

SCHOOL CALENDAR 2011-2012

Teacher In-service	August 8-12	Teacher In-service	January 9
First day of school	August 15	M.L. King Holiday	January 16
Labor Day Holiday	September 5	Report cards issued	January 17
Open House - Parent's Night	September 8	Teacher In-service	February 20
Craft Advisory - In-service	October 14	End 3rd quarter	March 14
End 1st quarter	October 18	Report cards issued	March 21
Report cards issued	October 24	Teacher In-service	March 30
Thanksgiving Holidays	November 23 - 25	Spring Break	April 2 - 6
Winter Holidays	December 19 - 30	Last day of school	May 24
End 2nd quarter (1st Semester)	January 6	Report cards issued	June 1

MESSAGE FROM THE ADMINISTRATION

The Mission of the Marion County Technical Education Center is to ensure that students of all ages will acquire skills for a changing global workforce by providing a program of study in a safe, modern learning environment. The administration, faculty, and staff welcome you to the Marion County Technical Education Center as it begins the 44th year of serving students from Marion County. We are proud of our past but are constantly looking ahead to the future.

You have the opportunity to prepare yourself for the future while you are a student here. The skills you master will be a result of your efforts. Programs are offered from nine career clusters and are open to any high school student without regard to race, religion, color, national origin, disability, sex, and marital or parental status. We will provide an educational atmosphere where you can enjoy your schoolwork and strive for individual achievement. However, the major responsibility lies with you to take advantage of all the opportunities made available. At graduation you can receive your South Carolina high school diploma, but you can also receive so much more. You can gain the training, knowledge and skills necessary for your future success.

The material covered in this handbook is one way of communicating to students and parents school information, rules and procedures. This material is not intended to either enlarge or diminish any board policy, administrative regulation or negotiated agreement. Therefore, material contained here may be superseded by board policy or administrative regulation. Information concerning specific policies and regulations of the Center is available for inspection and review at the MCTEC office. This handbook outlines the rules and regulations of the Marion County Technical Education Center. Read this handbook carefully and strive to make this your best school year ever.

CLASS SCHEDULE

Classes are scheduled so that second-year students attend during the morning block and first-year students attend during the afternoon.

Block 1 8:30 a.m. to 11:10 a.m.
Block 2 12:20 p.m. to 3:00 p.m.

TARDIES AND EARLY DISMISSALS

If a student is tardy, an excuse must be presented at MCTEC to be admitted to class. The excuse must be signed by the student's parent/guardian or authorized by a high school official and brought to the MCTEC office for approval. An admit-to-class note will be issued to the student. The number of tardies a student accumulates is recorded and excessive tardies will result in disciplinary action being taken. A student must present a request for early dismissal in writing to the MCTEC office upon arrival on campus. The request must be signed by the student's parent/guardian. Requests will be

verified by MCTEC administration before students are permitted to sign-out at the office and leave campus.

ATTENDANCE AND TRUANCY

Because school attendance is vital to your success, we emphasize the importance of attendance in helping you make desired academic and social progress. The school year consists of 180 school days. Students must attend 85 days per semester, which totals 170 days of the school year, to receive credit. Any student who misses school must present a written excuse signed by his/her parents/guardians. If a student fails to bring a valid excuse to school, he/she will automatically receive an unexcused absence. If a student presents an excuse suspected to be false or forged, his/her teacher will refer the student to the office for investigation and appropriate action. MCTEC will consider students lawfully absent (excused) under the following circumstances: They are ill and their attendance in school would endanger their health or the health of others, there is a death or serious illness in their immediate family, there is a recognized religious holiday of their faith.

MCTEC will consider students unlawfully absent (unexcused) under the following circumstances: They are willfully absent from school without the knowledge of their parents, they are absent from school without acceptable cause with the knowledge of their parents.

Students may be excused on a limited basis from a pre-planned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious or ethnic considerations. Teachers will permit students to make up work missed during an absence as long as the student makes appropriate arrangements with the teacher no later than the student's fifth day back at school. The student must complete the work within 10 days of his/her return to school. After three consecutive unlawful absences or a total of five unlawful absences occur, school officials will do the following: notify the parents of the absences, attempt to identify the reasons for the absences and develop a plan to improve future attendance.

