



**2019-2020**  
**STUDENT HANDBOOK**

2115 Lobdell Boulevard  
Baton Rouge, LA 70806

Main: 225.412.1663  
Fax: 225.478.1306

<http://ebr.ctec.com>

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## Administration and Staff

Summer Dann ..... Executive Director  
Daphne Hughes-Alex ..... Director  
Chad Aucoin ..... Academic Dean  
Tiffany Williams ..... Executive Secretary  
Millie Bell ..... Receptionist/Attendance Clerk

## Important Contacts

Phone number ..... 225.412.1663  
Fax ..... 225.478.1306  
Central Office ..... 225.922.5400  
CATE ..... 225.922.5444  
Transportation ..... 225.226.3784

## Faculty

Ron Parrish ..... Automotive  
Debra Taylor ..... Instrumentation  
Gentri Williams ..... Manufacturing  
Yolanda Simmons ..... Drafting  
Ed Gautreaux ..... Carpentry  
Bruce Williams ..... Electrical  
Jeff Maruschak ..... HVAC  
Jack Allen ..... Information Technology  
Sharon Fontenot ..... Medical (CNA)  
Bob Brankline ..... Medical (EMT)

# Introduction

EBR Career and Technical Education is located on Lobdell Boulevard, Baton Rouge, Louisiana. This center will offer courses to students across the district. The vision of EBR Career and Technical Education Center (CTEC) is to train students to succeed in high demand, high wage occupations by providing rigorous, project based instruction. The mission of EBR CTEC programs of study will be to prepare students for the challenge of post-secondary education and globally competitive workforce through quality academic instruction and internships with their partners in business, industry and the community.

EBR CTEC is a unique educational experience between EBR high schools and other participants offering required academic courses and state of the art technical and occupational courses to high school students affording the opportunity to acquire dual enrollment college credit while still in high school. A school experience such as this will allow students to develop a solid work principle, engage in work-based learning opportunities, tackle-real-life situations with the ability to earned dual enrollment college credit and industry based certifications. CTEC allows us to work with partners to rethink educational needs in our community. CTEC is a joint venture incorporating the business community, the school system and Baton Rouge Community College EBR CTEC teachers come with many years of professional on the job experiences and certifications. These experiences will provide the students with firsthand knowledge and experiences to succeed in high demand, high wage occupations by providing rigorous, and project based instruction. This school experience will provide program offerings in four program areas of study: computer science, construction, medical and manufacturing. Some of the IBCs that will be offered include but are not limited to EMT, NCCER, Industrial certifications, COMPTIA, ASE Student, ADDA, & HVAC Excellence.

EBR CTEC partners include the Baton Rouge Area Foundation (BRAAF), Baton Area of Chamber (BRAC), Baton Rouge Community College Automotive Center, East Baton Rouge Parish School System (EBRPSS) and various other industries on the CTEC Advisory and Steering Committees.



CAREER AND TECHNICAL EDUCATION CENTER  
STUDENT/PARENT  
Handbook Acknowledgement Form  
2018-2019

Dear Parent,

Please remove this page, sign it along with your child and return it to CTEC so we can acknowledge receipt of this Handbook. Albeit, ignorance of this Handbook or its content shall establish a defense or excuse.

In addition to complying with the rules and regulations of CTEC, you must also govern yourself accordingly with the EBR STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK AND DISCIPLINE POLICY

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Student's Signature

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Student No.

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Home School

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Grade

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Parent's Signature

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Date



## Student/Teacher Agreement

School	Teacher	Guardian	Student
Provide high quality curricula and instruction aligned with the Louisiana Content Standards, as well as student performance expectation.	Provide activities and lessons aligned with the Louisiana Content Standards, as well as, student performance expectations.	Supervise homework and study time.	Go to school on time every day and on a regular basis.
Provide a minimum of two parent/teacher conferences per nine week grading periods.	Provide high expectations for all students in an encouraging and supportive manner.	Provide a quiet place for my child to work, study, read, etc.	Go to school ready to work with materials needed and homework assignments completed.
Report on an ongoing basis about students' progress in each subject area.	Provide a well disciplined and managed classroom so all students have the opportunity to learn.	Provide the necessary materials my child needs for his/her success.	Stay attentive and actively participate in classroom activities.
Provide opportunities for parental involvement and communication.	Provide an open line of communication with parents.	Keep open lines of communication with my child's teachers by attending parent/teacher conferences, written communication, etc.	Follow school and classroom rules and regulations.
Provide a safe, orderly environment in which children can learn.	Provide experiences in all subject areas.	Support the school and the teachers in maintaining a disciplined environment.	Respect classmates, teachers, administrators and other school staff.
Provide assistance to students through small group and individual instruction, as well as innovative strategies and programs, etc.	Provide classroom lessons that meet the needs of students through whole class, individual, small group instruction and innovative strategies and programs.	Make sure my child is on time and attends school on a regular basis. Encourage my child to do his/her best.	Be a positive role model for other students.

