



2021-22 Parent – Student Handbook

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Assistant Director



Center for Advanced Technical Studies

2021-22 Parent-Student Handbook

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Mission

The mission of School District Five of Lexington and Richland Counties, in partnership with the community, is to provide challenging curricula with high expectations for learning that develop productive citizens who can solve problems and contribute to a global society.

Vision

School District Five of Lexington and Richland Counties will empower all students to meet or exceed expectations for academic, social, and emotional growth and success. We will provide opportunities for students to develop creative and critical problem-solving skills, as innovative learners, to meet dynamic global changes. We will maximize our use of resources through collaborative partnerships with our community, our business and education partners. District Five's students will be prepared to pursue excellence for tomorrow's challenges

Pursuing Excellence for Tomorrow's Challenges

School District Five of Lexington-Richland Counties does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability or handicap in employment or the provision of services. The Chief Human Resource Officer has been designated to coordinate compliance with the non-discrimination requirements contained in federal regulations under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Information concerning the provisions of the Rehabilitation Act and the Americans with Disabilities Act, and the rights provided there under, are available from the Civil Rights Coordinator, the Chief Human Resources Officer.

Center for Advanced Technical Studies

Mission

The mission of Career and Technical Education in School District Five is to empower all students with the knowledge and career skills necessary to be successful in a dynamic global society.

Vision

The vision of Career and Technical Education in School District Five is that every student will discover the intersection between their passion, purpose, and professional opportunities.

Motto

*Creating the Future
by
Challenging the Impossible*



Learning Through Discovery

The **Center for Advanced Technical Studies** provides students the opportunity to remain enrolled in their high school and take their major course of study at the Center by attending in the morning or afternoon. The design of the programs enables students to be innovative learners and problem solvers of the future.

Students will be required to complete high quality capstone projects in a learning environment that provides both students and teachers the opportunity to use imagination, creativity, and innovation to develop potential solutions to problems in health care, energy, animal science, aerospace, film production, building industry, manufacturing and other areas of study. Students will become the critical thinkers and problems solvers of the future.

Teachers will act as facilitators of learning, guiding students to learn through discovery. Science theories and concepts will be experienced in contextualized learning environments through student-based projects. Students will use mathematics and science to solve real world problems and create solutions beyond the normal science lab and classroom.

Students will have the opportunity to create ownership of their learning through projects they develop. The curriculum will provide students opportunities to learn the use of nanotechnology in the treatment of cancer cells or learn how to convert agricultural products into energy. Students will produce films, construct and wire smart homes, learn to weld, repair and maintain the latest automobiles, and create culinary works of art.

The Center for Advanced Technical Studies will provide students a different way to learn. Students who enjoy applying their knowledge to solve contemporary problems will find the Center an exciting place to experience education.

Challenge the Impossible

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Michael Levy	Fire Fighter

The Center for Advanced Technical Studies is fully accredited by AdvancED and the South Carolina Department of Education.

Center Operating Hours

8:00 am – 4:30 pm

Class meetings

	Regular	Wednesday Delayed Opening
Session 1	8:40 – 11:40	9:40 – 11:45
Session 2	12:30 – 3:30	1:10 – 3:30

Students should report directly to their classroom upon arrival. Students leaving the building for any reason before dismissal should receive permission from the main office.

ATTENDANCE

Students who arrive late on campus must sign in at the front office. Likewise, students who leave campus early must have an email from the parent with a contact number and sign out at the front office. Failure to comply with the sign-in/out procedure may result in disciplinary action determined by the administration. Students who miss more than one half of an instructional block will be marked absent for that block of instruction.

ABSENCES Students are expected to attend school regularly and must present a written excuse for each absence whether the absence from school is considered “lawful” or “unlawful”. In addition to passing grades, a student must attend school regularly to receive credit. According to state law, to receive a Carnegie unit for a course taken, a student must be present 170 days out of the 180 days in a school year. To receive one half Carnegie unit, a student must be present 85 days out of 90. This means that on an A/B schedule a student is allowed five (5) absences per class if the class is for a full unit of credit (85 of 90 class periods) and three (3) absences if the class is for one half unit of credit (42 of 45 class periods). (Policies JE and JH). An absence after the 5th in a yearlong course or the 3rd in a semester course must fall into the category of “lawful absences”. Accumulation of more than the allowed number of absences will result in **DENIAL OF CREDIT** and a grade of **FA/50** (Failure due to absences) will be recorded on the student’s transcript.

EXCUSES A note from a parent/guardian, physician, dentist, or other recognized licensed certified medical practitioner or legal officer is required for each absence. Medical notes or notes from legal offices must be turned in within three (3) days of the absence. These should be hand delivered or faxed to attendance. Students who take classes at other campuses must turn in a separate excuse to the attendance office on that campus. These notes must be dated and include the date(s) of absence(s). If the note is not presented to the attendance office by the student’s third day back in school, it will be recorded as a parent note. Parent notes must also be dated and must include the date(s) of absence(s) the reason(s) for the absence(s), the telephone number of the parent/guardian, and the required signature. The reason for the absence given on the note determines whether it will be recorded as a lawful or unlawful absence. False excuses will be referred to the administration for appropriate disciplinary action.

LAWFUL ABSENCES Lawful absences are those necessitated by:

1. Illness of the student to the degree that attendance in school would endanger her/his health or the health of others. Parent notes for illnesses are not considered lawful absences.
2. Serious illness or death in the student’s immediate family. These absences must be confirmed by a copy of the obituary or program from the funeral service.
3. Observance of recognized religious holidays of the student’s faith.
4. Appearances in court or an appointment with a legal officer with legal documentation provided.
5. Appointments with a physician, dentist, or other recognized licensed/certified medical practitioner with a written excuse provided.
6. Participation in school-related activities that have received prior approval by the principal or designee.
7. Unusual or unexpected mitigating circumstances as determined by the school principal.
8. Seniors will be given two additional lawful absences and juniors one for an authorized college visit that is validated by the college. A parent note will not be accepted. Seniors who wish to make additional college visits will have to recapture time missed if the total absences exceed three for a semester course or five for a yearly course.