After 10 unlawful absences, school officials will notify the parents/guardians of the absences. School officials will review the plan for improving attendance and clarify the consequences of continued absences. The County Board of Education designates the Director of MCTEC to promptly approve or disapprove any student's absences of more than 10 days. After 10 lawful or unlawful absences, the Director will approve or disapprove each succeeding absence. Students who continue to be absent from school unlawfully will be referred to the Marion County Attendance Office. MCTEC administration considers a student who is absent from school or from any class without permission truant and subject to disciplinary action including detention, suspension, expulsion and/or ineligibility to participate in school-related activities.

BUS TRANSPORTATION

Transportation to and from MCTEC is provided by each high school by means of school buses. All students are expected to use bus transportation unless properly authorized to drive to MCTEC. Students are required to unload from the buses when arriving on campus and go directly to class. If a student misses the bus to MCTEC, he/she must immediately report to the high school office to determine the procedure to follow. Failure to report to the high school office may result in disciplinary action by the high school and an unexcused absence at MCTEC.

STUDENT DRIVING

Permission to drive to MCTEC involves an agreement with a student's high school and the Center. A student desiring to drive to MCTEC must be properly authorized to drive and park at his/her high school before being allowed to drive to MCTEC. Parents and students must sign an agreement document before a MCTEC parking permit will be issued to a student. Forms are available at each high school and the Center. Specific driving and parking instructions are listed on the forms. Additional detailed instructions for the MCTEC campus will be explained when a student is properly authorized to drive. Driving to MCTEC is a privilege and can be taken away by the high school or by the Center if the student does not follow the rules agreed to in the contact.

TRANSFER STUDENTS

Students who transfer to MCTEC from other schools during the year will be given credit for training previously gained in comparable career programs.

FEES, FINES AND OTHER CHARGES

MCTEC supplies materials that are part of the basic educational program without charge to students. Exceptions apply to students enrolled in Cosmetology, Nail Technology and Practical Nursing where students are required to pay for supplies and licensing examination fees. All students are expected to provide their own supplies of pencils, paper, notebooks, etc. Students are required to pay for materials for projects that they keep. No student is exempt from charges for books, materials, supplies and equipment that are lost or damaged.

PAGING DEVICES/CELLULAR TELEPHONES

South Carolina law prohibits students possessing paging devices or cellular telephones while on school property or while attending school-sponsored activities on or off school property. Pagers and telephones will be held and released only to parents/guardians the first time they are confiscated. If such devices are confiscated a second time, they will be held for the remainder of the school year by the MCTEC administration. Parents/Guardians may arrange to retrieve such devices within 30 days after the completion of the school year.

INTERROGATIONS BY POLICE

When law enforcement officers find it necessary to question students during the school day, the Center Director or his/her designee will be present. The police will conduct the questioning in the Director's office or other appropriate private room with the Director or his/her designee present. The Director or his/her designee will attempt to contact the parents and request their attendance. If police intend to take a student into custody, they must present an official warrant. The Director will assist the law enforcement officer and student by assuring that all procedural safeguards as prescribed by law are observed.

GUIDANCE AND PLACEMENT SERVICES

MCTEC provides guidance and placement services for the benefit of all students. Students are encouraged to utilize the services provided to assist in working through problems, seeking career information and developing job seeking skills. Individual conferences can be arranged during class with the instructor's permission.

RADIOS/TAPE/CD/DVD/MP3/GAME PLAYERS

Students are not allowed to use radios, tape players, CD players, DVD players, MP3 players, game players or other such electronic devices which tend to distract from the instructional process while attending MCTEC. Confiscated devices will be returned only to parents/guardians.

SMOKING POLICY

Smoking is prohibited by South Carolina law. Students may not smoke at any time while on the campus or possess tobacco products, matches, lighters, etc. Students who violate this policy are subject to disciplinary action and may be fined by law enforcement.

