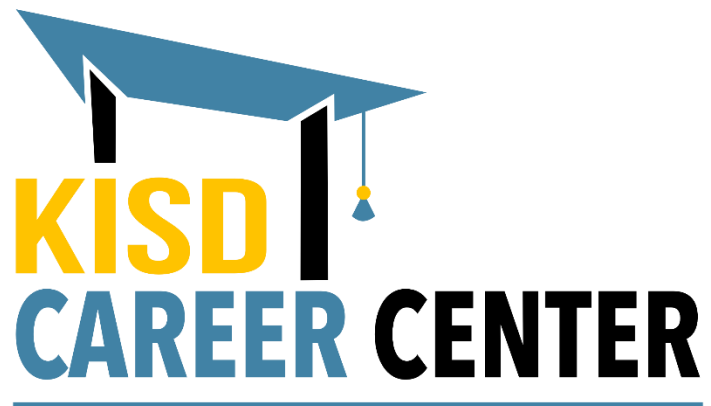


Student Handbook

2023 - 2024



KISD Career Center

1320 Stagecoach Rd.
Killeen, Texas 76542
(254) 336-3800

Table of Contents

Student Handbook	1
Welcome.....	3
Mission	4
Vision.....	4
Core Values	4
Professional Dress Wednesday	6
Parking Passes.....	7
Lunch	7
Grading Policy/Commitment	8
Student Support Structure.....	17
Student Drop Off and Pick Up	18

It is the policy of Killeen ISD and Career & Technical Education not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational (CTE) programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Welcome

Students and Parents,

The faculty and staff of the Killeen ISD Career Center welcome you to the 2022 – 2023 school year. You have made a good choice participating in Career and Technical Education. You will leave high school with a competitive advantage over your peers because of the training and skills you will develop while at the Career Center. Our staff is committed to ensuring you graduate from high school **prepared** and **competitive** for your future! Students dream big and work hard.

If there is anything I can do to be of assistance, please let me know.

Sincerely,

Principal

It is the policy of Killeen ISD and Career & Technical Education not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational (CTE) programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Mission

Engage students in relevant and meaningful learning experiences that are aligned with post-secondary education and career standards.

Vision

KISD Career Center will empower students to be knowledgeable, confident in their skills, prepared and competitive as they transition into post-secondary education and career opportunities as productive members of society.

Core Values

- **Collaboration** - Engaging in work with others to accomplish a common goal
- **Honesty** - Acting in fairness, transparency, and straightforwardness
- **Integrity** - Knowing and Doing what is right in all situations
- **Professionalism** - Demonstrating appropriate skills, judgement, appearance, and behavior that is expected from a person who is trained to do a job well
- **Responsibility** - Accepting and communicating a sense of ownership and accountability
- **Service** - Contributing to the safety and welfare of others, our school, and our community

Bell Schedule

AM Session	8:50-1:2:15
PM Session	1:20-3:55

It is the policy of Killeen ISD and Career & Technical Education not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational (CTE) programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Period	Time	Block	Time
CCZ - 0 hour	7:25 - 8:15 (50)		
1	8:50 - 9:40 (50)	1-3	8:50 - 11:20 (150)
2	9:45 - 10:30 (45)	1-2	8:50 - 10:30 (100)
3	10:35 - 11:20 (45)	3-4	10:35 - 12:15 (100)
4	11:25 - 12:15 (50)	2-4	9:45 - 12:15 (150)
Lunch	12:15 - 1:17 (62)		
5	1:20 - 2:10 (50)	5-6	1:20 - 3:00 (100)
6	2:15 - 3:00 (45)	6-7	2:15 - 3:55 (100)
7	3:05 - 3:55 (50)	5-7	1:20 - 3:55 (155)
**CCAM students eat breakfast at Career Center **CCAM students eat B lunch at home campus **CCAM bus leaves at 12:18 **CCPM CHS, EHS, HHHS, SHS students have 4th period B-Lunch and eat lunch at Career Center **CCPM KHS students have 4th period and eat lunch at Career Center **CCALL students eat lunch at Career Center **CCPM bus leaves at 4:00			

