

# 2023-24 Parent-Student Handbook

702 Belton Highway Williamston, SC 29697

864.847.4121 [www.andersonctc.org](http://www.andersonctc.org)



## 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 goals at the Center is to provide you with the opportunity to have academic rigor while exploring career paths that lead to a successful career. We want you 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.*

*Hollie Harrell, Director*

**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 & Technology Center (ACTC) is to prepare students for successful careers and post-secondary education through quality instruction.

## 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 an ACTC program in their four-year plan.

We believe programs must be customer driven with business and industry as our ultimate customer. ACTC 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 ACTC 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.

## Accreditation

ACTC is fully accredited by the South Carolina Department of Education and Cognia.

## Course Offerings

Aerospace  
Agriculture  
AP Computer Science  
Automotive Collision  
Automotive Technology  
Barbering  
Biomedical Science  
Construction

Cosmetology  
Culinary Arts  
Digital Art Design  
Engineering  
Firefighting  
Graphic Communications  
Health Science  
Law Enforcement

Marketing  
Media Broadcasting  
Mechatronics  
Programming & Game Design  
Sports Medicine  
Welding Technologies

## Board of Trustees

Phil Ashley  
Nancy Upton  
Jimmy Ouzts

Chair, Anderson 2  
Vice Chair, Anderson 1  
Anderson 2

Wendy Burgess  
Robbie Binnicker  
Jason Johns

Anderson 1  
Superintendent, Dist. One  
Superintendent, Dist. Two

# 2023-2024

## Staff

Hollie Harrell	Director
Stacey Scott	Associate Director
Abbie Piotrowsky	Assistant Director
Juana Arreguin	Custodian
Justin Atkin	Facility Manager
Juston Beinbender	Technology Assistant
Debbie Brock	Accounts Payable
Tammy Dumm	Custodian
Jenny Gilbert	Business Manager
Brian Gordon	Maintenance Assistant
Stephen Goss	Technology Coordinator
Travis Guthrie	Work-Based Learning Coordinator
Greg Hawkins	School Resource Officer
Trista Kane	Student Services Assistant
Jonathan Knight	Maintenance Assistant
Chris Latsch	Counselor
Michael McCall	Assistant Facility Manager
Amanda McCauley	HR Administrator
Edith Ramirez	Custodian
Elmer Ramirez	Maintenance Assistant
Melissa Riddle	Receptionist/Attendance Clerk
Sharon Riddle	Career Coach
Jon Sexton	Technology Director
Lisa Wardlaw	Career Coach

## Faculty

Andrew Akins	Programming & Game Design
Bryan Bacher	AP Computer Science
John Boone	Media Broadcasting
Winston Cely	Media Broadcasting
John Cothran	Construction
James Davis	Aerospace
Tanya Dickerson	Health Science/PLTW Biomedical
Shannon Everhart	Health Science
Mark Franks	Mechatronics
Victor Galea	Construction
Michael Guest	Firefighting
Joellyn Hayden	Graphic Communications
Jason Hayes	Law Enforcement
Trevor Hollingsworth	PLTW Engineering
Michael Johnson	Automotive Technology
Alison Joye	Cosmetology/Barbering
Darren Landreth	PLTW Engineering
Travis Leake	Welding
Brian McClain	Marketing
Heather Minton	Health Science/PLTW Biomedical
Chris Moree	Culinary Arts
Carolyn Oliver	Health Science
Seth Pruitt	Programming & Game Design
Samual Quinney	Agriculture
Shan Rogers	Automotive Collision Repair
Erika Scott	Health Science/PLTW BioMedical
Danita Swaney	Digital Art Design
Casey Todd	Cosmetology
Julia Voyles	Sports Medicine

## Daily Operations

ACTC IS AN EXTENSION OF THE HOME HIGH SCHOOLS, THEREFORE ALL POLICIES AND PROCEDURES REGARDING ATTENDANCE, DISCIPLINE AND GRADING WILL FOLLOW AND WORK IN COOPERATION WITH THE FEEDER DISTRICTS AND HOME HIGH SCHOOLS.