Excuses must be presented at the Center as well as the home school.

UNLAWFUL ABSENCES Unlawful absences are those in which a student is:

- Willfully absent from school without the knowledge of her/his parent or guardian.
- Absent from school without acceptable cause with the knowledge of her/his parent or guardian.
- Trips taken with parents as an “educational experience” are considered unlawful.

For Consequences for Unlawful Absences – Please Refer to Truancy Policy.

INTERVENTION When a student accrues the 4th unlawful absence in a yearly course or the 2nd unlawful absence in a semester course, he/she is “advised” of their attendance status. After 5 unlawful absences in a yearly course or 3 unlawful absences in a semester course, the student will not receive course credit unless absences are substantiated by medical or legal documentation and are submitted to the attendance office within three days of the student’s return to school

EARLY DISMISSAL Students are expected to attend all classes each day of the school year except for medical and family emergencies. In cases where the student must leave school before the end of the school day, please follow the procedures as described below. A student's request for an early dismissal is NOT an excuse for the absence. The student should bring the appropriate excuse back to school upon his/her return (example: doctor's appointment followed by doctor's excuse; court appearances followed by a court note).

1. A student should notify the front office of an early dismissal prior to the start of class. An email from the parent or guardian with a contact number should be emailed to: CATSAttendance@lexrich5.org .
2. Each email should include the student's full name (as it appears in student records), reason for the early dismissal, a phone number where the parent/guardian can be reached for verification of the early dismissal.
3. Dismissal notes for the end of class periods are encouraged to avoid class interruptions. No early dismissal requests for times within 15 minutes of the end of the instructional period will be honored.
4. Students may not leave during exam periods.
5. Students must sign out at the office before leaving school grounds. If a student returns the same day from an early dismissal, he/she must bring a medical excuse and sign in through the attendance office immediately upon returning to campus. Steps #1 and #2 must be completed before a student is allowed to sign out. Once a student arrives on campus, he/she is present for the school day and shall not leave unless properly dismissed

Students who choose to withdraw from their home school to attend Adult Education may not attend classes at the Center.

THE CENTER DOES NOT ALLOW STUDENTS TO RECAPTURE (MAKE UP) ABSENCES.

Tardies

- It is the responsibility of each student to be on time for school and to class. A tardy is defined as any student who is not in the classroom when the tardy bell rings. All tardies are cumulative throughout the semester. The home school administration will assign consequences to students who are tardy. These consequences can include after-school detention, Saturday detention, in-school suspension, or out-of-school suspension. Failure to serve assigned detentions will result in further disciplinary action. Students who need to have detentions rescheduled must have their parents make the request in writing before the detention date. Parents are encouraged to have meaningful dialogue with their children concerning tardies and the problems that tardies and absences cause in the world of work. Helping students develop good work habits is a priority at the Center.
- Students may accumulate not more than 4 unexcused tardies each semester. Unexcused tardies following the fifth tardy will be referred to the student's home school administrator as indicated below.
- Students who drive to the Center must sign in at the front desk if arriving after the tardy bell. Excessive tardiness will result in the loss of driving privileges;

Number of Tardies	
5	Administrative contact with student, discipline referral sent to the home school
10	Administrative contact with parent/guardian, discipline referral sent to the home school
15	3 day suspension of driving privilege to the Center, discipline referral sent to the home school
20	Loss of driving privileges, discipline referral sent to the home school.

Tardies start over at the beginning of the second semester.

Students who are more than 10 minutes tardy will receive a disciplinary referral for cutting.

CARE OF SCHOOL PROPERTY

We hope you share our pride in the Center for Advanced Technical Studies and will, at all times, help keep all of the buildings, equipment, and grounds at their best appearance. Students are responsible for the proper care of books, supplies, technology, equipment, tools, and furniture supplied by the school. Students, who disfigure property, equipment, technology, tools or furniture or do other damage to school or personal property or equipment will pay for the repair or replace the item. The administration will take appropriate disciplinary action for willful acts of damage or destruction to property according to District Policy, state and local laws.

CHEATING/PLAGIARISM HONOR CODE

In order to foster an environment of mutual trust and respect, we believe within the community of School District Five of Lexington and Richland Counties, each individual should accept the personal responsibility to exhibit and promote academic and social integrity. We expect all students to:

- Use electronic devices - such as calculators, cell phones, smart phones, tablet computers, iPads, portable listening or recording devices, cameras or other photographic equipment, devices that can access the Internet, and any other electronic or communication devices - in a legal and appropriate manner and as directed by the school or teacher.

- Work independently without assistance from others and avoid giving assistance to others unless specific permission is given by the teacher with regard to that particular assignment.
- Prepare properly for a test or graded assignment without accepting information in advance from others who have already completed this work and without disseminating information to someone who has not yet taken a test or worked on a graded assignment.
- Follow teacher directions for the taking of tests and graded assignments without the use of notes or other sources of information unless specifically allowed to do so.
- Be forthright in properly acknowledging the source(s) of all non-original words, phrases, ideas, images, and video by using standard rules of documentation or other appropriate stylistic formats approved by a teacher.

