

Student – Parent/Guardian Handbook

This handbook is designed to help you better understand the processes and procedures of WCCTA, as well as your responsibilities as a student. While WCHS students are expected to follow the WCHS student handbook, this guide serves as a supplement to your high school's student/parent handbook.

At WCCTA, we are committed to college and career readiness. Our instructors focus on developing real-world job skills to prepare you for success in your future career. Our vision is to equip students for both immediate entry into the workforce and continued education.

We're excited to be part of your journey toward a successful future.

Stefanie Weeks,
CTE Principal/Director
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The WCCTA School Student

Students at Winfield City Career & Technical Academy are citizens in a small community. As citizens, students have certain rights and privileges, but they have responsibilities also. Some are easy to fulfill, and some are difficult, but our school cannot be its best unless students strive each day to:

* business-like mature behavior should be displayed on the WCCTA campus and bus at all times.
* Exercise true sportsmanship based upon fairness to everyone;
* Show loyalty to our school by upholding its ideals and traditions;
* Practice courtesy and kindness to all;
* Participate enthusiastically in activities;
* Respect property as if it were your own;
* Listen courteously to fellow students, faculty members, and guest speakers;
* Work toward developing the adult characteristics of dependability and self-restraint…being able to take care of yourself whether alone or in a crowd, either with or without supervision;
* Be honest in all matters with yourself, your fellow students, and your teachers.

ARRIVAL

When students arrive on campus in the morning they must remain in the lunchroom. Students may eat breakfast in the cafeteria at that time.

Students remain in the cafeteria until the bell rings to indicate for students to be dismissed to class.

ATTENDANCE

Research shows that regular attendance is the most important factor affecting student achievement. To promote good attendance, a comprehensive record is kept in the office on all tardiness and absenteeism. After an absence the student should bring an excuse from his or her respective school with him/her to WCCTA to show your teacher.

*Any student accruing more than 10 unexcused absences or 18 total absences during the school year may be prohibited from participating in extracurricular activities.

TARDINESS/Check-ins/Check-outs

Students must be in the room by the time the tardy bell begins. Teachers will keep track of student tardies. If a student is detained by a teacher and is late to class or library, he or she should obtain a note excusing the tardiness from the teacher.

Three unexcused tardies equal one unexcused absence for grading purposes.

CHECKING OUT

All checkouts will go through the office.

CAFETERIA

A balanced breakfast will be served in the cafeteria daily. Students may choose from different menu items each day Student breakfasts are free. Breakfast served at WCCTA is a cold option. Students who wish to have a warm breakfast must pick it up at the high school before coming to the center.

A student may bring a lunch or eat in the high school cafeteria,

The Winfield City Schools Child Nutrition link can be accessed on the school website under Board of Education at www.winfield.k12.al.us. Menus, pricing, applications, nutritional guides, etc. can be located at this site.

You can set up an account to add funds at **www.paypams.com**

Completer Status

To achieve CTE Completer status, a student must successfully complete at least three CTE courses within the same program—typically one foundation course and two concentrator courses. For example, in the Health Science program, a student must take *Foundations of Health Science* and two additional Health Science courses. To earn completer status through CTE dual enrollment, a foundation course may be required and must be taken at WCCTA prior to enrolling in the dual enrollment course.

CTSO

Career and Technical Student Organizations (CTSOs) are an essential part of the CTE curriculum. Students are strongly encouraged to participate in these organizations to enhance their learning and leadership skills.

DRIVING

Students may be permitted to drive on campus and between campuses with a signed parental waiver. However, any student who drives recklessly or fails to follow driving rules may lose driving privileges and be required to ride the bus.

Dress Code

Students will abide by the dress code designated by their respective school's policy.

EDUCATIONAL OPPORTUNITIES

It is the policy of the Board of Education that the School District shall place an equal emphasis upon the nondiscriminatory provisions of educational opportunities for children, and no person shall be denied the benefits of any education program or activity on the basis of race, color, disability, creed, national origin, age, or sex. All programs offered by schools within the School District shall be open to all students in compliance with statutory and judicial requirements.

EMERGENCY DRILLS

Fire, tornado and lockdown drills are held at intervals. An evacuation chart is posted in each classroom. Teachers and students should be familiar with these procedures. Drills should be taken seriously, with consideration for the safety of all. All drill signals will be enacted using the SaferWatch app.