I have read the above and agree to do all to assure success.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Students' Signature

\_\_\_\_\_  
Date

*Please return to your teacher.*

**2019-2020**

## Bell Schedules

### A DAY

Breakfast	6:50-7:02
Student Bell	7:02-7:10
1 <sup>st</sup> Block	7:10-8:55
2 <sup>nd</sup> Block	9:00-10:35
Lunch/Travel	10:27-11:13
3 <sup>rd</sup> Block	11:10-12:45
4 <sup>th</sup> Block	12:50-2:25

### B DAY

Breakfast	6:50-7:02
Student Bell	7:02-7:10
5 <sup>th</sup> Block	7:10-8:55
6 <sup>th</sup> Block	9:00-10:26
Lunch/Travel	10:27-11:13
7 <sup>th</sup> Block	11:10-12:45
8 <sup>th</sup> Block	12:50-2:25

# Policies and Procedures

## Basic Expectations

- Attendance is imperative and is considered as part of the work ethic grade.
- Students are expected to be present daily and on time.
- Please turn in a doctor's excuse upon returning to the center.
- Students may drive or take the bus from their home school.
- Students are required to wear an ID card on campus at all times

## Uniforms

Students are expected to wear their CTEC uniform (shirt, overalls, scrubs, etc) each day on campus with khaki pants. Students will be allowed to wear their CTEC polo at their home school or be given time to change into their CTEC polo once on campus.

## Academic Dishonesty

Any form of cheating **will not be tolerated** at CTEC. Instructors have discretion over determining if an action constitutes as cheating and will report the incident to the administration.

## Parking

Parking on our campus is a privilege not a requirement. To obtain a parking sticker/decal, students must provide personnel with appropriate driver's license, insurance and registration. Students will park in the second parking lot behind the building. The parking lot closest to the building is reserved for faculty and staff. Handicap parking is reserved only for drivers with a valid handicap permit.

## Electronic Devices

During class or lab time, electronic devices such as cell phones must be turned off and put away in the student's backpack/bag. If an instructor gives specific permission to use cell phones in class, they must only be used for educational purposes. Cell phone usage as an instructional tool is up to the discretion of the instructor. If an instructor does not wish for the students to use cell phones during class, cell phones must be placed either in a designated location, or in the student's backpack. Students are allowed to use electronic devices during breakfast and lunch.



## EBRPSS Policies

In addition to the above policies, the Career and Technical Education Center will adhere to all rules and regulations set forth by the East Baton Rouge Parish School System, in the Student Rights and Responsibilities Handbook and Discipline Policy.

## Disciplinary Procedure

Any student found violating the above policies will be dealt with according to the EBRPSS disciplinary policy.

## BULLYING, HARASSMENT AND DATING VIOLENCE

1. Students have the right to expect respect from all fellow students and to be free from any form of bullying by another student. For definitions, see Section Thirty-One, page 50.
2. Engaging in bullying may result in suspension or expulsion including possible criminal consequences and loss of driver's license as provided in La. R.S. 17:416.1.
3. Any student that believes that he or she is the subject of bullying, shall report the incident to his/her teacher and/or to the principal's office as soon as possible and cooperate in an investigation of any such incident. A sample form is provided in Section Thirty-Eight and is available at the principal's office.
4. Any student, or any parent or guardian, who witnesses bullying of a student or students or has good reason to believe bullying is taking place, may report the situation to the principal. A student or parent or guardian, may also report concerns regarding bullying to a teacher, counselor, other school employee, or to any parent chaperoning or supervising a school function or activity. A report of bullying shall remain confidential.
5. Any teacher, counselor, bus operator or other school employee and any parent chaperoning or supervising a school function or activity: (1) who witnesses bullying of a student by a student or (2) who learns of bullying from a student shall report the incident to the principal or designee. A verbal report shall be submitted on the same day as witnessed. A written report shall be filed no later than two days thereafter. La. R.S. 17:416.13(D)(2)(c).
6. The principal or designee shall investigate any report of bullying in accordance with La. R.S. 17:416.13 and Bulletin 741, Section 1303 - Bullying or any report on dating violence and as required by applicable policies or regulations provided by the School Board or the Louisiana Department of Education. An investigation shall include an interview of the reporter, the victim, the alleged bully and any witnesses and shall include obtaining copies or photographs of any audio-visual evidence. Before any student under the age of eighteen is interviewed, his or her parents or legal guardians shall be notified by the principal or designee of the allegations made and shall have the opportunity to

attend any interviews with their child conducted as part of the investigation. In the event, after three documented attempts in a 48-hour period, the parents or legal guardians for a student involved in a bullying incident cannot be reached or do not respond, then the student may be interviewed without a parent or guardian present. The principal shall file any and all reports as required by the Louisiana Department of Education. If the principal or designee determines an act of bullying, the principal shall take prompt and appropriate disciplinary action pursuant to La. R.S. 17:416 and 17:416.1. If appropriate, the conduct shall be also reported to law enforcement. The principal should review La. R.S.

