

SUMTER CAREER AND TECHNOLOGY CENTER

2023-2024



Investing in the Future

Student Agenda

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PRINCIPAL’S MESSAGE

“Your career path awaits you!!”

Dear Student:

Welcome to Sumter Career and Technology Center. Your journey to a career awaits you. You will be challenged both technically and academically with the full support of Sumter Career and Technology Center Staff.

Sumter Career and Technology Center is a privilege that has very high expectations with it. It is expected that you will not only do well in your academics, but also that you will take all required certifications and pursue higher educational credits as well. This journey will require much hard work and determination, but you can rest assured knowing that our certified staff will help you along the way. Your attendance, behavior, attitude, and work ethic will determine your stay at Sumter Career and Technology Center. This is an extremely golden opportunity for you to get a leg up on your peers in the ever changing global workforce market. This, however, is only the beginning; you must continue your education beyond Sumter Career and Technology Center to maximize your marketability.

I am personally challenging each and every one of you to do your very best. We have an open door policy at Sumter Career and Technology Center and are here to guide you into a lifelong career path. Take advantage of your resources and enjoy your time at Sumter Career and Technology Center. We look forward to a great future together.

Dr. Shirrie B. Miller
Principal

Sumter School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities.

STUDENT DAILY SCHEDULE

	<u>A.M.</u>	<u>P.M.</u>
Sumter High	9:00 – 11:35	12:35 – 3:25
Lakewood	9:00 – 11:35	12:35 – 3:25
Crestwood	9:00 - 11:35	12:35 - 3:25

BELL SCHEDULE

Morning Schedule

9:05 a.m.	Tardy Bell
10:00 a.m. – 10:12 a.m.	Break A
10:15 a.m. – 10:27 a.m.	Break B
11:35 a.m.	Dismissal Bell

Afternoon Schedule

12:35 p.m.	Tardy Bell
1:45 p.m. – 1:57 p.m.	Break A
2:00 p.m. – 2:12 p.m.	Break B
3:25 p.m.	Dismissal

BREAK SCHEDULE

Designated teachers will be required to monitor students during this time. All breaks will be taken in the commons area. No students are allowed in the classrooms during breaks. **ALL TEACHERS will be in the hall at their door entrance after breaks.**

Our Vision

The vision of Sumter Career and Technology Center is to provide an environment which fosters the development of the technological skills necessary for the students' chosen career paths.

Our Mission

The mission of Sumter Career and Technology Center is to prepare all students for a global technological workforce and post-secondary education.

Through our collaboration with Sumter County Council, Shaw Air Force Base, Sumter Industrial Association, Central Carolina Technical College, and many local businesses, we are able to successfully offer rigorous courses designed to prepare our students for the 21st Century work place, thus, improving workforce development for local businesses while providing the Sumter community with “students today who will be leaders tomorrow”.

Cognia STEM Certified

Sumter Career and Technology Center is Cognia STEM certified. Through valid and reliable processes, tools and training, Cognia STEM Certification ensures that even the most effective educators and programs continually assess and improve to meet the needs and demands of the real world.

VISITORS

All visitors *must* receive a visitor's pass from the front office prior to visiting any area of Sumter Career and Technology Center. No student is allowed to leave the campus after arriving for class or prior to dismissal without being signed out by a parent, guardian, or authorized person on the student's emergency card.

Please present a valid identification card to sign out your student. We will not release any student to anyone not listed or authorized on a student's emergency information card.

Students will not be signed out after 2:55 pm.

AUTHORITY TO SEARCH

Persons entering Sumter Career and Technology Center property are deemed to have consented to a search of his/her person and property under state law (Act 373 of 1994). Any person on premises, refusing to submit to lawful search or surrender of contraband when lawfully directed to do so, will face disciplinary and/or legal consequences. All students must not be in any restricted areas or in any areas that deviate from the normal route a student takes to or from his/her class.

SUMTER SCHOOL DISTRICT LEADERSHIP

Board of Trustees

Ralph Canty, Sr., D. Min., Chairman
Bonnie S. Disney Esq., Vice-Chairwoman
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Brittany English
Matthew “Mac” McLeod
Jeffrey E. Zell
Kristen Wildman, Shaw AFB Representative

Superintendent

Dr. William Wright

FACULTY and STAFF

Principal: Dr. Shirrie B. Miller

Assistant Principal	Ms. Jill Winter
School Counselor	Dr. Walter Robertson
Secretary	Mrs. Francene Smith
Bookkeeper	Mrs. Charlene Smith
Receptionist/Attendance Clerk	Mr. Wilson McDaniel
JAG Career Specialist	Ms. Betty McQuilla
Paraprofessional	Mrs. Altovise Perry
Aerospace Engineering	Mrs. Debra Barber
Automotive Collision & Repair Technology	Mr. Dusty Hodge
Automotive Technology	Mr. Jason O'Neal
Cosmetology	Mrs. Desirea' Johnson
Cosmetology	Mrs. Joanna Allen-Gibbs
Culinary Arts Management	Mrs. Kia Smith
Cyber Security	Mrs. Linda Avery
Firefighting	Mr. Frederick Gass