GRADES

The grading scale will be:

A…90-100; B…80-89; C…70-79; F…Below 70

First semester grades will not bring up the second semester average to passing, but second semester grades can bring up first semester grades.

Parents are encouraged to check student grades on our "Parent Portal". Call the school counselor for this information and when necessary to arrange conferences regarding grades.

Students attending from other schools will use their grading system.

MAKEUP WORK

When an absence is EXCUSED, opportunity is given for that work to be made up if the student requests and makes arrangements with the teacher. When students have an extended illness, parents are encouraged to call the school counselor to arrange to have class assignments sent home.

Make-up work will normally be scheduled outside regular class time. If a student is present when a test is assigned, the test must be taken on the day the student returns. All work must be made up within 3 school days after the student returns to school after being absent.

PARENT RESPONSIBILITIES

According to Alabama Law 16-28-12, each parent or guardian of any child required to attend school who fails to enroll that child in school or fails to require the child to regularly attend school, or fails to compel the child to properly conduct himself or herself in accordance with written school policy which may result in the suspension of the pupil, shall be guilty of a misdemeanor with a fine not to exceed $100 and a jail sentence for not more than 90 days.

PARKING

Students must be granted permission to drive to WCCTA by the high school principal and WCCTA principal. A release/permission form must be completed and signed by the student and guardian. There will be a designated parking area for students and students will be assigned a parking spot. Once student arrives on campus, student must exit vehicle. Other students are not allowed to get in one another's vehicle.

PROGRAMS/COURSE FEES

WCCTA is made of up 7 career tech programs. There may be fees associated with the course. The fees are non-refundable. Each program has a career tech student organization. The course fee may include the CTSO fee.

Ag – FFA - $30
Business Information Technology – FBLA -$30
Cosmetology & Barbering – Skills USA - $50
Early Childhood Education – FCCLA - $30
Finance/Work based Learning – Skills USA - $30
Fire Management – Skills USA - $30
Health Science – HOSA - $30

STUDENT CODE OF CONDUCT

Classification of Violations--

Violations of the Code of Conduct are grouped into the three classifications of minor, intermediate, and major offenses. Each classification is followed by a disciplinary procedure to be implemented by the principal or designees.

Procedures for the Administration of Formal Disciplinary Action--

In the following classes of violations and disciplinary procedures, it is understood that the principal or designee shall hear the student's explanation and consult further with school personnel, if necessary, before determining the classification of the violation.

Requirement to Distribute Code of Conduct to Parents--

In accordance with The Code of Alabama, 16-1-24.1 (e) (1) and (4), the Board requires that this Code of Conduct be printed annually in local school student/parent handbooks for distribution to parents/guardians and students.

Each classroom teacher will deal with general classroom disruption by taking in-class disciplinary action by making a personal call to the parent(s) or guardian(s) when feasible and/or by scheduling conferences with the parent(s) or guardian(s) and other school staff. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the principal or designee. Parents or guardians of students who consistently exhibit poor work habits should be notified by school personnel. The offenses listed in Classes I, II, and III are not inclusive and students may be subject to disciplinary actions of other offenses.

Any student placed in ISS or OSS during the school year will not be able to exempt semester exams.

MINOR OFFENSES - CLASS I

1.01 Excessive distraction of other students
Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any similar grouping for instruction. Examples: talking excessively, interrupting class functions, provoking other students.

1.02
Membership or participation in organizations not recognized by the school.

Threat, harassment, or intimidation of a student
The intentional, unlawful threat by word or act to do violence to another student, coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in the person that such violence is imminent.

1.04 Gambling
Any participation in games of chance for money and/or other things of value.

1.05 Use of profane or obscene language

1.06 Non-conformity to dress code (See "Dress Code" in Student Handbook)

1.07 Minor disruption on a school bus

1.08 Inappropriate public display of affection
Is interpreted as any physical contact such as hand holding, arms around waists, etc.

1.09 Intentionally providing false information to a School Board employee including, but not limited to, forgery of school notes; intentionally providing false information to parents/guardians, such as changing grades, and concealment of information directly relating to school business.

1.10 Unauthorized absence from class or school

Repeated refusal to complete class assignments and failure to bring required instructional materials to class.

