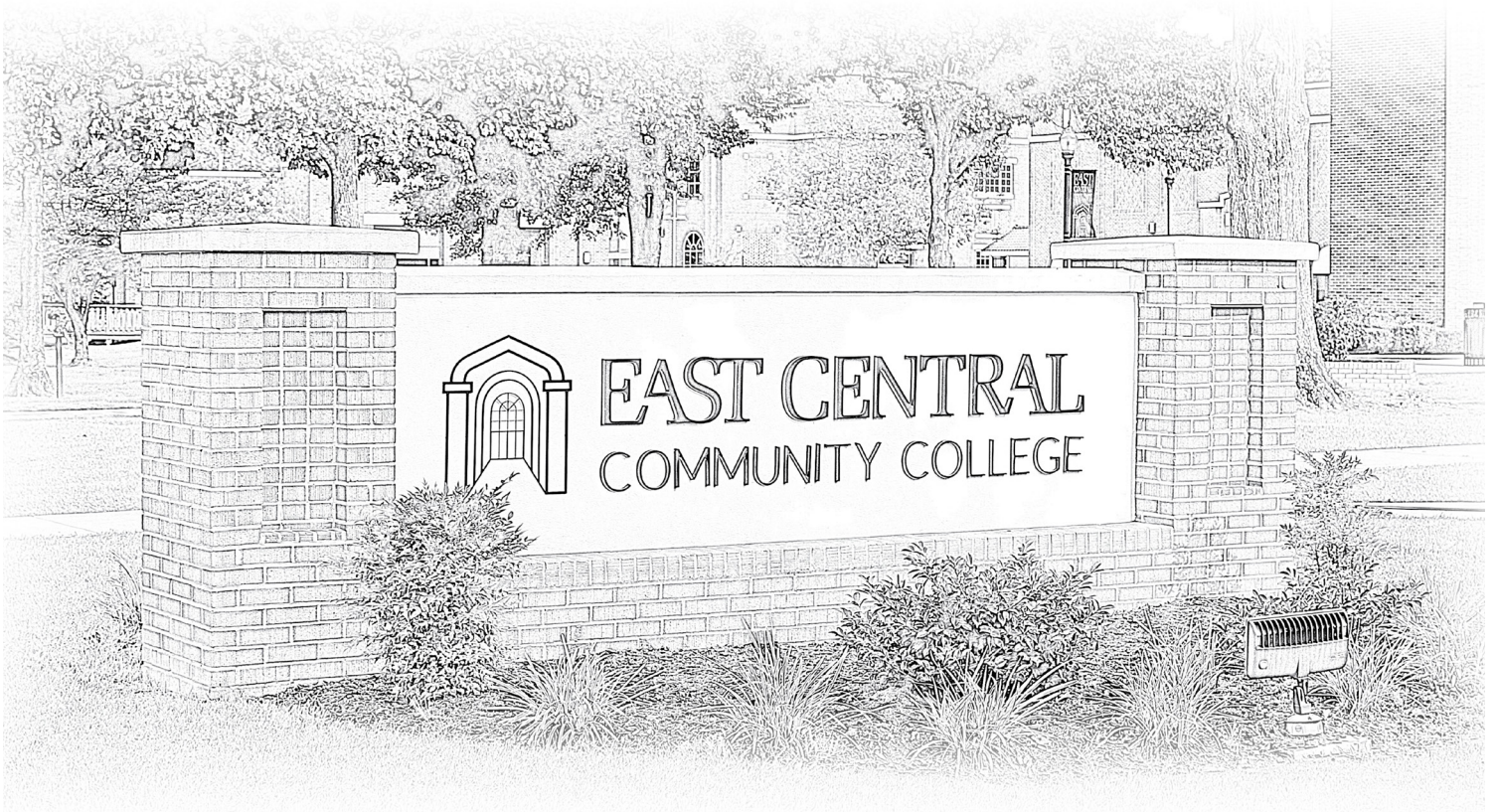


HANDBOOK

2025-26

*Philadelphia/Neshoba County  
Career-Technical Center*



**With *you* In Mind**

# **EAST CENTRAL COMMUNITY COLLEGE**

## **Philadelphia/Neshoba County**

### **Career & Technical Center**



#### **Accreditation**

East Central Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. Questions about the accreditation of East Central Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

#### **Non-Discrimination**

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following offices have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College:

Inquiries regarding compliance with Title VI and ADEA are coordinated by the  
Executive Vice President, Walter Arno Vincent Administration Building,  
Post Office Box 129, Decatur, MS 39327,  
Phone: 601-635-6323, Fax: 601-635-4011, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).

