

BEAUFORT JASPER ACADEMY FOR CAREER EXCELLENCE



2024-2025
STUDENT HANDBOOK

ACE

MISSION & BELIEF STATEMENT

The Academy for Career Excellence prepares high school students to become qualified workforce members by offering Career and Technical Education (CTE) programs leading to industry certifications, technical skills attainment and soft skills training necessary to support current regional and national business needs.

WE BELIEVE

- A curriculum integrating academic and career technology and training is essential for producing COLLEGE AND CAREER READY graduates.
- Work-based experience is essential for successful workplace entry.
- Instruction will encompass a variety of teaching methods for all learning styles.
- Educational programs will meet the needs of the business community.

VISION STATEMENT

The vision of the ACE is to be recognized as one of the nation's leading technical high schools, graduating students who are ready to meet the global challenges of today's technical work force.

TITLE IX SEXUAL HARASSMENT & NON-DISCRIMINATION POLICY

ACE is committed to creating and maintaining a learning and working environment free from unlawful discrimination based on sex in accordance with Title IX, which prohibits discrimination based on sex in Education Programs or Activities, and Title VII, which prohibits sex discrimination in employment. ACE will not tolerate sexual harassment and Retaliation under Administrative Regulation HRS-3 Title IX Sexual Harassment and Non-Discrimination, which are grounds for disciplinary action, up to and including permanent dismissal from ACE and/or termination of employment. ACE takes all reported sexual misconduct and sexual harassment seriously. ACE will promptly discipline any individuals within its control who are found responsible for violating this Administrative Regulation. Additionally, reported sexual misconduct, harassment, and retaliation that does not meet the definitions and jurisdiction of this Administrative Regulation will be referred for review under the student or employee Code of Conduct. Please contact the Title IX Coordinator for any questions pertaining to Title IX, to file a complaint pursuant to BCSD Administrative Regulation HRS-3, or to seek additional support.

BCSD Student Title IX Coordinator:

Lakinsha R. Swinton

Director of Employee Services

Post Office Drawer 309 2900

Mink Point Blvd. Beaufort, SC 29901-0309

Office: 843-322-5451

Mobile: 843-441-4648

Lakinsha.Swinton@beaufort.k12.sc.us

DIRECTORY

Beaufort Jasper Academy for Career Excellence
80 Lowcountry Drive
Ridgeland, SC 29936
(843) 987-8107
FAX: (843) 987-4136

ACE BOARD MEMBERS

Beaufort County	Jasper County
Mr. Earl Campbell Board Member	Ms. Joyce Gerald Board Member
Mr. Richard Geier Board Member	Ms. Priscilla Fraser Board Member
Mr. Carlton Dallas Board Vice-Chair	Mr. Tom Balliet Board Chair

DISTRICT SUPERINTENDENTS

Dr. Frank Rodriguez
Beaufort County School District
(843) 322-2339

Dr. Rechel Anderson
Jasper County School District
(843) 717-1100

ACE SCHOOL ADMINISTRATION

Dr. Michael Lovecchio
Director

Assistant Director

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STUDENT HANDBOOK

The school and administration reserve the right to establish fair and reasonable rules and regulations for circumstances that may require actions that are not covered in this handbook. In all cases, rules, regulations and possible consequences shall be as consistent as possible with previously established rules, regulations and consequences for similar incidents. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's responsibility and, therefore, the school's authority in dealing with any type of infraction that may not be in the best interest of safety and welfare of our students.

These rules and policies apply to any student who is on school property, who is in attendance at school or on the bus, at any school sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school, students and staff.

CAREGIVER CONTACT INFORMATION

The ability to communicate is only as successful as the contact information we have for our families. Please make certain we have the most up to date home address, mailing address, direct dial numbers and e-mail addresses (if desired). If this information changes, please let the school office know immediately.