Vehicular violations

0. Littering or defacing of school property

0. Any possession of and or use of cellphones, smartwatches, headphones, external communication device, electronic games and any other items which may distract from the educational process

0. Any other violation which the principal may deem reasonable to fall within this category

0. Tardiness-Reporting late to school or class.

ADMINISTRATIVE RESPONSES - CLASS I

Administrative responses for Class I violations include but are not limited to the following:

*student conference
*parent contact(s)/conference(s)
*after-school detention
*suspension from school/bus
*in-school or out-of-school suspension
*corporal punishment
* any other punishment at the discretion of the principal or her designee

INTERMEDIATE OFFENSES - CLASS II

2.01 Defiance of Board employee's authority
Any verbal or non-verbal refusal to comply with lawful and reasonable direction or order of a School Board employee.

Possession, and/or use of tobacco products
The use of any tobacco products while under school jurisdiction. Students committing this offense will also receive a citation from the Winfield City Police Department.

2.03 Battery upon students
The actual and intentional pushing or striking another student against the will of the other or the intentional causing of bodily harm to an individual.

2.04 Fighting
Any physical conflict between two (2) or more individuals

2.05 Vandalism
Intentional and deliberate action resulting in injury or damages of less than $200 to public property or the real or personal property of another.

2.06 Stealing - Larceny - Petty Theft
The intentional, unlawful taking and/or carrying away of public, real, or personal property valued at less than $100.00 belonging to or in the lawful possession or custody of another.

Possession of stolen property with the knowledge that it is stolen

2.09 Threats - Extortion
The verbal, written, or printed communication, malicious threatening of injury to the person, property or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened or any other person to do any act or refrain from doing any act against his/her will. NOTE: Completion of the threat, either by the victim complying with the demands or the carrying out of the threats against the victim, constitutes a Class III offense. This includes harassment on social media platforms as well.

2.10 Trespassing
The willful entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is warned by an authorized person to depart and refuses to do so.

2.11 Possession of fireworks or firecrackers

Sexual Harassment of another student or school personnel

Use of obscene manifestations (verbal, written, physical) toward another person

Directing obscene or profane language to a Board employee or visitor Verbal assault upon a Board employee or visitor.

2.15 Leaving premises without permission

2.16 Cheating - serious or repeated violations

Electronic Communication Devices:

Policy Revision June 2022:
Cell phones, air pods, head phones, electronic games, and other items which can distract from the educational process are prohibited. Teachers will take up such items and send them to the office for safe keeping. Students who habitually bring these items to school will be subject to more severe disciplinary action. Smart watches and other electric devices for students are also prohibited.

2.18 Any other offense which the principal may reasonably deem to fall within this category

ADMINISTRATIVE RESPONSES - CLASS II

Administrative responses for **Class II** violations include but are not limited to the following:
*parent contact(s)/conference(s)
*corporal punishment
*in-school or out-of-school suspension
*referral/placement
*any other punishment at the discretion of the principal or her designee

MAJOR OFFENSES - CLASS III

3.01 Drugs and alcohol
Unauthorized possession, transfer, distribution, procurement use or sale of drugs, unauthorized consumption of drugs while at school, including over the counter and prescription medications, or attending school under the influence of illegal drugs, and the possession of drug paraphernalia. In accordance with The Code of Alabama, 16-1-24.1 (a) (b) (c) (d) and Legislative Act 94-783, a person/student who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both.

3.02 Leaving School Grounds without permission.

3.03 Arson
The willful and malicious burning of any part of a building or its contents. In accordance with The Code of Alabama, 16-1-24.1 (e) (2) (a) and (e) (3) and Legislative Act 94-819, parents/guardians are liable for damages to school property caused by their child (ren).

3.04 Battery upon Board employee
The threatening by word or act or the unlawful and intentional touching or striking of a Board employee against his or her will, or the intentional causing of bodily harm to a School Board employee. In accordance with The Code of Alabama, 16-28A-1 and Legislative Act 94-794, it is a felony to assault teachers or employees of the Board.

3.05 Robbery
The taking of money or other property from the person which may be the subject of larceny from the person or custody of another by force, violence, assault or putting in fear of the same.

3.06 Stealing - Larceny - Grand Theft
The intentional unlawful taking and/or carrying away of property valued at $100 or more belonging to or in the lawful possession or custody of another.

3.07 Burglary of school property
The breaking in to, entering, or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public.

3.08 Criminal mischief
Willful and malicious injury or damages at or in excess of $200 to public property, or real property belonging to another.

