

# R.D. Anderson Applied Technology Center

1151 Center Point Drive Moore, SC 29369

(864) 576-5020

[WWW.RDANDERSON.ORG](http://WWW.RDANDERSON.ORG)

*Respect*  
*RD* *Dependability*  
*Attitude =*  
*Character*

Parent - Student Handbook

2011-2012

## **School-Wide Classroom Rules**

**1. Be on time to class.**

You are considered tardy if you are not in the classroom by the time the tardy bell begins to ring.

**2. Show respect for your teacher and for your classmates.**

Disrespectful language, gestures, or attitudes will not be tolerated at RDA. If you are perceived as being disrespectful by a teacher, you have violated this rule.

**3. Do not interfere in any way with the learning taking place in the classroom.**

Talking, making unnecessary noises, being out of your seat without permission, are all deterrents to learning.

**4. Follow directions the first time given.**

You should obey directions asked of you by a teacher promptly and without any hesitation.

**5. Come to class prepared with all necessary materials.**

A student who has been found guilty of a discipline problem on the buses while en route to or from the Applied Technology Center shall on the first offense be placed on probation or banned from riding the bus for five (5) school days. On the second offense the student will be banned from riding the bus for ten (10) school days and on the third offense be suspended from riding the buses for the remainder of the current school year. The student may be allowed to attend R. D. Anderson Applied Technology Center provided the parent or someone designated by his/her parent, personally drives the student to and from the Applied Technology Center. If someone other than the student's parent or guardian is to drive him/her to the Center, it must be approved by the high school principal involved and the Director of R. D. Anderson Applied Technology Center.

When a student is suspended from riding the bus, he/she cannot ride another bus during suspension. Should a student be caught riding another bus while under suspension from his/her regular bus, he/she will be subjected to further disciplinary action by his/her school authorities and a parental conference will be required.

RDA administrators will administer consequences of the offenses, which occur on the way to R. D. Anderson Applied Technology Center. The high school administrators will handle offenses that occur on the return trip to the high school.

Welcome to R.D. Anderson Applied Technology Center!

Students and Parents:

It gives me great pleasure to welcome each of you to the 2011 ó 2012 school year at RDA! This includes a special welcome to our new students who are attending RDA for the first time. We are always excited to see what a new year brings and to watch as you grow and mature as young men and women.

Included in this handbook are policies and procedures that the administration feels will be of significance to you. All students and parents should be familiar with the material contained within. We realize the handbook cannot possibly cover every aspect. Our handbook is a supplement to the home high school student handbook. Therefore, as questions or situations arise, please contact your instructor, or the administration for answers. The ultimate purpose of this handbook is to make it possible for you to do the best job each day that you can!

Welcome Back and anticipate having a GREAT experience here at RDA this year!

Mrs. Yarborough, Director

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**\*\*\*Refusal to turn over electronic device may result in 1 day of Out-of-school-suspension.**

## Sexual Harassment Policy

In accordance with Board Policy, engaging in sexual harassment of students, staff, or visitors, either male or female, on school property or while under the jurisdiction of the school, is considered a violation that is disorderly, disruptive, and/or criminal in nature and may result in disciplinary action. The action may include suspension and/or expulsion in certain instances when it occurs while the student is on school property and/or under the jurisdiction of the school or while riding a school bus.

Sexual harassment may be generally defined as unwelcome sexual advances, requests for sexual favors, and written, spoken or physical conduct of a sexual nature. Students who feel they may have been subjected to sexual harassment are encouraged to report the matter to a parent, teacher, guidance counselor, principal, or any other school official with whom the student feels comfortable.

## School Bus Regulations

All students have the privilege to ride the school buses to and from this school to their respective high schools. Buses are operated under the State Department of Education transportation laws, which give the District Board of Trustees in this state power to authorize school administrators to suspend or expel pupils from riding a school bus for misconduct on the bus. The state law also states that the school bus driver shall be responsible for the conduct of the passengers while riding the school bus under his/her control, and that the driver shall report to the school authorities to or from which the students are transported, any offense committed by the students.

result in the device being confiscated. These devices are for your personal use before and after school and must never be a hindrance to the learning process of others. Preferably, these items will not be brought to school. **However, RD Anderson IS NOT responsible for any electronic devices lost, stolen, or damaged at school.**

These devices have the potential to cause a disruption of the educational process by interrupting instruction and/or by being used for unethical or illegal purposes. These purposes include cheating on tests, harassing or bullying others, and taking and distributing unauthorized photographs or recordings of other people. When someone takes pictures or recordings of individuals without their permission, he/she risks invasion of privacy and harassment lawsuits. The individual may also face criminal prosecution. These devices can also be used to reproduce copyrighted material, so their misuse can lead to penalties under federal copyright laws.

Any confiscated device may be subject to search if there is a reasonable suspicion that the student was using the device for unethical or illegal purposes.

Violation of Electronics/  
Cell Phone Policy

Consequence

1 <sup>st</sup> Offense	Electronic device will be confiscated. Device will be returned at the end of the class period. Student must sign a Violation of Policy contract.
2 <sup>nd</sup> Offense	Electronic Device will be confiscated and turned over to the Assistant Director. Parents will be contacted. Device will be held until parent comes to RDA to pick it up.
3 <sup>rd</sup> Offense	Electronic Device will be confiscated and held until the

**Nondiscrimination Policies**

R.D. Anderson Applied Technology Center does not discriminate on the basis of race, color, religion, national origin, sex, age or handicap in admission to, access to, treatment in or employment in its programs and activities.

The following persons have been designated to handle inquiries regarding discrimination policies: **Title VI, VII, and IX Coordinators:** **Dr. Glen Carson, District 4**, 118 McEdco Road, Woodruff, SC, 29388, Telephone: 864-476-3186; **Dr. Scott Turner, District 5**, PO Box 307, 100 North Danzler Road, Duncan, SC 29334, Telephone: 864-949-2350; **Dr. Gregory Cantrell, District 6**, 1390 Cavalier Way, Roebuck, SC 29376, Telephone: 864-576-4212; **504, ADA Coordinators** are: **Ms. Connie McClain, District 4**, 118 McEdco Road, Woodruff, SC 29388, Telephone: 864-476-3186; **Maureen Kriese, District 5**, PO Box 307, 100 North Danzler Road, Duncan, SC 29334, Telephone: 864-949-2350; **Dr. Alan Eggert, District 6**, 1390 Cavalier Way, Roebuck, SC 29376, Telephone: 864-576-4212;

**Política de No Discriminación**

El Centro de Tecnología Aplicada, R.D. Anderson no discrimina con base en raza, color, religión, nacionalidad, sexo, edad o habilidad física, para admitir, acceder o tratar asuntos relacionados estos programas y actividades; así como para empleo.

Las siguientes personas han sido designadas para atender quejas o preguntas relacionadas con las políticas de discriminación.