Faculty and staff, continued

Game and Interactive Media Design	TBA
Health Science-Clinical Studies	Mrs. Kimberly Browning
Health Science-Clinical Studies	Mrs. Brittney Inbody
Manufacturing & Automation	Mr. David McDaniel
Introduction to Manufacturing	Mr. William Dyson
Law Enforcement Services	Dr. Gladys Loney
Welding Technology	Mr. Larry Culick
Head Custodian	TBA
Building Service	Mr. Elijah Walker
Building Service	Ms. Victoria Isaac
Grounds Keeper	Mr. Charles Roark

POLICIES & GUIDELINES

Attendance Procedures & Regulations

Your attendance is necessary for proof of the educational progress. Students are expected to attend school regularly. Excessive loss of instructional time through absences, tardiness, or early dismissal could result in failure OR loss of credit, regardless of the reason. No student will be dismissed early from Sumter Career and Technology Center without parental approval (doctor's, lawyer's, appointments and the like, require official appointment slips). Early dismissal notes are not sufficient evidence of parental approval, and thus, must be validated with a phone call to parents. **Students will not be signed out after 2:55 pm.**

A signed note of explanation shall be required *each* time a student is absent. All notes must be presented to the front office upon arrival to school or within three days of the absence or the absence will be recorded as unexcused. All absences will require a written excuse from a parent/guardian, doctor, lawyer, etc. to be presented to the front office.

Students with a change of name, address, telephone number or any other information must notify their instructor, who will then notify the front office. **It is the responsibility of the student who has had an absence to meet with the teacher on the day he/she returns to arrange for make-up work. Students have three school days to complete and turn in any missed work.**

- **A student must provide written notification for all absences. Only *five* written notifications from parents will be excused for the year.**

- **A written excuse on the letterhead of a physician, dentist, or other recognized licensed/certified medical practitioner, or a legal officer must be presented to the front office within three days of returning back to school. A doctor's excuse will only be accepted when the doctor has seen and treated the student during the course of the illness for which the excuse is written.**
- **South Carolina law states that a student is deemed TRUANT after *three* consecutive unexcused absences or a total of five unexcused absences.**
- **A Student Attendance Intervention plan will be developed for improvement. If attendance does not improve, the parent and student will be referred to Family court and/or DSS for educational neglect and truancy.**

Excused absences include the following:

- **Absence due to serious illness or death of the student's immediate family.**
- **Absence due to observance of recognized religious holidays of the student's faith.**
- **Absence due to school related activities with prior approval from Sumter Career and Technology Center principal.**

Written Notification of Excessive Absences

Teachers will provide notification to parents in the following manner:

- Phone contact followed by written notification after the 3rd day of absence from school. Referral to Attendance Office.
- Phone contact followed by written notification after the 5th day of absence from school. Referral to District Attendance Office.
- Phone contact followed by written notification after the 7th day of absence from school. Referral to Truancy Prevention Program.

Failures

Written notification of failure due to attendance will be mailed to parent(s) or guardian(s) and to the student's home school when the following happens:

- On the 5th day a student is absent in one semester.
- On the 10th day a student is absent in the school year.

Absences in excess of five days per semester may result in the student receiving NO CREDIT for the class.

Absences in excess of 10 days per semester will result in automatic failure.

Statewide Uniform Grading Scale

The school will follow the statewide uniform grading scale as approved by the state board of education. This uniform grading scale and the system for calculating GPAs and class rank will apply to all courses carrying Carnegie units, including units earned at the middle/junior high school level.

Scale		Weights	
A	90-100		
B	80-89	Major Grades	60%
C	70-79	Minor Grades	40%
D	60-69		
F	0-59		

All students must have an average of 90% or higher to exempt end of course final exams OR 80% or higher with perfect attendance.

Tardy Policy & Procedures

Excessive tardiness is evidence of a lack of interest, a lack of planning, a lack of self-discipline, or some other problem that needs to be rectified. Excessive tardiness will not be tolerated.

- Sumter High School, Crestwood High School, and Lakewood High School students arriving late from home (a.m. students only) **will be required to report to the front office to log in as tardy** (excused or not excused) and receive a pass to enter class immediately upon entering the building.
- Students arriving to Sumter Career and Technology Center following an appointment must provide the front office with an official notice of appointment and must be signed in by a parent before being allowed into class. A pass to class will be issued, and the student will have two minutes to get to class.
- Three unexcused tardies will result in a discipline referral.
- **IT IS THE RESPONSIBILITY OF THE STUDENT TO MAKE-UP WORK MISSED DUE TO TARDINESS OR ABSENCE.**

STUDENT DRESS CODE

Refer to Student Discipline Guide for Disciplinary Actions

Your image in the workforce is very important. Students' dress and grooming will be neat, clean, and appropriate. **For health and safety reasons, flip flops, sandals and open ended shoes are not permitted inside any shop.** (Please consult your teacher for safe practices within his or her shop area.)

Clothing

Students will dress and groom in a clean and neat manner which does not distract or interfere with the operation of the school.

Student attire should not be destructive to school property or be immodest or revealing and should comply with requirements for health and safety. Clothing that will cause or is likely to cause disruption of the learning process of others may not be worn.