3.09 Possession of firearms
Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device. In accordance with the Federal Gun-Free School Zone Act of 1994, students found to be in possession of a firearm on school premises will be expelled for not less than one (1) year. Further, The Code of Alabama, 16-1-24.1(a)(b)(c)(d), 16-1-24.3(a), and Legislative Act 94-817 states that the possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony.

Discharging of any pistol, rifle, shotgun, air gun, pellet gun, BB gun, or any other device on school property

3.11 Possession of weapons
Any knife, metallic knuckles, tear gas gun, chemical weapon or device, or any other weapon, instrument, or other object capable of causing bodily harm, or with the intent to be armed. In accordance with the Federal Gun-Free School Zone Act of 1994, students found to be in possession of a firearm on school premises will be expelled for not less than one (1) year. Further, The Code of Alabama, 16-1-24.1(a)(b)(c)(d), 16-1-24.3(a), and Legislative Act 94-817 states that the possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony.

3.12 Bomb threats
Any such communication(s) directed to a School Board employee that has the effect of interrupting the educational environment.

3.13 Explosives
Preparing, possessing, or igniting on School Board property explosives likely to cause serious bodily injury or property damage.

3.14 Sexual acts
Acts of sexual nature including, but not limited to, battery, intercourse, attempted rape, or rape.

3.15 Aggravated battery
Intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon.

Inciting or participating in major student disorder
Leading, encouraging, or assisting in major disruptions that result in destruction or damage of private or public property; personal injury to participants or others.

Possession of fireworks/firecrackers and/or Unjustified activation of a fire alarm system

3.18 Igniting fireworks and/or firecrackers

Any other offense which the principal may deem reasonable to fall within this category

ADMINISTRATIVE RESPONSES CLASS III

Administrative responses for **Class III violations** include but are not limited to the following:
* in-school or out-of-school suspension
* recommendation for expulsion
* legal action
* referral/placement
* any other punishment at the discretion of the principal
or her designee

All student codes of conduct apply to CTSO trips and meetings, whether held on or off campus.

SCHOOL BUS RULES

- Classroom standards for behavior are in
- effect on the school bus.
- Be courteous. Use no profane language.
- Do not eat or drink on the bus.
- Keep the bus clean.
- Cooperate with the driver.
- No tobacco is allowed on the bus.
- Do not vandalize the bus.
- Stay in the bus seat, facing the front.
- Keep head, hands, and feet inside the bus.
- Bus driver is authorized to assign seats.
- Video cameras will be used to monitor
- student behavior on buses.
- The principal may suspend a student from riding the bus if continued efforts to correct behavior fail.

SCHOOL SECURITY

Video and other surveillance equipment may be used to monitor student behavior and to ensure a safe, secure school environment. Periodically, law enforcement personnel and trained drug-detecting animals will be used to enforce "Drug Free School Zones" laws and other policies.

SCHEDULE CHANGES

Schedule changes will be made only for legitimate academic reasons. Permission to change schedules must be obtained from the principal or school counselor **During the First Full Week of Each Semester**. If a student wishes to change a schedule later in the year much, evidence must be presented to justify such a change.

STUDENT INFORMATION

Unless otherwise instructed by parents, directory information about students (name, age, address, telephone, grade, or other very general information) will be made available to colleges and schools, public officials, military, and certain publications such as athletic programs, yearbooks, and news releases announcing scholarships and honors. Also, student images may be used with our school website, video, and other media publication. Other student information is considered confidential and will not be released without parental permission.

MEDIA POLICY

Our students are exceptional, and we enjoy recognizing them for their accomplishments through various media sources. Unless otherwise directed, students may be photographed or videotaped in order to share this information with the public. Parents wishing to deny permission to use images of their child through videos or pictures in media related publications should indicate by contacting the school office.

SUBSTITUTE TEACHERS

When a teacher is absent, the best available substitute teacher will be employed. Give the substitute teacher the respect and cooperation that are due the regular teacher.

TESTING - NINE WEEKS TESTS/PROJECTS will count the same as other major exams for that grading period. Homework, daily grades, tests, projects, and other work will make up a percentage of your nine weeks grade**.**

In an effort to prepare students for college and career, semester exams will be given at the end of the 1st and 2nd semesters. Semester exams will count twenty percent of a student's semester average.