**Coordinadores para los Titulos VI, VII, y IX:** **Dr. Glen Carson, District 4**, 118 McEdco Road, Woodruff, SC, 29388, Teléfono: 864-476-3186; **Dr. Scott Turner, District 5**, PO Box 307, 100 North Danzler Road, Duncan, SC 29334, Teléfono: 864-949-2350; **Dr. Gregory Cantrell, District 6**, 1390 Cavalier Way, Roebuck, SC 29376, Teléfono: 864-576-4212; **Coordinadores para 504, ADA:** **Ms. Connie McClain, District 4**, 118 McEdco Road, Woodruff, SC 29388, Teléfono: 864-476-3186; **Maureen Kriese, District 5**, PO Box 307, 100 North Danzler Road, Duncan, SC 29334, Teléfono: 864-949-2350; **Dr. Allen Eggert, District 6**, 1390 Cavalier Way, Roebuck, SC 29376, Teléfono: 864-576-4212;

**RDA Bell Schedule  
2011-2012**

<b>8:30 am</b>	<b>1<sup>st</sup> period begins</b>
<b>9:40 am</b>	<b>Dorman dismissal bell</b>
<b>9:45 am</b>	<b>1<sup>st</sup> period ends for Byrnes/Woodruff</b>
9:45 am ó 9:55 am	BREAK/Class Change
<b>9:55 am</b>	<b>2<sup>nd</sup> period begins</b>
<b>10:05</b>	<b>Dorman late bell</b>
<b>11:00</b> <b>11:05</b> <b>11:10 am</b>	Woodruff leaves Byrnes leaves Dorman leaves <b>2<sup>nd</sup> period ends</b>
<b>11:10 – 12:10</b>	<b>Faculty lunch</b>
12:15 pm	Instructors Report to Class(no bell will ring)
<b>12:20 pm</b>	<b>3<sup>rd</sup> period begins</b>
<b>1:35 pm</b>	<b>3<sup>rd</sup> period ends</b>
1:35 pm ó 1:45 pm	BREAK/Class Change
<b>1:45 pm</b>	<b>4<sup>th</sup> period begins</b>
<b>2:55</b> <b>3:00</b> <b>3:05 pm</b>	Woodruff leaves Byrnes leaves Dorman leaves(ALL parent pick-ups) <b>4<sup>th</sup> period ends</b>

1. Instructors will conference with the student at the appropriate time.
2. Instructor will meet with the student, contact the parent/guardian and assign appropriate discipline.
3. Instructor and parents will create a short-term behavior modification plan with S.M.A.R.T. (Specific Measurable Attainable Realistic Timely) goals and milestones.
4. If problem still persists, the student will be sent to the Assistant Director.
5. If problem continues to persist, the student will be sent to the Director.

### **Behavior Leading to Disciplinary Action**

The administration will follow the discipline policies at each home high school and will always reserve the right to make adjustments as necessary. The seriousness of the case will be evaluated by the Assistant Director and/or Director and will be dealt with as rapidly, firmly and as fairly as possible.

### **Cheating on Tests or Assignments**

As a result of cheating, the student will receive a zero on their work and parent will be contacted by the teacher.

### **Dual Suspension**

If the student is suspended from RDA or from their home high school, the student shall be suspended from both the high school and RDA.

### **Electronic Device Policy**

R.D. Anderson **does** allow the carrying of electronic devices such as cell phones, CD players, MP3 players. **HOWEVER, these devices must be turned off between 8:00 am – 3:15 pm and must remain out of sight.** This means put in a book bag or purse **before** you enter any part of the building. Failure to comply will

The philosophy of R.D. Anderson Applied Technology Center presupposes that the student desires the best possible education in preparing for career opportunities and mid-level technology. Mature and sensible behavior is required. It is absolutely necessary that students refrain from "horseplay," pranks and disruptive behavior at RDA due to the nature of the equipment with which they are working and the fact that such behavior will not be tolerated on the job. Extreme caution is urged in order to eliminate injuries, the majority of which are a result of carelessness and inattention.

Referral of a student to the assistant director is used as a last resort, after teachers have exhausted all other appropriate preventive and corrective measures. Each instructor will post a set classroom rules indicating violations and punishments. After proceeding through the classroom rules, instructors may deem it necessary for students to report to the Assistant Director's office.

When a student arrives at the assistant director's office, the seriousness of the case will speak for itself. The instructor will provide detailed information regarding the circumstances or incident. The case will be dealt with as rapidly, firmly and as fairly as possible. **Each disciplinary incident will be resolved in accordance with the corresponding rules of the students' home high school.**

If a student is suspended, the parents are requested to contact the assistant director as soon as possible in order to establish a conference appointment. After the student and his/her parents have conferred with the assistant director, the pupil may be readmitted to school.

It is understood that during an out-of-school suspension the student may not attend classes, participate in school activities, or visit the school grounds at his/her high school as well as RDA. Suspended students are entitled to make up missed assignments.

## Discipline Ladder

## 2011-2012 School Calendar

### Fall, 2011

August 8-12	Teacher Staff Development
August 15	First Day of School for Students
August 26	Green Insurance Form Due
September 5	Labor Day Holiday
September 13	RDA Open House
September 15	Interims Issued
October 14	End of 1 <sup>st</sup> Grading Period
October 20	Report Cards Issued
October 21	Teacher Work Day-No School
November 23-25	Thanksgiving Holidays
December 16	End of 1st Semester
December 19-30	Christmas/Winter Holidays

### Spring, 2012

January 2	Teacher Workday
January 3	Students Return
January 3	Report Cards Issued
January 16	Martin Luther King, Jr. Day Holiday
February 3	Interims Issued
February 10	Teacher Work Day-No School
March 9	End of 3rd Grading Period
March 15	Report Cards Issued
March 16	Teacher Work Day-No School
April 2-6	Spring Holidays
May 8	Honors Ceremony
May 24	End of 2 <sup>nd</sup> semester/Last Student Day
May 25	Teacher Work Day-Report Cards Issued

## Foreword

R. D. Anderson Applied Technology Center began operation in the fall of 1968 as R.D. Anderson Area Vocational Center. Named after the late Mr. R.D. Anderson, a South Carolina Department of Education Administrator, the center provides high school students from Byrnes, Dorman and Woodruff High Schools with skills necessary to prepare them for a successful career in an ever-changing workforce.

R. D. Anderson is accredited by the South Carolina Department of Education and the Southern Association of Colleges and Schools Commission on Secondary and Middle Schools. R. D. Anderson offers a variety of occupational programs in 12 of the 16 state designated career cluster areas.

