



School of Technology Advisory Board

Mrs. Marian Barksdale (Oxford)
Mr. Bob Colston (Lafayette)
Mr. Johnny Parker (Lafayette)
Mrs. Romana Reed (Oxford)
Mr. Scott Shipman (Oxford)
Dr. Judith Thompson (Lafayette)

School of Technology Faculty and Staff

Mrs. Sandi Allen.....Health Sciences
Mr. Ryan Avent..... Construction
Mrs. Beverly Brent..... Career Pathway Experience &
Hospitality, Lodging, & Tourism
Mr. Danny Briscoe..... Student Services
Mr. Ronnell Drane..... Facilities Manager
Mr. Terry James..... Ag. Power & Machinery
Mrs. Christy Jordan Teacher Academy
Mrs. Inda Linzy..... Vocational Counselor
Mrs. Marybeth Lowrey..... Director
Mr. Perry McCormick..... Metal Fabrication
Mr. Stuart Meagrow..... Automotive Mechanics
Mrs. Theresa Rikard..... Administrative Assistant
Mr. Caleb Stanley..... Technology Specialist

TECH COURSES

Ag. Power & MachineryService and maintenance of all aspects of agricultural machinery.

Health Sciences.....Introduction to health care careers/occupations.

Auto Mechanics.....Current automotive service procedures and tools.

Construction.....Residential construction techniques and practices.

Career Pathway Experience.....Entrepreneurship and business education with practical on-the-job experience.

Hospitality, Lodging, and Tourism.....Industry recognized curriculum to prepare students for careers in the hotel/tourism industry.

Metal Fabrication.....Welding and precision machining operations.

Teacher Academy.....Information and experience relevant to pursuing a career in the field of education.

Oxford-Lafayette School of Applied Technology

Mission Statement

The mission of the Oxford-Lafayette School of Applied Technology (TECH) is to provide students with the necessary academic, occupational, technical, and social skills to be successful in the applicable workforce or in post-secondary education.

Objectives

Students attending the TECH will be provided effective vocational programs promoting high quality academic achievement, technical competence, occupational and social skills, and hands-on experience in preparation for career opportunities and post-secondary education.

Skills learned at the TECH will enhance the academic education of students in both high schools.

All vocational programs will be annually evaluated for their effectiveness and salability in the community.

All vocational programs will be taught by highly qualified instructors who enjoy teaching and providing opportunities for all students to be successful.

Programs will be provided to attract diverse populations of students. Every student with the physical ability and desire to learn will be given opportunities to gain the knowledge and skills to be successful in a job or post-secondary education.

Students whose deficiency in reading and math skills prevents them from succeeding in their chosen occupational training will be assisted by personnel to overcome and reduce their deficiency.

All students will be motivated to obtain the knowledge and technical background of a specific occupation and encouraged to seek training at the post-secondary level.

Information and counseling will be provided to help students become aware of their own desires, interests, abilities, and accomplishments, and to use this knowledge for their own personal, social, and occupational development.

Students successfully completing programs will provide a skilled workforce for local and area businesses.

**“Serving the Oxford and Lafayette School Districts with the finest in
Career and Technical Education.”**

Learning Through Practice

Having success in today's job world requires marketable skills. The TECH stresses the importance of acquiring these skills to aid one's development toward being a productive member of society.

Courses emphasize practical learning. Students are encouraged to develop critical thinking skills such as problem solving. All courses utilize real-life work scenarios to teach students responsibility, integrity, quality, and the importance of teamwork.

Education with an emphasis on application is what the TECH is about. Students who learn skills at the TECH are better prepared for the workforce and further education.

The TECH is recognized as an Accredited Training and Education Facility by

the National Center for Construction Education and Research.