Inquiries regarding compliance with Title IX and Section 504 are coordinated by the  
Vice President of Student Services, Eddie M. Smith Student Union Building,  
Post Office Box 129, Decatur, MS 39327,  
Phone: 601-635-6267, Fax: 601-635-4067, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).

Inquiries regarding compliance with ADA are coordinated by the  
Director of Student Success, Eddie M. Smith Student Union Building,  
Post Office Box 129, Decatur, MS 39327,  
Phone: 601-635-6228, Fax: 601-635-2150, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).

*Please refer to the ECCC College Catalog, the ECCC Policies & Procedures Manual, and the ECCC Student Handbook to review all College policies, procedures, guidelines, and other information as it pertains to both students and employees of East Central Community College in Decatur, Miss.  
These publications are located on the college's website at [www.eccc.edu](http://www.eccc.edu).*

*(The College reserves the right to change any policies announced herein when deemed necessary.)*



# PHILADELPHIA/NESHOBA COUNTY CAREER-TECHNICAL CENTER

900 Valley View Drive • Philadelphia, Mississippi 39350  
Phone: 601-656-8544 • Fax: 601-656-2580

Division of  
**EAST CENTRAL**  
COMMUNITY COLLEGE

*The Philadelphia/Neshoba County Career-Technical Center does not discriminate on the basis of race, color, religion, age, national origin, sex or handicap.*

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## PERSONNEL

Director . . . . .	Cody Spence
Counselor . . . . .	Brandi Waddell
Secretary. . . . .	Ginnie Barker
Custodian . . . . .	Denise Gray

## INSTRUCTORS

Automotive Services Technology . . . . .	Lance Flake
Construction Technology . . . . .	Tyler Woods
Early Childhood Education . . . . .	Dianna Hughes
Health Sciences Technology . . . . .	Doug Kelley
Law Enforcement . . . . .	Micheal Beasley
Student Services . . . . .	Jill Powe
Educator Preparation . . . . .	Christina Boles
Welding . . . . .	Joey Irby

The policies of the Philadelphia/Neshoba County Career-Technical Center may be summed up in the following statement: To provide career-technical training and instruction for the student in cooperation with the parent schools. The Career-Tech Center was established in 1983 as a division of East Central Community College in cooperation with the Philadelphia Separate School District and the Neshoba County School District.

The Philadelphia/Neshoba County Career-Technical Center is a division of East Central Community College.

## **Admission**

Students must be enrolled in the regular high school program in order to be admitted to the Philadelphia/Neshoba County Career-Technical Center. Admittance is arranged through the counselor at the Career Technical Center and the parent school principal and counselor.

## **Course Offering**

The classes at the Philadelphia/Neshoba County Career-Technical Center will consist of 9th, 10th, 11th, & 12th grade students from Philadelphia Separate School District and the Neshoba County School District.

Neshoba Central High School will have 60% of the student slots and Philadelphia High School will have 40% of the student slots. Any other qualifications to enter a program will be discussed under course descriptions. Courses offered at the Philadelphia/ Neshoba County Career-Technical Center are as follows: Automotive Services Technology, Construction Technology, Early Childhood Education, Health Sciences, Law Enforcement, Teacher Academy, and Welding. Safety is an integral part of every course and activity and students are expected to be safety conscious at all times.

## **Course Descriptions**

**Automotive Services Technology** - This two-year course is designed for the purpose of rendering basic training in the mechanic field. The Automotive Service pathway includes classroom and hands-on experiences that prepare students for employment or continuing education in the auto service industry. The content is aligned with National Institute for Automotive Service Excellence (ASE) standards to ensure that programs can be recommended for certification by National Automotive Technicians Educational Foundation (NATEF). The content is divided into two courses. The content of the first course is Introduction, Safety, and Tools/Technical References, along with Basic Automotive Service, Brakes, Introduction to Electrical/Electronic Systems, and Basic Electrical/Electronic Systems. The second course content is Advanced Electrical/Electronic Systems, Steering and Suspension, and Engine Performance content. Students must meet prerequisites in order to enroll in Automotive Services Technology I and must make at least a 'C' the first year in order to be able to enroll in Automotive Services Technology II.

