



**DANIEL MORGAN**  
**TECHNOLOGY CENTER**

**STUDENT HANDBOOK**  
**2022 – 2023**

## Table of Contents

School Calendar .....	4
Admissions Policies / Statement of Non-Discrimination .....	5
A Brief History of Daniel Morgan Technology Center .....	6
Beliefs, Vision, and Mission, .....	7
Learner Standards.....	8
DMTC Personnel .....	9
Bell Schedule, School Policies and Regulations .....	10
Pupil Rights Amendment (PPRA).....	11
Family Education Rights and Privacy Act .....	12
AHERA, ESSA, Student Grievance Procedure .....	13
Release of Student Information, Protected Health Information Notice, Attendance Regulations .....	14
Attendance Regulations, Student Behavior .....	15
Student Behaviors.....	16
Student Behaviors, Bus Transportation, Off Campus Activities .....	17
Student Drivers .....	18
Fee Schedule, Grading System .....	19
Grading System, Post-Secondary Options .....	20
Post-Secondary Options, Photo Release Statement.....	21
Evacuation Drill Regulations .....	22
Insurance, Student Organizations, Student Lockers.....	23
Student Services .....	24-25
Certificates of Completion and Awards.....	26
Scholarship Awards.....	27
Parent Permission Form * .....	28
Accident Insurance Form* .....	29
Application for Student Driver Permit* .....	30
Internet Policy Form* .....	31
Student Information Form* .....	32-33

*\*Required forms to be read, signed, and returned to DMTC*

Visit our website at [www.dmtconline.org](http://www.dmtconline.org)



## DANIEL MORGAN TECHNOLOGY CENTER

Serving Spartanburg County School Districts Three and Seven

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Dear DMTC Student and Parents,

It is my pleasure to welcome you to Daniel Morgan Technology Center for the 2022-2023 school year. Our mission is to provide students with academic, technical, and decision-making skills needed to compete successfully at the post-secondary level and in the global community. To accomplish this mission, we will provide students with world class knowledge, world class skills, and life and career characteristics. It is imperative for our students' success that we work together as a team to provide the best possible education for all.

The information contained in this handbook will provide each of you with the basis for how DMTC works. Please take the time to read the handbook as a family and familiarize yourself with Daniel Morgan policies and procedures. I look forward to working with you during the 2022-2023 school year.

Sincerely,

Heath Roberts  
Director  
Daniel Morgan Technology Center

## 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 .....	45 <sup>th</sup> Days/End of 1 <sup>st</sup> 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 30 .....	Christmas/Winter Holidays
January 2.....	Student Holiday/PD
January 3 .....	Students Return/2nd Semester Begins
January 10 .....	90 <sup>th</sup> Days
January 16 .....	Martin Luther King, Jr. Holiday
TBD.....	Spring DMTC Open House
February 13.....	Student Holiday/Staff Development
March 16 .....	135 <sup>th</sup> Day/End of 3 <sup>rd</sup> 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

### Admissions Policies

Courses at Daniel Morgan Technology Center are open to all students enrolled in the 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 immediately thereafter for students who did not complete the interest survey.

Persons under 19 years of age who are home schooled and not enrolled in Broome or Spartanburg high school, but who live in the attendance area, may be accepted when the Director receives approval from the Principal or Superintendent.

Transfer students are accepted in courses, but each case is dealt with individually to assure appropriate placement to prevent loss of credit.

All courses are open to both male and female students.

DMTC staff members are available to present the career training opportunities available at DMTC to all students through classroom presentations and are available at Open Houses 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.

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.

Career and Technology Education programs are open to all students. District personnel assess special needs students prior to enrolling in occupational programs. Individual Education Plans (IEPs) are developed with input from the appropriate occupational personnel to ensure that student needs will be met.