### R.D. Anderson Board Members

Rick Eitel, Member, Spartanburg District 5  
Garry Harper, Member, Spartanburg District 5  
Gordon Godfrey, Member, Spartanburg District 4  
Karyn Paige-Davies, Member, Spartanburg District 4  
Alex Meadows, Member, Spartanburg District 6  
Wendell Lee, Member, Spartanburg District 6  
Dr. Rallie Liston, Superintendent, District 4  
Dr. Scott Turner, Superintendent, District 5  
Dr. Daryl Owings, Superintendent, District 6

9. Coveralls, overalls, aprons, smocks, or uniforms may be required as specified in individual course policies and procedures.
10. **Hats, caps, scarves may be worn at teacher discretion. All hats must be worn as designed, straight on head, not turned around or tilted. However, hoods will not be worn once the student enters the building.**
11. Clothing must cover all underwear.
12. The following are considered **inappropriate**:
  - É Muscle shirts worn as the only upper garment
  - É Unbuttoned or unzipped shirts.
  - É See through blouses.
  - É Tanktops or fishnet shirts without undershirts.
  - É Bare midriff or revealing clothing.
  - É Shorts, skirts, dresses, and other apparel that is not fingertip length or mid-thigh.
  - É Any garment split to expose the body or underwear above the knee.
  - É Strapless off-the-shoulder dresses.
  - É Any skin tight clothing without accompanying over garment.
  - É Garments worn below the waistline.
13. Any style of clothing tending toward immodesty by exposure or excessive emphasis of any body feature will not be considered appropriate dress.
14. Any symbol or sign (ex. Wearing pants leg rolled up or the wearing of a bandanna) that can be interpreted as gang related is strictly prohibited.

## R. D. Anderson Applied Technology Discipline

RDA student. The student must ride the bus or be transported by a parent/guardian or designee. Upon arrival and departure to RDA the student must report to an administrator before proceeding to class or boarding the bus or parent vehicle.

## **Student Dress Code**

All clothing must be appropriate and non-distracting for an educational setting. Any clothing item deemed offensive or disruptive to the educational process by the faculty/staff will result in the student being removed from class until appropriate garments are obtained. Disciplinary action will follow.

1. Students should dress in a manner, which projects a positive and professional image in preparation for entry into the workplace. At all times, wearing apparel should be clean, neat, and worn as it was designed to be worn.
2. Hair should be clean and well groomed. No curlers are allowed in hair (except in the cosmetology classes).
3. Any form of wearing apparel that is unsafe, unhealthy, degrades human dignity, or that tends to disrupt a class or school is prohibited.
4. Sunglasses or shades are not permitted unless medically prescribed.
5. Appropriate footwear, as determined by the instructor, must be worn at all times. Bedroom Shoes are not permitted on campus.
6. Symbols, slogans, buttons, flags, pins, patches, designs or clothing that tend to disrupt the educational process, or degrade human dignity are not permitted.
7. Studded bracelets or any objects worn that are considered dangerous are not permitted.
8. Any wearing apparel that publicizes alcohol, tobacco or illegal drugs in any way is not permitted.

## **Mission Statement**

The Mission of R.D. Anderson Applied Technology Center is to provide a positive, innovative, and challenging applied learning environment in which staff, families and the community work together so that all students have an opportunity to develop marketable job skills and work ethics necessary to be successful in the ever-changing workplace and/or post secondary education.

## **Beliefs**

- Every student is entitled to a safe, comfortable, and positive learning environment.
- The mental, social, emotional, and physical development of students is the cooperative effort of the school, the parents, and the community.
- Positive attitude, academic achievement, and work ethics are the key ingredients to successful performance.
- High expectations that are clearly defined will increase student performance.
- Every student is ultimately responsible for his/her own actions. Discipline should be fair, administered equitably, and founded upon reasonable principles and policies.
- It is the responsibility of the school's faculty and staff to provide a variety of instructional approaches and meaningful activities to enable students to discover, develop and utilize their talents.
- Each student is a valued individual with unique physical, social, emotional and learning needs.
- Students should be given a variety of opportunities to demonstrate essential knowledge and skills, actively solve real-life problems, and produce quality, marketable work.
- Skills that promote appropriate behaviors for the world of work are essential components of the educational experience.

## Motto

R.D. Anderson Applied Technology Center motto is “*Simply The Best!*”

## Attitudes

Employers throughout the nation have overwhelmingly indicated that the single most important trait that the prospective employee can have is a good attitude. Local employers have time and time again informed staff members at RDA that if a new, young employee has a good attitude, then success in his or her job is almost assured. The Center staff will try to simulate as nearly as possible the actual working conditions that its students will encounter when they graduate. This is the reason there may be certain regulations that are unique to the Center and not encountered in the normal academic setting and there is a strong emphasis on good attitudes which also encompasses the area of dependability. Dependability means attending school (work training) regularly and discharging all assignments (duties) properly.

Respect  
R  
D  
Dependability  
Attitude =  
Character

Students who arrive on campus after the bell rings as well as those walking to the building or in hallway when bell rings must report to the Receptionist in the front office for tardy pass to class.

16. Accept consequences for excessive Unexcused Tardies due to vehicle mechanical failure, stopping for gas, oversleeping, traffic delays, waiting for driver to arrive, etc. **NOTE: AFTER THE 3rd TARDY, RIDING/DRIVING PRIVILEGES WILL BE SUSPENDED FOR 5 DAYS. AFTER THE 4th TARDY, RIDING/DRIVING PRIVILEGES WILL BE SUSPENDED FOR 10 DAYS. A 5th TARDY WILL RESULT IN LOSS OF RIDING/DRIVING PRIVILEGES FOR THE REMAINDER OF THE SEMESTER.**
17. Walk at all times from parking area to building and vice versa.

<u>Driving / Riding Violation</u>	<u>Consequence</u>
No Permit Card	1 <sup>st</sup> Offense: Warning 2 <sup>nd</sup> Offense: \$2.00 (buy new Permit Card)
Speeding / Reckless Driving	1 <sup>st</sup> Offense: Permit Revoked for 5 days 2 <sup>nd</sup> Offense: Permit revoked for remainder of semester

**NOTE: If a student receives a discipline referral and is to be assigned ISS, School Administrators may suspend or revoke the student’s Driving / Riding Privileges in place of the In School Suspension.**

**NOTE: Any vehicle on the R.D. Anderson Applied Technology Center premises is subject to be searched. SC Code of laws (Act 373 of 1994)**

\*When a student’s Riding/Driving Permit is suspended or revoked, the student is not allowed to ride to or from RDA with another

2. Keep permit cards in their possession at ALL times when in private vehicles and present during periodic permit checks by R. D. Anderson Applied Technology Center Staff.
3. Display Home High School Hangtag on mirror facing outward. If more than one vehicle will be driven, a hangtag is not required for each vehicle; however the hangtag must always be displayed in any vehicle driven to RDA.
4. No passengers on motorcycles or in bed of pickups.
5. **No stopping between Dorman and RDA.**
6. Abide by all State and Local Traffic Laws and drive in a safe and courteous manner. Maximum speed limit on campus is 15 mph.
7. Report to class immediately upon arrival. No loitering in student parking area. Once on campus, students may not leave campus unless they sign out in front office.
8. Place trash, food, drinks, and etc. in the trash receptacles or leave in vehicle.
9. Excessively loud music is not allowed anywhere on campus.
10. Any mud falling off a vehicle must be cleaned up by the driver.
11. Abide by School Discipline Codes and by State and District Policies concerning tobacco, drugs, and alcohol.
12. Park vehicle in assigned parking spot. **Back into spaces** at curbs and park to pull forward from center spaces. **If someone is parked in your assigned spot, park in spots 20-29 and notify the School Resource Officer or Mr. Edwards.**
13. Yield to buses at the circle; buses have right of way.
14. Obtain special pass from instructor to drive vehicle to back campus for any reason.
15. Arrive to R. D. Anderson Applied Technology Center and park in time to be in their classes when the bell rings.