**Drop Off and Pick Up Times:** Students may be dropped off at the main office beginning at 7:30 am. Students should remain in the main office until 8:00 am. Students must be picked up by 3:30 pm.

## BELL SCHEDULE 2023-2024

Monday, Tuesday, Thursday, Friday

### AM

8:20 AM	TARDY BELL
10:25 AM	POWDERSVILLE Dismissed
10:28 AM	WREN Dismissed
10:33 AM	BHP Dismissed
10:40 AM	PALMETTO Dismissed

### PM

12:35 PM	TARDY BELL
2:45 PM	POWDERSVILLE Dismissed
2:50 PM	WREN Dismissed
2:55 PM	BHP Dismissed
3:05 PM	PALMETTO Dismissed

### Wednesday "TALK\*" Schedule

#### PM

11:45 PM	TARDY BELL
2:00 PM	POWDERSVILLE Dismissed
2:05 PM	WREN Dismissed
2:10 PM	BHP Dismissed
2:15 PM	PALMETTO Dismissed

\*TALK-Teachers Advancing Learning for Kids

## General Regulations

- Students must report directly to their classroom when arriving on campus.
- Students are not allowed to sell or distribute items of any kind without the approval from Administration.
- Students may not leave the school grounds during the day without the permission from Administration.
- Students will not be permitted to get another student out of class.

## Grading System

The numerical breaks for corresponding letter grades are: A = 90–100 B = 80–89 C = 70–79 D = 60–69 F = 0–59 Students with a grade of below a 69 will not be allowed to return to the program the following school year.

## Exams

Exam information is on all syllabi. At the teacher's discretion-students with an A in the class may or may not have to take an exam or attend school on the day of the exam. At the teacher's discretion, if a project counts as the exam, students may or may not have to attend on the day of the exam.

## Plagiarism/Cheating

Students are expected to follow all copyright laws. Duplication and/or distribution of materials of educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law.

Students are expected to use honesty and integrity when completing assignments. Any form of cheating/plagiarism is prohibited.

Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework;
- Working with others on projects that are meant to be done individually;
- Looking at or copying another student's test or quiz answers;
- Allowing another student to look at or copy answers from your test or quiz;
- Using any other method to get/give test or quiz answers;
- Taking a test or quiz in part or in whole to use or to give others;
- Copying information from a source without proper citations;
- Taking papers from other students, publications, or the Internet.

Violators will be disciplined on a case-by-case basis depending on the seriousness of the violation, Prior violations, and other factors. ACTC will use the following policy in dealing with any incident of cheating on tests, projects, written assignments, or any other assignment in which the teacher directs students to work alone:

### 1st OFFENSE CONSEQUENCES:

- The student will be given a zero on the test or assignment.
- The student's parents will be notified.
- If identity violations/cheating involve computer testing or cell phone usage, there will be further consequences.

### 2nd OFFENSE CONSEQUENCES:

- The student will be given a zero on the test or assignment.
- The student's parents will be notified.
- The student will be suspended from school.

Additional Consequences will be determined by administration.

## Credit

ACTC allows for 3 unexcused absences for nine week courses and 6 unexcused absences for semester courses. Students may be denied credit in excess of these allowances with consideration for extenuating circumstances. If credit for a course is denied due to absences, a grade of FA (failure due to attendance) will be assigned and calculated as a 50/F. 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.

## 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.

### Lawful Absences:

1. Illness - Illness that is certified by a doctor's statement is an excused absence. AN ILLNESS NOT ACCOMPANIED BY A DOCTOR'S STATEMENT WILL BE AN UNLAWFUL OR UNEXCUSED ABSENCE. PARENT NOTES ARE NOT ACCEPTED AT ACTC.
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 - Students 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, Administration has the discretion of deciding if an absence is excused or unexcused.