STUDENT RIGHTS AND RESPONSIBILITIES

- To meet all your academic obligations to the very best of your abilities
- To be treated with respect by all members of the school
- To treat all members of the school community, both pupils and staff, with respect
- To be personally safe
- To help make the school a safe environment for all students
- To do your school work in clean surroundings and to help keep the school a clean place for everyone
- To express yourself in a manner that will not cause disruption, disturbance, or embarrassment to others
- To know and understand individual classroom and school-wide discipline policies and to avoid behaviors which would be violations of these behavioral expectations

PARENT RIGHTS AND RESPONSIBILITIES

- To treat all members of the school community, both pupils and staff, with respect
- To be treated with respect by all members of the school community
- To help make the school a safe environment for all students
- To expect an appropriate education for their child
- To express their opinion
- To inspect all portions of their child's records
- To expect fair application of all school-wide policies
- To actively participate in their child's education

STUDENT LEARNING AND EXPECTATIONS

PARENTAL CONCERNS/CHAIN OF COMMAND

From time to time, parents may wish to bring concerns to the attention of appropriate school officials. To assist parents in this regard, the following general guidelines may be helpful:

- The parent should first raise any concern regarding a school-related matter with the staff member most directly involved.
- If the matter remains unresolved, the parent should contact the school guidance office.
- If the matter persists, the Assistant Director should be contacted. The Assistant Director has authority to make final judgments regarding student discipline and other building policy matters.
- If the parent continues to feel the problem is not resolved, the parent may wish to contact the school Director for guidance.

We request that parents use the progressive steps outlined above as the teacher or other staff member most directly involved can address most problems satisfactorily. Starting “at the top” inevitably results in no decision and the matter being remanded to the staff member most directly involved.

Parents and school personnel are expected to show each other respect in all communications and to listen to the other’s viewpoints. Respectful and reasoned communication between the parents and school personnel is helpful in obtaining satisfactory resolution of concerns.

DAILY SCHEDULE

SCHOOL HOURS/DROP-OFF AND PICK UP

The school day begins at 9 a.m. and dismissal is at 3:10 p.m. Your child should not arrive prior to 8:45 a.m. This is the time when buses begin to arrive, and supervision begins. If your child arrives prior to 8:45 AM, he/she will be unsupervised and is expected to remain in an assigned area (waiting room at the front of the school). Before school starts, students are not allowed to go to their classes and or shops without teacher permission. At the end of the school day, buses will depart by 3:10 p.m. with student drivers following the buses. Students being picked up must wait in the main lobby or directly outside the front entrance. Please arrange for your child to be picked up promptly after school, within 10 minutes of dismissal.

Student safety is our number one concern. When dropping off or picking up a student, take special care in our very busy traffic circle and parking area. To remain on school property after school hours, students must be involved in a school-sponsored activity with adult supervision.

ATTENDANCE

STUDENT ATTENDANCE REGULATIONS

School attendance is important to every student's success. Students are expected to attend regularly. By law, all students must attend class a minimum of 170 days of the 180-day school year. For a semester course, state law requires a student to be in attendance 85 of the 90 days. This equates to 5 allowable absences in a semester course and 10 allowable absences in a year for students. Students with greater than the allowable number of absences, in any course, will not be awarded any credit for that course.

A parental note may be accepted for a student's re-admission to campus for absences fewer than five days; however, it will not excuse time or work missed. For absences greater than five days, legal documentation or documentation from a medical doctor will be required for student's re-admission to school.

LATE ARRIVAL TO SCHOOL (TARDY)

Tardy is defined as not being in your classroom by 9:00a.m. Students arriving late to their first period class, even if they have been in the building, are still considered late to school. Tardy students must sign in at the office and receive a tardy slip. If a parent knows their child will be tardy, they should call the school with the approximate time the student will arrive at school. If a student is tardy to school more than three times during a semester, he/she will be subject to disciplinary action. Students are responsible for reporting to all assigned classes on time and supplying a valid excuse for any absence or tardiness.

Excessive tardiness to school or classes will result in a disciplinary referral to school administration.

Number of Tardies	Administrative Action
1	Verbal Warning
2	Verbal Warning
3	Parent Contact & Lunch Detention
4	ISS (1/2 Day) and Parent Contacted
5	ISS (Full Day) and Parent Conference Scheduled & Loss of Parking on Campus

ABSENCES

Consistent, punctual attendance is key to academic success. There is no way to replicate the direct instruction, group discussions and activities that occur during class time. Students who are not physically present in school cannot take full advantage of the education we offer. Moreover, when your child is absent, the community misses out on his or her invaluable contributions. Refer to State Board Regulation R43-274 for legal guidelines and expectations.

