

Heyward Career and Technology Center



2021-2022 Student Handbook



C. A. Johnson
Preparatory Academy



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Greetings!

Hello Students:

It is my pleasure to welcome you to a new year at Heyward. This year promises to be filled with exciting opportunities, which will allow you to become involved in a variety of areas in career and technology. As we prepare you to the "Future Ready," you will explore new horizons through your classes, student organizations, and other extended learning opportunities.

On behalf of the entire staff, we wish you much success during the 2021-2022 school year. We encourage you to work hard to be the best that you can be, and we hope you will have lots of fun in the process! If we can do anything to enhance your experiences at Heyward, please do not hesitate to let us know. Have a great year!

Dr. Sherry Rivers, Principal

Safety – First

Everyone is entitled to a safe, secure, orderly environment in which to learn and work. Studies point to the mask as a powerful tool that can help control the spread of the coronavirus which has infected millions of Americans. Students are required to follow the districts policy regarding wearing face masks. Masks/face coverings will be provided.

Technology Centers That Work Southern Regional Education Board

Making Schools Work (formerly High Schools That Work) is the nation's first large-scale effort to engage state, district and school leaders and teachers in partnership with students, parents and the community to improve the way high school students are prepared for work and further education. The South Carolina Department of Education, Office of Career and Technology Education is partnering with the Southern Regional Board and South Carolina Career and Technology Centers to initiate South Carolina Career and Technology Centers That Work.

This initiative is designed to accomplish similar goals as Making Schools Work but is specifically designed for Career and Technology Centers that serve high school students.

The purpose of Career and Technology Centers That Work school improvement initiative is to:

- Expand students' opportunities to learn a rigorous academic core and a career/technical concentration.
- Create supportive relationships between students and adults.
- Work as teacher advisers with parents, students, and home high schools to set goals, and to help students take the right courses to complete a program of study.
- Establish common planning time and professional development aligned with school improvement plans.

The mission of Technology Centers That Work is to create a culture of high expectations and continuous improvement.

Heyward Career and Technology Center further seeks to improve student achievement by focusing on the following Technology Centers That Work goals:

1. Increase the percentages of technology center graduates who complete a career/technical concentration and enter employment within the field for which they were prepared and who enter post-secondary studies.
2. Work with middle schools to effectively use assessments to guide students in creating programs of study that consist of courses that prepare students for high school and technology center courses.
3. Increase annually the percentage of students leaving the career and technology center with post-secondary credit or having met standards for post-secondary studies so they will avoid remedial courses.
4. Increase annually the percentage of technology center high school graduates that pass an approved employers exam (National licensure, state exam/credential, etc., such as ASE).

Career and Technology Centers That Work has identified a set of Key Practices that impact student achievement. Following are the Key Practices that provide direction and meaning to comprehensive school improvement and student learning:

- Complete an intellectually demanding career pathway program of study.
- Develop strong literacy, numeracy and math skills.
- Experience the extended learning time and support.
- Have access to Ready for High School courses and Ready for College courses in literacy and mathematics.
- Participate in authentic work-related project-based learning experiences in career pathway courses.
- Participate in a progressive sequence of work-based experiences.
- Make informed choices based on a deeper understanding of their interests, aptitude, academic strengths, career opportunities and the education required to reach their goals.
- Experience a senior year that allows those students who have the foundational literacy and math skills needed for careers and college to pursue an early advanced credential program, an early college program or both.
- Learn in a culture of continuous improvement.

