

**JEFFERSON DAVIS COUNTY SCHOOL DISTRICT
DENNIS W. FORTENBERRY CAREER CENTER
PARENT/STUDENT HANDBOOK
2025-2026**



School Board Members

Shari Bryant, District 1
Bobby Wilson, Vice President, District 2
Nadine Thompson, District 3
Shonda Burre, President, District 4
Yvon Norwood, District 5

Superintendent of Schools

Isaac Haynes

5082 Hwy. 42, Carson, MS 39427
(601) 792-5005

STAFF DIRECTORY

Name	Title	Contact
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Mary Jackson	Secretary	(601) 792-5005 majackson@jdcscd.org
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Laregus Thompson	Agricultural & Natural Resources	(601) 792-5005 lathompson@jdcscd.org
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Cedric Alexander	Welding	(601) 792-5005 calexander@jdcscd.org
Capt. Derek Hall Sgt. Brian Stockton	JROTC	(601) 792-5005 dehall@jdcscd.org bstockton@jdcscd.org
Su-brina Mason	Director of Exceptional Education/Section 504, Title IX Coordinator, Asst. Supt.	(601) 792-5441 smason@jdcscd.org

CTE HANDBOOK STATEMENT

This handbook applies to the Dennis W. Fortenberry Career and Technical Education Center (CTE) students and parents which includes all school/program/academic activities/class and club activities held during instructional and non-instructional times (after school, evenings, weekends, and holidays), and including all school/program/academic activities/class and club activities during all summer programs. It is the intention that this handbook is created to not replace the JEFFERSON DAVIS COUNTY SCHOOL DISTRICT SECONDARY PARENT/ STUDENT HANDBOOK, but to be used as an additional supplemental handbook to the students that attend courses at the CTE. As students are enrolled in CTE courses, they still remain students of Jefferson Davis County High School; therefore, all policies and procedures from this handbook and the district's handbook apply and should be followed.

WELCOME

We are so excited that you are pursuing a course at the Career and Technical Education Center. As an extension of Jefferson Davis County High School, we are proud to offer much needed coursework in various areas of the workplace in which we can help move you closer to your career goals. We are committed to helping you find your career pathway. CTE is a two-year program that gives students the opportunity to learn skills in various trade and technical areas in an educational environment where motivated students are empowered to excel, engage in learning, and be prepared to transition into higher education or a career upon graduation. Students will have the opportunity to gain employability skills, while promoting the highest level of academic achievement. Our career and technical education programs promote creativity, skill attainment, goal setting, personal growth, and leadership roles that ensure success in the world of work and in life.

Students must:

- 1.) complete Year I and Year II in the same field of study,
- 2.) are required to pass the ACT WorkKeys Test with a Silver Level or higher,
- 3.) pass a course-specific National Certification Test, and earn two additional Carnegie units to reach a high school total of 26 to graduate with a 2-year Career and Technical Endorsement.

Students will be involved in class and club organizations so they can showcase skills learned in their program of study. We hope that you will take full advantage of the wonderful opportunities that lend themselves to completion of a 2-year program study. The coursework will prepare you, upon graduation, to walk right into your chosen career path. We are looking forward to another wonderful year here at the CTE.

CTE VISION

To create a network of programs that provide students with the knowledge and skills needed to be college and career ready.

CTE MISSION

To provide support through coaching and accountability so that all students are prepared to compete in a global society.

OPERATION OF THE CENTER ON A NON-DISCRIMINATORY BASIS

The Dennis W. Fortenberry Career Center offers educational/vocational opportunities on a non-discriminatory basis in compliance with the requirements of the following federal civil rights legislation: Title VI, Title IX, the Vocational Amendments of 1976 and 1979, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Public Law 108-446 of 2004. Further, the Dennis W. Fortenberry Career Center offers equal educational and employment opportunities to all persons without regard to sex, race, religion, color, national origin, age, or disability. Upon request, a copy of the Jefferson Davis County Board of Education's policy regarding compliance with these federal legislative mandates may be obtained from the Office of the Superintendent or any other school district administrative office. Dr. Su'Brina Mason, Director of Exceptional Education, has been designated as the Section 504/Americans with Disabilities Act Coordinator and will handle inquiries regarding the Jefferson Davis County School District's nondiscrimination policies, the filing of grievances, and the requests for copies of grievance procedures covering discrimination on the basis of disability. She may be reached at (601) 792-5441.