**Construction Technology** - This two-year program prepares a student for employment or continued education in the occupations of Carpentry, Electrical Wiring, Masonry, or Plumbing. Construction Technology I is a basic course teaching fundamentals of safety, tools, math, and basic carpentry, electrical, masonry, and plumbing skills. Construction Technology II: Carpentry is a continuation of CT I and provides advanced instruction and practical applications in each area. The curriculum framework for this program was developed in partnership with the Mississippi Construction Education Foundation (MCEF). MCEF is the accredited sponsor for the National Center for Construction Education and Research (NCCER). A student must meet the prerequisites to enroll and must have a 'C' or better average in Construction I to be eligible to enroll in Construction II.

**Early Childhood Education** - This two-year course is designed to prepare the student to enter the world of work in the field of Early Childhood Education. The curriculum prepares students for future success in the field of early childhood education by improving academic and technology skills, improving employability skills, and articulating courses to community colleges. The rigorous and relevant 2-year program is based on state and national standards, CDA (Child Development Associate) competency standards, NAEYC (National Association for the Education of Young Children) standards, and 21st century workforce skills. The course is a 2-year program offering 4 Carnegie units of credit. Students must meet prerequisites to enroll and students must have a 'C' or better in Year 1 to enroll in Year 2.

**Health Sciences** - This two-year program is intended for 10th, 11th and 12th grade students who plan to enter a career in the health field upon completion of high school. This course will introduce the student to the various health career fields, the basic health sciences, and basic skills in both laboratory and clinical. It will expose the second year student to a clinical rotation in the various health care facilities. To enroll, students must meet prerequisites and have an 85 or better average in Health Science Core in order to enroll in Health Care & Clinical Services. Each section of first year students is limited to a maximum of fifteen (15) students. Priority will be given to students with an overall average of eighty-five (85) or above. In the event there is an excess number of students per section that meet the qualifications, students will be selected on a descending order based on their grade point average and second year students will be selected in descending order based on their grade average in Health Science Core.

**Welding** - This two-year course focuses on the NCCER Learning Series Core and Shielded Metal Arc Welding (SMAW). Students will learn employability skills, safety, basic tool knowledge, and oxyfuel cutting fundamentals. Year two focuses on specialized welding symbols used in blueprints, as well as PAC, CAC, and advanced techniques used in SMAW. Students must meet prerequisites in order to enroll in Welding and must have a 'C' average or better in Intro to Welding Year 1 to be eligible to enroll in Advanced Welding.

**Educator Preparation** - This course is designed to attract students to the field of education, to provide information and field experiences relevant to pursuing a degree in education, and to prepare students for the rigors of a career in education so they will remain long-term educators. The Teacher Academy pathway includes classroom and hands-on experiences that will prepare students for employment or continuing education in the education field. Students in the program will participate in observation hours at the local schools. Students are expected to dress and behave in a professional manner at all times while participating in observation. Prerequisites must be met to enroll in the program and also for retention in the program.

**Law Enforcement** - This program focuses on the history of law and legal systems in the United States. Students will leave the class with a firm foundation of knowledge in these areas. Additionally, students will learn the importance of personal health and safety in the work environments associated with Law Enforcement. Students will also be introduced to the emergency services found in local communities. Additionally, students will focus on corrections in the state of Mississippi, studying specifically how jails and prisons function. ***STUDENTS MUST HAVE AN UP-TO-DATE PHYSICAL.***

**Student Services** - This program provides instructional support to students enrolled in career-technical programs. Students benefit from diverse methods of instruction ranging from individual tutoring to interactive computer-based programs designed to promote mastery of academic and career technical competencies that will assist them in becoming successful in the world of work.

### **School Policies**

The success of any school or organization depends largely upon the respect and the observance of its rules and policies. The students attending the Career-Technical Center are required to conform to the rules and policies of the parent school in which they are enrolled, in addition to the rules and policies of the Career-Technical Center. The rules and policies of the parent school and the Career-Technical Center will be strictly enforced on this campus for the benefit of all students attending this Center. Occupational or trade training requires not only training in skills, but also development of good work habits. The value you receive from your training will depend largely upon your interest and attitude. Safety is an integral part of every course and activity! **Any student behaving in a manner that jeopardizes his/her safety or the safety of other students will be removed from the program with no credit earned.**

## **Grading & Exemption Policy**

Students will be graded on manipulative skills as well as related work. Grades will be reported on a nine week and semester basis. Each instructor will hand out to each student a grading sheet and explain it at the beginning of each course. The grading system will be as follows:

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

***\*\*1st year students must earn a grade of “B” or higher in Health Science and Educator Preparation to return to the 2nd year program. 1st year students in all other programs, must earn a grade of “C” or higher to return to the 2nd year program***

## **Administrative Procedures**

1. The teacher/pupil relationship in the classroom should be one of mutual respect at all times.
2. The teacher shall be recognized as the person in authority to maintain good discipline in the classroom.
3. Corporal punishment may be administered by the director or by a teacher in presence of a witness, but not in view of the class.
4. Any teacher has the authority to correct any misbehavior by a student inside or outside the building.
5. A student should not display any discourtesy to a teacher who is making disciplinary corrections.
6. Each student shall conduct him/herself so as to observe the rules and regulations set up by the teacher and director.