FIRE/TORNADO/EMERGENCY DRILLS

Periodically during the school year, MCTEC will have practice emergency exercises. Each instructor will post a diagram of exits or safe areas and students will be instructed in the proper procedure to follow during a drill or in case of an actual emergency.

USE OF SCHOOL TELEPHONES

The telephones located in the office are for school business only. They are not available to be used by students except in cases of emergency. A student must have a authorized hall pass before coming to the office to have an emergency call placed for him/her by MCTEC office personnel.

USE OF METAL DETECTORS

To enhance security at MCTEC and deter students from bringing weapons into the school, officials are authorized to use stationary or mobile metal detectors in accordance with developed written procedures and Board policies.

STUDENT SEARCHES

Students do not lose their constitutional rights upon entering MCTEC premises. The 4th Amendment to the United States Constitution protects all citizens from unreasonable searches. However, students and their belongings are subject to reasonable searches and seizures when administrators have a belief, reasonable under the circumstances, that a student committed a crime or a violation of a school rule; and that such a search will reveal contraband or evidence of a violation of a school rule or a criminal law. MCTEC provides lockers and/or desks for student use during the school year but retains ownership of these lockers and/or desks. Administrators may conduct unannounced searches at any time to maintain health and safety standards.

DRUG DETECTION DOGS

Law enforcement officials use drug detection dogs in the schools of Marion County in an effort to deter bringing of controlled substances on school property. The use of the dogs is in accordance with strict Board guidelines and procedures which are available upon request. The dog may be used to perform random searches. If school officials have information that a student has contraband but lack reasonable suspicion, law enforcement may be called to request that the dog be used to search and establish reasonable suspicion for checking a student's vehicle, locker, desk or personal belongings such as book bag or purse. A school official will accompany the handler and the dog on all visits.

THE RENAISSANCE JOURNEY

The Renaissance Journey is an incentive program for students to do well at MCTEC. It is a program where one student will win a car at the end of the school year. Students earn Renaissance points through their achievement, attendance, community service and professional behavior. Last year, a Ford Explorer was given away in a random drawing on May 10, 2011. Over 225 students earned points during the year and were eligible to win the car. The names of 20 students were drawn from a fishbowl in a random drawing; a student enrolled in the Cosmetology program was the lucky winner of the car.

SAFETY

A major emphasis of MCTEC is safety. Instructors will teach safety procedures and are responsible for safety within their classrooms. Students are required to practice safety procedures and will be given safety tests before participating in hands-on projects. Safety glasses and other personal safety devices, which are necessary in specific classes, will be provided for the student. Signs and safety posters that are displayed in the classroom or laboratory must be observed. Everyone must follow safety regulations at all times. If an injury occurs, students should report the injury immediately to the instructor. If only minor first-aid treatment is necessary, it can be applied by the instructor. If further medical attention is necessary, such as seeing a doctor, the student should report to or have the office notified. Whenever an injury does occur that requires medical attention, a medical accident form should be obtained from the office and presented to the attending physician or hospital. Each student is covered under a limited accident insurance plan; however, parents are strongly encouraged to provide additional accident insurance. Injuries resulting from horseplay or fighting are not covered by the MCTEC school insurance plan.

FIELD TRIPS

Instructors may schedule field trips for educational purposes. Students are considered "in school" while participating in field trips and are subject to the school's conduct rules, board policies and other rules as may be deemed appropriate. Each student must obtain written parental permission to participate in a field trip.

STUDENTS AT WORK (S.A.W.)

MCTEC, in partnership with business, provides students with school-to-work experiences that complement their job-skill training. The S.A.W. program allows students to report to local businesses or industries instead of coming to class at MCTEC. For a student to be eligible to participate, several conditions must be met and/or maintained. The student must be enrolled in the final year of a program. The student must have an acceptable grade average. The student must have accumulated no more than eight absences by the beginning of the program. The student must have no disciplinary action taken against him/her at MCTEC during the year. The student must have paid all school fees. The student must have parent/guardian approval to participate in S.A.W. Participation in this program has been beneficial to many students over the past years so all students should strive to qualify for S.A.W. and gain related work experience while enrolled at MCTEC.