The Rehabilitation Act of 1973 prohibits discrimination against persons with a handicap in any program receiving federal financial assistance. No discrimination against any person with a disability will knowingly be permitted in any of the programs or practices of the school district. To ensure the district's compliance with Section 504 as it applies to students with disabilities, the district has adopted specific policies regarding procedures in the event individuals wish to file a complaint or grievance. This established procedure is available to the public upon request and is posted in administrative offices.

Title IX

The Dennis W. Fortenberry Career Center is committed to compliance with the *Title IX of the Education Amendments of 1972*. The School District's *Title IX* Compliance Officer is Dr. Su'Brina Mason whose address is Jefferson Davis County School District, Post Office Box 1197, Prentiss, MS 39474 and whose office is located at 1025 Third Street, Prentiss, Mississippi. The School District has a Grievance Procedure, which is used to report possible gender inequity in respect to the School District's sports offerings.

Title IX Grievance Procedure

1. When any person believes his or her rights under *Title IX* have been violated he or she must state in writing the nature of the complaint with the Title IX compliance officer who will respond to said complaint within ten (10) school days;
2. If the complaining party is not satisfied with the *Title IX* Compliance Officer's response, the complaining party may appeal to the Superintendent of Education within ten (10) school days in writing;
3. The Superintendent of Education will respond to the complaining party's appeal within ten (10) school days;
4. If the complaining party is not satisfied with the Superintendent of Education's response, the complaining party may appeal to the Jefferson Davis County Board of Education within ten (10) school days in writing;

5. The Jefferson Davis County Board of Education will make a final decision on the complaint at the next regularly scheduled school Board of Education meeting.

INSTRUCTIONAL PROGRAMS

Eligibility

Grade Level and Class Size Recommendations

It is recommended that students enter this program as a tenth grader. Exceptions to this are a district level decision based on class size, enrollment numbers, and maturity of student. The classroom and lab is designed to accommodate a maximum of 15 students.

Student Prerequisites

In order for students to be able to experience success in the program, the following student prerequisites are suggested:

1. C or higher in English (the previous year)
2. C or higher in Math (last course taken or the instructor can specify the math)
3. Instructor Approval and NWEA Reading Score (eighth grade or higher)

or

1. NWEA Reading Score (eighth grade or higher)
2. Instructor Approval

or

1. Instructor Approval

Special Population Students under the general diploma or certificate of completion may be placed in a regular career technical program according to the IEP Committee, however students enrolled for full high school credit must complete all course requirements.

PROGRAM DESCRIPTIONS

Agricultural and Natural Resources Year I and II is a pathway to introduce the student to the broad field of agriculture and natural resources, including the production of plants and animals and the management of natural resources. The program includes instruction in the applied sciences related to plant and animal production and natural resource conservation and management, as well as introducing the student to agribusiness management practices and maintenance of facilities and equipment.

Class and Club-Future Farmers of America (FFA)

Construction Core/Electrical Year I and II instructional program provides a foundation of knowledge to prepare students for employment or continued education in several occupations related to the construction industry. Year II is designed as a secondary program for preparation to

enter the field of Electrical. The Electrical program includes an introduction to the basic electrical processes. The purpose of the course is to prepare students to continue study in a postsecondary electrical program or to begin work at the entry level in an electrical occupation. The construction/electrical units are written to the National Center for Construction Education and Research (NCCER) certification standards.

Class and Club- SkillsUSA

Educator Preparation Year 1 and 2 is a program designed to provide career and technical education students with intra-curricular learning opportunities. The program focuses on growing your own students to return as teachers and leaders in education. Students will gain valuable experience in the field of education through classroom instruction, project-based learning opportunities and field experiences.

Class and Club- Educators Rising

Engineering Core Year I and II is a program in pre-engineering, robotics, and automated manufacturing for high school students. The purpose of the program is to provide pupils with expanded knowledge of the use of critical thinking, analysis, problem solving, and technological skills and to enable them to apply knowledge in a technological context. Hands-on experiences related to the application of engineering concepts in the workplace are central to all portions of this course.