Report all absences from school to the main office: 843-987-8107

Call the school at any time—before, during or after school hours—and leave a message. Report the reason for the absence every day the student is absent. Students may not attend after-school activities if they have been absent from school. When a student is absent from school without parental consent, he/she is considered truant. Cutting class or skipping school is a serious offense. Any student who is absent from an assigned class or other activity without permission is subject to discipline.

EXCUSED & UNEXCUSED ABSENCES

The following circumstances qualify as "excused" absences:

- Observance of religious holidays
- Up to five (5) days due to death of a family member
- Dismissal due to school-sponsored activities approved by the director

- Absences because of judicial obligations

Absences for those reasons listed above will be noted as excused when proper documentation has been received. This documentation must be submitted no later than 15 school days after the absence. Seat Time still needs to be completed for missed excused days

TARDINESS, CUTTING CLASS & TRUENCY

- State law mandates school attendance. Every student, parent or guardian is expected to be in compliance with the law.
- Students are responsible for reporting to all assigned classes on time and supplying a valid excuse for any absence or tardiness. Excessive tardiness will require disciplinary action.
- Cutting class or skipping school is a serious offense. Any student who is absent from an assigned class or other activity without permission will be subject to disciplinary action.

VACATION FROM SCHOOL

Vacations taken outside of regular school holidays are unexcused absences and are not encouraged. Inform the school office as well as your child's teachers of any vacation plans you may have outside of regular school holidays. This applies to students in all grades. Please note it is not the teachers' responsibility to provide work prior to an unexcused absence.

DISMISSAL/EARLY RELEASE

Parents are required to provide notes for both student early dismissals. Notes must be legible and include a signature, date and rationale for the tardy/absence. Phone calls are not accepted as a means for student dismissal as Email is encouraged. Students are not allowed to be dismissed from field trips or other off campus activities.

MISSED WORK POLICY

Students are expected to make up time and work missed when absent from class. They are given a specified number of days commensurate with/to the number of days they were absent to make up work they missed while absent. If the work is made up within the specified timeframe, students will receive full credit. If work is not made up within the specified time, the student will receive a zero for the assignment(s).

SEAT TIME RECOVERY

Time out of class must be made up (excluding school activities, homebound, medical, or court). The purpose of the Seat Time Recovery Program is to provide opportunities for students to make up time missed from class. It is the student's responsibility schedule Seat Time Recovery. The program is available for students every nine-weeks. Students can also seek seat recovery time with their respective program teacher and make up daily before or after school throughout the school year. Students must provide their own transportation if they come prior to school or remain after the school day ends.

Seat Time Recovery will be scheduled by a school administrator.

Seat Recovery time with a teacher must be scheduled in advanced and approved by the school administrator.

Each faculty member retains the right to work with students on an individual basis to schedule tutoring hours or make-up time. Transportation after school hours is the responsibility of the student/parent/guardian.

PUBLIC ACCESS TO ACE

VISITING THE SCHOOL

ACE welcomes visitors to our schools and invites you to become familiar with our work. The following procedures help to ensure safety and security:

- All visitors, parents and outside personnel must enter the building through the main entrance.
- **All visitors must present a driver's license** to the school secretary which will be scanned into our School

Security System. A visitor badge will then be issued.

- Visitors must always have the visitor badge visible while in the building
- Prior to leaving the building, visitors must check out in the main office
- All school staff will report the presence of any unidentified person to the main office.

CONTACTING THE SCHOOL

Staff: In general, the most effective method to contact staff is via e-mail. If you call the main office, messages for staff are put to teacher voicemail during class time.

Students: All phone calls to students go through the main office: 843-987-8107. Please briefly explain the situation to the secretary who will then determine the best avenue to contact the student.

HEALTH SERVICES

MEDICATION ADMINISTRATION

Prescription medication administered at school must be delivered to the health office by a parent or guardian in a pharmacy-labeled container and will be stored in a locked cabinet. Do not send medication to school with your child. Asthma inhalers and EPI-pens may be carried by your child with the authorization and approval of the prescribing physician and school nurse. Please ensure that prescription labels with the child's name are attached to the inhaler or EPI-pen. Students are not to carry any form of medication. Over-the-counter medications such (Tylenol, Ibuprofen) may be administered to your child as needed when the completed permission form is on file with the nurse.

