

PICKENS COUNTY CAREER & TECHNOLOGY CENTER HANDBOOK 2017-2018

The School District of Pickens County is providing a Back 2 School 2017: A Handbook for Students & Parents in the School District of Pickens County on-line on the district website at <http://www.pickens.k12.sc.us/> . Please refer to the district handbook for additional information concerning the policies and practices of the School District of Pickens County.

CTC MISSION STATEMENT

Pickens County Career and Technology Center (CTC), a leader in career and technological education, will prepare students to reach their maximum potential by providing a quality education emphasizing high achievement in a caring and safe environment.

GOALS

100% of our students will be prepared for a career and / or post-secondary education.

100% of our students will achieve district-established standards for career and technology education.

STRATEGIES

- We will ensure a safe, caring well-maintained environment.
- We will develop and implement a student centered instructional program to ensure high academic and technological achievement to prepare students for careers and / or post-secondary education.
- We will develop a public relations program to improve and strengthen the perception of career and technology education and expand business and community support.
- We will develop and implement a program to promote collaborative integration of careers, technologies and academics.

CORE VALUES

- Respect** • **Respect** includes regard for one's self and for others
- Responsibility** • **Responsibility** requires us to be thoughtful stewards of resources – accountable to our selves, each other and the public we serve
- Discovery** • Learning requires trust in the process of **Discovery**
- Excellence** • We aspire to **Excellence** through diligent effort, both individually and collectively

EXPECTATIONS FOR STUDENTS

DISCIPLINE CODE

1. Students assigned to the CTC are considered to be and are treated like young adults and are expected to exhibit the behavior of ladies and gentlemen.
2. Disregard or violation of the center's procedures, rules, and regulations will result in disciplinary action.
3. Any behavior that endangers the student or surrounding personnel will not be tolerated. Scuffling or horseplay in the shops, classrooms, or hall will result in disciplinary action.
4. Each student assigned to the CTC is expected and will participate fully every day in his/her assigned course. Any student who willfully does not participate in course activities or does not follow directions of his or her instructor will be disciplined.
5. Students are expected to pay any debts owed to the CTC for materials consumed or damaged or for debts owed the center's various clubs.
6. The following types of behavior are not considered appropriate for the training of future workers and will be dealt with as the director deems appropriate:
 - a. Refusal to work in assigned area and / or on assigned project.
 - b. Littering the shop area, classroom, or grounds.
 - c. Loitering in the restroom and/or hallways.
 - d. Intentionally damaging center property and/or equipment.
 - e. Wasting supplies and /or material.
 - f. Abusing break period privileges.
 - g. Failure to report directly to assigned classes upon arrival to the center.
 - h. Cheating in any form.
 - i. Cutting class or lab periods.
 - j. Leaving the center grounds or off campus projects before regular dismissal time without the permission of the director.
 - k. Unauthorized use of the center's telephones, charging long distance calls to the center's account, using the center's telephone for extended and /or personal calls.
 - l. Any other violation cited in this handbook or any other behavior deemed not in the best interest of the center or its students.
 - m. Parking lots are off limits during school hours unless specific permission is granted to the student.

TOBACCO PRODUCTS

The Pickens County School District Board Policy JCDAAR prohibits the use or possession of tobacco products by all students. Violation of this policy will result in disciplinary action.

DETENTION TIME

All students who must report for detention time will have 24 hours to make arrangements for transportation. Failure to report will result in referral to the assistant director for additional disciplinary action.

SCHOOL - SPONSORED ACTIVITIES

With approval from the home school administration, students may be absent for a portion of the school day or the entire day for school-sponsored activities such as field trips, academic competitions, athletic events or other extracurricular activities. The CTC will not count the student absent from class/school in such cases. It will be the **student's responsibility** to make sure that someone in administration from the high school contacts the CTC so that he/ she can be counted present.

