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Foreword

This handbook has been prepared to inform students and parents with general information, rules, and regulations pertaining to the Career and Technology Center. We urge you to read this handbook carefully and to keep it so that you can refer to it. If, after reading the handbook, you have any unanswered questions, please consult a staff member.

Director's Message

To those of you entering a program at the Anderson Districts I & II Career and Technology Center for the first time, we extend a sincere "Welcome!" To those of you returning, we are very pleased to have you back.

Our goal at the Center is to provide you with the opportunity to gain the knowledge and skills you need to pursue higher education or to enter directly into the world of work. We urge you to use the facilities and develop your full potential. Each staff member stands ready to assist you. Remember, what you get out of the program you have selected will depend, for the most part, on what you put into it.

No person shall, on the grounds of race, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Mission Statement

The mission of Anderson Districts I & II Career and Technology Center is to prepare students for successful careers through quality education.

Belief Statements

We believe...

- We believe the students' safety and welfare is our number one priority.
- We believe the work ethic is a necessary element in training students to be successful.
- We believe a successful organization needs to be dedicated to continuous improvement.
- We believe all faculty and staff must be competent, have caring attitudes, and be positive role models for students.
- We believe the feeder high schools should provide equal opportunity for all students to include a Career and Technology Center program in their four-year plan.
- We believe programs must be customer driven with business and industry as our ultimate customer. The Career and Technology Center is the educational hub of the community with business, industry, faculty, staff, and the community working as a team.
- We believe educators and administrators from both districts and the Career and Technology Center should work together to improve the educational process.
- We believe students should have the freedom to express their beliefs and maintain individual dignity.
- We believe lifelong learning is essential to success.

Staff

Dr. Jere R. Kirkley.....	Director	Hollie Harrell.....	Assistant Director
Judy Adkins.....	School-to-Careers Coordinator	Jenny McAlister.....	Accounting Manager
Justin Atkin.....	Maintenance Supervisor	Abbie Piotrowsky.....	Industrial Relations Coordinator
Cheryl Bayne.....	HR Administrator	Elmer Ramirez.....	Maintenance Assistant
Debbie Brock.....	Receptionist/Attendance	Mirian Ramirez.....	Custodian
Don Davenport.....	Teacher Assistant	Carmelo Robledo.....	Maintenance Assistant
Pat Elgin.....	Administrative Assistant	Keith Sayers.....	Maintenance Assistant
Wendy Farr.....	School-To-Careers Assistant	Jon Sexton.....	Technology Coordinator
Betty Hill.....	Teacher Assistant	Mamie Smith.....	Custodian
Susan Julian.....	Guidance Counselor	Beth Wirschball.....	Special Needs Coordinator
Tonya Locke.....	Guidance Assistant		

Faculty

Amy Anderson.....	Health Science Technology	Kelli Lancaster.....	Radio/Television Production
Hal Black.....	Construction Technology	Cindy Langley.....	Project Lead the Way
Kim Blume.....	Project Lead the Way	Brian McClain.....	Marketing, Management, & Finance
Terry Bridwell.....	Culinary Arts	Sean McCullough.....	Project Lead the Way
Jane Broadwell.....	Health Science Technology	Steve McGaha.....	Plant, Animal, & Natural Resources
Cory Carpenter.....	Radio/Television Broadcasting	Amy McKenzie.....	Graphic Communications
John Cothran.....	Computer Repair and Networking	Carolyn Olver.....	Health Science Technology
James Davis.....	Mechanical Design/Project Lead the Way	Wallace Peebles.....	Mechanical Design
Jim Ettari.....	Law Enforcement	Wayne Simpson.....	Welding/Metal Working Technology
Ryan Gambrell.....	Electricity/Electronics Technology	Jody Smith.....	Health Science Technology
Audie Green.....	Plant, Animal, & Natural Resources	Danita Swaney.....	Digital Design Technology
Carolann Groshans.....	Health Science Technology	Casey Todd.....	Nail Technology/Esthetics
Alison Joye.....	Cosmetology	Wayne Whitfield.....	Automotive Collision Technology
Ron Kennedy.....	Automotive Technology	Aaron Willey.....	Project Lead the Way

Board of Trustees

Nancy Upton.....	Chairperson	Joe Pack.....	Member
Billy Rice.....	Vice Chairperson	Dr. Wayne Fowler.....	Superintendent, Dist. One
Greg Tysl.....	Member	Tommy Chapman.....	Superintendent, Dist. Two

Accreditation

The Career and Technology Center is fully accredited by the South Carolina Department of Education and the Southern Association of Colleges and Schools.

