

DANIEL MORGAN

TECHNOLOGY CENTER

Faculty & Staff Handbook

2022 -2023

**Serving Spartanburg
School Districts**



FOREWORD

This handbook has been prepared to provide each member of the faculty and staff of DMTC an understanding of the policies and procedures by which this school operates. It is a composition of some of the current policies and procedures of DMTC relating to employees. Such policies and procedures are subject to change by the administrators of DMTC or the DMTC Governing Board. Every policy, procedure, and practice may not be included in this handbook and certain additional duties and responsibilities may be assigned to employees by the administrators of DMTC or the DMTC Governing Board.

The contents of this handbook are not intended to create a contract between the school district and any employee. This handbook does not contain any statement that binds the school district or any employee to any conditions or privileges of employment or definite period of employment. The only valid contract of employment between the school district and any employee must be in writing, signed by the Superintendent and approved by the Board of Trustees.

The Every Student Succeeds Act (ESSA) was signed by President Obama on December 10, 2015. This bipartisan measure reauthorizes the 50-year-old Elementary and Secondary Education Act (ESEA), the nation's national education law and longstanding commitment to equal opportunity for all students. The new law builds on key areas of progress in recent years, made possible by the efforts of educators, communities, parents, and students across the country.

The previous version of the law, the No Child Left Behind (NCLB) Act, was enacted in 2002. NCLB represented a significant step forward for our nation's children in many respects, particularly as it shined a light on where students were making progress and where they needed additional support, regardless of race, income, zip code, disability, home language, or background. The law was scheduled for revision in 2007, and, over time, NCLB's prescriptive requirements became increasingly unworkable for schools and educators. Recognizing this fact, in 2010, the Obama administration joined a call from educators and families to create a better law that focused on the clear goal of fully preparing all students for success in college and careers.

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DANIEL MORGAN TECHNOLOGY CENTER

Beliefs, Vision, and Mission

We Believe That...

Without change, learning stops.

Students have the right to develop individual abilities.

Students should share in the responsibility for their own learning and personal growth.

Students should be provided with an environment conducive to learning.

Success is the result of hard work, desire, and good planning.

Students deserve to be treated with dignity and respect.

Education is a partnership among students, parents, school, community, and industry.

Students benefit from a culturally diverse educational system.

Students should prepare for training beyond high school.

Students should be shown the relationship between academic and technical knowledge and how both are essential to success in the workplace.

Students should be provided the opportunity for workplace experiences and workplace certifications.

We envision...

Our students developing the technical, academic, and decision-making skills needed for success not only in the workplace and/or a post-secondary institution, but also in life.

Our Mission...

The mission of Daniel Morgan Technology Center is to provide students with the academic, technical, and decision-making skills needed to compete successfully at the post-secondary level, and in the global community.

LEARNER STANDARDS

Our Learner Standards...

1. The student will demonstrate successful communication skills through reading with understanding, speaking with clarity, and writing effectively.
2. The student will demonstrate the process of problem solving and critical thinking through the use of technology.
3. The student will use the knowledge and skills learned to demonstrate the ability to adapt and perform in an ever-changing work environment.
4. The student will demonstrate the attitudes and work ethics necessary to be a responsible citizen, while also demonstrating an appreciation for global and environmental issues.
5. The student will have a basic working knowledge of OSHA regulations applicable to the program and demonstrate the ability to work competently and safely within these regulations.
6. The student will take responsibility for personal actions, act ethically, and show respect for self and others.

Calendar 2022 -2023

August 8 – 12..... Staff Development Days

August 15 First Student Day/1st Semester Begins

August 22.....Fall DMTC Open House

September 5 Labor Day Holiday

TBD.....Fall Advisory Committee Dinner & Meetings

October 17 -----45th Days/End of 1st Nine Weeks

November 7-----Student Holiday/PD

November 8 Election Day Holiday

November 23 – 25 Thanksgiving Holidays

December 16..... End of First Semester/Half Day

December 19 – December 30Christmas/Winter Holidays

January 2-----Student Holiday/PD

January 3 Students Return/2nd Semester Begins

January 1090th Days

January 16 Martin Luther King, Jr. Holiday

TBD-----Spring DMTC Open House

February 13----- Student Holiday/Staff Development

March 16 135th Day/End of 3rd 9 weeks

March 17-----Student Holiday/Staff Development

April 3- April 7-----Spring Break

April 13-----DMTC Military/First Responders Day

TBD----- Spring Advisory Committee Dinner & Meeting

May 1 DMTC Awards Program

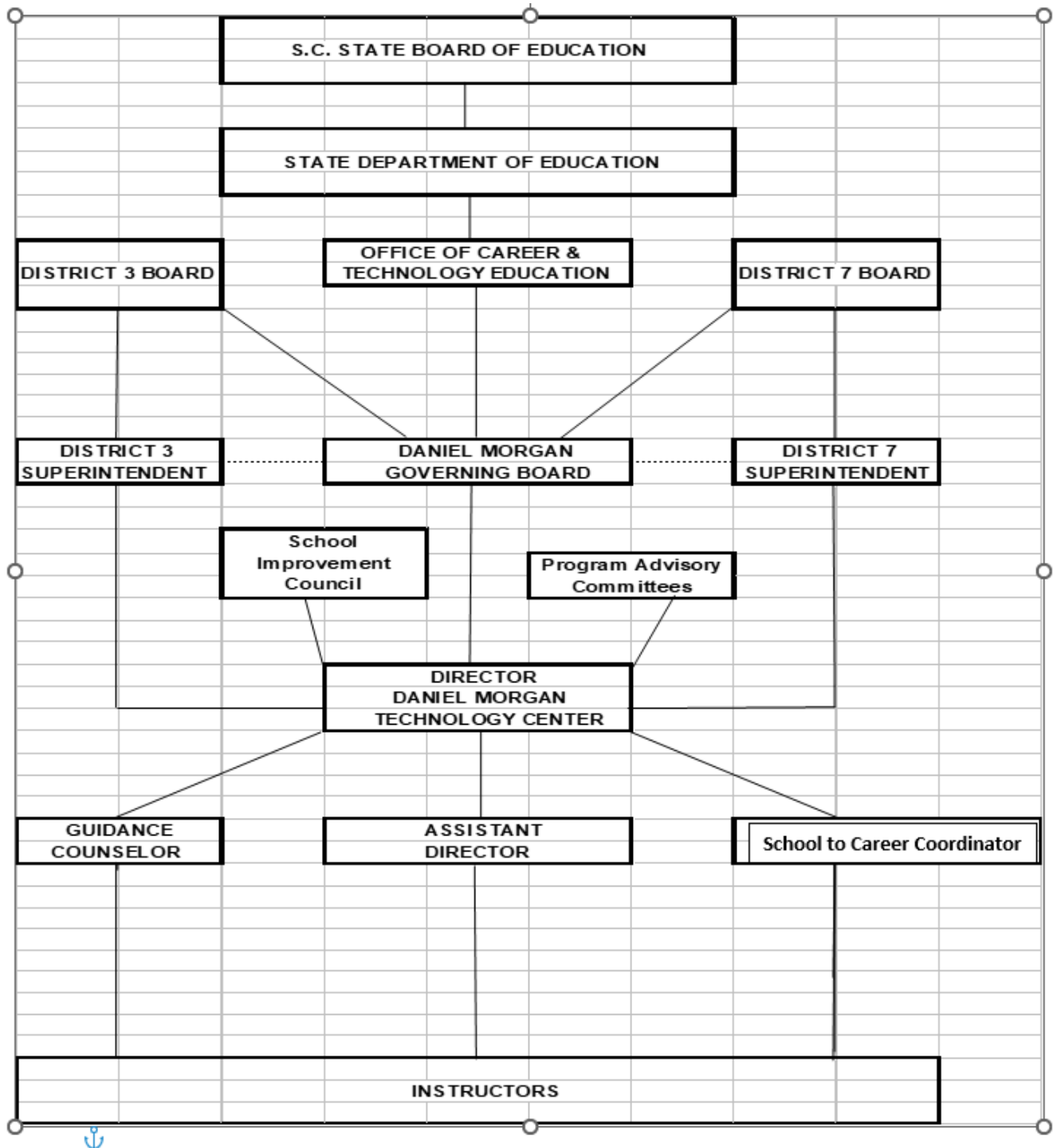
May 25 ----- Half Day for Students

May 26-----Half Day for Students/Last Day

May 29 Memorial Day Holiday

May 30 -----Staff Development Day

ORGANIZATIONAL CHART



DMTC GOVERNING BOARD

MEMBERS

Billy Gossett (Chairman)
Ami Odom
Eddie Dearybury

District 3 Board of Trustee
District 3 Board of Trustee
District 3 Board of Trustee

Hallie Hurst
Meg Clayton
Jeff Mason

District 7 Board of Trustee
District 7 Board of Trustee
District 7 Board of Trustee

EX-OFFICIO MEMBERS

Mr. Kenny Blackwood
Mr. Jeff Stevens

Superintendent, District 3
Superintendent, District 7

The purpose of the DMTC Governing Board is to oversee the operations of Daniel Morgan Technology Center. The Governing Board will meet three (3) times each year to discuss funding, personnel, programs, curriculum, facilities, and any other topics which may arise which affect the performance of the center. The governing board will meet in the fall, winter, and spring.

SC Code of Laws

SECTION 59-53-1900. Two or more school districts joining to create career and technology schools; composition of board; terms; vacancies.

(A) A group of two or more school districts of the State, without regard to county lines, may join to create career and technology school boards (board) to construct, operate, govern, supervise, manage, and control career and technology schools. However, the provisions of this section are not applicable to a school district with a career and technology center serving only those students residing within its geographical limits. Each board consists of six appointed members, to be apportioned among the districts joining in the creation of the board as the districts may agree. Members must be selected by the school boards of trustees from the members of their respective district school boards of trustees. The terms of the members of the board must be concurrent with their terms on the district school board of trustees. If vacancies occur or members of the boards cease to be members of their respective boards of trustees, the vacancies must be filled by members from the same school board of trustees of which the withdrawing member was a member, selected by the trustees of that district or county.

(B) The superintendent of each participating district shall serve as an ex officio nonvoting member of the board. The superintendents must be administrative members of the board and jointly shall nominate staff and assume such responsibilities and perform duties as may be prescribed by law or by regulations of the State Board of Education or as prescribed by the career and technology school board.

(C) The respective boards of trustees of participating districts shall select their members and the boards shall convene and organize by electing one member as chairman and one as vice chairman. The terms of chairman and vice chairman are for one year. The boards shall have other officers and prescribe terms as considered necessary.

(D) The members of the boards must be paid compensation as the boards may provide by resolution; provided, that the compensation must not exceed fifty dollars for each meeting and mileage at a rate of fourteen cents a mile.

HISTORY: 1975 (59) 272; 1979 Act No. 90, Section 1; 2005 Act No. 49, Section 16, eff May 3, 2005.
Effect of Amendment

The 2005 amendment, in subsection (A), in the first and second sentences substituted "career and technology" for "vocational" and made no substantive language changes throughout.

DMTC DIRECTORY 2022-2023

Band, Angie	296 South Gate Road	Spartanburg, SC 29302	504-7005	Health Science
Barnard, Gary	205 Noble Street	Greer, SC 29651	580-3115	School to Career Coordinator
Bertrand, Edward	442 Blackwood Drive	Spartanburg, SC 29307	590-5882	CTE Support
Cantrell, Nathan	1024 Gowan Road	Inman, SC 29349	389-0530	Law Enforcement
Cash, Jaime	252 Cypress Creek Dr.	Spartanburg, SC 29307	415-0011	Health Science
Dubois, Andre	1615 Greenville Hwy.	Hendersonville, NC 28792	828-844-0197	Business Technology
Fields, Teleisha	355 Bill Lattimore Rd.	Chesnee, SC 29323	680-8181	Guidance Counselor
Garner, Hal	1105 Bailey Town Road	Union, SC 29379	426-4991	Machine Tool Technology
Gibson, Jeff	486 Spring St.	Pacolet, SC 29372	706-6801	Automotive Technology
Gunnells, Caroline	137 Romaine Drive	Spartanburg, SC 29307	542-4880	Career Search
Hayes, Beth	180 Rebel Drive	Cowpens, SC 29330	425-1661	Adm. Assistant/Attendance
Hendry, Kendra	522 Winsland Way	Moore, SC 29369	803-627-0137	Instructional Facilitator
Jackson, Jenny	511 Walnut Grove Pauline Rd.	Pauline, SC 29374	497-8207	PowerSchool /Tech. Support
Kramer, Norm	513 S. Georgia Avenue	Chesnee, SC 29323	497-5159	Maintenance Supervisor
Mack, Sharon	1036 Oak Creek Drive	Spartanburg, SC 29302	992-7475	Business Technology
Medford, Greg	1667 Meadow Woods Rd.	Buffalo, SC 29321	426-1454	Carpentry
Moua, Yong	304 Overcreek Drive	Chesnee, SC 29323	578-1627	Maintenance
Nance, Dennis	613 Spencer Circle	Spartanburg, SC 29307	579-4154	Asst. Director
Page, Tim	609 Perrin Drive	Spartanburg, SC 29307	237-4113	Culinary
Pennington, Hollie	P O Box 2126	Gaffney SC 29342	838-4065	Graphics and Printing
Pruitt, Britni	104 North Bennington Dr.	Spartanburg, SC 29307	529-7585	Cosmetology
Ridgeway, Nikki	602 Innisbrook Ln.	Spartanburg, SC 29306	251-2495	Sports Medicine
Roberts, Heath	630 Jonas Circle	Chesnee SC, 29323	612-1091	Director
Sparks, Robert	367 Macedonia Rd.	Gaffney, SC 29341	490-0887	Electricity
Spivey, Daphne	540 Harvest Time Lane	Inman, SC 29349	316-1998	Adm. Assistant/Accounting
Stevenson, Caroline	1169 Bunche Lane	Cowpens, SC 29330	357-5595	Custodian
Swanger, Tommy	391 Double Branch Road	Cowpens, SC 29330	216-1495	Welding
Swofford, Clint	515 Battleground Rd.	Chesnee, SC 29323	580-0437	Mechatronics
Thompson, Jamey	220 Highview Road	Spartanburg, SC 29302	415-3665	Media Technology
Thornton, David	359 Bent River Drive	Inman, SC 29349	431-1485	Information Technology
Whitt Hunter				SRO
Wilhelm, Pamela	3981 Cannons Campground Rd.	Spartanburg, SC 29307	579-2343	Health Science

DMTC POSITIONS AND JOB DESCRIPTIONS

DIRECTOR

Budget/Fiscal Affairs/Development of State Local Plan for CTE
Personnel Matters/Instructor Evaluation/Overall Supervision of Faculty and Staff
Curriculum Evaluation/Development
Technology Center Governing Board Meetings
Faculty/Staff Development
Coordination with High School Principals
Strategic Plan/Progress Report/State Report Card
Supervision of students during class changes