## **Standardized Testing**

During the spring, some students will be required to take an end of course assessment related to their program. Construction and Welding students will take the NCCER, Automotive Services Technology students will take the ASE, and second year Early Childhood Education students will take the PrePAC, which allows them the opportunity to earn a National Certification. These are required by the state and is very important to the success of the center. Students are encouraged to do their very best.

## **Attendance Policy**

Regular attendance is vital to the success of our students. One of our goals at the Philadelphia/Neshoba County Career Technical Center is to prepare our students for the ‘world of work’ and in order to have success as a productive citizen, you must make attendance a top priority.

## **Make-Up Work**

A student must present an admittance slip from their parent school to their instructor upon return to school after being absent. It is the STUDENT’S responsibility to ask for make-up work. When a student has an excused absence, they will be given **3 days** to make up any missed work. For school sponsored trips, assignments should be secured ahead of time and are due on the day a student returns to class. In addition to the policies of the Career-Technical Center concerning attendance, students are also required to conform to the policies of their parent school. A student must be in class for more than 63% of the class period in order to be counted present.

When a student is suspended from school, the student can make-up all daily work missed but will receive 70 percent of whatever grade is earned. The student can make-up all tests (chapter tests, end-of-unit tests, nine weeks tests, semester tests, and final exams) and receive whatever grade he/she earns.



## **Care Of The Physical Property And Buildings**

Teachers and students are encouraged to cooperate fully in an effort to preserve and to improve our building, grounds, tools, and equipment. It is the duty of the instructors to see that classrooms are left at the end of each class period in a tidy well-kept manner. Any student removing, destroying, defacing or marking school property will be required to pay the cost of repair or replacement. The Career-Technical Center has one custodian to keep up an attractive Center. Please help us maintain our Career-Technical Center.

## **Vehicles**

Students are not allowed to drive a vehicle on campus without permission from the Director's Office. It is a privilege to drive a vehicle to the Career-Technical Center. The Career-Technical Center assumes no responsibility for lost, missing, damaged parts or damage to the vehicle. The rules below apply to all students and vehicles driven to the Career-Technical Center.

1. The driver must present a valid driver's license and insurance card to the office **prior** to receiving permission to drive to the center.
2. Students must complete a permission slip and have it approved in advance.
3. Students must park in assigned areas and lock their vehicles.
4. Only the driver will be allowed in the vehicle at any time. (No passengers at any time) Radios in vehicles will not be played in any shop at any time.
5. Students are not to sit in parked vehicles at any time unless instructed by the teacher.
6. Students are to follow the bus to and from the Career-Technical Center at a safe distance.
7. The driver is responsible for his/her vehicle and its contents. PNCCTC/ECCC will not be responsible for any lost or stolen items.

No work will be performed on any vehicle driven to the Career-Technical Center without permission. Also if a student brings a vehicle without permission, he/she will lose the privilege of bringing a vehicle to the Center in the future in addition to disciplinary action.

## **Class Activities**

1. The student should never interrupt a class unnecessarily.
2. Students should always be in their proper place at the proper time. Go straight to your class when you arrive.
3. Students are to remain at their workstation and may not leave without permission from their instructor.
4. Students are not dismissed from class by the bell. They are to remain seated or in work area until dismissed by the instructor. Students are not allowed in the hallway until their dismissal bell rings.

## **Classroom Supplies**

Students must bring all necessary materials and equipment needed for class work.

## **Credits**

Students enrolled at the Career-Technical Center may earn two (2) units of credit per year upon successful completion. No credits will be recorded until a student is cleared by the Career-Technical Center. This includes the paying of any fees owed to the Center and completing all assignments.

## **Insurance**

Students are required to have insurance coverage or written assurances from the parents or guardian of acceptance of responsibility if an accident should occur at the Career-Technical Center.

## **Parent-Teacher Conference**

All parents are welcome at the Career-Technical Center. If a parent wishes to visit a class or have a conference with an instructor, they must contact the Director's Office to arrange a convenient time for a visit or conference.