**OXFORD-LAFAYETTE SCHOOL OF APPLIED TECHNOLOGY
VOCATIONAL SCHOOL CALENDAR
2016-2017**

July 18, 2016	Vocational Counselor Contract Days Begin
July 25-26, 2016	All Faculty - Staff Development Days (2); 210 Contract Days Begin
July 27-29, 2016	Vocational Summer Conference (Optional)
August 2 – 4, 2016	Staff Development (3)
August 5, 2016	First Day for LHS Students
August 8, 2016	First Day for OHS Students
	LHS State Vocational Testing (MS-CPAS2 – Pre-test)
	OHS State Vocational Testing (MS-CPAS2 - Pre-test)
September 5, 2016	Labor Day Holiday
September 8, 2016	Progress Reports LHS & OHS
October 7-10, 2016	Fall Break
October 13, 2016	Report Cards – LHS & OHS
November 10, 2016	Progress Reports - LHS & OHS
November 21-25, 2016	Thanksgiving Holidays
December 20, 2016	60 % Day
Dec. 21, 2016- Jan. 3, 2017	Christmas and New Year’s Holidays
January 4, 2017	Staff Development (1)
January 5, 2017	LHS & OHS Students Return
January 12, 2017	Report Cards – LHS & OHS
January 16, 2017	Martin Luther King Jr. Holiday
February 9, 2017	Progress Reports – LHS & OHS
February 20, 2017	President’s Day – No School
March 13-17, 2017	Spring Break
March 23, 2017	Report Cards – LHS & OHS
April 14, 2017	Good Friday Holiday
April 17, 2017	Easter Holiday
	MS-CPAS2 Testing
April 20, 2017	Progress Reports – LHS & OHS
May 19, 2017	LHS Graduation
May 23, 2017	Last School Day for LHS Students – 60 % Day
May 24, 2017	Staff Development Day (Last Day 187 Contract Days) (1)
May 25, 2017	Last School Day for OHS Students
May 26, 2017	OHS Graduation
May 29, 2017	Memorial Day Holiday
June 20, 2017	210 Contract Days End
June 27, 2017	Vocational Counselor Contract Days End

*MS-CPAS2 – online MS Vocational Subject Area Testing – dates not available at this time.

Oxford-Lafayette School of Applied Technology

BELL SCHEDULE

Arrival and Departure Schedule 2016-2017

For all classes except Career Pathway Experience

(All times are subject to change depending on home school requirements.)

Lafayette Students

Monday - Friday

<i>Section</i>	<i>Arrival</i>	<i>Departure</i>
First	8:10	9:30
Second	10:00	11:30
Third	1:10	2:40

Oxford Students

Monday - Friday

<i>Section</i>	<i>Arrival</i>	<i>Departure</i>
First	8:20	9:50
Second	10:15	11:40
Third	1:20	2:45

Arrival and departure times are approximate.

FOR CAREER PATHWAY EXPERIENCE (CPE) STUDENTS ONLY

Class Period Schedule 2016-2017

(All times are subject to change depending on home school requirements)

Lafayette Students

Meets ONCE Weekly

<i>Period</i>	<i>Begin</i>	<i>End</i>
Sixth	1:15	2:07
Seventh	2:11	3:01

Oxford Students

Meets ONCE Weekly

<i>Period</i>	<i>Begin</i>	<i>End</i>
Sixth	1:20	2:09
Seventh	2:17	2:57

CPE arrival and departure times will vary as needed per home school and other requirements.

POLICY AND PURPOSE

The School of Applied Technology (TECH) offers eight vocational and technical courses for freshmen, sophomores, juniors, and seniors from Oxford and Lafayette High School. Each course is designed to provide two years of vocational training that can give the student four Carnegie credits toward graduation. Career Pathway Experience is for juniors and seniors and Carnegie credits vary according to completion.

