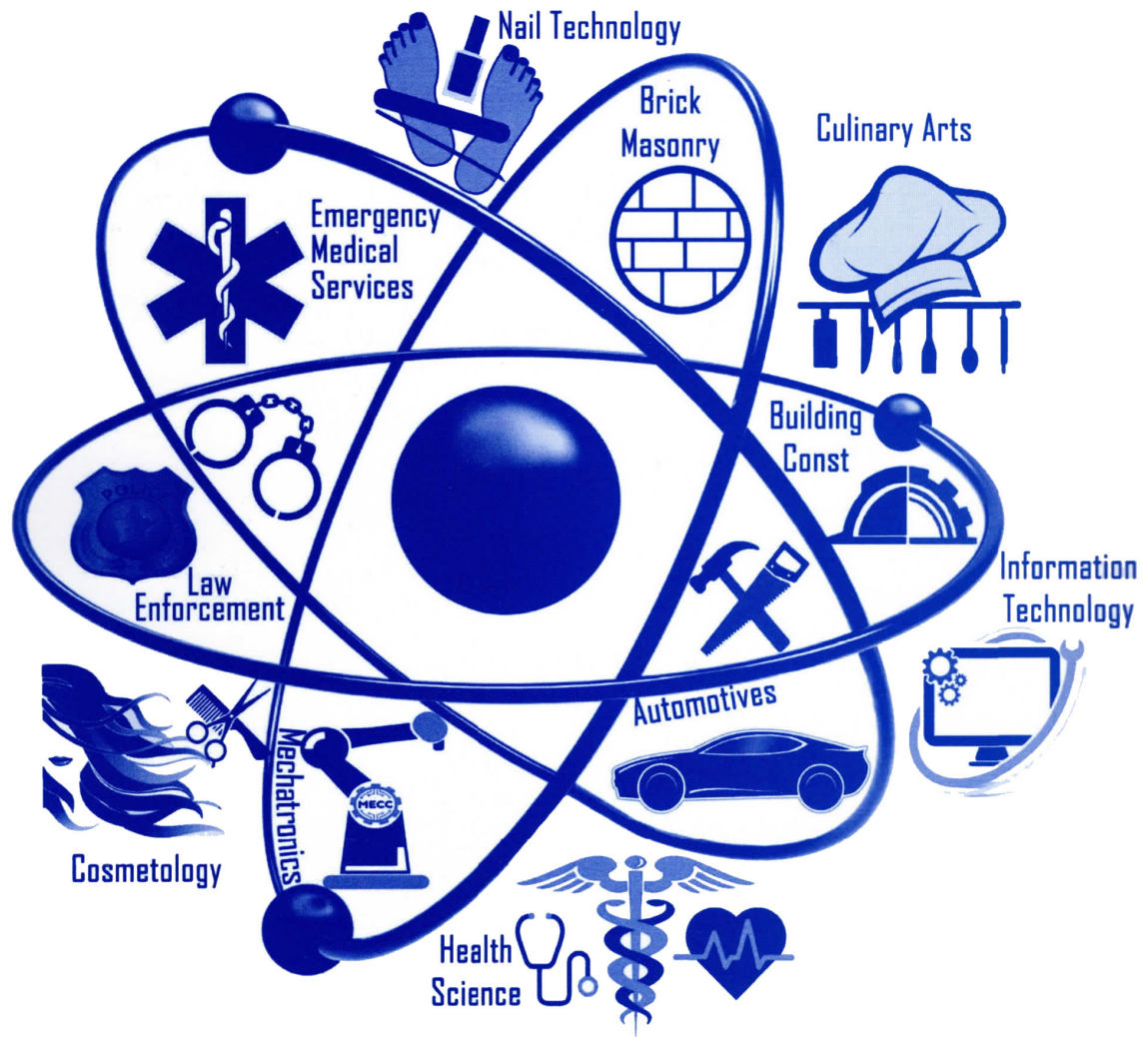


Dillon County Technology Center

"Training Hands & Minds for the Future!"



Student & Parent Handbook

1630 East Main Street
PO Box 1130
Dillon, South Carolina 29536
Phone #: 843-774-5143 ~ Fax #: 843-774-7711

Dillon County Technology Center (DCTC) is accredited by AdvancED. Our goal at DCTC is to help students develop skills in their chosen career paths through the use of instruction, hands on activities, and real-world application. In an effort to ensure students are on a career pathway that best meets their needs and matches their goals, students from our feeder schools (Dillon, Lake View, and Latta High School) are encouraged to enroll in the program of their choice.