ASSISTANT DIRECTOR

Curriculum Development and Curriculum Implementation
Student Discipline
Equipment Inventory
Safety/Crisis Management
Student Transportation
Career and Technology Centers That Work Coordinator
Student Recruitment & Registration
Technology
End of Course Testing
Textbook Manager
Supervision of students during class changes

SCHOOL COUNSELOR

Interventions
Home/School Relations
Counseling for Chronic/Severe Student Misbehavior
Counseling for Confidential Concerns of Students
Students Forum
Recruitment and Registration
Early College/Dual Credit
Student Schedules
Nontraditional Programs
Supervision of students during class changes
Assist with Safety/Crisis Management
DMTC Scholarship Committee
Tours/ Roadshows
Gradebook Management and Grade Reports

SCHOOL TO CAREER COORDINATOR

Public Relations/Promotional Activities
Extended Learning Activities
School Improvement Council
Program Advisory Committees
Business/Industry/Military Relations
Work Based Learning/Placement
Career Counseling
Supervision of students during class changes
Awards Program Student Recognition

ADMINISTRATIVE ASSISTANT/ACCOUNTING

Purchase Orders/Requisitions
Activity Account (Student Fees)
Office, Instructional, and Shop Supplies
Bus Drivers for Field Trips
Field Trip Requests
AESOP and Time Clock Coordinator
Substitutes
Employee Benefits
Front receptionist when needed

ADMINISTRATIVE ASSISTANT/ATTENDANCE

Daily Attendance
School Duty for Students
Equipment Inventory Updates
Discipline Correspondence (Parents)
Student Drivers/Permits
First Aid Supplies
Maintain AEDs
Maintain School-wide Calendar (Multi-Purpose Room, Conference Room)

POWERSCHOOL ADMINISTRATIVE ASSISTANT/TECH. SUPPORT

CTE Reports/Verifications
CTE Certifications
Public Relations Liaison with Districts 3 and 7
Social Media/Website Manager
Technical Support
Student Accounts
State Textbook Inventory
Power School/Power Teacher Coordinator with Districts 3 and 7
Printers/Copiers
Supply Orders

MAINTENANCE SUPERVISOR

Building Maintenance
Maintenance Pre-planning
Grounds Maintenance
Janitorial Supplies
Supervision of Custodial Staff
Coordination with District 3 Maintenance Staff concerning DMTC needs

INSTRUCTORS

Develop/Update Long Range Plans for each class taught using State/Industry Standards, each semester
Develop/Update Weekly and Daily Lesson Plans using Long-Range Plans as a guide
Create a classroom environment that is orderly, organized, and conducive to learning
Deliver relevant content and instruction each day, bell to bell in each class
Collect fees from students
Always supervise students, never leave students unsupervised
Grade student performance and keep accurate records of grades, certifications, etc.
Take attendance daily at the beginning of each class and record in Power School
Contact parents of students on a regular basis and keep a log of contacts
Maintain an accurate inventory of all assigned equipment/textbooks/materials
Work to keep teaching certification current
Develop and meet with program advisory committee twice each year

(See pages 14 – 16 for more details)

INSTRUCTIONAL FACILITATOR

Assist Students as needed

DMTC Newsletter

Certifications

Learning Material Distribution

Manage and Maintain Computer Lab/Leadership and Team-Building Activities

Implement/Manage Math Lab for Trade Classes

Implement/Manage OSHA/Soft Skills and Other Online Courses

Coordinate Online Testing for Instructors

Student of the Month Recognition

Supervision of Bus Loading/Unloading During Class Changes

Supervision of students during class changes

SCHOOL RESOURCE OFFICER

Supervision of Student Parking Lot during each Class Change

Assist Administration with Investigations Related to Student Behavior

Be Visible in Hallways and in Classrooms, with Emphasis on Trade Classes.

Overall Safety/Security of Campus

CTE SUPPORT SPECIALIST

Maintain copies of student IEPs/504s and provide copies for Instructors with special needs students.

Work with Instructors to ensure that students who have IEP accommodations are being provided.

Provide information and professional development to Instructors concerning special education laws and requirements

DUTIES/RESPONSIBILITIES/GUIDELINES FOR ALL DMTC PERSONNEL

Employees of Daniel Morgan Technology Center are responsible for completion of all duties and tasks related to his/her specific position/job description in a professional and timely manner. All employees are held accountable for the following:

- ❖ Being present at work each day, arrive on time, and stay until your duties are fulfilled. (When you know, you are going to miss work, you must turn in a Leave of Absence form in advance of the absence for approval. When out sick, you must complete a Leave of Absence form immediately upon returning to work. See Bookkeeper for the form.)
- ❖ Following all policies and procedures listed in the "Daniel Morgan Technology Center Faculty/Staff Handbook."
- ❖ Cooperating with the administrative staff in the resolution of problems and in the improvement of the school by participating in the activities of special committees.
- ❖ Cooperating with and being helpful to co-workers and members of the profession in other schools and districts.
- ❖ Following protocol and seek administrative assistance in resolution of conflicts and communication of concerns to individuals within and outside of Daniel Morgan Technology Center.
- ❖ Attending and participating in scheduled in-service events and extra-curricular activities.
- ❖ Following established requisition and procurement procedures when ordering supplies, equipment, and services. Allow specified DMTC representative to communicate with counterparts in District Offices.
- ❖ Serving as a role-model for students and co-workers. Always show respect for co-workers and display a positive attitude and professional image in actions and dress on DMTC campus and at school related/sponsored meetings and events away from DMTC. (No profanity, no denim jeans, jogging outfits, tee shirts, athletic/workout suits, camouflage clothing, shorts, etc.)
- ❖ Keeping personnel issues and student issues confidential. Avoid idle talk and gossip.
- ❖ Providing accurate information on reports, forms, etc. and submit on day and time as instructed.
- ❖ Collecting data and file reports related to areas of responsibility.
- ❖ Being an ambassador for our school, the districts we serve, and public education in general.

FACULTY/STAFF DRESS CODE

The faculty/Staff dress code for DMTC can be found in the District 3 Policy Manual, along with the dress code for all other professional staff. Faculty/staff are expected to always dress in a professional manner to set a good example for our students. Male faculty members are expected to wear collared shirt and slacks or khaki pants. Female faculty members should always keep in mind the length, fit and coverage of their outfits.

(See page 69 and 70 for District 3 dress code.)

FACULTY/STAFF PARKING

All personal vehicles of faculty and staff members should be parked in designated parking spaces in the faculty parking lot in front of the school or in the student parking lot. No personal vehicles should remain parked around the building after loading or unloading. The gate to the back campus will remain closed throughout the day.

FACULTY/STAFF MAILBOXES

Each teacher will be assigned a mailbox in the office area. Please check your box each morning and afternoon since memos and telephone messages will be distributed to these boxes during the day.

FACULTY/STAFF E-MAIL

Special announcements will be posted to faculty e-mail. Please check morning, mid-day, and afternoon for messages. Email will be used as much as possible to disseminate information instead of faculty meetings. Please always send a read receipt when asked to do so.

OFF CAMPUS LOG

All employees are expected to remain on campus during the school day unless approval to leave the campus is granted by the Director. All employees are to log in their departure time, destination, and return time in the Out/In Logbook in the front office.

Instructors who leave early for the remainder of the day are to log out on the Instructor's sign in/out sheet. All employees who leave early are to log in their departure time in the Out/In book and note- "will not return" in the destination section.

All employees are expected to log in their own times. Please do not call the front office to be signed in/out, except during the workday when you are leaving campus.

ABSENCES

When it is necessary to be absent for an illness or emergency, the bookkeeper should be contacted as soon as possible and no later than 6:30 a.m. on the day of the absence. She will make arrangements for a substitute teacher if needed and will advise whether employee should go on AESOP or not. If bookkeeper cannot be reached, call the director. If the absence is requested in advance, please fill out an **absence request form** and give to bookkeeper.

Lesson plans and materials for substitutes must be submitted to the assistant director or placed in teacher mailbox.

Instructors' absences and sick leave will be governed by Sick Leave Policies for Professional Personnel in Spartanburg County District No. 3.

During designated in-service/workdays or the day before or day after a holiday, an employee may take leave only for a personal illness, an illness in the family, a death, a mandatory court appearance, or a family or professional responsibility. In case of other verifiable emergencies, the Director may grant leave time during the above periods. (Employee illnesses on these days must be documented with a doctor's excuse.) This policy also applies to days when special events are scheduled including Parent Conferences, Awards Day, Advisory Committee Meetings and Exams.

The employee will submit a written request for exception to the above leave policy to the director. This request should be received three days in advance, when possible. Other absences will require full deduction of salary.

PROFESSIONAL LEAVE

Professional leave for instructional staff will be approved based on funding, attendance record, and purpose. Professional leave includes, but not limited to, attendance in workshops, seminars, conferences, and professional organization meetings. Director may ask for a written report of activities and information obtained at conferences or may ask instructor to present. Written approval must be obtained from administration before registration and travel plans are made.

DUTIES/RESPONSIBILITIES/GUIDELINES FOR DMTC FACULTY

Instructors at Daniel Morgan Technology Center are responsible for planning, developing, and providing a high-quality program of career and technical skills instruction which is competency based and relevant to the current needs of area business/industry.

The duties of the instructors include but are not limited to the following activities:

- ❖ Develop and implement a marketing plan for recruiting students in respective course and participate in school-wide promotional and recruitment activities.
- ❖ Recommend and recruit individuals to serve on the Course/Program Advisory Committee for improvement of program and meet with them individually and as a group throughout the year. DMTC instructors must attend Joint Advisory meetings and DMTC Advisory meeting (minimum of 2 per year) and provide detailed comprehensive minutes of each meeting.
- ❖ Maintain an awareness of current employment needs, technological innovations, industry standards, and educational trends through participation in national, state, and local professional organizations.
- ❖ Provide a variety of appropriate and rigorous instructional activities to meet the needs of all students enrolled in the program. Students must always be engaged in content related activities. Avoid busy work, free days, movies, etc.
- ❖ Monitor student activities and aid during the entire class period. Do not spend time at desk, behind computer, or in office while students are present.
- ❖ Identify students with special needs and consult with appropriate support staff for assistance when needed. Implement accommodations as listed in the I.E.P. and 504 Plan.

- ❖ Plan and develop long-range plans, course objectives, lesson plans, and learning activities in accordance with industry standards and state competencies for 180 days of instruction.
- ❖ Evaluate the effectiveness of the instruction and make needed adjustments in curriculum, instructional methods, learning activities, and student evaluation.
- ❖ Develop and maintain lesson plans, instructions, and materials sufficient for three (3) days of unplanned, emergency absences. For planned absences, provide instructions and materials for these specific days and leave in mailbox for substitute. (*Shop clean up, free day, study hall, movie, internet use is not appropriate.*) Evaluate all assignments provided for substitute supervision and include in nine (9) weeks grades.
- ❖ Evaluate student progress with a variety of appropriate techniques including written tests, rubrics, checklists, portfolio, etc. At least four (4) written tests per grading period should be given.
- ❖ Develop semester exams, which evaluate competencies and materials covered during the semester. A written and practical exam should be given.
- ❖ Provide opportunities for students to participate in student organizations, earn dual credit, and earn national industry certifications.
- ❖ Develop Extended Learning Activities for students where possible and cooperate with the employers and students in this learning experience. (Cooperative Education, Shadowing, Internship, Mentor, etc.) Off Campus Activities are not considered Extended Learning Activities.
- ❖ Develop employment opportunities for all students completing a CTE program.
- ❖ Maintain competency profiles for students and conduct follow-up of completers as required.
- ❖ Maintain proper, complete, and accurate records of student attendance, progress, evaluations, and grades. PowerSchool is the official record of attendance and grades. An approved backup system for attendance is needed. Students and service learners are not permitted to enter attendance and grades.
- ❖ Establish, post, distribute, model, and enforce rules for class management and student behavior in classrooms and shops.
- ❖ Student grades, behavior, discipline consequences, and personal issues are to be discussed with appropriate staff members only in private conferences. Maintain confidentiality of student issues.
- ❖ Establish procedures to maintain a clean, neat, organized, and uncluttered office, classroom, shop, storage areas, and outside area to provide a positive learning environment. Turn off lights and equipment when not in use to conserve energy.
- ❖ Change bulletin boards, posters, and displays in hallway, classroom, and shop on a regular basis.
- ❖ Establish procedures for proper use, maintenance, and security of all tools, equipment and supplies to insure against damage or loss. Only use padlocks compatible with school wide key/lock system on overhead doors and storage rooms.
- ❖ Submit request and/or work orders as required to maintain equipment and facility in safe and excellent condition.
- ❖ Obtain approval of projects for outside individuals, groups, schools, etc. in advance.
- ❖ Maintain required records for inventory of equipment and state textbooks.
- ❖ Other duties as deemed necessary and appropriate.

General Information

THE SCHOOL DAY

You are expected to be in the building by 7:50 a.m., check your mailbox and sign in. You should be at your class or shop door to monitor student traffic at class beginning and dismissal times unless you are assigned duty elsewhere on campus. Except for special meeting days, instructors may leave at 3:30 p.m. We have students on campus from 8:00 to 11:50 and 12:10 to 3:15. Any time during the day when students are not present should be used wisely for lesson planning, evaluating student achievement, class preparation, committee work, and record keeping. **Instructors are not to leave the school campus during the day without notifying the office and signing out.**

CLASS SCHEDULES

Some classes at DMTC will be single block classes (2 periods for SHS) and other classes will be double block classes (4 periods for SHS). Single block classes typically run for 1 hour and 20 minutes while the double block classes run for 3 hours and 15 minutes.

SCHEDULE CHANGES

During the first five days of school, students are allowed to change their schedules for legitimate reasons. When this occurs, students must have a written document from the DMTC staff to be added or dropped from a class roster. Tracking students as they come and go from one DMTC class to another DMTC class or if they return to the high school is IMPERATIVE.

ARRIVAL PROCEDURE

- 1) Most students will ride buses to and from the DMTC campus each day. Some students will be allowed to drive to campus with permission and a permit.
- 2) Students must report directly to class upon arrival. **If an instructor has a problem with students not reporting directly to class, please contact the office.**
- 3) Students who arrive on campus by any means other than a bus or personal vehicle must be accompanied to the front office by the person who brought them and must be signed in.

DEPARTURE PROCEDURE

- 1) All students will depart at their appointed time the same way they arrived.
- 2) Any student who must leave campus earlier than the assigned departure time must be signed out by the person who comes to pick them up. This person's name must be on the approved list of emergency contacts in Power School.

FACULTY MEETINGS

Faculty meetings will be held on the second Wednesday of each month at 3:15pm. We will try to keep these meetings to no more than one hour, unless we have some professional development activity that requires more time to complete. Try to be on time for these meetings. One person being late keeps everyone waiting and extends the time. From time to time, it may be necessary to call a faculty/staff meeting on short notice, but we will only do so when situations arise that call for such a meeting.