#### **Unlawful 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 ACTC 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 3 (three) 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.

#### ***Tardies start over each semester.***

<b><u>Number of Tardies</u></b>	<b><u>Action Taken to Car Driver</u></b>	<b><u>Action Taken to Bus Rider</u></b>
3	Student Notified	Student Notified
4	Administration Warning	Administration Warning
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	

#### **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. Each course is counted as two (2) periods. Students must attend 75% of each session in order for daily attendance to be counted. Every student must sign out with the front office before leaving campus.***

#### **Saturday School**

Saturday school will be offered at the end of each quarter / semester as needed. Students must fill out forms to attend Saturday school and pay ten dollars per two hour session. Each day will have two sessions.

#### **Discipline**

The philosophy of ACTC is that the student desires the best possible education in preparing for career opportunities and 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 Associate 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 home high school as well as the Center. All discipline will be referenced to the home school district and high school.***

**ACTC IS AN EXTENSION OF THE HOME HIGH SCHOOLS, THEREFORE ALL POLICIES AND PROCEDURES REGARDING ATTENDANCE, DISCIPLINE AND GRADING WILL FOLLOW AND WORK IN COOPERATION WITH THE FEEDER DISTRICTS AND HOME HIGH SCHOOLS.**

#### **Cell Phone Policy**

The operation of cell phones should be limited to classroom instruction at the instructor's discretion. The operation of cell phones are allowed en route to ACTC on school buses per driver's discretion.

Unlawful use of cell phones consequences

**First Offense-** warning issued to the student.

**Second Offense-** Instructor conference with student.

**Third Offense-** Confiscation of the cell phone, meeting with administrator.

**Fourth Offense-** Confiscation of the cell phone, parent contact, possible further disciplinary action.

**REFUSAL TO TURN OVER PHONE TO AN ADMINISTRATOR OR INSTRUCTOR RESULTS IN AN AUTOMATIC THREE (3) DAYS OUT-OF-SCHOOL SUSPENSION.**

### **Dress Code**

***The Administration reserves the right to make the final decision in regards to appropriate and inappropriate dress. 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.***

- Shorts/skirts must be no shorter than 6 inches above the knee, both front and back while being 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.)
- Tank tops and crop tops are not to be worn; this includes low cut tops showing cleavage. Straps must be 3 inches across the shoulder. The underarm area should not be visible.
- 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.
- Shoes must be worn at all times.
- Unusual and/or distracting attire such as hanging belts, hanging chains, shorts with underwear protruding or shorts over sweatpants, bedroom shoes, is not appropriate for school.
- Pants must fit around the waist appropriately and stay up without the aid of a belt, rope, or suspenders.
- Items of jewelry (spiked bracelets, belts, handcuffs, chains, and other such items that could be used as a weapon) or pose as a safety hazard are not allowed.
- 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, politics, etc., in either word or picture). Clothing which leads to or may foreseeably result in the disruption of the school environment may not be worn.
- ACTC will respect special dress up days approved by the high school as long as it does not affect safety.
- 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 ACTC classroom instructor.

### **Use of Tobacco Products**

Smoking or possession of any tobacco products is not allowed on ACTC campus, nor in your personal vehicle. This includes smokeless tobacco, cigarettes, electronic cigarettes, vapor cigarettes, and any apparatus to smoke vapor.

**FIRST OFFENSE:** Confiscation of the product or apparatus, and parent contact, minimum of 2 day ISS

**SECOND OFFENSE:** minimum of 2 days OSS.

**THIRD OFFENSE:** Up to 5 days OSS

### **Use of Drugs and Alcohol**

ACTC adopts the stipulations of the Drug Act passed by the South Carolina Legislature. This act states that it is unlawful for any person to knowingly or intentionally possess a controlled substance (depressant, stimulant, counterfeit, or illegal drug) unless obtained from or pursuant to a valid prescription or ordered by a practitioner. Any students who violate this act are subject to suspension and/or expulsion from school and prosecution by law enforcement officers. In addition, students are to be notified that any person over 18 years of age who distributes a controlled substance to a person under 18 years of age shall be deemed guilty of a felony and sentenced to not more than 20 years in prison with no suspension and no probation as provided for in the Drug Act.