MISSION STATEMENT

The purpose of Dillon County Technology Center is to educate, empower, and enable all students to contribute to the world in which we live by providing challenging academic and technical programs that promote lifelong achievement.

VISION STATEMENT

The Dillon County Technology Center will be a global leader in the teaching of standards with project-based instruction which will allow them to become better prepared to enter the workforce or post-secondary education.

GOALS AND BELIEFS

Focus on development of knowledge and skills necessary for high school graduation, the workforce, and post-secondary options. Promote developmental interpersonal skills to build positive relationships with peers, employers, and community around them. Link their academic strengths and high school courses to post-secondary education/workplace training. We believe employability skills, technical competence and academic rigor are essential for student success. We believe our students deserve to be among the most highly skilled workers in a global economy.

Motto: Training hands and mind

MESSAGE FROM THE PRINCIPAL

On behalf of the Board Members, the Advisory Board, and the entire staff, I welcome you to the Dillon County Technology Center. This facility is a cooperative venture of the two school districts in Dillon County (Dillon High School, Lake View High School, and Latta High School). Our center provides students with an opportunity to gain training, experience, and skills in various fields of study. While you are a part of the Dillon County Technology Center, you will prepare yourself for a job in the world of work or placement in some advanced training program. The skills that you master will be the result of your sincere efforts and quality performances. Everyone at the Dillon County Technology Center will assist you in any way possible to fulfill your educational objectives. If anyone has questions about our school, feel free to contact me at 843-774-5143.

GRADUATION REQUIREMENTS

Students earning a South Carolina State High School Diploma must earn a total 24 units. In order to earn a credit, you must PASS the class!

English	4 units
Mathematics	4 units
Science	3 units
Social Studies	1 unit
U. S. History	1 unit
Government	1/2 unit
Economics	1/2 unit
Computer Science	1 unit
Physical Education or JROTC	1 unit
Foreign Language or Career Course	1 unit
Electives	7 units

SCHEDULE CHANGES

Schedules are made in the summer based upon student requests, diploma requirements, and graduation plans. Once the schedules are completed, changes occur only if the requests are made due to career plans or other legitimate educational reasons. Because of the very real possibility that changes can overload classes and teachers, schedule changes must also be based on class loads and teacher loads. **Possible changes may be carried out within the first five days of a semester since students must attend 85 of the 90 days to receive credit.**

GRADE

Final grades are comprised of 80% coursework and 20% final exam. If the exam is exempted, the final grade is comprised solely of coursework. For the 2019-2020 school-year the grading scale is as follows:

A: 90-100 B: 80-89 C: 70-79 D: 60-69 F: 59 and below

EXAMS

Exam exemptions are based on the following grades and attendance rates applied to each course:

Grade	Attendance
A average	No more than 5 absences
B average	No more than 2 absences

Students may appeal absences prior to exams. All attendance committee decisions are final. A grade below a B in a course means the student will take the exam.

MAKE-UP WORK

Students who have lawful absences will be allowed to make up work missed. The students must make arrangements to make up the work within **five** school days of their return to school. Teachers must assist students with the make-up work as needed either before school, after school, or at a mutually convenient time during the school day. Students who have unlawful absences will not be permitted to make up work missed. The student will receive **zeros** for all missed assignments.

EXTRA CREDIT WORK

Assigning extra credit work is up to the teacher of the class. However, teachers are not likely to assign extra-credit if students have not applied themselves to the regular course work.

SECTION 504 OF THE REHABILITATION ACT OF 1973 (SECTION 504)

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact your child's principal or Carolyn Crawford, Coordinator of 504 Services, at Dillon County Technology Center.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or

legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP may include health services for the student during the school day if needed. Contact your child's principal or Carolyn Crawford, Coordinator of Special Services, at Dillon County Technology Center to learn more about the IDEA.

ATTENDANCE

South Carolina public high schools follow attendance laws of the state of South Carolina. Students in South Carolina are required to attend school until their seventeenth birthday. They are also required to attend regularly in order to receive credit for high school courses.

A student must attend class a minimum number of 85 days in each 90-day course at Dillon County Technology Center. Attendance is counted from the first day of school, August 19, 2019. Credit is denied when a student accumulates more than **five** unlawful absences in a course. Credit is likewise denied when a student fails to meet the state-required minimum **120 hours** of classroom instruction.