The following **are not to be worn** by students:

- hats, bandannas, scarves, gloves, shower caps, hair combs, picks, curlers or hairnets and sweatbands, or any other unauthorized head covering
- sunglasses or goggles (inside building), except prescription sunglasses upon medical orders
- cut-off clothing unless it is cuffed or hemmed
- gang-related paraphernalia/colors, jewelry, or insignia
- gym shorts, sheer shirts or blouses, tank tops, halters, cut or torn clothing, strapless tops, t-strap

tops, tops which show the abdomen, midriff area; see-through garments or underwear worn as outer clothing (proper undergarments will be worn at all times)

- footies, pajamas, house shoes, shower shoes, or bedroom slippers (students must wear appropriate footwear at all times; shoes will be worn for safety and health reasons; no person should be barefoot at school)
- lycra or spandex clothing or any excessively tight clothing (leggings may be worn under shorts or dresses provided that the shorts or dresses meet the length)
- any clothing or accessories with profanity or distasteful depictions; advertising for drugs, beer, or tobacco companies; or “political statements” advocating violation of law
- any attire deemed by the administration to be unsuitable or disruptive to the educational or cultural climate of the school
- Hats and gloves may be worn to school, but not inside the school building.
- Shorts, short skirts, skorts, etc., must be no shorter than three (3) inches above the knee. Boxer shorts may not be worn as outside clothing. **Biker shorts may not be worn.**
- Jeans or pants with holes may be worn only when the holes are not deemed indecent. All pants should be worn at waist level and not sagging,
- All clothing must be sized appropriately. Clothing must be decent, clean, and properly worn at all times. Tattoos that display inappropriate language or images should be covered.

Staff members have the authority to confiscate inappropriate items such as hats or sunglasses worn in the building. These items will be held by the school and the school is not responsible if the items are damaged, stolen, or lost.

Any student found to be in violation of the dress code will be required to report to the office to call someone to bring an appropriate change of clothes and/or to receive disciplinary action.

No offensive or suggestive language or photos that depict tobacco, guns, knives, drugs, alcohol, sex, nudity, profanity, or gang related items will be displayed on clothing.

Muscle shirts, tank tops, bare midriffs, spaghetti straps, see-through garments, bare-backs, halter tops, and low cut blouses are prohibited.

Sweaters and Coats

No offensive or suggestive language or photos that depict tobacco, guns, knives, drugs, alcohol, sex, nudity, profanity, or gang related items will be displayed on sweaters or coats.

IDs

Students are expected to wear school IDs at all times. A fee of \$1.00 will be charged to the student for a temporary ID and the student will receive a discipline referral.

The Principal reserves the right to deem dress unfit or inappropriate.

SHOP/LAB SAFETY REQUIREMENTS

To maintain a safe working environment at Sumter Career and Technology Center, students are **required to wear safety glasses or safety goggles** in all lab classes, AT ALL TIMES, with the first pair provided by the school. Failure to bring these to class will result in the re-issuance of another pair and a charge to the student for this or any subsequent pair for \$5.00 each time.

In addition, lab jackets, aprons, or coveralls may be required by students working in the lab setting. Each instructor will determine the style that best suits the needs of their class. **It is mandatory that all students wear the appropriate garments for the particular shop/lab while in the shop/lab.**

Lost or Stolen Issued Articles

Issued garments, safety glasses or safety goggles are the responsibility of the student. Any lost, stolen or damaged items will be assigned a fee according to their cost.

Shoes

For health and safety reasons, flip flops, sandals and open ended shoes are not permitted in all shop/lab areas of Sumter Career and Technology Center. Each teacher will address their shop policy concerning appropriateness or inappropriateness of various items of clothing.

BOTTOM LINE: If an item is deemed unsafe by any teacher, the student must immediately correct the problem and refrain from wearing it.

Hats

All hats, caps, head scarves or any head gear is prohibited and is to be removed prior to entering Sumter Career and Technology Center building. All exceptions must be approved by Sumter Career and Technology Center Administration.

Sunglasses

Only prescribed glasses will be acceptable inside Sumter Career and Technology Center building. Should prescription sunglasses be required, the student will present the instructor with a written note from a doctor on their official letterhead. The front office will file the written note.

Hair

All student hair, including facial hair must be neat, clean and well groomed. The hair will not obstruct vision. Combs, hair curlers, picks, pencils, etc. will not be worn in the hair and are prohibited; barrettes are acceptable.

Music Devices

Use of mp3 players, iPods, CDs, radios, Bluetooth speakers and all other music listening devices is prohibited beyond the designated free-zone.

Because safety is our first concern, **all music recording and re-playing devices** are not allowed on campus and will be confiscated, as outlined by the Code of Conduct.

CELL PHONES

Electronic Communication Devices (ECDs) will be permissible in the designated free-zone location. The designated area for ECD usage during break time is the Commons Area. In the free zone, students **must use ear buds or headphones**; *one ear must be free*. There should be nothing audible in the free-zone and no speakers are allowed. ECDs can be used in the classroom for **instructional use ONLY**.

CONTRABAND ITEMS

Items considered contraband, such as cell phones, game players, etc. (any electronic device) should not be brought onto school grounds. Missing or stolen items of these types of items will not be investigated.

LOST AND FOUND

All lost and found items will be turned in to the front office, and kept for one school year, at which time items may be donated to local charitable organizations, or disposed of. Sumter Career and Technology Center is not responsible for any items lost, misplaced, or kept on the premises

ACCIDENT, INJURY, ILLNESS, MEDICATIONS

All students must notify the instructor of any accident, injury, or illness while at Sumter Career and Technology Center. Any prescribed medications (with doctor/parent note and instructions) **must be** left in the front office.