## Student Responsibilities

- Behave in the classroom/shop as you would on the job ó in an orderly manner.
- Anyone who learns of someone making a threat to endanger lives or property should report it immediately to school officials.
- Come to school every day unless you have a bonafide emergency.
- Arrange to make up time or work missed.
- Arrive at school on time.
- Begin work immediately, without waiting to be told to do so.
- Work and study the full time allotted each class and shop session.
- Prepare for class/shop activities before school so that time spent in school is productive.
- Complete all assignments on or ahead of schedule and to the best of your ability.
- Take responsibility and initiative for your own learning. Go beyond the minimum requirements.
- Keep up with studies daily. Do not procrastinate or fall behind.
- Take time each day to review the day's learning and prepare for tomorrow's lessons.
- Put forth your best efforts on tests and performance evaluations, and learn from your mistakes.
- Go beyond the walls of the classroom/shop and the covers of the textbooks. Seek additional references, visit job sites and talk to the practitioners in your field.
- Operate tools and equipment safely as instructed by your instructors.
- Treat all tools, machines, equipment and training aids with respect and care.
- Help your fellow students learn. Doing so will reinforce your own learning and develop your teamwork skills.

## Attendance Policy

The South Carolina Compulsory Attendance Law, Section 59-65-10, states that all parents or guardians shall cause their children or wards to attend regularly a public or private school or kindergarten of this State. Section 59-65-20 of the Compulsory Attendance Law states that any parent or guardian who neglects to enroll his child or ward or refuses to make such child or ward attend school shall, upon conviction, be fined not more than fifty dollars or be imprisoned not more than thirty days; each day's absence shall constitute a separate offense; provided, the court may in its discretion suspend the sentence of anyone convicted of the provisions of this article.

### ATTENDANCE REGULATIONS

Students who miss school must present a written excuse, signed by his/her parent/legal guardian or documentation of a medical appointment. The school administration will keep all excuses confidential. If a student fails to bring a valid excuse to school within 3 days of the absence, he/she will automatically receive an unexcused absence. If a student brings a false (or forged) excuse, the student will be referred to the school administration for appropriate action.

The center will consider students **lawfully** absent under the following circumstances:

- They are ill and their attendance in school would endanger their health or the health of others.
- There is a death or serious illness in their immediate family.
- There is a recognized religious holiday of their faith.
- Prearranged absences for other reasons and/or extreme hardships at the discretion of the principal.
- The student has a doctor, dentist, or orthodontist appointment and brings a note to that effect from the physician.

**not have a parking permit from their home high school will not be allowed to drive to R.D. Anderson.**

The R. D. Anderson Applied Technology Center Board has approved the use of private vehicles for traveling between schools and has adopted a set of rules for student transportation as outlined in this document. District 6 students may use private vehicles on a daily basis with proper documentation and credentials. Students in Districts 4 and 5, and District 6 students who do not obtain permit cards must ride the bus. Students may drive or ride in a private vehicle with a special one-day pass issued in advance for a specific purpose. The Assistant Director of R. D. Anderson Applied Technology Center will administer these policies, rules, and consequences of rules violations.

The fact that students may elect to drive or ride in private vehicles and that R. D. Anderson Applied Technology Center requires permits for supervisory purposes does not imply that the Center encourages the use of private vehicles nor is liable for any possible accidents that might occur.

### Private Vehicle Rules and Regulations

Violations of the following rules will result in consequences ranging from written warnings, probation, and the loss of private vehicle privileges temporarily or permanently depending on the frequency and severity of violations. When permits are suspended, students are assigned to the bus for transportation to and from R. D. Anderson Applied Technology Center unless the parent/guardian is available to drive them. Students who continue to drive or ride in a private vehicle when permits are suspended will be subject to disciplinary action in addition to an extension of permit suspension.

### Dorman students who drive or ride in a private vehicle must:

1. Apply for and purchase a Driving/Riding Permit from the Student Services in the Guidance area at R. D. Anderson Applied Technology Center. The cost of a permit for riding or driving is \$2.00. Lost or stolen permits must be replaced at a cost of \$2.00.

**Perfect Attendance Awards** are presented for one-year and two-year perfect attendance. To be eligible, a student must attend R.D. Anderson for **both semesters** of the school year (Verified by the Guidance Department).

**Scholarship Awards** are presented to those students pursuing post-secondary training within their respective trade area. (Submitted by Instructor, selected by the Scholarship Committee.)

**“Honor Students”**-Students are recognized with plaques if they **1)** are a  $\bar{o}$  completer $\bar{o}$ -(have 4 units in a course of study), **2)** have a 93 or higher average in their course of study at R.D. Anderson, and **3)** meet attendance regulations.

Each instructor must recommend those students who meet the above criteria. (Will be verified by the Guidance Department.)

**“The K. O. Couch Leadership Award”** rings are presented to one female senior and one male senior who have completed at least four units at R.D. Anderson. Recipients will be nominated by a current member of the RDA staff and selected by a committee of business and industry personnel. This award is based on outstanding performance in school related activities, leadership, and citizenship.

## **Driving / Riding Permit Policy and Rules (Dorman Students Only)**

### **Policy for Driving and Riding in Private Vehicles**

Spartanburg County School Districts 4, 5, and 6 provide free transportation for all students traveling between the high schools and R. D. Anderson Applied Technology Center. Students in Districts 4 and 5 are assigned to bus transportation and students in District 6 have the option to travel in private vehicles. All students are encouraged to ride the bus for economic, safety, and environmental reasons. **In order to drive to R.D. Anderson, a parking permit/hangtag must be presented to Student Services and logged into the R.D. Anderson Database. Students who do**

The center will consider students **unlawfully** absent under the following circumstances:

- They are willfully absent from school without the knowledge of their parent/legal guardian.
- They are absent without acceptable cause with the knowledge of their parent/legal guardian.
- Absence that is not covered by a written excuse within three (3) days after the absence.

### **TRUANCY INTERVENTION PROCEDURES**

The following intervention procedures will be implemented to encourage student attendance:

- **3 Consecutive/5 Total Unexcused Absences** – A student is considered truant if he/she accumulates 3 consecutive or 5 total unexcused absences. A letter will be sent to the parent/guardian to request an intervention conference. A written intervention plan must be completed with the parent/guardian.
- **10 Unexcused Absences** – Students ages 12-17 are considered a habitual truant if he/she accumulates 10 unexcused absences and the Spartanburg County Truancy Intervention Plan has been completed. A referral to Truancy Court may be made at this time.
- **Additional Unexcused Absences** – Students ages 12-17 are considered a chronic truant if he/she accumulates any additional unexcused absences after the student has been referred to Family Court and placed on an order to attend school.

