



3413 Main Street - P.O. Box 799 Telephone: (803) 321-2674
Newberry, SC 29108 FAX: (803) 321-2676
<http://newberrycountycareercenter.sc.ncc.schoolinsites.com>

STUDENT/PARENT HANDBOOK

ADMINISTRATIVE STAFF

Director	Beverly S. Leslie
Guidance/Career Counselor	Jennifer Holliday
Bookkeeper	Kim Ackerman
Secretary	Brandy Brooks
Secretary	Mallory Matthews
School to Work Coordinator	Julia Easterlin
Special Populations Coordinator	Carrie Montgomery

COURSES/INSTRUCTORS

Agricultural, Food and Natural Resources	Thomas (Kip) Beam
Agricultural, Food and Natural Resources	Holly Havird
Automotive Collision Repair Technology	Johnny Amick
Automotive Technology	Josh Mills
Biomedical Sciences – PLTW	Mary Geddings
Business Education	Christi Floyd
Business Education and Information Technology	Kenya Nored
Business Education	Jolene Smith
Carpentry	Michael Cruickshanks
Cosmetology	Samantha Young
Health Science	Nancy Satcher
Health Science	Nicole Williamson
Law, Public Safety and Security	Gary McGlohorn
Machine Technology	Jerry Parkman
Mechanical and Architectural Design	Terry Murphy
Mechatronics Integrated Technologies	Donald Sral
Pre-Engineering - PLTW	Deirdre Appleby
Welding Technology	Mike Jaeger

NCCC MISSION STATEMENT

The mission of Newberry County Career Center, with the collaboration of its stakeholders, is to engage students in Career and Technology Education ensuring their success and life-long learning in the global economy.

NCCC STATEMENT OF BELIEFS

We believe...

- Every individual can learn.
- Every individual must be given the opportunity to reach his/her full potential.
- Learning is a life-long process.
- Respecting differences in others benefits everyone.
- Every individual must be treated with dignity.
- Every individual must have a caring and safe environment in which to work and learn.
- Individuals must understand and be responsible for their own choices and actions.
- Willingness to change is necessary for progress and success.
- Education is the shared responsibility of the entire community.
- Family involvement is important to the development of the child.

NCCC OBJECTIVES

1. To provide a competency-based curriculum which will enable students to acquire skills and knowledge for gaining employment and that reflects the employment needs of local business and industry.
2. To provide a smooth articulation for students who desire to continue their studies at institutions of higher learning.
3. To develop mastery and application of basic skills and to develop critical thinking, problem solving, and decision-making skills.

STATEMENT OF NONDISCRIMINATION

4. To provide career guidance and counseling to assist students in securing employment or further education in the area for which they are trained or in a related area.
5. To develop the student's individual potential, work ethics, responsibility, pride in work, safety habits, and human relations with employers and employees.
6. To establish and maintain good rapport with the feeder schools - Mid-Carolina, Newberry, and Whitmire – and the business community.
7. To maintain a safe and modern facility, utilizing up-to-date methods, materials, and equipment used in business and industry.
8. To evaluate the effectiveness of programs through follow-up studies.
9. To promote a public relations program that keeps the community aware of the center's offerings and activities.
10. To develop among students a spirit of tolerance and understanding through supervised work experience so that all students may become active participants in a democratic society.
11. To encourage each student to be a worthy citizen.
12. To provide adequate training for disabled and disadvantaged students.
13. To maintain a comprehensive School-to-Work program that allows students an opportunity for on-the-job training.

The Newberry County School District does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status, or sex in providing education or access to benefits of educational services, activities and programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

Grievance Procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the School District of Newberry County. The following has been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues:

Title IX	Director of Human Resources	803-321-2600
Section 504	Director of Special Services	803-321-2611

All students attending the School District of Newberry County may participate in education programs and activities, including but not limited to health, physical education, music and occupational/technical education, regardless of race, color, national origin, religion, age, handicap, or sex.