No student, regardless of age, will possess, use, sell, purchase, barter, distribute or be under the influence of alcoholic beverages or other controlled substances in the following circumstances on school property (including buildings, grounds, vehicles), at any school-sponsored activity, function or event whether on or off school grounds (including any place where an interscholastic athletic contest is taking place), during any field trip, during any trip or activity sponsored by the board, or under the supervision of the board or its authorized agents. No student will aid, abet, assist or conceal the possession, consumption, purchase or distribution of any alcoholic beverage by any other student or students in any of the circumstances listed above. No student will distribute any substance which is represented to be or is substantially similar in color, shape, size or markings of a controlled or illegal substance in any of the circumstances listed above. All school personnel will cooperate fully with law enforcement agencies and will report to them all information that would be considered pertinent or beneficial in their efforts to stop the sale, possession, and use of controlled substances. The administration will suspend students who violate this policy and may expel them. All matters will be referred to the feeder districts and their Boards.

Students are not allowed to knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, hemp, mind altering drug, alcoholic beverage, intoxicant, or imitations of any kind including diet pills or other types of drugs that can be purchased at convenience stores such as Black Beauties, Yellow Jackets, or drug paraphernalia such as pipes, wrapping paper, clips or syringes etc.:

- On the school grounds during and after school hours.
- On the school grounds at any other time when the school is being used by any school group
- Off the school grounds at a school activity, function, or event.

\*Students using a drug authorized especially for them by a medical prescription from a registered physician are not considered violators of this policy.

## **CONSENT TO SEARCH**

### **Student Searches**

The Fourth Amendment of the United States Constitution protects students from unreasonable searches. The school posts notices conspicuously at all regular entrances to school property that state that students, visitors, and their belongings are subject to reasonable searches and seizures. Students and parents/guardians should understand that this policy does not preclude the calling of law enforcement personnel when the need is apparent. Administrators will conduct a search when they believe a crime has been committed or when they believe that a search will reveal contraband or evidence. Administrators do not conduct searches to embarrass, harass or intimidate students. School officials may make random, unannounced searches of school property (i.e., lockers, desks, related items) at any time. Any search will be reasonable in scope and take into consideration the individual's age, the individual's gender, and the nature of the alleged infraction. If a student refuses to comply, however, the student may be recommended for expulsion. The search will be made privately. A school administrator — in the presence of at least one witness who is also a school administrator or teacher — will make the search. The student may be instructed to take off any item of clothing that can be removed without exposing his/her underwear or parts of the body ordinarily covered by underwear. This may include, but is not limited to, hats, jackets, sweaters, shoes, and opaque footwear. The school resource officer (SRO) may routinely assist in the search of a student.

### **Search of Vehicles Individuals**

Individuals are permitted to park on school premises as a matter of privilege, not of right. Therefore, the school has the authority to conduct routine searches of the exterior of automobiles parked on school property, and school officials may observe items inside automobiles that are in plain view. The interior of automobiles (including trunks, glove compartments and personal belongings) may be searched when a school official believes the driver is violating board policies, school rules, or state law. When a school official needs to gain access to the interior of an automobile parked on school premises, the school official will first ask the driver to provide such access. If the driver is a student and refuses access, the student may be subject to disciplinary action, including suspension and/or a recommendation for expulsion. Additionally, law enforcement will be notified. As a matter of routine and for the safety of school personnel, school resource officers may be present and participate in the search of a vehicle.

SECTION 59-63-1110. Consent to search a person or his effects. Any person entering the premises of any school in this State shall be deemed to have consented to a reasonable search of his person and effects. HISTORY: 1994 Act No. 373, Section 1.