SUPERVISION OF STUDENTS

Every faculty and staff member at DMTC are responsible for the supervision of our students. Anyone who witnesses inappropriate behavior and unsafe acts by students should immediately address such behavior. In order to adequately supervise students upon arrival and dismissal, instructors are asked to be in your class area ready to supervise students by 8:05 a.m. and 12:10 p.m. It is your responsibility to notify the office and secure a substitute faculty/staff member for your supervision duty when you are aware that you will not be there on time.

CORRIDOR PASSES

When it is necessary to allow a student to leave your class during class time, a pass must be issued. Each pass should indicate where the student is going, what time they left your class, and the date. When the student arrives at their destination, if there is a faculty/staff member present, they should place the time on the pass when the student leaves their area and initial. Always require students to return the pass they were issued when they return to class and keep it as a record. (It is good practice to write the time on the pass when the student returned to class before storing.) Please use the hall passes provided any time you allow a student or group of students to leave your class.

PUBLIC ADDRESS SYSTEM

The use of the public address system is confined to important announcements that are needed to inform all students or instructors. Every effort will be made to limit PA use to the beginning of the period, but occasionally announcements may have to be made at other times of the day. If you should desire to have an announcement read, you should send the written announcement to the office well in advance.

DMTC ADVISORY COMMITTEE GUIDELINES

- ❖ Committee will serve DMTC program only.
- ❖ Select individuals who are directly involved in industry related to program area. Seven business and industry representatives, one parent, and one student are recommended.
- ❖ Participate in Joint Advisory Committee with other Career/Technology Centers and Technical Colleges if applicable.
- ❖ Meet with individual members throughout the year.
- ❖ Meet with entire committee at least two (2) times during school year.
- ❖ Committee should review competencies, equipment, facility, articulation agreements, etc.
- ❖ Detailed, comprehensive minutes, written in approved format, are to be submitted to the Director within two weeks of meeting.

LESSON PLANS

All teachers are expected to produce and keep Long Range Lesson Plans for each class taught each semester. These plans should be kept in the classroom, as well as a copy turned in to the director each semester.

- 1) Long Range Plans should be kept in the front of the notebook where daily lesson plans are kept. It is highly recommended that Long Range Plans be kept in an electronic format, such as word documents.
- 2) Long Range Plans should consist of 5 sections:
Section 1 should contain student data and should be updated each time a new group of students arrive on campus.
Section 2 should contain course standards/objectives.
Section 3 should contain a table which gives a Timeline for how much time will be spent on each Major Unit of Instruction.
Section 4 should contain information about Grading and Assessment, and
Section 5 should contain a Classroom Management Plan.

Note: Section 1 should be updated with each group of new students that enter your classroom. The other four (4) sections only need to be revised when changes occur related to the information, such as standards change, etc.

All teachers are expected to produce and keep Daily Lesson Plans. Lesson plans are to be kept in the classroom.

1. Lesson plans should be kept in a notebook in a prominent place in the classroom and should be accessible to anyone who might visit the classroom, along with a course syllabus. It is highly recommended that lesson plans be kept in an electronic format, such as word documents.
2. Lesson plans should contain at a minimum the objectives/standards to be covered each day, the methods that will be used to teach the objectives to include a timeline of events, the materials that will be needed to conduct each lesson, and how student learning will be assessed.
3. Lesson plans should be modified as needed to reflect changes that occur over time because of changing standards, new equipment, or techniques, etc.

EMERGENCY LESSON PLANS

From time to time, it is expected that emergency situations will arise that require a teacher to miss work. It is important that instructional time not be lost when these situations arise. Expectations are as follows:

1. Teachers are expected to have emergency lesson plans prepared to cover at least five (5) days.
2. These plans should be detailed and there should be enough work to last for the entire time the students are present. (Leave more than 15 to 30 minutes worth of work.)
3. Guidelines should be available to inform the substitute about details like how to take role, what time and where break is taken, restroom policy, assigned duties, and any other information that would be needed by the substitute to maintain order and protect equipment and assets.
4. Emergency lesson plans should be kept in an accessible location in the classroom and should be clearly marked.

VIDEO/DVD

Clips or excerpts from commercial videos and DVDs may be shown to extend and enhance subject related content. The video/DVD should be property of DMTC, and the clip must be shown as an integral part of an instructional activity that will be graded and included in nine weeks grades. Videos/DVDs brought in from the outside by an instructor or student are not to be shown without administrative approval. The name and rating of the video/DVD and the instructional activity must be included in the weekly plan. Only the clips of a video/DVD should be used, and the entire video/DVD should not be shown in one sitting. Videos/DVDs produced by educational vendors for the purpose of instruction may be shown full length. It is recommended that a listening guide be developed and used when using video material in class. Instructors are to develop and maintain an inventory of all videos/DVDs that are the property of DMTC. Videos and DVDs that are the property of DMTC are to be returned to the owner.

EARLY RELEASE DAYS

On these dates, students will be dismissed at 12:30 PM. The remainder of the afternoon will be used for professional development activities at DMTC or where assigned.

INSTRUCTOR LIABILITY

The following precautions are listed for the careful consideration of all teachers.

- The instructor's supervision of students is required at all times.
- If it is necessary for an instructor to leave the shop on business, notify the office, and lock the main switch; do not permit other instructors untrained in shop activities to take over.
- Use only the equipment approved by the State Office of Career and Technical Education in your shop.
- Dangerous or obsolete tools or equipment have no place in the school shop.
 1. All shop equipment should be inspected regularly.
 2. Guards or safety devices should never be removed from machinery.
 3. If a machine is not operating properly, its use should be discontinued until repairs can be made.
 4. All equipment should be properly guarded and maintained.
 5. Equipment is not to be altered or modified in any way.
- Immediately notify administration of an illegal act, illegal object, drugs, alcohol, weapon observed in shop or classroom. Remain with your students or move students to another location, if necessary, until administration provides assistance.
- Immediately report ALL accidents (no matter how trivial) that occur in your shop to administration. Be sure to provide a detailed account of what happened and the names of witnesses.

- Legally, the existence of printed safety rules alone cannot be considered as a defense against gross negligence unless proof can be offered that each student understands and observes the rules. Signed copies of safety rules and safety tests from each student are to be maintained by instructors.
- Instructors should always set the correct example of safe practices.
- Pupils should work in the shop only during their regularly scheduled periods with supervision by the instructor.
- Before a student uses tools and equipment within the shop, complete instructions should be given, including good safety practices.
- When tasks are to be performed outside the school shop, they may prove to be hazardous. Sending students to perform such tasks should be avoided as students who are sent on jobs are without proper supervision.
- The work in any shop involving the use of power machines should not be compulsory.
- In the event of an accident, the instructor should be completely familiar with established procedures for taking care of accidents.
- A student perceived as a possible danger to themselves, or others should be removed from the class.

INJURIES AND ILLNESSES

Emergency care for students who become sick or injured at school is a responsibility of the school personnel.

In case of any injury to a student, the instructor should administer only the “first-aid” that is essential and nothing further. Injuries which appear to require more than the first aid should be referred immediately to the administrative office.

For any accident resulting in injury to a student, instructor, or any other person, the instructor responsible for the department in which the accident occurred should complete an “ACCIDENT REPORT” form. Information recorded on this form should include date, time, and as much detail as possible as to how the injury occurred and what was done.

This accident report should be turned in to the office as soon as possible after the accident or injury. The instructor should keep a copy of the report on file.

All accidents/injuries must be reported immediately no matter how slight they may appear.

OFF CAMPUS ACTIVITIES

In order to provide for students, the experience needed to relate their Career and Technology education to the real WORLD OF WORK, they may participate in events and activities away from the DMTC campus. These activities include Field Studies to area businesses/industries, to actual job sites, and work projects. Other off campus activities are skill competitions, student organizations events, demonstrations, Career Fairs, trade shows, and community service projects. Off campus activities must be aligned to course competencies, long range plans, and weekly plans. All students in class must have opportunity to participate.

All Off Campus Activities must be requested in writing **IN ADVANCE** and be approved by the Administration. Activities that conflict with SHS and BHS events and activities may not be approved. Activities during the last two weeks of each semester may not be approved as well.

Students must have a Parent's Permission Form signed and submitted before they will be allowed to go off campus for the activity.

Off Campus Activities will be approved subject to availability of transportation and school funds. Travel will be by DMTC vehicles, district buses, or commercial carriers. Students must not be left unattended on a vehicle during the activity. If chaperones or volunteers are needed, they must be pre-approved by district criteria and procedures.

It is the responsibility of the instructor to complete and submit all necessary documentation. Documents required depend on the type, location, and time of the activity. Once the activity is approved, specific arrangements can be made.

Submit all documents, forms, requests, and requisitions early to allow for processing.

Field Studies and other travel to off campus locations will be approved based on funding.

INSTRUCTOR'S TASK FOR OFF CAMPUS ACTIVITY

	One class period	Half Day	Full Day	Multiple Days/Overnight
Submit written request for approval	X	X	X	X
Submit leave form	X	X	X	X
Request transportation	X	X	X	X
Collect parental permissions forms	X	X	X	X
Obtain keys for van, gas card, etc.	X	X	X	X
Submit accurate attendance documents	X	X	X	X
Make special arrangements for non-participants	X	X	X	X
Return keys, gas card, etc.	X	X	X	X
Submit follow-up report	X	X	X	X
Request substitute		X	X	X
Provide instructions and materials for sub		X	X	X
Collect school duty forms		X	X	X
Submit district forms (out of county)		X	X	X
Collect fees			X	X
Submit registration documents			X	X
Submit requisition for rooms				X
Submit requisition for registration				X
Submit district forms- (overnight trips)				X
Submit trip packet				X
Submit expense reimbursement forms				X

TRANSPORTATION

All school-owned vehicles must be reserved IN ADVANCE. Instructors should reserve a vehicle by signing the check-out sheet in the school office. This should be done as far in advance as possible.

Vehicle keys are to be checked out from the office on the day the vehicle is to be used. The person checking the keys out from the office is responsible for returning them to the office.

Persons signing out school-owned vehicles are responsible for:

1. Picking up and returning the vehicle inside the gate behind the Graphics Department.
2. Checking the vehicle for any trash, any damage to the vehicle, or any needed repairs.
3. Removing any trash left in the vehicle.
4. Report any damage to the vehicle or any repairs needed. If damage is the fault of DMTC employee, District 3 policies will be followed.
5. Refilling the vehicle if fuel tank is below one-fourth full. Credit card receipts must be signed and turned in when credit card is returned.

Students are not permitted to drive school-owned vehicles.

FIELD TRIPS

Field Trip: (Any **approved** instructional activity during the normal school day that takes students away from the Career Center under the supervision of a teacher or staff member.)

It is recognized that field trips or travel to worksites can be very beneficial if they are planned and executed properly. All Field Trips should be directly related to the objectives and standards of the program taking the trip. Field trip regulations are as follows:

1. A parental permission form for each student must be in student's file before a student is allowed to participate in any field trip.
2. All field trips must be approved by the Administration and must be approved at least one week prior to the trip.
3. When planning a field trip, submit a **Field Trip Procedure Form** to the director for approval. A copy of the form will be placed in the instructor's mailbox indicating approval/disapproval of the trip. The original will be kept on file in the office.
4. Do not leave the campus until you have notified the administration of your destination and your expected time of return. You must inform the office when leaving the day of the trip and when you return.
5. All students in a class should go on the trip. Arrangements for students left behind are the responsibility of the instructor and must be approved by administration in advance.
6. Attendance should be taken and reported in the usual manner prior to leaving School grounds. **A list of all students participating in the field trip must be given to Mrs. Hayes on the day of the field trip and instructors will take a Student Health History Form for each student on the trip in case a health emergency arises.**
7. **Home high schools must be notified of all-day field trips at least one week in Advance** and students must have their other teacher sign a permission form for them to participate.
8. The number of days a student has been absent must be considered before allowing them to participate in an all-day field trip. A copy of Field Trip Procedure forms is available in the office. Any overnight or out-of-state trips must be approved by our district's boards. Request should be submitted far enough in advance to allow this to be put on their agendas for approval.

9. Once a trip has been approved, a bus will be requested by the bookkeeper based on the number of students participating in the trip.
10. Before leaving to go on the trip, the instructor must sign out on the sign in/out board in the office.
11. During a field trip, the instructor is responsible for the care of the bus. When the bus is returned, it should be clean, and all windows should be closed.
12. Use of a bus or school vehicle for future trips can be denied if the bus/vehicle is abused in any way, if it is returned unclean, or if inappropriate behavior occurs on a trip.

FOCUS TEAMS

Each faculty member will be asked to serve on at least one committee. At DMTC, we currently have four: Academic Team, Career Team, Community Outreach Team, and Operations/Safety Team

ACADEMIC TEAM

Hollie Pennington (Facilitator)
Hal Garner, Robert Sparks, Greg Medford, Jeff Gibson, Kendra Hendry, Tommy Swanger,

CAREER TEAM

Pam Wilhelm (Facilitator)
Sharon Mack, Teleisha Fields, Edward Bertrand, Tim Page, Kendra Hendry

COMMUNITY OUTREACH TEAM

Clint Swofford (Facilitator)
Andre Dubois, David Thornton, Jenny Jackson, Teleisha Fields, Angie Band, Jaime Cash, Gary Barnard, Jenny Jackson, James Thompson

OPERATIONS/SAFETY TEAM

Dennis Nance (Facilitator)
SRO, Norm Kramer, Yong Moua, Beth Hayes, Daphine Spivey, Dennis Nance, Hal Garner, Greg Medford, Nikki Ridgeway, Nathan Cantrell

FISCAL MANAGEMENT

FINANCIAL REPORTING

Instructors will be issued a receipt book for receipting money for fees, club dues, project costs, and replacement of lost or damaged books/materials. This money will be turned into the bookkeeper's office daily. **UNDER NO CONDITION SHOULD MONEY BE LEFT IN YOUR CLASSROOM, OFFICE, OR CARRIED HOME OVERNIGHT. Never send money to the office with a student.**

FEES, TEXTBOOKS, AND INSTRUCTIONAL RESOURCES

Student fees will be collected by instructors. This includes school fees and fees for those textbooks and resources that are not on the state adopted list nor provided by DMTC. Teachers will be issued a Receipt Logbook and a Receipt Book at the beginning of the year. A receipt should be given to the student for each fee transaction made. All money collected should be receipted in the Receipt Logbook and money/receipt log sheet should be turned in each day as soon as possible to the bookkeeper's office. Nobody should keep money collected overnight under any circumstances.

All students will be expected to pay for any materials they plan to keep, such as clothing, tools, etc., and any costs associated with dual credit, certification, and licensing tests.