THE RELEASE OF STUDENT INFORMATION

The TECH will comply with the Family Educational Rights and Privacy Act (FERPA) under the No Child Left Behind Act of 2001 (NCLB). The policy of the TECH is to recognize achievements and honors which students earn. The TECH may be called upon to release information for student recognition. This information may include the following: the student's name, address, telephone number, participation in officially recognized activities, dates of attendance, awards received, and other similar information. Parents who have objections to the release of such information on their child should contact the TECH director during the student's first week of attendance.

EQUAL EDUCATION OPPORTUNITIES

The TECH does not discriminate regardless of race, color, creed, sex, disability, religion, or marital status. No student shall be excluded on such basis from participating in or having access to any course offering or club organization.

LEGAL REF: Mississippi Code, 37-15-35 and 1972 Educational Amendments, Title IX; 45 CFR Part 86; 1964 Civil Rights Act, Title VI, 1973 Rehabilitation Act, Section 503 & 504; 45 CFR Part 84.

ATTENDANCE

Attendance is vital to success; thus, students are expected to report immediately to class upon their arrival to the TECH. An absence will be considered unexcused until proper documentation is provided to the instructor. An unexcused absence will result in the student receiving a zero for all work missed. If transportation is provided by the home school, a student must attend or will be counted absent. The TECH will adhere to the home school's absentee policy.

ADMIT SLIPS

If a student is absent, he/she must present an *admission* slip from his/her home school to his/her instructor. After three days, the absence will automatically be considered unexcused, and no make-up work will be accepted. Any student who is late arriving to the TECH should report immediately to the office and obtain a *tardy* slip. No student will be admitted to class without a tardy/admit slip. Once a student has three unexcused tardies, the instructor may send the student to the TECH director.

MAKE-UP WORK

Within three (3) school days of the student's return, he/she will be responsible for contacting the teacher and arranging for makeup work/test. The instructor will determine when and how the work is to be completed.

BUS ARRIVAL

Students must immediately exit from the bus upon arrival at the TECH and report directly to their classroom.

DISMISSAL DURING SCHOOL HOURS

Students will be accompanied by a parent/guardian when signing out early from school. Should a parent/guardian be unable to accompany their child, a letter will be acceptable. The letter should contain the parent/guardian's signature, current date, and a telephone number where they can be contacted. A parent/guardian who wishes for another person to sign out their child must notify the office, in advance, of the early departure and identify the individual responsible for the student. At all times during the school day, students must sign out in the office when leaving and sign back in upon their return. Students who leave the campus without permission will be referred to the office for possible disciplinary action.

TRANSPORTATION

The home schools provide bus transportation for the students who attend the TECH. Student misconduct on the bus will not be tolerated, and those who violate this policy will be referred to the office for disciplinary action. Students enrolled in Career Pathway Experience are permitted to drive to the TECH, and they must display their TECH parking tag while on campus. Should any other student need to drive to the TECH, they must obtain permission from their instructor prior to bringing their vehicle onto campus. A permission slip should be completed and returned to the instructor completely filled out and signed by all authorized personnel. Students must discuss other daily driving conditions with the TECH director. No student is to ride with another student unless approved by the TECH director. A student who does not follow the guidelines as stated above may lose the privilege to drive to the TECH campus for the remainder of the school year or may face other disciplinary action.

PARKING ON CAMPUS

See your instructor for designated parking areas.

GRADES

Each course at the TECH has a classroom and lab component. The student is responsible for keeping up with all assignments, lab projects, and/or required clinical and working hours. Progress reports and nine weeks grades are given for each student in accordance with the school

calendar. TECH nine weeks, semester, and final exam dates will be set by the School of Applied Technology.

Lafayette's Grading System

A	90-100
B	80-89
C	70-79
D	65-69
F	64 – Below

Oxford's Grading System

A	90-100
B	80-89
C	70-79
D	65-69
F	64 – Below

Numerical grades will be given at the Oxford-Lafayette of Applied Technology. An “incomplete” will become an “F” unless all work is completed within a time set by the instructor. Exceptions may be permitted on a case-by-case basis.