SECTION 59-63-1120. Searches by school administrators or officials with or without probable cause. Notwithstanding any other provision of law, school administrators and officials may conduct reasonable searches on school property of lockers, desks, vehicles, and personal belongings such as purses, bookbags, wallets, and satchels with or without probable cause. HISTORY: 1994 Act No. 373, Section 2.

SECTION 59-63-1130. Searches by principals or their designees. Notwithstanding any other provision of law, school principals or their designees may conduct reasonable searches of the person and property of visitors on school premises.

### **Drug Dogs in School**

ACTC provides drug dog searches for the purpose of locating illegal drugs on school property or on persons while on school property. These inspections will be random and could occur at any time. Offenders, drugs, or drug paraphernalia found could be subject to suspension, expulsion, and/or criminal prosecution. This includes any amount of stems, pieces, seeds, etc. found on persons or in vehicles. Law enforcement officials may be contacted when appropriate. ACTC will enforce all state and federal laws, regulations, and will follow feeder districts and high school's handbooks and Board Policy regarding all disciplinary actions.

### **Guidance and Counseling**

The mission of ACTC'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.

ACTC 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 assists 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 three school days of being enrolled in a 45-day class or after the first five school days of being enrolled in a 90-day class**. Changing schedules must be approved by the school counselor, and/or the associate director.

**After the first three days of a 45-day Junior class or first five days of a 90-day Junior class, students may not drop classes and must finish the two year program through their Senior year.**

## 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. All report cards and progress reports are available on Parent Portal and Student Portal through their home high schools PowerSchool.

## ACTC Honor Graduates

In order to receive the distinction of being an Honor Graduate at ACTC, students are required to maintain an overall GPA of 4.0 at their home high school, as well as earning a 90 or above for **every course** during junior and senior year.

## Student Organizations

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 ACTC
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

## Work Based Learning Activities

Work Based Learning programs are an integral and very important part of services ACTC 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 Work Based Learning 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 ACTC, 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 and also the state approved EMPLOYAbility soft skills certification at ACTC 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 Work Based Learning opportunities. Students are given the opportunity to receive the state approved Microburst EmployABILITY soft skills certification.

## Homebound Instruction

Skills taught at the ACTC require the use of specialized software and 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 withdraw from these courses with a WP or WF determined by student's grade. A WP does not affect students GPA.

## Safety Policy

Do not jeopardize your privilege of attending ACTC by violation of these safety codes:

- All electric-powered tools shall be turned off when not in use.
- All loose clothing will be tucked in.
- There will be no horseplay anywhere on campus.
- Students will not make repairs to any equipment.
- Students will wear proper eye protection and hard hats when required.
- Use the correct tool for the job for which it was designed.
- Report all injuries regardless of how slight.
- Never clean yourself with compressed air.
- Do not use a broken tool.
- Oily rags should be kept in proper waste containers.
- Throw all trash and scraps in the proper waste container.
- Report all unsafe conditions and tools.
- All electrical equipment must be grounded.

## 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. **ACTC 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, ACTC reserves the right to call the local Emergency Medical Services (EMS) for assistance or transport students to a 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 ACTC, the possibility of an accident is always present. School insurance is offered to all students through their home high school.

### **Medications**

No faculty or staff will administer medications (prescriptions or over-the-counter) 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, prescriptions or over-the-counter; 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.

### **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. All disciplinary actions will be referred to the feeder districts and high schools.

### **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 accordingly.

### **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 Associate Director. All complaints will be investigated. All incidents will be confidential.

### **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 ACTC 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.

### **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 the associate director. If they are not satisfied with the decision of the principal, they may then appeal to the district Title IX Coordinators-Stacey Scott and Chris Latsch-then may appeal to the Board. Appeals to the Board will be scheduled through the Director's office.