South Carolina Uniform Grading Scale

| Average | Grade | College & Tech Prep | AAP | AAP/IB |
|------------|-------|---------------------|-------|--------|
| 100 | A | 5.000 | 5.500 | 6.000 |
| 99 | A | 4.900 | 5.400 | 5.900 |
| 98 | A | 4.800 | 5.300 | 5.800 |
| 97 | A | 4.700 | 5.200 | 5.700 |
| 96 | A | 4.600 | 5.100 | 5.600 |
| 95 | A | 4.500 | 5.000 | 5.500 |
| 94 | A | 4.400 | 4.900 | 5.400 |
| 93 | A | 4.300 | 4.800 | 5.300 |
| 92 | A | 4.200 | 4.700 | 5.200 |
| 91 | A | 4.100 | 4.600 | 5.100 |
| 90 | A | 4.000 | 4.500 | 5.000 |
| 89 | B | 3.900 | 4.400 | 4.900 |
| 88 | B | 3.800 | 4.300 | 4.800 |
| 87 | B | 3.700 | 4.200 | 4.700 |
| 86 | B | 3.600 | 4.100 | 4.600 |
| 85 | B | 3.500 | 4.000 | 4.500 |
| 84 | B | 3.400 | 3.900 | 4.400 |
| 83 | B | 3.300 | 3.800 | 4.300 |
| 82 | B | 3.200 | 3.700 | 4.200 |
| 81 | B | 3.100 | 3.600 | 4.100 |
| 80 | B | 3.000 | 3.500 | 4.000 |
| 79 | C | 2.900 | 3.400 | 3.900 |
| 78 | C | 2.800 | 3.300 | 3.800 |
| 77 | C | 2.700 | 3.200 | 3.700 |
| 76 | C | 2.600 | 3.100 | 3.600 |
| 75 | C | 2.500 | 3.000 | 3.500 |
| 74 | C | 2.400 | 2.900 | 3.400 |
| 73 | C | 2.300 | 2.800 | 3.300 |
| 72 | C | 2.200 | 2.700 | 3.200 |
| 71 | C | 2.100 | 2.600 | 3.100 |
| 70 | C | 2.000 | 2.500 | 3.000 |
| 69 | D | 1.900 | 2.400 | 2.900 |
| 68 | D | 1.800 | 2.300 | 2.800 |
| 67 | D | 1.700 | 2.200 | 2.700 |
| 66 | D | 1.600 | 2.100 | 2.600 |
| 65 | D | 1.500 | 2.000 | 2.500 |
| 64 | D | 1.400 | 1.900 | 2.400 |
| 63 | D | 1.300 | 1.800 | 2.300 |
| 62 | D | 1.200 | 1.700 | 2.200 |
| 61 | D | 1.100 | 1.600 | 2.100 |
| 60 | D | 1.000 | 1.500 | 2.000 |
| 59 & Below | F | | | |

CURRICULUM

The curriculum offered at Heyward Career and Technology Center attempts to meet the needs of all students according to their grade level and their intellectual level. A solid academic and technical foundation is necessary in today's current and future careers. Students who are highly educated and competent will attain the most rewarding careers. Future careers will demand the development of good attitudes, good work ethics, proficient problem solving, communication skills, critical thinking, and qualities of good leadership. They will evoke a spirit of cooperation in order to enhance a sense of dignity, respect, and integrity for all students, regardless of their chosen career and educational aspirations.

In keeping with our tradition of expecting excellence and the goal of serving all students, our curriculum offers students sequential programs of study to prepare them to meet the challenges of colleges or universities, as well as business careers. Thus, we urge students to set high goals and be disciplined, motivated, persistent and confident in their career decisions. Students will be encouraged to think critically and develop positive attitudes toward social groups and institutions.

COUNSELING SERVICES

Counseling services are designed to help students to recognize, accept, and develop their potential, to adjust to school and to develop the skills they need to cope with the problems they meet. Counseling services promote social academic and growth for students. Counselors provide opportunities to promote educational enhancement sessions and career exploration and information session on career preparation. Counseling sessions are available upon the request of all person to include students, parents, teachers, and administrators. As requested parent-teacher conferences are scheduled by contacting the guidance office. Interim and report card conferences are also available. Permanent record information, including test scores will be explained upon request. Counseling Services acts as a liaison between the school, the district and outside support services and agencies.

HONORS AND AWARDS

1. State Certificate of Completion

A career and technology student may earn a State Certificate of Completion if he/she meets the following requirements:

*Each student must complete the state minimum mandated requirements for the program in which he/she is enrolled.

*The student must be eligible to receive credit for the Program before the certificate is issued.

*The student must maintain a "70" average during each level of the Program.

2. Principal's Honor Roll

The principal's Honor Roll is a special recognition reserved for those students who meet the following standards:

1. Nine week grade of 90 or above.
2. Attendance record with not more than one absence in a nine-week period.
3. No disciplinary referrals.

3. Perfect Attendance

Each perfect attendance student will receive a Perfect Attendance Pin and/or certificate at the end of the semester.