- Excuses are to be written on a full sheet of paper to include dates and reasons for absences.
- The parent or legal guardian must sign this excuse with his or her telephone number included for the excuse to be valid, and the excuse must be turned in to the Dillon County Technology Center office.
- It is the student's responsibility to make sure the teacher signs his/her admission slip.

After five absences in a course, only medical or agency excuses are accepted. Parents' excuses will be accepted within the first **five** absences of a course. Additional absences must be accompanied by doctors' or agency excuses to be counted as excused absences due to the statewide requirement that a student meet **class 85** times in a semester course.

Students have **five** days to turn in excuses from the time of their return to school for them to be valid. Excuses that come into the office after **five** days from the student's return are considered invalid and are not counted. Those days are listed as unlawful absences.

TARDIES

Any student reporting late to classes **MUST** first report to the office to obtain a "Permit to Enter Class Late" slip. This permit will be completed fully and signed by one of the office staff. Students who are constantly late will be disciplined in the following matter:

Six (6) Unexcused tardies per nine weeks: 1-day suspension. A parental conference will be required before the student may return to school.

Due to the distances traveled from each high school our students arrive at varying times. The table below list the times in which a student will be considered tardy. Unless you are riding the bus, all students must report by the time listed below. If you are tardy you must have a parent or guardian with you to sign you into school.

Dillon High School	8:10 am 12:15 pm
Latta High School	8:15 am 12:20 pm
Lake View High School	8:15 am 12:20 pm
Dillon Christian School	8:10 am 12:15 pm
Home Schooled	8:10 am 12:10 pm

EARLY DISMISSAL

Any student checked out before 10:00 a.m. in the morning classes will be counted absent from their class for the day and any student checked out before 1:30 p.m. in the afternoon classes will be counted absent from their class for the day. Any student who needs to be excused early or for any part of a day from school must obtain permission from the Center Director or the Assistant Director. No other persons are authorized to do this. A parent or legal guardian must come to the school to check out a student and provide their driver's license or some other picture ID. If a student is to be checked out by someone other than the parent or legal guardian, that person's name must be on the student's early dismissal form that has been signed by their parent or legal guardian.

DRIVING AND RIDING PRIVILEGE

Students who wish to drive must obtain a parking application from the office. Students will be issued a parking decal that must be displayed on the driver's side rear window. Driving to school is a privilege extended by the Dillon County Technology Center and your high school administration. Students who exhibit responsibility are allowed to drive. Administration reserves the right to revoke driving privileges.

- To drive to school, students must register their cars in the office, provide proof of insurance, and show a valid driver's license.
- A parent's signature is necessary on the registration form for approval.
- The school does not charge a fee for students to use the parking lot, but parking decals are \$3.00 and must be placed on vehicle.

- Students are not allowed to loiter in cars upon arrival in the parking lot.
- Students are not allowed to drive into the parking lot and then leave and come back prior to the beginning of school.
- **Riders** must also have a registration form for approval to ride with another student. Rider decals are \$3.00.

STUDENT DRESS CODE

Dillon County Technology Center students are to come to school in a neat and clean manner each day. Dress is casual, but some styles, which may be appropriate outside of school, are clearly inappropriate for school. Dress code is also in effect for after school activities. Students may not wear the following:

- **PJ's or Lounging Pants**
- **Skirts, Shorts and dresses shorter than 4" above the knees**
- **Shorts/pants with holes higher than 4" above the knee**
- Cutoffs/mesh jerseys or half shirts
- Any see-through clothing
- Clothing with obscene/derogatory sayings or symbols
- Clothing that have alcohol/tobacco messages
- Clothing that have drug messages
- Clothing with guns/weapons
- Sunglasses in the building
- Hats, bandannas, do-rags, satin bonnets
- Halter tops or tank tops
- Pants not worn at the waist
- Gang Paraphernalia
- Clothing with narrow straps similar to tank tops and clothing with large openings under the arms.
- Bedroom shoes

Any kind of tight-fitting garment (leggings, tights, etc.) must be covered by a dress or skirt no higher than 4 inches above the knee.

Students who disobey the rule repeatedly about wearing their pants at the waist will be required to wear their clothing with shirtilails in or may be suspended. Students who violate rules about the length of shorts and dresses repeatedly will be required to wear long pants.

Any student that comes to school dressed inappropriately must acquire a change of clothes or will be sent home. The administration reserves the right to determine the appropriateness of student dress.