Class and Club- SkillsUSA

Healthcare and Clinical Services Year I and II is a pathway of courses for students in the Health Sciences career cluster. The Health Sciences pathway includes classroom and hands-on experiences that will provide students with an overview of the health-care field, as outlined according to the Health Science Cluster.

Class and Club- Health Occupations Students of America (HOSA)

Welding Year I and II is an instructional program that prepares students for employment or continued education in the occupations of the welding field. The curriculum framework for this program was developed in partnership with the Mississippi Construction Education Foundation 10 (MCEF). MCEF is the accredited sponsor for the National Center for Construction Education and Research (NCCER).

Class and Club- Skills USA

Work-Based Learning is a course that gives Mississippi high school students the opportunity to earn academic credit for their authentic work experiences. To receive credit, students must be enrolled in work-based learning course and meet all course requirements.

Cyber Foundations I and II (Middle School Offerings) is an instructional program that prepares individuals to effectively use technology in learning, communication, and life skills. In Cyber Foundations I, students will gain experience in digital citizenship, technology applications, career exploration, and fundamental computing concepts. Students in cyber foundations II complete studies in interpersonal and self-directional skills, basic technology operation and technology concepts, ethical issues in technology, technology communication tools, lab management and networking, database applications, graphic design applications, and

career preparation.

Exploring Computer Science (High School Offering) is a survey course that introduces students to the breadth of the computer science field. The course lays a foundation in problem solving, critical thinking, and algorithmic development and then introduces students to the basics of Web development, programming, robotics, data science, and artificial intelligence.

Family and Consumer Science (High School Offering) consists of the CORE program and specific career and technical programs. The CORE program prepares students for living in the real world and helps them develop leadership, problem-solving, decision-making, critical-thinking, communication, computer, and mathematical skills. The specific career and technical programs focus on career exploration and gaining the skills in a specific profession for entry-level employment or the continuation of education. Family and Consumer Science education enhances the leadership potential and essential life skills of its students and encourages life-long learning.

ASSESSMENTS

To complete the entire 2-course program study, students must pass the ACT WorkKeys assessment with a minimum of a SILVER LEVEL score. The ACT WorkKeys is a skills assessment test for those who are interested in or are currently working for employers that place an emphasis on the National Career Readiness Certificate (NCRC), which is the credential achieved by those who successfully complete the exam. CTE is committed to preparing all students achieve a minimum score of Silver and provides tutoring and weekly preparation for all CTE students to improve their WorkKeys scores.

GRADUATION REQUIREMENTS

Students enrolled in a 2-year Career and Technical Education program that successfully complete all CTE program requirements are eligible to have a career and technical endorsement affixed to the High School Diploma if they meet the additional following criteria. Requirements for a career and technical endorsement are:

1. Successful completion of the overall required units of credit for high school graduation.
2. Successful completion of the 2-year program of study.
3. Earn a minimum of a Silver Key on the ACT WorkKeys.

And one of the following:

1. One CTE dual credit or earn articulated credit in the high school CTE course
2. Work-based learning experience of Career Pathway Experience
3. Earn a State Board of Education-approved national credential.

The Career and Technical Endorsement is imprinted on a seal to be affixed to the High School diploma. Students that achieve their Career and Technical Endorsement will receive graduation cords for recognition at graduation ceremonies to be worn with graduation regalia.

PARENT COMMUNICATION

Parent-Teacher Conferences

Conferences may be held as needed and may be scheduled to include a counselor or administrator. Contact the counselor, teacher, or the administrator to arrange conferences in which one or both are to be included. Conferences with parents or other individuals shall be scheduled during school hours (11:30 – 1:45) or after school to be determined upon request. Individuals coming to the school for conference must report to the office before going to the conference.

Open House

The Dennis W. Fortenberry Career Center holds an Open House each semester for parents to interact with the teacher, observe student progress, and tour the facility. The dates are posted on social media and a flyer is sent home to all parents.