Course Offerings

Automotive Collision Technology	Digital Art & Design	Law Enforcement
Automotive Technology	Electricity/Electronics Technology	Mechanical Design
Computer Repair and Networking	Engineering/Project Lead the Way	Nail Technology/Esthetics
Construction Technology	Marketing, Management, & Finance	Plant, Animal, & Wildlife Science
Cosmetology	Graphic Communications	Radio/Television Broadcasting
Culinary Arts	Health Science Technology	Welding/Metal Working Technology

General Regulations

1. Students must report directly to their classroom when arriving on campus.
2. Students are not allowed to sell or distribute items of any kind without the approval from an administrator.
3. Students may not leave the school grounds during the day without the permission from Administration.
4. No radios, electronic games, CD players, or DVD players of any type are to be brought to school or on the bus.
5. Students will not be permitted to get another student out of class.
6. **Students may not bring any food or drink into the building.**

Grading System

The numerical breaks for corresponding letter grades are: A = 93–100 B = 85–92 C = 77–84 D = 70–76 F = 0-69

Attendance

The South Carolina State law requires that all students who attend public school in South Carolina must be in attendance a minimum of 170 days to receive credit for any course. This law is excusable only for cases of illness certified by a physician. The student is responsible for being aware of his overall number of days, absences, and his individual class absences. Absences fall into two categories: excused and unexcused.

Excused Absences:

1. Illness - Illness that is certified by a doctor's statement is an excused absence. AN ILLNESS NOT ACCOMPLANIED BY A DOCTOR'S STATEMENT WILL BE AN UNLAWFUL OR UNEXCUSED ABSENCE.
2. Illness or Death in the Family - When there has been a serious illness or death in the student's immediate family and the student has been absent as a result of either of these, then the absence will be excused. Administration may require evidence in addition to a parent/guardian statement.
3. School Functions/Activities - Student absences that are school-related will be counted as an excused absence.
4. Religious Holidays of Faith - Student may be excused for religious holidays of their faith when these holidays fall on a school day. Administration may require evidence in addition to a statement from a parent/guardian.

In addition to the above four specific types, the Director has the discretion of deciding if an absence is excused or unexcused. If the Director feels the absence is due to an emergency situation which was beyond the student's control, then the director may excuse the absence.

Unexcused Absences:

1. Students who are willfully absent from school without the knowledge of their parents.
2. Students who are absent from school without acceptable cause with the knowledge of their parents.
3. Absences for which a student fails to furnish a valid excuse. This could include absence(s) for religious holidays unless adequately documented as determined by the proper school official.
4. **Students missing the bus to the Center because of circumstances which are their own fault will be charged with an unlawful absence.**

The law requires school districts to develop a plan of intervention after a certain number of unexcused absences. This requires contact with parents to determine the cause of absence and develop a plan if necessary, for improved attendance.

Tardiness

Classes begin promptly at the time scheduled. The student will be referred to the Office when they accumulate four (4) or more unexcused tardies. Any student arriving after the tardy bell at the Center will sign-in at the front office before going to his/her class. **Accumulation of tardies continues through both semesters.**

<u>Number of Tardies</u>	<u>Action Taken to Car Driver</u>	<u>Action Taken to Bus Rider</u>
4	Student Warned	Student Warned
5	Parent/Guardian Contacted	Parent/Guardian Contacted
6	Two (2) weeks on bus	One (1) day suspension
7	One (1) month on bus	One (1) day suspension
8	Rest of year on bus	Two (2) day suspension
9 or above	Minimum three day (3) suspension and required parent/guardian conference	

Credit

The Center follows the same policy as the high school in denying credit because of excessive absences. **Denial of credit by state law will be assigned a grade of FA (Failure Due Absences) which calculates to a 61/F.**

Students who attend every other day for the full year may have no more than five (5) unexcused absences in each class. Students who attend every other day for a semester may have no more than three (3) unexcused absences in each class.

Please note that if a student leaves school early, the same attendance policies apply on a period-by-period basis. Too many unexcused early releases may result in a student not receiving credit. **The Center does not allow any students to make up absences.** Seniors who need the Center's course to graduate may make up an absence according to administrative policy.

