Integrated Systems Technology Academy of Engineering

ISTA

Jack Britt High School

STUDENT HANDBOOK

It is the policy of Cumberland County Schools and its Career and Technical Education Programs to not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age in its activities and programs, including employment policies and practices.

Jack Britt High School
INTEGRATED SYSTEMS TECHNOLOGY ACADEMY OF ENGINEERING
Room # D125
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Phone: 910-429-2800
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Jack Britt High School

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MISSION STATEMENTS

ISTA Academy Mission Statement

"The mission of the Integrated Systems Technology Academy or Engineering (ISTA) is to provide students the opportunity to study and learn technical design, engineering concepts, and the skills needed to compete in the global job market."

Jack Britt High School Mission Statement

"The mission of Jack Britt High School is to provide our students with a vast array of educational opportunities essential for academic and social success. The skills we instill, with special emphasis on the ever-changing world of engineering and technology, will prepare them for the work force as well as the academic rigors of a higher education."

Cumberland County Schools Career and Technical Education Mission Statement

"The mission of Career and Technical Education is to help empower students for effective participation in a global economy as world-class workers and citizens."

GENERAL INFOMATION

Academy Administration and Faculty

Scott Pope, Principal
scottpope@ccs.k12.nc.us

Kerry Humphrey, Academy Director
kerryhumphrey@ccs.k12.nc.us

Ed Genova, Instructor
edwardgenova@ccs.k12.nc.us
  Drafting I
  Drafting II Engineering Honors
  Drafting III Engineering Honors

Henrietta Jutson, Instructor
henriettajutson@ccs.k12.nc.us
  Integrated Systems Technology I
  Integrated Systems Technology II Honors
  Integrated Systems Technology III Honors

Charles Walters, Instructor
charleswalters@ccs.k12.nc.us
  Introduction to Integrated Systems Technology
  Principles of Technology I
  Principles of Technology II Honors

Letter of Welcome

Dear Academy Member:

It is so exciting that you have chosen to be part of the Integrated Systems Technology Academy of Engineering (ISTA) at Jack Britt High School. The goal of the academy is to offer you a pre-engineering course of study that will lead to a vast array of opportunities in post-secondary education and career choices. We hope that you will utilize all of the available opportunities that are provided by Cumberland County Schools (CCS) and the academy's community partners.

Please read this handbook carefully and become familiar with the academy opportunities, policies, and guidelines. Feel free to direct your questions to me.

Congratulations on your membership in the ISTA at Jack Britt High School. I look forward to working with you.

Sincerely,

Kerry Humphrey

Kerry Humphrey, Director
Integrated Systems Technology
Academy of Engineering

POLICIES AND PROCEDURES

Admission
Admission Requirements

- ISTA Application
- 3 Teacher Recommendations
- Interview by the ISTA Director
- Pre-requisite of Math 1 in 8th Grade
- Middle School grade reports with a minimum average of A/B in core subjects.
- GPA of 3.0 unweighted

Credit, Grading, and Scheduling

1. In order to maintain membership in the academy, students must complete the specified academy curriculum. Students must complete the following courses:

Grade 9:   Introduction to Integrated Systems Technology
           Microsoft Word and PowerPoint

Grade 10: Integrated Systems Technology I
           Drafting I

Grade 11: Principles of Technology I

CONTINUITY, 2 courses from the following:

Grades 11/12: Integrated Systems Technology II Honors
Drafting II Engineering Honors
Principles of Technology II Honors

AND ONE course from the following:

Grade 12: Integrated Systems Technology III Honors
Drafting III Engineering Honors

2. It is recommended that students enroll in **TWO** academy classes per school year. Any deviations from this plan must be approved **IN ADVANCE** by the academy director.

3. Students must maintain:
   - Minimum 2.5 overall unweighted GPA
   - Minimum 3.0 unweighted GPA in academy courses.

Students will be subject to academic probation or dismissal from the program for inadequate academic progress and/or infractions of behavior.

Work-Based and Service Learning

Students will document the completion of at least 50 hours of work-based and service learning experiences each year, none of which can be duplicates. Examples of work-based learning are job shadowing, field trips, speakers, and internships. Service

learning may include both in-school service and community service and may be organized by the academy or another service-based group.

Work-based and service learning forms are located in the academy director's office. When a student has completed their activity, he/she should return the form (with a signature of verification) to the academy director. Those hours will be logged for the student on their ISTA Work-based Activity/Learning Services Form.