Social Media & Newsletters

Center happenings are posted regularly on social media to keep parents abreast of each program's activities. Monthly newsletters are published and disseminated by email and posted on social media.

BEHAVIORAL EXPECTATIONS AND DISCIPLINE

All Jefferson Davis County School District handbook behavior and discipline policies apply on the CTE Campus. They will be followed as written, with these additions:

Transportation

All students are required to ride the bus to the Center. Students are **NOT** to drive personal vehicles to park at CTE. If a student is late or misses the bus, that student must check-in and remain at the high school until arrangements can be made for the student to be bussed to the Center. Parents may drop off students at the Center, but they must come inside to sign-in the student.

Student Pick-up

If a student has an appointment and must be picked up from CTE, only the parent, guardian, or authorized adult may pick up that student. This information must be documented in the school's data base and verified by a state issued ID. In order to avoid interruption of class activities, except for emergencies, parents/guardians should not request pick-up prior to the end of the class period. Special situations or emergencies should be handled through an administrator.

Student Absences

Failing to report to any assigned class is a major offense and subject to disciplinary action which may include suspension.

Dress Code

In addition to the dress code of the high school campus, all CTE students and staff are required to wear closed-toed shoes. According to OSHA standards, house shoes, flip flops, slides, moccasins, or soft shoes (e.g. Crocs) are not allowed. Shop classes will require required tucked shirts, hair ties for long hair, and safety glasses at all times. Health Science students are required to wear scrubs. Welding students will be required to wear some type of leather shoes or boots only. It is to be advised that when students work in the shop/lab area, a fair amount of becoming dirty is to be expected, in which all shop/lab areas have cover-ups for that kind of work.

Discipline

The director is primarily responsible for the enforcement of student discipline. (Refer to the Secondary Handbook on discipline for examples of offenses that would require student discipline.) The goal of the CTE center is to provide students with a foundation that will enable them to use abilities and talents in a real-world situation. Instructors will send home the program expectations. Every work situation has a number of written and unwritten rules – violations of which can cause serious problems. Disciplinary measures will be administered to fit school violations and offenses. In case of violations of CTE rules and regulations, every attempt will be made to discuss the infraction and impress on the student the seriousness of the offense. If discussion and counseling do not resolve the problem, or if the offense is of a very serious nature, the administrator will recommend suspension.

STUDENT SERVICES

The Career and Technical Education Center provides a full range of guidance services to the students, prospective students, and parents. This service includes: occupational information, college information, career information, individual counseling, job placement assistance, assessment, consultation, and referral. It is the goal of the Career and Technical Center to help each student to use their innate abilities to a maximum. The administrator, counselors, and teachers are available to assist any student or parent who has a need for information, exploration of individual goals, abilities and aspirations, or questions about the Career and Technical Education Center. Parents are encouraged and invited to visit with the counselor at the Career and Technical Center. Parents may call the counselor's office (601)792-8384 and make an appointment to talk about their child's progress. The Student Services Coordinator is available to provide remediation services and assist the exceptional education students in career and technical classes. In addition to classwork assistance, additional instruction will be available for students in preparing for the required ACT WorkKeys assessment instrument.

EXTRACURRICULAR & INTERSCHOLASTIC

Student Class and Clubs (Organizations)

It is expected that each student participating in CTE programs become a member of the student organization within their program area. All competitions will require each student to be in official dress apparel. Hands on participants will be required to wear official uniforms (supplied by CTE). Competitors may be required to complete additional work outside normal school hours.

Student Class and Clubs (Organizations) descriptions:

FFA

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education. This organization is a dynamic youth organization that changes lives and prepares members for premier leadership, personal growth and career success through agricultural education. FFA develops members' potential and helps them discover their talent through hands-on experiences, which give members the tools to achieve real-world success. Members are future chemists, veterinarians, government officials, entrepreneurs, bankers, international business leaders, teachers and premier professionals in many career fields. FFA is an intra-curricular student organization for those interested in agriculture and leadership. It is one of the three components of agricultural education.