17:416.13 for all requirements. In case of dating violence, counseling may be required.

7. Incidents involving other forms of harassment or dating violence. Any student complaint about another student engaging in sexual harassment, sexual discrimination, disability harassment, or dating violence reported to a teacher or counselor shall be immediately reported to the principal. The principal is responsible to investigate all such complaints. The right to confidentiality, both of the complaining student and of the accused student, will be respected. The principal may request assistance of the Title IX Coordinator in investigating student on student sexual discrimination or harassment. If the act or acts involve possible criminal conduct, the appropriate police authorities should be notified. A substantiated charge of sexual discrimination or harassment or dating violence against a student may subject that student to disciplinary action, including suspension or expulsion, consistent with the provisions of The Student Rights and Responsibilities Handbook and Discipline Policy. Student complaints about an employee shall be handled as provided in the School Board policy.
8. The EBR Career and Technical Education staff will cooperate/collaborate with district and/or civil officials in any documentation, reporting, disciplinary action, etc. associated with an alleged misconduct, including cyber bullying incident by a student enrolled in EBR Career and Technical Education's course(s)."

### NETWORKS AND INTERNET USE

Students shall:

1. Use Internet search engines and/or other Internet tools only under the direction and supervision of teachers.
2. Observe copyright laws, citing the source of information accessed over the Internet using a standard system as directed by the teacher and/or librarian.
3. Not intentionally access, transmit, copy, or create material that is illegal, such as obscenity, stolen materials, or illegal copies of copyrighted works, including, but not limited to, music, games, and movies.
4. Not intentionally access, transmit, copy, or create any materials or visual depictions on school or district networks or the Internet that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, terrorizing, or harmful to minors.

5. Not attempt to gain unauthorized access, including so-called “hacking” or otherwise compromise any computer or network security or engage in any illegal activities on the Internet, including willfully introducing a computer virus, worm, or other harmful program to the network.
6. Not download and install any file sharing program that bypasses the district filtering device.
7. Not use technology resources to further other acts that are criminal or violate the school or district code of conduct.
8. Not make any purchase on the Internet while using school equipment or Internet service.

Students who may inadvertently access a site that is pornographic, obscene, or harmful to minors shall immediately disconnect from the site and inform the teacher. The Board does not condone any illegal or inappropriate activities and will not be responsible for such use by students. The Board does not guarantee the right to use the Internet and reserves the right to suspend or terminate the privilege of any individual at its sole discretion without notice, cause, or reason.

All school and district rules apply to the Internet the same as they do in the classroom, elsewhere on school grounds or school functions. Network administrators and school personnel may review student e-mail messages at any time or track student navigation of the Network or Internet.

Any violation of this policy may result in the loss of access to the Internet through the EBRPSS network. Additional disciplinary action for students will be determined in accordance with existing rules and procedures, both administrative and as stipulated in East Baton Rouge Parish policy and including applicable law enforcement agencies when necessary. The Board recognizes that changes in technologies and local, state, and federal laws may from time to time require adjustments to policies and guidelines governing technology usage in the District and hereby authorizes the Superintendent or designee(s) to make such adjustments as necessary.

### **SkillsUSA**

For students who wish to expand their knowledge base, EBR CTEC offers all students to opportunity to participate in SkillsUSA. SkillsUSA is a national CTE Students organization which allows students to learn leadership skills. The Louisiana SkillsUSA Association host several leadership events and competitions throughout the year. The main event is the State Skills Championship where members of SkillsUSA participate in a wide range of competitions in craft areas which are specific to the student’s area of study. Participants compete for the chance to win various prizes and scholarships. The State Champion also earns the opportunity to compete at the National SkillsUSA Championship. For more information about SkillsUSA, ask Mr. Aucoin or your instructor.

# CTEC Program Offerings



## Computer Sciences

- Cyber Engineering
- Networking
- Programming



## Construction Crafts

- Carpentry
- Drafting
- Electrical
- HVAC



## Medical

- CNA
- EMT
- Pre-LPN



## Manufacturing

- Automotive
- General Manufacturing
- Instrumentation

# Program Descriptions

## Construction Crafts

**HVAC** - Courses are designed to allow students to gain knowledge in HVAC (Heating, Ventilation, and Air Conditioning) while learning Refrigeration for both residential and commercial.