## Visitors

Visitors are invited to visit the facilities of the Career-Technical Center.

All visitors must report to the office upon entering the campus. No visitors will be allowed in the classroom area without first having checked with the office to obtain permission and a visitor pass. No student will be called out of class for visitors. Food cannot be delivered to a student at the center.

## Telephone

1. The Career-Technical telephone is a business telephone and is not for student use. Students will be allowed to use the office telephone **only in case of emergencies**. Students must have permission from the office to use the telephone. Calls must be **brief**.
2. Messages by telephone will be accepted and delivered by the secretary. However, no student will be called from class except in cases of emergency.

## Student Policies

1. It is the responsibility of the student to make arrangements with the instructor to make up work for excused absences.
2. All tools will be properly returned and stored at the end of class each day. Any student caught removing tools, supplies or any items from the Career-Technical Center will be dealt with accordingly.
3. At the end of the school term, an official inventory will be taken. All tools will be accounted for. The replacement cost of any missing tools will be shared by the students.
4. Only Career-Technical students and authorized escorted guests will be allowed in the shop or lab area.
5. Students may not enter the halls without permission from their instructor.
6. Lockers are provided for students to use. It is suggested that students purchase a lock for their lockers. **The locker is school property**, therefore, it is required that the student have an extra key or copy of combination in the office. School officials reserve the right to check lockers at any time.
7. **Cell phones & ear buds will not be permitted at any time.** First Offense – Cell phone will be confiscated, turned into principal, and a parent(s) or guardian(s) contact will be made. The phone will be returned to the student at the end of the school day. Second Offense – Cell phone will be confiscated, turned into principal, and parent must come to school to retrieve the phone. Third Offense – Cell phone will be confiscated and (1) a parent may pay a fifty dollar (\$50.00) fine (Cash Only) and get the phone back or (2) the phone will not be returned for 30 days. Fourth Offense - Cell phone will be confiscated and not returned for 30 days.
8. Students are not to wear any type of cap or hat in the classrooms and headwear is at the teacher's discretion in the labs.
9. All students will be required to make 100% on a safety test in their respective program. **If a student does not make 100% on the safety test, they will be removed from the program.**
10. **Students are to wear safety glasses provided by the Career-Technical Center in the designated areas of shop or lab at all times. NO EXCEPTIONS!**
11. One pair of safety glasses will be provided for the student by the Career-Technical Center at the beginning of the year. It is the responsibility of the student to take care of his/her glasses. In the event his/her glasses are lost or damaged, he/she must pay for the second pair.
12. Students are not to prop their feet against the walls or furniture.
13. Students are not to sit on tables or the back of chairs.
14. There will be NO sleeping in class.
15. Class begins when students arrive at the Career-Technical Center. Students should proceed to their classroom from the bus in a prompt, orderly manner, be seated, and prepare to begin class.
16. The Career-Technical Center is not responsible for lost or stolen class rings, watches, jewelry, etc.

17. Any property remaining on campus after the student/owner has been notified to remove such, or after a diligent effort has been made to contact the student/owner, will be disposed of accordingly.
18. The Career-Tech Center is a tobacco-free school. Use of all tobacco products including smoke emanating (electronic) and smokeless products are prohibited at all times. This policy includes, but not limited to, campus buildings, campus parking lots, and campus grounds.

### **Fee Policy**

Each program at the Philadelphia/Neshoba County Career-Tech Center will require a class fee of \$40.00 per year for each student. This fee will pay for the state and national dues for the Student Organization related to the program. It will also pay for a class t-shirt to be worn on field trips and other specific days. Some programs will require an additional fee (for example, Health Science has a fee associated with required malpractice insurance). Each instructor will collect their student's fees and turn in to the office. Any student that has a financial situation which would prevent them from paying the class fee are encouraged to come see the Center Director the first week of school. All discussion pertaining to this meeting will be kept in the strictest confidence and will in no way expose any student to any type of stigma or ridicule by other students or center employees. All students are required to pay this fee, unless it is waived by the director because of financial hardship.

### **Student Organizations**

All students are encouraged to participate in their organization's district/state/national competitions at the discretion of the instructor of the program. Being a member of Student Organizations and competing in the competitions is a vital part of Career-Technical Education.

***\*Parents are not allowed to accompany/chaperone student organization trips.***

### **Student Recognition**

One student from PNCCTC will be recognized as a Student of the Month. At the end of the year, students will be recognized for various accomplishments during the school year at our annual Awards Day.