SkillsUSA

SkillsUSA activities develop positive attitudes, build self-esteem and empower students to excel. Participation provides students a head start in developing valuable professional skills such as communications, interpersonal abilities, time management, teamwork and more. Because SkillsUSA works hand-in-hand with business and industry, students get the skills employers want. Various skills competitions take place on a regional, state, and national level.

HOSA

HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA's goal is to encourage all health science instructors and students to join and be actively involved in the HSE-HOSA Partnership. HOSA provides a unique program of leadership development, motivation, and recognition exclusively for middle school, secondary, postsecondary, adult, and collegiate students enrolled in health science education and biomedical science programs or have interests in pursuing careers in health professions. HOSA is 100% health care!

Educators Rising

Educators Rising provides intra-curriculum learning opportunities for students that are integrated into existing education and training programs. The program has a focus on growing your own student to return as educators in your community. Students have opportunity to attend state and national competitions to showcase the skills they have gained in their education and training programs.

Field Trips

Field trips may be taken to enhance and enrich course subject matter and to participate within class and club competitions. The permission slip that is at the end of this book needs to be returned for local trips in and around the reservation area. Students are expected to dress as instructed and behave in accordance to the Jefferson Davis County School District Secondary Student Handbook.

Fundraising

CTE class and clubs do fundraising to help fund club trips and competitions. It is important to understand that students are responsible for the collection and distribution of any items/services sold within their Class and Club Organization. Students should use the utmost integrity and honesty when representing an organization. The student should follow all club advisors' individual rules and procedures in the handling of order forms and money received. Students are required to participate in such fundraising activities, not only to raise funds, but also to gain experience in handling money, working with "customers", and providing customer service.

HEALTH SERVICES

Emergency Health

All accidents involving a person or property should be reported to the teacher in charge and the principal. The school will call 911 for an ambulance if a student needs emergency medical attention during school hours. If an accident is not life threatening, but needs a doctor's treatment, the school may transport student for doctor's care. Parents will be notified as soon as possible. If parents cannot be notified immediately, the school will contact those individuals designated by the parent to be contacted in case of an emergency. Parents will be required to sign medical release forms for the child to be treated in a hospital.

Non-Emergency Health

In a non-emergency situation, when a child becomes ill at school, proper attention will be given and parents notified. Only medications for which proper identification, instructions for dispensing of, and written parental consent are obtained will be given to children. Anti-tuberculosis medications will be given in school in accordance with the Mississippi State Board of Health guidelines. School personnel, with the exception of a registered school nurse, may not exceed the practice of first aid in dealing with pupil injuries and sickness. School staff should not attempt first aid nor any other procedures for which they have not been trained.

EMERGENCY PLANS AND SAFETY

Emergency Procedures

If an emergency situation occurs that requires students, faculty, and staff to move to a place of safety, CTE staff will implement CTE's Crisis Management and Emergency Policy & Procedures. Students will be instructed on emergency procedures at the beginning of the school year and throughout the year. Students will be expected to participate in various drills throughout the school year and participate in tornado, fire, intruder, and hazardous/bomb threats. It is vital that students follow the instructions given by school personnel and emergency agencies.

Safety

The safety of our students and instructors is of most importance. Due to the vast amount of industrial type equipment used by students at CTE and because of the possibility of severe injury, it is essential that each student completely observe the safety requirements within each career-technical program. Each student should learn these requirements for he/she alone will be

responsible for his/her actions. Safety is an integral part of each program's curriculum. Every student must take a safety test related to their program and score 100% before being allowed to use any equipment in the lab or classroom. We strive to comply with all aspects of the OSHA code and accepted industrial safety standards. All students are expected to follow all safety rules as identified in the Jefferson Davis County School District Secondary Handbook, as well as in each classroom.



