

Abbeville County Career Center

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Nicholas A. Hyduke, Director

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|---------------------------|---------------------------------|
| Agricultural Mechanics | Samuel G. Gilliam, Instructor |
| Automotive Technology | Timothy D. Hall, Instructor |
| Career Guidance | Elaine P. Rosenbaum, Counselor |
| Carpentry | William E. Stone, Instructor |
| Cosmetology | Kim W. Lollis, Instructor |
| Health Science Technology | Petra H. Jones, Instructor |
| PAES Lab | J. Darrell Crawford, Instructor |
| PAES Lab Assistant | Kathryn A. Hall |
| Project Lead the Way | Terry L. Hogston, Instructor |
| Maintenance | |
| Secretary | Delaine Haynie |

“Preparing our students for the future.”

Equal Opportunity: Programs and Activities

Abbeville County School District does not discriminate on the basis of race, color, creed, national origin, sex, age, disability, or handicap in admission to, access to, treatment in or employment in its programs and activities. Inquiries regarding the nondiscrimination policies should be made to: Abbeville County School District, Director of Personnel, 400 Greenville St., Abbeville, SC 29620— 864-366-5427.

CODE OF CONDUCT

Students, both individually and collectively, shall comply with school regulations and recognize the authority of the teachers and staff. Disobedience and open defiance of school and board policy shall constitute sufficient cause for disciplinary action and may result in detention, suspension or expulsion from school. Classroom disruptions shall not be tolerated. Teachers and staff shall report disruptive behavior at once to the director who is empowered to institute appropriate disciplinary action.

RULES AND REGULATIONS

Academic Standards—Procedures should be established for daily routine assignments involving academic standards. These assignments should begin as students arrive in the classroom and continue until the teacher can begin class. A variety of materials should be made available in order to meet the varied needs of our students.

Accidents—When an accident occurs, it must be reported at once to the instructor in charge who will then report it to the director or any other necessary authorities. Proper medical referrals will be made when necessary.

Books—Books will be issued at the beginning of the school year. Lost or damaged books will be paid for by the student.

Bus Conduct—Students who create a disturbance on school buses shall be reported by the driver to the director. The director may suspend or deny bus transportation to a student whose conduct is detrimental to safety and order on the bus. Students will not sit in buses upon arrival or before time of departure from the Career Center. Suspension from the bus does not mean suspension from class attendance. Any absences during this time will count as unexcused absences.

Campus Security

- a. Excluding bay doors in shop areas, exterior entrances to classrooms should remain locked at all times. Students must enter the school from the covered walkway, accessing the school utilizing the first entrance to the office foyer and the first entrance to the lower shop area. Other exterior doors leading to the covered walkway should remain locked. Interior doors to shop and classroom areas should remain locked when these areas are not occupied. When necessary, all interior and exterior doors may be locked to increase security measures, or to reduce traffic and loitering. Students will be instructed in routines and procedures that allow them to exit and enter the classroom with limited classroom disruptions. Students must enter and exit the building from the front of the school.
- b. The bar gate will be utilized at all times to restrict access to the rear of the school.
- c. All visitors must sign in and out in the front office. Classroom and campus visitations should be restricted to the following provisions:
 1. During teacher conference periods when students have left campus for the day.
 2. During scheduled client visitation, i.e. Thursday and Friday a.m. visits in second year class.
 3. All visitors must sign the visitor registration form in the front office and receive a visitor's pass to be worn on campus. It is the responsibility of the classroom teacher to ensure that these procedures are followed in the classroom.
 4. Visits deemed inappropriate by the director will be rescheduled during teacher conference periods.
 5. Former students will not be allowed access to classrooms during the school day. Former students are encouraged to visit with teachers and staff during teacher conference periods when our students have left campus for the day.
 6. Currently enrolled students may return to campus after scheduled classes only during teacher conference periods when other students have left campus for the day. Exceptions for such items as makeup work and student projects must be made in the form of a written pass given to your students prior to the return visit to allow access to your classroom during other class periods. When returning to

campus, currently enrolled students must present to the appropriate office personnel the written pass previously signed by the instructor, sign the visitor registration form in the front office, and wear a visitor's pass at all times.

7. Video surveillance is utilized for the safety of Career Center students and faculty.

8. Shop and classroom deliveries must also be registered and authorized by the front office. Deliveries should be limited in order to reduce unscheduled classroom disruptions. Such deliveries may be received during the school day when appropriate, or when they enhance instruction. Whenever received in the front office, then distributed to classrooms at a convenient time, or during teacher conference periods.