PARENT CONFERENCES

Parents are encouraged to visit Sumter Career and Technology Center and to actively participate with the administration, teachers, and counselor. We ask that you schedule an appointment by calling the student services office at 803-481-8575. Drop-ins for administration, guidance, and student services are also welcome. Please request individual parent conferences through the guidance department.

PAYMENTS & FEES

Fees for Cosmetology and Nail Technology programs are payable with cash or money order. **Any outstanding fees owed by any student at the end of the school year shall result in that student having his or her grades, certificates, or diplomas withheld until full payment is made.**

Seniors who owe fees or any other debt to Sumter Career and Technology Center may be denied participation in either the Sumter Career and Technology Center graduation or the graduation ceremonies of their home school.

TELEPHONES/MESSAGES

Understanding the importance of telephones and messages, the Sumter Career and Technology Center continues to improve our communication to and from parents and the local community. In an effort to best serve everyone, the telephones located at Sumter Career and Technology Center are for business use only. However, we encourage

parents to call the school office at 481-8575 in the event of an emergency.

All messages and deliveries of classroom tools and gear are to be left at the front office for distribution to the appropriate student. **Students may not use any instructor's phone at any time. They must use the phone in the Student Services' office.**

TEXTBOOKS

The state furnishes our textbooks for the students which are issued at the beginning of the school year. Each student is responsible for the textbook security and care. **Students are required to pay for lost, stolen, or damaged textbooks.** We encourage the students to place covers on the textbooks.

Fees for lost or damaged books are assigned by the State Department of Education. Fees for books that are not purchased through the State Department of Education will be assessed by Sumter Sumter Career and Technology Center administration.

DUAL ENROLLMENT/ARTICULATION FEES

Several students may ask to be tested and enrolled into post-secondary opportunities to receive college credit while attending Sumter Career and Technology Center. Typically, there are tuition fees, textbook fees and other costs associated with those opportunities, for which Sumter Career and Technology Center may pay, should there be monetary resources to do so. Sumter Career and Technology Center will, upon approval from the principal,

the teacher, and the parent, sign an agreement that if a student attends and does NOT maintain AT LEAST a 2.0 average, those costs incurred by Sumter Career and Technology Center will be reimbursed back to Sumter Career and Technology Center.

PROCEDURES FOR WITHDRAWING A STUDENT FROM SUMTER CAREER AND TECHNOLOGY CENTER

Students register with their home school guidance counselor to enroll in a program at Sumter Career and Technology Center. To drop Sumter Career and Technology Center courses, the student must submit the drop request in writing to the Sumter Career and Technology Center guidance counselor. The parent must submit drop request in writing and identify the concern to see if it is valid. For example: The student will not be able to meet his/her graduation requirements. The guidance counselor from the home high school and Sumter Career and Technology Center will review the concern.

The principal from Sumter Career and Technology Center will inform the guidance counselor at Sumter Career and Technology Center as to the final decision. The guidance counselor at Sumter Career and Technology Center will notify the home high school guidance counselor and the student. The student has the right to appeal a withdrawal denial to the district office.

REQUEST FOR MID-YEAR GRADUATION

December graduates will receive their final transcript in January with a December graduation date.

Once withdrawn, a student may not participate in any school activities, other than the graduation ceremony and the prom, that require student enrollment status. December graduates will not be a part of the final class ranking. Only June rankings are used to qualify for State supported scholarships (LIFE, HOPE, Palmetto Fellows.) This may affect scholarship opportunities and/or financial aid.

Diplomas will be issued on the May/June graduation ceremony date.

The more courses you take, the higher your GPA can be. If you are concerned about your GPA and/or Class Rank, it would benefit you to stay the entire year to take classes to boost your GPA.

Most local scholarships are offered in the spring semester. Because you will be withdrawn, you may miss out on some scholarship opportunities.

DRIVING PRIVILEGES AND TRANSPORTATION

**NO STUDENTS ARE PERMITTED TO DRIVE TO
SUMTER CAREER AND TECHNOLOGY CENTER**

Students are provided bus transportation to and from their schools to Sumter Career and Technology Center. Students are not permitted to drive nor ride in personal vehicles to Sumter Career and Technology Center unless special circumstances warrant such, in which case the

administration will handle each case independently. Students who need full-time driving privileges must place their driver requests through their home schools subject to agreement by the home school principal and Sumter Career and Technology Center principal. All other special requests need to be approved by Sumter Career and Technology Center principal.

Sumter Career and Technology Center will not be held responsible for theft or vandalism to vehicles or their contents, while the vehicle is parked on Sumter Career and Technology Center grounds. Student's parent(s)/legal guardian(s) is responsible for accidents/injuries sustained to driver/rider(s). Any student driving to Sumter Career and Technology Center without proper authority will be subject to disciplinary action and may be referred to the Sumter Police Department.

CIVIL EMERGENCIES & FIRE DRILLS

PLEASE DO NOT CALL SUMTER CAREER AND TECHNOLOGY CENTER. Keep Sumter Career and Technology Center telephone lines open for emergency calls.

KEEP STREETS CLEAR FOR EMERGENCY VEHICLES—POLICE, AMBULANCE, FIRE DEPARTMENT. Keep civilian cars out of the area.

TUNE RADIO TO 640 OR 1240 FOR INSTRUCTIONS AND INFORMATION.