CTC STUDENT BREAKS

CTC student breaks are at the discretion of the instructor. 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 ten (10) minutes. The instructor may permit a student to leave the classroom /lab to visit the restroom, water fountain, or to use the telephone. This permission to leave the classroom / lab should normally occur during regular break periods. **The privilege to have a break and / or leave the classroom / lab may be denied by the instructor when in his /her judgment such privilege is not deserved or is being abused.**

TARDINESS

1. Students arriving at the CTC after 8:25 a.m. for the morning classes or after 12:10 p.m. for the afternoon classes are considered tardy.
2. Students arriving tardy at the CTC will sign in on the sign-in sheet in the main office and obtain an admittance slip from the secretary before going to their classroom or shop.
3. Tardies include but are not limited to:
 - a. Students own failure to properly prepare to come to school.
 - b. Missing the bus from the home high school to the CTC unless the student presents a note from the home high school stating that the student missed the bus through no fault of his/her own.
 - c. Going to get driver's license, running personal errands, or similar circumstances.
 - d. For those students having permission to drive a private automobile or having permission to ride in a private automobile, tardiness caused by a malfunction of the automobile such as a flat tire, out of gasoline, etc.

4. Consequences of tardiness:
 - a. Students who miss classroom instruction due to tardiness will be responsible for making up missed work.
 - b. Any student tardy who consequently misses his / her class's transportation to a live project work site will be charged with an unlawful absence.
 - c. Any student tardy to the CTC during the school year will receive the following consequences per semester:

1st tardy-----Recorded

2nd tardy-----Verbal warning

3rd tardy-----Written warning/letter to parents

4th and additional tardies--Disciplinary action taken may include loss of driving/riding privileges, ISS, or other action as deemed appropriate.

EARLY DISMISSALS OR LEAVING SCHOOL

1. A student may leave the CTC 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.
2. In the case of illness, the parent / guardian will be notified and asked to come and get the student. In cases where the student drives his / her automobile and the parent cannot be contacted, the student, except in case of emergency, will be placed in the office and subsequently sent back to his / her home high school or home at the end of his / her CTC class.
3. Students having a written statement, from a parent / guardian, requesting an early dismissal will present the statement to the instructor or the center's secretary and then sign out on the form provided in the main office. At the time of sign out, morning students will receive a sign out slip from the secretary stating the time and the reason for signing out. This slip will be presented to the home high school when the student returns. The written statement from the parent / guardian **must** be dated, **must** give the student's full name, **must** state the time the student is to sign out, **must** give a specific reason for the student signing out, **must** contain a telephone number where a parent / guardian may be contacted, and **must** be signed by the parent / guardian.
4. Students who are 18 years of age and still living with a parent or guardian may **NOT** sign themselves out unless emancipation papers are on file.
5. Students with excessive early sign-outs may lose driving privileges.

1st sign-out-----recorded
2nd sign-out-----verbal warning
3rd sign-out-----written warning/letter to parents
4th & additional sign-outs---loss of driving privileges

BUS TRANSPORTATION

1. Bus transportation from the home high school to the CTC and return is provided by and is the responsibility of the home high school.
2. The parent/ guardian will be responsible for transportation for any student who is prohibited from riding the bus to and from the CTC. Students absent because they are prohibited from riding the bus to the CTC will be given an unlawful absence for the day (s) missed.
3. Upon arrival at the CTC, students will go directly to their assigned classroom or lab.
4. Upon dismissal from the CTC, students will go directly to their assigned buses. All buses will load between building one and building two.
5. Students returning to their home high school **will remain in the area designated by the home high school** until the next regularly scheduled classroom change.

TRANSPORTATION OTHER THAN SCHOOL BUS

Sophomores, juniors, and seniors are allowed to drive to the CTC. Driving to the CTC is considered a student privilege and not a student right; therefore, students and parents will be expected to comply with all rules and regulations concerning driving. All liability for accidents or problems incurred while driving or riding in a privately owned vehicle will be assumed by the parent and student (The School District of Pickens County assumes no liability for students while driving or riding to and from the career center).

