

# **B. J. SKELTON CAREER CENTER HANDBOOK 2008-2009**

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*The School District of Pickens County is providing a copy of Back 2 School 2008: A Handbook for Students & Parents in the School District of Pickens County. Please refer to the district handbook for additional information concerning the policies and practices of the School District of Pickens County.*

## **B. J. SKELTON MISSION STATEMENT**

B. J. Skelton Career Center, 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.

## **EXPECTATIONS FOR STUDENTS**

### **DISCIPLINE CODE**

1. Students assigned to the career center 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 career center 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 career center 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 crafts persons 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 shop 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.

**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 career

center 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 career center so that he/she can be counted present.

**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 the following disciplinary action:

- 1<sup>st</sup> offense----- Saturday School
- 2<sup>nd</sup> offense-----Out of school suspension for **2** days
- 3<sup>rd</sup> offense-----Out of school suspension for **4** days
- 4<sup>th</sup> offense-----Out of school suspension for **5** days and discipline contract
- 5<sup>th</sup> offense-----Recommendation for expulsion

**STUDENT BREAKS**

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 /shop to visit the restroom, water fountain, or to use the telephone. This permission to leave the classroom / shop should normally occur during regular break periods. **The privilege to have a break and / or leave the classroom / shop may be denied by the instructor when in his /her judgment such privilege is not deserved or is being abused.**

## TARDINESS

1. Students arriving at the career center after 8:30 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 career center 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. Student's own failure to properly prepare to come to school.
  - b. Missing the bus from the home high school to the career center 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 career center during the school year will receive the following consequences per semester:

1. **1<sup>st</sup> tardy-----Recorded**
2. **2<sup>nd</sup> tardy-----Verbal warning**
3. **3<sup>rd</sup> tardy----Written warning/letter to parents**
4. **4<sup>th</sup> and additional tardies--Disciplinary action taken may include loss of driving/riding privileges, Saturday school, ISS, or other action as deemed appropriate.**

## EARLY DISMISSALS OR LEAVING SCHOOL

1. A student may leave the career center 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 career center 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.

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

### BUS TRANSPORTATION

1. Bus transportation from the home high school to the career center 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 career center. Students absent because they are prohibited from riding the bus to the career center will be given an unlawful absence for the day (s) missed.
3. Upon arrival at the career center, students will go directly to their assigned classroom or shop.
4. Upon dismissal from the career center, 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, particularly after third period, will remain in the area designated by the home high school until the next regularly scheduled classroom change.

### TRANSPORTATION OTHER THAN SCHOOL BUS

Driving to the Career Center 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** - This is a situation in which the student has followed the procedure for obtaining a permit. In order to obtain a permit, the student must come to the Career Center 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 career center 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 career center 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 career center grounds.
- d. Students driving private vehicles to the career center 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 career center 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 career center.
- h. If the student fails to attend classes at the career center or high school, driving privileges will be suspended or revoked.
- i. Students must pass every course at the high school and career center.
- j. Failure to follow any of the above rules will result in the suspension or revocation of driving privileges.

**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 provided the student 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 Career Center). 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.

- a. 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.

### **USE OF TELEPHONE**

- 1. No telephone in the career center's buildings will be used by students for personal use.**

Should an emergency exist, the student may ask his / her instructor, the center's secretary, guidance counselor, or director to place a call for the student. Long distance calls made for students on career center telephones will be collect calls.

- 2. The use of cell phones and/or pagers are not allowed during school hours. For additional information please refer to the Back to School Handbook.**

### **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 2007 handbook or School District of Pickens County Board Policy AR JCDB-R.**
2. **handbook or School District of Pickens County Board Policy AR JCDB-R.**

### **I. D. BADGES**

All students are to wear the I.D. badges issued by their home high schools. I.D. badge

violations will be referred to the home high school for disciplinary action. In every situation, teachers will issue you a temporary badge. This badge is good for one day only.

## STUDENT SERVICES

### GUIDANCE AND COUNSELING

1. The career center has a full-time school counselor available to the students, faculty, and parents.
2. Students may talk with the 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 counselor will give the student a definite time and date to return.

### STUDENT PLACEMENT

The career center works to assist students in securing outside employment and to advise students and faculty on the job outlook.

### 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 APPEALS

**Attendance appeals for the career center must be done at the career center, not at the home school. 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.

### LOST AND FOUND

Lost and found items will be reported or turned into the main office.

### INSURANCE

Because of the nature of the subject matter taught at the career center, the possibility of accident is always present. Each student enrolled must have one of the following:

1. **School insurance** -- school day coverage or 24 hour coverage
2. **An insurance form** signed by the parent(s) or guardian(s) and properly witnessed by an adult indicating that **insurance is provided by the parent(s) or guardian (s).**

## **SAFETY**

1. The observation and obeying of all Safety Regulations and Procedures is an ever present requirement for all students, visitors, faculty, and staff at this center.
2. Because of the very nature of the courses taught here there is the ever- present 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 center have been instituted to assure maximum practical safety for all individuals.
4. This includes but is not limited to:
  - a. Strict following of instructor's directions
  - b. Being at the appointed place and time.
  - c. The wearing of eye protectors.
  - d. Proper clothing.
  - e. Automobile driving and parking rules.
  - f. Shop clean up.