When properly signaled, the teachers will lead the class from their rooms to the designated exit. Students next to windows are to insure that all windows are closed. All students will leave the building quietly and in an orderly manner. Walk briskly but **DO NOT RUN**. Upon reaching the outside, move well away from the building (300 feet). Do not re-enter the building except upon the signal by school officials to do so.

BE AN INFORMED PARENT: Parent Information for Reunification during a School Crisis Incident

Sumter School District Safety Plan relies on informed parent/guardian cooperation to help keep our children safe. An informed parent/guardian takes the following actions on behalf of his/her child should a school crisis occur.

- Confirm that the information is an official statement provided by Sumter School District and then **act** based on that information.
- Ensure that all of your contact information is current at your child's school, so that the district may contact you during an emergency through EduLink, the district's auto dialer system. EduLink is the district's means of direct contact with parents/guardians of students directly impacted by a crisis.
- Refrain from going to the school or calling the school during a crisis, and wait until notified by the school of the directions for picking up your child.
- Do not come to pick up a child when the school has notified you that a *precautionary* procedure (lockdown, shelter in place, or lock-out) was conducted due to a false report, and you have been notified that classes have resumed.
- Stay accessible to a phone, or computer or other media device to receive more information from the school as to when and where to pick up your child, if needed.
- Come to the reunification site with an official ID and or send someone who is on the student's emergency card to pick up the student with an ID when notified by the school.

- Leave the reunification site with your child(ren) safely to allow room for other parents to come.

If you would like to have a representative from Sumter School District discuss school safety issues with your school group or civic organization, feel free to call and request an informational presentation or if you have any questions about these procedures, please call Kathy Morrison, Intervention Coordinator, at 803-469-6900, extension 504.

STUDENT ACTIVITIES

Sponsored clubs for each occupational area enhance the interest and development of each student in his/her vocational choice. These competitive events enhance learning and leadership skills. Sumter Career and Technology Center also sponsors and promotes the National Technical Honor Society (NTHS).

Aerospace Engineering	SKILLSUSA/TSA
Automotive Collision Repair Technology	SKILLSUSA
Automotive Technology	SKILLSUSA
Cosmetology	SKILLSUSA/FCCLA
Culinary Arts Management	SKILLSUSA/FCCLA
Cyber Security	SKILLSUSA/TSA
Firefighting	SKILLSUSA/HOSA
Game and Interactive Media Design	SKILLS USA/ESPORTS
Health Science	HOSA
Introduction to Manufacturing	SKILLSUSA
Law Enforcement Services	SKILLSUSA
Manufacturing and Automation	SKILLSUSA/TSA
Welding Technology	SKILLSUSA

SCHOOL CALENDAR 2023–2024

Aug. 3	Students Begin
Sept. 1	School Professional Learning 1/2 Day
Sept. 4	Labor Day Holiday
Sept. 6	Interims Issued
Oct. 5.....	School Professional Learning 1/2 Day
Oct. 5.....	End of 1 st Quarter
Oct. 6.....	District Professional Learning Day
Oct. 9-10.....	Fall Break
Oct. 11.....	First Day of 2nd Quarter
Oct. 20.....	Report Cards Issued
Nov. 10.....	Veterans' Day Holiday
Nov. 15.....	Interims Issued
Nov. 20-24	Thanksgiving Holidays
Dec. 19-20.....	High School Exams ½ Days
Dec. 20	Last Day of 2 nd Quarter
Dec. 21-Jan. 3.....	Winter Holidays
Jan. 4	School Workday
Jan. 5	District Professional Learning Day
Jan.8	Students Return
Jan. 8	First Day of 3 rd Quarter/2 nd Semester
Jan. 15	Martin Luther King Jr. Holiday
Jan. 17	Report Cards Issued
Feb. 9.....	Interims Issued
Feb. 15.....	School Professional Learning 1/2 Day
Feb. 16.....	District Professional Learning Day
Feb. 19.....	Holiday
March 8	School Professional Learning 1/2 Day
March 13	End of 3 rd Quarter
March 14	First Day of 4 th Quarter
March 22	Report Cards Issued
March 29-April 5.....	Spring Holidays
April 24	Interims Issued
May 22-May 23.....	High School Exams ½ Days
May 22	Sumter Career and Technology Center Graduation
May 23	Last Day of Student Attendance
May 23	Report Cards Issued/Mailed
May 23	SHS Graduation
May 24	School Workday
May 24	Crestwood/Lakewood Graduations



SUMTER SCHOOL DISTRICT

1345 Wilson Hall Road • PO Drawer 2039 • Sumter, South Carolina 29151-2039 • (T) 803.469.6900 • (F) 803.469.3769

Hello Parents,

We recognize that creating a safe learning environment is vital for students to achieve academic success. Sumter School District has an online system called *Sprigeo* that students can use to report school safety threats and bullying incidents. Signs are in your child's school promoting the use of Sprigeo (www.Sprigeo.com). The signs have this logo:



Sprigeo gives your child another medium for communicating with our school administration when bullying or school safety incidents occur. All information sent through the Sprigeo system goes directly to school administrators through a secure online connection. We prefer that your child report bullying and safety incidents immediately to a teacher or administrator, however, sometimes electronic reporting is more accessible, when the opportunity to report directly was not available.

How does the Sprigeo system work?