4. Good Referral: STUDENT SHOUT OUT

- Staff would write good referrals for students. This should be something that the student has done (ex. Leadership role Or any other act of going above and beyond)
- Positive phone call home by administrator
- Student is given a copy of referral
- Administrators will communicate with staff about referral if there is a need
- Student will receive an incentive from administrator/staff member
- Coupon from various vendors may be given to students

5. Student Incentives

- Students will participate in various activities.
- Write up (only one level one infraction will be allowed)
- Must maintain a "C" average
- Cannot have any more than 3 unexcused absences
- Food (cook out)

6. National Technical Honor Society

Criteria for National Technical Honor Society are as outlined below:

Heyward has established a chapter of the National Technical Honor Society. This is a National Organization, which Honors only those students who have demonstrated outstanding Academic Achievement, Leadership Skills, and other good character traits.

a. Academic

Career and Technology Course—A

Other courses—C average/no D's or F's

If grade average falls below standard, student will have one quarter to bring it up before being dropped.

Must be on a diploma track.

b. Attendance

No more than (5) excused absences during the year.

A doctor's note required if student is absent more than five (5) days.

c. Conduct

Student is ineligible to be a member if he/she is suspended, either in-school suspension or out-of-school suspension.

A student may not have any disciplinary referrals in a year and remain in an honor society except under extenuating circumstances as determined by the teacher and administrator.

d. Qualifications

Must have a desire to pursue a career in the field of his/her career/technical study.

Dependability

Worthy Character

Good mentality

Credible achievement

Commendable attitude

Recommendations

Must be originally recommended by teacher

Must be approved by the career center principal

Must be approved by the high school principal

7. Student of the month

Teachers may recommend one student per month.

ACCREDITATION

Heyward Career and Technology Center is a Career Center, which is fully accredited by the Southern Association of Colleges and Schools and State Department of Career and Technology Education Heyward serves seven Richland School District One high schools.

ATTENDANCE

Students are expected to attend school every school day except in cases of illness, family emergencies or other extenuating circumstances. Students who are absent must present a written excuse signed by a parent or guardian, physician, or other appropriate person. The excuse must include the following:

1. The date(s) of absence;
2. The reason for the absence;
3. A telephone number where the parent/guardian may be reached; and
4. The signature of the parent, guardian, physician, etc.

The excuse must be presented to the Attendance Office within two days from when the student returns back to school. The reason for the absence given on the excuse will determine whether the absence will be recorded as lawful or unlawful. If an excuse is not properly submitted according to the terms of this policy, the absence may be recorded as unlawful. Forged excuses shall be referred to the school administration for appropriate disciplinary action.

Students returning to school after being absent should have a written excuse from a doctor or his/her parents.

Lawful Absences

No more than 10 days of excuses, with a note written by a parent/legal guardian, can be accepted for lawful absences during any school year. The district will consider students lawfully absent under the following circumstances:

- cases of extended or chronic illnesses certified by a physician
- absences due to health-related conditions, approved by the principal (i.e., medical, dental, or clinic appointments or short-term illnesses that require the services of a medical practitioner)
- cases where attendance in school would endanger the health of the student or the health of others as determined

by the principal (i.e., prevention of a flu epidemic)

- serious illness or death in the student's family (includes spouse, children, parents/legal guardians, brother/sister, grandparents, grandchildren, uncle/aunt, cousin, niece/nephew, and any relative who lives in the student's home or for whom the parent/legal guardian has a bona fide responsibility); these absences are limited to three days, unless approved by the principal
- absences due to recognized religious holidays
- school-related activities approved by the principal
- short-term suspension from school

Any other type of absence not covered by the above must be approved in advance by the principal. Prior to denying any such request, the principal is to consult with the office of student support services: social work services before he/she notifies the parent/legal guardian of the decision, except in emergency situations.

Case Appeal

In all cases of lawful excused absences, the student will be given an opportunity to make up the schoolwork missed. After the student returns to school the teacher may allow the student up to five school days to complete any missed assignments. In cases of extended illness, teachers may provide additional time for students to complete assignments. Teachers also may schedule make-up examinations beyond the five days normally allowed for make-up work. It will be the student's responsibility to contact the teacher for make-up assignments. Make-up assignments may, of necessity, vary from actual class work missed.

Unlawful Absences

- willful absences from school without the knowledge of the student's parent/legal guardian
- absences from the school without acceptable cause with the knowledge of the student's parent/legal guardian
- any absences not considered as lawful in the preceding section non-attendance for instructional activities for all or any part of the day to include class cuts or early sign outs

Written Notes/Excuses

Parents/Legal guardians will be notified that written excuses will be required for each student absence and parents/legal guardians will be expected to provide the school with a written excuse within two days after each absence. In cases where excuses are not submitted within two school days after the student returns to school, the student's absence will be considered unexcused.