Late Start

AM Session 10:50 - 1:18

PM Session 2:15 - 3:55

It is the policy of Killeen ISD and Career & Technical Education not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational (CTE) programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Period	Time	Block	Time
CCZ – 0 hour	9:45 - 10:15 (30)		
1	10:50 - 11:24 (34)	1-3	10:50-12:40 (110)
2	11:28 - 12:02 (34)	1-2	10:50-12:02 (72)
3	12:06 - 12:40 (34)	3-4	12:06-1:18 (72)
4	12:44 - 1:18 (34)	2-4	11:28-1:18 (110)
Lunch	1:18 - 2:12 (54)		
5	2:15 - 2:47 (32)	5-6	2:15-3:21 (66)
6	2:51 - 3:21 (30)	6-7	2:51-3:55 (64)
7	3:25 - 3:55 (30)	5-7	2:15-3:55 (100)
**CCAM students eat lunch at their Home Campus. **CCALL students eat lunch at KCC **CCAM students eat B lunch at their Home Camus ** CCAM bus leaves at 1:20 **CCPM CHS, EHS, HHHS, SHS students have 4th period B-Lunch and eat lunch at Career Center **CCPM KHS students have 4th period and eat lunch at Career Center ** CCPM bus leaves at 4:00			

Professional Dress Wednesday

Expectations:

- 1) All students shall be dressed in professional attire every Wednesday
- 2) Each Program of Study will have their own standard of professional dress
- 3) CTE teachers will enter an employability and professional standard grade each week

Implementation:

- 1) Grading will be clear and may utilize a rubric

It is the policy of Killeen ISD and Career & Technical Education not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational (CTE) programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

This is about **Career Readiness**, not about punishment and consequences.

Parking Passes

All Career Center students are required to obtain a parking pass from the assistant principal's office and place it on the rear window of their vehicle in the lower left corner to park in our parking lots. In order to obtain a parking pass please bring:

- 1) School ID
- 2) Driver's License
- 3) Current Insurance
- 4) Make of vehicle and license plate number

Lunch

Students may eat in various areas of the building as long as those areas are kept clean. Examples of these areas are lofts, designated hallways and common areas with collaborative seating, tables and/or chairs.

Students are expected to clean up after themselves and each other in every area of the campus. Large trashcans will be available in hallways and common areas as well as access to brooms/dust pans. Cleaning supplies will be available at microwave stations for students to utilize.

In addition to the cafeteria serving lines and bistro area, several microwave stations will be located throughout the building for students to heat food brought from home.

For safety reasons, food from delivery companies will not be accepted during school hours. Parents may drop off food for their student only (not for other students, friends, etc.) and will be expected to show identification before the food is accepted. KCC staff members will not contact students during the lunch hour, therefore parents should make students aware of food in the front office ahead of time.

Once the Lunch Hour is over, the campus "no-food-or-drink" policy is in effect. (only exception, water)

Off-Campus Lunch Policy Available to Seniors Only

Students must exit/enter through the Front exit/entrance doors at the Senior table only. - Students must meet the CCMR Requirement. - CCALL Students must leave their actual student ID at the Senior table and it must display their CCMR ID. (Students with temporary IDs will not be permitted to leave campus) - Students who are late returning from off-campus lunch, for any reason, will be assigned lunch detention for the next day. - Seniors who violate any rules or take students who are not eligible with them off-

It is the policy of Killeen ISD and Career & Technical Education not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational (CTE) programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

campus may have their off-campus privileges revoked. - Seniors who violate the student code of conduct may have their off-campus privileges revoked.

ID Cards

All Career Center students will be issued an ID from the Career Center to indicate that they are a student attending the Career Center. Students will be required to wear this ID in front and above the waist at all times while on the Career Center campus.