Jefferson Davis County School District

2025-2026

Academic Year Calendar

July 25

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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September 25

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October 25

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November 25

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December 25

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January 26

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February 26

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March 26

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April 26

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May 26

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June 26

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August 25

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September 25

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October 25

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November 25

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December 25

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January 26

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February 26

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March 26

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April 26

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May 26

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June 26

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Semester 1: Teacher days (94) Student days (91)
 Semester 2: Teacher days (93) Student days (89)
Teacher Days- 187 Student Days- 180

Superintendent of Schools: Mr. Ike Haynes

School Board Meeting

Holidays

Teacher Work Days

End of Grading Period

Progress Reports/Report Cards

Student Specific Days

Events

Jul 30	Teacher Work Day/PD
Jul 31	Teacher Work Day/PD
Aug 1	Teacher Work Day/PD
Aug 4	Student's First Day
Aug 29	Progress Reports
Sep 1	Labor Day
Oct 3	End of First 9 weeks
Oct 8-10	Fall Break
Oct 16	Report Cards
Oct 16	Progress Reports
Nov 11	Progress Reports
Nov 24-28	Thanksgiving Holiday Week
Dec 17-19	Semester Exams
Dec 19	63% Day
Dec 19	End of Second 9 weeks
Dec 21-Jan 4	Christmas Holidays
Jan 5-6	Teacher Work Day/PD
Jan 7	Student's Return
Jan 13	Report Cards
Jan 19	ML King Day
Feb 10	Progress Reports
Feb 16	President's Day
Mar 13	End of Third 9 weeks
Mar 16-20	Spring Break
Mar 26	Report Cards
April 3	Good Friday
April 6	Good Monday
Apr 21	Progress Reports
May 20-22	Exams
May 22	63% Last Day
May 22	Graduation
May 25	Memorial Day
May 26-27	Teacher Work Day/PD

December 10, 2024 – Rough Draft

**DENNIS W. FORTENBERRY CAREER CENTER
PARENT/STUDENT AGREEMENT FORM
School Year 2025-2026**

I have received, read, and agree to abide by the C-TEC Student/Parent handbook for the school year 2025-2026.

I understand that this handbook is in ADDITION to the JEFFERSON DAVIS COUNTY SCHOOL DISTRICT SECONDARY STUDENT/PARENT HANDBOOK because my student is enrolled as a student of Jefferson Davis County High School and also attends courses at the Dennis W. Fortenberry Career Center.

Please sign, remove from the handbook, and return the page to the Career Center.

Parent or Guardian (Signature)

Date

Parent or Guardian (Printed)

Student (Signature)

Date

Student (Printed)



Dennis W. Fortenberry Career Center
P.O. Box 70/5082 Hwy. 42 West
Carson, MS 39427
Phone (601) 792-5005



Mitzi Mancuso
Student Service Coordinator

Shelia Jefferson
Director

Carla Daley
CTE Counselor

PARENTAL CONSENT FORM FOR LOCAL FIELD TRIPS

Students at the Career and Technical Education Center (CTE) will occasionally take field trips away from the CTE to enhance their classroom learning experiences. Travel is strictly to benefit and reinforce course curriculum and present students with real world relevancy. This form gives permission for your student to travel within Jefferson Davis County. You will be notified with written notes sent home with your student when these local field trips are scheduled.

---Please complete the entire form, remove from handbook, and return to CTE---

My student, _____ has my permission to go on field trips outside the Dennis W. Fortenberry Career Center in order to enhance learning. I understand that my student will be traveling to different areas within the county and it is my responsibility to ensure that transportation home is provided in the event the trip ends after school hours. Specific information for each field trip will be provided once the trip is planned.

Parent/Guardian Signature: _____

Phone/Contact: _____

Date: _____



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PARENTAL CONSENT RELEASE FORM FOR STUDENT RECOGNITION

We are extremely proud of our Career and Technical Education Center students! With that, we want to share their success and recognize them in various means. CTE has a monthly newsletter designated to report and share the current news from each program. The newsletter is both printed on paper and is digitally available online. CTE also has a Facebook page in which we like to share information.

[Like our Page](#)

We invite you to LIKE our Facebook page for all news from CTE which can include your student's success, fundraising activities, and upcoming events. The address to the Facebook page is www.facebook.com/jdcareercenter or do a search for JDCSD Career Center.

---Please complete the entire form, remove from handbook, and return to CTE. ---

I give CTE permission for my student, _____, to be photographed/recognized in the CTE newsletter and/or the CTE Facebook page.

Please circle your permissions:

YES or NO to the printed and digital CTE Newsletters

Yes or NO to CTE's Facebook page

Parent/Guardian Signature: _____

Date _____