2022-2023 Fee Schedule

Courses/Programs	Amount
All Dual Credit Courses	\$15.00 Per Credit Hour
Cosmetology I	\$420.00 Kit/Equipment
Cosmetology II	\$175.00 Kit Supplies/Licensure Exam
Cosmetology II students pay for the Licensure Exam	\$175.00 To be paid to PSI
Intro Culinary Arts	\$48 (Prostart materials, also used in Cul.1
Culinary Arts I	\$80.00 (uniform only, to also be used in Cul.2) Intro \$48 (Prostart materials, also used in Cul.1
Culinary Arts II	\$48 (Prostart materials, optional \$38 add on fee for ServSafe Manager Certification Exam form)
Health Science/Clinical	\$300.00 C.N.A. Licensure Exam/Uniforms/Required background check and drug testing
Health Science I, II/Sports Medicine I	\$10.00 CPR Certification Card
Welding I	\$65.00 Sleeves/Supplies
Student Parking	\$5.00 Per Semester

ALL FEES should be paid within the first three weeks of the class. Letters will be sent home to parents of students that have not paid by this time. Teacher will call parents about any unpaid fees. After 3 weeks make a list of unpaid student fees and refer to Administration.

All state-owned textbooks will be maintained in the bookroom. You should request textbooks and instructional resources as they are needed. Students must be fully advised that free state-owned textbooks are for their use, but they are completely responsible for the book. If the book is lost or damaged, the student will be assessed a fee to cover the cost of replacing or repairing the book. This fee will be collected by the instructor. The Assistant Director will oversee textbooks and will maintain a list of fees for lost/damaged textbooks.

In issuing textbooks and other instructional resources to students, you should devise a system of identifying which resources are issued to the students and enter it on a list to be maintained by you. For example, number each textbook or item. It is suggested that you enter the name of the student on each resource issued in order to properly identify the item if it becomes lost or found.

a fee owed form from the office and issuing the form to the student. A copy should be submitted to the office and the teacher should keep a copy for their records.

Book checks should be held each (9) nine weeks. If a student does not have the correct book at the time of the book check, he or she will be allowed (1) one week in which to find the book or may be required to pay for the book at that time. If a book(s) is missing at the time of the book check, you should notify the Assistant Director, indicating the title of the book(s) and to whom it was issued. The office will issue the student another copy of the book upon receipt of payment from the student.

Teachers will be expected to turn in Receipt Logbooks and Receipt Books at the end of each school year.

PURCHASING PROCEDURES

Instructors and sponsors of school organizations must obtain a Purchase Order in advance for any purchase to be made and are then responsible for returning an invoice to the office in order that payment can be made.

1. **Requisition Forms will be generated electronically, printed out, and submitted to director's office for approval.** (Using this electronic system will allow instructors to keep up with their expenditures.)
2. **Once approved by the Director, a Purchase Order will be issued.**
3. **No supplies, equipment, or services may be ordered, picked up, delivered, or arranged for until a requisition has been submitted and approved and a purchase order issued.** Blanket purchase orders will be issued on a case-by-case basis with the director's approval, and for contracted services. (A duplicate copy of the Purchase Order will be filed in the office in a separate file for your convenience or information.)
4. Purchases for reimbursement are discouraged. All Purchases for reimbursement must be approved by the director before the purchase is made. Requests for reimbursement are to be submitted within one week of purchase and within the current fiscal year. No reimbursement will be made without a receipt. **Unauthorized purchases for reimbursement will not be honored by the school and will not be reimbursed.**

NOTES:

Once items have been ordered, shipment has been received and checked, the packing slip will be submitted along with the invoice to the bookkeeper for payment.

If you have a question about the status of a purchase order, ask your DMTC bookkeeper. Do not contact District 3 personnel about the status of a purchase order.

Some companies offer gifts if you order a given dollar amount. DMTC employees cannot receive gifts for personal use.

RECEIPTS

In accordance with the accounting procedures, all money collected by instructors must be receipted and turned in to the office each day. An original copy of the receipt from the small receipt book should be given to the student and the second copy should remain in the receipt book. When a receipt is voided, all copies should remain in the book. Receipts should be written as the money is collected, not in advance or afterwards. Money collected from students (or other individuals) must not remain in teacher's class/shop/office/possession overnight. Instructors should log all moneys received in their big receipt book and turn in the original copy along with money collected each day to the bookkeeper.

TRAVEL

Instructors will be reimbursed for travel that has been previously approved. In order to receive reimbursement, you must complete a Travel Statement Form and turn it into the bookkeeper's office. **No reimbursement for meals, materials, or lodging will be made without receipts.**

Travel Statements should be turned in within a week following your trip. Our travel budget is limited, so please be as frugal as possible when spending to make our travel funds go as far as possible.

The DMTC administration encourages faculty to participate in professional development events sponsored by the state department for instructors. The only other events we will provide travel funds for are events that directly impact instruction in our classrooms, or for students/faculty to participate in competitive events.

REMOVAL/USE OF SCHOOL PROPERTY

Removal of school equipment, tools, or furniture from the building for off campus use shall be done only by direct authorization of the Director or Assistant Director. When such use is authorized, the user should obtain a Fixed Asset/Inventory Control Sheet from the Assistant Director for recording information on borrowed equipment. Authorization of school-owned vehicles for use other than official school business will not be permitted.

DISPOSAL OF SCHOOL PROPERTY

State and district policies and procedures regarding disposal of excess, worn, and obsolete equipment must be followed. Any items that you need removed should be reported to the Director, who will then decide the appropriate means of disposal.

WORKING WITH STUDENTS OUTSIDE NORMAL HOURS

Faculty members who work with students outside normal school hours will be compensated for their time according to the following guidelines:

- 1) Must be approved by the Director in advance.
- 2) Must be an activity that is academic in nature, such as retesting, making up missed work, tutoring, making up missed time, or preparation for Skills Competitions.
- 3) Instructors will be compensated at a rate of \$30.00 per hour.
- 4) Instructors must clock in and out for time served to get paid.

Note: There will be no compensation for instructors for events that take place away from the DMTC campus such as Competitions, Field Trips, or Work-Related Experiences.

ASSESSMENT/GRADING

Questions, concerns, issues, etc. related to grades are to be discussed with Guidance Counselor *only*. Counselor will direct instructor to other individuals as needed.

PowerSchool will be used by all instructors to report grades. *A “back up” system of grades is to be maintained by the instructor.*

Evaluation of a pupil's progress requires careful consideration. Instructors are to utilize a variety of appropriate evaluation instruments and techniques on a regular basis. Instructors may find it helpful to keep individual folders for each student containing samples of that student's work. Information kept in these folders can be very helpful in discussing the quality of the student's work with the student and/or parent. Extra credit grades should not be given for non-instructional activities.

Correct spelling, proper work form, legibility, and neatness in all written work should be emphasized for all students.

A record of the student's attendance, grades earned, follow-ups, and other necessary information about the student must be kept by the instructor.

In grading students who are working below grade level, identified limitations in learning or performance ability should be considered. Special need students enrolled in programs will be graded in accordance with their Individual Education Plan.

GRADES EARNED ON SUBJECT MATTER MAY NOT BE LOWERED AS A MEANS OF PUNISHMENT.

All grades are to be recorded on permanent record file numerically and a hard copy maintained by the instructor.

Any information for the student's permanent file will be forwarded to the home high school as needed through the DMTC school counselor.

SHS Minimum grade is 50 for all four grading periods.
BHS Minimum grade is 50 for the 1st and 3rd nine weeks.

Exam grades for both schools are given as earned.

Semester averages will be based on:

Quarter 1 - 40%

Quarter 2 - 40%

Exam - 20%

All grade changes must be reported on a signed grade change form to student services.

GRADE REPORTING TO PARENTS

Reporting to parents is a responsibility and an important function of every teacher. Informed parents working with instructors will help to ensure that student's progress satisfactorily in the education program. Special reports or notes may be sent to parents anytime the instructor feels such a report will be helpful.

Parent-Instructor Conferences may be held at the school any time the instructor feels it is necessary. Instructors may confer with parents by telephone and/or email at any time.

THE PARENT OF A STUDENT WHO IS NOT DOING SATISFACTORY WORK SHOULD BE NOTIFIED IMMEDIATELY!

The instructor should record the details (date, person talked to, agreements, etc.) on each parent notification.

Parents have access to grades through the PowerSchool system. Grades are to be entered daily/weekly into the system.

GRADE REPORT CARDS

Progress reports consisting of a detailed spreadsheet will be issued by DMTC instructors' midway the nine-week grading period.

DMTC grades will appear on the Broome High School and Spartanburg High School Nine-week report cards.

Based upon the grading system listed below, grades will be reported to Broome High School and Spartanburg High School NUMERICALLY.

MEETING DEADLINES SET FOR SUBMITTING GRADES AND VERIFICATION SHEETS BY HIGH SCHOOLS AND DMTC STAFF IS MANDATORY. ACCURACY AND PROMPT SUBMISSION OF FORMS IS PRIORITY.

GRADING SYSTEM

Daniel Morgan Technology Center follows the South Carolina Uniform Grading Policy. The grading scale for this policy is as follows:

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

When weighting categories, make sure your percentages add up to 100%. All students taking courses at Daniel Morgan Technology Center will be tested at the end of each semester.

Exams will be written and practical. Exams may be administered orally to students with special needs. A copy of each semester exam for all courses is due to the Director at least one day prior to the date of the test.

The students' semester exams should be kept by the instructor for at least one year after the end of the year in which the tests were given.

EXAM POLICY

All instructors are expected to give exams in each class, each semester. Exams should count 20% of all student's final grades as mandated by SC Law. All exams should be given on the day that has been set aside for exams and not before. Practical exams may be started in advance of the assigned exam day, but a written exam should be given on the day set aside as exam day.

BHS/SHS exemption policies are followed. Qualified certification exams replacing final exams, must be preapproved by the DMTC administration and must count 20% of final grade.

STUDENT ATTENDANCE REGULATIONS & PROCEDURES

STATE LAWS AND DISTRICT 3 POLICY

Spartanburg School District Three will continue to promote regular school attendance. We are required to enforce the South Carolina Compulsory School Attendance Law, which states that every child from ages 5 to 17 must be enrolled and attend school regularly. If your child will be absent or tardy, please call the school before 8 AM. You may also leave a message on our voice mail system at any time of the day or night to let us know why your child will not be in school. In addition, a recent change was made which requires schools to have parent conferences at five unlawful or three consecutive unlawful absences. At this time, we are required to develop an attendance Intervention Plan to improve your child's attendance and to classify a student as "truant" in their attendance information. If unlawful absences continue, we will make a referral for truancy court intervention. By law, a total of **ten (10) unlawful absences may result in your child repeating a grade**. Office staff will call home to verify a student's absence. You may also choose to call the school to leave a message regarding the reason for your child's absence (voice mail will pick up all messages before or after school hours). All students must bring a doctor's statement and/or a parental note to the teacher, following all absences. A parent or guardian note can excuse **five days when approved by the principal**. **After 5 parent notes, all other excuses must be written by a doctor. It is possible that a child may be retained if absent over fifteen (15) total days, whether the absences are excused or not. Please note that vacations will not be excused during the school year.** Parents should arrange doctor appointments for times other than during school hours when possible. Every effort should be made to have your child attend the full school day from 7:45 AM until 2:30 PM.

C.S.C. COMPULSORY ATTENDANCE LAW

1. Section 59-65-10A. Responsibility of parent or guardian.

All parents or guardians shall cause their children or wards to attend regularly a public or private school or kindergarten of this state which has been approved by the State Board of Education or a member of the South Carolina Independent Schools' Association or some similar organization, or a parochial, denominational, or church related school, or other programs which have been approved by the State Board of Education from the school year in which the child or ward is five years of age on or before September 1st until the child or ward attains his seventeenth birthday or graduates from high school. A parent or guardian, whose child or ward is not six years of age on or before the first day of September of a particular school year, may elect for their child or ward not to attend kindergarten. For this purpose, the parent or guardian shall sign a written document making the election with the governing body of the school district in which the parent or guardian resides. The form of this written document must be prescribed by regulation of the

school district in which the parent resides. The form of this written document must be prescribed by regulation of the Department of Education. Upon the written election being executed, that child or ward may not be required to attend kindergarten. 13

2. Section 59-65-20. Penalty for failure to enroll or cause a child to attend school.

Any parent or guardian who neglects to enroll his child or ward refuses to make such a child or ward attend school shall, upon conviction, be fined not more than fifty dollars or imprisoned not more than thirty days; each day's absence shall constitute a separate offense; provided, the court may in its direction suspend the sentence of anyone convicted of the provisions of this article.

State law requires a student to attend school 170 days to receive credit for the year's work. The only exception to this will be in cases where the local school board approves excuses for absences in excess of ten (10) days.

Attendance has a vital bearing on educational progress. The number of hours attended will be recorded on all certificates of completion awarded to students.

To be counted present for a day the student must be present for instruction at least one-half of the class period. Exceptions to this rule will be approved by the Director or Assistant Director. Students will be counted present when involved in School Duty Activities.

Each instructor is responsible for keeping an accurate record of attendance for all students in each class. The daily attendance will be submitted via the PowerSchool system. A "back up" system is to be maintained. **Attendance Cards are to be maintained for your back up system.**

Instructors should record the date a student enrolls in the class for the first time by marking E-1 in the block for that date. Withdrawal dates should be recorded by marking W-1 in the block for the date of withdrawal. If a student who has withdrawn reenters, the reentry date should be recorded by marking E-2 in the appropriate block.

The pupil attendance card should be marked as neatly and accurately as possible using pencil only.

Students with more than 10 UNEXCUSED ABSENCES will receive NO GRADE and NO CREDIT for the course for the year.

Students with more than 5 UNEXCUSED ABSENCES in a semester course will receive NO GRADE and NO CREDIT for the course.

To have any absence or dismissal from class at Daniel Morgan Technology Center excused, the student must submit a written excuse from parents or doctor to the appropriate person at the student's home high school.

Both Broome High School and Spartanburg High School have very specific procedures to be followed in having absences from school excused.

Only five (5) absences may be excused by written notes from parents.

All notes requesting that absences be excused, whether from parents or doctors, must be submitted to the designated school officials as follows:

Broome High - within three days of the date that the student returns to school
Spartanburg High - as soon as the student returns to school.

DAILY ATTENDANCE REPORTS AND PROCEDURES

Instructors will have access to both BHS and SHS PowerSchool. Attendance will be submitted each session via PowerSchool.

Attendance should be taken daily for each session and submitted within the first 15 minutes of class.

ON DAY 1 ONLY ***Students that do not report for class, should be listed on the NO SHOW sheet provided. Please send this to the office within the first 15 minutes of class. If you have students that report to your class and they are not showing on your PowerSchool roster, send them to the front office immediately.

As new students arrive after Day 1, please send them to the front office for schedule verification. We will send them back with verification and an "add" slip.