Grading Policy/Commitment

IV-AA
Page 1 of 2

KILLEEN INDEPENDENT SCHOOL DISTRICT HIGH SCHOOL GRADING PRACTICES

1. Teachers should have a sufficient quantity and variety of assessments during the grading period to accurately reflect academic achievement. Teachers will record a minimum of nine formative and three summative grades per nine-weeks grading period.
2. Grades shall be posted/recorded in a timely manner no later than five instructional days from date received with exception given for projects.
3. Grades shall be based on individual student mastery of standards (Texas Essential Knowledge and Skills) and the district curriculum. Grades should reflect a student's academic achievement for the grading period, semester, or course.
4. Grades must reflect accommodations and instructional modifications as specified by appropriate campus committees such as: Admission, Review, and Dismissal (ARD); 504 Plan; Language Proficiency Assessment Committee (LPAC), etc. Qualified 18 Plus and C.R.E.W. (Career, Readiness, Employability, Work) program students will receive a Pass/Fail each nine-weeks for Individualized Education Program (IEP) goal completion on the job site for employability classes and will not be required to receive nine formatives and three summatives.
5. Grades of "0" assigned for work not completed (other than those due to absence) may be changed upon the completion and submission of such assignments by the student. The teacher will have discretion over the grade assigned within the parameters of the campus or department grading procedures. Students with grades of "0" for missing work

It is the policy of Killeen ISD and Career & Technical Education not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational (CTE) programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

may be assigned mandatory tutorial session(s) until the assignments are completed.

6. A student shall be permitted one opportunity to redo any assignment or retake any test for which the student received a failing grade. The student or parent must request the additional opportunity within 10 days of the grade being posted in the grade book. Campuses may determine additional and more specific criteria.

7. Nine-week and semester grades should be an accurate reflection of the student's academic performance/achievement. Final grades should be consistent with performance on formative/summative assessments. Each assignment shall carry a grade weight of not more than 1.0.

8. Nine-week and semester examinations should be cumulative and assess the material taught for that semester.

9. Nine-week grades are determined by the following percentages:

Assignment Type Course	Regular Course	Pre-AP Course	AP/IB
Formative	40%	35%	30%
Summative	60%	65%	70%

Dual credit courses will follow the established grading policies of the accrediting institution. Specific grading policies for a dual credit course will be detailed in the course syllabus handed out to students the first week of class.

Definitions:

Formative: an assessment for learning that occurs during the learning process and provides information to both teachers and students that enable them to make adjustments to increase learning. Examples may include: homework, class work, quizzes, labs, draft essays, etc.

Summative: an assessment of learning that occurs after instruction to determine what students know, understand, and can do at one point in time. Examples may include: unit exams, major projects, final essays, lab practicum, and nine-week exams.

Semester grades shall be determined by the following percentages:

First Nine-Weeks Average	45%
Second Nine-Weeks Average	45%

It is the policy of Killeen ISD and Career & Technical Education not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational (CTE) programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Semester Exam

10%

If a final course grade is equal to or greater than 70% on a scale of 100 for a two-semester course, a student will be awarded one full credit for the course. If a final course grade is less than 70% on a scale of 100 for a two-semester course, a student will be awarded proportional credit (.5) if either semester has an average equal to or greater than 70%. If both semesters are less than 70%, no credit will be awarded.

DATE: August 2020; July 2015

CONTACT: Executive Director for Secondary

Schools

Career Center Commitment

We will follow the district guidelines as they are set forth above. The following information is intended as an extension to the district guidelines.

- Teachers will ensure that their gradebooks are updated each Monday at a minimum. Teachers will take at least one grade (either formative or summative) per week, with the exception of the first and last instructional weeks of each semester (Although this is permitted, if the teacher determines it is in the best instructional interest of the students).
- Progress reports/report cards will be printed according to the UIL calendar and distributed to students in their fifth period classes.
- KCC teachers will ensure their gradebooks are updated in the District's Teacher Access Center (TAC) gradebook and/or Schoology grades are synched to TAC at least once per day.
- A teacher may break up an extended assignment into parts, using each part as a formative assignment. If this method is employed, the students will be apprised of this expectation in writing when the assignment is assigned.

It is the policy of Killeen ISD and Career & Technical Education not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational (CTE) programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

- No individual grades (formative or summative) shall be counted multiple times in the gradebook. However, a teacher may break up an extended assignment into parts, using each part as a formative assignment. If this method is employed, the students will be apprised of this expectation in writing when the assignment is assigned.
- Further weighting within the summative and formative categories is not permitted. In other words, within the proper level of the class, the percentages shall be as listed above in policy (60/40; 65/35, etc.) without further percentage manipulation.