### **Student Sign In/Out**

1. If a student arrives at school after class has begun, **they must sign in at their parent school before coming to the Career-Technical Center. When they arrive at the Career-Technical Center they are to sign in at the Career-Technical Office before going to class.** (A student must be in class for more than 63% of the class period in order to be counted present.)
2. **Students are not allowed to leave school before dismissal unless they are first personally signed out in the office at the parent school by their parents.** (A student must be in class for more than 63% of the class period in order to be counted present.)

### **Internet**

Information from electronic sources alters the educational environment by opening unlimited resources. The intent of Philadelphia/Neshoba County Career-Technical Center is to provide access to resources available via the internet with the understanding that students will access and use information that is appropriate for their classes. Internet access is provided to allow students to conduct research. Students will gain access to the internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission of parents. All school rules and guidelines for appropriate technology usage shall apply to usage of the internet. Because communications on the internet are often public in nature, all users should be careful to maintain appropriate and responsible communications. To maintain system integrity and to insure that the system is being used responsibly, instructors and the administration reserve the right to review files and network communications. Users should not expect that files stored will always be private. The purpose of providing internet access is to support research and enhance and reinforce educational activities that are consistent with the educational objectives of the Philadelphia/Neshoba County Career-Technical Center.

## **Computer/Internet Technology User Policy**

Students, as internet users, are responsible for their actions and are responsible to act considerately and appropriately in accordance with the following rules.

When using any Philadelphia/Neshoba County Career-Technical Center technology resource, including the internet, students will not:

1. Access social websites such as Facebook on center computers.
2. Send, display, or download offensive messages or pictures.
3. Use obscene language.
4. Harass, insult, or attack others.
5. Damage computers, computer systems, or computer networks (this includes changing workstations and printer configurations).
6. Violate copyright laws.
7. Use other users' passwords.
8. Trespass in other users' files, folders, or work.
9. Use the internet to pull up obscene or vulgar pictures and / or language on a website.
10. Intentionally waste limited resources.

Any or all of the following sanctions could be imposed if a student violates any of the policies and procedures regarding the use of the Philadelphia/Neshoba County Career-Technical Center technology resources, including the internet:

1. Loss of access.
2. Disciplinary action, such as suspension.
3. Cost of damages, if any.
4. **Legal action**, when applicable.

The Philadelphia/Neshoba County Career Technical Center (PNCCTC) will adhere to the Child Internet Protection Act. The PNCCTC adopts guidelines that require efficient, ethical, and legal utilization of internet resources within the educational setting. The PNCCTC shall be in compliance with The Children's Internet Protection Act (CIPA) which is a federal law enacted by Congress in December 2000 to address concerns about access to offensive content over the Internet on school computers. By adopting and implementing the "Computer/Internet User Policy" the PNCCTC is committed to providing an Internet network that allows legitimate access to educational resources for our students and employees. I will abide by the policies relating to technology "Computer/Internet User Policy". The complete "Computer/Internet User Policy" will be available upon request at the PNCCTC office.

## **Bullying Or Harassing Policy**

Students and employees in the Career-Technical Center are protected from bullying or harassing behavior by other students or employees. It is the intent of the administration to maintain an environment free from bullying and harassing behavior.

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 reasonable perceived as being motivated by any actual or perceived differentiating characteristic that (a) 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 (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.



**Bullying or harassing behavior will not be condoned** or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, **or when it takes place off school property** when such conduct, in the determination of the Center Director, renders the offending person's presence in the classroom a disruption to the educational environment of the school or at detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, director, counselor or other school official. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. Ref: SB 2015; Miss. Code Ann. § 37-7-301 (e)

**The information stated above is state law.** Any employee of the Career-Technical Center is required to report to the Director any incident that they feel could be considered Bullying or Harassment.

If you bully or harass another student, you will be dealt with **SWIFTLY AND FIRMLY**. You will be immediately suspended from school and will face permanent expulsion from the Center.

**TREAT OTHERS THE WAY YOU WANT TO BE TREATED.**

### **Buses**

The school policies set forth by the parent school board will apply to students being transported to and from the Career-Technical Center. The Career-Technical Center Director will handle misconduct on buses in route to the Career-Technical Center. Buses are considered school property and therefore any violation of rules and regulations shall be handled according to school and/or Career-Technical policy while on board buses. The parent school principal will handle misconduct on buses in route to the parent school. Students should load and unload the bus in an orderly manner and proceed promptly to their respective classrooms. Students will show respect to the Bus Driver **at all times**.