9. In order to assure the safety of student and staff, the Abbeville County Sheriff's Department will be alerted to any unauthorized or disruptive persons visiting our campus.

Emergency Procedures—Fire drills, tornado drills and earthquake drills will be carried out periodically during the school year. An evacuation map will be located in each classroom to show the order of exit and students will be instructed in emergency procedures.

Exam Exemption Policy—No student has the "right" to an exemption. Teachers may "grant" exemptions to a class at the discretion of the teacher. Students must have a 90 average to exempt an exam. Only second semester exams can be exempted. All other students must take an exam. Students will leave on the bell. They will not be allowed to be dismissed after finishing the exam. The exam should be cumulative. Teachers should not give exams early without approval from the director. Students requesting to take exams early need to do so with the director.

Field Trips—No student will be allowed to go on a field trip unless he/she has written permission from home. The permission slips must be turned in to their instructor. Students are required to have identification with them on field trips.

Housekeeping—Students must aid in keeping the center clean. All students are responsible for equipment care, shop maintenance, and general housekeeping.

Insurance - Students enrolled at the center are required to have accident insurance. Insurance should be purchased through your high school, or your parents must specify that you are covered by their accident policy.

Internet Usage - Students and staff are required to sign an Abbeville County School District internet usage policy prior to accessing our system. Internet logs should be utilized by students and staff, and should remain beside each work station. Internet usage should be limited to educational needs.

Lockers - Lockers will be assigned to students at the beginning of school. All lockers and storage facilities on the premises of the Abbeville County Career Center are the property of the Abbeville County School District and are subject to inspection at any time.

Loitering - Students are not allowed to loiter in teacher offices, tool rooms, front walkway, rear of building, parking lot, or other areas.

Make-up Work - Making up work is the responsibility of the student and must be completed within five day of returning to school. The teacher will determine the appropriate time for makeup work.

Safety - Students will be required to observe all safety rules by wearing proper apparel which relates to their work. Horseplay will not be tolerated under any circumstances. Safety glasses will be issued to students in Ag Mechanics, Carpentry, and Automotive Technology. Glasses lost during the year must be replaced by the student at his/her expense.

Student Arrival - Upon arrival, students should report directly to their classrooms. Students should not move around in shops until proper instructions have been provided by teachers. Activities designed to enhance academic and workplace skills are assigned as students enter the classroom.

Student Clubs/Functions– All students are encouraged to join organizations. SkillsUSA, FFA, and NTHS are our campus organizations. All student organizations and meetings are directed by an appointed faculty advisor. All activities conducted in the name of the school or a school club must be with the approval of the director or sponsor. The school assumes no liability, nor does the administration sanction any activities not meeting these requirements.

Student Errands–Students will not be given permission to leave school and pick up parts or to complete other unsupervised errands whether associated with class or any other reason.

Student Picture Use on Internet - From time to time students' pictures may be used to promote their accomplishments. These pictures may be placed on bulletin boards, in newspapers, on the school or district websites and in various other types of news media. If you do not wish for your child's picture to be used and displayed, you may waive your child's participation by writing a letter to the school expressing your wishes.

Student Representatives - Each class will elect a student to represent them during the school year. Meetings will be held on a monthly basis to discuss issues affecting the school.

Telephone Policy–The telephone in the office is the only phone to be used by students. State policies require us not to allow class interruptions. The phone is to be used only for emergencies. Students must have written permission from their instructor to use the telephone. Students will not be disturbed in class to answer the telephone or receive messages, except in case of extreme emergency.

Tools–No student will be allowed to removed tools or equipment from the shop or tool room without proper authorization.

Vending Machines–The use of vending machines is a privilege, not a right. Machines may be disabled if students abuse the privilege, if litter is excessive, or if the machine is vandalized. Students should not enter a teacher's classroom for the purpose of using a vending machine.

Visitors–All visitors must report to the office and receive a pass before visiting any classrooms.

Work Experience–Students are expected to wear or bring appropriate clothing to perform practical exercises. Students are expected to perform all work experiences connected with their classes. Excuse from work experience must be accompanied by written permission from doctor, parent, or the director.

NATIONAL TECHNICAL HONOR SOCIETY GUIDELINES

To be nominated for admission to the NTHS is an accomplishment. Students who achieve this level of recognition are expected to possess high academic excellence in their occupational major, display leadership, good discipline, and good class attendance. Students will be considered only on the recommendation of their respective teachers.