Career Center Grading Procedures for Make-up Work and Re-do Requests

Re-Do Procedures

In accordance with KISD Board Policy EIA (Local), a student shall be permitted one opportunity to Re-do any assignment or retake any test for which the student received a failing grade. ***The student or parent must request the additional opportunity within 10 days of the grade being posted in the grade book.*** Campuses may determine additional and more specific criteria.

- The Re-do form and procedure are not applicable to Dual Credit classes as these are governed by the syllabus and overseen by the college.
- The Re-do form and procedure are not applicable to UIL Eligibility concerns.
- The student obtains the Re-do form from the teacher and he/she submits the FULLY COMPLETED form to the teacher, within ten school days of the assignment being posted in the grade book.

It is the policy of Killeen ISD and Career & Technical Education not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational (CTE) programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

- Any student who wishes to re-do/retake any assignment or assessment must complete a minimum of one intervention session during the teacher's regularly scheduled (posted) tutorial time.
- The actual re-doing of the assignment occurs in the teacher's regularly scheduled (posted) tutorial time and duration of tutorial time.
- Re-do assignments or assessments will cover the same material, but the new assignment may have a different format or different questions.
- No Re-do shall extend beyond the semester grading period.
- This opportunity does not extend to semester exams or assessments, or final exams or assessments.
- The student will be awarded the average of the two grades achieved on the assignment or assessment up to a grade of a 70.

Career Center

Assignment Re-do Request Form

Student: If you would like to request the opportunity to Re-do an assignment for which you received a failing grade, please complete this form and submit it to your teacher within 10 days of the date the failing grade was posted in the electronic grade book.

Date: _____

Student Name: _____

It is the policy of Killeen ISD and Career & Technical Education not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational (CTE) programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Teacher Name: _____

Course Name: _____

Assignment: _____

Grade Received: _____

Why do you believe you earned this grade? _____

What are you doing to improve your understanding of this material and your performance on this assignment?

When have you scheduled to attend tutorials to Re-do the assignment?

Student Signature: _____

Parent Signature: _____

Teacher Signature & Date: _____

Make-Up Procedures

1. Any absences of five days or less shall result in the student receiving five school days from the day of his or her return to make up any assignments assigned on the day(s) of the absence.
2. Any absences longer than five days shall result in a conference with the teacher and the student. This conference will result in the teacher communicating the expected due date for all work missed by the student for the class. The teacher may use his or her own form, or the one attached to this procedure.

It is the policy of Killeen ISD and Career & Technical Education not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational (CTE) programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

3. It is important to note that if a grading period is bridged in this time period, an "I" will be assessed for that grading cycle. As per UIL rules, an "I" (incomplete) in a course results in the student being ineligible to participate for that UIL grading cycle. The teacher will submit a grade change form for the student when the work is submitted and graded, or when the date for the work has passed if the student chooses not to make up the assignments. Clearing of the "I" and acceptable grades must be present before the student would be able to regain eligibility on the posted UIL schedule.
4. If a student is absent longer than three days, the students' counselor may collect work for that student at the request of the student or parent to the counselor. The student or parent will be expected to pick up the collected work from the counseling office.
5. Should a student be absent on the day a previously assigned assignment is due, that assignment is due on the day the student returns to school.
6. Should a student be absent during the time that a long-term assignment is in process, no time extension will be provided to the student on the due date.
7. Teachers may use discretion to extend the policy if the circumstances are extenuating. This policy is intended to serve as a minimum structure for make-up assignments.