Written requests by parents/legal guardians for lawful, excused absences should be honored. However, an attempt will be made to verify such requests. Telephone requests for excuse of students (usually resulting from emergency situations) should be honored if reasonable verification can be made. If not, the principal will use discretion in responding to

the request. Appropriate supportive services personnel may be used to assist the principal.

High School Credit

The school year consists of 180 school days. High school students or students in the middle school taking courses for graduation credit can only have three (3) unexcused absences during 45-day courses (*i.e., Automotive Technology 1, Automotive Technology 2, Health Science 2, Health Science 3, Sports Medicine 2, Sports Medicine 3*), and five (5) unexcused absences during 90-day courses (*i.e. Culinary Arts, Barbering and Cosmetology, etc.*)

When considering issues of high school credit, the school attendance committee must include the principal, the assistant principal responsible for attendance, a counselor, and a teacher. At the principal's discretion, some committee members may be excused from attendance meetings that address solely the issue of high school credit. The attendance committee will be responsible for approving or disapproving excessive absences under the following conditions:

- notice from a licensed, certified health practitioner
- recognized religious holidays
- death in the immediate family
- Other

School-sponsored trips will not be considered as absences for credit purposes, since students technically are in school. However, all other absences, excused or unexcused, will count toward denial of credit unless approved by the attendance committee.

Excessive class absences should be noted on the student's interim report and followed up with additional communication during the year when students are in danger of not receiving credit due to excessive absences. A "failure/no credit notification" will be sent to parents/legal guardians for each course a student is failing or for which he/she is not receiving credit along with the reason(s) for failing or not receiving credit indicated. The correspondence must also inform the parent/legal guardian of attendance recovery options that are available to the student through the school and district. This information will be mailed on the last day of classes for semester and year-long courses.

In cases where high school credit has been denied due to attendance regulations, students and their parents/legal guardians must be informed they may submit an appeal of the school's decision to the executive director of their school. This appeal must be in writing and must be filed within four working days after the last day of the semester/year. The appeal should be heard within 10 days of the end of the semester/year.

The executive director of school will inform schools of the documents/procedures necessary to expedite such appeals. The executive director's decision will be final.

Forms will be supplied.

MAKE-UP WORK

Make-up work after an absence may include material missed or other work for reinforcement and enrichment. It does not have to be the same as the work missed.

Parents may ask that make-up work be assigned if their child has missed one or more days. Students who have been suspended for 10 days or less are responsible for make-up exams and other required course work they missed.

All make-up work must be completed within one week after student returns to school.

EARLY DISMISSALS

Request for early dismissal must be made in the Attendance Office before the beginning of class. Parents are asked to send a note with the student stating dismissal time, parent's number and reason. All requests will be verified. If approved, the student will be notified and will sign out at the main office. Students should not leave school without signing out in the Attendance Office.

Tardiness

Students who are late to school should report to the Attendance Office before going to class. A student who is late to school and fails to report to the office to sign in is considered to be trespassing and is subject to arrest. Students who are late to school will be disciplined according to the tardy policy below.

1st, and 2nd Unexcused Tardy - Warning

3rd Unexcused Tardy - Administrative Conference and Parent Contact

4th, and 5th Unexcused Tardy - 1 Day In-School Suspension

6th Unexcused Tardy - Out-of-School Suspension

DRESS CODE

Richland County School Board Policy (JICA)

Richland County School District One is trying to create a culture of learning, and dressing appropriately enhances this culture. Students have the responsibility and are expected to dress in an appropriate manner while on school district property, on a school bus or other school-sponsored transportation, when representing the school or attending school-sponsored activities. Personal appearance will be such that it does not become distracting to other students; materially and/or substantially disrupt student work, classes, other school activities, or school order; or creates a health or safety problem. The more time staff has to spend on problems created by inappropriate attire, the less time is spent on improving student achievement.

The following minimum standards of dress will apply to all schools throughout Richland County School District One and will be strictly enforced per the student discipline code.

Each school is responsible for following the student discipline code and applying the appropriate interventions/consequences.