### Make-Up Work when absent

1. Students who are absent one day (excused or unexcused) should be prepared to fulfill any previously announced assignment (tests, projects, etc.) the day they return to class or make specific arrangements with the instructor.
2. Students who are absent for a portion of the school day should be prepared to fulfill any previously announced assignment the day they return to class.
3. Students participating in school activities (field trips, academic or athletic competition, etc.) are to be responsible for any work missed while they were away from school. Any assignments must be taken care of by the student the next day the student is in class.
4. Students who have longer term excused absences (more than one day) will be allowed the same number of days missed to complete any make up assignments (i.e., 3 days absent allows for 3 days to make up the work. Any period of absences that would go beyond five consecutive days, the instructor's discretion should be used to set up a schedule for making up missed work.
5. **It is always the student's responsibility to make up any missed work and to get his/her assignments from the teacher.** No make up work can be completed after the end of the appropriate nine weeks period without instructor and director approval.
6. Students with lawful absences may make up any school work missed. This work must be made up in a timely manner at the teacher's discretion.

**Students with unlawful absences do not have make-up privileges. It is the teacher's discretion as to whether a student is allowed to make up missed work with an unlawful absence.**

The R.D. Anderson administration is constantly working with our college partners to add additional programs to those already offering dual credit.

## Student Awards

**Student of the Month:** Each instructor will select a Student of the Month beginning in August and continuing through April. This award will be based on the student's achievement in the instructor's program. The student's names will be announced over the school PA system, and their pictures will be mounted on display boards located near their program areas, and the student will receive a free school T-Shirt.

**Honor Roll:** Students who have an 85-92 average during the nine weeks grading period will be listed on the R. D. Anderson Applied Technology Center Honor Roll.

**Director's Honor Roll: (A Honor Roll)** Students who have an average of 93 or higher during the nine weeks grading period will be listed on the R.D. Anderson Director's Honor Roll.

**Honor's Ceremony** is held during the last month of school annually. The purpose of this banquet is to recognize those deserving students. Awards given include:

1. Outstanding Student Awards (Plaques)
2. Director's Awards (Certificates)
3. Perfect Attendance Awards (Certificates)
4. Scholarship Awards (Donor Letters)
5. Honor Student Awards (Plaques)
6. The O. K. O. Couch Leadership Award (Ring and Certificate)

The **Outstanding Student Award** is presented to the overall outstanding student in each program. (Selected by the Instructor. Only one outstanding student per instructor)

The **"Director's Award"** is presented to selected students who have improved the most in their program while at this school (Submitted by the Instructor, selected by the Director.)

technical college and refining specific job skills in the workplace.

- **Internships** are provided during the summer months for Automotive Technology students who have been accepted into the AYES (Automotive Youth Education System) and Machine Tool II students.

### **Note to students participating in Co-Op and other School To Work activities:**

Most of the school-to-work training experiences, like co-op, require students to drive from their home high school and report **directly** to a work site. The student has the responsibility of driving safely to and from the work site and reporting to their employer and R.D. Anderson officials if they are to be absent for any reason. Any student not reporting their absence from co-op or other school to work activities will be removed from the program.

In some instances employers may release a co-op student early from their training due to inclement weather or other reasons. In these cases the student must report to R.D. Anderson for the remainder of the school day if time and/or distance justify reporting.

To report absences from co-op or other school to work activities call Ms. McAlister or Mrs. Mitchell. If neither is available, simply leave a voice mail message.

## **Dual Credit with Technical Colleges**

R.D. Anderson offers dual credit courses in cooperation with Spartanburg Community College & Greenville Technical College. Dual credit is earned when a student receives both high school and college credit at the same time. **Beginning 2011-2012, all students must have a qualifying score on the college entrance exam in order to qualify for dual credit courses.**

## **Services Available to Students with Special Health Care Needs**

Parent Notice (IHPs, 504, IDEA, Homebound): Required  
By S.C. Code Ann. Section 59-63-90 (Supp. 2005)

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the necessary health care information is shared with the appropriate people to make sure that the students' needs are met throughout the school day.

### **Individual Health Care Plans or Individual Health Plans (IHPs)**

Individual health care plans are also called individual health plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor.

### **Section 504 of the Rehabilitation Act of 1973 (Section 504)**

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that

substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed.

### **Individuals with Disabilities Education Act (IDEA)**

Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed.

### **Medical Homebound Instruction**

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason even with the aid of transportation. A physician must certify that the student has such a medical condition but may benefit from instruction, and must fill out the medical homebound form that the school district provides. The school district then decides whether to approve the student for medical homebound services. The school district will consider the severity of the student's illness or injury, the

## **\*\*\*R.D ANDERSON DOES NOT GIVE SECOND SEMESTER EXAMS.**

### **Leaving Class**

There are times that students must be in the halls during class time for various reasons. This should be kept to an absolute minimum. But, whenever a student leaves any instructor's department during class time, he/she must have a hall pass in his/her possession. Students may not leave class to conduct personal business with students in another class.

**A student shall not enter a classroom or shop without the permission of the program's instructor.**

### **Work-Based Learning**

R.D. Anderson offers a variety of work-based learning opportunities to selected students. The availability of school to work sponsors and economic conditions will affect the number of students who can participate in work-based learning. Work based learning programs include:

- **Cooperative Education** is a cooperative effort among the student, employer, instructor, and school. A training plan is written for each student and the student's master job skills in the workplace. What better place to learn than in the real-life world-of-work!
- **Shadowing** experiences are provided for students to observe the actual work environment and gain valuable exposure to their career fields of interest.
- **Apprenticeships** allow selected students an opportunity to begin training under the guidance of a business sponsor. This training begins while in high school and continues after graduation with students attending

## School Volunteer Program

Parents are strongly encouraged to be actively involved in the school program by volunteering their services. To help ensure the safety of all students, it is the policy of R.D. Anderson to conduct background checks with the South Carolina Law Enforcement Division (SLED) on all volunteers.

## Grading System

The R. D. Anderson Applied Technology Center grading system follows the nine-week grading period in accordance with the feeder high schools. The system is a school-wide comprehensive system, which evaluates and assesses students on specific skills in each occupational area and on employability skills.

For each nine-week period the student will be evaluated with criteria established by the instructor in the areas of specific skill competencies, projects, tests, homework, and other class/shop activities.

Also during each nine-week period, students will be evaluated on employability skills. The rating sheet includes employability skills as identified by employers in the National SCANS Report of 1991 and by the S.C. Chamber of Commerce. Teaching of those skills is mandated by the School-To-Work Transition Act of 1994.

### Semester Grades

Semester grades will be calculated as followed:

1<sup>st</sup> 9 week average = 45%

2nd 9 week average = 45%

Semester Exam = 10% \* unless required otherwise for Dual Credit

### Semester Exams

**All students must take exams first semester.**

length of time that the student will be out of school, the impact that a long period away from school will have on the student's academic success, and whether the student's health needs can be met at school.