AMERICANS WITH DISABILITIES ACT (ADA)

MCTEC is committed to maintaining a barrier-free environment so that individuals with disabilities can fully access programs, services and activities. Every reasonable accommodation will be made to assist employees, students, parents and visitors with special needs related to disabilities.

SCHOOL APPEARANCE

Your support and efforts are needed in keeping MCTEC grounds and buildings clean and orderly. There are trash cans for disposal of litter. Please make every effort to assist in keeping all areas neat and clean. If students find that the rest rooms or other areas are not clean, they should bring this situation to a staff member's attention. If students observe unsafe condition that could be a hazard, they should notify their instructor or a school administrator immediately.

REPORTS TO STUDENTS AND PARENTS

MCTEC will issue reports of student grades and absences to parents at least four times a year. Grades will be based on many factors including oral and written assignments, class participation, special assignments or projects, research activities and other identified criteria. At the end of 4-1/2 weeks of a grading period (interim), MCTEC will report the student's progress to the student and the parents. MCTEC encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or administrator. A parent who

wishes a conference with a teacher may call MCTEC for an appointment before or after school or may request that the teacher call the parent to arrange a mutually convenient time.

STUDENT ORGANIZATIONS

Curriculum-related student organizations are in operation for classes at MCTEC. SkillsUSA, HOSA, ProStart and FFA are organizations dedicated to helping students develop leadership potential, technical skills, social skills and competitiveness. Instructors will provide information about these organizations. You are encouraged to become actively involved in the student organization for your career area. Policy does not allow non-curriculum related student groups to meet on the premises. Only curriculum-related student groups may hold meetings at MCTEC.

STUDENT RECOGNITION

The faculty and staff believe that students should be recognized for the good work they do. Honor Roll and Student-of-the-Month certificates are awarded for outstanding work and achievement. To receive a Student-of-the-Month certificate, a student must be nominated by his/her instructor. Instructors use quality of skills, attendance, participation in class, grades and attitude as criteria for this award. Students with grades of at least 93 and with no more than three unlawful absences during a nine-week grading period will receive an Honor Roll certificate. Honor students are presented with silver cords to be worn at the annual Achievement/Completion Ceremony. Students with a grade average of at least 93, no more than ten absences and with no major discipline referrals receive these honor cords. Outstanding Graduates (Top of the Class) are recognized at awards ceremonies at their respective high schools and are presented with achievement medallions.

STUDENT RECORDS

Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. This law gives certain rights to parents regarding their children's records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Parents and eligible students have the right to inspect and review all of the student's records maintained by MCTEC. They have the right to request that administrators correct records believed to be inaccurate or misleading. Generally, the Center must have written permission from the parent or eligible student before releasing any information other than directory information from a student's records.

VISITORS ON CAMPUS

Faculty and staff encourage parents/guardians to visit classrooms and observe the work of their children. Visitors are required to report to the office and receive authorization before visiting classrooms. When parents have been invited to attend a specific program or activity such as Open House or the Achievement Ceremony, they are not required to stop by the office first. Students may not bring sisters, brothers, cousins, etc. as visitors to class with them during the school day. School officials will not permit unauthorized persons in school buildings or on school grounds. Both state law and the Board authorize school administrators to take appropriate action to prevent unauthorized persons from entering buildings and from loitering on the grounds. State law allows school administrators to conduct reasonable searches of the person and property of visitors on school premises.

GRIEVANCE PROCEDURE

The purpose of the MCTEC Grievance Procedure is to provide an orderly means whereby a student may be heard in a prompt, fair and judicious manner. When a student feels that he/she has been subjected to unfair, discriminatory or abusive treatment, he/she may request the form from a MCTEC teacher or the MCTEC office for submitting a written grievance. Annually, a Grievance Committee composed of students, a teacher and an administrator is formed to promptly hear student grievances.