ALLERGIES

ACE is not a latex free or "nut-free" school. We do make specific accommodations to protect students with life-threatening food allergies. We appreciate your cooperation in creating a healthy and safe learning environment for all children.

We recommend that students with life-threatening allergies have an "Allergy Action Plan" formulated in consultation with their doctor, the school nurse, and parent(s). Allergic students are to keep a dose of their prescribed epi-pen at school and can carry their own epi-pens with proper documentation and medical orders.

ACCIDENTS

All accidents, no matter how small, should be immediately reported to an instructor, the school SRO, or an administrator. A form will be completed and submitted to the main office.

ACADEMICS

ACADEMIC HONESTY AND INTEGRITY

Students are held to the highest standards of honesty and integrity in their academic work and in the dealings with teachers and fellow students. Cheating, plagiarizing, forging, unauthorized use of AI or misrepresenting parent or school communications are prohibited. These transgressions may result in loss of credit and/or disciplinary action.

GRADING POLICIES

ACE utilizes the South Carolina state grading system Report Cards will be distributed at the end of each marking period. Mid-term progress reports are distributed at the mid-point of the marking period. These reports are used to help the

student and parents gauge their child's progress in relationship to his or her individual ability. If there are any questions or concerns about your child's report card or progress report, contact the child's teacher or counselor.

CTE STATE COMPLETER

A completer is a student who has completed a Career and Technology (CTE) program. A completer has earned at least four Carnegie units (or 3 in certain programs) in CTE course work leading to a career goal.

GRADES

The grading scale used at ACE is as follows:

A 100-90	B 89-80	C 79-70	D 69-60	F 59 or Below
WP=Withdrawn Passing	WF=Withdrawn Failing	FA- Attendance Failure		

TEXTBOOKS

Each student is assigned a state barcode for every textbook issued. If a textbook is lost or damaged, the student must pay for the replacement or repair before being allowed to take exams. Grades will not be issued by the counselor until all debts, including both money and books owed (Section 59 31 290 code of Laws of South Carolina) have been cleared with the instructor and the bookkeeper.

STUDENT SUPPORT SERVICES

COUNSELING SERVICES

The ACE School Counselor works with students, parents, and staff to address issues related to personal, emotional, social, educational, and vocational topics. Small group and individual counseling sessions are available to all students. Services will include counseling in the areas of personal problems, school achievement, course selection, planning for post-secondary, social relationships, and career information. Parents are encouraged to contact the Guidance Office (843-987-8107) if they have any questions or concerns about their child's progress.

CAREER SERVICES

Career guidance is an integral service that the Academy for Career Excellence offers to its students. ACE graduates are placed in the employment field related to their program of study. Every student should schedule an appointment with the school-to-careers coordinator prior to graduation. ACE strives to place 100% of its graduates.

SPECIAL EDUCATION & MULTILANGUAGE SERVICES

ACE provides services to students who are entitled to special education services as well as support for Multilanguage Learners (ML). If you have questions about either services at ACE, please contact our school counselor.

DISCIPLINE OF STUDENTS WITH DISABILITIES

The procedures set forth in the Individuals with Disabilities Act (IDEA) and its implementing regulations, Chapter 33 of Title 59 of the South Carolina Code of Laws, and its implementing regulations, shall be followed when disciplining students with disabilities.

SCHOOL ACCIDENT INSURANCE

At the beginning of each school year, each feeder district provides parents with information on a voluntary accident insurance program. For students who are not covered by a family health or accident insurance plan, parents should consider this student accident insurance.

STUDENT CLUBS

Each student will have the opportunity to join an occupational club associated with his or her program of study or

area of interest. The purpose of each club is to promote leadership development, occupational understanding, and good public relations in the community. All students are encouraged to join and support these organizations.