Cheating is defined as giving or receiving unauthorized assistance. Plagiarism is defined as presenting as one's own the words, phrases, or ideas of another, either on purpose or through carelessness. It also relates to borrowing the sequence of ideas, the arrangement of material, and the pattern of thought of someone else without proper acknowledgement. In order to help promote both equitable and consistent evaluation, every teacher and administrator will work to establish a learning atmosphere inherently conducive to responsible student scholarship. Teachers will fully explain their own particular expectations to each class, be stationed in their classrooms and circulating among students at all times during tests and examinations, and exert realistic preventive measures to reduce the possibility of unethical student conduct. Teachers will announce to each class the policy for dealing with cases of cheating or plagiarism.

CONSEQUENCES FOR CHEATING OR PLAGIARISM

1st Offense: - The teacher will contact the student's parent or guardian. - Loss of exam exemption for seniors in that particular subject/class for the remainder of that academic school year. - If the student re-submits the assignment or re-takes the assessment, the student may receive a grade of no higher than a 75%. (This means that on a 100-point assignment, 25 points will automatically be deducted from the student's score.) Teachers may choose to give the student an alternate version of the assignment or assessment. - The teacher will write a discipline referral with a detailed narrative about the incident and will attach any evidence for administrative review.

2nd Offense: - The teacher will contact the student's parent or guardian. - Loss of exam exemptions for seniors in all subjects/classes for the remainder of that academic school year. - The student may not re-submit the assignment or re-take the assessment. The student will receive a grade of zero. - The teacher will write a discipline referral with a detailed narrative about the incident and will attach any evidence for administrative review.

3rd Offense: - The teacher will request a parent conference. The student's administrator may also be invited to attend. - Loss of exam exemptions for seniors in all subjects/classes for the remainder of that academic school year. - The student may not re-submit the assignment or re-take the assessment. The student will receive a grade of zero. - The teacher will write a discipline referral with a detailed narrative about the incident and will attach any evidence for administrative review.

4th Offense: - The teacher will immediately refer the student to his/her administrator and await further instructions. - The administrator will assign consequences and will contact the student's parent or guardian. - Loss of exam exemptions for seniors in all subjects/classes for the remainder of that academic school year. - The student may not re-submit the assignment or re-take the assessment. The student will receive a grade of zero.

Exam Exemptions

A student who qualifies as a senior at the beginning of the school year may exempt the final examination for a course if she/he **1)** has official senior status at the beginning of the school year; **2)** has an overall 80

or better average in the course; and **3**) has had no out-of-school suspensions or in-school suspensions during the entire school year.

Fees

A fee of \$100.00 (\$50.00/credit) is charged for each course offered at the Center. This fee covers the cost of consumable materials.

Student Discipline

The Center for Advanced Technical Studies will enforce the Student Expectations for Behavior as outlined in the **District Five Discipline Code Handbook**, chapter 3. Disciplinary infractions will be referred to the student's home school administrator.

- Students who ride the bus to and from the Center should note Bus Safety Rules on p. 53 of the handbook. Students who lose the privilege to ride the bus must find other means of transportation to attend classes at the Center.
- The nature of the courses offered at the Center requires strict adherence to safety rules. Instructors will review specifics for each course with students. **FAILURE TO FOLLOW SAFETY RULES MAY RESULT IN REMOVAL FROM COURSE.** 4.270. Violation of safety rules. This includes propelling objects i.e. rocks, spitballs, or food items and science lab rule violations, etc.
- Students are expected to adhere to the dress code as described in Appendix E, p. 72 of the Discipline Code Handbook. **Students must wear closed toe/closed heel shoes at all times.** Instructors for particular classes may require students to wear specific types of clothing while at the Center (e.g., lab coats, chef's uniform, etc.) 4.280. Dress code violations.
- Students who are suspended/expelled from the home school may not attend classes or functions at the Center.
- Students who attend the Academy for Success as a result of disciplinary offenses may not attend the classes at the Center.

Harassment, Intimidation and Bullying

The district prohibits any acts of harassment, intimidation or bullying of a student by students, staff and third parties which interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment, whether such acts occur in the classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student. Any student who believes that he/she has been subjected to harassment, intimidation or bullying in violation with this policy is encouraged to file a complaint in accordance with procedures established by the district.

Accidents, Injuries and Illness

All accidents, regardless of significance, must be immediately reported to the instructor.

- When an accident occurs, please report at once to the teacher in charge, who will then report it to the school nurse and any other necessary authorities. The nurse will make proper medical referrals when necessary.
- In case of emergency situations, the Center reserves the right to call local Emergency Medical Services (EMS) for assistance or transport to hospital at the expense of the parents or guardian.
- 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.

- Because of the nature of the subject matter taught at the Center, each student enrolled must be protected by a parental or school insurance policy. School insurance is offered to all students for a fee through their home high school.

Make Up Policy

Students are encouraged to attend school regularly. If, however, a student must be absent from school for any reason, it is his/her responsibility to make up all work missed. Since it is in the student's best interest to make up all missed work as quickly as possible, the following guidelines have been established for make-up work:

- 1.** When a student misses a class meeting, all previously assigned work that was due the day of the absence is due no later than the beginning of the next class meeting in which the student is present. All work missed as a result of the absence is to be completed by the beginning of the second class meeting from the absence.
- 2.** When a student misses two consecutive class meetings, all previously assigned work due while the student was absent and all work missed as a result of the absence should be completed by the beginning of the second class meeting from the absence.
- 3.** When a student misses three or more consecutive class meetings, he/she must make specific arrangements for make-up work with each teacher the day he/she returns to class. The amount of time given for completion of work will be up to the teacher's discretion based on the amount of work missed and the level of difficulty of the material.
- 4.** Long term projects and papers are due when the teacher says they are due. In the event of an absence, the student or the student's parent should notify the teacher in advance or upon immediate return to school.
- 5.** Students are responsible for the work they miss while on a field trip or attending any other school event. Students should contact each of the teachers whose classes they will be missing to make specific arrangements with them regarding all make-up work. Teachers may choose for work to be submitted in advance. If the student does not follow the teacher's guidelines, the student will receive the academic penalty as assigned by the teacher.
- 6.** Students must make every effort to complete all make-up work according to these established guidelines. If the student has not submitted his/her make-up work within the specified timeframes outlined above or as directed by the teacher, the teacher has the option of not accepting the work. Additional information may be contained in the teacher's course syllabus with regard to make-up work. As with anything, regular communication with the teacher is encouraged.