DRUG-FREE POLICY FOR STUDENTS

Drug abuse and alcohol abuse are national and community problems. The Marion County Technical Education Center staff believe that the first step in eliminating this serious problem is prevention. Students will be provided information regarding the legal, social and health consequences of drug and alcohol abuse. This information will be provided by the Marion County Drug and Alcohol Abuse Program. Upon recognition of a student's problem with drug and/or alcohol dependence, the student will be made aware of persons or agencies who can assist in treatment or rehabilitation. Examples of counseling and treatment avenues are doctors, counseling agencies, guidance counselors, teachers, ministers and private institutions.

No student will unlawfully manufacture, distribute, dispense, possess or use any drug and/or alcohol in the school, on school property or at school sponsored activities. A student who violates this policy will be subject to disciplinary action including: notification of parents, suspension, notification of law enforcement officials and expulsion from Marion County schools. A student who violates this policy may also be required to satisfactorily participate in a drug abuse assistance or rehabilitation program, provided this program is approved by the administration. There will be a biennial review of this policy to determine effectiveness, implement changes as needed and insure that disciplinary sanctions are consistently enforced. Policy compliance is mandatory and will be distributed to all students and parents at the beginning of each school year. The administration takes action in accordance with local, state and federal laws and policies.

CONDITIONS OF INTERNET USE

The purpose of the decision to provide Internet access is to allow an expanded opportunity for research and education by providing access to unique resources and the expanded opportunity for collaborative work. All use of the Internet must be in support of education and research and consistent with the educational objectives of the Center. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state laws or regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Administrators and teachers may access the Internet for educational or work-related purposes at any time which is not disruptive and does not interfere with the performance of other responsibilities by the employee or other staff members. Students will be allowed to access the Internet only through their teachers. No students may access the Internet without permission. Student use must be supervised by a staff member.

RULES OF USAGE

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of privileges. All staff and students must abide by the generally accepted rules of network etiquette, including the following:

Be polite. Do not be abusive in messages to others. Always use appropriate language. Profanity, vulgarities, or other inappropriate language is prohibited. Illegal activities are strictly forbidden. Do not disrupt, harass, or annoy other users. Never reveal personal information, addresses or phone numbers of yourself or others. Electronic mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal or inappropriate activities will be reported to the appropriate authorities. All communications and information accessible via the network should be assumed to be private property. Always cite all quotes, references, and sources. Never access inappropriate or restricted information, such as pornography or other obscene materials, or other information not directly related to the educational purposes for which access is being provided. Restricted information includes obscene, libelous, indecent, vulgar, profane, or lewd materials, advertisements for products or services not permitted to

Minors by law, insulting, fighting, and harassing words, and other materials that may cause a substantial disruption of the academic environment. Vandalism also is prohibited and will result in cancellation of privileges. Vandalism includes any malicious attempt to harm or destroy data of another user, and includes, but is not limited to, the uploading or creation of computer viruses, worms, spyware, malware, etc.

All users should remain on the system only as long as necessary to complete their work, so that other individuals will have equal opportunities to access the Internet. All users should use the Internet only for research and academic reasons; non-academic users are prohibited. Do not use the system for financial or commercial gain. Always follow the instructions of the supervising staff members.

Students who violate the terms of this Administrative Rule or who otherwise misuse their access to the Internet will be subject to disciplinary action in accordance with the Center's Code of Conduct. Internet access privileges also may be canceled for up to one year. Violations of the laws of the United States or the State of South Carolina also may subject the user to criminal prosecution. If the user incurs unauthorized costs, the user, as well as the user's parents, if the user is a student, will be responsible for all costs.

DRESS CODE

MCTEC is committed to providing a safe, friendly, learning environment for students. Attire is not only a reflection of the individual student but also of the general learning environment. Students have the responsibility of wearing clothing that projects a positive attitude of pride in self, school and community. Students are required to wear appropriate, comfortable, and safe clothing that is in good taste. No article of clothing shall be worn that distracts from the educational process. Administrators have the final decision as to the appropriateness of all clothing and attire. Following are guidelines for appropriate dress for students:

Clothing, jewelry, accessories, etc. that depict obscene, illegal, violent, racial, unethical and/or sexually oriented statements, meanings or suggestions are not permitted. Attire which causes or is likely to cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment is prohibited.

