

The Center for Career and Technology Education Student/Parent Responsibility Form

Student: _____ ID # _____ Date: _____
Please Print *Please Print* *Please Print*

Home Campus: _____ Class / Program: _____ Teacher: _____
Please Print *Please Print* *Please Print*

The El Paso Independent School District (EPISD) has a Student Code of Conduct that explains the standards for student conduct and the consequences for not meeting these standards. In addition, the Center for Career and Technology Education (CCTE) has a Student Handbook that contains specific information relating to procedures on our campus. CCTE students and parents need to become familiar with the information in both of these documents to ensure success.*

One of the main goals at CCTE is to prepare our students with a marketable technical skill and with personal skills to make them successful in industry or college. Our campus and our programs are unique in that students are treated as though they are on the job and the expectations for behavior are, therefore, much greater than at a regular high school. CCTE has imposed some additional expectations that go beyond the Student Code of Conduct, and are explained in our Student Handbook. In order to prepare for success after graduation, all students will need to demonstrate the following personal skills:

- Attend school every day and arrive on time to class.
- Respect the teachers and other students.
- Maintain a good attitude.
- Be well groomed and properly dressed for their program and internship; in Uniform if required!
- Use appropriate language.
- Use good judgement when working in potentially dangerous and critical situations.

CCTE is mentoring all of its faculty, staff, and students to become “Green Minded Citizens”. Every year everyone will be asked to **volunteer** in a Green activity in the city. Students are asked to help design the project and fund raise to provide the supplies for the various activities. If you have any questions regarding this year’s activities, please e-mail the Principal, Mr. Matthew Farley, at mdfarley@episd.org or call 915-236-7900.

At the beginning of the school year students will be given a comprehensive unit on safety in the shops and classrooms. CCTE has “**ZERO TOLERANCE**” for safety violations. The most severe consequences (*Code of Conduct Level 4*) will be enforced for safety violations.

The EPISD “Acceptable Use Agreement for Student Internet Access” form must be signed and the rules will be enforced. Any student who uses the computers inappropriately or irresponsibly will lose computer privileges at CCTE and may also lose privileges at their home school.

Field trips are an important part of our educational experience. All field trips will be during regular class hours within the El Paso city limits. Any field trip outside of El Paso and/or beyond the regular class time will require an additional parent permission slip. If you have any questions throughout the year, please call the CCTE teachers or office at 915-236-7900.

I agree to abide by the rules stated in the CCTE Student Handbook and EPISD Code of Conduct.

Student Signature

Date

As the parent/guardian, I have read and understand the CCTE Student Handbook. I understand that the rules in the Handbook as well as the EPISD Student Code of Conduct will be enforced. * I approve of frequent field trips as part of my son's/daughter's learning experience at CCTE.*

Parent/Guardian Signature

Date

Home Phone No.

Work Phone No.

****Students will not be allowed to participate in any lab or shop until all forms are signed and returned.***

Nondiscrimination Statement

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Patricia Cortez, at 230-2033; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

Declaración Sin Discriminación:

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Patricia Cortez al 230-2033; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.

Updated August 11, 2016