09-10 Allowed Unexcused Absences

Class	Meeting Days	Allowed Unexcused Absences
Automotive Collision Technology		
602087CW Auto Coll 1 Sophomore	B Day AM	3
602187CD Auto Coll 2 Junior	A Day AM	5
602287CD Auto Coll 3 Senior	A Day PM	5
602387CD Auto Coll 4 Senior	B Day PM	5
Automotive Technology		
603087CW Auto Tech 1 Sophomore	B Day AM	3
603187CD Auto Tech 2 Junior	A Day AM	5
603287CD Auto Tech 3 Senior	A Day PM	5
603387CD Auto Tech 4 Senior	B Day PM	5
BioMedical PLTW		
559800HD PLTW BioMed Sophomore	B Day AM/PM	5
559800HD PLTW Human Body Junior	B Day AM/PM	5
Computer Repair & Networking		
502000HW CRN Comp Tec Sophomore	B Day AM	3
505000HW CRN Comp Pro Sophomore	B Day AM	3
532000HW CRN Comp Ser 1 Junior	A Day AM	3
532100HW CRN Comp Ser 2 Junior	A Day AM	3
531001HD CRN Network 1 Senior	A Day PM	3
531001HD CRN Network 2 Senior	A Day PM	3
Construction Technology		
609187CW Const Tech 1 Sophomore	B Day AM	3
609287CD Const Tech 2 Junior	A Day AM	5
609387CD Const Tech 3 Senior	A Day PM	5
609487CD Const Tech 4 Senior	B Day PM	5
Cosmetology		
615087CD Cosmet 1 Sophomore	B Day AM	5
615187CD Cosmet 2 Junior	A Day AM	5
615287CD Cosmet 3 Senior	A Day PM	5
615387CD Cosmet 4 Senior	B Day PM	5
Culinary Arts		
572287CW Culinary Int Sophomore	B Day AM	3
572087CD Culinary 1 Junior	A Day AM	5
572101CD Culinary 2 Senior	A Day PM	5
572102CD Culinary 3 Senior	B Day PM	5
Digital Art Design		
612087CW Dig Art De 1 Sophomore	B Day AM	3
612187CD Dig Art De 2 Junior	A Day AM	5
612200CD Dig Art De 3 Senior	A Day PM	5
612300CD Dig Art De 4 Senior	B Day PM	5
Electricity/Electronics		
613387CW Elect 1 Sophomore	B Day AM	3
613487CD Elect 2 Junior	A Day AM	5
613587CW Elect 3 Senior	B Day PM	5
613587EW Elect 3 TriC Senior	A Day PM	3
613687EW Elect 4 TriC Senior	A Day PM	3
Engineering /PLTW		
6015100HW PLTW IED Freshman	A/B Day AM/PM	3
605000HW PLTW IPOE Freshman	A/B Day AM/PM	3
605000HD PLTW POE Sophomore	A/B Day AM/PM	5
605200HW PLTW Dig Ele Junior	A Day AM	3
605300HW PLTW CIM Junior	B Day AM	3
605800HD PLTW Civil/Arch Senior	B Day AM/PM	5
609800HW GreenSTEM Senior	A/B Day AM	3
605700HW PLTW BioTech Senior	A/B Day PM	3
605400HW PLTW EDD Senior	A/B Day PM	3

Class	Meeting Days	Allowed Unexcused Absences
Graphic Communications		
520500CW Graphics Int Sophomore	B Day AM	3
620000CD Graphics 1 Junior	A Day AM	5
620101CD Graphics 2 Senior	A Day PM	5
620202CD Graphics 3 Senior	B Day PM	5
Health Science Technology		
555400CW HST Intro Sophomore	B Day AM	3
555000CD HST 1 Junior	A Day AM	5
555101CW HST A&P 1 Senior	A/B Day PM	3
555102CW HST A&P 2 Senior	A/B Day PM	3
556000CW HST CNA/Ger Senior	A/B Day PM	3
555500CW HST SportMed Senior	B Day PM	3
554000CW HST Med Term Senior	A/B Day PM	3
557001CW HST PharmTec Senior	A/B Day PM	3
Law Enforcement		
650587CW LawEnf Intro Sophomore	B Day AM	3
651087CD LawEnf 1 Junior	A Day AM	5
651100CD LawEnf ETC Senior	A Day PM	5
651101CD LawEnf Foren Senior	B Day PM	5
Marketing, Management, & Finance		
500801CW BUS Comp App Sophomore	B Day AM	3
513102CW BUS B/P Fina Sophomore	B Day AM	3
500100CW BUS Acct 1 Junior	A Day PM	3
542100CW BUS Market Junior	A Day PM	3
509087EW BUS Bus TriC Senior	A Day PM	3
503000CH BUS Comm Senior	A Day PM	
549000CH BUS WP Basic Senior	A Day PM	3
540000CH BUS Entrepre Senior	A Day PM	
Mechanical Design		
605101CW Me Des IED Sophomore	B Day AM	3
617201CD Me Des 1 Junior	A Day AM	5
617301CW Me Des 2 Senior	A Day PM	5
Nail Technology/Esthetics		
579903CD Estheti Sophomore	B Day AM	5
615587CD Nail Tech 2 Junior	A Day AM	5
579901CD NT Estheti 1 Senior	A Day PM	5
579902CD NT Estheti 2 Senior	B Day PM	5
Plant, Animal, & Wildlife Science		
562000CW AG Int AgS Sophomore	B Day AM	3
565200CW AG Hort WP Junior	A Day AM	3
562800CW AG EnvNat Junior	A Day AM	3
567000CW AG LandTec Senior	A/B Day PM	3
561300CW AG Vet Sci Senior	A/B Day PM	3
561300CW AG Vet Sci Senior	A/B Day PM	3
565401CD AG Turf/La Senior	A/B Day PM	5
Radio/Television Broadcasting		
529810CW RTB Intro Sophomore	B Day AM	3
529811CD RTB Rad/TV 1 Junior	A Day AM	5
529813CD RTB Radio 2 Senior	A Day PM	5
529812CD RTB TV 2 Senior	B Day PM	5
Welding Technology		
634087CW Welding 1 Sophomore	B Day AM	3
634187CD Welding 2 Junior	A Day AM	5
634287CD Welding 3 Senior	A Day PM	5
634387CD Welding 4 Senior	B Day PM	5