Further, the Board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and/or harassment. Harassment/discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the race, color, religion, national origin, sex, or disability of the individual or individuals or creates an intimidating, hostile, or demeaning environment for education.

NCCC CAREER CLUSTER MAJORS

Refer to SDNC Program of Studies for current state required & elective courses.

Agriculture, Food, & Natural Resources

Agriculture Mechanics and Technology
Environmental and Natural Resources Management
Horticulture
Plant and Animal Systems

Architecture & Construction

Carpentry

Arts, Audio-Video Technology, and Communications

Architecture/Mechanical Design

Business, Management & Administration

Business Information Management
General Management

Finance

Accounting

Health Science

Biomedical Sciences (Project Lead the Way)
Health Science

Human Services

Cosmetology

Information Technology

Web and Digital Communications

Law, Public Safety, Corrections, & Security

Emergency and Fire Management Services
Law Enforcement Services

Manufacturing

Machine Technology

Mechatronics Integrated Technologies
Welding Technology

Marketing

Marketing Communications

Science, Technology, Engineering, and Mathematics

Pre-engineering (Project Lead the Way)

Transportation, Distribution, and Logistics

Automotive Collision Repair Technology
Automotive Technology

POLICIES AS NOTED IN THE HOME SCHOOL HANDBOOK WILL BE FOLLOWED BY THE STUDENT WHILE AT THE CAREER CENTER. THIS HANDBOOK WILL SERVE AS ADDITIONAL INFORMATION AND GUIDELINES SPECIFIC TO NEWBERRY COUNTY CAREER CENTER.

CLUB OPPORTUNITIES

FFA

The National FFA organization is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

www.FFA.org

HEALTH OCCUPATION STUDENTS OF AMERICA (HOSA)

HOSA is for students enrolled in the Health Science Technology Cluster programs. It is designed for students to gain the confidence needed to make informed decisions about a health career. Students can be involved in

community, state and national health care projects. The HOSA Competitive Event Program is an integral part of the Health Science curriculum and allows students to compete at district, state and national levels in twelve events. www.hosa.org

SKILLS USA

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. Through a structured program of citizenship, leadership, employability, technical and professional skills training, SkillsUSA helps each student excel and provides educational programs, events and competitions that support career and technical education (CTE) in the nation's classrooms. It is not an extracurricular activity. It is an integral part of many of our programs and students may compete for the SkillsUSA Olympics. www.skillsusa.org

NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

The National Technical Honor Society is a non-profit organization for outstanding students enrolled in career and technology education programs. The mission of NTHS is to promote service, leadership, honesty, career development, and skilled workmanship; to reward student achievement; to encourage and assist students' education and career goal setting; and to promote a stronger link between local career and technical education centers of America. Since 1989, outstanding Newberry County Career Center students have been inducted to this worthy organization based on achievement and teacher recommendations. www.nths.org

NCCC/SCHOOL-TO-WORK ACTIVITIES

APPRENTICESHIP

An earn-while-you-learn training model that combines on-the-job training, job-related education, and a scalable wage progression.

COOPERATIVE EDUCATION (CO-OP)

A structured training program for high school level students requiring a written contract and training plan between the high school and sponsored

worksite. Academic credit, compensation, and activities are district specific and may vary within the course of study.

INTERNSHIP

A progressive, school-coordinated experience that places students in real workplace environments so that they develop and practice career-related knowledge and skills needed for a specific level job. An internship provides hands-on experience in a particular industry or occupation related to a student's career interests, abilities, and goals.

JOB SHADOWING

A method of short-term, school-coordinated career exploration in which the student is introduced to a particular job role or career by being paired, one-on-one, with an employee at a worksite.

MENTORING

An experience that engages a student with a particular worksite employee who possesses workplace skills and knowledge to be mastered by the student.

SCHOOL-BASED ENTERPRISE

A program focused on the development of a small business created, managed, and operated by students in a school setting. The venture supports the development of academic, technical, and entrepreneurial skills in an applied academic environment.