Wearing of hats, caps, headbands, scarves, doo rags, bandanas, visors, sunglasses, hoods or other headwear is not allowed on school property which includes buildings, yards, buses and private vehicles unless approved by the Director.

Shorts may be worn at mid-thigh. Skirts must be worn no higher than 2 inches above the knee. Shirts and blouses must have sleeves and must be long enough to be tucked in. Sleeveless, low cut or midriff tops/shirts/blouses are not permitted. Any clothing, including "see-through clothing", that allows undergarments or body parts to be inappropriately exposed is not permitted. Clothing such as sagging/baggy pants, sweat pants or slacks are to be worn in such a manner that undergarments are covered at all times.

Apparel, jewelry, accessory or manner of grooming which, by its color, arrangement, trademark, symbol, or attributes indicates or implies membership or affiliation with a group/gang/secret society which presents a danger contrary to the environment and objectives of MCTEC is prohibited.

Appropriate shoes must be worn at all times. Flip-flops and bedroom shoes are not permitted. Sandals and other open-toe footwear are prohibited in laboratories and classes where safety regulations concerning footwear are in effect. It is important to wear clothes that are safe, comfortable and do not interfere with the class curriculum. Students are encouraged to bring work clothes to classes where there is a chance of getting clothes dirty. Storage areas and sufficient time will be allowed at the beginning and end of class for changing.

CODE OF CONDUCT

Most students are excellent examples of good citizens and recognize the importance of learning, enjoy the challenges of increased responsibility, form positive relationships and participate in student activities within the framework of accepted standards. A few students may be unable or unwilling to accept responsibility for their own behavior. Some may decide to avoid any serious effort to gain an education or to respect accepted rules of behavior. They may sometimes make it difficult for serious students to learn. The Code of Conduct is arranged by degrees of seriousness and applies to all on-campus and off-campus school-sponsored activities. The levels are arranged from the least to the most serious. The three levels of student misconduct are identified as disorderly conduct, disruptive conduct and criminal conduct.

LEVEL 1 - DISORDERLY CONDUCT

Disorderly conduct is defined as activities engaged in by a student which tend to impede orderly classroom procedures or instruction, and/or the orderly operation of the school. This pertains to all within-school and school-sponsored activities whether on or off campus. Administrative sanctions for disorderly conduct include but are not limited to reprimand, loss of privileges, temporary removal from class, detention and assignment of additional work. In all cases of first-time offenses, parents will be notified and may be asked to come to the Center for a conference with the teacher and an administrator. A three-step procedure will be followed for all Level 1 offenses:

1st time a Level 1 offense occurs

Teacher reprimand and parent notification and/or office referral and student conference. Administrative sanctions may be applied.

2nd time a Level 1 offense occurs

Administrator conference with student and/or parent. Administrative sanctions will be applied.

3rd time a Level 1 offense occurs

Out-of-school suspension (maximum 3 days). All suspensions require a parent conference with MCTEC administration before student reinstatement.

Disorderly Conduct (Level 1) offenses include but may not be limited to the following behaviors:

- 1) Classroom tardiness. Leaving class without permission. Being found in a wrong location.
- 2) Failure to carry out instructions, directions or assignments. Lack of cooperation. Sleeping in class.
- 3) Acting in a manner that disrupts instruction and/or annoys classmates. Excessive talking or excessive moving around.
- 4) Use of forged notes or excuses.
- 5) Abusive language, gestures or profanity between students. Bullying fellow students.
- 6) Showing disrespect for, arguing with, acting rudely towards or intentionally lying to a faculty/staff member.
- 7) Dressing in a manner that violates the MCTEC dress code.
- 8) Possessing pagers, cellular telephones or other telecommunications devices.

9) Using radios, tape players, CD players, DVD players, MP3 players, game players or other electronic devices that tend to distract from the learning process.