FINAL SEMESTER EXAMS:

Students may exempt semester exams in classes in which they meet the following criteria:

1. Those students who have a 90 or above with no unexcused absences are not required to take the final.
2. Those who have an 80 (B) average or above and not more than 5 excused absences for the year are exempted. (3 excused absences for a semester course)
3. Those who have a 70 (C) average or above and not more than 3 excused absences for the year are exempted. (2 excused absences for a single semester only course) If any student has 1 or more unexcused absences, he/she will be required to take the exam regardless of their grade in the course.

Relative to this exemption policy, a person must attend class for at least one-half of the class period to be counted present. Those students who are involved in school-sponsored activities and excused by the sponsor and the principal will be counted present, but **it is the student's responsibility** to make sure that this is cleared with the teacher.

Alabama State Department of Education Policy Use of Digital Device During the Administration of a Secure Test Student Policy

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated.

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

TEXTBOOKS

Textbooks are furnished by the State of Alabama. They are NOT free. They are loaned to you for the period of the school year. Fines are assessed to those who misuse their textbooks, and in case of lost textbooks, new book cost will be charged to the student.

VALUABLES

School is not the place to wear expensive jewelry, carry large amounts of money, or bring other valuable personal property. Students must accept responsibility for keeping up with their personal property. Purses, billfolds, etc., should not be left unattended in classrooms, lockers, and dressing rooms.

VISITORS

All visitors must first report to the office. No student visitors can be allowed to remain on campus after completing their approved business. Parents are encouraged to visit the school. When a conference is needed, parents should call the principal's office and arrange a visit. When parents desire to visit, they are requested not to interrupt a class.

SPECIAL EDUCATION SERVICSES

The Winfield City School System's Education Policy ensures that a free appropriate public education, consistent with state and federal regulations, is being provided to all children with disabilities ages Birth-21. The Winfield City School System ensures that all children residing within the jurisdiction of the local education agency, birth to twenty-one regardless of the severity of their disability and who need special education and related services, are identified, located, and evaluated. If you have concerns about your child's progress and would like more information about these services, contact the school's principal or the Special Education Coordinator at 487-4255.

DRUG TESTING POLICY

Drug testing is required for all students who operate a motor vehicle on campus and or participate in any extracurricular activity.

MEDICATION ADMINISTRATION

Medications will be given to students only at the WRITTEN request of the parent. Prescription medications must be brought to school in the original container with the name of the medication, dosage and instructions for administration, child's name, and physician's name. Over–the-counter medications must be brought in the original bottle and labeled with the child's name. Please do not send medications in anything other than the original container (ex. Zip-lock bags or pill boxes). These medications must be given to the teacher, principal, or nurse. Students should not keep any medicine with them unless it is authorized by a physician for emergency use, such as asthma inhalers or Epi-pens. Any exception must be cleared by the principal.

Wireless Communication Device Policy; FOCUS Act

No student may possess a wireless communication device (cellphone, electronic pager, smartwatches, or communication devices) in any public elementary or secondary school building or on the grounds during the instructional day (7:40AM-3:00PM) unless the wireless communication device is turned off and stored off their person in a locker, car, or similar storage location. Certain exceptions are permitted under the law. The use, operation, or possession is according to the student's Individualized Education Program, Section 504 Plan, or Individualized Health Plan. School personnel will confiscate the cell phone or ECD of students who violate this policy, and the device will be turned over to the office. Students committing violations will be subject to appropriate disciplinary actions. The school is not responsible for any lost, stolen, or damaged communication devices. [Reference: Ala. Act 2025-386]

DISCIPLINE –
1st Offense: Take the device and hold until the end of the day and contact the parent/guardian.
2nd Offense: Student and Parent Conference. The device is taken up and held until the end of the day when the parent comes to pick up the device at the time of the conference.
3rd Offense: Student placement at ISS – up to 5 days
4th Offense: Student placement at ISS – up to 10 days
5th Offense: Student placement at ISS – up to 15 days
Future Offenses will result in an additional day(s) added to the last placement or OSS.

GRADUATION REQUIREMNTS

Graduation requirements, including the Option B diploma pathway will be reviewed and discussed according to each school's guidelines. Required forms will be completed and signed at the respective school, in accordance with its policies.

To promote and recognize our school and students, photos of students may be used on the school website or on social media. If a parent or student wishes to opt out of photos being made public, they should provide written documentation to the school.