All are designed to achieve maximum safety.

## **CERTIFICATES**

All completers will receive a competency profile indicating areas of proficiency. These will be issued by your instructor at the end of your senior year. Since we do not keep copies of your profile, it is recommended that you put your profile in a safe place for future reference.

## **TERMINATION OF A 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 B. J. Skelton Career Center does not discriminate on the basis of sex, race, creed, or national origin in any educational program or activity.

## **STUDENT ORGANIZATIONS**

All students are offered the opportunity to become involved in student organizations which offer 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 students and students in other health related courses.

**FFA** - Future Farmers of America. Membership is open to all students served in the various programs associated with the Agriculture Technology and Horticulture programs.

**NTHS** – National Technical Honor Society. Membership based on academic achievement and open to 11<sup>th</sup> and 12<sup>th</sup> grade.

## **COURSE OFFERINGS**

### **TWO (2) YEAR PROGRAMS**

Computer Service Technology	Electricity
Automotive Technology	Masonry
Cosmetology	Culinary Arts
Machine Technology	Carpentry
Mechanical Design	
Mechatronics Integrated Technologies	
Welding Technology	
Graphic Communication	
Health Science Technology	
Law Enforcement Services	
Horticulture for the Workplace	

Agricultural Science & Technology for the Workplace

**THREE YEAR PROGRAM**

**Project Lead the Way** is a pre-engineering program. The sequence of courses offered in this program are:

Introduction to Engineering Design & Digital Electronics – offered in 10<sup>th</sup> Grade

Principles of Engineering & Computer Integrated Manufacturing Systems – offered in 11<sup>th</sup> grade

Engineering Design and Development – offered in the 12<sup>th</sup> grade

**INTRODUCTORY COURSES  
(Semester Courses)**

- Farm Animal Production
- Environmental & Natural Resources Management
- Introduction to Graphic Communication
- Introduction to Culinary Arts
- Computer-Aided Design
- Masonry
- Electricity
- Carpentry
- Automotive Fundamentals
- Machine Technology
- Welding
- Mechatronics
- Sports Medicine
- Introduction to Health Science

**DAILY SCHEDULE**

- 7:30 a.m. ....Teachers Sign -in
- 7:30-8:20 .....Instructional Preparation
- 8:20-8:30 .....Hall and Ground Duty
- 8:30 .....Classes Begin
- 11:10 .....Classes Dismiss
- 11:20 .....Lunch
- 12:00 .....Hall and Ground Duty
- 12:10 .....Classes Begin
- 2:50 .....Classes Dismiss
- 3:00 .....Teachers Sign-out

**B. J. Skelton Career Center Faculty/Staff**

- Mr. Leonard Williams, Director
- Mr. Ronald Wearing, Asst. Director
- Dr. Pernice Adams, Guidance/Curriculum
- Mr. Danny Fahey, School-to-Work
- Mrs. Christie Martin, Transition Facilitator  
, Secretary
- Mrs. Brenda Sheriff, Secretary/Bookkeeper
- Mr. Brian Aiken, Machine Technology
- Mr. Jesse Cannon, Welding Technology
- Mr. Jim Garrison, Carpentry  
, Principles of Biomedical Sciences
- Mr. Tim Hiott, Graphic Communication
- Mr. Hank Hutto, Mechatronics Integrated  
Technologies
- Mrs. Kelly Holder, Culinary Arts
- Mr. David Jensen, Horticulture
- Mr. Steve McCannon, Agricultural Science &  
Technology for the Workplace
- Mr. Greg Newton, Law Enforcement Services
- Mrs. Abbie Piotrowsky, Small Animal / Wildlife
- Mrs. Stacy Simmons, Cosmetology
- Mr. Phillip Smith, Automotive Technology
- Mr. Jeffrey Stephens, Masonry
- Mr. Brian Stewart, Electricity
- Mr. Iain Stewart, Computer Service Technology
- Mr. Steen Stovall, Mechanical Design
- Mrs. Joyce Stover, Health Science Technology
- Mrs. Mary Goodale, SKILL 1
- Mrs. Deborah Shaw, SKILL 2
- Mr. Robert Boyer, SKILL 3
- Mrs. Elizabeth Grumbles, SKILL 4
- Mrs. Nancy Bahs, STEP
- Mr. George McLeer, STEP
- Ms. Teresa Thompson, STEP
- Mrs. Dee Dyches, SKILL Assistant
- Mrs. Glenda Fowler, SKILL Assistant
- Mrs. Kathy Mills, SKILL Assistant
- Mrs. Joy Whitaker, SKILL Assistant
- Ms. Kayla McCollum, STEP Assistant
- Mrs. Karen Johnson, STEP Assistant
- Mrs. Kay Segers, STEP Assistant

**Our Custodial Engineers**

- Mrs. Louise Watson
- Mr. Gene Ragsdale
- Mr. Leroy Adams