10) Driving or riding to MCTEC without proper authorization.

11) Cheating on an examination, test or other assignment (Student receives a zero.)

12) Safety rule or safety procedure violation.

Level 1 conduct may be classified as disruptive conduct (Level 2) if a student engages in disorderly conduct or behavior three or more times.

LEVEL 2 - DISRUPTIVE CONDUCT

Disruptive conduct is defined as those activities engaged in by a student which are directed against persons or property, and the consequences of which tend to endanger the health or safety of the student or others in the school. This pertains to all within-school and school-sponsored activities whether on or off campus. Some instances of disruptive conduct may overlap criminal offenses, justifying administrative sanctions and court proceedings. Administrative sanctions for disruptive conduct include but are not limited to temporary removal from class, assignment of additional class work, out-of-school suspension, restitution of property and damages, referral to outside agencies, notification of law enforcement authorities and recommendation of transfer to alternative education. All suspensions require a parent conference with school administration at the Center before student reinstatement. Disruptive Conduct (Level 2) offenses include but may not be limited to:

Physical abuse: Provoked - Fighting - Both students involved in an altercation as willing participants

1st time - Notification of law enforcement; out-of-school suspension (5 days)

2nd time - Notification of law enforcement; out-of-school suspension pending Board hearing

Physical abuse: Unprovoked -- Student(s) attacked without provocation

1st time - Notification of law enforcement; out-of-school suspension (5 days)

2nd time - Notification of law enforcement; out-of-school suspension pending Board hearing

Abusive language/gestures towards teacher or staff

1st time - Out-of-school suspension (3 days)

2nd time - Out-of-school suspension (5 days)

3rd time - Notification of law enforcement; out-of-school suspension pending Board hearing

Deliberate refusal to obey faculty or staff member

1st time - Out-of-school suspension (3 days)

2nd time - Out-of-school suspension (5 days)

3rd time - Notification of law enforcement; out-of-school suspension pending Board hearing

Willfully endangering the safety of self or others.

1st time - Out-of school suspension (3 days)

2nd time - Out-of-school suspension (5 days)

3rd time - Out-of-school suspension pending Board hearing; notification of law enforcement

Vandalism, defacing or willful destruction of materials or property (minor - less than \$300)

1st time - Out-of-school suspension (3 days); restitution of property and damages; notification of law enforcement

2nd time - Out-of-school suspension (5 days); restitution of property; notification of law enforcement

Cutting class or leaving the campus without permission

1st time - Out-of-school suspension (3 days)
2nd time - Out-of-school suspension (5 days)
3rd time - Notification of law enforcement; out-of-school suspension pending Board hearing

Theft (minor - less than \$300)

1st time - Out-of-school suspension (3 days); restitution of property; notification of law enforcement
2nd time - Out-of-school suspension (5 days); restitution of property; notification of law enforcement

Possession of fireworks

1st time - Out-of-school suspension (3 days)
2nd time - Out-of-school suspension (5 days)
3rd time - Out-of-school suspension pending Board hearing; notification of law enforcement

Smoking or possession of smoking materials

1st time - Out-of school suspension (3 days); notification of law enforcement
2nd time - Out-of-school suspension (5 days); notification of law enforcement
3rd time - Out-of-school suspension pending Board hearing; notification of law enforcement

Misuse of fire alarm system or fire extinguisher

1st time - Out-of-school suspension (5 days)
2nd time - Out-of-school suspension pending Board hearing; notification of law enforcement

Inappropriate use of the Internet

1st time - Administrative conference with parent and student. Administrative sanctions will be applied.
2nd time - Out-of school suspension (3 days)
3rd time - Out-of-school suspension (5 days)

Gambling

1st time - Administrative conference with parent and student. Administrative sanctions will be applied.
2nd time - Out-of school suspension (3 days)
3rd time - Out-of-school suspension (5 days)

Making threats against others

1st time - Administrative conference with parent and student. Administrative sanctions will be applied.
2nd time - Out-of school suspension (3 days)
3rd time - Out-of-school suspension (5 days)