**Carpentry** - Courses are designed to show students how to fabricate, erect, install, and repair wooden structures and fixtures using hand and power tools. The program also includes instruction in areas such as common systems of framing, construction materials, estimating, blueprint reading, and finish carpentry techniques. These courses allow students to earn the first two apprenticeship levels through the Carpenter's International Training Fund (Carpenters' Union).

**Electrical** – Introduction to electrical theory, DC/AC electricity and the National Electrical Code. Shop work includes construction circuits, measuring voltage, amperage and resistance. Courses focus on residential and beginning commercial topics and themes.

**Drafting** - The Drafting courses provide 11<sup>th</sup> and 12<sup>th</sup> graders with the opportunity to obtain a career in basic drafting, practical math related to construction and drawings, blueprint reading and design, symbols and other topics for residential drafting.

## Manufacturing

**General Manufacturing** - These courses are designed to provide students with basic knowledge for a career in: machining, welding, automation, oil and production. In addition, process technology (which includes petro-chemical, pharmaceutical, aeronautics, foods, metals, ceramics, pulp and paper, mining and minerals, power production, municipal water and waste treatment and textiles).

**Instrumentation** - Students in this program will be trained in the basics of Instrument Fitter and Technician. The field of instrumentation covers important processes and knowledge areas, including piping, tubing, fasteners, and metallurgy. Instrument Fitters and Technicians are familiar with electrical systems, craft-specific drawings, a variety of pressure level and temperature gauges and are experts in the hand and power tools specific to their trade.

**Automotive Specialist** - The purpose of this program is to provide specialized classroom instruction and practical shop experience to prepare individuals to engage in the servicing and maintenance of all types of automobiles at the entry level. The program prepares the individual to select, safely use, and maintain hand and power tools, jacks, and hoisting equipment. Instruction in the diagnosis of malfunctions and the repair of engines; fuel, electrical, cooling, and brake systems; drive train; and suspension systems are included. The competencies in the

Automotive Technology program are directly correlated with the knowledge required to prepare an individual for the certification test given by the National Institute for Automotive Service Excellence (ASE).

## **Information Technology**

**Networking** - These two programs offer students an in-depth look into the world of Networking and Cyber Security. Students will learn the ins and outs of how networks work and cyber security interact with the real world. All these COMPTIA classes listed allow students to receive industry certification, should the students pass the certification tests.

**Programming** - The programming courses offer students an introduction into the vast world of software design, covering the programming languages of C++, JAVA, and Python.

## **Health Sciences**

**Certified Nursing Assistant:** The CNA pathway is designed to prepare the student for a career in the field of nursing. Students on the nursing track will take courses in medical terminology, general health occupations, and anatomy and physiology.

**EMT/EMR:** Students who choose the emergency care provider track will complete programs of study that will deem them eligible to test for certification as a Nationally Registered Emergency Medical Responder and a Nationally Registered Emergency Medical Technician.

## Credentials

At EBR CTEC, students will be given the opportunity to earn Industry Based Credentials (IBC) which will increase their chances to gain employment in a wide range of areas. IBC's are designed to lead students to occupations which are considered high wage, high skilled, and high demand in the Capital Region.

The Career and Technical Education Center uses courses and credentials as stipulated by the Louisiana Jump Start program. [www.louisianabelieves.org](http://www.louisianabelieves.org) Jumpstart is Louisiana's innovative career and technical education (CTE) program. Jump Start prepares students to lead productive adult lives, capable of continuing their education after high school while earning certifications in high-wage career sectors.

There are four types of IBC or Credentials recognized by the LDOE:

- Advanced State Credentials- 50 Bonus Points to a School's Performance Score
- Basic State Credentials -10 Bonus Points to a School's Performance Score)
- Regional Credentials - Basic credential needed to graduate
- Complimentary Credentials - Needed to compliment a Regional Credential

## Types of Credentials

### Advanced State Credentials

Credentials which are considered advanced by the LADOE and the Louisiana Workforce commission. These are credentials which will lead to an occupation which will eventually provide a person with a viable future. These credentials are earned after a person has earned a Basic State Credential.

### Basic State Credentials

Credentials which are recognized by the LADOE and the Louisiana Workforce Commission as credentials which will lead to employment in high wage, high skilled, high demand occupations.

### Regional Credentials

Regional Credentials are the basic credentials which a student needs to earn to graduate with a Jump Start Diploma. These credentials are not worth any bonus points towards a school's Performance Score. A Regional Credential backed by two Complimentary Credentials is the bare minimum needed for graduation.