SERVICE LEARNING

A method in which the student engages in community-service work for a specified number of hours in order to gain developmental experience. Students and teachers cooperate with local leaders to address community problems and issues, resulting in student service to the community and development of personal, workplace-readiness, academic, and citizenship skills.

STRUCTURED FIELD STUDY

A front-loaded experience with a purpose sponsored by a certified teacher providing opportunities for students to explore different workplaces. The field study is hosted by a representative at the worksite.

WORK-BASED LEARNING CREDIT BEARING COURSE

A structured, stand-alone course that is taken in a Career and Technology Education (CATE) Classification of Instructional Programs (CIP)-coded program. The Work-Based Learning credit-bearing course must be a part of the student's major and/or IGP.

For further information, please contact Mrs. Julia Easterlin, Work-Based Learning Coordinator, or Ms. Jennifer Holliday, Guidance/Career Counselor.

ACADEMIC INTEGRITY GUIDELINES

Statement: It is expected that all students of School District of Newberry County adhere to and value these traits as part of the Newberry County community: honesty, commitment, integrity, trust, fairness, respect, and responsibility. Because of this expectation, students will create and represent their own work.

Definitions: The School District of Newberry County defines Academic Dishonesty in three parts: cheating, plagiarism and unauthorized collaboration. Academic Dishonesty includes, but is not limited to:

- **Cheating** is copying someone else's work, knowingly allowing others to copy your work, and/or unauthorized use of materials, including but not limited to reference materials, text, or calculators, on any academic assessment.
- **Plagiarism** is deliberate or reckless representation of another's words, thoughts, or ideas as one's own without attribution to the author.
- **Unauthorized collaboration** is defined as copying another's work, including but not limited to homework and class work, preparing for cheating in advance, using unauthorized materials during any academic assessment, or sharing responses in any way without permission during any type of academic assessment.

Consequences: Any student who fails to meet the Academic Integrity standards of the School District of Newberry County will be subject to the following consequences:

- First offense:** Teacher discretion and parent contact
- Second offense:** Teacher discretion, parent contact, and referral for up to 2 days of ISS
- Third offense:** Teacher discretion, parent contact, and referral for 3 to 4 days of ISS
- Fourth offense:** Teacher discretion, parent contact, and referral for OSS

ACCIDENTS

The prevention of accidents depends upon five principal factors:

1. **Safe Conditions**
2. **Avoidance of Unnecessary Dangers**
3. **Personal Habits of Carefulness**
4. **Thoughtfulness of Others**
5. **Safety Rules and Law Observance**

Report all accidents (no matter how small) to the instructor immediately. To insure safety, the following regulations are strictly followed:

1. Behave in the classroom/shop as you would on the job – in an orderly manner.
2. Treat all tools, machines, equipment and training aids with respect and care.
3. Wear arm, head, hand, ear, eye and respiratory protective gear when required.
4. Tuck in all loose clothing.
5. Turn off all electric tools when not in use.
6. Use tools only for jobs for which they are designed.
7. Do not make repairs on tools.
8. Do not use a broken tool.
9. Never remove guards or shields from equipment.
10. No horseplay. Refrain from touching other students.
11. Report all injuries.

12. When moving an object, get a good grip on it before lifting and Always use proper equipment.
13. Use proper techniques when lifting. **NEVER LIFT HEAVY OBJECTS WHEN BENDING OVER.**
14. **NEVER CLEAN YOURSELF OR OTHERS WITH COMPRESSED AIR.**
15. Keep oily rags in a covered container.
16. Put all trash and scraps in proper containers.
17. Report all unsafe conditions and broken tools to the instructor.
18. Walk (do not run) during a fire drill and at other times.
19. Practice fire prevention habits.
20. Do your part to minimize panic in the event of fire.
21. Enter and exit school buses in an orderly manner.
22. All unlawful drugs, weapons and alcohol are prohibited.
23. Smoking is prohibited on all NCS D campuses.
24. Refer to individual shop safety regulations posted in each shop.