### STATEMENT OF NON-DISCRIMINATION

Statement of Non-Discrimination: Spartanburg School District Three does not discriminate on the basis of 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 non-discrimination policies: Deputy Superintendent, Pupil and Personnel Services, 3535 Clifton Glendale Road, Glendale, SC 29346, (864) 279-6000.

### A Brief History of Daniel Morgan Technology Center

A survey conducted by the Office of Research, Bureau of Urban and Regional Affairs, University of South Carolina during the mid-1960s pointed out a critical need for skilled personnel to meet the demands of the rapidly growing industry in Spartanburg County.

With a determination to meet the needs of the student population, and to promote the community's economic and social growth, the leaders in School Districts Three and Seven of Spartanburg County jointly established the Daniel Morgan Technology Center. This Center, which was the first of three such schools to be built in Spartanburg County, was completed, and opened for the 1968-69 school year.

The Center was designed by Lockwood Greene Engineers, Inc., of Spartanburg and built by Bryant Construction Company of Brevard, North Carolina. It is located on 31 acres in the Zion Hill Community just south of U.S. Highway 29 and about 2 miles east of Spartanburg. The Center opened at the beginning of the 1968 school year with an enrollment of 375 students from Benjamin Mays, Cowpens, Pacolet, and Spartanburg High Schools. Ten courses were offered.

The consolidation of schools in both districts has reduced the number of high schools being served by Daniel Morgan Technology Center to two. These are Broome High School in District Three and Spartanburg High School in District Seven.

The original building was expanded during 1976 with the addition of five new shop/lab areas. Today, due to program and schedule modifications, the Center offers a variety of semester, one-year, two-year, and three-year courses.

## 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, 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.**



## Daniel Morgan Technology Center Personnel

### *Administrative Staff*

Heath Roberts, Director

Dennis Nance, Assistant Director

Daphine Spivey, Administrative Assistant/Bookkeeper

Beth Hayes, Administrative Assistant/Secretary

### *Student Services*

Jenny Jackson, PowerSchool/Technology Support

Gary Barnard, School to Career Coordinator

Teleisha Fields, School Counselor

### *Instructors*

Jeff Gibson.....	Automotive Technology
Greg Medford.....	Carpentry
Sharon Mack .....	Business Technology
Andre Dubois.....	Business Technology
Caroline Gunnells.....	Career Search
Edward Bertrand.....	CTE Support Specialist
Britni Pruitt .....	Cosmetology
Tim Page.....	Culinary Arts
Robert Sparks.....	Electricity
Hollie Pennington .....	Graphics and Printing
Angie Band.....	Health Science
Jaime Cash.....	Health Science
Pam Wilhelm .....	Health Science
David Thornton .....	Information Technology
Kendra Hendry.....	Instructional Facilitator
Nathan Cantrell .....	Law Enforcement
Hal Garner .....	Machine Tool Technology
Clint Swofford.....	Mechatronics
Jamey Thompson .....	Media Technology
Nikki Ridgeway.....	Sports Medicine
Tommy Swanger .....	Welding

### *Maintenance*

Norm Kramer.....	Supervisor
Yong Moua.....	Maintenance
Caroline Stevenson.....	Custodian

**BELL SCHEDULE**

Block	Arrive	SHS	BHS
1st Block (Periods 1-2)	Arrive	8:15	8:00
2nd Block (Periods 3-4)	Arrive	10:20	9:45
3rd Block (Periods 5-6-7)	Arrive	12:55	12:15
4th Block (Periods 6-7)	Arrive	1:50	1:50

**SCHOOL POLICIES and REGULATIONS**

The policies and regulations explained in the handbook are to be observed by all students at Daniel Morgan Technology Center. The administrative staff of Daniel Morgan Technology Center will attempt to deal fairly and effectively with students and their problems related to these policies and regulations.

Students should feel free to consult with members of the administrative staff. The secretaries in the office will make appointments for students. Students should wait in the lobby until asked to enter the office area.

While at DMTC, students will be expected to abide by the rules and expectations established by their home high school.