### Complimentary Credentials

These are low level credentials which compliment a Regional Credentials. A student needs to earn at least two Complimentary Credentials with a Regional Credential to graduate with the Jump Start Pathway.

## **Pathways & Certifications at EBR CTEC**

### Automotive

#### ASE Certifications (up to 10)

- Basic State Credential (one or two earned); Advanced State Credential (3 or more) S/P2 Safety Certification (Basic State Credential)

### Instrumentation

- NCCER Instrumentation Level I (Basic State Credential)
- NCCER Instrumentation Level II (Advanced State Credential)

### General Manufacturing

- C4M (State Basic Credential)
- C4M Helper (requires NCCER CORE plus two additional Complimentary Credentials)

### HVAC

- HVAC Excellence Universal EPA (Basic State Credential)
- HVAC Excellence Electrical, Electric Heat and Air Conditioning (Advanced State Credential)

### Electrical

- NCCER Electrical Level I (Basic State Credential)
- NCCER Electrical Level II (Advanced State Credential)

### Drafting

- Autodesk AutoCAD User (Basic State Credential)

### Carpentry

- Carpenter International Training Fund Level I (Basic State Credential)
- Carpenter International Training Fund Level II (Advanced State Credential)

### Networking

- COMPTIA Fundamentals (Basic State Credential)
- COMPITA A+ (Basic State Credential)
- COMPTIA Network+ (Basic State Credential)

### Programming

- COMPTIA Fundamentals (Basic State Credential)
- Swift (Basic State Credential)

### Certified Nursing Assistant

- CNA (Basic State Credential)

### Emergency Medical Technician

- EMT (Basic State Credential)
- EMR (Basic State Credential)



# EMT/EMR Student Safety Contract

All students are expected to adhere to the acceptable use policy for technology and safety used by the East Baton Rouge School system. However due to the nature of the courses and hands-on training taught at Career and Technical Education Center (CTEC), there are additional rules that will apply to CTEC students that must be understood, agreed and enforced. The rules in our classroom and labs include but are not limited to:

1. **APPEARANCE** - Student must wear approved EBR uniform / CTEC Dress code including: CTEC uniform shirt, khaki bottoms, closed toed, rubber soled shoes. Coveralls will be provided as necessary for lab days. **NO SAGGING PANTS OR HOODIES WILL BE ALLOWED.**
  2. **PPE** – Protective personal equipment will be provided to all students in lab courses. Long hair must be firmly secured in ponytail during lab periods. Jewelry must not interfere with training. Nails must be of modest length.
  3. **HOUSEKEEPING** - Be professional at all times. Respect the school & lab property, your peers, teachers, staff, guests and especially **YOURSELF**. All work stations will be cleaned daily and all work areas will be kept clear of obstructions while working.
  4. **FOOD & DRINKS** - Beverages with lids will be allowed in classroom only. No food or drink will be allowed in lab areas. This includes water.
  5. **CELL PHONE & ACCESSORIES** - No cell phones including smart watches, bluetooth, headphones... will be allowed in class or lab. All electronic devices are to be placed in **SECURED** lockers provided by CTEC or in backpacks. Backpacks will not be allowed on top of desks. **NO EXCEPTIONS.**
1. **BEHAVIOR** - Prompt attendance is mandatory to all scheduled classes and training. No cursing or bullying will be tolerated. **NO EXCEPTIONS.**
  2. **CHEATING** – Student cheating will **NOT** be tolerated. If you are caught cheating or assisting another student to cheat, you will receive a **ZERO** and will not be allowed to make up assignment, quiz, test or exam.
  3. **LAB CONDITIONS** - Student will **NOT** work on any energized equipment without supervision or instructor approval. Energized equipment includes pneumatic, electric, hydraulic or other powered device. Immediately report any broken or damaged equipment to instructor.
  4. **HORSEPLAY** – Running, horseplay or unsafe behavior will **NOT** be tolerated in the lab or class. This is a learning environment and must be taken seriously to avoid injury to yourself or others.

By signing this agreement the student agrees to follow the EBR Acceptable Use Policy. Any deviation from these rules may result in disciplinary action up to and including termination from the program.