If a student requests a schedule change, send him/her to the main office or guidance. Do not drop the student from your roster until official notification is received to do so.

Back up attendance for the first 10 days will be kept on the 10-day attendance sheets provided. **Attendance cards** must be maintained for your back up attendance.

Your 10-day paper attendance records will be collected and kept in the front office at the end of the 10th day. You should continue to maintain a back-up attendance plan after the 10-day period. These back up records should be kept in your Class Roster and Back Up Attendance notebook.

The Class Roster and Back-Up Attendance notebook should be always kept in your classroom and readily available. Rosters in the notebook should be kept updated as students enroll and withdraw. The school and grade level should be available on the rosters. **This is imperative for substitutes to be able to take accurate attendance.** If you have students that are out working and should not be marked absent, this should be noted on the back-up attendance plan so that the sub would know this and would not mark them absent. Service Learners should be noted on your roster in some way. Service Learning is a BHS class, so they will not print on your PowerSchool rosters. They will have to be added by hand.

Copies of the Absentee Form should be always available in the notebook. Subs will use this to submit the attendance to the front office.

***Accuracy in reporting absences and maintaining attendance records is a **top priority**. When an error is made, confusion and embarrassment is experienced by the DMTC staff and extra time is required to rectify the error with the student, parent, high school counselors, and attendance secretaries. Errors can be avoided by taking sufficient time to check class rosters and make accurate reports.

EARLY DISMISSAL FOR STUDENTS

When an early dismissal from the Technology Center is necessary, the student to be dismissed should have approval **first** from their home high school. The student should notify the instructor before the beginning of the class that an early dismissal has been requested. The instructor will call the office for verification of approval. Upon departure the student will report to the office to sign out. If student is dismissed during the first half of class, he/she will be considered absent.

STUDENT TARDIES

When the buses unload and depart, all exit doors are locked except the front entrance. Students who arrive late to class must stop at the office for an ADMITTANCE SLIP. This Admittance Slip, when completed and initialed by one of the office personnel, will indicate if the tardy is EXCUSED or UNEXCUSED.

If a student reports to class without having been to homeroom or "signing in" at the home school, the student must be sent to the office so that the home school can be notified immediately. Failure to do this will result in the student being charged with cutting class. Students who arrive during the second half of class will be considered absent.

HOMEBOUND POLICY

Skills taught at DMTC require the use of computers, equipment, machinery, and field studies not available to the homebound student. When it is determined that a student will need extended homebound instruction, counselors and administration at DMTC, and the feeder high school will determine the best possible solution for success. One option may be to drop the course for that semester and restart in another semester. Course scheduling and career objectives are considered in the course of action.

SCHOOL DUTY ABSENCES

When a student is absent from class because of some school duty or function at the home high school or is absent because a class at the home high school is dismissed, the absence should be recorded but not be counted when showing the number of days absent on report cards and permanent records. They also will not count as absences against a student in the determination of a perfect attendance record, or for the number of hours shown on certificates. For record-keeping purposes, these absences should be indicated on blue attendance card with a SD for school duty.

Some examples of instances when the SCHOOL DUTY absence (SD) should be used are listed below:

- A. Participation in athletic events.
- B. Honors Day when the entire class is involved.
- C. Field trips when the entire class is involved.

Any time a student is absent, regardless of the reason, the absence should be shown on the pupil attendance card.

ATTENDANCE INTERVENTION PLAN

Instructors and guidance department personnel work together to implement the Attendance Intervention Plan for Daniel Morgan Technology Center. The plan is as follows:

- I. Instructors will notify a parent/guardian by phone or letter when a student is absent for 3 consecutive days.
- II. The School Counselor will notify a parent/guardian by letter when a student is absent for 5 days. A conference will be held with students to develop a plan for improving attendance.
- III. The School Counselor will notify a parent/guardian by letter when a student is absent for 7 days. A conference will be held with students enrolled in year-long courses to review the plan for improving attendance.

- IV. The School Counselor will notify a parent/guardian by letter when a student is absent for 10 days.

In addition to the contacts required by the Attendance Intervention Plan, instructors and student services personnel may make telephone calls or send letters to parents/guardians or home high school personnel in an effort to help students with attendance problems.

STUDENT DRIVER/VEHICLE REGULATIONS

The following regulations will apply to students who wish to drive to DMTC:

- ❖ Students will be granted permission to drive to DMTC on a case-by-case basis.
- ❖ Only students in good standing, or who have a legitimate need to drive to DMTC will be granted the privilege. (For example, students who have few to no discipline referrals and who have passing grades.)
- ❖ Seniors will be given priority, then juniors. Sophomores will only be allowed to drive to DMTC under special circumstances.
- ❖ Students who wish to drive to DMTC must fill out a request form, get signed permission from a parent and the administration of their home high school, turn the form in to the DMTC office for approval, and acquire a permit from the DMTC office in order to drive to DMTC.
- ❖ Driving permits will cost \$5.00 per semester. Permits issued first semester must be turned in by all student drivers at the end of first semester. Students will have to acquire a new permit for second semester.
- ❖ Students will be allowed to register more than one vehicle and transfer Parking Pass to the vehicle they drive that day.
- ❖ DMTC Parking Pass must be displayed on mirror any time vehicle is on DMTC property.
- ❖ Students who wish to reserve the same spot for second semester can pay \$10 for the initial permit but must turn the permit in after first semester to be issued a permit for second semester that will be a different color.
- ❖ Student drivers will be assigned a numbered space and must use that space only to park. If your space is occupied, park in an un-numbered space and inform the SRO or an administrator.
- ❖ Students who wish to work on a vehicle at DMTC who a permit do not have to drive here must get prior approval from administration to do so. Student will park in the student parking area in an un-numbered space until directed to move car to the shop area where it will be worked on.
- ❖ Students who need to drive to DMTC to leave for or return from an appointment who do not have a permit to drive here must get prior approval from administration to do so. Student will park in the student parking area in an un-numbered space and must sign in or out at the front office.
- ❖ Students who miss the bus from their high school to DMTC do not have permission to drive to DMTC. They should report to the office at their high school and have them make arrangements for transportation.
- ❖ Students will be expected to back into their assigned space each day when they arrive in order to prevent backing when leaving. This helps prevent accidents when everyone is in a hurry to leave.

CONSEQUENCES FOR FAILURE TO COMPLY WITH DRIVER REGULATIONS

- ❖ **Student drivers are expected to obey all traffic laws and drive cautiously to and from DMTC.** (Failure to comply will result in loss of privilege for remainder of semester or year.)
- ❖ **Student drivers will not be allowed to have any passengers.** (Failure to comply will result in loss of privilege for remainder of semester or year.)
- ❖ **Students must remain on campus once in student parking area.** (ISS/Loss or privilege remainder of semester or year)
- ❖ **Parking in the wrong parking space.** (After School Detention/ISS)

- ❖ **Driving to DMTC without permit or prior administrative approval.** (After School Detention/ISS)
- ❖ **Student drivers will not be allowed to loiter in the parking lot.** (Warning/After School Detention/ISS/Loss of Privilege remainder of semester or year)
- ❖ **Failure to display Parking Pass on mirror, not backing in.** (Warning/After School Detention/ISS/Loss of Privilege remainder of semester or year)

STUDENT DISCIPLINE

All students are under the control and supervision of all staff members. As such, students are subject to the direction and instruction of any faculty member at any time or place where the school authority extends. The Administration stands firmly behind the faculty and staff in these endeavors. Good discipline requires the establishment of clear rules and regulations and consistent enforcement of such by all parties. When a student displays unacceptable behavior that is not of a serious nature, the first step should be to warn the student and give them the opportunity to correct their behavior. If the student fails to conform or repeats the behavior on a regular basis, more serious consequences must be enforced. It is always better to have a student removed from a class or area than to send them on their own. Call for administrative help when needed.

DISCIPLINE PLAN FOR ADMINISTRATORS

Discipline is essential to the educational process. Administrators are accountable for assisting teachers in providing CTE instructional programs that are conducted in an environment which is conducive to learning by enforcing the rules of conduct for students as provided for in the discipline policy.

The administrators responsible for student discipline at Daniel Morgan Technology Center are a resource for instructors when their efforts to correct inappropriate student behavior are unsuccessful or when Level II Disruptive Conduct is observed. Student behavior which may endanger the health or safety of others in school, directed against others or school property, is disruptive conduct.

Students will be referred directly to an administrator when disruptive behavior is observed. Examples of Level II Disruptive Behavior are:

- **Use of profane language (oral or written)**
- **Obscene gestures**
- **Recurring violations of expected behavior codes**
- **Disrespect to instructor or other staff members**
- **Fighting**
- **Verbal Fighting**
- **Theft, or receiving stolen property belonging to the school, instructors, staff members, or other students**
- **Possessing, using, consuming tobacco products**
- **Willful destruction of school property, or property belonging to staff members or other students**
- **Falsification of any school document**
- **Inappropriate use of the Internet**

Violations of Students Involving Criminal Conduct

It is expected that no student attending Daniel Morgan Technology Center will be involved in behavior or actions that would lead to violations of the law. When criminal conduct is committed

by students enrolled at Daniel Morgan, it is the responsibility of the administration to assure that the safety and security rights of our students and employees are protected.

Criminal Conduct is defined as those activities that result in violence to oneself, another person or property, which pose a direct and serious threat to the safety of oneself or others in the school. These activities may require administrative actions that result in the immediate removal of the student from school, intervention of law enforcement authorities, and/or action by the local school board. Matters involving Criminal Conduct will be handled by the Assistant Director or Director.

Out-of-school suspension will be given for each action, along with a recommendation for expulsion, if warranted by School District Policy. All inappropriate items will be confiscated and turned over to law enforcement authorities. Examples of inappropriate behavior that may be considered Criminal Conduct include, but are not limited to, the following:

- **Assault and battery**
- **Harassment**
- **Threatening, blackmailing, intimidating, abusing the life or family of a student, faculty member or staff member**
- **Indecent exposure**
- **Breaking in and entering school property, theft of or receiving stolen school property**
- **Possession of drug paraphernalia**
- **Possession, consuming, or selling of illegal drugs and alcoholic beverages, and or illegal imitation drugs**
- **Possession and selling of controlled prescription drugs**
- **Possessing or manufacturing a knife, blackjack, steel knuckles, mace, box cutter, and razor. Using anything in a violent, threatening, or unsafe manner.**
- **Making any type of bomb threat**
- **Arson**
- **Possession of guns, pistols, pellet guns, starter pistols**
- **Sexual Assault**

Procedures followed by administrators in dealing with discipline referrals:

1. The consequence issued by the administrator will be at the discretion of the administrator after consultation with the referring instructor or staff member, will be in line with the discipline code in place at the student's home high school, and will depend upon the severity of the violation.
2. The administrator will investigate to attempt to determine the facts surrounding the situation. The student(s) and the instructor will have the opportunity to explain what happened.
3. If counseling or other intervention is warranted, the administrator will make the appropriate referral.
4. The administrator will conference with the offending student to explain what the appropriate behavior would have been, to warn the student against repeated violations or school rules, and to notify him/her of the consequences of such violations.
5. The administrator will complete a discipline record on the student or students involved and notify the instructor as to the disciplinary actions taken with the referred student.
6. The consequences of repeated violations of school rules of conduct may range from detention to suspension or a recommendation for expulsion from school. Parent/administrator conferences may also be required when appropriate.

7. In cases involving criminal conduct by the student, or actions resulting in violence to oneself, another person or property which pose a serious and direct threat to the safety of others, intervention by law enforcement may be required by the Administrator.

DISCIPLINE PLAN FOR INSTRUCTORS

Philosophy:

Effective teaching requires discipline and good classroom management skills. Instructors who are organized, who have positive expectations for students, and who communicate expectations for behavior and learning produce students who are self-disciplined, motivated, and respectful of the rights of others.

The faculty and staff of Daniel Morgan Technology Center realize that most students want to learn and will follow the rules and regulations of the school. However, to ensure the safety of all students and to maximize the learning opportunities for everyone, expected standards of behavior must be outlined and enforced.

Strategies for Effective Discipline:

1. Establish rules for student conduct and safety. Make sure each student knows and understands your rules.
2. **Post your classroom rules.**
3. State clearly what your limits are and the consequences if a student chooses to behave inappropriately. Make sure the consequences are appropriate to the situation.
4. Be consistent.
5. Do not use sarcasm and ridicule in dealing with students.
6. Do not use group or mass punishment.
7. Teachers should not threaten students with consequences they cannot enforce and that are not in line with published discipline policies.
8. Profanity, use of discourteous language and/or disrespectful student behavior, will not be tolerated and should be dealt with immediately.
9. Abuse of school property will not be tolerated.
10. Remember that the purpose of disciplinary actions is to change and improve behavior.
11. Discipline policy will always be enforced at all school functions sponsored by DMTC on or off campus.
12. Be on the lookout for student behavior that could be considered as harassment or bullying. Do not tolerate this type of behavior. Report to administration as needed.

Procedures for Reporting Violations of Rules and Regulations:

- Teaching respect for rules and discipline is each instructor's responsibility. Except in cases of immediate threat or danger, no student should be sent to an administrator for discipline, unless the instructor has exhausted all efforts of dealing with the student.

- If the student continues to commit violations of expected standards of behavior, (Level 1 Disorderly Conduct), a referral for intervention by the Counselor may be made. If the student continues to defy efforts to change and/or improve his/her behavior, a referral to the Assistant Director for corrective action should be initiated.
- Document every instance of misconduct requiring disciplinary action. The record should include:
Date
Student's name, school, section, etc.
What the student did (Violation of Rules)
Action taken by the instructor
Whether the assigned work or detention was completed
- Refer any flagrant or threatening violation of rules immediately to one of the administrators. Refer any student in possession of a weapon to an administrator.
- Offenses classified as Level 1 Disorderly Conduct (those student actions which tend to hinder classroom instruction or the orderly operation of the school), should be initially handled by the instructor at the classroom level. If additional intervention is needed, a referral to the Director of Pupil Services or Counselor may be made. Chronic or repeated violations of class/shop procedures, behavior expectations, or safety rules may result in the student being referred to an administrator for corrective actions.

Examples of Disorderly Conduct:

- Lack of class materials
- Excessive talking that disrupts the learning process
- Failure to cooperate
- Disturbing other students
- Leaving class/shop without the instructor's written permission
- Sleeping in class or shop
- Running in the class, shop, or hallway
- Violation of safety rules
- Rude or offensive remarks or gestures toward other students
- Cheating
- Horseplay during instructional time
- Abuse of break privileges

Consequences for actions of disorderly conduct may include verbal or written warning, confiscation of inappropriate items, loss of break, detention, parent contact, parent/teacher conference. Consequences for Level I Disorderly Conduct offenses may be issued by the teacher. (Detention assigned by instructor will be supervised by the instructor. Detention assigned by Administrator will be supervised by Administrator.)