## Notification of Rights Under the 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 are 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, SC • Washington, SC 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 record 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](mailto:rgoode@spartanburg3.org)

### **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 of the criterion required by both the State of South Carolina and the Environmental Protection Agency. This plan is available for inspection to representatives of the 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. Eddie Wyatt 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.

### **EVERY STUDENT SUCCEEDS ACT**

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.

### **STUDENT GRIEVANCE PROCEDURE**

Students who believe they have been discriminated against based on their sex, disability, homeless situation, or any other reason have a right to appeal to the Director. The Director or Assistant Director will conduct an investigation of the complaint and render a decision. If the student is not satisfied with the decision of the Director or Assistant Director, the student may appeal to the Director for Personnel and Pupil Services for Spartanburg School District 3. If the matter is still unresolved, the student may submit the complaint in writing to the District 3 Superintendent for consideration. The address for the School District 3 Administrative Building is 3535 Clifton Glendale Road, Glendale, SC. 29346. (t) 864-279-6000 (f) 864-279-6010

### 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.

### ATTENDANCE REGULATIONS

The State Law requires a student to attend school 85 days a semester to receive credit for the semester's work. Students with more than 5 unexcused absences from DMTC may receive no grade and no credit for a semester course.

To be counted present for a day, the student must be present for instruction at least one-half of the class period. The Director or Assistant Director will approve exceptions to this rule. Students will be counted present when involved in School Duty activities.

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. DMTC will consider an absence excused only if the home high school personnel excuse it.

Both Broome High School and Spartanburg High School have very specific procedures to be followed in having absences from school excused. Written notes from parents may excuse only five (5) absences.

It is the responsibility of the student to obtain all assignments from his/her teacher and to make up all class work and homework missed during the student's absence, whether the absence is excused or unexcused. *Within three (3) days after the student returns, a plan should be developed that will allow the work to be made up in a reasonable time determined by the teacher.*

When a student reports to DMTC without going to homeroom or signing in at the home high school, he/she must report to the office upon arrival at DMTC.

### **TARDIES**

A student who arrives late for class must report to the office for a tardy slip before being admitted to class. Students who arrive late to class must enter through the front entrance. All other outside doors will be locked. All tardies are reported to the home high schools.

## HOMEBOUND POLICY

Skills taught at DMTC require the use of computers, equipment, machinery, field studies and other off campus activities 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.

## EARLY DISMISSAL

No student shall be

allowed to leave the school grounds before regular dismissal except at the request of a parent or guardian or for some reason deemed necessary by a member of the Administrative Staff. In any case, personnel in the school office must dismiss students before leaving the school grounds. Office staff will verify request before it is granted.

When an early dismissal from DMTC is necessary, the student to be dismissed should bring a written request for dismissal from a parent or guardian. This note should first be taken to the office at the student's home high school. The student should notify the teacher before the beginning of class, that he/she has requested early dismissal. The teacher will call the office for verification. Upon departure, the student will report to the office to sign out from DMTC.

Students and parents are reminded that if a student misses more than one-half (1/2) of the class time due to early dismissal from a class, he/she will be counted absent from that class. In this case, a written excuse (doctor's or parent's) for the absence will be required before the absence will be considered lawful (excused.)

## STUDENT BEHAVIOR

Students are expected to conduct themselves in a manner that preserves the individual rights of all students and there is no disruption to the educational process. Disciplinary action for student misconduct at Daniel Morgan Technology Center will be administered according to the conduct code and discipline policies of the home high schools. State laws and district policies relating to weapons, alcohol, drugs, and sexual harassment will be enforced. These policies are included in the student handbook of each high school. Conduct codes and discipline policies are to be followed while on schoolgrounds, on buses, or during any other time that the student is under direct administrative jurisdiction of the school whether on or off the school grounds.