SCHOOL CONDUCT & DISCIPLINE CODE

DISCIPLINARY PROCEDURES

Communication among all members of the ACE community is essential in implementing the Code of Conduct, keeping our school safe for all students, and helping students assume their responsibilities as citizens. All students and parents are encouraged to bring any violations of rules and regulations to the attention of a teacher, counselor, or administration. In addition, all school staff is obligated to report violations of rules and regulations to the school administration. Teachers and administrators will contact specific students and parents/guardians when school expectations and standards of conduct are not being maintained.

Any student involved in a disciplinary action is entitled to due process. This is to express their position on the incident leading to disciplinary action and an explanation for any actions taken. Appeals of decisions made by the school administration in accordance with this Code of Conduct can be made to the Director or Superintendent of each respective district.

CONDUCT STANDARDS AND GOALS

We set a clearly defined standard of respectful behavior within the ACE community that promotes a safe and productive learning and teaching environment. All members of our community have the responsibility to conduct themselves in a way that demonstrates respect for all individuals, their rights, and their property. We are committed to the following objectives:

- To promote mutual respect among students, faculty, administration, and parents through the display of appropriate language, attitude, and physical behavior.
- To maintain a safe and secure learning environment where all students have the opportunity to reach their potential.
- To promote each student's self-knowledge, self-discipline, and self-reliance.
- To recognize and value individual differences.
- To recognize that the management of student behavior is the collective responsibility of students, staff/faculty, administrators, and parents.
- To maintain open lines of communication between school and home in a positive and consistent manner while recognizing the individual needs of students.

ROLE OF THE STUDENT

Every student has the right to learn in a safe environment. Every student is responsible for knowing, understanding, and abiding by the school rules. All rules and regulations apply within the building, on school property and in school vehicles. Rules are in effect during all curricular, extra-curricular and special activities sponsored by the school both on and off school property.

ROLE OF THE FACULTY/STAFF

Educators must set and communicate clear expectations for student behavior and model these expectations. The establishment of class rules and management of classroom behavior is the responsibility of each teacher. Individual teachers may vary in their approaches to teaching and discipline. Nevertheless, every faculty/staff member is responsible for knowing the significance of the ACE Code of Conduct and enforcing it consistently throughout the school year.

ROLE OF ADMINISTRATION

The administration interprets the disciplinary code and applies it in a manner consistent with its goals and intent. The administration is responsible for explaining the nature of their decisions and for allowing students and parents the opportunity for due process. They cooperate with police and fire departments in investigation of possible violations of state laws and county/town ordinances. The school, at its discretion, may randomly employ trained canines to assist in a search of the building, classrooms, and school grounds for illegal substances to ensure safety and order in school.

ROLE OF THE PARENT/GUARDIAN

Parents/guardians have the right to know their children are safe in school. Parents/guardians should be familiar with the ACE Code of Conduct and share the responsibility for helping students meet our academic and behavioral standards.

CARE OF BUILDING AND PROPERTY

Everyone at ACE should take pride in the appearance of our school. Theft and vandalism of school property are extremely serious, not only violations of our school's Code of Conduct, but against the law. Students found stealing, damaging, or defacing school or personal property will be subject to disciplinary action including suspension and held responsible for the costs of repairs or replacement. Each case will be handled on an individual basis. All incidents will be reported to the Police Department.

PROGRESSIVE DISCIPLINE

1. Warning

If an administrative/staff verbal or written warning is given, this indicates that student behavior is inappropriate, and that continuation of this behavior may result in serious consequences.

2. Teacher/Lunch Detention

Every effort is made to help students adhere to the academic and behavioral expectations. Many matters can be effectively resolved with verbal warnings. However, if behaviors persist or rules are broken, teacher detentions will be assigned. Students will report to the assigned location at the assigned time. Lunch detentions are assigned by administrators for not following classroom or school rules. Detentions take priority over all other activities. Lunch detentions are scheduled daily during the lunch period. Students who are tardy reporting to detention or report to the cafeteria first will receive additional discipline.

3. Classroom Removal/Administrative Action

Unacceptable classroom behavior will be handled in a variety of ways including verbal warnings, conferences, detention, and referral to the office for discipline.

4. In-School Suspension

ISS is the next step after lunch detention in ACE progressive discipline policy. When assigned, ISS students are to report to the guidance office at 9am on the day assigned. Forgetting to report or follow the ISS rules will result in additional discipline and potential suspension. NOTE: ISS may be given for less than one full school day.