Remember, because classes at the Center are double blocked, missing one day is the equivalent of two class periods.

Non-Students on Center Campus

The Director or designee will take appropriate action against non-students who trespass the building, grounds or other school property regardless of time of day. Such action will include the right to call in the police authorities and swear out warrants. Any person who is on campus and who has not obtained written permission from the main office to be on campus will be considered trespassing. **Students should not be present at the Center or on Center property unless enrolled in a class that is meeting during that time.** Students who attend classes at the Center should not be present in Spring Hill High School or on the campus of Spring Hill High School.

Student Organizations

Student organizations provide opportunities to reinforce classroom/laboratory learning and promote the development and cultivation of leadership skills. Extra and co-curricular activities closely parallel the classroom curriculum and contribute dynamically to the learning experience. Students from the Center have the opportunity to participate in regional, state, national, and international competitions. A list of student organizations appropriate for your program will be provided by your instructor. Students at the Center may participate in the following student organizations:

FFA is an intercurricular student organization for those interested in agriculture and leadership, providing a path to achievement in premier leadership, personal growth and career success through agricultural education. We are still the Future Farmers of America. But, we are the Future Biologists, Future Chemists, Future Veterinarians, Future Engineers and Future Entrepreneurs of America, too.

HOSA is an international student organization that promotes career opportunities in the health care industry and enhances the delivery of quality health care to all people. HOSA provides a unique program of leadership development, motivation, and recognition exclusively for students enrolled in health science education and biomedical science programs or have interests in pursuing careers in health professions

INTEL ISEF (Intel International Science and Engineering Fair), a program of Society for Science & the Public (SSP), is the world's largest international pre-college science competition.

InvenTeam - The Lemelson-MIT Program celebrates outstanding inventors and inspires young people to pursue creative lives and careers through invention.

National Home Builders Association Student Chapter - The NAHB Student Chapters program is dedicated to enriching the educational experience of students by offering them first-hand exposure to the real world of the building industry through NAHB membership, educational programming, and networking opportunities.

Prostart - ProStart trains students on industry-specific skills that can be used in all aspects of the restaurant and foodservice industry. Students also leave the program with employability skills – like leadership, accountability, teamwork and responsibility – that they can take with them to positions in all industries.

Skills USA - SkillsUSA improves the quality of America's skilled workforce through a structured program of citizenship, leadership, employability, technical and professional skills training. SkillsUSA enhances the lives and careers of students, instructors and industry representatives as they strive to be champions at work.

South Carolina Junior Academy of Science - aligned with the South Carolina Academy of Sciences, the main focus of SCJAS is to organize opportunities, such as workshops and conferences, to enable South Carolina High School students to expand their STEM knowledge and share their scientific achievements.

Technology Student Association - The Technology Student Association (TSA) is a national organization of students engaged in science, technology, engineering and mathematics (STEM) which fosters personal growth, leadership, and opportunities in STEM; members apply and integrate these concepts through co-curricular activities, competitions, and related programs.

VEX Robotics - teams of students are tasked with designing and building a robot to compete against other teams from around the world in a game-based engineering challenge. Classroom STEM concepts are put to the test on the playing field as students learn lifelong skills in teamwork, leadership, communications, and more.

National Technical Honor Society

The National Technical Honor Society is an internationally recognized organization serving over 2000 member schools and colleges. NTHS encourages higher achievement, self-esteem, and pride in students. NTHS honors the achievements of top CTE students, provides scholarships to encourage the pursuit of higher education, and cultivates excellence in today's highly competitive, skilled workforce

Juniors and Seniors may be considered for membership by meeting the qualifications in the following five areas:

- **Scholarship:** Minimum **overall GPA of 3.5** or higher for all completed high school credits on a 4.0 scale. A **4.0 GPA in the program area of study.**
- **Leadership:** Must be evidence of the student's ability to lead. Students are strongly encouraged to be members of Career and Technology Student Organizations (BPA, FFA, TAFE, FCCLA, DECA, HOSA, JETS, SkillsUSA) or other student government, civic or service organizations.
- **Service:** Must provide information that he or she has been and is currently active in school and community service. Ten hours of service must be documented.
- **Character:** A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring and citizenship. A letter of recommendation is required.
- **Citizenship:** Should be good, honest, responsible student-citizens who have made a personal commitment to excellence and who agree to uphold the NTHS Standard of Conduct.



School to Career Transition Activities

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

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

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

Homebound Instruction

Skills taught at the Center require the use of computers, equipment, machinery, and field studies not always available to the homebound student. Therefore, students in need of extended homebound instruction may not complete the required competencies for course credit which may include 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.

General Safety Rules

Your instructor may have more specific rules.

1. Electric-powered tools shall be turned off when not in use.
2. Loose clothing will be tucked in.
3. Horseplay is not allowed anywhere on campus.
4. Students will not make repairs to any equipment.
5. Students will wear proper eye protection and hard hats when required.
6. Tools should only be used for designed purpose.
7. All injuries must be reported to the instructor, regardless of how slight.
8. Compressed air should be used for intended purposes only.
9. Broken tools should not be used and should be reported to the instructor.
10. Oily rags should be kept in proper waste containers.
11. Trash and scraps should be placed in proper waste containers.
12. Report unsafe conditions and tools to the instructor
13. All electrical equipment must be grounded.
14. Electrical cords should not present a tripping hazard

Medications

Medications to be taken during school hours must be brought to school by an adult and delivered to the school nurse or designated adult in the ORIGINAL container with all labels intact. All medications must be accompanied by parental permission. Prescription medications also need written authorization from the prescribing physician or health care provider.