## TOBACCO-FREE POLICY

Daniel Morgan Technology Center is a tobacco-free campus. Spartanburg School District Three does not permit smoking, or any other tobacco use on school property, indoors or outdoors. Smoking/tobacco use is prohibited anywhere on campus, including sidewalks, parking lots, stadiums, bleachers, restrooms, etc.

## MEDICATION AT SCHOOL

Medication will be administered at DMTC in accordance with district policy and at the direction of the home high school nurse. This includes prescription, non-prescription, over the counter, and oral medications. If a student has a health condition that requires specific treatment, for example, asthma, severe allergies to insect stings, diabetes, or seizure activity, emergency medications will be



administered as written by a physician. These medications should be given to the home high school nurse. The home high school nurse will bring injection kits, inhalers, or necessary emergency medications to DMTC along with the necessary instructions.

#### SEXUAL HARASSMENT/BULLYING

Sexual harassment and bullying are forms of discrimination prohibited by federal and state laws. Consistent with these laws, it is the policy of Daniel Morgan Technology Center that sexual harassment and /or bullying of students are prohibited. Any student that feels he or she has been subjected to harassment and/or bullying is encouraged to contact the school or district administration immediately.

#### ELECTRONIC DEVICES

BHS and SHS cell phone policies will be enforced at DMTC. Please refer to your home high school handbook.

#### 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 identify. Students whose behavior is found to be in violation of this policy will be subject to loss of privilege, discipline, up to and including expulsion.

#### FOOD ITEMS

Students are not permitted to bring food items on campus. DMTC has a vendor area that students in Double Blocked classes will have access to at assigned times. Consumption of soft drinks, snacks, and other food items will be allowed only with instructor permission and as approved by the administration. No eating or drinking will be allowed in hallways. Disruptions created by the sale or consumption of food items will be handled through the discipline code.

#### CORRIDOR TRAFFIC REGULATIONS

Traffic in corridors is requested to the right at all times, and students should refrain from standing in the middle of corridor intersections. Students are to report directly to their classroom/shop. Students are to walk (no running) quietly in hallways, and refrain from any type of horseplay. If a student leaves the class, he/she must have permission and a Corridor Pass from instructor.



## CARE OF BUILDING

It is our hope that all students will take pride in our school building and equipment. Intentional damage to school property is a rare happening at Daniel Morgan. Students violating the property code are responsible for the entire cost of the replacement or satisfactory repair. We encourage students to be Thinking, Caring, and Responsible Citizens.

## TELEPHONE USE

Students should not be excused from classes to use the telephone except in cases determined by the teacher to be necessary. When students are permitted to use the telephone, they should be directed to use the phone in the *Main Office*.

Students are not allowed to use the school phones in the classrooms or faculty lounge. Students are not allowed to use cell phones during the school day.

## DRESS CODE

DMTC will follow the dress code in accordance with SHS and BHS handbook.

The lack of work clothes will not excuse a student from performing assignments at DMTC. Students are responsible for proper attire and keeping work clothes clean. Their instructor will define the proper attire for students. No students will be allowed to work in unsafe clothing. All students will always wear shirts and shoes.

## VISITORS

Parents are always welcome to visit. An appointment to visit with an instructor can be made by telephoning the school office. All other visitors, including graduates of Daniel Morgan Technology Center, must make arrangements at least one day in advance of visit. These arrangements can be made by calling the teacher either before or after classes. This means No Visitors during the school day without prior approval of teacher to be visited.

## BUS TRANSPORTATION

Students riding the buses will observe strict rules of conduct while boarding and riding buses. The bus driver is in control of the bus and must be obeyed. Loud talking, smoking, excessive movement and any action that tends to distract the driver will lead to disciplinary action for the students involved.

Buses should enter and exit the driveway leading directly to the bus parking lot. All buses should unload at the building ramps and students should enter the building and go directly to their classes. Students will load the buses in the bus parking lot after class dismissal.