5. Suspension

To ensure the safety, rights and security of the total school population, an administrator has the right given by state statutes, local ordinances, and school policies, to suspend a student at any time for serious offenses. Suspended students are ineligible to participate in any school-sponsored activities (including athletics) until re-admitted from the suspension.

Students who are suspended may not come on to any school property (at ACE or feeder schools) during their suspension, except for purposes of hearings or counseling. When a student presents an immediate threat to staff, students, himself/herself or clearly endangers the school environment, the suspension will be effective immediately. If a student is suspended, the office will attempt to notify the parents by telephone. A disciplinary form will be issued to

inform the parents of the reason for the suspension and the length of the suspension.

A parent conference will be necessary to re-admit the student to the school after the suspension.

6. Expulsion

The disciplinary exclusion of a student from enrollment at ACE (and at their respective feeder school) and educational programs for the remainder of the school year. Expulsion is to be construed as prohibiting a student from entering a ACE (or feeder school) or school grounds, except for a prearranged conference with an administrator, attending any day or night school functions, or riding a school bus. It is not meant to preclude enrollment and attendance in any adult or night program operated by the feeder districts.

7. Other Consequences as Appropriate

These may include, but is not limited to, the performance of community service to “make amends” to the community, social suspension, or removal from the school bus or parking on campus.

ACE DISCIPLINE LEVELS					
LEVEL I		LEVEL II		LEVEL III	
TEACHER/CLASSROOM MANAGED		TEACHER/ADMINISTRATION MANAGED		CRIMINAL CONDUCT	
EXAMPLES		EXAMPLES		EXAMPLES	
Cheating Dress Code Horseplay Violation of Safety Rules Excessive Noise Disrespect Inappropriate Behavior	Throwing Items Tardy to Class Inappropriate Language Phone Violation Failure to Complete Work Violation of Class Rules Littering Failure to Comply Late to Class	Physical Contact 3 rd Violation of Level I Cutting Class Vandalism Physical Altercation Defiance Gambling Theft Harassment	Intimidation Major Disruption Obscene Gesture/Writing Profanity Toward Someone Inappropriate Affection	Alcohol/Drugs Arson Assault Threats Bullying Robbery	Theft Weapons Fire Alarm Gang Activity
INTERVENTIONS		INTERVENTIONS		INTERVENTIONS	
Re-teach Behavior Expectations Reinforcement of Appropriate Behavior Explicit Instruction Clarification of expectations Student Problem-Solving Activity Modify or Supplement Assignment/Activity Adjust Classroom Environment Proximity Control Seat Change Teacher/Parent/Student Conference		If Student Can Remain in Class, Continue Instruction and Enter in Educators Handbook at Conclusion of Class If Student Cannot Remain in Class, Call School Administration. Enter in Educators Handbook at Conclusion of Class. SRO Involvement is at the Discretion of Administration		Notify School Administration as Soon as Possible. School Administration will Notify SRO	

CONSEQUENCES	CONSEQUENCES	CONSEQUENCES
Verbal reprimand Withdrawal of privileges (Shop, Phone Time, etc.) Lunch Detention Parent/ Guardian Contact	Detention (Lunch or Saturday) Service Learning Loss of Phone while at ACE Loss of Driving/Riding to ACE Social Suspension ISS OSS	OSS Hearing Expulsion Reparations

CLASSROOM/HALLWAY BEHAVIOR

- Go directly from one class to the next
- Keep to the right in passing through the hall.
- Do not run or loiter in the halls
- Avoid gathering in the halls or blocking student traffic

It is a serious matter to interfere with the educational process by being disruptive in class or by creating disturbances in and around school.

CORRIDOR PASSES

Students are not permitted outside a classroom or shop area unless an instructor accompanies them, or they have a hall pass. Only one student from each class will be permitted to leave the classroom at a time. That student must return to class before another student is permitted to leave. A hall pass may only be used for the express purpose given by the instructor who assigned it. Hall passes will not be assigned in the first or last twenty minutes of a class.