Over-the-counter medications will be given according to the appropriate age/weight as directed on the bottle. Additional dosages require physician authorization. Herbals, food supplements, alternative medicinal products, and other items that do not have FDA approval also require a written order from a prescribing health care provider. Because of the relationship of Reye's syndrome to aspirin, products containing aspirin or salicylates will not be administered at school without a written prescription from a health care provider.

Permission forms for both over-the-counter medications and prescription medications are available at your child's school, through the district's website, and at several physician offices in the area. A record of all medications administered at school will be kept on each student. Only those students who have met all of the requirements to self-medicate will be allowed to keep medications on their person. If you need information regarding the procedure to allow your student to self-medicate please contact the nurse at your child's home school. All other medications will be kept at school and must be picked up by a responsible adult when the medication is discontinued, expired, or at the end of the school year. Medications are not sent home with students. At the time a prescription is filled, ask your pharmacist to prepare a separate bottle labeled for school use.

If medication is needed on a field trip, the parent/guardian is responsible for providing this medication in the original pharmacy-labeled or manufacturer-labeled container with only the dosage(s) needed for the trip. The nurse cannot repackage any medications. For prescription medications, consult with your pharmacist about providing a labeled container with proper dosage for field trips.

Visitors

All visitors are required to report to the office. Visitors must have proper authorization to visit any part of the campus. Visitors must present a valid photo identification (Driver's License) to the "*ident-a-kid*" in order to receive authorization.

Field Experiences

- Students must complete a field experience request form, including parent/guardian signature.
- Students may be refused permission to accompany a field experience due to behavior infractions.
- A student may be denied permission to attend a field experience if improperly dressed.
- Students are responsible for completing all assignments missed as a result of participation in a field experience.
- Students will be expected to adhere to School District Five Student Discipline Code while participating in field experiences.
- Fees paid to participate in a field experience may not be refunded if a student decides not to attend or if a student is not permitted to attend due to disciplinary/behavior problems.

Textbooks, Tools, Equipment, and Materials

Students are responsible for any materials issued, including textbooks, tools, equipment, and electronic devices. Students must compensate the district for lost or damaged materials.

Use of Technology

Students are expected to adhere to the acceptable use agreement of School District Five. A copy of this agreement must be signed and on file in the Center's administrative offices.

The Center for Advanced Technical Studies will strictly enforce the expectations for Student Behavior with regard to technology equipment.

**Unauthorized and deliberate tampering with a computer setup. Examples: Switching cables, disabling fans, deliberately introducing a virus, unauthorized and deliberate tampering, deletion, OR destruction of any computer programs, systems or data files.

**Tampering with, changing or altering records or documents of the school or district by any method, including, but not limited to, computer access or other electronic means.

**Intentional creation of, on-line use of and/or downloading of materials using a computer which would not be permissible in the schools in any other form. This includes e-mails, My Space, Face Book, etc...

**Unauthorized storage and/or loading of a computer program, system or data file. This may also be a copyright violation and as such is subject to copyright laws.

**Unauthorized access or duplication of computer programs, systems or data files.

**Use of any computer access accounts other than those assigned to the individual.

**Using a paging device, i.e., pager, beeper, cell or mobile telephone (4.330) during school hours. All devices must be turned off and not visible during school hours.

**Possession of radios, tape players, electronic entertainment devices, MP3, I- Pods and walkmans (not related to instruction) on school grounds during school hours.

Driving to the Center

School District Five provides bus transportation between each high school campus and the Center. The District prefers that all students take advantage of this transportation. Students are permitted to drive to the Center only if the following conditions are met:

- Students must have parental/guardian permission to drive to the Center. The Assistant Director must have this signed and dated form on file.
- A list of students with permission to drive is available to administrators at each home school. Driving to the Center without permission is a disciplinary offence.
- Students must have a parking permit at the home school (CHS, DFHS, IHS).
- Vehicles parked in the Center student parking lot must display the home school parking permit as well as the Center parking permit. Cars that do not have current parking passes properly displayed will be subject to towing at the owner's expense.
- Students riding with another student must have parental/guardian permission as well as permission from the driver's parents. The Assistant Director must have this signed and dated form on file.
- No more than five people may ride in an automobile; three in the back seat and two in the front. Only three persons may ride in a truck; all three inside the cab of the truck.
- Any illegal/unlawful act (speeding, accident, reckless driving, off path, etc.) while driving to/from and on the school campus may result in the cancellation of permission to travel in a private vehicle.
- **SMOKING IS NOT PERMITTED IN THE STUDENT PARKING LOT INSIDE OR OUTSIDE OF VEHICLES.**
- Excessive tardiness to class will result in suspension and possible revocation of permission to ride/drive.
- The speed limit on the campus of the Center is five (5) miles per hour.
- Students will park in designated parking spaces in the student parking lot at the Center. Parking in front of the building or in spaces beside labs will result in disciplinary action.
- ***Spring Hill High School students should leave their vehicle parked in the Spring Hill section of the parking lot.***
- Students will report directly to class upon arrival to the Center and will not return to their car until dismissed. Loitering in the parking lot is not permitted.
- Neither School District Five nor the Center will be responsible for any accident, misconduct, vandalism, or theft that may occur in the operation of a vehicle by a student, nor while a vehicle is parked on the Center campus.
- The parent/guardian must retain the responsibility of their child while in transit to and from the high school and the Center's campus.
- No loud music will be allowed from vehicles on campus.
- Littering the Center's campus may constitute loss of riding/driving privileges.
- A driver transporting an unapproved rider will be subject to losing permission to drive to the Center, either by suspension or permanent revocation.
- If the student has lost the privilege to drive or ride in an automobile and loses the privilege to ride the bus, it will be the parent's responsibility to transport their child between the high school, home, and the Center.
- Vehicles with inappropriate displays will not be allowed to park on the Center campus. Flags should be removed from vehicles before entering the Center campus. District and school administrators will determine what is deemed inappropriate. Political endorsements must be in the form of a bumper sticker.