## OFF CAMPUS ACTIVITIES

To provide for students, the experience needed to relate their career education to the world of work, participation in off campus activities is encouraged. These activities include field studies to area business and industries, to actual job sites, and to student work sites. Other off campus activities are skill competitions, student organization events, demonstrations, Career Fairs, trade shows, and community service projects.

Travel will be by DMTC vehicles, district buses, or commercial carriers. Students must have a Parent's Permission form signed before they will be allowed to participate in off campus activities. District and DMTC rules will be enforced on all off-campus activities.

## 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 first 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 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 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.

### 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.** (Warning/After School Detention/ISS/Loss of Privilege remainder of semester or year)

## 2022-2023 Fee Schedule

<b>Courses/Programs</b>	<b>Amount</b>
All Dual Credit Courses	\$15.00 Per Credit Hour
Cosmetology I	\$420.00 Kit/Equipment
Cosmetology II	\$175.00 Kit Supplies
<b>Cosmetology II students pay for the Licensure Exam</b>	<b>\$175.00 To be paid to Professional Credential Services</b>
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/Clinicals	\$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.**

### **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 = Below 60

All students taking courses at Daniel Morgan Technology Center will be tested at the end of each semester. The exams will be written and practical and will count 20% of each student's final grade.

### **EXAM EXEMPTION POLICY**

**BHS/SHS exemption policies are followed. Qualified certification exams replacing final exams must be preapproved by the DMTC administration.**

## 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

## POST-SECONDARY OPTIONS

### *Spartanburg Community College Early College*

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. A \$20.00 per credit hour fee will be charged. 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 2022-23 school year, students will have the opportunity to earn dual 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**

*Automotive Service Excellence (ASE)*

#### **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**

### **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.

## EVACUATION DRILL REGULATIONS

The following regulations should be observed when a School Evacuation Drill is held:

- The signal for an Evacuation Drill is a continuous sound of a loud buzzer.
- All work should stop, and classes should walk in line rapidly – *Do Not Run* – to proper exit.
- Classes should walk well away from the building and stand quietly in line until signaled to return.
- Students should become familiar with Evacuation Drill exits. See plan posted in the respective department.

## TAKE SHELTER

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

- The signal will come over the intercom or directly from instructors to prepare to take shelter.
- Students should walk in line rapidly -Do Not Run- to assigned shelter area.
- After arriving at the designated shelter area, students should assume a kneeling position, head down, facing a wall, use arms and hands to protect head and neck from falling debris.
- Students should stay in the assigned shelter area until signaled to return.
- Students should become familiar with Take Shelter Regulations and assigned areas. See plan posted in respective departments.

## LOCK DOWN

An announcement will be made, if necessary, for a Lock Down Procedure. When the announcement is made, all doors to the building and to classrooms will be closed and locked to ensure security. No one will leave or enter the building or classrooms during this time. Members of the administrative staff will visit each classroom to communicate an ALL CLEAR and this will end the Lock Down.

## ILLNESS

Students who become sick while at Daniel Morgan should report to the school office. Students with symptoms that indicate serious illness will be referred to a parent or doctor.

## INJURIES

All injuries must be reported to the instructor immediately. Students with injuries, which appear to be serious, will be referred to a physician and the student's parents will be notified immediately.

### INSURANCE

All students attending DMTC are encouraged to participate in the School Accident Insurance Plan. This insurance may be purchased at the student's home high school.

All students who participate in the Cooperative Education Program will be required to show evidence of appropriate medical/hospitalization insurance coverage.

### STUDENT LOCKERS

Lockers are provided so that students may keep the required and/or appropriate work clothes in their respective shops.

Only locks supplied by the instructor may be used to secure these lockers. There is no charge for the locks unless they are lost or damaged.

The student lockers may be opened and inspected periodically by the school's administrative staff members.

### 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. They 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 process.

As a 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 examples of club activities. These activities introduce the student to parliamentary procedures, proper dress and manners, friendly competition, experts in their field of training, and occupational information related to their chosen career.