Students can access the reporting form directly through a link on your school's web site by hovering over "PARENTS" on the top bar, dropping down to "Report Bullying and Safety Concerns". Then with a click, the Sprigeo report is available. Students may also go to the Sprigeo.com web site. After completing the reporting form and clicking the "submit" button, the report details are sent in a secure email to our school administrators. Over 90% of students include their name when using the Sprigeo system. We encourage students and staff to include names so that our investigations of the reports can be more effective.

Does the school receive false reports?

Over 95% of reports sent through the Sprigeo system have been confirmed as authentic requests for help with a bullying incident or school safety threat. Unlike text messages or Facebook posts that can be shared among students, all Sprigeo reports are viewable only by school administrators and/or school counselors.

Why is there a need for an online reporting system?

The number one reason why children do not report bullying or abuse is the fear of retaliation from their peers. The Sprigeo reporting form can be accessed from the privacy of a home computer or other internet equipped device, eliminating the possibility of being identified by another student. Paper copies of report forms are available upon request.

The Sumter School District administrators value your child's safety and want to have every possible tool available for you to communicate safety concerns so. Please contact your child's principal if you have any concerns or questions regarding Sprigeo or reporting safety and bullying incidents.

Sincerely,

Sumter School District

AR JICDA-R Code Of Conduct
Sumter School District Discipline
Issued 5/12

It is the opinion of the board that acceptable student behavior, including the following criteria, is to be expected from all students.

- respect to peers, faculty, and staff exhibited through actions and speech
- pride in personal and school property exhibited by taking care of the physical building and respecting the property rights of others
- desire and effort toward educational achievement are to be priorities as exhibited by following teacher/staff direction; reporting to class promptly and consistently; and being prepared to work without interfering with instruction
- obedience to all laws, discipline code, rules, and community norms

The board believes that all students should receive fair and consistent discipline when school rules are violated. Therefore, this definitive code on student discipline was developed with the assistance of parents/legal guardians, students, teachers, and administrators from Sumter School District.

This code will be in effect at bus stops, en route to and from school or school activities, on school buses or in any other school vehicles, on school grounds, at school and all school-sponsored activities, both on and off campus, and any time or any place where the conduct has a direct and immediate effect on maintaining order and discipline in the district schools, buildings, or grounds.

Copies of this code, or a summary thereof, will be transmitted at the beginning of the school year to the parents/legal guardians of each student attending schools in the district. School staff, students, and bus drivers will be trained in this discipline system each year.

Students in grades Pre-K through 12 will participate in code of conduct instructional sessions. Teachers and students will document that instruction has occurred. After instruction has been completed, principals will sign and submit an attestation form to the discipline office.

Each school will provide intervention strategies that address or redirect maladaptive behaviors.

Student Conduct Away From School Grounds or School Activities

The board expects administrators to take appropriate action when information becomes available about student misconduct away from school grounds or school activities that may have a direct and detrimental effect on or seriously threaten the discipline, educational environment, safety, or general welfare of students, faculty, staff, and/or administrators of the district. When assessing the impact of out-of-school behavior on a school, the administrator will take into consideration the seriousness of the alleged out-of-district offense and the protection of students, faculty, staff, and administrators from the effects of violence, drugs, and/or disruptions.

Administrators are directed to evaluate each situation on a case-by-case basis. At a minimum, administrators or their designees should meet with the student upon his/her arrival at school, give the student notice of the concerns based on the reported out-of-district behavior, and allow the student an opportunity to present his/her side of the story. Based upon all of the circumstances, including a finding that the alleged conduct will have a direct and immediate effect on the school or threatens the discipline, educational environment, safety, or general welfare of students, faculty, staff, and/or administrators of the school, the administration may either permit the student to attend classes as usual or may take appropriate disciplinary action including, but not limited to, in-school suspension or out-of-school suspension in order to conduct an investigation into the matter. The parents/legal guardians of students will be notified of any action taken by the administration and offered the opportunity for a conference.

In the event the student is arrested or incarcerated based on his/her out-of-district conduct, the principal or his/her designee will notify the student that he/she is to meet with the administration prior to returning to school.

At the conclusion of the inquiries to obtain more information on the matter, the administrator or his/her designee will take appropriate action, which may include, but is not limited to, one or more of the following:

- returning the student to his/her normal class schedule and removing all evidence of suspension

- placing the student on probation and allowing the student to resume his/her normal class schedule
- placing the student on probation, allowing the student to continue class work, but restricting the student's participation in extracurricular activities and/or designated school activities (e.g., clubs, study halls, pep rallies, student government, etc.)
- suspending the student
- recommending expulsion of the student from regular school and placement in the district's alternative program
- recommending expulsion but allowing access to virtual school programs through the district's alternative school - these students are only allowed on campus for exams that require a proctor in a virtual school accessed through the district's alternative program, and students not able to successfully enroll will be expelled for the remainder of the school year
- recommending expulsion of the student for the remainder of the year

The disciplinary action must be supported by the evidence and take into full consideration the impact of the student's presence at school on the discipline, educational environment, safety, or general welfare of other students, faculty, staff and/or administrators.

Note regarding special education students: Administrators must ensure that all procedural safeguards afforded to special education students are also implemented in such circumstances.

Level of Offenses

Listed below are the three discipline categories for offenses with Category I as the least serious offenses and Category III as the most serious offenses.