The Career-Technical Center provides bus transportation for students on field trips. Students must follow all state, parent schools, and Career-Technical Center rules and policies while riding a bus.

### **Field Trips**

Each program at the Philadelphia/Neshoba County Career-Technical Center will take class trips related to the field of study of the particular program during the school year. All students will be required to have a permission form signed by their parent/guardian in order to be allowed to go on an out of town field trip. A permission form will be required at the beginning of the year to cover all local field trips. Students will follow all rules and regulations of the Center and of their Parent School while on a school related trip. Students will be on their best behavior any time they are representing the Center and in extreme cases of misconduct, a parent or guardian may be called to the location of the trip to pick up their child. Students are required to wear their class t-shirts on any field trip.

### **Field Experience/Clinicals**

Students who attend field experience/clinical must adhere to all policies, procedures, and guidelines of the facility where they are conducting their field experience or clinical placements. This includes, but is not limited to, dress codes, confidentiality agreements, professional conduct, and safety protocols. Failure to comply will result in student removal from field experience/clinical placements.

### **Student Discipline**

Good discipline is basic to the ability of the school to offer a productive learning environment. Student rules and regulations for conduct are categorized into three levels.

**Level I** - The teacher/director may institute appropriate disciplinary action to any student for disorderly conduct or misconduct through corrective measures such as warnings, reports, and classroom detention, etc. Students that continue to disrupt class will be sent to the Director's office with a referral form.

This disorderly conduct or misconduct includes but is not limited to the following:

1. Loud talking, squealing, whistling, running and any other noise or distraction while in the school building.
2. Littering in building and grounds.
3. Gum chewing or eating in the building without permission.
4. Drinking drinks in the building without permission.
5. Cheating on test or copying work of other students.
6. Failure to carry out instructions relating to conduct--written or oral.
7. Inappropriate or ill-mannered conduct with or toward another student.
8. Failure to be at an assigned place during the school day unless permission is obtained.
9. Loitering.
10. Profanity.\*
11. Disrespect to faculty and staff.\*
12. Defacing, damaging, or destroying school property. (Students and/or parents will be required to pay for damaged property.)\*
13. Disruption of school operation, functions, or activities.\*
14. Use of the Internet without permission, or inappropriate use of the Internet.\*
15. Inappropriate public displays of affection.\*
16. Pants must be worn at the appropriate waist level. Students are not permitted to wear pants which are low riding, baggy or saggy.\*
17. Shirts must be buttoned or zipped and worn tucked inside pants.\*
18. No clothing shall be excessively low in front or back and midriffs shall not be exposed.\*
19. Sleeping in class.\*
20. Possession of a cell phone, iPod, or other banned electronic devices. Electronic devices found in a student's possession will be turned in to the Director's Office. The Director will follow procedures found in Student Policies on page 10\*

**Note:** An asterisk (\*) denotes an infraction that could move to Level II depending on the severity of the offense committed by the student.

**Level II** - The Director may institute immediate suspension for one (1) to ten (10) days for disorderly conduct or misconduct including, but not limited to, the following:

1. Falsification of excuse for absence or to leave school. (Calling to excuse self or having any other unauthorized party to call.)
2. Possession or use of tobacco products.
3. Leaving the classroom/shop without permission
4. Leaving campus without permission.
5. Truancy.
6. Gambling.
7. Fighting.
8. Stealing.
9. Unauthorized use of school property.
10. Refusing to obey a reasonable request, or to participate in shop activities.
11. Level I items marked with an asterisk.

**Level III** - The Director/Superintendent may institute immediate suspension of 1 - 10 days and/or recommend expulsion of any student for disorderly conduct or misconduct including, but not limited to, the following:

1. Threatening or striking a teacher, director, or any school employee.
2. Bullying.
3. Possession or use of drugs or alcoholic beverages or entry onto the school property while under the influence of drugs or alcohol.
4. Possession of weapons or any object that may be used as a weapon, fireworks, explosives, or any other disruptive materials.
5. Horseplay in the shop area.
6. Tampering with fire extinguishers, fire alarms, or other safety related equipment.

**Note:** Level III may also carry legal action from proper authorities, and the police and/or proper authorities will be notified.

### **Alternative School**

If a student is sent to alternative school before the first semester is complete, the student will be removed and will earn zero credit. If a student is sent to alternative school after the first semester is complete, the student will either be removed and awarded partial credit for completing the first semester OR will be allowed to remain enrolled and complete the remaining assignments virtually. Each situation will be assessed individually before determining a route.