## **Student Fees**

A student may request a full refund of his or her fees until August 31. This will be allowed only for students who are relocating to another school district or must drop their course at ACTC. Students who owe debts may be restricted from driving privileges, going on field trips, and/or other school functions.

## **Field Trips**

1. All fees and field trip money **MUST** be paid in full prior to attending a trip.
2. 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.
3. 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 ACTC. A student will be denied permission to attend a field trip when improperly dressed.
4. Students are responsible for making up all assignments/projects/tests as a result of attending any field trip.
5. When determined that a student has violated state or federal laws while attending a field trip representing ACTC in any capacity, law enforcement will be contacted as well as the parent.
6. 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.
7. Students will not be allowed to attend a field trip if they have excessive absences without teacher discretion and/or administration approval.

## **Student Breaks**

Soft drinks and snacks will be made available to each classroom/shop. 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.***

## **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 ACTC 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.

## **INTERNET ACCEPTABLE USE GUIDELINES**

### **Internet Access**

Because technology is a vital part of the educational process and the curriculum of ACTC, students will be provided access to the Internet. By providing this access, ACTC intends to promote educational excellence and allow access to resources unavailable through traditional means. Through the Internet, students and staff will have access to the following:

1. Electronic mail communication with people all over the world.
2. Information and news from the worldwide web.
3. Public domain software and graphics of all types for school use.
4. University library catalogs, the Library of Congress, and a large collection of information of educational value.

With access to computers and people all over the world, also comes the availability of material that may not be of educational value. ACTC has taken precautions with its filtering software to restrict access to controversial or inappropriate materials. However, on a global network, it is impossible to control all materials and limit all access to information that has no educational value. ACTC firmly believes that the valuable information and the interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school district.

The smooth operation of the Internet network relies on the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that you are aware of your responsibilities when using the Internet. Any violations of these guidelines will subject the user to appropriate disciplinary action and possible denial of access to the Internet.

Prior to accessing the Internet, students and staff must receive instruction on the appropriate use of the Internet. In addition, parents will be required to sign a permission form at the beginning of each school year before students will be allowed access. Students also must sign a form annually acknowledging that they have read and understand this Administrative Rule, that they will comply with the guidelines set forth herein, and that they understand the consequences for violating these guidelines. Employees must sign a similar acknowledgement form.

### **Terms and Conditions of Use**

#### **Acceptable Use**

The purpose of ACTC's decision to provide Internet access is to allow an expanded opportunity for research and education by providing access to unique resources and the opportunity for collaborative work. All use of the Internet must be in support of education and research and consistent with the educational objectives of the school district. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state laws or regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secrets.

#### **Procedures for Use**

1. Administrators and teachers may access the Internet for educational or work-related purposes at any time which is not disruptive and does not interfere with the performance of other responsibilities by the employee or other staff members.
2. Students will be allowed to access the Internet only through their teachers. No students may access the Internet without permission. Student use should be supervised at all times by a staff member.
3. Staff members who are exploring the worldwide web sites with a class do not need special parental permission for such activity if the teacher is in control of the navigation to known educational sites.
4. All computer and Internet usage by employees is to be consistent with ACTC's mission and policies.

#### **Rules Governing Use**

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of Internet privileges. All staff and students must abide by generally accepted rules of network etiquette, including the following:

1. Be polite. Do not be abusive in messages to others. Always use appropriate language. Profanity, vulgarities, or other inappropriate language is prohibited. Illegal activities are strictly forbidden.
2. Never reveal the personal address or phone number of yourself or others.
3. Note that electronic mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal or inappropriate activities will be reported to the appropriate authorities.
4. Do not disrupt, harass, or annoy other users.
5. All communications and information accessible via the network should be assumed to be private property. Always cite all quotes, references, and sources.
6. Never access inappropriate or restricted information, such as pornography or other obscene materials, or other information not directly related to the educational purposes for which access is being provided. Restricted information includes obscene, libelous, indecent, vulgar, profane, or lewd materials; advertisements for products or services not permitted to minors by law; insulting, fighting, and harassing words; and other materials which may cause a substantial disruption of the academic environment.
7. Vandalism also is prohibited and will result in cancellation of privileges. Vandalism includes any malicious attempt to harm or destroy data of another user, and includes, but is not limited to, the uploading or creation of computer viruses.
8. All users should remain on one system only as long as necessary to complete their work, so that other individuals will have equal opportunities to access the Internet.
9. All users should use the Internet only for research and academic reasons. Do not use the system for financial or commercial gain.
10. Always follow the instructions of the supervising staff members.