Category I: Disorderly Conduct Offenses

Activities engaged in by student(s) which tend to impede orderly classroom procedure or instructional activities, orderly operation of school or the frequency or seriousness of which disturb the classroom or school

- aiding others
- bus violation (refer to the transportation policy)
- cheating
- confrontation/altercation

- cutting activity
- cutting class
- detention violation
- dishonesty
- disrupting class
- dress code violation
- driving violation (grades 9-12)
- forgery
- gambling
- horseplay (grades k-8)
- ID violation
- inappropriate affection
- inappropriate behavior
- inappropriate language (toward student)
- larceny/theft (less than \$50)
- littering
- loitering
- obscene gesture (toward student)
- off limits
- property misuse
- refusal to obey/defiant
- running
- tardy
- unauthorized use of electronic device

Category I: Disorderly Conduct Offenses Actions

Violations in this category may result in the following administrative actions:

First Offense	Second Offense	Third Offense	Fourth Offense
Parent Contact And Warning	Parent Conference And ISS (1-3) And Intervention Plan	Parent Conference And OSS (1-5)	Parent Conference And OSS (5)
First Offense	Second Offense	Third Offense	Fourth Offense
Parent Contact And School Counselor Referral And ISS (3-5)	Parent Contact Parent Conference And OSS (3-5) And Intervention Plan	Conference And OSS (5) And Pre- Expulsion Notification	Parent Conference And Suspension up to Ten Days And Refer for Disciplinary Transfer or Referral to Hearing Officer

Category II: Disruptive Conduct Offenses

Activities engaged in by student(s) which are directed against persons or property, and the consequence of which tends to endanger the health or safety of oneself or others in the school.

- bite/pinch/spit
- bullying*
- computer violation
- cutting school (grades 6-12)
- cyberbullying*
- failure to comply with disciplinary action
- fighting*
- forgery (adult signature)
- harassment*
- hit/kick/push
- horseplay (grades 9-12)
- inappropriate language toward adult
- inappropriate physical contact
- intimidation*
- larceny/theft (over \$50)
- leaving school
- major disruption
- obscene gesture (toward adult)
- other offense (minor)
- profanity (toward student)
- profanity (toward adult)
- threat*
- throwing objects (without injuries)
- tobacco violation
- trespassing
- vandalism

Category II: Disruptive Conduct Actions

Violations in this category may result in, but can exceed, the following administrative actions:

First Offense	Second Offense	Third Offense	Fourth Offense
Parent Contact And School Counselor Referral And OSS (1-5)	Parent Contact Parent Conference And OSS (5) And Intervention Plan	Parent Conference And OSS (1-5)	Parent Conference And OSS (5)

First Offense	Second Offense	Third Offense	Fourth Offense
Parent Contact And School Counselor Referral And OSS (3-5)	Parent Conference And Intervention Plan And OSS (5) And Pre Expulsion Notification	Conference And OSS (7) And Pre- Expulsion Notification	Parent Conference And Suspension up to Ten Days And Refer for Disciplinary Transfer or Referral to Hearing Officer

The following aggressive offenses: *bullying, cyberbullying, fighting, harassment, intimidation, and threat and any combination of these four offenses **may** result in a recommendation for expulsion with the second offense. (**Note regarding special education students:** Administrators must ensure that all procedural safeguards afforded to special education students are also implemented in such circumstances and procedural safe guards are given to the parent at the time the decision is made.)

Category III: Criminal Conduct Offenses

Activities engaged in by student(s) which result in violence to oneself or another’s person property or which pose a direct and serious threat to the safety of oneself or other in the school.

- aggravated assault
- alcohol/liquor violation
- arson
- bomb threat
- bribery
- burglary
- contraband
- contract violation
- drug distribution
- drug possession
- drug usage
- embezzlement
- extortion
- fire alarm
- fireworks
- force sexual offense
- fraud
- gang activity
- homicide
- indecent exposure
- kidnap/abduction
- non-force sex offense

- other offense (criminal)
- pornography
- robbery
- sexual harassment
- simple assault
- vehicle theft
- weapons (refer to Policy JICI)
- *bullying
- cyberbullying
- fighting
- harassment
- intimidation
- threat
- any combination of these six offenses

Category III: Criminal Conduct Actions

Offenses in this category require a suspension and an administrative hearing that may result in expulsion from school. Decisions will be based upon the maturity level and age of the student.

First Offense
Parent Conference
And
Suspension up to Ten Days
And
Refer for Disciplinary Transfer or Referral to Hearing Officer
And
Law Enforcement

See administration actions addendum

Students with identified disabilities - notify school psychologist; see discipline for students with identified disabilities addendum

Administrative Actions - Categories I-III

The board of trustees and its administration will treat all students with fairness during the resolution of disciplinary matters. Administrative actions may vary based upon the seriousness of behavior and developmental age of the student. The board directs the administration to adhere to due process requirements when making decisions directly affecting students’ protected rights under federal and state law in accordance with policy JIA (Students’ Due Process Rights). Actions may range from in-school suspension to permanent expulsion.

Administrator must do the following:

- give rudimentary hearing
- oral notice of charges to student
- explanation of evidence against student
- student given opportunity to tell his/her version require notification to parent/legal guardian
- require classroom interventions for Category I offense in accordance with the school discipline plan, when applicable
- require payment for damages, if applicable
- will confer with staff on the extent of the consequence
- make referral to school counselor or counseling program (required for Category I, and Category I)
- consider a possible referral to outside agency, as required consider a possible referral to law enforcement agency

Note: For grades pre-k through 5th, parent/legal guardian conference may be used at the discretion of the principal or at schools without an in-school suspension program for Categories I – II.