Guidance and Counseling

The mission of the Center's guidance program, in conjunction with other services, is to develop well adjusted, responsible, and productive individuals by assisting all students in their academic, personal, social and career growth.

The Center has a full-time guidance counselor and career specialist available to the students, faculty, and parents. Students may see the counselor before or after class, during class with a pass from the instructor, or by appointment. Should the counselor be unable to see a student when he/she comes to the guidance office, the counselor will give the student a definite time and date to return. The guidance department provides individual and group counseling, career assessments and career counseling, and assist students with post secondary planning, scheduling problems, discipline problems (as an intervention plan), attendance problems and other issues that affect school performance.

Changing of Schedules

After school starts, a limited number of schedules may be changed if it is in the best interest of the student, if space is available, and if the course losing the student does not suffer because of low enrollment. Except for unusual cases, no change in assignment will be made **after the first five school days of being enrolled in the class**. Changing schedules must be approved by the instructor, Guidance Counselor, and Assistant Director.

Student Report Cards/Progress Reports

Close cooperation between the school and home is an important part of the education of each student. Parents are invited to visit or call the school and make appointments with the administrators, instructors, or counselor. Two types of reports are used to motivate the student and keep parents/guardians informed of their student's progress:

1. Interim progress reports are notices sent to parents/guardians giving an opportunity for better understanding of a student's current achievement in order for steps to be taken to bring about progress, where needed, by the end of the grading period.
2. Report cards are issued to students at the end of each nine-week period. The information on the report card is intended to help the parents in promoting the best interest of the student and to stimulate and inspire desirable growth with the school concerning any special interest or weakness of the student.

Both reports include the student's attendance. Please contact the Center if there are further concerns regarding student absences.

Career-Technical Honor Society

The purpose of this organization is to promote the ideals of honesty, service, leadership, career development, and skilled workmanship among the career-technical students of America; to reward meritorious achievement in career-technical education, to encourage and assist career technical students in their pursuit of educational and career goals, to develop a greater awareness within the American business, industry and service communities about the talents and abilities of students engaged in career-technical education, and to provide career-technical students with a greater awareness of the world of work. Members are selected by faculty and administration recommendations which are based on grades, attendance, employability rating and leadership quality.

Student Organizations

Central in education is the idea that one learns most effectively that which can be put into practice while learning. Student organizations provide opportunities to reinforce classroom/laboratory job skill training with the development and cultivation of leadership skills. By increasing opportunities for individual achievement in organizing and conducting meetings and related activities, students enhance their preparation for more productive careers. Co-curricular activities which closely parallel classroom curriculum contribute dynamically to the total learning experience. Skills developed and demonstrated in such activities make students more attractive to support groups and prospective employers. In addition, students are motivated and teachers are challenged to greater achievement. Learning is most effective when opportunities are provided for students to achieve their personal goals and career goals. These opportunities abound in a student organization.

Any student expressing an interest in an appropriate organization will be given the opportunity to join and actively participate. Prerequisites for competing in leadership or skills competition and running for office at the local, state and national level include the following: 1. No out-of-school suspensions for the previous year or current year at the high school or at the Center

2. Good attendance
3. Recommendation from instructor/advisor and high school principal
4. Minimum GPA of 2.0 overall and 3.0 in their career and technology program

School-to-Career Transition Activities

School-to-Career programs are an integral and very important part of services the Center offers to each student desiring career awareness, career exploration, and first-hand experience in the workplace. These programs are designed to ease the transition from the classroom to the world of work.

It is the philosophy of the faculty and administration that School-to-Career programs enhance the total learning process. Therefore, students are encouraged to participate in an appropriate option such as Job Shadowing, Service Learning, School Enterprises, Internship, Co-Op, or Youth Apprenticeship. These programs combine paid and unpaid work experience with classroom instruction to help you become successful in your future career.