ADDRESS CHANGE

It is the student's responsibility to inform the office and instructor of any changes of address or telephone numbers within three (3) days of the change.

ASSIGNMENT TO CLASS

The Guidance Counselor must approve any class or program changes and the changes must be completed no later than five class meetings after the beginning of the school year. NCCC will be unable to change class schedules after this date. The Special Populations coordinator must approve all schedule changes/additions for students with IEPs.

ATTENDANCE AND EXCUSES

Students at Newberry County Career Center must comply with the same attendance requirements as the district's home high schools outlined in the Education Improvement Act of 1984. *Students should refer to home high school handbooks for complete regulations.*

Newberry County Career Center requires students to **bring a copy of all excuses to their Career Center instructor** as well as to the home high school.

All work missed during an absence must be made up or the instructor will assign a grade of 0 (zero). The student is responsible for making arrangements with the teacher no later than the student's **fifth day back at school**. Credit may be denied in a class after 10 absences in a year-long class and 5 in a semester class. **In order for a student to receive one Carnegie unit of credit, the student must be in attendance 120 hours per unit, regardless of the number of days missed.** Therefore, the school may allow the student to make up work missed to satisfy the 120-hour requirement. The student will be responsible for any costs associated with these make up hours. Failure to make up hours for excessive absences may result in denial of credit for the course.

CANTEEN/BREAKS

Canteen and Breaks are a privilege given to students. They are not required. These can be taken away as a form of punishment at the teacher's discretion. Canteen/Breaks can be used to encourage proper behavior at any time. Canteen privileges may be revoked for any student who has not paid fees by the end of the 1st nine weeks.

COMPLETER CERTIFICATES

Completer certificates will be issued to all students who pass four (4) units in a career cluster major and earn a high school diploma or certificate. The certificates will contain a chart with the student's level of achievement on each group of competencies. Completer certificates are given at each home high school graduation.

DRESS CODE

In addition to dress requirements for individual shop areas, certain dress requirements will be in effect for any Newberry County Career Center student upon entering the building. These requirements include, but are not limited to:

1. S.C. State Law requires that shoes must be worn and remain on feet at all times in school buildings.
2. Shoes worn in shop areas must have closed toes. (Steel toe boots provide the most safety.)
3. Shirttails are to be tucked in when safety is a factor.
4. All belt buckles must be fastened.
5. No vulgar, obscene or otherwise inappropriate/offensive symbols, language, or wording will be permitted on clothing.
6. No bare midriffs, halter tops, tank tops, spaghetti or “T” straps, see-through shirts or blouses. Sheer, see-through, lace or crocheted tops must have a camisole or tank top underneath that meets dress code. Sleeveless blouses will be at least the width of three fingertips across the shoulders. Males will be required to wear shirts with sleeves at all times.
7. Shorts and skirts are to cover the thigh and should be no higher than three (3) inches from the top of the knee. Please take into consideration the length of these items when sitting and walking.
8. When wearing leggings or jeggings they must be accompanied with a shirt that covers the hip and thigh region in the front and back.
9. Any dress, hairstyle, or appearance considered a safety hazard, a distraction to others, or not in keeping with standards established by business and industry may be forbidden at NCCC.
10. Pants worn below the waist will **NOT** be tolerated.
11. Caps, hats, head scarves/rags are not allowed to be worn in the halls and classrooms at NCCC. They may be worn in classrooms where instructors have given permission for *safety reasons*. In these instances, caps/hats should be kept in the classroom. Work clothes must be appropriate, i.e. denim in Welding. Non-participation due to inappropriate clothing may affect a student’s grade.
12. Chronic failure to comply will lead to disciplinary action.

Note: The administration reserves the right to require a student to change clothes if what he or she is wearing is deemed to be inappropriate for school.