EXEMPTION POLICY

The TECH will adhere to the exemption policies of Oxford High School and Lafayette High School. Students will need to provide proof from their home school that they are exempt.

PARENT/TEACHER CONFERENCE

Should a parent desire to meet with their child’s instructor, they should call the TECH office, 234-9469, and make arrangements with the instructor.

CLUBS

Students are encouraged to participate in organized clubs at the TECH. Instructors will inform the students of the availability of club membership and dues. Keep in mind that membership in these clubs will provide students with opportunities to excel at district, state, and national levels. The following is a list of clubs available at the TECH:

- Future Farmers of America (FFA) - Mr. Terry James, Advisor
- Distributive Education Clubs of America (DECA) – Mrs. Beverly Brent, Advisor
- Educators Rising - Mrs. Christy Jordan, Advisor
- Health Occupations Students of America (HOSA) – Mrs. Sandi Allen, R.N., Advisor
- SkillsUSA – Mr. Ryan Avent, Advisor; Mr. Stuart Meagrow, Advisor and Mr. Perry McCormick, Advisor
- National Technical Honor Society (NTHS) – Mrs. Inda Linzy, Advisor

DISCIPLINARY PROCEDURES

Students who attend the TECH should exhibit appropriate behavior at all times. When a student does not behave as expected, he/she may be removed from the class. The parent will be contacted and informed of the offense and disciplinary action taken by the administration. If a student continues to misbehave, then a recommendation may be made to remove the student permanently from the TECH. The following are some infractions and their penalties:

Bullying or Harassing Behavior

The TECH does not condone or tolerate bullying or harassing behavior when it takes place on school property, at any school-sponsored function, on a school bus, or when it takes place off school property when such conduct, when determined by administration, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (1) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property or (2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. The TECH will adhere to the home school's Bullying Policy.

Damage of School Property

If any student willfully damages any school building, equipment or other part of the school facility, he/she will be recommended for suspension or expulsion. Mississippi code 3922 provides for the recovery of damages in an amount not to exceed \$5000 from the parents/guardian of any minor under the age of 18 years who intentionally or recklessly destroys school property.

Tobacco

Consistent with the provisions of Public Law 104-227, 20 USC 6083, the TECH bans the use of all tobacco products on the TECH campus, building, and on all school vehicles on campus and by all persons at all times. Any student in violation of this policy will face the following consequences:

- 1st offense – Parent notification and penalty are at the discretion of director.
- 2nd offense and subsequent offenses – In-school or out-of-school suspension

Alcohol and Drugs

It is against TECH policy for any student to be found using or in possession of any alcoholic beverage or illegal drugs on any bus, property, or any function/location which falls under the heading of TECH jurisdiction. It is also prohibited for any student to come onto the TECH campus, school bus, or come to any activity or any function/location which falls under the heading of TECH jurisdiction after having used alcohol or illegal drugs.

Cell Phones

The use of cell phones while at the TECH is not permitted unless the student receives permission from his/her instructor. Any student who uses a cell phone without permission from his/her instructor will face the following consequences:

The TECH instructor will complete a discipline form on the student and turn it into the TECH director with the student's cellular device.

- 1st offense – lose cell phone for 1 day (24 hours); instructor will call student's parent/guardian and student's phone must be given to the TECH director.
- 2nd offense – parent/guardian must retrieve phone from the TECH director

3rd offense – referral to the TECH director for disciplinary action for repeated offenses.

Weapons

Mississippi law states that any student who possesses any controlled substance is in violation of the Uniform Controlled Substances Law. This includes items such as a knife, handgun, or any other instrument capable of causing bodily harm. It also includes anyone who commits a violent act on school grounds. Student violators may be subject to automatic expulsion and arrest beginning immediately, subject to the constitutional rights of due process.

Suspension

When a student is suspended from the home school, that student forfeits the right to attend the TECH during that time.

Expulsion

A student recommended for expulsion from their home school will not be permitted to attend the TECH, subject to the constitutional rights of due process.