**\*\*\*Students enrolled in Cosmetology, Nursing Assisting and any other course offered for Dual Credit cannot receive credit for hours toward state or national license while on homebound. Students on medical homebound cannot receive grades for assignments given in the shop which require hands-on activities.**

## MEDICATION GUIDELINES

1. Medications will be given at school only when prescribed by a licensed physician. Parents may sign the student health form at Dorman, Byrnes or Woodruff High schools to give permission for; Tylenol and Advil for minor pain, Benadryl for emergencies, Anbesol for minor toothache, Caladryl lotion for minor skin irritations, Chloraseptic spray/lozenges for throat pain, and antibiotic ointment for minor abrasions. No medications will be given without signed parent permission. The over-the-counter medications will only be administered by the school nurse.
2. The medication must be prescribed to be given at least 4 or more times per day or at a specific time of the day in order to be given at school. Medication that is prescribed for three times a day or less needs to be given at home, before or after school hours.
3. A parent or guardian must bring the medication to the home high schools school nurse in the original container with the prescription label attached. Students are not allowed to transport medicine to or from school. If you anticipate your child needing to take medicine at school, you may ask your pharmacist for two prescription bottles.

4. A Parent or guardian must sign the Parent Consent for Medication Administration and the Physician must sign the Physician's Authorization for Medication Administration or provide a written prescription for the medication. The signed permission must be kept on file with the home high school nurse and is valid for the period specified on the form or expires at the end of the current school year.
5. Please note that DHEC regulations prohibit the schools from keeping more than a thirty-day supply of medication at a time. Please plan to provide a one month supply at a time and plan re-fills accordingly.
6. Asthma inhalers need to be kept with the school nurse. The student will be allowed to use the inhaler, with nurse supervision, as instructed by the physician.
7. All emergency medications: insulin, glucagons, Epi-pens, etc., will need to be arranged through the school nurse.

#### **CRITERIA FOR STUDENTS REMAINING HOME OR BEING SENT HOME WHEN SICK**

There are times when a student should not be in attendance at school for his/her own welfare and for the protection of other students. Students should remain home or be sent home from school if they have any of the following symptoms:

- Fever, temperature of 100 degrees or higher, with or without other symptoms.
- A cold in the contagious stage. (Severe nasal discharge that is not clear in color)
- Any communicable disease (chicken pox, measles, pink eye, etc.)
- Undiagnosed rash or skin eruptions.
- Vomiting or diarrhea within the past 24 hours.

2. FFA (Future Farmers of America)
3. HOSA (Health Occupations Students of America)

**Membership in Skills USA/VICA is open to students in the following career clusters:** Architecture & Construction; Arts, A/V Technology & Communication; Business Management & Administration; Hospitality & Tourism; Human Services; Information Technology; Law, Public Safety & Security; Manufacturing; Science, Technology, Engineering & Mathematics; and Transportation, Distribution & Logistics.

Membership in the FFA Club is open to students enrolled in the Agriculture Program.

Membership in HOSA is open to students enrolled in Health Science classes.

### **Student Participation in Extra Curricular Activities**

Members of student organizations participating in extra curricular activities must abide by:

- É All guidelines/code of ethics of the student organization
- É All rules and regulations of R D Anderson ATC

Students may be considered ineligible for participation in extra-curricular Activities or Career Development Events if the student has:

- É Two or more ISS/bus suspensions per semester
- É One or more OSS per semester
- É Caught using or in possession of any alcoholic beverage or illegal drugs on or off campus
- É Implication in the commission of a crime or any incident on or off campus which reflects negatively on RDA ATC

Any exception to this policy will be at the discretion of school administration.

to the Assistant Director or Director. All reports, including anonymous reports, or complaints must be investigated promptly and thoroughly by the principal or other appropriate school officials. Reprisals or retaliation against a person who reports an act of harassment, intimidation, or bullying is prohibited. However, persons found to have falsely accused another person of harassment, intimidation, or bullying will be subjected to the consequences specified in the student discipline code of conduct including suspension from school.

## Student Discrimination

Students who believe they have been discriminated against on the basis of their sex, disability, homeless situation, or any other reason have the 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 Assistant Superintendent for Personnel/Operations (Title IX Coordinator) in their home district for issues related to alleged discrimination based on sex, or to the Assistant Superintendent for Student Services (504 Coordinator) in their home district for complaints related to discrimination based on disability or other reasons. If the matter is still unresolved, the student may submit the complaint in writing to the District Superintendent for further consideration. See the names and phone number of these people from each district in the front of this handbook in the Non-Discrimination Statement. (Page 4)

## Student Organizations

R.D. Anderson Applied Technology Center recognizes student organizations within its bounds. They are:

1. Skills USA/VICA (Vocational Industrial Clubs of America)

- Untreated head lice or scabies. R.D. Anderson follows a ño nitö procedure for students returning to school after diagnosis of head lice.
- Students with a diagnosis of strep throat must be on antibiotics for 24 hours and be fever free before returning to school.

## Early Dismissal Procedure

To be dismissed early, the student must have a medical emergency or bring a note to the Receptionist in the front lobby. The note must include a phone number where the parent/guardian can be reached for verification. **All Early Dismissals will be verified.** At the appropriate time, the student should report to the Receptionist in the front lobby in order to sign out. Absences from R. D. Anderson Applied Technology Center caused by early dismissals from the high school must be excused by the same process used for any absence. Official documentation must be brought by the student the following day in order to excuse the early dismissal. It would be helpful if the parent/guardian would call ahead of time for early dismissals

## Student Interviews During Class Time

Students who go for a job interview during R. D. Anderson Applied Technology Center class time will follow the same procedure as for early dismissal. If time permits, the student should return to R. D. Anderson Applied Technology Center after the interview. Students must provide their own transportation for job interviews. Driving permits must be requested in advance.

## Tardy Policy & Late Sign in Procedure

Students who are not in their classroom/shop when the bells ring are considered tardy and must report to the Receptionist in the front lobby to sign in and obtain a pass to class. Regardless of the

reason, students must sign in. **In order for a student to be considered tardy instead of absent they must arrive in class during the first 30 minutes of class for a single-period class. Students in a double-period class must arrive within the first 60 minutes to be considered present.** Students shall not be admitted to class without pass from the Receptionist in the front lobby.

### Late Sign in Procedure

- Students who arrive on late buses will bring a late bus pass to the Receptionist in the front lobby. If this is done, the tardy (or absence) will not count against the student.
- Students who arrive late from a doctor/dentist appointment must bring medical statement to the Receptionist in the front lobby when they arrive at school. A pass to class will be issued and class absence or tardy will be classified as lawful.
- Students who arrive at school late for any other reason will sign in at the Receptionist desk in the front lobby.
- Students who are in the restrooms when bell rings without restroom pass are considered tardy and should sign in at Receptionist in the front lobby.
- Students in other areas of campus when bell rings without written permission of instructor or staff member are considered tardy and should sign in at Receptionist in the front lobby.

Excessive unlawful tardies will be considered as a discipline matter. Students shall not be admitted to class without pass from the Receptionist.

Tardies will **ONLY** be classified "Excused" if due to the following:

- É Documented Doctor's appointment.
- É Documented Court appointment.