Student Signature \_\_\_\_\_ Printed \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Printed \_\_\_\_\_ Date \_\_\_\_\_

# Pre-Nursing Student Safety Contract

All students are expected to adhere to the acceptable use policy for technology and safety used by the East Baton Rouge School system. However due to the nature of the courses and hands-on training taught at Career and Technical Education Center (CTEC), there are additional rules that will apply to CTEC students that must be understood, agreed and enforced. The rules in our classroom and labs include but are not limited to:

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2. **PPE** – Protective personal equipment will be provided to all students in lab courses. Long hair must be firmly secured in ponytail during lab periods. Jewelry must not interfere with training. Nails must be of modest length.
3. **HOUSEKEEPING** - Be professional at all times. Respect the school & lab property, your peers, teachers, staff, guests and especially **YOURSELF**. All work stations will be cleaned daily and all work areas will be kept clear of obstructions while working.
4. **FOOD & DRINKS** - Beverages with lids will be allowed in classroom only. No food or drink will be allowed in lab areas. This includes water.
5. **CELL PHONE & ACCESSORIES** - No cell phones including smart watches, bluetooth, headphones... will be allowed in class or lab. All electronic devices are to be placed in **SECURED** lockers provided by CTEC or in backpacks. Backpacks will not be allowed on top of desks. **NO EXCEPTIONS.**
5. **BEHAVIOR** - Prompt attendance is mandatory to all scheduled classes and training. No cursing or bullying will be tolerated. **NO EXCEPTIONS.**
6. **CHEATING** – Student cheating will **NOT** be tolerated. If you are caught cheating or assisting another student to cheat, you will receive a **ZERO** and will not be allowed to make up assignment, quiz, test or exam.
7. **LAB CONDITIONS** - Student will **NOT** work on any energized equipment without supervision or instructor approval. Energized equipment includes pneumatic, electric, hydraulic or other powered device. Immediately report any broken or damaged equipment to instructor.
8. **HORSEPLAY** – Running, horseplay or unsafe behavior will **NOT** be tolerated in the lab or class. This is a learning environment and must be taken seriously to avoid injury to yourself or others.

By signing this agreement the student agrees to follow the EBR Acceptable Use Policy. Any deviation from these rules may result in disciplinary action up to and including termination from the program.

Student Signature \_\_\_\_\_ Printed \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Printed \_\_\_\_\_ Date \_\_\_\_\_

# Manufacturing Student Safety Contract

All students are expected to adhere to the acceptable use policy for technology and safety used by the East Baton Rouge School system. However due to the nature of the courses and hands-on training taught at Career and Technical Education Center (CTEC), there are additional rules that will apply to CTEC students that must be understood, agreed and enforced. The rules in our classroom and labs include but are not limited to:

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2. **PPE** – Protective personal equipment will be provided to all students in lab courses. Long hair must be firmly secured in ponytail during lab periods. Jewelry must not interfere with training. Nails must be of modest length.
3. **HOUSEKEEPING** - Be professional at all times. Respect the school & lab property, your peers, teachers, staff, guests and especially **YOURSELF**. All work stations will be cleaned daily and all work areas will be kept clear of obstructions while working.
4. **FOOD & DRINKS** - Beverages with lids will be allowed in classroom only. No food or drink will be allowed in lab areas. This includes water.
5. **CELL PHONE & ACCESSORIES** - No cell phones including smart watches, bluetooth, headphones... will be allowed in class or lab. All electronic devices are to be placed in **SECURED** lockers provided by CTEC or in backpacks. Backpacks will not be allowed on top of desks. **NO EXCEPTIONS.**
6. **BEHAVIOR** - Prompt attendance is mandatory to all scheduled classes and training. No cursing or bullying will be tolerated. **NO EXCEPTIONS.**
7. **CHEATING** – Student cheating will **NOT** be tolerated. If you are caught cheating or assisting another student to cheat, you will receive a **ZERO** and will not be allowed to make up assignment, quiz, test or exam.
8. **LAB CONDITIONS** - Student will **NOT** work on any energized equipment without supervision or instructor approval. Energized equipment includes pneumatic, electric, hydraulic or other powered device. Immediately report any broken or damaged equipment to instructor.
9. **HORSEPLAY** – Running, horseplay or unsafe behavior will **NOT** be tolerated in the lab or class. This is a learning environment and must be taken seriously to avoid injury to yourself or others.

By signing this agreement the student agrees to follow the EBR Acceptable Use Policy. Any deviation from these rules may result in disciplinary action up to and including termination from the program.