Career Center Make-Up Work Contract

(See the make-up work procedures to use this form)

It is the policy of Killeen ISD and Career & Technical Education not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational (CTE) programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Student Name _____ ID Number _____

Teacher name: _____

Dates of Absence(s): _____

Dates all assignments are due to the teacher:

List of assignments to be completed:

Tutorial Times if extra help is needed:

Student Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

It is the policy of Killeen ISD and Career & Technical Education not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational (CTE) programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

KCC Late Work Procedures

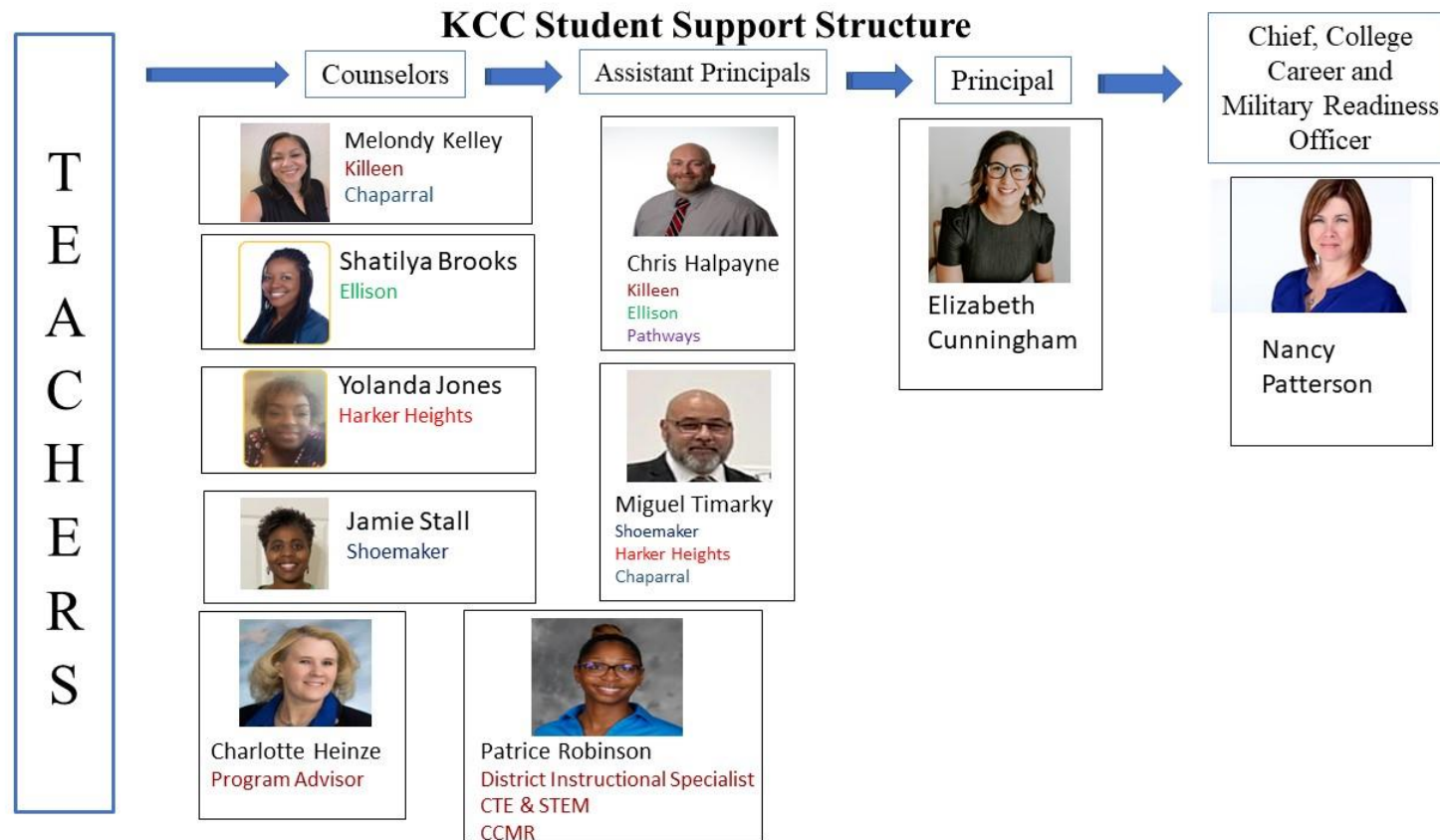
Assignments submitted past the issued due date may receive the following actions:

1. A placeholder of MIS (missing) will be placed in the gradebook for work not turned in by the due date to reflect the actual grade of 0 should the late work not be turned in.
2. A penalty of a 10% deduction will be assessed each day for up to 3 school days, at which time a student cannot receive higher than a 70%.
3. Work may not be accepted after the subsequent 3-week grading period.
4. Late work may not be accepted after the conclusion of a semester.
5. If a grading period is bridged while a student has pending late work, an "I" (incomplete) may be assessed for that grading cycle. Once late work has been submitted and a grade assessed, the teacher will submit a grade change form to replace the incomplete according to the timeline set in the KISD High School Grading Practices.
6. UIL eligibility regarding incompletes resulting from late work will follow UIL guidelines.
7. The completion of late work must not be done during class time, but on the student's own time or during tutorials.
8. Long term projects will not be accepted late due to the length of time students knew about the project and deadline, as well as any time spent in class working on the project.
9. Student's will not be allowed to re-do late work.

Collaboration Honesty Professionalism Integrity Responsibility Service

It is the policy of Killeen ISD and Career & Technical Education not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational (CTE) programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Student Support Structure



It is the policy of Killeen ISD and Career & Technical Education not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational (CTE) programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.



Student Drop Off and Pick Up

MORNING DROP OFF

1. All parents and student drivers must enter and exit the school from Stagecoach Road. NOTE: Students are not allowed entry into the school until 8:25am. Parking in the front of the school or the back of the school is prohibited. Students walking to school must enter through the front lobby or west end of campus.
2. Student drivers are to park in one of two student parking lots on the west end of the property. **All students must have a valid parking permit.** (see the AP office staff for permits)
3. Parents and students are asked to follow the directions of the Career Center staff members and KISD School Resource Officers (SROs). Student drivers **MUST** adhere to the speed limit and other traffic laws/rules. Students that don't, will lose their campus driving privileges.

Bus transportation Entry AM

It is the policy of Killeen ISD and Career & Technical Education not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational (CTE) programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Morning drop off locations 2023 – 2024 School Year



LUNCH DROP OFF/PICK UP

Car Riders Departing

- Must follow exit route around Pathways Academic Campus and approach Stagecoach from Patterson Ln.

Car Riders Arriving

- Only use the Stagecoach entrance between Pathways Academic Campus and KCC

Parent Pick Up/Drop Off

- Parent pick up/drop off is in the front of the school in the front parking lot.

******Please refer to the maps on the next page ******

It is the policy of Killeen ISD and Career & Technical Education not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational (CTE) programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Lunch CCAM Departure locations 2023 – 2024 School Year



It is the policy of Killeen ISD and Career & Technical Education not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational (CTE) programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.



It is the policy of Killeen ISD and Career & Technical Education not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational (CTE) programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Lunch CCPM Arrival locations 2023 – 2024 School Year



It is the policy of Killeen ISD and Career & Technical Education not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational (CTE) programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.



END OF DAY PICK UP

1. Parents picking up students must enter and exit the school from Stagecoach Road. Please do not block any parking spots while waiting for students. Parents may not wait for or pick up their students in the Salon parking lot area. This area is for customers only.
2. Parents and students are asked to follow the directions of the Career Center staff members and KISD School Resource Officers (SROs). Student drivers **MUST** adhere to the speed limit and other traffic laws/rules. Students that don't, will lose their campus driving privileges.

It is the policy of Killeen ISD and Career & Technical Education not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational (CTE) programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

End of day departure locations 2023 – 2024 School Year



It is the policy of Killeen ISD and Career & Technical Education not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational (CTE) programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

DAEP

Students sent to Gateway high school may not be able to participate in CTE classes while enrolled at Gateway. Gateway high school is not able to staff CTE teachers for all of our programs. Students who are placed at Gateway may also lose the ability to continue in CTE classes because they will be too far behind academically to successfully return to the class upon completion of their assignment to Gateway.

It is the policy of Killeen ISD and Career & Technical Education not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational (CTE) programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

By signing, I also acknowledge my understanding that my child is responsible for following all rules, instructions and requirements provided in the KISD Career Center Student Handbook. I realize that the KISD Career Center is a unique educational environment. Along with this comes the responsibility of my child to conduct himself/herself in a safe and professional manner at all times.

Please Sign Below:

Student Signature

Date

Student Printed Name

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Printed Name

It is the policy of Killeen ISD and Career & Technical Education not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational (CTE) programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.