- Clothing and/or hair should not be so extreme as to distract or disrupt the educational process. Therefore clothing considered distracting, revealing and/or overly suggestive will not be permitted. This includes, but is not limited to, bare midriffs, halter-tops, backless tops, blouses/shirts with spaghetti straps, tank tops, see-through shirts or blouses, lingerie/sleep wear, muscle shirts, short shorts, mini-skirts, excessively tight and form fitting clothing (e.g., spandex clothing, stretch pants) and biker shorts.
- Clothing and/or accessories must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive. Skirts, dresses and shorts should be of adequate length to assure modesty when the student is seated or engaged in school activities. To determine the appropriate length, skirts, dresses and shorts should not be shorter than the length of the middle fingertips when the arms fall naturally at the sides while standing straight. Appropriate undergarments should be worn and should be covered by outer clothing. Undergarments should not be visible at any time.
- Wearing clothing or accessories that could pose a health and safety hazard to one's self or others is not permitted. This includes, but is not limited to, heavy chains, excessive and/or over-sized jewelry; fishhooks, multiple-finger rings (rings welded together resembling brass knuckles), studded bracelets or collars, nose-to-lip chains and removable dental wear (grilles), unless it has been approved by a dentist or orthodontist.
- Clothing and/or accessories must not display any information about, representations of or advertisements for sex, violence, alcoholic beverages, tobacco or tobacco products, controlled drugs or illegal drugs or paraphernalia associated with the before-mentioned items.
- Clothing and/or accessories that promote membership or affiliation with a "gang" or "gang activity", in any negative sense of the word, is not permitted. Examples include, but are not limited to, gang colors, tattoos, bandannas, "do rags", wave caps, sweat bands, gang clothing, jewelry, emblems, badges, symbols and signs.
- Clothing and/or accessories will not be worn inside out or backwards. Students may not wear an alteration of clothing to show favoritism to either the right or left side of the body. Examples include, but are not limited to, rolling one pants leg up, rolling one sleeve up, and one sleeve worn normally while the arm is out of the other sleeve.
- Pants must be worn at the waistline so that undergarments are not visible at any time.
- Unusual and/or excessive body piercing that distracts or disrupts the learning environment or poses a health and safety hazard is not permitted.
- Uniforms for co-curricular activities that are worn during classes other than physical education must be modified

to conform to these dress code guidelines.

- Proper shoes/footwear must be worn at all times. Bedroom shoes, footies, shoes with cleats and shoes with skate wheels are not permitted. Shoes must be fully tied, strapped or use Velcro fasteners if designed in that manner. For safety reasons, students should avoid wearing open toe shoes.
- Combs, brushes, hair picks and curlers should not be worn in the hair.
- Hats, head stockings, scarves/kerchiefs and sunglasses are not to be worn in school buildings (unless necessitated by a health condition or religious requirement).
- Secondary students must always properly display school ID during the school day and upon request at after-school Activities.

The school administration will have the right to designate which type of dress, fashion, fads or appearance disrupts or detracts from the educational environment and/or may be a potential health and safety problem.

Schools may make more specific and restrictive additions to these standards if recommended by the school administration and the school improvement council and approved by the superintendent or his/her designee.

Each school should endeavor to achieve full compliance of the dress code policy and rule through the use of positive reinforcement interventions/strategies that are in alignment with the student discipline code. Disciplinary action should be used only when positive interventions fail to bring compliance.

- 1st - Contact parent/change clothing or ISS
- 2nd - ISS
- 3rd - Parent conference/ISS
- 4th - OSS

DISCIPLINE

In compliance with Richland School District One's Code of Conduct, outlined by the Board of School Commissioners, Heyward Career and Technology Center believes that it is the responsibility of students, parents, and staff to see that students attend school and conduct themselves in an appropriate manner while in school. Further we expect our students to follow the rules set up by the Richland One Discipline Code as well as Heyward Career and Technology Center's school rules. This policy is subject to change based on board approval.

Harassment, Intimidation, and Bullying Policy

Board Policy Code JICFAA

The board prohibits acts of harassment, intimidation or bullying of a student by students, staff and third parties that 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 in a 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. For purposes of this policy, harassment, intimidation or bullying is defined as a gesture, electronic communication or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following:

- harming a student physically or emotionally or damaging a student's property or placing a student in reasonable fear of personal harm or property damage.
- insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Any student who feels he/she has been subjected to harassment, intimidation or bullying is encouraged to file a complaint in accordance with procedures established by the superintendent. Complaints will be investigated promptly, thoroughly and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously. The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment intimidation or bullying'. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying. The board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and district. Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of an employee. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation. The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment intimidation or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying.** Please refer to Richland Discipline Code.