Driving to the Center is a privilege, not a right.

All students who are issued a parking pass will agree to the following conditions.

1. Students are permitted to park on school premises as a matter of privilege, not of right.
2. The school district retains authority to conduct routine searches of the exterior of student vehicles parked on school property at any time.
3. The school district retains authority to conduct searches of the interior of student vehicles whenever a school official has reasonable suspicion to believe that a student has violated Board policies, school rules, or state law.
4. If the student fails to provide access to the interior of his/her vehicle upon request by a school official, he/she will be subject to school disciplinary action, including loss of all parking privileges.
5. If the student does not display a school district parking permit in full view on each vehicle that is parked on school premises, his/her vehicle may be towed at the student's expense. The parking permits used in District Five hang from the rear view mirror.
6. The student may park only in the assigned area and in the assigned parking space.

Skateboards, hover boards, and skates are not permitted on school grounds at any time

Compliance with the Telephone Consumer Protection Act (TCPA) – Use of Automated Telephone Notifications

Under a federal consumer protection law, schools need parent/guardian permission to receive automated or prerecorded calls to a cell number. At the beginning of the year, you provided contact information, including the number to which these automated calls should be directed, that the District will use to keep you informed. Should you choose to revoke consent to receive automated calls/texts on your cell phone, you may do so by notifying the District of your revocation. Please contact the Registrar at your child's school for that purpose. If you revoke consent for automated and prerecorded calls to your cell number, you may not receive time-sensitive information / emergency.

The District requires that you provide notice of any changes in contact information (physical address and telephone numbers) to the District within ten days. This includes any change in the cell number you provided to the District. Correct contact information is needed so that the District may provide you with information regarding school operations and any specific concerns related to your student. Should you fail to provide the District updated contact information, including notification that a cell phone number you have given the District has been disconnected or reassigned, please be aware that the District disclaims liability for any alleged damages resulting from your failure to do so.

The Center for Advanced Technical Studies cannot change contact information. Changes in the student data base (Power School) must be made at the student's home high school.

Bus Transportation

In 1979, South Carolina passed a law against misbehaving on school buses and disobeying the instructions of school bus drivers. Students who misbehave on school buses will be punished according to the rules in the Student Behavior Code, this book and the laws of this state. The bus driver is authorized to give directions, issue directives, assign seats, and to prohibit any item from the bus that may threaten the safety or welfare of any person. The driver's decision is subject to review by the District's Department of Transportation. When necessary a student may be removed from the school bus in order to prevent or determine inappropriate behavior.

RULES FOR RIDING THE SCHOOL BUS

- No glass containers on the bus.
- No spitting, eating, or drinking on the bus.
- No profanity, verbal abuse, harassment of any kind, obscene or sexual gestures.
- No standing while the bus is in motion.
- Keep your feet, body, and bags out of the aisle – it serves as an emergency exit.
- Band instruments, projects, and other objects cannot take up seating space or block the aisle.
- Students may not ride a bus that they are not assigned to, without permission from the Transportation Department.
- Do not ride any bus during a suspension of bus privileges.
- No hanging any part(s) of your anatomy out a window.
- No throwing or shooting any type of object.
- No play fighting or horse playing.
- Do not vandalize the bus or ignite any flammable object.
- Do not hold onto the bus from the outside.
- Do not possess weapons, explosives, laser pens, or laser pointers.
- Do not tamper with any bus equipment or controls.
- Do not make excessive noise or engaging in disruptive behavior.
- Students must obey and respect the directions of the driver.
- Students must not exhibit behavior that could disturb the other students or the driver.
- Students may talk quietly, but avoid loud, boisterous behavior, including singing, clapping, stomping, yelling or anything that could distract the driver.
- Do not use spray cologne, deodorant, body spray or any other types chemicals or aerosols, pump spray, or lotion while on the bus.
- Students must never tamper with the emergency exits or any other part of the bus equipment, including fire extinguishers and first aid equipment unless there are reasonable grounds to believe that an actual emergency situation exists.
- Students may only board and exit the bus at their designated stop.

Buses leave the home school at the same time each day. **Missing the bus to the Center will result in an unexcused absence for courses at the Center.** Buses returning to the home school from the Center leave the Center **four minutes after the dismissal bell.** **Buses will not wait on students.** Students who miss the bus returning to the home school must arrange transportation back to the home school.

Programs Offered at the Center for Advanced Technical Studies

Aerospace Engineering

- Introduction to Engineering Design
- Principles of Engineering
- Aerospace Engineering
- Engineering Design and Development

Automotive Service and Maintenance Technology

- Automotive Technology 1
- Automotive Technology 2
- Automotive Technology 3 – work based cooperative experience

Biomedical Science and Nanotechnology

- Principles of Biomedical Science
- Human Body Systems
- Medical Interventions and Research
- Biomedical Innovation and Research

Biotechnology and Engineering Systems

- Agricultural and Biosystems Science
- Biosystems Mechanics and Engineering
- Biosystems Technology 1
- Biosystems Technology 2

Building Construction and Integrated Technologies

- Building Construction 1
- Building Construction 2

Clean Energy and Engineering Systems

- Clean Energy Systems
- Clean Energy Applications
- Clean Energy Strategies
- Clean Energy Innovation