Attendance
Students must abide by the attendance policy set forth by Jack Britt High School and Cumberland County Schools. It is the academy member's responsibility to attend required academy functions. Failure to meet attendance requirements can result in probation or dismissal from the academy at the director's discretion.

Attire
All academy students are required to wear the academy uniform every Tuesday throughout the entire school day and at all times when representing the academy. The uniform consists of the official ISTA shirt and khaki pants or skirt and closed-toe shoes.

Uniform Fee
Academy students are required to purchase the official ISTA polo shirt. Additional shirts are available in other styles and colors may also be purchased. See the academy director for information and order forms.

Uniform Guidelines
Closed-toe shoes are required every day that the student is in an academy lab in order to comply with safety requirements. Students who fail to comply will NOT be allowed to participate in any lab work activities for that day and therefore not receive lab credit on that day. Repeated offenses will result in disciplinary action and/or academy probation. Shirts MUST be tucked in at all times.

Tuesday Check-In
Academy students are required to check-in **EVERY TUESDAY MORNING IN UNIFORM** with the academy director, **regardless of whether or not they have an academy class that semester**. Tuesday check-in is from 8:05 until 8:25 am at the ISTA Academy table located just inside the D-100 hallway (outside the academy office). Failure to check-in more than three times per semester (unless lawfully absent from school) WILL result in being placed on probation and/or removal from the academy.

Jack Britt High School

The purpose of checking in is to share important academy information and ensure that academy members are wearing required uniforms. Students should still check-in even if they are not dressed in uniform to receive any important academy information.

ISTA
Handbook Student/Parent Agreement Form

(next page)

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INTEGRATED SYSTEMS OF TECHNOLOGY
ACADEMY OF ENGINEERING

Handbook Student/Parent Agreement

I hereby affirm that I have read and understand the standards in the *Integrated Systems Technology Academy of Engineering Handbook.*

I further agree as a member of the Integrated Systems Technology Academy of Engineering to abide by the standards as provided by the academy handbook.

Please use BLUE or BLACK ink.

Student Printed Name	*Student Signature*	*Date*

Parent or Guardian Printed Name	*Parent or Guardian Signature*	*Date*

Academy Director Signature	*Principal Signature*	*Date*

This form must be signed by the academy student and their parent/guardian and turned into the academy director.

Rules and Discipline

All students enrolled in the ISTA academy will be held to a high standard of student expectation for performance, attendance, and behavior. Academy students must follow all policies and guidelines as outlined in the CCS and Jack Britt High School Code of Conduct.

Dismissal

Dismissal from the ISTA for disciplinary reasons will be processed with the prior knowledge of and approval of school administration and academy personnel. It is the responsibility of the student to determine their graduation status should they be dismissed from the academy.

Withdrawal

Any student wishing to withdraw from the ISTA should present a signed letter of withdrawal with a parent/guardian signature to the academy director

Student Safety

1. Safety in the academy labs is of the utmost priority. Students must always act in accordance with safety standards as set forth by:
   - Academy Guidelines
   - Classroom Instructors
   - Cumberland County School Policies
   - Occupational Safety and Health Administration (OSHA)
   - Technology Education Agreement

2. It is imperative that students adhere to safety standards to prevent injuring themselves or others. Violations of safety standards as set forth by the academy will be subject to the following disciplinary actions in accordance with the severity of the violation:
   - Loss of classroom/lab privileges (*i.e*. equipment use)
   - Probation
   - Dismissal from the academy

Administrators and parents will be notified of any disciplinary action taken. Students should always lean on the side of caution and always ask their instructors if they are unsure of the correct safety procedures in the Academy labs.

Transportation

Students are responsible to provide their own transportation for job shadowing, internships, and other academy activities outside of school. School personnel are NOT permitted to transport students to any destination in their personal vehicles, even when academy attendance is required. Travel for field trips and TSA events will follow CCS transportation guidelines.

ENRICHMENT OPPORTUNITIES

Field Trips

In order to participate in field trips, students must be in good standing in the Academy. The required *Field Trip Permission Form* and the appropriate form must be returned to the academy director (with teacher permission) prior to the designated deadline.

Students must wear the academy uniform when attending any field trips. Students should pay close attention to instructions given because many places we visit have strict requirements concerning shoes, clothing, and jewelry. Failure to dress properly will eliminate the students' participation. Participation in field trips is counted as work-based learning hours.

Guest Speakers

Various guest speakers will visit Jack Britt High School to speak to members of the academy. Students are strongly encouraged to attend these enrichment activities, typically held during third period. Announcements will be posted and permission forms will be available Tuesday mornings at the ISTA table. Permission forms must be signed by the student's third period teacher. Attendance for guest speaker presentations, count for work-based learning hours.