Ten Essential Character Education Traits

| <u>Trait</u> | <u>Definition</u> |
|------------------------|--|
| Respect | To show high regard for authority, other people, self and country. |
| Honesty | To always be fair and straight forward in conduct. |
| Cooperation | To play together or work well with others to accomplish a common goal. |
| Citizenship | To be actively engaged in demonstrating pride and responsibility in self, school, community and country. |
| Responsibility | To be held accountable for your own actions. |
| Self-Discipline | To demonstrate the ability to control your-self in all situations. |
| Caring | To demonstrate concern through kindness and acceptance while meeting the needs of self and others. |
| Kindness | To be considerate, courteous, helpful and understanding of other's feelings. |
| Fairness | To play by the rules, to be open-minded to the viewpoints of others. |
| Dependability | To be counted on and trusted |

HEYWARD'S DISCIPLINE POLICY

Teachers will review with student review with students the Richland One Discipline Code. Each student will receive a copy of this handout from their assigned school as mandated by the Richland One School Board of Commissioners. Students will be held responsible for adhering to the discipline codes as outlined. Further, the administration will support teachers to ensure that such policies are enforced accordingly.

Heyward's Progressive Discipline Plan shall include but is not limited to the steps outlined below.

❖ Level I Offenses

- * Horse Playing
- * Refusal to Obey
- * Disrespectful and/or Inappropriate Remarks or Gestures
- * Class Cutting/Leaving Class without Permission
- * Use/Possession of Tobacco Products/Paraphernalia

- * Disruption of Class/Activity or Making Excessive Noise
- * Use of profanity or gestures
- * Inappropriate Displays of Affection
- * Any other offense that the principal (or designee) may reasonably deem to fall within this category.

❖ Progressive Plan

- Step 1 Teacher Warning and/or Conference
- Step 2 Teacher Contact Parent
- Step 3 Administrator Conference and Parent Contact
- Step 4 ISS 1-3 Days and Parent Contact
- Step 5 RPC and 1-3 Days OSS
- Step 6 3-5 Days OSS

❖ Level II Offenses

- * Excessive or Repeated Disruptions
- * Defiance of a district employees' authority
- * Bullying
- * Threats
- * Vandalism
- * Fighting
- * Assisting With or Encouraging Rule Violations
- * Material Disruption
- * Cheating
- * Gang-Related Behavior or Activity
- * Violation of Technology Agreement
- * Any other offense that the principal (or designee) may reasonably deem to fall within this category.

❖ Progressive Plan

- Step 1 Referral to Administrator and Parent Contact by Administrator
- Step 2 Referral for Guidance or Other District Services
- Step 3 1-3 Days OSS with Behavior Intervention Plan
- Step 4 3-5 Days OSS with Revised Behavior Intervention Plan
- Step 5 5-10 Days OSS

Level III Offenses

Level III offenses are considered safety violations and/or criminal misconduct. Students will be referred to the Richland School District One Hearing Office as outlined in the Discipline Code of Conduct **These offenses may involve law enforcement.**

- * Drugs
- * Alcohol
- * Theft
- * Firearms
- * Possession of Weapons
- * Explosives
- * Major Disruption of the Education Environment

- * Repeated defiant or disruptive behavior
- * Threat to a district employee
- * Aggravated bullying, threat, harassment or intimidation
- * Gambling
- * Any other offense that the principal (or designee) may reasonably deem to fall within this category.

OSS = Out-of-School Suspension
 ISS = In-School Suspension
 RPC = Required Parent Conference

STUDENT DRIVERS

Students driving to Heyward Career Center must complete a student parking registration form and a parent permission form.

If you transport someone to Heyward, a permission form for the student must be completed and turned in to the main office.

A \$5.00 fee must be paid to complete the registration of your vehicle and obtain a parking decal. Registration of all vehicles must be done by the published deadlines each semester. Otherwise, students must obtain principal approval.

The following consequences have been identified for students who do not adhere to the guidelines outlined in the registration packet.

- Step 1 Administrator Conference and Parent Notified
- Step 2 RPC
- Step 3 Driving Privileges revoked for 2 weeks
- Step 4 Driving Privileges revoked for remainder of school year

LOCKERS

Students are assigned a locker for the storage of books and equipment. It is the student's responsibility to see that his/her locker is kept locked and in order at all times.

STUDENTS SHOULD NOT SHARE LOCKER OR GIVE THEIR COMBINATION TO OTHERS.