Student Signature \_\_\_\_\_ Printed \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Printed \_\_\_\_\_ Date \_\_\_\_\_

# Automotive Student Safety Contract

All students are expected to adhere to the acceptable use policy for technology and safety used by the East Baton Rouge School system. However due to the nature of the courses and hands-on training taught at Career and Technical Education Center (CTEC), there are additional rules that will apply to CTEC students that must be understood, agreed and enforced. The rules in our classroom and labs include but are not limited to:

1. **APPEARANCE** - Student must wear approved EBR uniform / CTEC Dress code including: CTEC uniform shirt, khaki bottoms, closed toed, rubber soled shoes. Coveralls will be provided as necessary for lab days. **NO SAGGING PANTS OR HOODIES WILL BE ALLOWED.**
2. **PPE** – Protective personal equipment will be provided to all students in lab courses. Long hair must be firmly secured in ponytail during lab periods. Jewelry must not interfere with training. Nails must be of modest length.
3. **HOUSEKEEPING** - Be professional at all times. Respect the school & lab property, your peers, teachers, staff, guests and especially **YOURSELF**. All work stations will be cleaned daily and all work areas will be kept clear of obstructions while working.
4. **FOOD & DRINKS** - Beverages with lids will be allowed in classroom only. No food or drink will be allowed in lab areas. This includes water.
5. **CELL PHONE & ACCESSORIES** - No cell phones including smart watches, Bluetooth, headphones... will be allowed in class or lab. All electronic devices are to be placed in **SECURED** lockers provided by CTEC or in backpacks. Backpacks will not be allowed on top of desks. **NO EXCEPTIONS.**
9. **BEHAVIOR** - Prompt attendance is mandatory to all scheduled classes and training. No cursing or bullying will be tolerated. **NO EXCEPTIONS.**
10. **CHEATING** – Student cheating will **NOT** be tolerated. If you are caught cheating or assisting another student to cheat, you will receive a **ZERO** and will not be allowed to make up assignment, quiz, test or exam.
11. **LAB CONDITIONS** - Student will **NOT** work on any energized equipment without supervision or instructor approval. Energized equipment includes pneumatic, electric, hydraulic or other powered device. Immediately report any broken or damaged equipment to instructor.
12. **HORSEPLAY** – Running, horseplay or unsafe behavior will **NOT** be tolerated in the lab or class. This is a learning environment and must be taken seriously to avoid injury to yourself or others.

By signing this agreement the student agrees to follow the EBR Acceptable Use Policy. Any deviation from these rules may result in disciplinary action up to and including termination from the program.

Student Signature \_\_\_\_\_ Printed \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Printed \_\_\_\_\_ Date \_\_\_\_\_

# Instrumentation Student Safety Contract

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1. **APPEARANCE** - Student must wear approved EBR uniform / CTEC Dress code including: CTEC uniform shirt, khaki bottoms, closed toed, rubber soled shoes. Coveralls will be provided as necessary for lab days. **NO SAGGING PANTS OR HOODIES WILL BE ALLOWED.**
2. **PPE** – Protective personal equipment will be provided to all students in lab courses. Long hair must be firmly secured in ponytail during lab periods. Jewelry must not interfere with training. Nails must be of modest length.
3. **HOUSEKEEPING** - Be professional at all times. Respect the school & lab property, your peers, teachers, staff, guests and especially **YOURSELF**. All work stations will be cleaned daily and all work areas will be kept clear of obstructions while working.
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6. **BEHAVIOR** - Prompt attendance is mandatory to all scheduled classes and training. No cursing or bullying will be tolerated. **NO EXCEPTIONS.**
7. **CHEATING** – Student cheating will **NOT** be tolerated. If you are caught cheating or assisting another student to cheat, you will receive a **ZERO** and will not be allowed to make up assignment, quiz, test or exam.
8. **LAB CONDITIONS** - Student will **NOT** work on any energized equipment without supervision or instructor approval. Energized equipment includes pneumatic, electric, hydraulic or other powered device. Immediately report any broken or damaged equipment to instructor.
9. **HORSEPLAY** – Running, horseplay or unsafe behavior will **NOT** be tolerated in the lab or class. This is a learning environment and must be taken seriously to avoid injury to yourself or others.

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Student Signature \_\_\_\_\_ Printed \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Printed \_\_\_\_\_ Date \_\_\_\_\_

# Drafting Student Safety Contract

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9. **HORSEPLAY** – Running, horseplay or unsafe behavior will **NOT** be tolerated in the lab or class. This is a learning environment and must be taken seriously to avoid injury to yourself or others.

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Student Signature \_\_\_\_\_ Printed \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Printed \_\_\_\_\_ Date \_\_\_\_\_

# Electrical Student Safety Contract

All students are expected to adhere to the acceptable use policy for technology and safety used by the East Baton Rouge School system. However due to the nature of the courses and hands-on training taught at Career and Technical Education Center (CTEC), there are additional rules that will apply to CTEC students that must be understood, agreed and enforced. The rules in our classroom and labs include but are not limited to:

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2. **PPE** – Protective personal equipment will be provided to all students in lab courses. Long hair must be firmly secured in ponytail during lab periods. Jewelry must not interfere with training. Nails must be of modest length.
3. **HOUSEKEEPING** - Be professional at all times. Respect the school & lab property, your peers, teachers, staff, guests and especially **YOURSELF**. All work stations will be cleaned daily and all work areas will be kept clear of obstructions while working.
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8. **LAB CONDITIONS** - Student will **NOT** work on any energized equipment without supervision or instructor approval. Energized equipment includes pneumatic, electric, hydraulic or other powered device. Immediately report any broken or damaged equipment to instructor.
9. **HORSEPLAY** – Running, horseplay or unsafe behavior will **NOT** be tolerated in the lab or class. This is a learning environment and must be taken seriously to avoid injury to yourself or others.