South Carolina State Law requires occupational instructors to be responsible for the safety of the students in his/her shop area. All safety rules will be rigidly adhered to pertaining to dress. Appropriate action will be taken to insure that student dress is in accordance with the educational

purpose of the Newberry County Career Center. It should be kept in mind that student safety and welfare is a large part of the educational program at NCCC. We place emphasis on this since a student’s **attitude and dress greatly affect one’s ability to succeed** in the world of work.

DRIVING PRIVILEGES

No student may drive to NCCC unless the student has passed the Alive @ 25 at your home High School. This privilege is given only AFTER the student has met with the NCCC administration, submitted all necessary paperwork, and been issued a parking pass. Failure to follow this procedure may result in discipline ranging from warning to OSS.

NO STUDENT MAY RIDE WITH ANOTHER STUDENT WITHOUT WRITTEN PERMISSION FROM NCCC, THE HOME SCHOOL, AND THE PARENTS. This may result in immediate suspension of the driver’s privileges and further discipline for both rider and driver.

Whenever possible, general disciplinary actions will follow, as closely as possible, the student’s home school discipline policy. Please see your student’s home school handbook for disciplinary/behavior expectations and consequences.

ELECTRONIC DEVICE POLICY

CELL PHONES, IPODS, ELECTRONIC GAMES/EQUIPMENT, ETC. are not allowed at school. The penalty is confiscation until picked up by a parent/guardian in addition to disciplinary action. These items do not contribute to an orderly educational environment. The administration reserves the option of holding these items until the end of the year for second offenses and beyond. Items that are not picked up at the end of the year will be discarded. Electronic items, including cellular phones, and personal devices will be confiscated if they are seen or heard during the school day (8:20-3:15) and will be returned only to a parent/legal guardian one (1) day after they are confiscated (for first offense). On the second offense, the item will be confiscated for five (5) days. On the third offense,

the item will be confiscated for the remainder of the school year. If the confiscation period ends on a non-school day the item will be returned the next regular/ business school day. Students who refuse to give these items to a staff member or administrator upon request will automatically receive three (3) days of OSS.

FEES, FINES & CHARGES

The Board recognizes that it may charge student fees to offset the costs of educational materials and supplies. Although the district will not deny any student an education because of his or her failure to pay these charges, seniors who owe fees may not be allowed to participate in their home high school's graduation ceremony. **No student is exempt** from charges for books, lockers, materials, supplies, tools, and equipment that are **lost or damaged**.

NCCC 2017-2018 FEE LIST

See Instructor for required course/club fees.

FOOD

NO food or drink obtained off campus is allowed on the NCCC property during school hours. Students from MCHS and WHS who attend NCCC all day will be allowed to get lunch from the NHS cafeteria. Students who wish to get lunch from another location must have **special permission** to leave campus.

GUIDANCE, CAREER COUNSELING, AND PLACEMENT

Your Career Center counselor is a valuable resource for help. You are invited to discuss issues such as:

- Information about colleges, scholarships, jobs, and financial aid
- Career/job opportunities and job-seeking skills
- Your present and/or future educational goals and plans
- A personal or social situation which is concerning you

Your Career Center counselor will also visit your classroom to work with you on job-seeking and job-keeping skills, and will help you prepare to continue your education or seek employment.

Career and educational placement activities are an important part of your Career Center experience. Your counselor will coordinate group activities and will work personally with you to help you make the transition from the world of high school to the adult world of work and post-secondary education.

PERMANENT RECORDS

Permanent records (transcripts) are kept at the home high schools. Cosmetology State Board hours are kept at NCCC.

Two federal laws require the district to provide military recruiters with directory information to include names, addresses and telephone listings. Parents can “opt out” by providing written notification to the principal. Therefore, if you do not want the District to disclose your son's/daughter's name and directory information without your prior consent, you must notify the principal in writing.