Student participation in activities depends upon teacher approval and recommendation. Student organizations recognized as appropriate for Career and Technology Education courses at Daniel Morgan Technology Center are:

- ❖ DECA         Distributive Education Clubs of America
- ❖ FBLA         Future Business Leaders of America
- ❖ NTHS         National Technical Honor Society
- ❖ Skills USA   Technology, Engineering, Architecture, Construction,  
Public Safety, Communications, Manufacturing

The National Technical Honor Society is a nonprofit, honor organization for outstanding students enrolled in Career and Technology Education programs.

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 are recognized as the key to a successful club.

## STUDENT SERVICES

### COUNSELING

The School Counselor assists students in planning for college and/or careers which are compatible with the student's 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.

### JOB PLACEMENT

Students and graduates of DMTC seeking full-time or part-time employment should contact Student Services. Every effort will be made to place deserving students on jobs that commensurate with their skills and competencies.

### HOW TO MAKE AN APPOINTMENT WITH STUDENT SERVICES

Students needing to speak with a school counselor or School to Career Coordinator can request a meeting in one of three ways:

1. Report to Student Services with Instructor's permission.
2. Email the individual through the DMTC website. (Emails are listed under the Staff Directory)
3. Complete a conference request form located under the Student Resource tab on the DMTC website.

### SENIOR DMTC PROGRAM COMPLETER OPTIONS

A senior who has successfully completed the courses in a program area at DMTC as a junior has three options as a senior:

1. Participate in an Extended Learning Activity such as Cooperative Education.
2. Enroll in an additional and/or complimentary DMTC course.
3. Participate in the SCC Early College Program.

### EXTENDED LEARNING ACTIVITIES

Shadowing is a short-term experience to introduce a student to a particular job by a one-to-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 to technical education objectives. 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 ages 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 master of specific technical skills. A youth apprentice may continue 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.

### 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 per state guidelines

One student from each course is selected by the teacher 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 in the hallway near the multipurpose room and recognized during the Awards Ceremony.

Criteria for selecting the Outstanding Student are attendance, attitude, dependability, scholarship, service to school, and work habits.

## SCHOLARSHIP AWARDS

The Daniel Morgan Technology Center will attempt to provide opportunities for selected graduates to receive financial aid to continue their education at technical education centers, two and/or four-year colleges or other approved trade schools, in the form of Scholarship Awards.

### **2022-2023 SCHOLARSHIPS AVAILABLE**

Cannon's Ruritan Scholarship

College and Career Ready

Spartanburg Community College Scholarship

Bud Teaster Scholarship

Jerry Steadman Scholarship

### **SCHOLARSHIP COMMITTEE**

The Scholarship Committee of Daniel Morgan Technology Center will consist of the Director, School Counselor, and four members of the faculty. It will be the responsibility of this committee to select the recipients of the Scholarship Awards, based on the established criteria.

### **CRITERIA FOR SELECTION**

The criteria to be used by the Scholarship Committee in considering the applicants will be:

Academic Performance   Attendance  
Work Habits   Financial Need   Community/School Service

Applications will be accepted by the Scholarship Committee from any student completing a career and technology course who is also graduating from high school. Students applying for a scholarship must provide proof of acceptance to the college or school to which they have applied. Only properly completed applications which are received by the designated cutoff date will be considered.

### **AWARDING THE SCHOLARSHIP**

Applications will be accepted, and awards of available scholarship funds will be made without regard to sex, race, color, national origin, 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.

**PARENTAL PERMISSION FORM**  
**(2022-2023)**

**Date:** August 15, 2022  
**To:** Parents or Guardians of Student at Daniel Morgan Technology Center  
**From:** 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:** 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 \_\_\_\_\_.

**3. Medicaid**

Student is covered under Medicaid. Medicaid Number \_\_\_\_\_.

\_\_\_\_\_  
 Signature of Parent or Guardian

\_\_\_\_\_  
 Date

-OR-

**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 be always 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**  
**(2022-2022)**

**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.