ALTERNATIVE SCHOOL

A student who is placed in the Oxford Learning Center or Lafayette Alternative School will not be permitted to attend the TECH. Should a student be placed in the alternative school or learning center while attending the TECH, the TECH course instructor may/will provide the student with the academic portion of that class. Since a large part of the class is lab based and cannot be replicated off site, the student will not receive credit for missed lab assignments.

LAW ENFORCEMENT

The TECH reserves the right to call for the assistance of the Oxford Police Department and/or the Lafayette County Sheriff's Department when necessary for the safety of students and staff. When law enforcement officers are called to remove individuals, the director may file appropriate charges.

LAB FEES

Students will be required to pay all lab fees before being admitted into the shop area.

TEXTBOOKS

If TECH instructors assign individual students textbooks at the beginning of the school year, the student is responsible for their assigned textbook(s).

- Lost textbooks – Fees will be collected as follows:
 - Books used less than 1 school year assess full price.
 - Books used less than 2 school years assess $\frac{3}{4}$ price.
 - Books used less than 3 school years assess $\frac{1}{2}$ price.
 - Any other circumstances assess $\frac{1}{4}$ price.

- Damaged textbooks – A fine of not less than ¼ of full price of the textbook will be assessed.

SHOP RULES AND REGULATIONS

Students will be required to follow the safety rules/regulations as outlined by the classroom instructor. In order to be permitted access to the lab area, all students are required to take a safety test and score 100%. All students must wear the proper clothing and eye safety glasses while in their respective lab areas. This clothing may be stored in the student’s locker provided at the TECH. The student can use his/her own lock for added security to his/her locker.

LIABILITY FOR THEFT OR LOSS OF PERSONAL PROPERTY

Students are discouraged from bringing valuable belongings to school. Should students choose to bring such items to school, they do so at their own risk. The TECH shall not be liable for theft or loss of personal property on school grounds. Should students choose to bring personal belongings to school, the students, not the TECH, are responsible for ensuring that their belongings are secured.

INTERNET ACCEPTABLE USE POLICY

The TECH’s computer resources and Internet access is through the Lafayette County School District; therefore, the TECH will adhere to the Lafayette County School District’s Internet Acceptable Use and Safety Policy. A copy of the adopted Internet Acceptable Use and Safety Policy is attached to this handbook. The policy covers the user’s responsibility as he/she access the Internet through the Lafayette County School District. Please read the policy carefully. Sign the attached acknowledgement sheet and return it to the TECH.

Students are responsible for good behavior on school computer networks. General school rules for behavior and communications apply. Access is a privilege – not a right. Access to the district’s network entails responsibility.

Each time you log on to a district computer, the following message will appear. You are reminded that your use of this system constitutes your agreement to abide by the policies contained in this document.

WARNING	WARNING	WARNING	WARNING
Unauthorized access to this computer system is prohibited, and is subject to criminal and civil penalties. This site is monitored for security purposes to ensure it remains available to all authorized users and to protect information in the system. By accessing this site, you are expressly consenting to these monitoring activities. Unauthorized attempts to defeat or circumvent security features, to use the system for other than intended purposes, to deny service to authorized users, to access, obtain, alter, damage, or destroy information, or otherwise to interfere with the system or its operations is prohibited. Evidence of such acts may be disclosed to law enforcement authorities and result in criminal prosecution under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act of 1996, codified at section 1030 of Title 18 of the United States Code, or other applicable criminal laws. Please ensure that you end your session prior to leaving your terminal...			
WARNING	WARNING	WARNING	WARNING

Although freedom of speech and access to information will be honored, network storage areas are similar to school lockers. Technology personnel may access storage areas for the purposes of maintaining system integrity and ensuring the system is being used responsibly. Files on district resources will not always be private. Individuals should realize that network use is logged and subject to administrative monitoring/review at any time.

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