Guidelines for admission are as follows:

1. Students must have grades of 90 or above in their course at the career center based on fall, first semester, grades or spring yearly average.
2. Students must have a cumulative 2.7 GPA or above at their local high school.
3. Students should have good attendance–no more than three absences for the previous semester (not including medical, activity, principal, or administrative absences).
4. Students should model good behavior and citizenship while at the home school and the career center. This also includes travel time to and from the center and any activities associated with the career center. Admission may be denied because of a student's disciplinary record.

Once a student joins the NTHS, exemplary grades, conduct, and attendance must be maintained. Students who maintain a 90 average and complete the two-year program in their occupational area will receive an Honor Seal to be placed on their diploma upon graduation from high school.

ATTENDANCE/ABSENTEE POLICY

The State of South Carolina requires a minimum attendance of 170 days out of the 180 day school year in order to receive credit for a yearly course or 85 days out of 90 days each semester or term to receive credit. Any student who attends fewer than 170 days in the school year or 85 during the semester will not be eligible to receive credit. Parents have the legal responsibility of sending their children to school.

1. **DISTRICT POLICY:** According to the Abbeville County School District policy on absences, a student will be allowed no more than ten (10) absences per year unless those absences in excess of ten are excused by a doctor's written excuse or by a school principal for the student's participation in school activities. The ten (1) allowed absences include any parent excused absences as well as any unexcused absences. Students will not receive credit for courses from which they miss more than ten (10) days unless those absences over ten are excused for one of the above reasons.

2. **ABSENCES:** Before returning to the classroom, students who are absent from the center must report to the main office the day they return to school and get an admission slip. Admission slips should then be given to the instructor. **EXCUSES:** Students should present copies of a parent or doctor's excuse for any absence. It is the student's responsibility to present these excuses to the office.

** Buses transport students to the Career Center, but it is the student's responsibility to meet the bus schedule. If a student is absent because he/she missed the bus, it will be counted as an unexcused absence. If the student does not attend the center because of a school related reason, a written administrative excuse from the high school is required.

3. **LATE ARRIVALS:** Students arriving to school after the tardy bell must receive an admission slip from the front office before entering the classroom. A record of tardies will be kept in the office and consequences will be given according to policy. The teacher's only responsibility will be to require the admission slip.

4. **EARLY DISMISSALS:** Parents wishing to have their child excused will send a written excuse to the school requesting permission or they must come in person to request permission. Students should not be excused by telephone. Students must sign out at the main office before leaving campus.

5. Students absent for more than half the class period will not receive credit for being in attendance.

6. PROVISIONS FOR HANDLING EXCUSED ABSENCES:

A. Personal illness shall be verified by an excuse from the parent/guardian within two days of the return of the student to school. Extended illnesses (those exceeding one week or anticipated to exceed two weeks) should be verified by a doctor within one week of the student's return to school.

B. Absences for serious illness or death in the student's immediate family shall be verified by an excuse from the parent/guardian within one week of the student's return to school.

C. Absences for religious holidays and/or other reasons must be requested in advance by the parent/guardian stating the purpose of the absence.

D. Student absences for school activities may be excused by the principal. **CAUTION:** Absences for approved school activities may also detract from the student's ability to benefit from the educational program. This factor should be taken into consideration when decisions are made with regard to the individual student's class absences for school activities.

Suspension: Suspensions will be treated as excused.

DRESS CODE: ABBEVILLE COUNTY CAREER CENTER

Students shall maintain acceptable dress standards for the workplace. Tank shirts, derogatory messages, pictures, or other inappropriate attire will be prohibited. The administration will make decisions regarding acceptable dress. All attire is to conform to safe working conditions.

No shirts with the following:

- a. Objectionable messages or pictures
 - b. Spaghetti straps or tank tops
 - c. With slit sleeves that expose portions of the sides
 - d. Cut-out sleeves over the shoulder
3. Any portion of the mid-section exposed

Shirts should be worn at all times.

Pants should be worn on waist. Underwear must be unseen.

Only prescribed and safety glasses will be worn on campus and in class.

Hats or caps are not worn in class except for safety reasons.

Shoes must provide adequate protection for laboratory and shop work in a vocational setting.

Loose jewelry and pendants that might endanger or cause injury must be removed when working.

Students are expected to dress properly to insure comfort and safety. The administration will intervene when dress appears to violate those principles. Teachers may prescribe special attire as necessary for various functions and work applications.