**Please sign pages 16 through 19 and return by your child  
to his/her Career-Tech teacher by August 15, 2025.**

**A class fee of \$40.00 is due by September 5, 2025 (See page 11 for details)**

**Parent/Guardian Signature Pages**

Philadelphia/Neshoba County Career Technical Center Checklist

**\*\*Sign Initials to acknowledge policies/regulations for PNCCTC**

\_\_\_\_ I have reviewed the 2024-2025 Student Handbook of the Philadelphia/Neshoba County Career Technical Center at the link provided. We agree to become familiar with the information contained in this handbook. Furthermore, we release the Philadelphia/Neshoba County Career Technical Center or East Central Community College from any injuries that our child might incur at the Center.

***To view the handbook, scan QR code***



\_\_\_\_ I give permission for \_\_\_\_\_ to work in the shop or lab as a part of his/her instruction in the assigned career technical class. Students who are enrolled in a career technical class must have some type of insurance.

\_\_\_\_ I will not hold the Philadelphia/Neshoba County Career Technical Center nor any of its employees responsible for any expense that might be incurred as a result of injury to my child while he/she is working in the shop/lab at the Career Technical Center.

\_\_\_\_ I give permission for my child to travel within Neshoba County with the Philadelphia/Neshoba County Career Technical Center, a division of East Central Community College. All students are required to behave in a professional manner and abide by all school rules. ECCC, PNCCTC, supervising teachers, and staff will not be held responsible for any accidents or lost items. Students will be transported for the purpose of school related activities that require local travel during the class period that your child is enrolled at PNCCTC. This form will be in effect for the 2024-2025 school year. If you have any questions, please call (601) 656-8544.

\_\_\_\_ My child understands that if he/she violates the user policy in any way, privileges will be revoked as well as school disciplinary action may be taken. Also, the student will be charged for the actual cost of repairs and/ or cost to correct any problems. (See abbreviated policy on page 12)

\_\_\_\_ I give permission for PNCCTC to use my child's image in printed and electronic publications.

***Continued on next page***



Please check the following where it applies:

\_\_\_\_\_ Personal Insurance

Name of Insurance Company: \_\_\_\_\_

Policy Name Holder: \_\_\_\_\_

Policy Number: \_\_\_\_\_

\_\_\_\_\_ I do not have insurance - ***See Counselor to complete the Release of Liability Agreement.***

**\*\*\*By signing below, the parent/guardian and student agree to all policies and regulations established by the Philadelphia/Neshoba County Career Technical Center. The parent/guardian and student are aware and agree to all policies and regulations regarding the handbook, insurance, waiver of liability, local field trip permission, and the technology policy.**

Student Name (Please Print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Date: \_\_\_\_\_

Parent name (Please Print) \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Student Information 2025-2026

MSIS# \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Social Security Number

Name you prefer to be called \_\_\_\_\_ Grade this school year \_\_\_\_\_

High School \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

Career-Tech Program \_\_\_\_\_

Career-Tech Block: 1st \_\_\_\_\_ 2nd \_\_\_\_\_ or 4th \_\_\_\_\_

Have you attended Career-Tech before? \_\_\_\_\_

If so, which program? \_\_\_\_\_ Year \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Age \_\_\_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_

Your Permanent Mailing Address \_\_\_\_\_  
Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone Number (\_\_\_\_) \_\_\_\_\_ Cell Phone Number (\_\_\_\_) \_\_\_\_\_

Student E-mail Address \_\_\_\_\_

Student Cell Phone Number (\_\_\_\_) \_\_\_\_\_

### PARENT/GUARDIAN INFORMATION:

Mother/Guardian's Name \_\_\_\_\_ Occupation \_\_\_\_\_  
(Where she works)

Mother/Guardian's Work Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_  
(Area Code + Phone Number)

Father/Guardian's Name \_\_\_\_\_ Occupation \_\_\_\_\_  
(Where he works)

Father/Guardian's Work Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_  
(Area Code + Phone Number)

*Continued on next page*

Emergency Phone Number(s):

(In case parents/guardians cannot be reached at numbers above) \_\_\_\_\_  
(Area Code + Phone Number)

Name of family physician \_\_\_\_\_

Any medical conditions/allergies the school should know about \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Students enrolled in Law Enforcement must have an up-to-date physical no later than September 5, 2025 and must provide a copy to the instructor.**

Parent E-mail address \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_