1. **Student Permit for Parking** - In order to obtain a permit, the student must come to the CTC to pick up an application. If permission has been granted for driving, the parent or guardian, the student, and the director or his designee will sign an agreement on the terms pertaining to the driving of a private vehicle to the CTC and the driving permit will be issued after the payment of ten dollars (\$10). The decal will be displayed on the inside of the vehicle on the rear view mirror.
 - a. Students who accumulate excessive tardies during each semester will have their permit suspended and will be required to use bus transportation during the time of suspension.
 - b. School year driver permits are for the driver only and passengers are allowed to be transported to and from the CTC only with the parent or guardian specifically requesting in writing that the student be allowed to transport passengers. The passenger must be identified by name and the passenger's parents or guardian must submit a statement in writing to the director or his designee that their son or daughter has permission to ride to and from the career center with a particular driver.
 - c. The speed limit for private vehicles is **five (5)** miles per hour while on the CTC grounds.
 - d. Students driving private vehicles to the CTC will park their vehicles in designated parking areas for students.
 - e. A student who receives any citation from the State Highway Department as a result of unsafe driving will be subject to having his/her driving privilege suspended.
 - f. Students who transport unauthorized riders to and from the CTC will be subject to suspension or revocation of driving privileges.

- g. When driving or riding privileges are suspended, students are required to use bus transportation to and from the CTC.
- h. If the student fails to attend classes at the CTC or high school, driving privileges will be suspended or revoked.
- i. Students must pass every course at the high school and CTC to receive driving privileges.
- j. Failure to follow any of the above rules will result in the suspension or revocation of driving privileges.
- k. Alive at 25 Course Required to Drive on SDPC Campuses.

2. One Day Permit - The purpose of this permit is to allow those students who normally ride the bus an opportunity to drive when there is a need to transport items that cannot be transported on the bus, arrive late or leave early due to a doctor or dentist appointment, or stay late to make up work. **This permit should be obtained in advance.**

RIDING

Students may obtain a permit to ride with another student who has a driver's permit for driving a private vehicle. All liability for accidents or problems incurred while riding in a privately owned vehicle will be assumed by the parent or student (The School District of Pickens County assumes no liability for students while driving or riding to and from the CTC). Students wishing to ride with another student must obtain a **Rider's Permit**. The parent/guardian of the driver must agree for a rider to be transported. The permit will be issued upon receiving a request form signed by the rider's parent/guardian. All students who do not have a driver's permit will be charged a \$5.00 fee for a Rider's Permit.

All students who ride in privately owned vehicles will be expected to be on time to their classes. Students who accumulate excessive tardies in a semester will have their rider's permit suspended and will be required to ride the bus during time of suspension.

PURSUANT TO STATE LAW (ACT 373)

Persons entering school property are deemed to have consented to a search of their person and property.

BRING YOUR OWN DEVICE (BYOD) and PHONE USE

The SDPC allows students to bring their own devices to school. Students are only allowed to use these devices in designated areas, and with the permission from PCCTC teachers and staff. Cell phone/device friendly zones will be established throughout the school and indicated by a green poster. Areas where cell phone/device use is prohibited are indicated by a red poster. Cell phones/devices are not to be used in the hallways or restroom. Individual teachers will determine appropriate cell phone/device use in classrooms. **Cell phones/devices can never be used for personal calls while at school.**

If a student fails to follow this policy, he/she can expect to lose BYOD privileges including:

- 1st offense – Confiscation of device until end of school day – parent must sign for device.
- 2nd offense – Confiscation of device for 2 weeks
- 3rd offense – Confiscation of device for 90 days
- 4th offense – confiscation of device for remainder of school year.