TEXTBOOKS

Textbooks are furnished by the state and are issued at the beginning of the school year or semester. Students who lose or damage a book will have to pay for the book before another book is issued to them. Please take good care of your books.

STUDENT INSURANCE

Accident insurance protection is offered to all district students at the home school. All students are encouraged to have student accident insurance. When a student is insured under this plan; he/she will be given a claim form at the front office. The school will complete part of the form and the parents and the doctor will complete the remainder of the form. The

school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company. Certain classes require that students have insurance in order to participate in class activities.

FIELD TRIPS/STUDIES

Field trips are an integral part of the Heyward Career and Technology Center curriculum. Field trips will be taken during school hours and on school buses when possible. Field trips will be authorized by the administration, and students must have written permission signed by parents in order to participate.

HALL PASSES

Unless accompanied by a teacher or staff member, every student must have an official pass when they are not in a classroom. Upon request, a student must give his/her name and present an official hall pass.

VISITORS

Students are not allowed to bring visitors to Heyward without prior permission from an administrator. Visitors must report to the main office to sign in for a Visitor's Pass. Failure to do so will be considered trespassing, for which law enforcement will be called to campus.

TELEPHONE USAGE/MESSAGES

The office telephone is for school business, and students may use it only in cases of emergency with the permission of the office personnel. If a parent needs to communicate with his/her child during the school day, the office will contact that student and relay the information. **Students are not allowed to use the telephone in the instructor's office!!!**

EXTRA-CURRICULAR ACTIVITIES

Heyward Career and Technology Center offers extra curricular activities through the organizational clubs: Skills-USA, HOSA and FCCLA. These student organizations are affiliated with the district, state, and national levels. Students may compete in skill contests on the district, state, and national levels. These organizations promote the development of leadership, citizenship skills, and provide character-building opportunities. A variety of service learning projects are offered through the activities of the student organizations listed below:

FCCLA: Family, Career, and Community Leaders of America is for students enrolled in the Culinary Arts program.

HOSA: Health Occupations Students of America Club is for students enrolled in the Health Science Technology and Sports Medicine programs and are working toward a career in the Health Science field.

Skills USA: Skills USA is for students enrolled in Automotive Technology, Welding, Building Construction, Cosmetology,

Barbering, Computer Networking, Diesel Technology, Media Technology, and Mechatronics.

FFA: Future Farmers of America is for students enrolled in Horticulture.

NETWORK ETIQUETTE

Richland School District One is pleased to offer Internet access for students' use through its "Connect One" program. Our goal in offering these resources is to enhance the educational experience of our students by granting them access to worldwide information in text and media form that, if properly used, will stimulate the learning process. Students are expected to abide by the generally accepted rules of network etiquette. Etiquette rules include, but are not limited to, the following:

- ◆ Students must be polite and not use abusive language to others.
- ◆ Swearing, use of vulgarity or inappropriate language is not allowed.
- ◆ The network must not be used in such a way that would cause disruption of the use of the network by others.

IMPROPER USE

Students are expected to abide by the rules of proper behavior as outlined in this handbook and Board Policy IJNDB (see Section XIII). Rules include, but are not limited to, the following:

- ◆ Unauthorized accessing or duplication of computer programs, systems or data files.
- ◆ Deliberate deletions or destruction of any computer program, systems, or data files.
- ◆ Theft or vandalism of any computer, printer, file server, or computer accessories.
- ◆ Deliberate access to material, which would be considered inappropriate in a public school setting.
- ◆ Revealing personal information about oneself or others, including addresses and phone numbers.

LOST AND FOUND

Lost and found articles should be brought to the office. Students are encouraged to bring only needed items to school. Large sums of money and valuable personal items should be left at home. The school, the faculty and staff will not accept responsibility for lost or stolen valuables.

STUDENT ENROLLMENT

Students may enroll at Heyward by visiting their counselor at their feeder school.

WITHDRAWAL

A student enrolled in a program of study at Heyward can be withdrawn if the following apply:

- The student did not meet the appropriate criteria for enrollment into the program of study, (i.e., did not meet cut-off scores on entrance exam, did not make at least 70 in first level, etc.).

- The student withdraws to transfer to a home school that does not feed into Heyward.
- The student is expelled from school.