Culinary Arts

- Culinary Arts 1
- Culinary Arts 2

Cybersecurity Technology

- Networking 1
- Networking 2
- Cybersecurity Fundamentals
- Advanced Cybersecurity

Digital Art and Design

- Digital Art and Design 1
- Digital Art and Design 2

Electrical Design and Integrated Systems

- Electricity 1
- Electricity 2

Emergency and Fire Management Services

- Fire Fighter 1
- Fire Fighter 2

Engineering Design and Machine Tool Technology

- Machine Technology 1
- Machine Technology 2
- Engineering Design and Development

Law Enforcement

- Law Enforcement 1
- Law Enforcement 2

Mechatronics Systems Technology

- Mechatronics Integrated Technology 1
- Mechatronics Integrated Technology 2
- Mechatronics Integrated Technology 3

Media Technology and Visual Arts

- Media Technology 1
- Media Technology 2
- Media Technology 3
- Media Technology 4

PLTW Engineering

- Introduction to Engineering Design
- Principles of Engineering
- Civil Engineering and Architecture
- Engineering Design and Development

Veterinary Science and Technology

- Agricultural and Biosystems Science
- Animal Science
- Equine Science
- Small Animal Care
- Introduction to Veterinary Science

Environmental and Resource Management

- Agricultural and Biosystems Science
- Biosystems Mechanics and Engineering
- Forestry
- Wildlife Management
- Aquaculture

Welding Technology

- Welding Technology 1
- Welding Technology 2
- Welding Technology 3

Internships are offered for Seniors who have completed program requirements by the end of grade eleven.

CELL PHONES / COMMUNICATION DEVICES JICJ:

Purpose:

To establish the basic structure for student possession/use of cell phones/communications devices in the schools of the district.

Possession of a wireless communication device (WCD) by a student is a privilege that may be forfeited by any student who fails to abide by the terms and provisions of this policy, or otherwise engages in misuse of this privilege.

A “wireless communication device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), BlackBerries/Smartphones, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. “Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a schoolbus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.” Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures, video) of any student, staff member or other person in the school or while attending a school-related activity without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.

Students are prohibited from using WCD’s to take pictures or record video/audio in locker rooms, bathrooms, or on school buses or other district vehicles. The use of WCD’s to take pictures or record video/audio is also prohibited in classrooms, unless deemed appropriate by the teacher and used for educational/instructional purposes only.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy JICFAA – Harassment, Intimidation or Bullying.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed in a progressive manner based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student’s parent/guardian only after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by District staff will be marked in a removable manner with the student’s name and held in a secure location in the school

building until it is retrieved by the parent/guardian. WCDs in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance to Policy JIH – Student Interrogations, Searches and Arrests.

If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for the remainder of the semester.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damages, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day with permission of the administration.

Students may use wireless communication devices such as cellular phones, electronic pagers or any other communications devices before and after school, during their lunch break, within “Free Zones” (as determined by the principal) and as deemed appropriate by the teacher and approved by the principal for educational and/or instructional purposes ONLY. Any other use of wireless communications is considered misuse and violations may result in disciplinary action.

**THE HALLS OF THE CENTER ARE “FREE ZONES.”
STUDENTS MAY NOT USE WCD IN CLASSROOMS OR LABS.
During instruction, WCDs should be turned OFF.**

Students may NOT charge WCDs using Center computers.

First Offense: Warning / Return WCD to Parent

Second Offense: School Consequence / Return WCD to Parent

Third Offense: School Consequence / Return WCD to Parent

Fourth Offense: Confiscate WCD through end of the semester

**The campus (exterior and interior) of the
Center for Advanced Technical Studies is
monitored by video.**

INTERNET ACCEPTABLE USE AGREEMENT – HIGH SCHOOL:

School District Five of Lexington and Richland Counties is pleased to be able to offer Internet access for student use. Our goal in offering this access is to enhance the educational experience for our students. The Internet offers access to worldwide information in text and media form that, if properly used, will stimulate student learning. It can be a particularly powerful motivational tool for students because of the richness of the format and the depth of information resources not available through conventional means.

The Student Behavior Handbook specifies guidelines for what is and is not permissible with technology. This agreement specifically addresses the privilege of using the Internet on district network systems.

Internet Use

The Internet is an electronic highway connecting millions of computers and people around the globe. Students and teachers will have access to: electronic mail communication with people all over the world; current news; research and information databases; downloadable software and discussion groups. The District's purpose for using the Internet is to support instruction by providing access to unique resources consistent with educational objectives and the opportunity for collaborative work.

Students agree to:

- Be polite and use appropriate language (no swearing or use of vulgarities).
- Practice proper system use and observe security restrictions.
- Understand electronic mail (E-mail) is NOT guaranteed to be private.
- Respect all electronic communications and information as private property.
- Use technology resources for educational purposes as appropriate to instructional assignments.
- Take good care of the computer (no objects on the computer or food or drink near the computer).

Students agree not to:

- Reveal his/her personal address or phone number or those of others.
- Use the network in ways that would cause disruption of the use of the network by other users.
- Use the computer to create, use or download materials which would not be permissible in District Five classrooms in any other form, i.e., obscene, profane, or pornographic materials.
- Use the computer, programs or files without permission.
- Delete programs, systems or data files without permission.
- Login to the computer or programs as any other person or allow anyone to login with your account.
- Deliberately tamper with a computer system. Examples: switching cables, disabling fans, introducing a virus, removing or changing keys, putting magnets on the computer, etc.
- Stealing or vandalizing any part of the computer or network.
- Use the computer to tamper with, change or alter records or documents of the District.
- Use public domain software and shareware beyond the provided evaluation period without properly registering and paying for same.