PROPER ATTIRE

1. Select clothes that are neither too loose nor too tight. Loose fitting clothing can become entangled in machinery and result in serious injury. Clothing that is too tight can restrict proper full range movement and hamper a person taking necessary action in normal work and particularly in emergencies. **For additional information and guidelines, please refer to your Back 2 School 2017 handbook or School District of Pickens County Board Policy AR JCDB-R.**

GUIDANCE AND COUNSELING

1. The CTC has a school counselor available to the students, faculty, and parents.
2. Students may talk with a counselor by obtaining permission from their instructor to visit the guidance office. Although the student is not required to tell the instructor what he or she wants to talk to the counselor about, it is usually most helpful if the instructor is aware of the student's purpose in visiting the guidance office--example: personal problem, schedule problem, attendance, etc.
3. Should the school counselor be unable to see a student when he or she comes to his/her office the student will complete a request slip and the counselor will call for the student as soon as possible.

STUDENT PLACEMENT

The CTC works to assist students in securing outside employment and to advise students and faculty on the job outlook. Opportunities for co-op and other Work-Based Learning experiences are available for qualified students.

CHANGING ASSIGNMENTS

After school starts in the fall, a limited number of assignments can be changed, if it is in the best interest of the student, space is available, and 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 (5) days of school.**

RESTRICTIVE ASSIGNMENTS

Only 11th grade students will be assigned to the first year of Cosmetology.

ATTENDANCE

The classroom teacher has the primary responsibility for recording attendance accurately and monitoring make-up work.

FIELD TRIPS

1. A great number of field trips are made by some classes at the center. 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 and not a right. A student 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 him/her that the student cannot be relied upon to conduct himself or herself in the proper manner when away from the center.
3. A student will be denied permission to attend a field trip when improperly dressed.

SAFETY

1. The observation and obeying of all Safety Regulations and Procedures is a requirement for all students, visitors, faculty, and staff at this center.
2. Because of the nature of the courses taught here there is the danger of students hurting themselves or someone else through carelessness, lack of knowledge, or lack of concern for others.
3. The procedures, rules, and regulations at the CTC have been instituted to assure maximum practical safety for all individuals.
4. These procedures include but are not limited to:
 - a. Strict following of instructor's directions
 - b. Being at the appointed place and time.
 - c. The wearing of eye protectors in labs.
 - d. Proper clothing.
 - e. Automobile driving and parking rules.
 - f. Shop clean up.

All procedures are designed to achieve maximum safety.

TERMINATION OF A CTE PROGRAM

The programs offered at the career center are determined by two factors:

- a. Demand of business and industry
- b. Student enrollment

A decline in either of these factors could result in a program being terminated. Whenever a program is terminated, assistance and counseling will be provided for students affected by this decision.

AFFIRMATION OF COMPLIANCE WITH TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

The Pickens County Career and Technology Center does not discriminate on the basis of sex, race, creed, or national origin in any educational program or activity.

CTE STUDENT ORGANIZATIONS

All students are offered the opportunity to become involved in student organizations which include opportunities for local, district, state, and national competitions. The following are organizations students may participate in:

SkillsUSA - Although membership is open to all students not served by other clubs, paid membership is open to juniors and seniors who want a chance to enter competitions or run for a state office.

HOSA - Health Occupations Students of America. Membership is open to Health Science Technology and Biomedical Sciences students only.

FFA - Membership is open to all students served in the various programs associated with the Agriculture Mechanics, Animal Science and Horticulture programs.

NTHS - National Technical Honor Society. Membership based on academic achievement and open to 11th and 12th grade.

DECA - This organization prepares leaders and entrepreneurs for careers and education in marketing, finance, hospitality, management, and other business areas.