Once discipline cases have been referred to administration for disposition, they are no longer the instructor's problem unless there is a recurrence.

The severity of disciplinary actions taken will depend upon the circumstances surrounding the incident reported and the student's prior discipline record.

CORPORAL PUNISHMENT

Although SC Code of Laws 59-63-260 (1976) states: The governing body of each school district may provide corporal punishment for any pupil that it deems just and proper, it is the position of the administration at DMTC School that corporal punishment is not an option for discipline of students by any district employee- Including but not limited to: teacher, assistant principal or principal.

STUDENT DRESS CODE

DMTC will enforce student dress code in accordance with BHS and SHS handbook policy.

At DMTC students must dress in safe clothing while in work areas. Each student is responsible for maintaining a presentable appearance at Daniel Morgan Technology Center.

The lack of work clothes will not excuse a student from performing shop assignments. Students are responsible for proper attire and keeping work clothes clean. The proper attire will be defined for the students by their instructors. No students will be allowed to work in unsafe clothing. All students will always wear shirts and shoes.

TELEPHONE

Students are not to be excused from classes to use the telephone except in cases determined by the instructor to be necessary. When students are permitted to use the telephone, the person they are calling and the reason for the call must be stated on Corridor Pass. Students should be directed to use the phone in the MAIN OFFICE. Students are not allowed to use the telephones in the classrooms or faculty lounge. Cellular phones used by students on campus will be confiscated per high school discipline code.

TOBACCO-FREE SCHOOLS AND CAMPUSES

The district does not allow students to use or possess tobacco products or tobacco paraphernalia. This restriction applies while students are on school grounds, in school buildings, on buses or during any other time they are under the direct administrative jurisdiction of the school whether on or off the school grounds. Violation of this policy will lead to disciplinary action in accordance with the district's discipline code. E-cigarettes are considered to be tobacco products and are not allowed to be possessed or used.

POSSESSION/USE OF PERSONAL ELECTRONIC DEVICES BY STUDENTS

DMTC will enforce cell phone policies in accordance with the BHS and SHS handbooks. Instructors have the authority to allow students to use their electronic devices for academic purposes in their classrooms. Students should not be allowed to play games or access social media sights at any time.

OFF CAMPUS INTERNET CONDUCT

Students and parents/legal guardians should understand that the district may take disciplinary action against a student for off-campus conduct involving inappropriate use of the Internet or Web-based resources, other interactive or digital technologies such as cell phone text and/or picture messaging if that conduct results in a disruption of the school environment. State law permits a school or district to take disciplinary action where a student engages in inappropriate off-campus conduct such as posting online comments that harass or threaten other students or staff members or that have a negative impact on the school environment. Such conduct is not limited to textual comments and may include, but not be limited to, the inappropriate use of photos, pictures, images, audio, or video that harass or threaten others or create a negative impact on the school environment. Such conduct may be initiated and/or created off-campus with equipment not owned by the school district, but if its content is harassing or threatening to any student or staff member, the student may be disciplined for the disruption of the school setting. Any communication of this form which prevents a safe and positive educational environment may also be considered cyber bullying. Cyber bullying is the use of any electronic

communication device to convey a message in any form that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, discipline, up to and including expulsion.

BREAKING UP FIGHTS

- 1) Stay calm- calmness is contagious
- 2) Quickly assess the situation to approach safely.
- 3) Get help from appropriate personnel. It is best to have two (2) or more adults to help manage the situation.
- 4) Intervene verbally with voice commands. For example, "Stop fighting now! You go here, and you go there!"
- 5) Remove obstacles.
- 6) Isolate situation, if possible, by removing bystanders with verbal directions.
- 7) *Decide if you and at least one other staff member should intervene physically. It is recommended you do not intervene physically by yourself due to the increased risk of injury to staff and the fighters. If you do decide you must intervene alone, it is at your own discretion.
- 8) *Knowing it is best if you have two or more adults, if you do decide to intervene physically (depends on situation, size, your physical skills) use the Nonviolent Physical Crisis Intervention principles and techniques taught in our district's Crisis Prevention Training (for example, assume supportive stance, control limbs of fighters, step in from back or side and not into the middle, use physical principles of leverage and momentum, etc.)
- 9) Separate fighters out of eyesight and earshot.
- 10) Use the principles of Therapeutic Rapport taught in the district's Crisis Prevention Training to gather facts, debrief, counsel, and administer consequences.

* Further clarification- For general staff members (teachers, non-certified staff) physical intervention is not an automatically required step for dealing with fights. Such decisions for physical intervention depend on the situation as to the risk of injury for the fighters and for the ones intervening. It is your discretion whether physical intervention is appropriate and whether you have the physical skills to intervene. Administrators have a higher level of responsibility to intervene physically. All staff members can help in some way, especially steps 1-6.

Factors Affecting Intervention Strategy- Consider:

- 1) Number of combatants
- 2) Size, strength, energy level
- 3) Available assistance
- 4) Presence of weapons or potential weapons
- 5) Audience

Don'ts:

- 1) Do not jump into middle of a fight
- 2) Do not restrain one combatant unless confident other will stop
- 3) Do not attempt physical intervention except as a last resort
- 4) Do not physically restrain unless sure you can do so effectively
- 5) Do not ignore early warning signs

DEALING WITH AN INSUBORDINATE STUDENT

From time to time, you may have a student who for some reason refuses to cooperate or do as they are told. For example, refusing to give up a cell phone, refusing to leave an area or return to an area when told to do so, refusing to clean up after class, etc. The following is a list of guidelines for dealing with these situations:

- 1) Try to de-escalate, rather than escalate the situation by staying calm and not yelling.
- 2) Isolate the student by removing other students from the classroom or area.
- 3) Never put your hands on the student unless they are posing a threat to themselves or another person.
- 4) It is ok to have the SRO on the scene but try to handle the situation without involving the SRO directly unless the student is breaking the law or making threatening remarks and gestures.

STUDENT SERVICES

COUNSELING

The School Counselor assists students in planning for college and/or careers which are compatible with the students' goals, interests, and abilities.

An orientation program for new students is provided by the Student Services Department.

Students are encouraged to talk with the School Counselor when they are having problems related to school or of a personal nature.

SPECIAL NEEDS STUDENTS

The CTE Support Specialist will maintain a copy of the students' Individualized Education Plan (IEP). All IEPs should be maintained in a secure location and returned to the CTE Support Specialist at the end of the year. The counselor and CTE Support Specialist will work with the Special Education Instructor to ensure all accommodations are met for students with IEPs or 504s.

Section 504 of the Rehabilitation Act of 1973

No otherwise qualified individual with a disability in the United States, as defined in section 7(20) shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service

JOB PLACEMENT

The School to Career Coordinator provides pre-employment activities, job counseling, and job referrals to students and graduates of occupational programs.

Other responsibilities of the School to Career Coordinator include Business and Industry Visitations, assisting with School-to-Work activities, and coordinating specific activities involving Business and Industry relations. (Example: Field Studies, Career Fairs, Military Day, etc.)

SCHOOL TO WORK ACTIVITIES AND EXTENDED LEARNING OPPORTUNITIES

DMTC makes the following School to Work activities available through each program area. (Off Campus Activities are not included in Extended Learning Activities.)

SHADOWING is a short-term experience to introduce a student to a particular job by a one-on-one pairing of a student with an employee in a work environment. The student follows or “shadows” the worker for a specified time to better understand the requirements of a particular career.

SCHOOL-BASED ENTERPRISES focus on the development of small businesses created, managed, and operated by students within the school setting. These ventures support the development of academic, technical, and entrepreneurial skills in an applied academic environment. Enterprises may be undertaken on or off the school grounds.

SERVICE-LEARNING activities are structured experiences for one or more students at DMTC, a work site or community agency. Students work on specific activities each week during or after school. Under close adult supervision, students develop work skills and learn how to conduct themselves in work situations. Service-learning activities should model guidelines developed by the National and Community Service Trust Act (NACSTA) covering the four stages of preparation, action, reflection, and celebration. One-time community service events should not be counted for STW purposes.

An INTERNSHIP is a one-on-one relationship that provides “hands-on” learning in an area of student interest. A learning contract outlines the expectations of and responsibilities of both parties. The protégé works regularly during or after school for three or four hours a week in exchange for the mentor’s time in teaching and demonstrating. The internship generally lasts from three to six months and may or may not include financial compensation.

COOPERATIVE EDUCATION programs coordinate high school or post-secondary studies with a job in a field related technical education objective. Students and participating businesses develop written training and evaluation plans to guide workplace activities in coordination with classroom instruction. Students receive course credit for both their classroom and work experiences. Academic credit, compensation, and activities vary with the course of study.

REGISTERED APPRENTICESHIP is an adult educational program that is registered with the US Department of Labor’s Bureau of Apprenticeship and Training. The traditional apprenticeship program is designed for adults but may be linked to an approved youth apprenticeship program in grades 11-12. Apprenticeships are formal relationships between an employer and employee during which the worker, or apprentice, is paid while learning a specific occupation in a structured program.

A YOUTH APPRENTICESHIP begins in the eleventh grade for students who are age 16 and older. This activity combines classroom instruction (at both secondary and post-secondary levels) with one to two years of on-the-job learning, and results in a “certification of mastery” of specific technical skills. A youth apprentice may progress to a registered apprenticeship program after high school. These types of apprenticeships may or may not include financial compensation.

A WORK-BASED MENTORING experience engages a student with an employee of a particular employer who possesses workplace skills and knowledge to be mastered by the student. The mentor instructs the student, critiques the performance of the student, challenges the student to perform well, and works in consultation with classroom teachers and the employer of the student. The relationship generally lasts a year, with the mentor maintaining occasional contact with the protégé for an additional one to two years.

STUDENT ORGANIZATIONS

Student organizations are an "integral part of the curriculum." Their purpose is to enhance and reinforce lessons learned in the classroom and shop. Student organizations stress the principles of pride in work, productivity, democratic leadership, and American Free Enterprise. Learning to work together as a team to achieve project goals, students develop confidence in their trade and confidence in the democratic way.

As part of the instructional program, club activities are approved as school-related activities. Club meetings, field trips, guest speakers, competitive events, workshops, and service projects are example of club activities. These activities introduce the student to parliamentary procedures, proper dress and manner, friendly competition, experts in their field of training, and occupational information related to their chosen career.

Student organizations recognized as appropriate for occupational courses at Daniel Morgan Technology Center:

SKILLS USA
FBLA (Future Business Leaders of America)
NTHS (National Technical Honor Society)
DECA

The administration supports the philosophy of student organizations. Instructors are encouraged to provide the leadership necessary to assist students in organizing and conducting club activities for their program area. Instructor and student interest is recognized as the key to a successful club.

Only first place winners in State Competitions will be sponsored to National Competitions.

OTHER POLICIES/ PROCEDURES/INFORMATION

INSURANCE

A special insurance policy is offered to pupils, instructors and other personnel of the schools. This policy, which covers some medical, dental and hospital expenses as well as accidental death and dismemberment has been approved for instructors.

Information concerning this insurance plan will be furnished to instructors and students immediately following the opening of school.

All students attending Daniel Morgan Technology Center are encouraged to participate in the School Accident Insurance Protection Plan. This insurance may be purchased at the students' home high schools.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

In compliance with the Asbestos Hazard Emergency Response Act (AHERA), our district contracted the services of AAA Environmental Services to inspect our schools for the presence of asbestos. We have received a Management Plan from this firm that documents the findings of their inspection and complies with all the criterion required by both the State of South Carolina and the Environmental Protection Agency. This plan is available for inspection to representatives of EPA and the State, the public, including parents, teachers, and other school

personnel and their representatives as required by the AHERA Rule in our administrative offices located at 3535 Clifton Glendale Road.

If a copy of this report is desired, it will be provided for the reasonable cost of \$.10 per page. Any question concerning the Management Plan should be addressed to Mr. Paul Hollifield, located at the administrative offices, who will be serving as our LEA Designee. You will be notified of any further asbestos related developments as the need arises.

GRIEVANCE PROCEDURE

Employees with grievances or concerns will follow the District Three grievance procedure.

SEXUAL HARASSMENT/BULLYING

Daniel Morgan Technology Center adheres to the sexual harassment and bullying policies established by Spartanburg County School Districts 3 and 7. A copy of the policy manual is available in the main office of Daniel Morgan Technology Center. All staff members and instructors must maintain written documentation concerning communications related to sexual harassment.

FOUNDERS FEDERAL CREDIT UNION

The Credit Union is for the benefit of the instructors, staff, and maintenance personnel. It is not required that you belong to the Credit Union.

PHOTO RELEASE STATEMENT

From time to time, our students and staff members may be identified or photographed for publications, broadcast, transmission and/or electronic display by the news media or school and district public relations officials, in accordance with district policy and privacy laws. Only "directory" type information will be given, such as name, school, grade level, etc. If you have any questions or concerns, please contact the school principal. If you (or your child) do not wish to be identified or photographed, please notify the school in writing.

STATEMENT OF NON-DISCRIMINATION

Spartanburg School District Three does not discriminate based on race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has been designated to handle inquiries regarding the nondiscrimination policies:

Deputy Superintendent of Personnel and Student Services
3535 Clifton Glendale Road
Glendale, SC 29346 (864)279-6000
rgoode@spartanburg3.org

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or part by a program of the U. S. Department of Education.
 1. Political affiliations or beliefs of the student or student's parent.
 2. Mental or psychological problems of the student or student's family.
 3. Sexual behavior or attitudes.
 4. Illegal, anti-social, self-incriminating, or demeaning behavior.
 5. Critical appraisals of others with whom respondents have close family relationships.
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine eligibility for participation in a program.
- *Receive notice and an opportunity to opt out of your child's participation in the following:*
 1. Any other protected information survey, regardless of funding.
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use-
 1. Protected information surveys of students.
 2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Spartanburg School District Three has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collections, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Spartanburg School District Three will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Spartanburg School District Three will also directly notify, such as through U. S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt out his/her child of participation of the specific activity or survey. Spartanburg School District Three will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt out their child of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution
- Administration of any protected information survey not funded in whole or in part by ED
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records.

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. School may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

For additional information, you may contact:

Assistant Superintendent of Personnel and Pupil Services
3535 Clifton Glendale Road
Glendale, SC 29346
(864)279-6000
rgoode@spartanburg3.org

RELEASE OF STUDENT INFORMATION

Spartanburg County School District Three may disclose student directory information from student records as needed. Directory information includes the following: student's name, address, telephone number, date and place of birth, participation in activities and sports, weight/height of athletic team members, dates of attendance, diploma and awards received, and the most recent previous school attended. Any parent or legal guardian may request that this information not be disclosed by informing the school principal, in writing, within 15 days of this notification.