SMOKING

It is unlawful for anyone to smoke inside a government building. Smoking is prohibited by law and policy. In addition, it is against school policy to have **smoking or vapor paraphernalia** on school property. We offer a smoke-free workplace to both adults and students. Those who violate the expected standard face the following consequences.

1st Offense-1 Day OSS

For all other smoking/vapor offenses, the number of days suspended from school will be determined by administration.

CONSIDERATION OF EXPULSION

These offenses will likely result in the recommendation for expulsion:

1. Blackmailing, threatening, extorting, intimidating or bullying students, teachers, or staff
2. Possessing a weapon on school premises (to include the parking lot) or at a school event
3. Promoting or inciting a riot
4. Bodily assault or flagrant disrespect toward a teacher or member of the staff
5. Bomb threats, setting of fires, and destruction of school property
6. Accumulation of serious offenses that have resulted in two or more suspensions
7. Gang activity

AUTOMATIC RECOMMENDATION OF EXPULSION

Two offenses are so heinous that Board Policy requires an immediate recommendation of expulsion from school. They are as follows:

- **Distributing drugs or alcohol**
- **Having a gun at school (to include the parking lot) or a school function**

Other serious infractions of school rules and regulations may result in a recommendation for expulsion if the principal deems that the student's presence on campus would constitute a physical threat to students or staff and/or a threat to the normal educational process.

CANINE SEARCHES

In order to provide a safe, drug-free environment, Dillon County Technology Center will conduct periodic searches of student and school property. No notice of any kind is given prior to a search. The dog is professionally trained and will be on a leash. The dog handler and the principal or the designee will be present at all times when the dog is in the school or on the school grounds.

CELL PHONE

Students may have cell phones in their possession at school. Teachers have the discretion to permit the use of cell phones in their classrooms for **instructional purposes only**. Otherwise, cell phones are not to be visible during regular school hours. They must be kept in a student's purse, book bag, pocket, or the designated area assigned by the teacher. Any infraction of the cell phone policy will result in a classroom-managed referral with appropriate consequences. **Failure to surrender a cell phone upon the request of a staff member will result in suspension.** Cell phones may be picked up from the office by the parent from 3:30-4:30 PM. The school office phone is available for student use when emergencies arise.

STUDENT CANTEEN AND BREAK

All class will have a scheduled 10-minute break each day. The school reserves the right to cancel this privilege at any time. Students may use the vending machines and use the restroom during this time. Please make sure your students abide by this rule. Any student who does not have a medical note on file that habitually abuses the restroom or breakroom privileges may lose their rights.

Be mindful of your break times and consider others want to use the facilities as well. If your class habitually stays in the breakroom without permission from the office for longer than 10 minutes, you may lose all break privileges.

Students and staff, please make sure you pick up all trash before leaving the breakroom. **NO OPEN REFRESHMENTS ARE TO LEAVE THE CANTEEN AREA.** The school is not responsible for any money lost in the machines. Use of the vending machines outside of your regularly scheduled break is prohibited.

TELEPHONE

Only in the case of an emergency will students be allowed to use the telephone while at the school. If an emergency arises, the student will be given a hall pass from their instructor to go to the office to seek permission to use the phone. **STUDENTS ARE NOT TO USE THE CLASSROOM PHONES OR THEIR CELL PHONES IN THE CLASSROOM.**

Students who receive calls while at school will not be taken out of class to handle these calls. The school will make every effort to deliver messages from individuals listed in the students release package or their home high school officials. Students may not go to the office to use the telephone during the break.

FEES, BOOKS AND TOOLS

A charge may be made to students to cover workbooks and supplies which will be used in the technology program. This charge will vary depending upon the cost of the materials used. Students are expected to pay this fee as soon as possible. If for any reason you are unable to pay the fee, alert your instructor to this fact immediately. A payment plan may be worked out for emergency situations. Make payments directly to the Dillon County Technology Center. Courses that offer state board license tests such as: Cosmetology, Nail Technology, and Health Science, the school will pay for State Board License tests for students as instructed by the State Department. Students will also be required to pay for any of the classes that require the purchase of mandatory kits for the class before the kits will be given to the students.

Textbooks are the property of the Technology Center and are loaned to students. These books become the student's personal responsibility. Students will be charged for any damage or loss to books or tools which occur while they are using them.

AWARDS

Student of the Month

Each month each instructor selects the student from their class who has made the most outstanding progress and who's attitudes reflect respect, initiative and ambition. Selected students will be recognized on the bulletin board in the break room.

Recognition for Perfect Attendance

Every student who attends every day throughout the year will receive a certificate of perfect attendance on Awards Day.