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Student Signature \_\_\_\_\_ Printed \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Printed \_\_\_\_\_ Date \_\_\_\_\_

# Carpentry Student Safety Contract

All students are expected to adhere to the acceptable use policy for technology and safety used by the East Baton Rouge School system. However due to the nature of the courses and hands-on training taught at Career and Technical Education Center (CTEC), there are additional rules that will apply to CTEC students that must be understood, agreed and enforced. The rules in our classroom and labs include but are not limited to:

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8. **LAB CONDITIONS** - Student will **NOT** work on any energized equipment without supervision or instructor approval. Energized equipment includes pneumatic, electric, hydraulic or other powered device. Immediately report any broken or damaged equipment to instructor.
9. **HORSEPLAY** – Running, horseplay or unsafe behavior will **NOT** be tolerated in the lab or class. This is a learning environment and must be taken seriously to avoid injury to yourself or others.

By signing this agreement the student agrees to follow the EBR Acceptable Use Policy. Any deviation from these rules may result in disciplinary action up to and including termination from the program.

Student Signature \_\_\_\_\_ Printed \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Printed \_\_\_\_\_ Date \_\_\_\_\_



# HVAC Student Safety Contract

All students are expected to adhere to the acceptable use policy for technology and safety used by the East Baton Rouge School system. However due to the nature of the courses and hands-on training taught at Career and Technical Education Center (CTEC), there are additional rules that will apply to CTEC students that must be understood, agreed and enforced. The rules in our classroom and labs include but are not limited to:

1. **APPEARANCE** - Student must wear approved EBR uniform / CTEC Dress code including: CTEC uniform shirt, khaki bottoms, closed toed, rubber soled shoes. Coveralls will be provided as necessary for lab days. **NO SAGGING PANTS OR HOODIES WILL BE ALLOWED.**
2. **PPE** – Protective personal equipment will be provided to all students in lab courses. Long hair must be firmly secured in ponytail during lab periods. Jewelry must not interfere with training. Nails must be of modest length.
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13. **HORSEPLAY** – Running, horseplay or unsafe behavior will **NOT** be tolerated in the lab or class. This is a learning environment and must be taken seriously to avoid injury to yourself or others.

By signing this agreement the student agrees to follow the EBR Acceptable Use Policy. Any deviation from these rules may result in disciplinary action up to and including termination from the program.

Student Signature \_\_\_\_\_ Printed \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Printed \_\_\_\_\_ Date \_\_\_\_\_

# Information Technology Student Contract

All Information Technology students are expected to adhere to the acceptable use policy for technology used by the East Baton Rouge School system. However due to the nature of the courses and lessons there are additional rules that apply to CTEC Information Technology students that must agree with the following:

1. All Cyber-engineering work and labs are to be done only within the CTEC Cyber Security lab. Absolutely no lab work is to be done at the home school or on any other network other than that provided by the CTEC Cyber Security class.
2. Lessons taught in the Cyber-Engineering are for educational and authorized purposes only, any use of these lessons outside of the classroom is solely the responsibility of the party who student.
3. All computer equipment will be used only for school and classroom use. Use of Cyber-Engineering systems outside the approved uses is prohibited.
4. The use of technology within CTEC is a privilege and not a right, this includes use of the 3D printers. 3D Printers will be used for course work and at no time will anything that violates any East Baton Rouge School system policies be printed on 3d printers, this includes but is not limited to: weapons, drug paraphernalia, and objects of a crude nature.

By signing this agreement the student agrees to follow the Acceptable use policy written by the CTEC Information Technology Education Department.

Any deviation from these rules will result in disciplinary action.

Student Signature \_\_\_\_\_ Printed \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Printed \_\_\_\_\_ Date \_\_\_\_\_

**C**reating Opportunities



**T**eaching a New Tomorrow

**E**mbracing Safety

**C**onsidering your Future

Careers for the Future

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EBR CTEC WILL PROMOTE CREATIVITY, SKILL ATTAINMENT, GOAL SETTING, PERSONAL GROWTH AND LEADERSHIP ROLES THAT ENSURE SUCCESS IN THEIR PROFESSIONS AND IN LIFE.

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