LOCKERS

School lockers are the property of ACE. At no time does ACE relinquish its exclusive control of lockers provided for the convenience of students. Lockers should not be written on, damaged, or used to house obscene or illegal items. Students are expected to use their assigned lockers for the duration of their respective program. The school will not be held responsible for missing property and will not investigate missing items stolen from a locker. Never keep money or valuable property in lockers and never share locker combinations with others. Lockers that are not functioning properly need to be reported to the office staff/custodian. School officials may periodically inspect student lockers.

BACKPACKS/BOOK BAGS

Backpacks or book bags are to be left in lockers during the school day. Backpacks are not to be carried to and from class or worn during any class period. Students will have the opportunity to access their book bags and other books during breaks throughout the day.

PERSONAL PROPERTY RESPONSIBILITY

Students are solely responsible for their personal property including book bags, clothing, electronic devices, and musical instruments. Small personal belongings of value should be kept in your locker and not on your desk. Large items should be left in classrooms or other areas designated by the teacher or staff member. Personal property should NEVER be left unattended or in rooms where there is no adult present. This includes cell phones charging on an ACE electrical outlet.

POSSESSION OF ELECTRONIC DEVICES (*Cell Phone & Ear Buds/Pods Policy*)

Students who choose to bring electronic devices, such as cell phones, must remember to turn them off when they enter the school building. Devices will be collected by teachers and locked into a cell phone lock box at the start of each class. Phones need to remain out of site during the school day. This includes breakfast, lunch and passing. There are no exceptions to this rule.

If a student uses the device without permission:

1. Student will receive a discipline referral for a rules violation.
2. Students who put a fake/burner phone into the lock box will have their actual phone confiscated by administration for 24 hours from the offense. If a parent chooses to pick up the cell phone it must be between 3:20-4pm.
3. Repeated violations will result in disciplinary consequences including daily phone confiscation and parent conferences.

*Please remember that ACE is not responsible for lost, damaged or missing property.

PUBLIC DISPLAYS OF AFFECTION

Students are asked to exercise good taste and judgment in their actions and activities. They should conduct themselves as they would on a job. Any display of affection, other than holding hands, is inappropriate.

SCHOOL SEARCHES

School administration or their designees can conduct "reasonable" searches on school property of lockers, desks, vehicles, and personal belongings with or without probable cause. The Director or their designees also may conduct reasonable searches of visitors and their property while on school grounds; however, no school administrator or official may conduct a strip search. Please note that students in unauthorized areas or areas they are not permitted to be at may result in a search.

A hand-held metal detector may be used during "reasonable" searches, fights and at any other time when administration has reason to believe a weapon is present.

STUDENT CONDUCT ON SCHOOL BUSES

School bus safety is a primary concern of ACE and we reserve the right to take whatever action is necessary to maintain a high level of safety. In those cases, where a student seriously or repeatedly misbehaves, the assistant director or director will notify the student's parents. Such behavior may result in temporary removal from the bus for that student. If a student's behavior seriously endangers other students and/or the driver, that student is subject to immediate and possibly permanent removal from the bus as well as disciplinary action outlined in this handbook. Please note: Many of the buses are equipped with video surveillance.

FIELD TRIPS

Field trips are considered part of the school day to which school policies and procedures apply. Students opting not to participate in field trips will attend their assigned academic schedule unless otherwise noted. Parents with financial concerns should contact school administration. Students must arrive and leave all field trips with their class. Late arrivals and dismissals from field trips is not allowed.

FUNDRAISING AND SALES

Selling of any items, including fundraising items during the school day is not permitted. School administration must approve all sales and fundraisers prior to any event or activity. Fundraising forms are available from the bookkeeper.

CAFETERIA

The cafeteria serves lunches daily unless noted on the school calendar. Students may also bring lunch and eat it in the cafeteria. ACE observes a closed lunch schedule. All students are to remain in the cafeteria (or outside the cafeteria when permissible) during their lunch period, until dismissed by a staff member. Students are expected to pick up around the area in which they eat and dispose of all trash and waste. Behavior expectations in the cafeteria during lunch coincide with school behaviors and are subject to disciplinary action.

BEVERAGES/SNACKS

Snack Machines require a pass and are not to be used during lunch or during passing. Any theft from the machines will be handled by the school SRO. Money lost in the machines is not the responsibility of ACE.