REGISTRATION-HEALTH-EMERGENCY SHEET

NCCC must have a Registration-Health-Emergency Information Sheet on file for each student who attends classes on our campus. Sheets are to be completed and turned in to the teacher by the second day of class. Without a completed form on file, the student will have limited hands-on experience in their specialized class, will not participate in field trips, and will not have access to computer instruction. The form also includes the parent's permission for media activities and emergency medical treatment if needed. A school nurse will review Registration-Health-Emergency Information Sheets, which indicate health problems, and appropriate Individual Health Care Plans will be developed as needed.

SICKNESS

Students becoming ill during the day must report to the administrative office. Students may not stay in class with their heads on the desk. Ill students may sit in the office for 10-15 minutes. If a student needs to go home, office personnel will inform the parent. The student will then be released from school. If this procedure is not followed and the student leaves without signing out, disciplinary action will be taken.

SPECIAL POPULATIONS SERVICES

Coordination, referral, and support services are available for all students in the following special population categories: teen pregnancy, ESOL, special needs, 504 students, academic barriers, economic barriers, and non-traditional career paths.

TARDY POLICY

UNEXCUSED TARDIES TO SCHOOL AND/OR CLASS

The staff believes it is their responsibility to prepare students for the world of work. Therefore, just as one is expected to be at work on time, students are expected to be on time for school and class. The consequences listed below apply to all tardies after the third one, including school and class tardies, and they are specific to all classes. Consequences for tardies will start over the first day of second semester. Parent notes do not excuse tardies.

4 th Offense	Administrative Conference
5 th – 6 th Offense	Detention
7 th Offense	Admin. after school detention/ISS
8 th and thereafter	ISS, OSS, suspend or revoke driving privileges

EXCUSED TARDIES TO SCHOOL AND/OR CLASS

1. All late bus students are to come to the **Front Office** and get a pass for an excused tardy to class.

2. Students who are tardy to school are to come directly to the **Front Office** to sign in. An EXCUSED tardy pass will be issued with authorized documentation (doctor's statement, legal notices, etc.). Excused tardies will not be given for any other reason.
3. Students are expected to report directly to class after signing in and receiving a tardy pass.

TOOLS AND EQUIPMENT

NCCC provides “state of the art” equipment in all of the programs, and it is our goal to furnish all shops with the latest equipment used in industry. All tools and equipment at NCCC are expensive. Each student is held responsible for items assigned at NCCC. **You will be required** to pay for lost tools that have been issued to you, as well as any tools or equipment intentionally damaged. Reporting lost or damaged property does not relieve a student from financial responsibility, and legal action may be taken when a student does not meet his/her obligation.

VALUABLE PROPERTY

The Career Center will not be responsible for lost or stolen personal property. Valuable items that cannot be worn or carried in your pocket at all times should not be brought to NCCC. Never lay down jewelry, such as a ring, chain, watch or a wallet while you are working. Always exercise caution regarding your personal property.

VISITORS

Visitors are always welcome at NCCC. For the safety of our students, **ALL visitors must report to the office** and obtain a Visitor's Pass before entering any other area of the school. Any visitor failing to obtain a Visitor's Pass from the office may be subject to prosecution for trespassing. False 911 calls are immediately traced and callers are prosecuted.

WALKING/BUS TRANSPORTATION

Bus transportation is provided for all classes at NCCC. **All District Transportation Rules for bus safety apply, and students may lose the privilege of riding the bus if they are found guilty of violating the rules.**

Students who miss buses intentionally or unintentionally must present a pass signed by a school official from the home high school before reporting to class at the Career Center. **Absences and tardies due to missing the bus will be considered unexcused and will be dealt with as such.**

There will be no walking to or from Newberry High School. Walking between schools is an offense that may be punishable by OSS.

WITHDRAWAL

Notify your NCCC guidance counselor, turn all textbooks in to the NCCC teacher, and settle all debts before the last day of attendance.

Please refer to the school's website for updates or changes to school policies and procedures.

<http://newberrycountycareercenter.sc.ncc.schoolinsites.com/>

*Preparing your future at
The Newberry County Career Center!*