PROTECTED HEALTH INFORMATION NOTICE

The Health Insurance Portability and Accountability Act requires certain offices/persons within Spartanburg School District Three to maintain the privacy of protected health information and to provide individuals with notice of the district's legal duties and privacy practices with respect to such information. The district will not use or disclose protected health information except under circumstances either required/permitted by law, or pursuant to authorization from the individual or his/her personal representative.

FACULTY/STAFF TELEPHONE USE

THE FOLLOWING POLICIES REGARDING USE OF THE TELEPHONE ARE TO BE OBSERVED BY ALL PERSONNEL.

- ❖ Instructors must not leave their classrooms or shop areas to use the phone during class/instructional time when students are present.
- ❖ Cell phones or other electronics devices must not disrupt or interfere with performance of duties.
- ❖ Phone calls will be transferred to instructor's voice mail during class/instructional time.
- ❖ Instructors will be called from their classroom to the telephone ONLY IN CASES OF EMERGENCY.
- ❖ Do not use Directory Assistance (411). DMTC is charged each time 411 is called.
- ❖ Long distance calls (no international calls) must be made for school business only. Long distance calls for personal emergencies must be approved by Administration.
- ❖ Time spent on calls must be as brief as possible depending on the purpose of the call.

TECHNOLOGY

All hardware and software purchases, installations, changes, or repairs on hardware are to be coordinated through the Technology Support Specialist. Software must not be shared or copied unless license is purchased for each computer site.

Repairs or services should be made by using a Technology Request Form, located on the DMTC website. Please complete and submit this form when requesting technical services such as reporting a problem, submitting a technology purchase request, and requesting user support services. Allow 24 hours for a response. If you have an issue requiring immediate attention, please contact the Technology Support Specialist by phone.

Students, faculty, and staff will have access to the Internet and networked services **ONLY** through computers provided by the school. Personally, owned computers are prohibited from DMTC.

VISITORS

All visitors must make arrangements with the instructor at least one day in advance of the visit. Instructors are responsible for informing the secretary or another office staff member of the expected visit. This means **NO VISITORS** during the school day without prior approval of the instructor and notification of office personnel. This includes former students and current students absent or dismissed early.

ALL VISITORS must register in the office and receive a **VISITOR'S PASS**. Any unauthorized visitor should be referred to the office for a Visitor's Pass. The instructor should also notify someone in the office of the presence of unauthorized visitors.

In accordance with District position, teachers are not to bring their children to classrooms during regular and in-service work hours.

Delivery personnel, technicians, etc. must also have a visitor's pass to enter classrooms and shops.

TOBACCO FREE SCHOOLS AND CAMPUSES

The district does not permit the use of any tobacco products in any of its indoor facilities, nor on any other part of school campuses or district property including, but not limited to, schools, district offices, stadiums, gymnasiums, etc. The restriction applies to employees and non-employees. Employees will also not use tobacco anywhere while on duty and in the presence of students.

The administration will ensure that signs prohibiting tobacco use are conspicuously displayed. The principal/supervisor of each facility is responsible for the display of these signs and the enforcement of this policy.

Violation of this policy will lead to disciplinary action for the employees and the removal of non-employees.

SPECIAL ACTIVITIES

Activities that are onetime events are to be approved, at least two weeks in advance, by the Administration. A form is available for this purpose. Special Activities include, but are not limited to the following:

Community Service Project

Blood Drive
Pennies for Patients
March of Dimes
Red Cross
On/Off Campus Project

Events

DECA, FBLA, NTHS
Skills USA Ceremonies
Skills Competitions
Student Organization Meetings
Cookouts/Meals/Parties (Limit one per semester)

ENROLLMENT (Open Enrollment)

At Daniel Morgan Technology Center, our objective is to prepare students to compete successfully in the global job market. Achieving this mission starts with equipping students with effective decision-making skills. Therefore, DMTC makes every effort to encourage and promote development of effective decision-making by assisting students in selecting and enrolling in courses that support their chosen Career Cluster or Pathway to post-secondary training and the world of work.

Courses at Daniel Morgan Technology Center are open to all students enrolled in the 9th, 10th, 11th, and 12th grades at Broome and Spartanburg High Schools. A Spring Interest Survey assists students in enrolling in their first or second choice of program of study. Open enrollment is held for students who did not make early application.

DMTC staff present the career training opportunities available at DMTC to all students through classroom presentations and are available at registration to further explain the course curriculum and answer questions as they sign registration cards. DMTC works with the feeder school counselors to assist the student in recognizing goals, interests, and abilities. The students are encouraged to follow their Individual Graduation Plans and the Career Clusters.

The following process is followed to ensure student enrollment in courses leading to successful career preparation and placement:

1. Students complete a Student Course Request Form during a presentation by DMTC representative in the student's Language Arts class.
2. DMTC representatives review the Student Course Request Form to determine the best possible selection for students based on career objective, courses previously taken, and student strengths.
3. During the registration period at the high schools, students contact representatives from DMTC to sign registration cards. During this time, if a slot opens in a requested course (Open Enrollment), a student is enrolled based upon input from their counselor and the IGP.
4. After registration at the high schools has been completed, students still have an opportunity to enroll in classes through their counselor. The counselor calls representatives from Daniel Morgan Technology Center to discuss possibilities and course opening in Career Clusters. Every effort is made to provide a student with opportunities in the career cluster objectives, and this is conducted in a collaborative fashion.

OPPORTUNITIES FOR STUDENTS

HONORS CREDIT

The following courses offered at DMTC meet the state criteria for honors credit. Transcripts will reflect the honors designation and be given the assigned honors weighting.

Automotive Technology II
C.N.A. Clinicals
Culinary Arts II
Graphics & Printing II & III
Health Science I & II
Health Science III/Anatomy
Mechatronics III & IV
Medical Terminology

RECOGNITION (CERTIFICATES OF COMPLETION AND AWARDS)

Students will be recognized for completion of programs based upon the number of units earned in a specific area. To be recognized at the Awards Day as a program completer, a student must meet the following conditions:

- Maintain an average of at least a "C" (70-79)
- Complete the required number of credits for that program area

OUTSTANDING STUDENTS

One student from each course is selected by the instructor of that course as the outstanding student for the school year. This student is presented a plaque and an appropriate gift by the school. Students receiving these awards will have their names placed on permanent display outside the Multipurpose Room.

Criteria for selecting the outstanding student are:

ATTENDANCE
ATTITUDE
DEPENDABILITY
SCHOLARSHIP
SERVICE TO SCHOOL
WORK HABITS
SCHOLARSHIP AWARDS

SCHOLARSHIPS

The Daniel Morgan Technology Center will provide opportunities for graduates of CTE programs to continue their education by awarding financial aid through the scholarship program.

The scholarship committee of Daniel Morgan Technology Center will consist of the School Counselor and three other members of the faculty or administrative staff.

It will be the responsibility of this committee to select the recipients of the scholarship awards, based on the established criteria.

Students applying for a scholarship should provide proof of acceptance to the school to which they have applied.

The criteria to be used by the scholarship committee in considering the applicants will be:

Scholarship
Academic Performance
Attendance
Work Habits
Financial Need
Community/School Service

All properly completed applications, which are received by the designated cutoff date, will be considered. Awards of available scholarship funds will be made without regard to sex, race, national origin, religion, age, or handicap.

Payment of the award amount will be made by Daniel Morgan Technology Center to the school or program in which the recipient is enrolled. No payment will be made to the individual student.

POST-SECONDARY OPTIONS

Spartanburg Community College “Early College” Program

The SCC Early College Program provides opportunities for DMTC students to earn high school credit and college credit for college courses offered by SCC prior to high school graduation. Early College courses are taken at DMTC. Spartanburg Community College guidelines are followed in enrolling students in early college courses. A three-semester-hour college course shall transfer as one Carnegie unit. Tuition will be charged for early college courses as determined by Spartanburg Community College. Other college course fees are the expense of the individual student or his/her parent (s) or legal guardian. Successfully completed early college course credits may be transferred to any of the 16 technical colleges within the South Carolina Technical College System.

In the fall and spring of the 2022-2023 school year, students will have the opportunity to earn early college credit in the following SCC courses:

- ❖ **Culinary Arts 2 -Cul 155**
- ❖ **Health Science 3-AHS 104**
- ❖ **Medical Terminology – AHS 102**

Spartanburg Community College Technical Advanced Placement

SCC Technical Advanced Placement (TAP) Program provides an opportunity for DMTC students to earn credit at SCC for skills mastered in similar DMTC courses. A major component of the TAP Program is a skills and knowledge assessment administered in April. Mastery of at least 80% of the course content is required. There is no risk or cost to the student for attempting to earn TAP credit. TAP credits are available in selected programs. Programs include Welding II, Graphics II, and Electronics.

National Certification or Credentialing

DMTC provides students with the skill training and testing opportunities to obtain industry recognized credentials to document skill mastery and therefore increase employability. These are earned by program area. The exam fees vary to program area and are paid by individual students. Certifications/credentials are currently available in:

Automotive Technology

ASE (Automotive Service Excellence)

Carpentry, Electricity, and Welding

NCCER (National Center of Construction and Research)

Cosmetology

SC Cosmetology License

Culinary Arts

ServSafe and ProStart

Health Science

First Aid/CPR/AED, First Responder, and Certified Nursing Aide

OSHA 10 Hour Certification

PERSONS REQUIRED TO REPORT (MANDATED REPORTING)

South Carolina law (Section 63-7-310) requires teachers, school administrators and other school personnel to report any suspicion of child abuse, including physical or mental abuse, or neglect by a parent, guardian, or other person responsible for the child's welfare. These reports shall be directed to the Department of Social Services or to law enforcement. An employee reporting the suspected abuse must also inform his or her supervisor of the possible abuse.

DEFINING AND MAINTAINING PROFESSIONAL STAFF AND STUDENT BOUNDARIES

While the District encourages employees to work closely with students and have positive relationships, employees must interact with students both at school and away from school in a professional and appropriate manner. Interactions and communication with students must be transparent and accessible to others, including any use of electronic communication or social media. Employees are required to immediately report any suspected or observed misconduct or mistreatment of students, including conduct of sexual nature, including harassment, to their supervisor.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Spartanburg School District Three has contracted with an outside company to provide employees with comprehensive Employee Assistance Program (EAP) services, at no cost to the employee.

More information regarding the Employee Assistance Program can be found under the staff tab on the Spartanburg 3 website, as well as in the following pamphlet.

<https://www.mygroup.com/portal/employee/>

OTHER ATTACHMENTS AND FORMS

PARENTAL PERMISSION FORM
(2022-2023)

Date: August 15, 2022
To: Parents or Guardians of Student at Daniel Morgan Technology Center
From: Mr. Heath Roberts, Director
Subject: Parent Permission Forms

The administration of the Daniel Morgan Technology Center believes that if students are to be prepared to enter the world of work or programs of higher education, they need to be exposed to the following types of off campus activities as part of their Career and Technical education.

- a. Tours of area industries and businesses
- b. Field Studies to actual job sites
- c. Student Work Projects
- d. School Exhibits, Trade Shows, Career Fairs
- e. Employment Interviews
- f. Visits to Technical Colleges or other post-Secondary institutions
- g. Industry Certification Assessments

To provide these kinds of experiences for students, it is necessary that the school be given permission to transport the students from the Technology Center to the various locations of the activities and back to the Center.

Travel will be by school bus, school vans, or in an emergency, in personal cars.

District and DMTC rules will be enforced on all off-campus activities.

Parents are requested to read, sign, date, and return this form to the student's DMTC teacher immediately.

Student's Name _____

High School _____ **Grade** _____

DMTC Course _____ **Session** _____

DMTC Instructor _____

I request that _____ be allowed to
Student's Name

Participate in all activities or his/her class at Daniel Morgan Technology Center. I hereby give my consent for this student to be taken on field studies, work projects, and other class-related off campus activities as deemed necessary by the teacher. This permission is granted for the 2022-2023 school year unless withdrawn by me prior to the end of the school year.

Signature of Parent or Guardian

ACCIDENT INSURANCE INFORMATION

Date: August 15, 2022
To: Parents or Guardians of Student at Daniel Morgan Technology Center
From: Mr. Heath Roberts, Director
Subject: Accident Insurance

Because of the nature of the subjects being taught at Daniel Morgan Technology Center, the students will be exposed to machinery and equipment which could be dangerous if operated carelessly. While every possible precaution will be taken to ensure the safety of your child, the possibility exists that he/she could be injured to the extent that medical attention is required.

Every student taking an occupational subject should be covered with accident insurance. Accident insurance is available through the student's home high school if purchased at the beginning of the school year. I encourage you to take advantage of this low-cost accident insurance while the enrollment period is open. *Students who are planning to participate in Cooperative Education, Youth Apprenticeship, or Internship must have insurance coverage through their home high school or parents/guardian.*

Please complete and sign one of the three sections of the attached form (whichever is appropriate) to verify that the student is insured with accident/medical insurance.

Also, please provide the information requested at the bottom of the attached form and return the form to the Technology Center immediately.

Thank you for your cooperation.

Student's Name _____ has the accident coverage listed below for the 2022-2023 school year.

Signature of Parent or Guardian

Date

***One of the three insurance coverage options must be completed.**

1. *School Insurance*

Student has accident coverage through _____.

2. *Private Insurance*

Student is covered under private policy number _____ with

Insurance Company Name

3. *Medicaid*

Student is covered under Medicaid. Medicaid Number _____.

4. *Student is not covered under school or private insurance. I will personally be responsible for payment for Any emergency medical treatment required due to accidental injury to this student while at Daniel Morgan Technology Center.*

Signature of Parent or Guardian

Date

**APPLICATION FOR DMTC STUDENT DRIVER PERMIT
(2022-2023)**

School bus transportation is available for all students to and from Broome and Spartanburg High Schools. However, students who find it necessary to drive in personal cars, or to come to Daniel Morgan Technology Center in other than school provided transportation will be allowed to do so, if they present this form properly signed by their parents and approved by the home high school principal.

When the completed form is presented to the office at Daniel Morgan Technology Center, a permit card will be issued to the student. Students Driver Permit cards must always be hung from their vehicle mirror when on the DMTC campus.

These permits will be checked daily as students enter the parking lot. Any student found to be driving in a personal car without the proper permit will be considered to be in violation of the Center's rules and will be subject to disciplinary action.

Other Rules and Regulations for Drivers.

1. Drivers must follow the specified route to and from the Technology Center, with no stops in route.
2. Driver permit cards must be hanging from mirror each time they come to the Technology Center in a car.
3. In no case should a car be operated in a reckless manner while in route or on the school grounds.
4. Students should park in their assigned student parking space immediately upon arrival at school and go directly to class. Once on campus, students may not leave without permission.
5. Student drivers will be responsible for keeping the parking lot free of litter.
6. No Passengers allowed. Drivers only.

I have read the above statement and understand that driving privileges to the Technology Center will be revoked if at any time these rules and regulations are not strictly adhered to.