If the parent chooses to accept this use agreement, an acceptance form must be signed and on file in the school home school. The agreement at the home school also covers the Center.

Students will be held financially responsible for damage to technology equipment.

STUDENT DRESS JICA-R

The following regulations on **student dress** shall apply in all schools and shall be administered uniformly throughout the district.

The Administration will make final judgment on the appropriateness of dress and reserves the right to prohibit students from wearing any article of clothing or accessory which may foreseeably result in the disruption of the school environment.

DRESS REQUIREMENTS AT THE CENTER ARE MORE SPECIFIC AND RESTRICTIVE THAT THE DRESS CODES IN THE HOME HIGH SCHOOL.

1. Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the educational process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive shall not be permitted. This includes bare midriffs, halter/tank tops, see-through shirts/tops/blouses and bike shorts.
2. No vulgar, obscene or otherwise inappropriate symbols, language or wording will be permitted on clothing or accessories.
3. Clothing or accessories, i.e., book bags, jewelry, hats, etc., that display alcohol, tobacco or other drug symbols are not permitted.
4. Gang attire, gang colors or gang symbols are also not permitted to be worn or displayed on accessories.
5. Hats, head stockings or kerchiefs may only be worn during the school day for special occasions when approved by the principal. Hats may be worn in shops or outside with teacher permission. Students in Culinary Arts must wear hair coverings.
6. **PROPER SHOES MUST BE WORN AT ALL TIMES. THESE MUST COVER THE TOES AND HEEL OF THE FOOT.**
7. Special dress, costumes, pajamas, bedroom slippers are not allowed at the Center.
8. Wearing accessories or clothing that could pose a safety threat to one's self or others is not allowed. This includes heavy chains, not made as jewelry, fishhooks, multiple-finger rings, studded bracelets or collars, nose/lip to ear chains, etc. Unusual body piercing that is disruptive to the order of the school or is a distraction to the learning environment will not be allowed.
9. Pants must be worn at the natural waistline and undergarments are not to be visible.
10. Hats may be worn at the school bus stop or while on the bus during periods of cold weather. Hats must conform to all of the above requirements and must be removed before departing the bus onto school grounds.
11. Students may not wear pajamas, bedroom shoes, or costumes at the Center.

- Students who choose not to follow the dress requirements in a program of study will not be allowed to participate while inappropriately dressed.
- Students will receive a grade of zero (0) for any work during that period.
- Students who persistently refuse to follow the dress expectations of a program may be removed from the course with the resulting grade of WP or WF depending on the student's current grade in the course.

School District Five of Lexington and Richland Counties welcomes input and suggestions from our community and from our parents concerning Title I programs and funding. The following is a DRAFT of a District Parent Policy we are considering. We are asking parents and community members to review the document and give us feedback, suggestions and/or recommendations for revisions as we work to make this a document that reflects the climate and the needs of our community. Please forward your comments or suggestions to Sara R. Kearns, Coordinator of Academic Assistance and Professional Development, School District Five of Lexington and Richland Counties, 1020 Dutch Fork Road, Irmo, SC 29063; FAX to 803-476-8215; or, drop suggestions by the District Office.

Parent Involvement Policy – District Written Policy

District Five encourages, supports, and values the participation and involvement of parents and families in the educational experiences of their children. The District recognizes each parent as their child's first teacher and acknowledges the powerful influence of parents on their child's life. The District, therefore, is committed to developing family-friendly schools, offices, and programs to welcome and serve parents and families in positive and supportive environments.

Parents are involved in the development of the LEA (Lead Education Agency) plan and the process of school review and improvement by being part of a planning team that develops an overall Parent Involvement Policy. In addition, all parents are surveyed. This plan is distributed to all parents with children participating in Title I schools and to the community at large. An annual evaluation of the effectiveness of parent involvement will be conducted.

District Office staff provides technical assistance, coordination, and support to participating Title I schools. To assist these schools, District Office staff will be available to assist in the writing of the Title I grant, assist in procurement, attend school improvement/renewal team meetings, assist the schools in implementing effective parent involvement activities and Parent-Teacher organization meetings. Additional responsibilities will be to provide assistance in any area requested to bring about school improvement and increase parental involvement. The District will assist each school in the development of a school-level Parent Involvement Policy. District Office staff will also see that state and federal guidelines are followed.

The schools and parents will build the capacity for strong parental involvement by entering into School-Parent-Student Compacts with staff and families of students attending Title I schools. Compacts are signed by the Principal, Teacher, Parent, and Student. Efforts to increase parent involvement will also include annual conferences to accommodate varied family schedules. In addition, an annual meeting for parents/families of students served in Title I schools will be held to provide information on Title I legislation, instructional programs and the desired outcomes for students of Title I Targeted Assistance schools. Parents will impact policy-making via opportunities to serve on School Improvement Councils, completion of parent surveys, preview of Title I plans in each school Media Center and/or serving as mentors or through other volunteer efforts. Schools will provide a number of Parenting activities during the year such as Technology, Literacy, Math/Science, Fine Arts, Testing, Cultural Celebration, Academic Information, and other student performance/academic presentations.

The Parenting Program served through Title I will coordinate and join together with other programs by inviting parents to attend parenting classes, Adult Ed classes, workshops and seminars offered by the District and/or state. Additional efforts will be made to work with other community programs to provide information and assistance regarding Title I Targeted Assistance programs.

Regarding funding, the District will reserve not less than one percent (1%) of the total Title I allocation to carry out parental involvement to include family literacy and parenting skills. In addition, each school will reserve at least 5% of their Title I allocation for funding Parent activities.



district five
OF LEXINGTON & RICHLAND COUNTIES

collaborate
incubate
calculate
imagine
experiment
innovate
discover
challenge
develop
investigate
invent
create
captive
engineer
compute
explore
design