COURSE OFFERINGS

TWO (2) YEAR PROGRAMS

Agricultural Mechanics and Technology for the Workplace
Animal Science for the Workplace
Automotive Technology
Building Construction
Carpentry
Cosmetology
Culinary Arts
Electricity
Emergency & Fire Management Services
Graphic Communication
Health Science
Horticulture for the Workplace
Law Enforcement Services
Machine Technology
Mechatronics Integrated Technologies
Welding Technology

ADDITIONAL PROGRAMS

Project Lead the Way: Pre-Engineering is a pre-engineering program offering the following courses:

Introduction to Engineering Design (IED) & Principles of Engineering (POE)

Civil Engineering and Architecture (CEA) & Computer Integrated Manufacturing (CIM)

Aerospace Engineering

Engineering Design and Development (EDD) & PLTW

Work-based Learning will be offered to seniors who have completed four courses as enrollment allows.

Project Lead the Way: Biomedical Sciences Program is a high school program divided into four courses including:

Principles of Biomedical Science (PBS) –

Human Body Systems (HBS)

Medical Interventions (MI)

Biomedical Innovations (BI)

INTRODUCTORY (Semester) COURSES

Agricultural Science and Technology
Aquaculture
Automotive Fundamentals
Biosystems Mechanics
Equine Science
Equipment Operation and Maintenance
Environmental and Natural Resources Management
Introduction to Construction
Introduction to Culinary Arts
Introduction to Graphic Communication
Introduction to Health Science
Introduction to Machine Technology
Introduction to Mechatronics
Introduction to Welding
Logistics
Marketing
Nursery, Greenhouse Management
Outdoor Recreation
Small Animal Care
Sports Medicine
Wildlife Management

CTE DAILY SCHEDULE

8:25 AM Classes Begin
11:00 AM Classes Dismiss
12:10 PM Classes Begin
2:50 PM Classes Dismiss

Pickens County Career and Technology Center

Faculty/Staff

Director: **Mr. Ken Hitchcock**

Asst. Director: **Mr. Tim Hiott**

Transition Facilitator/Guidance: **Mr. William Keever**

Data Entry/Attendance: **Mrs. Ana Harrison**

Bookkeeper/Secretary: **Mrs. Missy Ricken**

Agricultural Mechanics: **Mr. Steve McCannon**

Animal Science: **Ms. Ashley Granata**

Automotive Technology: **Mr. Steve Brown**

PLTW: Biomedical Sciences: **Mrs. Ashley MacDonald**

PLTW: Biomedical Sciences: **Ms. Miranda Dermid**

Health Sciences: **Mrs. Carol Geiger**

Health Sciences: **Mrs. Janie Collins**

Carpentry & Aerospace Engineering: **Mr. Robbie Albertson**

Cosmetology: **Mrs. Stacy Simmons**

Culinary Arts: **Mrs. Lisa Dantzler**

Electricity: **Mr. Jeremy McCollum**

Graphic Communication: **Mr. Drew Mullinax**

Horticulture: **Mrs. Gillian Black**

Law Enforcement Services/Emergency and Fire Management:

Mr. Greg Newton

Masonry: **Mr. Jeffrey Stephens**

Machine Technology: **Mr. Brian Aiken**

Mechatronics Integrated Technologies: **Mr. Hank Hutto**

PLTW: Engineering: **Mr. Kevin McCurry**

PLTW: Engineering: **Mrs. LaMarr Brooks**

Sports Medicine: **Dr. Leigh Chavis**

Marketing & Logistics: **Mrs. Shaye Stephens**

Welding Technology: **Mr. Jesse Cannon**

Transition Math & English: **Mrs. Deborah Shaw**

Career Training & Transition: **Ms. Heather Conn**

Career Training: **Mrs. Stephanie Brewer**

Career Training: **Mrs. Anne Galloway**

Assistant: **Mrs. Cathie Mills**

Assistant: **Ms. Diane Robison**

Assistant: **Mrs. Karen Johnson**

SRO: **Deputy Carmen Lehmann**

Custodial Engineers

Mr. Christopher O'Dell

Mr. Leroy Adams

Mr. Jonathan Rasmussen

Mrs. Tina Burke