At the Center, you will begin social, personal, and work transition training as part of your preparation for employment. Career development opportunities are available to you through job market information, résumé preparation, the job application process, and developing job interview techniques. The Employability Rating System at the Center emphasizes the importance of exemplifying good work habits at school and on the job. Prospective employers can use the rating system to help determine if you are a good candidate for one of the School-To-Career opportunities.

Homebound Instruction

Skills taught at the Career and Technology Center require the use of computers, equipment, machinery, and field studies not always available to the homebound student. Therefore, students in need of extended homebound instruction may not complete the required competencies for course credit which includes industry certifications. This may require students to withdrawal from these courses with a WP or WF determined by student's grade. A WP does not affect students GPA.

Early Dismissals or Leaving School

1. A student may leave prior to regular dismissal time because of personal illness, death in immediate family, religious observances, medical or dental appointments, and/or in the performance of school duties, provided proper authorization is granted. Students are not dismissed to assist the volunteer fire departments.
2. In the case of illness, the parent/guardian will be called and notified of the fact and requested to come and pick up the student. In cases where the student drives his/her vehicle, and the parent/guardian cannot be contacted, the student, except in case of medical emergency, will be placed in the sick room and subsequently sent back to his/her home high school or home at the end of his/her class.
3. Students who wish to leave early must have a written statement from a parent/guardian requesting the student's early dismissal. The written statement must be dated and signed by the parent/guardian, state the student's full name, the time the student is to sign out, the reason for signing out, and a phone number where the parent/guardian can be reached. The student is to give the note to the front office prior to going to class (a.m. or p.m.).

Dismissals count as absences for the periods missed and will be processed in the same manner as absences. In order for a dismissal to be excused, students should follow the excuse procedure listed under attendance. Every student must sign out with the front office before leaving campus.

Use of Telephone

1. No telephone in the Center's building will be used for personal calls.
2. If a student needs permission to go home because of illness, he/she must report to the front office. Telephone calls will be made from the office only when the student is sick. Students must have a note for all other early dismissals.

Student Messages

All arrangements for rides home and other messages to students should be made prior to coming to school. The office will NOT relay any message to students except in an extreme emergency. If this occurs, the message MUST be relayed thru the Guidance Counselor and/or Administration, which at that time a decision will be made to interrupt class. ***There will be NO exceptions to this policy.***

Safety Policy

Do not jeopardize your privilege of attending the Career and Technology Center by violation of these safety codes:

1. All electric-powered tools shall be turned off when not in use.
2. All loose clothing will be tucked in.
3. **Smoking or use of tobacco products is not permitted anywhere on campus.**
4. There will be no horseplay anywhere on campus.
5. Students will not make repairs to any equipment.
6. Students will wear proper eye protection and hard hats when required.
7. Use the correct tool for the job for which it was designed.
8. Report all injuries regardless of how slight.
9. Never clean self with compressed air.
10. Do not use a broken tool.
11. Oily rags should be kept in proper waste containers.
12. Throw all trash and scraps in proper waste container.
13. Report all unsafe conditions and tools.
14. All electrical equipment must be grounded.

Dress Code

1. Shorts/skirts must touch the top of the kneecap when standing and be worn at the waist. They should not be tightly fitted and must not expose skin or undergarment at the midriff/waist/hips. (This includes a top that is worn over tight leggings.)
2. Tank tops, net shirts, crop tops and cut-off shorts are not to be worn. Straps must be 2 inches across shoulder.
3. Clothes with holes and cut-off clothes are prohibited' all clothing must be hemmed. Holes must have permanent patches.
4. Midriffs and backs must be covered at all times. The standard used will be that no midriff is visible when the student's hand is raised above the head.
5. Bandanas, hats or caps are not allowed in the hallways.
6. Shoes must be worn at all times.
7. Unusual attire, such as sagging baggy pants (pants must fit around the waist appropriately and stay up without the aid of a belt, rope, or suspenders), hanging belts, hanging chains, pants laden with holes should not exceed above the knee, shorts with underwear protruding or shorts over sweat pants, is not appropriate for school.
8. Items of jewelry (spiked bracelets, belts, handcuffs, chains, and other such items that could be used as a weapon) are not allowed.
9. Clothing or jewelry having inappropriate or undesirable advertising, lettering or symbols cannot be worn at school (shirts or other apparel representing drugs, tobacco, alcohol, racial slurs, sex, gangs, violence, etc., in either word or picture).
10. The Center will respect special dress up days approved by the high school (i.e., pajama day, hippie day, etc.), as long as it does not affect safety.
11. Special events such as graduation and awards programs are considered "dress up" events. Appropriate attire will be worn or students will be denied admission and/or participation. The appropriate attire will be communicated prior to the event.

12. Safety regulations in certain classes/labs may require special dress code standards. Special dress code standards as they apply to safety will be provided by the Center's classroom instructor.