8. Refrain from using the network for commercial purposes.
9. Respect the privacy of others.
10. Protect yourself by not giving out personal information such as your last name, home address, phone number, or social security number. The center reserves the right to deny access to any user if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

## Harassment, Intimidation, and Bullying

Harassment, intimidation, and bullying are prohibited on all school premises, on school buses, at official school bus stops, and at all school-sponsored events.

Harassment, intimidation or bullying is defined as a gesture, an electronic communication, or a written, verbal, physical, or sexual act that is reasonably perceived to have the effect of:

1. Harming a student, physically or emotionally, or damaging the student's property, or placing a student in reasonable fear of personal harm or damage to property; or
2. Insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Consequences for students who engage in harassment, intimidation, or bullying may include, but are not limited to, mandated counseling, in-school suspension, out-of-school suspension, and expulsion from school, based on the severity of the incident.

A school employee, student, or volunteer who witnesses or has reliable information that a student has been subject to harassment, intimidation, or bullying must report the incident

Network users are expected to act responsibly, ethically and legally in accordance with the center's Network Code of Conduct, the mission and purposes of other networks accessed on the Internet and the laws of the states and the United States. The Director will establish and distribute guidelines pertaining to the use of the Internet to students and staff. These guidelines will be distributed through staff and parent/student handbooks.

**Network Code of Conduct**

**Use of the network shall be in support of education and research that is consistent with the mission of the center. Network/Internet use is limited to those students who have received a student handbook which outlines the expectations for computer usage and have a specific educational objective to research.**

**Users must adhere to the following rules of conduct:**

1. Use the network in such a way that your use does not disrupt its use by others.
2. Maintain your personal files and data. Modifying or copying files/data of other users without their consent is not permitted.
3. Be ethical and courteous. Defamatory, harassing or obscene mail or discriminatory remarks are not allowed on the network.
4. Treat information created by others as the private property of the creator. Respect copyrights.
5. Use the network to access only educationally relevant material.
6. When accessing information that requires a password, protect your password from others and refrain from using the password of others.
7. Refrain from destroying, modifying or abusing computer hardware or software. "Hacking" the system is not permitted.

- É Documented Conference, Tests, Field Trips, etc., at high school.
- É Co-op related activity.
- É Late bus to high school.
- É Illness documented by parent excuse

Tardies due to reasons not listed above will be classified as unexcused. This includes missing bus to RDA from high school without just cause; problems associated with transportation in private vehicles, and personal errands.

The following consequences will be given for **unexcused** tardies:

<u>Number of Unexcused Tardies for 9 Weeks</u>	Consequence if Drivers/Riders permit held	Consequence if NO Drivers/Riders permit held
1 <sup>st</sup> -3 <sup>rd</sup>	No Consequence - Warning	No Consequence - Warning
4 <sup>th</sup>	Driving/Riding privileges suspended for 5 days	Principal's Detention at Home High School
5 <sup>th</sup>	Driving/Riding privileges suspended for 10 days	1 Day ISS
6 <sup>th</sup>	Driving/Riding privileges revoked for the remainder of the semester	3 Days ISS

Excessive tardiness is a hindrance to and distraction from instruction. Accordingly, students will be permitted **6 excused** tardies per 9 week period. Students with **7 excused** tardies will be

assigned the same disciplinary measures as students with 3 unexcused tardies (see above). Each subsequent tardy (excused or unexcused) will result in the next level of discipline. Students must seek PRIOR approval from the Director or Assistant Director to avoid being assigned disciplinary action.

## Counseling and Guidance Program

R.D. Anderson employs two full-time guidance counselors to provide a career development program and assist students with their questions, concerns, and need for information. The counselors are available from 8:00 a.m. to 4:00 p.m. Monday through Friday in the RDA Guidance Office. Students or parents wishing to talk with a counselor outside of the 8:00 to 4:00 time frame are invited to set up an appointment. Some of the activities provided through the Guidance Office include, but are not limited to, the following:

- Counseling regarding educational and career plans
- Counseling regarding personal/social concerns
- Career testing and follow-up to aid in self-discovery
- Advisement concerning college, college major, and career choice
- Assistance in contacting colleges or military recruiters
- Assistance with college financial aid forms
- Group guidance with RDA students to assist in life/career planning

Any student who wishes to see an RDA counselor may request permission from his or her instructor, or come by the guidance office outside of class time. The counselor may be reached by calling 576-5020 or through e-mail at [lmcgreer@rdanderson.org](mailto:lmcgreer@rdanderson.org) or [tarstrong@rdanderson.org](mailto:tarstrong@rdanderson.org)

- not insert a flash drive into the computer without pre-approval of the instructor;
- not attempt to load any file sharing programs such as on the computer
- obtain permission of the instructor before printing pages off the Internet;
- use the Internet session for legitimate educational purposes.

Students should understand that misuse of the Internet is in violation of the rules stated above. Any infractions will result in immediate dismissal from Internet access and possible suspension.

### Network Code of Conduct and Board Policy R.D. Anderson Applied Technology Center

The RDA computer network has been established to give faculty and staff access to current information resources. It also provides instant communication within the center and throughout the world via the Internet. All network users must be aware of and adhere to the center policies and regulations that address electronic information resources.

#### Policy

The R.D. Anderson Board supports the use of the Internet to improve learning and teaching through person to person communication, student access to information, research, teacher training, collaboration and dissemination of successful educational practices, methods and materials. The school system's connection to the Internet will provide access to local, national and international sources of information and collaboration. In return for this access, every Internet user within R.D. Anderson Applied Technology Center has the responsibility to respect and protect the rights of every other user in the community and on the Internet.

student's expense. **The cost of replacement eye protection glasses will be \$3.00.**

## Photographs and Video Policy

R.D. Anderson Applied Technology Center takes photographs/videos for the purpose of making promotional displays, brochures, or multimedia presentations. Some of these pictures may be used in newspaper articles, television productions, annuals at the home high school, in web pages, or other publications created by R.D. Anderson Applied Technology Center. All releases will be performed in accordance with school policy and privacy laws. As required, only "directory" type information will be provided. This includes name, school, grade level, teachers, participation in officially recognized activities, etc. Parents or students who have questions or concerns should contact the Director.

## Internet Access Policy

Instruction at R.D. Anderson Applied Technology Center may include using the Internet to conduct independent research.

