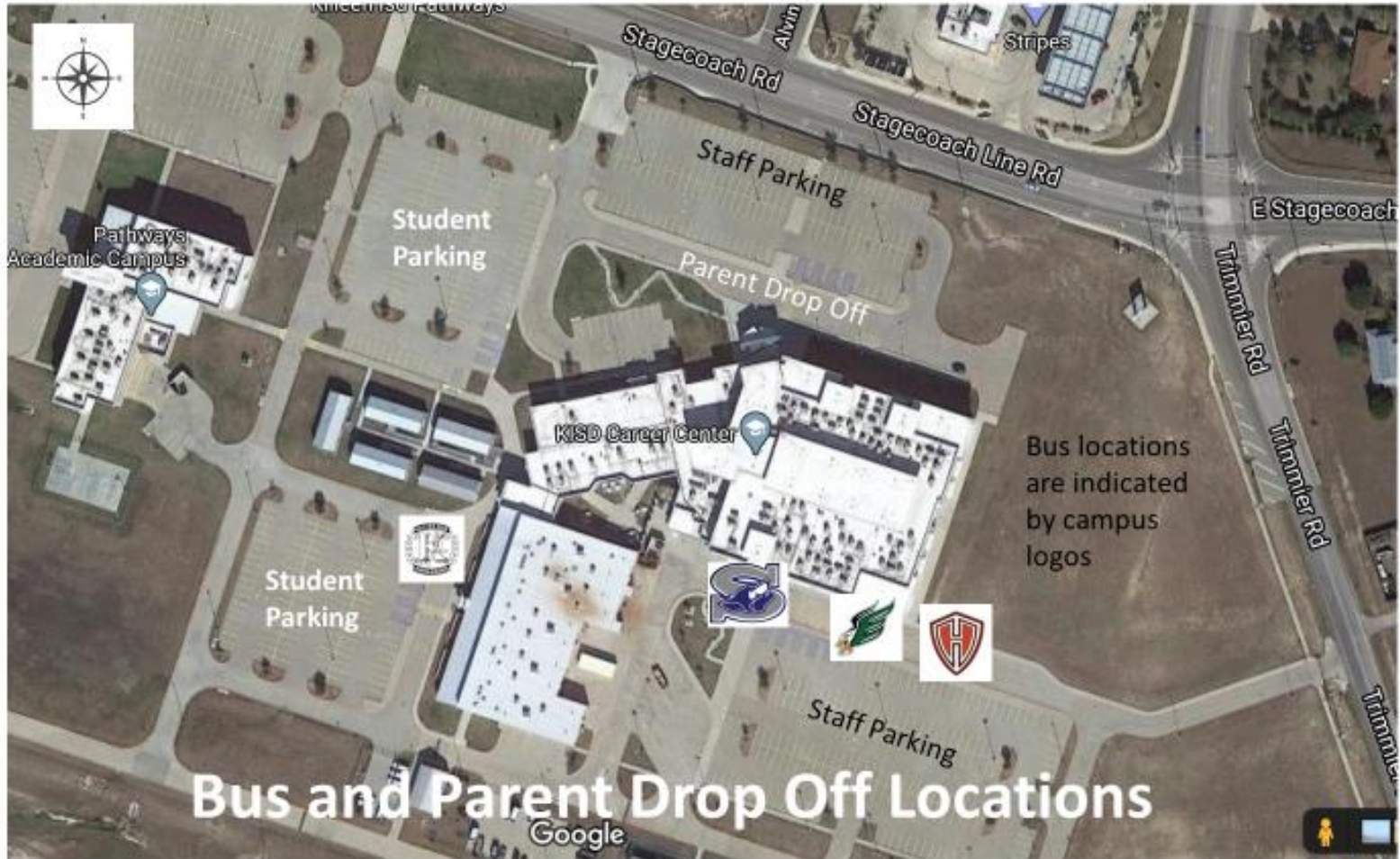
Car Riders

- Enter and exit north doors (front) or west entrance

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.





Bus and Parent Drop Off Locations