Since students at the Abbeville County Career Center are preparing for specialized employment in industrial and business settings, dress requirements may differ substantially from some codes enforced at other schools. In the workplace, dress must be conducive to safety and comfort as well as meet OSHA standards. Student dress should be dictated by the professional nature of our programs.

RULES AND REGULATIONS FOR STUDENTS DRIVING TO THE ABBEVILLE COUNTY CAREER CENTER

1. Only students who have proper authorization will be permitted to drive to the center. Proper authorization includes:

- a. Temporary driver permit, good for the date of issue
- b. Permanent permit—signed permission from parents or guardian. (Principal must also sign)
- c. Permission granted by your local high school principal for reasons he/she deems necessary.

2. Permits are issued to the student named on the permit only.

No students will be allowed to carry unauthorized passengers to or from the center. The passengers and drivers will be disciplined for violation of this policy.

3. On arrival at the center, students will park in the designated parking area and report immediately to class. Loitering and sitting in cars will result in revocation of the permit. No parking in the rear of building.

4. Students will not stop or loiter in any unauthorized areas between the high school and the center. Any emergency deemed by parent or student without a previous permit must be cleared and approved (signed permission) by the local high school principal or his/her designee before the student drives to the center.

5. In order to insure campus safety—all vehicles will yield to pedestrians, speed limits will not exceed 10 mph at any time and drivers will leave following buses. **RECKLESS DRIVERS WILL HAVE THEIR DRIVING PRIVILEGES REVOKED.**

6. Students will not return to their cars during school hours without proper permission.

Loud music, use of banners, or offensive decals, and/or attachments will not be permitted.

7. All cards will leave behind buses to avoid endangering students boarding the buses. Traffic departs from the right side of the median to avoid creating two lanes of traffic attempting to exit the gate. All persons entering or leaving the center are expected to operate their vehicles in a safe and cautious manner.

A “shop parking” pass must be obtained from and returned to the office to move any student vehicle to the shop areas. A written request from the instructor is required in order for student to move vehicles to the shop areas. The director or designee shall record time and initial approved request. Students who violate the driving policies at the center may have their driving permits suspended, and eventually permanently revoked, in-school or out-of-school suspension, or a combination based on the seriousness of the offense.

GUIDANCE

A full-time guidance counselor is available to assist students and teachers. Information and guidance is provided in reference to college applications, scholarships, financial aid, military and employment opportunities. In addition to career planning, the counselor may help students with school-related issues and personal/family problems.

SCHOOL-TO-WORK CAREERS

The South Carolina School-to-Work Transition Act of 1994 is an initiative to encourage students to explore career interests and gain “real world” experience during their school years. The intent is to

equip all students with relevant academic skills, marketable occupational skills, and appropriate workplace behaviors. The following School-to-Work/Careers Activities may be incorporated into the occupational programs at the Career Center.

Cooperative Education: In this activity, students alternate their in-school instruction with on-the-job experience. Students can apply what they have learned in the classroom to the real world of work.

Internships: An internship provides an opportunity for students to have a hands-on experience at worksites related to their occupational program. All Health Science Technology students receive exposure to and/or experience in various health care professions.

Mentoring: This activity links a student with an adult or mentor who guides and helps the students, especially in the furtherance of his/her career.

Service Learning: This activity resembles community service as it allows students to combine school knowledge with work activities to complete community projects or efforts through agencies. Students have an opportunity to work in this capacity for a set number of service hours and receive high school credit.

Shadowing: This activity allows student to follow and observe one or more persons on a specific job in order to experience first-hand the decisions made by that person. Through on-the-job shadowing experiences, students are exposed to a variety of careers that supplement their decision-making.

DUAL ENROLLMENT CREDIT

Students may have the opportunity to receive college credit for some courses taught at the Career Center.

GRADING SCALE

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|--------------|---|
| 93–100 | A |
| 85–92 | B |
| 77–84 | C |
| 70 - 76 | D |
| 69 and below | F |

**Abbeville County Career Center
BELL SCHEDULE
2010-2011**

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|--------------------------|-----------------|
| Teachers planning period | 7:45–8:15 am |
| Cosmetology class | 8:00 - 11:00 am |
| MORNING CLASSES | 8:30–11:00 am |
| Lunch | 11:00–11:45 am |
| Supervision | 11:45–12:00 pm |
| AFTERNOON CLASSES | 12:00–2:30 pm |
| Teachers planning period | 2:30–3:25 pm |