#### **Penalties for Improper Use**

An employee who violates the terms of this Administrative Rule or otherwise misuses the Internet to access inappropriate material will be subject to disciplinary action, up to and including discharge. In addition, the privilege of accessing the Internet also will be subject to cancellation for up to one year. Students who violate the terms of this Administrative Rule or who otherwise misuse their access to the Internet also will be subject to disciplinary action in accordance with the center's Student Behavior Code. Internet access privileges also may be canceled for up to one year. Violations of the laws of the United States or the State of South Carolina also may subject the user to criminal prosecution. If a user incurs unauthorized costs, the user, as well as the user's parents if the user is a student, will be responsible for all such costs.

### **Rules & Regulations for Drivers & Riders of Vehicles Driven to the ACTC from Belton-Honea Path, Palmetto, Powdersville, & Wren High Schools**

Anderson School Districts I and II provide bus transportation between the high school campus and ACTC 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. All drivers must have completed the Alive @ 25 training course.
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 ACTC's Assistant Director. Students must have a valid driver's license
4. No student will be permitted to drive a vehicle or ride with a student until ACTC's Student Parking Safety Quiz has been taken and passed. Quiz and information is located in the 2023-2024 Parent/Student Forms.
5. No motorcycles may be driven to ACTC.
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. 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.
8. The speed limit on campus is ten miles per hour.
9. Students will park in designated parking places and follow the designated one-way signs. ACTC is not responsible for any damage or vandalism to privately-owned vehicles.

10. The students and their parent/guardian understand that neither the School Districts nor ACTC 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 ACTC's campus.
11. No loud playing of radios, tape players, or CD players will be allowed while the vehicle is on campus.
12. Littering on campus may constitute loss of riding/driving privileges.
13. A driver transporting an unapproved rider will be subject to losing their permission, either by suspension or permanent revocation.
14. 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 ACTC.
15. No vehicle will be allowed to park on campus with anything inappropriate.
16. Driving or riding to the ACTC in a private vehicle is an earned privilege.
17. A student MUST have a permit to drive or ride on campus.

### **Violations**

The following consequences are for students who have a driver/rider permit issued by ACTC:

	<b><u>1st Offense</u></b>	<b><u>2nd Offense</u></b>	<b><u>3rd Offense</u></b>
Driving/Riding without permit after Labor Day	Warning	2 Weeks on Bus	4 Weeks on Bus Parent Conference Required
No display of permit in parked vehicle on ACTC property	Warning	2 Weeks on Bus	4 Weeks on Bus Parent Conference Required
Invalid Permit	Warning	4 Weeks on Bus	9 Weeks on Bus Parent Conference Required
Reckless Driving	Warning Parent Phone Call	4 Weeks on Bus Parent Phone Call	Revoke Driving Privileges Parent Conference Required

### **Parking Permits**

The cost of a parking permit is \$5.00. If a permit is lost or stolen or a change is made to the classification, a cost of \$5.00 will be assessed to replace the permit. If a car is parked on ACTC campus, a permit MUST be visible at all times while on campus. All riders must have their "Rider" (R) permit available at all times. A "Driver" (D) may drive, ride and/or transport. Classification must be made by parent/guardian or administration. Classification changes must be made in writing by a parent/guardian.

### **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 or on ACTC's website signed by the ACTC's Administration. 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 displayed in the vehicle while the student is on campus.