Student's Signature *Grade*

_____ has my permission to travel to and from
Student's Name

Daniel Morgan Technology Center by means other than the school provided buses.

Signature of Parent or Guardian *Date*

Approved by _____
High School Principal or Assistant

DMTC Course _____ Block _____ Semester _____

Date Issued _____

Auto Make and Color _____

Auto Year _____ License Plate Number _____

INTERNET POLICY
Student Assurances /Rules and Regulations
(2022 – 2023)

When conducting independent research on the Internet:

1. I will ask permission of the supervising instructor before using the computer or internet relay chats.
2. I will not attempt to access email, chat rooms, or blogs, without instructor permission.
3. I will send e-mail only at the direction of my teacher or media specialist.
4. I will not search for, download, or print any material that violates school disciplinary policy regarding possession or display of inappropriate, offensive, or vulgar material or assist any other student in these activities.
5. I will not insert any type of external storage media into the drive without pre-approval by the supervising instructor and not bring any disks or CDs on campus. (Disks and/or CDs will be provided by the school.)
6. Not trespass in another's folders, work, or files.
7. I will use the Internet session for legitimate educational purposes only.
8. I will not access or transmit any material in violation of any United States or state regulation. (This includes, but is not limited to copyright material, threatening obscene/profane material, or material protected by trade secret.)
9. I will not violate any of the above conditions and rules.
10. Not damage or alter computers, computer systems, or computer networks.
11. Not register the name, home address or telephone number of myself or anyone else in any location on the internet.

I understand that misuse of the Internet is in violation of the rules stated above. Such violations will result in discipline procedures as stated in the Discipline Code. The code states as follows: Accessing or transmitting any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighting material, threatening obscene/profane material, or material protected by trade secret.

**Misuse may result in suspension, expulsion, or
no internet access for a specified period!**

Signature of Student

Date

Parent/Guardian's Permission

I give permission for my child to conduct research on the Internet under the conditions described above.

Signature of Parent or Guardian

Date

Daniel Morgan Technology Center
Student Information Form
(2022-2023)

Note: This form will be retained by the instructor and will be used as a contact/health information form in the event of an emergency by instructors when students participate in field trips and other off campus activities. Accurate and complete information is vital.

Course _____ Instructor _____

Student Name _____
Last First Middle

DOB _____ Sex _____ Race _____ High School _____ Grade _____

Student email _____

Student's Cell Phone _____

Parent's/Guardian's Names _____

Home Address of Student

Street or Box Number City State Zip Code

Parent's email Addresses _____

Home Phone Number _____

Mother's Cell Phone _____

Father's Cell Phone _____

Mother's Workplace _____ Work Number _____

Father's Workplace _____ Work Number _____

When parent cannot be reached, relatives or persons to contact in case of emergency:

Contact's Name _____ Phone Number _____

Relationship to Contact _____

Contact's Name _____ Phone Number _____

Relationship to Contact _____

The following information is helpful to the school in case of accidental injury:

Doctors preferred: (Please list more than one in case your preferred doctor is not available.)

Family Doctor _____

Phone Number _____

Second Doctor _____

Phone Number _____

Hospital/Emergency Room Preferred

Is student *allergic* to any *medicine*? Please list:

Is student taking any *prescribed* medicine NOW. Please list:

Does student have any *medical condition* (s) of which we should know? Please describe below:

Note: This form will be retained by the instructor and will be used as a contact/health information form in the event of an emergency by instructors when students participate in field trips and other off campus activities. Accurate and complete information is vital. A copy will be turned in to the office.

Spartanburg School District 3 Procedures for the Use of Restraint and Seclusion

The South Carolina State Department of Education (SDE) issued Guidelines on the Use of Restraint and Seclusion at the conclusion of the 2010-2011 school year. These Guidelines are intended to assist districts in the development of local school district policies and procedures dealing with the practice of seclusion and restraint. Based on these guidelines, Spartanburg School District 3 continues to take a proactive stance for safety of students and staff.

Specific procedures for Spartanburg School District 3 are as follows:

Definition of Restraint: A personal restriction that immobilizes or reduces the ability of an individual to move his or her arms, legs, or head freely.

Restraint, as defined by the Guidelines, does **not** include the following:

- Temporarily holding an individual to help him or her participate in education or daily living activities.
- Escorting techniques, where a student is provided limited physical encouragement to help him or her move from one location to another without rising to the level of physically forcing compliance (i.e., hand on the back or a hand on the elbow).
- Appropriate use of adaptive equipment or products provided they are used in accordance with manufacturer's recommended usage.

Definition of Seclusion: The involuntary confinement of a student alone in a room or area where the student is prevented from leaving.

The Guidelines govern seclusion, also known as isolation time-out. Seclusion, as defined by these Guidelines, does **not** include traditional inclusionary and exclusionary timeout methods, which districts may continue to use, such as:

- Inclusionary time out, when a student remains in the classroom where he or she can see and hear classroom instruction (i.e., sent to a specific place in the room); and
- Exclusionary time out, when the student is no longer able to access the classroom, but maintains access to students and staff (i.e., principal's office, ISS, or detention).

Appropriate Use of Restraint and Seclusion

When may restraint or seclusion be used?

The use of restraint or seclusion is limited to emergency situations where the behavior of a student poses a threat of imminent, serious, physical harm to self and/or others and the student has the ability to cause such harm. Restraint and/or seclusion may be used only as a last resort after proper positive behavioral interventions and de-escalation techniques have failed to de-escalate the risk of injury.

Restraint or Seclusion should never be used:

- As punishment.
- To force compliance.
- As a substitute for appropriate educational support.
- In response to property destruction (unless such destruction is found to create imminent, serious, physical harm to self and/or others).
- In response to a student's flight, escape, or running away, unless there is imminent risk of injury related to the flight.
- In response to verbal threats and profanity that do not rise to a level of physical harm unless the student demonstrates a means of carrying out the threats; or
- Longer than needed to resolve the risk of actual harm.

Restraint:

If a restraint is used, staff must follow appropriate and safe methods as taught in the district's Nonviolent Crisis Intervention training program.

The use of prone restraints (face down on stomach), supine restraints (face up on the back), or any hold or maneuver that places pressure or weight on the student's chest, lungs, sternum, diaphragm, back, neck, or throat are strictly forbidden. Moreover, the degree of force used must not exceed what is necessary to protect the student or others from imminent bodily injury.

Seclusion:

District 3 does not use "Seclusion rooms." (Rooms designed specifically for seclusion.)

If seclusion is used, the student must:

- Be in a space with adequate ventilation, at least 8 feet by 8 feet, and is not locked.
- Be always observed by staff both visually and audibly.
- Be permitted to go to the restroom and drink water if requested during seclusion; and
- Have access to school personnel prepared to act immediately if the student exhibits any signs of medical distress.

Training

Spartanburg School District 3 utilizes the Nonviolent Crisis Intervention Training Program, a program recommended and endorsed by the South Carolina Department of Education as a model program. This program provides de-escalation and safety training, as well as appropriate use of restraints in emergency situations.

Reporting and Documentation

If restraint or seclusion is used,

Classroom personnel should immediately contact school administration to advise them that either restraint or seclusion has been used so that the administration may provide timely notice to the student's parents.

A school or district administrator should attempt to contact (orally and/or in writing) the student's parent by the parent's preferred method of communication on the day of the incident. If unable to contact, notify parent as soon as possible.

Efforts to reach the parents should be documented, particularly when the administrator is unable to reach the parents directly.

School staff should complete the district's Restraint/Seclusion Incident Report form (attached) and submit to the school administrator.

The school administrator should maintain a copy of the Restraint/Seclusion Incident Report in the school office and submit a copy to the District Director of Pupil Services. Copies should be available for review to the parent if requested.

For inquiries or further information contact:

Deputy Superintendent of Personnel and Student Services
3535 Clifton Glendale Road
Glendale, SC 29346
(864) 279-6000

(mark as applicable)

Per District Procedures for the Use of Restraint and Seclusion-

- Student's Name _____ School/Grade _____

Names and Titles of Personnel Involved:

Describe the restraint and/or seclusion techniques used:

Describe the student's behavior before, during, and after the incident:

Which administrator was notified, and when?

Did school nurse examine student?

When/How/By Whom was parent notified? Provide name of parent/guardian contacted.

Print Name, Title

Signature

Date/Time

Administrator: File in school office and submit a copy to the District Director of Pupil Services.

STAFF DRESS CODE

Code GBEB-A-R Issued 8/2208

Spartanburg School District Three staff is expected to dress themselves in accordance with accepted professional standards for their particular positions and duties. Staff attire can have a positive effect on student success, employee effectiveness, and the public's perception of a school and district.

To assist our staff in establishing a professional image and in modeling appropriate dress for the children we serve, the following dress code requirements are provided.

This administrative rule is not all inclusive. An item of dress may not be deemed "acceptable" even though it is not listed herein.

Principals and supervisors have the authority to correct inappropriate dress on an individual basis beyond these requirements.

I. DRESS CODE FOR REGULAR WORK DAY

<u>Females: Acceptable Attire</u>	<u>Unacceptable Attire</u>
Suits (Dress or Pant)	Tee Shirts-regular
Dresses or Skirts	Halter Tops
Blouses/Golf Shirts	Mid-Drift Tops
Dressy Tees/Shells	Spaghetti Straps
Sweaters/Jackets	Tank Tops
Jumpers (includes dressy denim)	Scrubs
	Clothing which is too low cut, too short, too tight, too sheer, or too loose
Pants – Dress Slacks	Regular Jeans
Khaki Pants	Leggings
Dress Capri Pants -at least mid-calf	Overalls
Dress denim**	
Shoes –Dress Shoes	Worn Athletic Shoe
Clean Athletic Shoes	Flip Flops – Any kind (rubber suede, leather)
Dress Sandals	Crocs
Dress Thong Shoes	House Shoes
	Shorts*
	Sweat Pants*
	Wind/Jogging Suits*
	Exercise Clothing*
	Ball Caps*

PAGE TWO – GBEBA-R - STAFF DRESS CODE

Males: Acceptable Attire

Shirts – Dress Shirt with/without tie

Golf Shirt

Dress Crew Shirts

Pants – Dress Slacks

Dress Khaki

Dress Denim**

Shoes – Appropriate Dress Shoes

Clean Athletic Shoes

Unacceptable Attire

Tee Shirts-regular

Tank Tops

Regular Jeans

Overalls

Worn Athletic Shoes

Shoes without socks

Flip Flops – Any kind
(rubber/suede/leather)

Shorts*

Sweat Pants*

Wind/Jogging Suits*

Ball Caps*

**P.E. Teachers - exception on shorts, exercise clothing, wind/jogging suits
(Note that when the physical education teacher is in the academic classroom, he/she must be dressed in the acceptable attire above.)*

****Dress denim refers to a soft finished fabric and does not constitute jeans of any kind.**

II. DRESS CODE EXCEPTIONS - CASUAL DAYS, FIELD TRIP, FIELD DAY

Tee or Sweat Shirts reflecting school activity, e.g. Relay for Life, Red Ribbon Week, or special events deemed appropriate by the principal. Dress Jeans.

Additional exceptions for Field Day only: Sensible Shorts, Athletic Gear, Wind Suits.

III. DRESS CODE FOR SPECIAL EMPLOYEE CATEGORIES

Employees in the following categories will be given amended dress codes approved by their building administrator or supervisor.

- Transportation
- Building/Grounds
- Technology Services
- Food Services
- Custodial Service
- Health Services
- Special Education Personnel who engage in physical care
- Teaching duties subject to clothing damage (e.g. Art, Vocational Labs)

Adopted 8/21/08

EMERGENCY PROCEDURES HANDBOOK

INTRUDERS (LOCKDOWN)

Faculty and staff should assist anyone who does not have proper identification (visitor's pass) and direct them to the main office.

If uncooperative, the office should be notified, and an announcement made through a code word that will indicate to teachers/staff there is a suspicious person in the building. **PRINCIPAL OR DESIGNEE WILL CALL 911 IMMEDIATELY!!!**

Once announcement is made, teachers should:

- Lock classroom doors immediately
- Turn off classroom lights
- Move students to an area of the room that is not easily seen from the door or window
- Do not open door
- Remain until DMTC staff personally notifies you that LOCKDOWN is over

HOSTAGE SITUATION

- Intruder codes will be used (via the intercom) to secure students and staff in safe areas

If taken hostage:

- Do not attempt to escape
- Accept the situation, do not become argumentative. Stay calm.
- Be observant. You may provide valuable information.
- If the police break in, hit the floor and remain there until someone in uniform tells you otherwise.

EVACUATION DRILL REGULATIONS

The following regulations should be observed when a school Evacuation Drill is held.

- A. The signal for an Evacuation Drill is a continuous sound of The fire alarm buzzer.
- B. All work should stop, and classes should proceed in a rapid but Orderly manner to the proper exit.
- C. When the signal sounds, each instructor should:
 1. Take class rosters to take attendance.
 2. Assign someone the responsibility for closing the classroom Door after all students are out. (If windows are open, leave Them open.)
 3. Direct the class from the room and building.
 4. Direct the class to the nearest exit in any case where

- an exit route has not been assigned.
 - 5. Lead the students well away from the building, pair up with assigned class and keep the group quiet and orderly until a signal is given to return to class.
 - 6. Check to see that all students are accounted for.
 - 7. Report any missing students to the area supervisor immediately.
- D. There should be no talking, laughing, or other unnecessary noise during the drill.
- E. If any exit is found to be locked or obstructed, classes assigned to that door will go to the next door which is open.
- F. When the proper signal is given, all classes should return to their rooms and resume work.

ALL PERSONNEL WILL EVACUATE THE BUILDING.

Procedures for evacuation are described in more detail in the District Emergency Procedure Guide.

Refer to FLOOR PLAN as to which exit you should use.

TAKE SHELTER REGULATIONS

The following regulations should be observed when a Take Shelter Drill is held:

- A. The signal will come over the intercom or by word of mouth to instructors.
- B. All work should stop, and classes should proceed in a rapid but orderly manner to the designated shelter area.
- C. When the signal is given, each instructor should:
 - 1. Take pupil attendance card.
 - 2. Direct the students to the proper shelter area and instruct student to assume kneeling position, head down, facing a wall. Use arms to protect head and neck from falling and flying debris.
 - 3. Check to see that all students are accounted for.
 - 4. Report names of any missing students to supervisor immediately.
- D. There should be no talking, laughing, or other unnecessary noise

during the drill.

- E. When the proper signal is given, all classes should return to their respective rooms and resume work.

Procedures for Take Shelter and Lock Down are described in more detail in the District Emergency Procedure Guides.

Refer to FLOOR PLAN in each department as to the location of designated area.

UTILITY LOSS

In the event of a utility loss such as power outage, broken water lines, etc., that disrupts the operation of the school; specific instructions will be given depending on the time of day and location of students. If necessary, DMTC staff will be deployed to the high schools to supervise DMTC students.