When conducting research on an Internet computer, students must:

- ask permission of the instructor before using the computer;
- not attempt to access newsgroups or newsgroup archives through the Internet Explorer, **not attempt to access myspace.com, facebook.com, or any internet social gathering site;**
- not attempt to send e-mail or register their name, home address or telephone number at any location on the Internet;
- not attempt to use Chat (chat rooms), Instant Messenger, Telnet, Internet Relay or Trumpet Newsreader programs;
- not attempt to download or save files to the computer hard drive or flash drive without pre-approval by the instructor;
- not attempt to load any programs on the computer;

## Course Fees

The courses listed below charge a fee for items such as: text and workbooks, student kits, uniforms, certification exam registration fees, and/ or personal protection devices. **Items you pay for belong to you at the end of the course.**

### All fees should be paid by September 9, 2011

<b>All Agriculture Courses</b>	<b>\$10.00 FFA dues (Optional)</b>
<b>Auto Collision Repair I</b>	<b>\$20.00 for respirator and must supply coveralls</b>
<b>Auto Collision Repair II</b>	<b>\$20.00 for respirator and must supply coveralls</b>
<b>Auto Technology I &amp; II</b>	<b>\$40.00 Coveralls, \$13.00 for Skills USA dues, &amp; \$25.00 for Engine/Electrical Task Manual</b>
<b>Auto Technology III</b>	<b>\$13.00 for Skills USA dues</b>
<b>Culinary Arts I</b>	<b>\$25 Culinary Jacket &amp; Hat</b>
<b>Culinary Arts II</b>	<b>\$31 for Managerial SafeServe Test</b>
<b>Cosmetology I</b>	<b>\$320.00 for kit</b>
<b>Cosmetology II</b>	<b>Approx. \$218.00 for State board fee and TB test</b>
<b>Fire/EMS I, II</b>	<b>\$8 program shirt</b>
<b>First Aid/CPR</b>	<b>\$15 for mask and certification card</b>
<b>Law Enforcement Services I</b>	<b>\$8 T-shirt</b>
<b>Law Enforcement Services II</b>	<b>\$8 T-shirt, \$15 for CPR mask</b>
<b>Nursing Assisting</b>	<b>Approx. \$101.00 CNA exam fee plus purchase of uniform and immunizations ; \$5 for name badge</b>
<b>Pharmacy Technology</b>	<b>Approximately \$150 for CD, Textbook, and Workbook</b>
<b>Welding I</b>	<b>\$25 for helmet and gloves</b>

## Termination of a Program

The programs offered at R.D. Anderson Applied Technology Center are determined by two factors: demand of business and industry and student enrollment. A decline in either of these factors could result in a program being terminated. Whenever a program is terminated, assistance and counseling will be provided for students affected by this decision.

## Visitors

Upon arrival on campus, visitors must report to the reception desk in the front lobby to receive a visitor's pass. To ensure an uninterrupted instructional program, visits by students from other schools or other out of school persons are prohibited. R. D. Anderson Applied Technology Center students may not bring guests to school to attend classes. Students are not permitted to bring young children to school. Students or visitors are not permitted to sit in parked cars on the school campus at any time during the school day.

## Telephone Use

Students will not be permitted to use instructors' telephones. In case of sickness or an emergency, students should be sent to the Receptionist in the front lobby. Instructors are to determine if a student's request for a call to be made is an emergency situation prior to sending to the office.

**Students will also not be permitted to use personal cell phones in the building during school hours. Any cell phone use may result in the phone being confiscated by the teacher or administrator.**

necessary for the well being of the student. In the event of an accident of a student, R.D. Anderson reserves the right to call the local Emergency Medical Services (EMS) for assistance or transport students to doctor or hospital at the expense of the parents or guardian.

## Student Sickness

In the event a student reports to class sick, becomes sick during class, he/she should see their instructor who will send the student to the Receptionist in the front lobby for dismissal. Parents will be contacted from the front office. When the student leaves school, he/she must sign out.

## Safety Glasses

According to the South Carolina Code 59-1-390 in reference to protective eye devices, students are required to wear protective eye devices at all times while they are in the shop/lab. This law applies to every pupil and teacher in any public school participating in a vocational shop or laboratory involving use of or exposed to:

- Hot molten metals
- Milling sawing, turning, shaping, cutting, or stamping of any solid materials
- Heat treatment, tempering, or kiln firing of any metal or other materials
- Gas or electric arc welding
- Repair or servicing of any vehicle
- Caustic or explosive materials
- Students will become very familiar with this law and its importance to laboratory safety. The wearing of protective eye devices is required during shop/lab activities at R. D. Anderson Applied Technology Center. Parents are requested to impress upon your son/daughter the importance of wearing protective eye devices.

The initial pair of eye protection glasses is free to all students. Replacement of eye protection due to loss or damage shall be at the

## Insurance Waiver Form is required for RDA Students

Because of the nature of the subject matter taught at R.D. Anderson Applied Technology Center, the possibility of an accident is always present. All students will be given a form regarding verification of insurance or waiver of insurance. **Students DO NOT have to have insurance to participate; however, they DO have to turn in this form so that we have proof of insurance or parent permission to participate without insurance.** This form must be completed by the parent and returned to the instructor as soon as possible. **Students cannot work in hands-on, lab situations until this form is in our hands.** We need these returned by **Friday, August 26<sup>th</sup>, 2011.** Students can purchase school time insurance from home high schools.

## Field Trips

Instruction at R.D. Anderson ATC includes field trips to local business, industry and special events, which may extend beyond regular school hours. Students must have parental permission to participate in any of the field trips and any out-of-school activities to be held during the school year.

## Accidents/Illness

All accidents, no matter how small, will be immediately reported to your instructor. The policy of each home high school will be followed on all insurance claims.

The Center does not provide the services of a full-time school nurse. If a student becomes ill, parents will be contacted and will be responsible for making arrangements to have their child transported home, to the doctor, or to the hospital.

In case of accidents and resulting emergency situations, action may be taken at the discretion of school personnel that are considered

## Faculty E-mail Addresses

<b>Administrative Staff</b>		
Sherri Yarborough	<b>Director</b>	<a href="mailto:syarborough@rdanderson.org">syarborough@rdanderson.org</a>
Bobby Edwards	<b>Assistant Director</b>	<a href="mailto:bedwards@rdanderson.org">bedwards@rdanderson.org</a>
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Jeff Belue	School Resource Officer	<a href="mailto:jbelue@rdanderson.org">jbelue@rdanderson.org</a>

## Driving, Riding and Student Loading / Unloading Procedures

Spartanburg County Districts 4, 5 and 6 provide bus transportation between R.D. Anderson and the home High Schools. Any parent may transport their child to and/ or from R. D. Anderson if they prefer to do so. Byrnes and Woodruff High School students may be allowed to drive in private vehicles if a student has a valid reason (ex. Early dismissal / Late arrival for Doctor / Dentist appointment, etc.). These students must obtain a temporary driving or riding permit. This permit must be obtained at least 2 days before the student needs to ride or drive to R. D. Anderson. If there is an emergency and there is not enough time to obtain a permit

from RDA the student's parent/guardian must contact the home high school to obtain their permission for the student to drive/ ride to RDA. **If a Byrnes or Woodruff student drives / rides to RDA without a temporary driving / riding permit or the home high school's permission that student will receive one day ISS at the home high school.**

### Student Loading / Unloading Procedures

Parents / Guardians who bring or pick up students at RDA are asked to:

1. Unload students in the student parking lot or circle.
2. Students are to be picked up in the student parking lot or the circle at the end of the day. Vehicles driving around the circle have the right of way thus making it easier to exit the campus.
3. For security and safety reasons, please do not park in the any space in the front faculty lot.

