

2017-2018

INFORMATION TECHNOLOGY PROGRAMS

FRANCIS TUTTLE STUDENT HANDBOOK SUPPLEMENT

PARKING LOTS

Students may not leave the campus during breaks. Students will not be permitted to loiter in the parking lots or sit in their cars before or after school, during break or lunch period.

PRACTICE LAB

The practice lab is available to daytime students Tuesday-Thursday 11:15-12:15 in Room B1130. Students must be in the Practice Lab a minimum of 30 minutes for make-up time to be credited.

STUDENT ADVISORY COUNCIL

A student council will be selected shortly after school begins. Members will be elected or appointed by the instructor. The council will consist of one student from each classroom and will meet throughout the school year.

COPY ROOM

Students are permitted to utilize the copy area only when performing training as directed by an instructor. The copy area is located in Room B1126.

LEARNING CONTRACTS

Upon enrollment and also at the beginning of each nine weeks, the instructor will assist you in planning a realistic schedule of curriculum to be completed within a specified time period. Instructor-assigned homework may be included in your learning contract. This curriculum schedule is an individualized plan designed to allow you to work at your optimum speed.

NOTE: Adults - Only a leave of absence, jury duty, military duty, or bereavement leave will reduce hours on the learning contract.

GRADES

Curriculum Grades: Your curriculum grade is based on an average of your assignments and tests taken during the grading period.

Progress Rate: Your learning contract will be the basis for a progress rate. For example, should you complete 90% of your nine-week contract, then your progress rate is 90%. Your curriculum grade is added to the progress rate and divided by 2 to determine your grade. Maximum progress rate is 100%.

Grades Issued for Nine-Week Period: Your Curriculum Grade and Progress Rate are factored to determine your grade for the nine-week period.

For example:

$$\begin{array}{r} 95 \quad (\text{Curriculum Grades Averaged}) \\ + 90 \quad (\text{90\% Progress Rate}) \\ \hline 185 \end{array}$$

$$185/2 = 92.5 \quad (\text{Nine-weeks Grade})$$

Use the following scale to determine your letter grade:

Average	Grade
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

ACADEMIC PROGRESS POLICY

Francis Tuttle wants every student to achieve success and has adopted academic standards based on the following criteria:

1. Students must maintain satisfactory progress, which is defined as satisfactory completion of a minimum of 70% of the curriculum for a specified period of time and maintain a grade average of no less than 60% (D).
2. Progress is assessed on a quarterly basis. Students may be placed on Academic Probation if they are not making satisfactory progress. The program instructor, in conjunction with the instructional director, determines terms of the probation period. If the terms of the Academic Probation are not met, the student may be dismissed from the program.

Students receiving financial assistance may also be subject to strict academic progress standards in order to remain in the program.

CERTIFICATES

In order to earn a Certificate of Completion in our programs, a student must complete the number of hours identified for a career major. The student also must have an overall grade point average of 70 or above. Please check with your instructor regarding the requirements as they vary from program to program. Certificates are provided upon request.

 Francis Tuttle – Information Technology – @fttcit

 INSTAGRAM – francistuttleit

 Follow us on TWITTER – @FrancisTuttleIT

 SNAPCHAT – Francis Tuttle IT

THE INFORMATION TECHNOLOGY TEAM
Dial 717 + Extension

IT ADMINISTRATIVE STAFF	EXT	CAREER TRAINING PROGRAMS	EXT
Lindsey , Ms. Linda Director, Information Technology	4191	Dinkins , Ms. Liz..... Instructor, Graphic Communications	4397
Nichols , Ms. Julie Administrative Assistant, Director & FT Programs	4758	Gleaves , Ms. Sherri..... Instructor, Broadcast & Video Production	4156
Daugherty , Ms. Katie..... Instructional Assistant	4954	Harris , Ms. Kristen..... Instructor, 2D Animation	4380
Denton , Ms. Brooke..... Instructional Assistant	4726	Hudson , Ms. Jayne Instructor, Accounting Services	4285
Pullin , Ms. Ramee PT Administrative Assistant, Front Desk	4791	Jordan , Ms. Natalie Instructor, Business Marketing & Management	4915
Conrad , Ms. Cami..... Manager, Child Development Center	4327	Martin , Mr. Shane..... Instructor, Computer Science Academy	4657
 ADULT & CAREER DEVELOPMENT		Myers , Ms. Dana Instructor, 3D Animation	4145
Brewster , Ms. Judy..... Administrative Assistant	4165	Owora , Ms. Agatha..... Instructor, Computer Science Academy	4648
Henderson , Ms. Karen Specialist	4271	Salim , Mr. Waleed Instructor, Broadcast & Video Production	4696
Wallace , Ms. Terry Specialist	4204	Smith , Mr. Danny..... Instructor, Online Web Design & Development	
 ENROLLMENT & CAREER COUNSELING		Smith , Ms. Lindsey..... Instructor, Medical Office Technology	4219
Cheek , Ms. Vera Advisor, Career Planning Center – IT Programs	4650	Swingle , Mr. David Instructor, Programming & Software Development	4631
King , Ms. Tina Advisor, Career Planning Center – Early Care Program	4319	Voss , Ms. Heather..... Instructor, Computer Science Academy	4749
 HIGH SCHOOL INFUSION PROGRAMS		Whitfield , Ms. Christy..... Instructor, Web Design & Development	4617
Harris , Ms. Janet Instructor, Deer Creek High School	348-6100 X:2176	Wooden , Mr. Jeff..... Instructor, Computer Science Academy	4910
Hale , Ms. Cindy..... Instructor, Edmond Memorial High School	726-6870	Wiley , Ms. Andrea Instructor, Early Child Development	4345
Clark , Ms. Wendy Instructor, Edmond Memorial High School	726-6854	Wright , Ms. Suzanne..... Instructor, HR, Administrative & Legal Office Technology	4268
		 IT EDUCATIONAL ENHANCEMENT	
		Rice , Ms. Kacy..... Instructor	4601

SCHOOL CLOSING
Need to know if school will be closed due to inclement weather?
www.francistuttle.edu or call 717-7799