The Administration reserves the right to make any decisions pertaining to dress not covered above. Any student who violates the dress code will not be allowed to attend class. A parent/guardian will be notified and the student will be expected to change clothes. Chronic offenders may be suspended. No student body hygiene or clothing will be allowed to interfere with other student's educational process.

Cell Phone / Paging Device Policy Board Policy

For purposes of this policy, paging devices are defined as any telecommunications device (including cellular telephones, pagers, etc.) that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. Operating (i.e. turned "on") cell phones/paging devices **ARE NOT ALLOWED** on the school campus before the start of the school day or during the school day (8:00 a.m. until dismissal time). Operating (i.e. turned "on") cell phones/paging devices **ARE NOT ALLOWED** en route to and from school on school buses. Students are to store paging devices out of sight, in pockets, bags, backpacks, etc. while on school buses.

Before and during the school day, cell phones/paging devices and their holders, cases, and clips are to be stored, **OUT OF SIGHT**, in pockets, bags, backpacks, etc. **In essence, cell phones/paging devices may be brought to school but must be turned off and out of sight.** If a cell phone/paging device goes off in class, the student should immediately turn the device off and hand it to the teacher. The teacher will give the paging device to an administrator for appropriate action as listed below:

First Offense- Confiscation of the device, warning issued to the student, conference with parent/legal guardian, the device returned to the parent/guardian.

Second Offense- Confiscation of the device, student will receive one (1) day out-of-school suspension, conference with parent/legal guardian, the device returned to the parent/guardian.

Third Offense- Confiscation of the device, student will receive two (2) days out-of-school suspension, conference with parent/legal guardian, the device returned to the parent/guardian.

Fourth Offense- Confiscation of the device, student will receive three (3) days out-of-school suspension, the device returned to the parent/guardian at end of year.

Accidents/Illness

All accidents, no matter how small, will be immediately reported to your instructor. The policy of each home high school will be followed on all insurance claims. **The Center does not provide the services of a school nurse. If a student becomes ill, parents will be contacted and will be responsible for making arrangements to have their child transported home, to the doctor, or to the hospital.**

In case of accidents and resulting emergency situations, action may be taken at the discretion of school personnel that are considered necessary for the well being of the student. In the event of an accident of a student, the Center reserves the right to call the local Emergency Medical Services (EMS) for assistance or transport students to doctor or hospital at the expense of the parents or guardian. The following safety regulations will be strictly adhered to. Your personal safety and that of your fellow classmates depends upon your ability to adhere to the safety policy.

Insurance

Because of the nature of the subject matter taught at the Center, the possibility of an accident is always present. Each student enrolled must be protected by school insurance or have an individual medical policy. School insurance is offered to all students for a fee in line with the insurance policy the students wishes to purchase through their home high school.

Medications

No faculty or staff will administer medications to any student; this includes aspirin. Any student who needs medication must return a completed Medicine Form along with the medication. Medication should be taken to the front office at the beginning of school. **South Carolina state law prohibits school personnel from administering medication in any form. Students are not allowed to have any type of medication; suspension and recommendation for expulsion may result.**

Inclement Weather

The administration will monitor one of the emergency radio stations for information concerning weather conditions. If violent weather conditions prevail while students are on campus, an emergency plan of action will be implemented in order to protect lives and property. Parents are advised to monitor one of the local radio or TV stations regarding school closings and follow home high school's schedule.

Fire Drills/Tornado/Other Emergencies

Fire and tornado drills will be held in accordance with state regulations. Your instructor will give you proper instructions for fires, tornados, and other emergencies. It is important that students understand and comply with these regulations.

Discipline

The philosophy of the Career and Technology Center presumes that the student desires the best possible education in preparing for career opportunities and mid-level technology. Therefore, the instructor is not required to issue a warning with a disciplinary offense. It is the instructor's discretion as to whether or not the offense warrants referral to the Assistant Director. Mature and sensible behavior is required. **During an out-of-school suspension, the student may not attend classes, participate in school activities, or visit the school grounds at his/her high school as well as the Center.**

Search Dogs

In the interest of maintaining a drug-free and firearms-free environment, the Center's classrooms as well as personal vehicles will be subject to a search by trained K-9 dogs on a periodic basis throughout the year. All searches will be unannounced. When conducting a classroom/locker search, each class will be asked to leave the classroom/lab and remain in the hallway until the search is completed.

During a vehicle search, if the search dog reacts to a particular vehicle, the driver will be summoned to their vehicle where a complete search will be conducted.

Use of Metal Detectors

Metal detectors may be used on any person or vehicle on school property. Such detectors will be used according to SC laws.