FERPA NOTIFICATION TO PARENTS

Under the federal Family Educational Rights and Privacy Act (FERPA), you have certain rights involving your child's school records. If your child is more than 18-years-old, these rights belong to him/her. You have the right to look at and review these records within 45 days of submitting a written request to do so. You should write our child's principal, stating which records you wish to see. The principal will set up a place and time for you to do this. If you find anything in these records that you believe to be false or misleading, you may ask that they be changed. You should again write the principal, stating what you want changed and why. If the district decides not to make the changes you requested, it will notify you of your right to a hearing on the matters and of the procedures for the hearing. You also have the right to give your approval for the release of personally identifiable information in your child's records, although FERPA permits some information to be released without your consent. For example, a school official may see your child's records if that official needs to, as a part of his/her job. Also, the district will release your child's records to another school district, without your consent, if your child plans to or is trying to enroll in that district. If you think Richland has not acted, as it should under FERPA requirements, you may send a letter of complaint to:

**Family Policy Compliance Office
US Department of Education
600 Independence Ave., SW
Washington, DC 20202-4605**

Richland County School District One does not discriminate on the basis of race, color national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of Individuals, or in any aspect of their operations. Richland County School District One also does not discriminate in its hiring or employment practices.

10th - 12th Grade Classes Bell Schedule

| | |
|------------------------------|-------------------------------|
| 7:45 a.m. | Teachers Arrival Time |
| 8:05 a.m. | Buses Arrive for AM Classes |
| 8:35 a.m. | Morning Classes Begin |
| 10:50 a.m. | LR & Middle College Dismissed |
| 11:05 a.m. | Morning Classes Dismissed |
| 11:05 a.m.-12:05 p.m. | Lunch/Planning |
| 12:05 p.m. | Buses Arrive for PM Classes |
| 12:35 p.m. | Afternoon Classes Begin |
| 2:40 p.m. | LR/Columbia High Dismissed |
| 2:55 p.m. | Afternoon Classes Dismissed |
| 3:30 p.m. | End of Day for Teachers |

9th Grade Introductory Classes Bell Schedule

| | |
|-------------------------------|------------------------------|
| 8:05 a.m. | Buses Arrive for AM Classes |
| 8:35 a.m.-9:45 a.m. | Period 1-2 Morning Classes |
| 9:50 a.m.-11:05 a.m. | Period 3-4 Morning Classes |
| 10:50 a.m. | LR/Middle College Dismissed |
| 11:05 a.m. | Morning Classes Dismissed |
| 11:05 a.m. - 12:05p.m. | Lunch/Planning |
| 12:05 p.m. | Buses Arrive for PM Classes |
| 12:35 p.m.-1:42 p.m. | Period 5-6 Afternoon Classes |
| 1:47 p.m.-2:55 p.m. | Period 7-8 Afternoon Classes |
| 2:40 p.m. | LR/Columbia High Dismissed |
| 2:55 p.m. | Afternoon Classes Dismissed |
| 3:30 p.m. | End of Day for Teachers |

10th - 12th Grade Classes Early Release Bell Schedule

| | |
|-----------|-----------------------------|
| 8:05 a.m. | Buses arrive for AM Classes |
| 8:35 a.m. | Morning Classes Begin |
| 10:30a.m. | Morning Classes End |

9th Grade Classes Early Release Bell Schedule

| | |
|----------------------|-----------------------------|
| 8:05 a.m. | Buses arrive for AM Classes |
| 8:35 a.m.-9:28 a.m. | Period 1-2/5-6 |
| 9:33 a.m.-10:30 a.m. | Period 3-4/7-8 |

Activity Schedule (All Programs)

| | |
|----------|-----------------------------------|
| A-Day/AM | 1st Period 9:00 a.m. - 10:30 a.m. |
| A-Day/PM | 3rd Period 1:00 p.m. - 2:30 p.m. |
| B-Day/AM | 2nd Period 9:00 a.m. - 10:30 a.m. |
| B-Day/PM | 4th Period 1:00 p.m. - 2:30 p.m. |



RICHLAND ONE MISSION STATEMENT

We are Richland One, a leader in transforming lives through education, empowering all students to achieve their potential and dreams.



MISSION STATEMENT

Heyward Career and Technology Center provides essential knowledge and skills to make a successful transition from high school to postsecondary education and/or the workplace.

OUR BELIEFS

- Our students are our highest priority.
- Students learn best when they are actively engaged.
- All students can achieve and succeed.
- Honesty, integrity and mutual respect are essential.
- Everyone is responsible for the success of our students.