Trespassing by a suspended student

1st time - Additional 1 to 3 days of out-of-school suspension; notification of law enforcement
2nd time - Additional 3 to 5 days of out-of-school suspension pending Board hearing; notification of law enforcement

Illegally occupying or blocking school property with the intent to deprive others of its use

1st time - Out-of school suspension (3 days)
2nd time - Out-of-school suspension (5 days)
3rd time - Out-of-school suspension pending Board hearing; notification of law enforcement

Unlawful assembly

1st time - Out-of school suspension (3 days)
2nd time - Out-of-school suspension (5 days) 3rd time - Out-of-school suspension pending Board hearing; notification of law enforcement

Disrupting lawful assembly

1st time - Out-of school suspension (3 days)
2nd time - Out-of-school suspension (5 days)
3rd time - Out-of-school suspension pending Board hearing; notification of law enforcement

LEVEL III - CRIMINAL CONDUCT

Criminal conduct is defined as those activities engaged in by a student which result in violence to oneself or another person or property or which pose a direct and serious threat to the safety of oneself or others in the school. These activities usually require administrative actions which result in immediate removal of the student from the school, the intervention of law enforcement authorities and/or action by the local school board. This pertains to all within-school activities and school-sponsored activities whether on or off campus. The following offenses carry a maximum of ten days out-of-school suspension pending a hearing by the Board and notification of law enforcement.

OFFENSE 1: Assault and Battery

OFFENSE 2: Extortion

OFFENSE 3: Bomb threat

OFFENSE 4: Possession, use, or transfer of weapons

OFFENSE 5: Sexual offenses

OFFENSE 6: Major vandalism (over \$300)

OFFENSE 7: Major theft, possession or sale of stolen property (over \$300)

OFFENSE 8: Threatening to take the life or to inflict bodily harm upon a teacher, administrator or members of their immediate family

OFFENSE 9: Furnishing, selling or possession of controlled substances (drugs, narcotics or alcohol)

OFFENSE 10: Distribution, sale, purchase, manufacture or unlawful possession of a controlled substance while in or within a radius of one-half mile of school grounds

OFFENSE 11: Arson

NOTICE

The Code of Conduct outlined in this handbook attempts to be comprehensive; however, the code cannot cover every possible student misbehavior. Administrators are given the authority to deal with behaviors not covered in this code in an appropriate manner.

FACULTY

Auto Collision Repair Technology
Eric Lee

Automotive Technology
Randy Johnson

Construction Trades
Bobby Lowrimore

Cosmetology
Tammy Haselden - Keli Stokes

Culinary Arts
Patricia Owens

Entertainment Technology
Morris Ward

Health Science
Shana Lee - Bobby Lowrimore

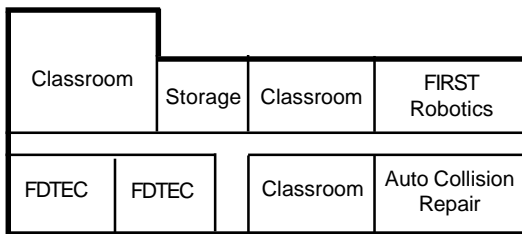
Practical Nursing
Tracy Oakley
Misty Owens
Mary Pool

STAFF

Director
Paul Crandall
Associate Director-Guidance
Dan Farrow
Associate Director-Placement
Sanford Eaddy
Financial Officer
Hazel Grainger
Administrative Assistant
Rita Floyd
Secretary-Receptionist
Melissa Simmons
Practical Nursing Secretary
Cassandra Mack
Maintenance Staff
Jerry Bennett
Johnny Johnson
Media Specialist
Jim Chavis

The Center's 504, Title II and Title IX Coordinator is:

Mr. Dan Farrow, Guidance Counselor
Marion County Technical Education Center
Mailing Address -- Post Office Box 890
Marion, South Carolina 29571
Physical Address -- 2697 East Highway 76
Mullins, South Carolina 29574
843-423-1941



Classroom Layout