Visitors/Searches

All visitors are required to report to the office. No visitor without proper authorization will be allowed in any classroom, shop, and building or on the campus. The administration is empowered to take appropriate action against non-students who invade the buildings, school grounds, or other property. Such action will include the right to call law enforcement authorities. Article 5, 15-551 of the South Carolina Code of Laws gives schools such rights. All persons who are considered visitors or who have business to conduct should immediately, upon arrival on campus, contact administration and state the nature of their visit to obtain permission. Pursuant to state law, persons entering school property are deemed to have consented to a search of their person and property. (ACT 373 of 1974.)

Weapons

The State of South Carolina Law 16-23-430 states that it is unlawful to have a weapon on any school property. Violation will result in suspension, a recommendation for expulsion, and arrest.

Disturbing Schools

Disturbing schools in the state of South Carolina is unlawful. Any unwarranted behavior or act on the part of a student or visitor viewed as disorderly conduct will be reported to law enforcement.

Abuse

If a student reports that he/she is being abused to any school personnel, the student must know that such information must be reported to the Department of Social Services according.

Sexual Harassment

Sexual harassment of students, faculty, or staff is prohibited. Students must avoid any action or conduct which could be viewed as sexual harassment. Any student who feels he or she has been subjected to sexual harassment is encouraged to inform the instructor, Guidance Counselor, or Assistant Director. All complaints will be investigated. All incidents will be confidential. Grievance procedure is located on our website.

Bullying

Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Bullying will not be tolerated. Report this behavior to a teacher, counselor, or administrator. Grievance procedure is located on our website.

The Family Education Rights and Privacy Act

The Family Education Rights and Privacy Act authorizes the Center to release "directory information" of students to individuals who request such data. Directory information includes your child's name, address, telephone number, photographs, date, and place of birth, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and other similar information. Information about your child may be requested by the local media for appearance in newspaper activities, on television, in radio broadcasts, on displays, on the World Wide Web, military colleges, or may be used in District or school promotional pieces.

If for some reason you object to the release of the above referenced information, please check the box on the Locator Card each student receives at the beginning of school. Forms must be returned within fifteen days of attendance or the school will be free to release or use information on your child as appropriate.

Title VI of the Civil Rights Act of 1964 & Title IX of the Education Amendment of 1972

No person shall, on the grounds of race, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Title IX Complaints

Students who believe that they have been discriminated against on the basis of sex have the right to appeal to their principal. If they are not satisfied with the decision of the principal, they may then appeal to the district Title IX Coordinator, then may appeal to the Board. Appeals to the Board will be scheduled through the Superintendent's office.

Student Fees

Student fees at the Career and Technology Center are: \$6 for 2 unit classes and \$3 for 1 unit classes. The fee is used to help provide consumable materials used in the labs and shops. In addition, some of our courses will require additional fees for special tools and equipment necessary for the instruction process (i.e. Cosmetology). **A fee of \$25.00 will be charged for all returned checks. Only cash will be accepted after May 1 for indebtedness to the Center.**

A student may request a full refund of his or her fees until September 30, 2009. This will be allowed only for students who are relocating to another school district or have decided to drop their course at the Center. Students who owe debts may be restricted from driving privileges, going on field trips, and/or other school functions.

Field Trips

1. No student will be allowed to go on a field trip unless a properly filled out parent/guardian signed form for field trips is on file for the individual student.

2. Field trips are a privilege, not a right. Students may be refused permission to make a field trip if his/her instructor or the Director is of the opinion that the student's behavior indicates to them that the student cannot be relied upon to conduct him or herself in the proper manner when away from the Center. A student will be denied permission to attend a field trip when improperly dressed.
3. Students are responsible for making up all assignments/projects/tests as a result of attending any field trip.
4. When determined that a student has violated state or federal laws while attending a field trip representing the Career and Technology Center in any capacity, law enforcement will be contacted as well as the parent.
5. Any fees paid to participate in a field trip or represent the school will not be refunded once deposits/payments are made if a student decides not to attend or if a student is not permitted to attend due to disciplinary/behavior problems.

Student Breaks

Soft drinks and snacks will be made available to each classroom/shop once in the morning and once in the afternoon. Time will be allowed to consume the refreshments purchased, such time not to exceed 10 minutes. The privilege to have a break and/or leave the classroom/shop may be denied by the instructor when, in his/her judgment, such privilege is not deserved or is being abused. **Students should know that breaks are not mandatory and are a privilege only.** Therefore, breaks may be suspended as determined by the instructor or an administrator.

Textbooks, Tools, Equipment, and Materials

Students are issued textbooks and some materials. If they are lost or damaged, the student must reimburse the school. Failure on the part of the student to pay any debts owed to the Center for materials consumed or damaged will result in a hold slip being placed on the student's grade.

Students may be issued tools and equipment. Students are completely responsible for their proper use, care, and for their return when their usage is complete. Students will be required to pay for losses or negligence or intentional damage to equipment and/or building. Failure to do so will result in a hold slip being placed on the student's grade. The taking of any tool/equipment without permission or knowledge of the instructor will be defined as theft and discipline actions will be taken.