Extenuating, Mitigating, or Aggravating Circumstances

The board confers upon the superintendent or designee the authority to consider extenuating, mitigating or aggravating circumstances that may exist in a particular case of misconduct. Such circumstances should be considered in determining the most appropriate action.

The board realizes extenuating circumstances occur in which a student may bring an unauthorized item to school. Upon realizing the item is in his/her possession, he/she must notify immediately a teacher, staff member, administrator, or school resource officer. However, if the student chooses not to submit the unauthorized item to school officials, and he/she is found in possession of the item, the student is subject to the disciplinary process outlined in this administrative rule.

Discipline for Students with an Identified Disability

Students identified as disabled pursuant to the Individuals with Disabilities Education Act (“IDEA”) will be disciplined in accordance with federal and state law as set forth in special education procedures developed by the administration.

Students' Amnesty

If a student brings an unauthorized item to school, upon realizing the item is in his/her possession, he/she must notify immediately a teacher, staff member, administrator, or school resource officer to avoid disciplinary action.

If the student chooses not to submit the unauthorized item to school officials, and he/she is found in possession of the item, the student is subject to disciplinary process.

Issued 5/23/11; Revised 9/26/11, 5/14/12, 6/26/14, 5/5/15, 6/1/15, 1/29/18, 7/8/19

Transportation

The preceding student discipline code applies to student behavior en route from the bus stop to and from school on a school bus or other school vehicle.

In addition to discipline procedures outlined in this code, principals may add or substitute the following sanctions:

- three class days suspension from buses
- five class days suspension from buses
- seven class days suspension from buses
- 10 class days suspension from buses
- recommendation for permanent bus suspension*

Parent/legal guardian notification is required for a bus suspension.

Actions based on the number of offenses

Grades 6th through 12th

- First offense - warning/parent/legal guardian conference
- Second offense - three class days bus suspension
- Third offense - five class days bus suspension
- Fourth offense - seven class days bus suspension followed by a Bus Office Conference
- Fifth offense - 10 class days bus suspension
- Sixth offense - recommendation for permanent bus suspension*

**At the end of the first semester, principals may recommend probation if the student has been suspended from the bus for more than 45 days. If a student on probation*

Possession/Use of Electronic Communication Devices in School

Code JICJ Issued 9/14

Purpose: To establish the basic structure for student possession/use of electronic communication devices in the schools of the district.

The board believes that the possession of electronic communication devices (ECDs) by students during the school day is a privilege which may be forfeited by any student who fails to abide by the terms and provisions of this policy.

For purposes of this policy, electronic communication devices are defined as any electronic equipment that emits an audible signal, vibrates, sends and/or receives a message (voice or text) or displays a message or otherwise summons or delivers a communication to or from the possessor. Examples of ECDs include, but are not limited to, cellular and wireless telephones, laptops or mini computers, cameras and/or camera phones, personal digital assistants (PDA's), e-readers, Wi-Fi enabled or broadband access devices, two-way radios or video broadcasting devices and other devices that allow a person to record and/or transmit, in real time or delayed basis, sound, video or still images, text or other information.

In addition to instructional use of ECDs in the classroom/instructional setting, students are permitted to use ECDs in free-zone locations that are defined as designated areas for ECD usage on school campuses during non-instructional times. Examples of free-zone locations include, but are not limited to, the cafeteria, gymnasium, hallways and/or outside areas. Principals have the authority to determine the appropriate free-zone locations on individual campuses. In addition, students are prohibited from using ECDs in a manner which would constitute an "invasion of privacy" or in violation of the Sumter School District Code of Conduct.

Violations of policy JICJ (Possession/Use of Electronic Communication Devices) may result in disciplinary action, confiscation of ECDs and/or referral to law enforcement. Disciplinary action will be imposed in a progressive manner based upon previous violations and/or the circumstances pertaining to the specific infraction. Students may forfeit the privilege to use ECDs for the remainder of the school year if multiple infractions occur.

All ECDs which are confiscated by school personnel will be kept at the school in a secure location by the principal or designee. While in school custody, school officials will not search or tamper with ECDs unless they reasonably suspect that the search is required to ascertain evidence of a violation of the law or other school rules. The search will be conducted in accordance with policy JIH (Student Interrogations, Searches and Arrests).

The student assumes the responsibility to maintain and secure the ECD. District and school officials recommend that students do not share or exchange ECDs for personal use outside of the instructional setting. Neither district nor school officials are responsible for the damage, loss, misuse, theft or vandalism to ECDs brought onto its property.

Adopted 5/23/11; Revised 9/22/14

Legal references:

A. S.C. Code of laws, 1976, as amended:

1. Section 59-63-280 - Possession of paging devices by public school students; mobile telephones included; adoption of policies.

PARENT ACKNOWLEDGEMENT

Dear Parents,

In order to better inform you of the purpose, policies, and procedures of Sumter Career and Technology Center, we ask that you review the Student Agenda with your child. Once read, we ask that you and your child sign and return this portion to the child's teacher at Sumter Career and Technology Center. Should you have additional questions or concerns, feel free to contact me at Sumter Career and Technology Center, 803-481-8575.

*Dr. Shirrie B. Miller
Principal*

Comments:

Parent Signature

Date

Student Signature

Date

Sumter Career and Technology Center Course