NATIONAL TECHNICAL HONOR SOCIETY

National Technical Honor Society, (NTHS) is the acknowledged leader in the recognition of outstanding student achievement in career and technical education. Thousands of schools and colleges are affiliated with the Society. Member schools agree that NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace. Membership is open to seniors who have a 3.25 or better grade point average on a four-point scale, not the Uniform Grading Scale, and who have earned the required points in character, service, and leadership.

To remain in the National Technical Honor Society, students must maintain the following:

- Maintain a 3.0 grade point average on a four-point scale.
- Maintain a respectable discipline record. Students are placed on probation if they receive a suspension. If a second suspension occurs, students appear before the Ms. Crawford, the NTHS Advisor to show cause as to why they should not be dismissed from the Society.

Not be convicted of a crime. Students automatically are dismissed from the Society if convicted of a felony. Once dismissed, students are not eligible for readmission. Maintain a respectable attendance record. Students who miss five unexcused absences in a semester are placed on probation. Students who miss six or more unexcused days appear before the Faculty Council for a hearing to determine if they are to be dismissed.

CAREER AND TECHNOLOGY STUDENT ORGANIZATIONS

Career and Technology Student Organizations (CTSO) develop, in students, essential skills for success such as learning, thinking, communication, technology, and interpersonal skills. They help students gain a positive image through competitive skills events, leadership

development, and service-learning projects. Students with exposure to CTSOs serve their communities and nation and gain a competitive edge in the workforce.

Auto Technology	Skills USA	Information Technology	FBLA
Building Construction	Skills USA	Law Enforcement	Skills USA
EMS	HOSA	Masonry	Skills USA
Cosmetology	FCCLA	Mechatronics	Skills USA
Culinary Arts	FCCLA	Nail Technology	FCCLA
Health Science Technology ..	HOSA	Nat'l Voc. Tech Society	NVTHS

WORK-BASED LEARNING PROGRAM

The Dillon County Technology Center offers several Work-Based Learning Programs.

JOB SHADOWING, COOPERATIVE EDUCATION PROGRAM (CO-OP), INTERNSHIP, SERVICE LEARNING

These training programs are available to students in all center's technology courses, provided a suitable related training site can be obtained and students must:

- Sign all necessary training agreements before entering worksite.
- Must show proof of school insurance or accident insurance through parent.
- Have parent/guardian permission to participate and signature(s) on training agreement.
- Must provide their own transportation.
- Must have no discipline referrals and above average attendance.

The Work-Based Learning Program is supervised by Mrs. Fore, Work-Based Learning Coordinator. Participants will be selected for the work-based experience program without regard to race, color, religion, national origin or ancestry, age, sex, marital status, handicap or disadvantage.

STUDENT INSURANCE

The Dillon County Technology Center urges you to seriously consider student accident insurance. Each student will be given the opportunity to purchase an accident protection policy offered at their home high school. Because of the nature of the equipment the students will be operating, all students should have accident insurance.

REPORTING AND ACCIDENT

If you have an accident while at Dillon County Technology Center, report immediately to your instructor. He or she will bring you to the office to ensure that proper care is taken of the injury and file an accident report. Instructors are asked to contact the students home school to also report the accident. If you are insured under a plan other than the school plan, you should report the injury to your insurance provider.

INTRUDER DRILLS

Intruder drills are practiced on a regular basis if you hear, "LOCKDOWN" over the intercom or an administrator announces the lockdown in person: your teacher will follow the emergency code procedures during this time. Students need to be as quiet as possible and follow all directions as instructed by your teacher.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. Directions are posted in each room. When the alarm sounds, immediately walk to the nearest exit as instructed by your teacher.

TORNADO DRILLS

Tornado drills are indicated by an intermittent ringing of the bell. Students are to proceed to a designated place in the inner part of the building. When arriving at this point, it is necessary that you kneel and cover your head.

EQUAL OPPORTUNITY STATEMENT

It is the policy of the Dillon County Technology Center to assure that equal education and employment opportunities are available to all persons with regards to race, creed, color, age, sex, handicap, or national origin. Anyone who feels they have been discriminated against should contact Dr. Linda Turner, Title VI & IX Civil Rights, coordinator, Carolyn Crawford, Section 504 Handicapped Coordinator, or Jerry Strickland, Director for general concerns or grievances at P.O. Box 1130, or 1630 E. Main Street, Dillon, SC or call 843-774-5143.