Rules & Regulations for Drivers & Riders of Vehicles Driven to the Career & Technology Center from Belton-Honea Path, Palmetto & Wren High Schools

Anderson School Districts I and II provide bus transportation between the high school campus and the Career and Technology Center campus, and the School Districts prefer that all students take advantage of the transportation. If a student and his or her parent/guardian choose to drive or ride, they must agree to the following regulations:

1. Only a junior or senior will be allowed to drive or ride to the Center. Anyone else must get a one day permit to drive/ride to/from CTC.
2. Students will not be granted permission until all outstanding and current fees are paid.
3. No students will be permitted to drive a vehicle until they have permission from their parent/guardian and the Center's Assistant Director. Students must have a valid driver's license.
4. No more than five people may ride in an automobile; three in the back seat and two in the front. Only three persons may ride in a truck; all three inside the cab of the truck.
5. No motorcycles may be driven to the Career and Technology Center.
6. Any illegal/unlawful act (speeding, accident, reckless driving, off path, etc.) while driving to/from and on the school grounds will not be permitted and may result in the cancellation of permission to travel in a private vehicle.
7. No unscheduled stops will be made between the high schools and the Center. If you are going to need gas before you get to the Center, be sure that you obtain the gas before going to school that morning. Students who stop jeopardize their permission to travel in a private vehicle and/or will receive an unexcused tardy if late to the Center.
8. The student will be charged with the responsibility of reporting to the proper school at the proper time. Excessive tardiness to class will result in suspension and possible revocation of permission to ride/drive.
9. The speed limit on the campus of the Career and Technology Center is ten miles per hour.
10. Students will park in designated parking places at the Center and follow the designated one-way signs. The Center is not responsible for any damage or vandalism to privately-owned vehicles.
11. **The students will report directly to class upon arrival to the Center and will not return to their car until dismissed.**
12. The students and their parent/guardian understand that neither the School Districts nor the Center will be responsible for any accident, misconduct, vandalism, or stolen property that may occur in the operation of a vehicle by the student. The parent/guardian must retain the responsibility of their child while in transit to and from the high school and the Center's campus.
13. No loud playing of radios, tape players, or CD players will be allowed while the vehicle is on campus.
14. Littering the Center's campus may constitute loss of riding/driving privileges.
15. A driver transporting an unapproved rider will be subject to losing their permission, either by suspension or permanent revocation.
16. If the student has lost the privilege to drive or ride in an automobile and loses the privilege to ride the bus, it will be the parent's responsibility to transport their child between the high school, home, and the Center.
17. **Driving or riding to the Career and Technology Center in a private vehicle is an earned privilege.**

Violations

The following consequences are for students who have a driver/rider permit issued by CTC for the 2009-10 school year.

	1st Offense	2nd Offense	3rd Offense
Driving/Riding without permit	Warning	4 Weeks on Bus	On bus rest of year
Off-Path/Stopping to/from CTC	4 Weeks on Bus	9 Weeks on Bus	On bus rest of year
Invalid Permit	9 Weeks on Bus	18 Weeks on Bus	On bus rest of year
Reckless Driving	9 Weeks on Bus	18 Weeks on Bus	On bus rest of year

Speeding	9 Weeks on Bus	18 Weeks on Bus	On bus rest of year
Moving Violation	9 Weeks on Bus	18 Weeks on Bus	On bus rest of year
Off-Campus Accident	9 Weeks on Bus	18 Weeks on Bus	On bus rest of year
On-Campus Accident	4 Weeks on Bus	9 Weeks on Bus	On bus rest of year

Parking Permits

The first permit is free, each additional permit may be purchased for \$3.00 each. If a permit is lost or stolen or a change is made to the classification, a cost of \$3.00 will be assessed to replace the permit. This permit **MUST** be visible at all times the vehicle is on campus. All riders must have their Rider permit available at all times. A parking permit can be classified in the following ways: **D** (driver only, cannot transport anyone or cannot ride with anyone), **DR** (driver or rider, cannot transport anyone), **DT** (driver and can transport others, cannot ride with anyone), or **DRT** (drive, ride and/or transport). Classifications must be made by parent/guardian or administration. Classification changes must be made in writing.

One-Day Permits to Drive to the Center

One-day permits must be obtained at least two days in advance from the student's instructor signed by the Center's Assistant Director. These one-day permits are issued to obtain vehicle repairs, bring material to the Center, pick up objects, do make-up work, or to leave or arrive at other than regular hours for doctor or dental appointments. No passengers are allowed to ride with the one-day permit driver unless prior permission is granted. The student will receive a temporary paper permit that must be visible when the student is on campus.