Technology Student Association

Students are strongly encouraged to be active in the Technology Student Association (TSA), a student organization designed to enhance their knowledge in a wide variety of areas through leadership, mentorship, and networking opportunities at the local, state, and national level.

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ISTA PORTFOLIO

Portfolio Guidelines

The required capstone project for academy members is creating and maintaining an updated portfolio. Students will develop and maintain a portfolio of their goals, accomplishments, and academy related work. The portfolio will be maintained on a flash drive which will be supplied by the student. The student is responsible for updating, keeping up with their flash drive, and submitting their work. The portfolio is due to the academy director **no later than fourth Monday of March**. The portfolio will be laid out as follows.

Section I

Section One will contain an Introduction, a Cover Page, and a Table of Contents including but not limited to the following items:

1. **Cover Letter (9th Grade**): A letter introducing yourself and explaining your reason for applying to the academy as well as goals you hope to achieve as a part of the program.
2. **Résumé (Updated Each Year):** A professional résumé detailing your accomplishments (research templates for résumés in books or online).
3. **Autobiography (12th Grade**): to include short and long term goals.
4. **Reflections (12th Grade):** 1-2 page reflection of your academy experience

Section II

Section Two will contain artifacts the student acquires during high school documenting their progress. A scanner is located in the academy director's office for students who need to utilize it to meet the artifacts requirements. These artifacts will include but are not limited to the following items:

1. **Awards and Certificates (All Grades):** must include a justification paragraph (typed) describing the significance of each artifact.
2. **Work Samples (All Grades):** Samples of work from each academy class
3. **Work-based and Service Learning (All Grades):** Logs documenting a minimum of 50 hours of work-based or service learning experiences during each grade level.
4. **Post-Secondary Planning (12th Grade):**
   a. College Applications
   b. Scholarship Applications
   c. Free Application for Federal Student Aid (FAFSA)
   d. Letters of Recommendation
   e. Letters of Acceptance
   f. Military Contracts
   g. Scholarship Award Letters

ACADEMY GRADUATION

Graduation Requirements and Procedures
Students who successfully complete the ISTA curriculum and the work based learning and service learning hours are required to attend the annual graduation ceremony held in the Jack Britt Auditorium. Students who fail to complete the required hours will not be eligible to graduate as an ISTA member, will not receive an ISTA Certificate of Completion, they will only receive credit for the course.

Graduation Attire
Dress for the graduation is professional attire and the Jack Britt High School Dress Code will be STRICTLY enforced. The academy uniform is not required for this occasion.

Ladies may wear one of the following:
   a) Black professional style dress that is no shorter than 1 inch above the knee.
   b) Black professional style skirt that is no shorter than 1 inch above the knee with a white dress blouse.
   c) Black full-length dress pants and a white dress blouse.
   d) Black shoes with an enclosed toe and heel or strap on the heel. No Flip Flops.
   e) Pantyhose are optional, but if worn they must be flesh-toned. No excessive jewelry, dangling earrings, sunglasses or corsages.

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Gentlemen are required to wear a white dress shirt with a collar that will accommodate a necktie, dark tie, black dress pants, black socks, and black dress shoes (no athletic shoes, boots, or "Heelies").

No excessive jewelry, dangling earrings, sunglasses or corsages are permitted. Students will not be able to hold anything in their hands and should make arrangements for a guest to hold their keys, purses, etc.

Academy Honor Graduates

Recognition

Academy honor graduates will receive a single black cord to wear at graduation and will also receive a designation in the official graduation program.

Qualifications

In order to qualify as an ISTA honor graduate, a student must have:

- An overall unweighted GPA of 3.5 (not rounded)
- An overall unweighted GPA of 3.5 in all academy classes.
- Successfully logged 50 or more work-based and community service learning hours for each year of academy membership.
- Successfully completed an ISTA portfolio.

Honor graduates will be determined at the end of the 2nd quarter of the second semester of their senior year.

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Career and Technical Education Honors
Criteria

- Must be a senior who has completed or is completing a four-credit Career and Technical Education (CTE) concentration in one of the 16 NC Career Clusters, with at least one second-level or completer course.

- Overall unweighted 3.00 GPA (not rounded) or higher in grades 9-12

- An average of 90 (not rounded) or higher in all high school CTE courses

- Demonstrated career-readiness on the Work Keys assessment by achieving a Silver Career Readiness Certificate (CRC) or higher.

Averages and eligibility are calculated after the first semester.

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