LOITERING

Students will not be allowed to remain in the school building after the departure of buses unless they are under the direct supervision of a teacher or other staff member. Students found to be loitering in the building will be instructed to leave the building and school grounds. Parents may be called to the school to pick up students who continue to loiter.

ACE DRESS CODE

Students are reminded that the purpose of ACE is to prepare them to be ready for work. Adequate and suitable clothing is required in business and industry; therefore, students need to dress appropriately when training for a job. ACE students are required to dress in accordance with OSHA safety standards for work in a hazardous work environment.

UNIFORMS

All students are required to wear a specific uniform that is representative of their program. Program uniform requirements are listed on the ACE website and in each respective program syllabus. Approved outer wear is any solid-colored or program-specific hoodies/sweatshirts. Students may also wear feeder school gear or plain collared shirts or sweatshirts.

Uniforms are always to be worn while on the ACE campus.

DRESS EXPECTATIONS

We expect students to take pride in their personal appearance and come to school well groomed; wearing clothing that is in good taste. Clothing must be appropriate so that there will be no interference with the educational process. Because of their revealing, provocative or disrespectful nature, certain clothing items invariably cause distractions when worn in school. The appropriateness of clothing may, at times, be a question to students. The Assistant Director or Director will make the final decision in this matter. Children should not come to school in the following:

- Skirts or pants worn in a way that reveals the midriff or areas below the waist, or that reveals undergarments (including rolled-down sweatpants, shorts, and gym clothing)
- Apparel that makes references to or visually depicts drugs, alcohol, tobacco, sex, profanity, gang colors, gang symbols, or violence (including harassment and bullying).
- Tank tops, spaghetti-strap tops (shirts can be worn over these), off-the-shoulder shirts, strapless shirts, low-cut shirts, mesh shirts and team shirts with deeply cut armholes.
- Coats, outerwear, jackets, hats (Indoors)
- Bandannas, sunglasses, chains, and hoods.
- Short shorts, short skirts (good measure: these need to fall at or below the fingertips), see-through clothing, or revealing undergarments
- Pajamas
- Shoes with open toe and/or heel. No slides, flip flops or Crocs (unless approved by the respective program)
- Sagging pants, sweatpants or pants with no belt.
- Jewelry that may pose a safety risk

Any exception to the school dress code must be documented by a medical doctor.

GANG RELATED DRESS IS NOT PERMITTED. SUCH DRESS MAY INCLUDE THE ROLLING OR BINDING OF PANT LEGS, OR SUCH ITEMS AS BAND-AIDS, BANDANNAS, SCARVES, OR DO-RAGS. ANY ITEM NOT PERMITTED IN THE DRESS CODE AND SUSPECTED OF GANG AFFILIATION MAY BE CONFISCATED. A TEACHER OR ADMINISTRATOR WILL CONFISCATE SUCH ITEMS ON SIGHT.

VIOLATIONS

1st offense – Student is referred to the In-School Suspension Coordinator and given an opportunity to correct his/her dress. The student must review the dress code standards that they understand the uniform and dress code policies and consequences for violating them. A parent or guardian will be notified of the infraction. Teachers will also document in Educator's Handbook.

2nd offense – Student is referred to the In-School Suspension Coordinator and given an opportunity to correct his/her dress. The student must review the dress code standards and sign acknowledging that they understand the uniform and dress code policies and consequences for violating them. A parent or guardian will be notified of the infraction by a conference with the administrator.

3rd offense – Student is referred to the In-School Suspension Coordinator and given an opportunity to correct his/her dress. A parent or guardian will be contacted. The student will be placed in ISS for the remainder of the school day and a referral will be placed in Educator’s Handbook.

4th offense or greater – A parent or guardian will be contacted to remove the student from campus immediately. Any student not removed immediately will be placed in ISS for the remainder of the day and will serve a one-day OSS. The student will not be allowed back on campus without a parent conference. During the conference, the student must display a properly worn uniform, which must be approved by a school official before the student may be admitted back to class.

BULLYING, HARASSMENT, OR INTIMIDATION

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

- harming a student physically or emotionally, damaging a student’s property, or placing a student in reasonable fear of personal harm or property damage.
- insulting or demeaning a student or group of students, causing substantial disruption in or substantial interference with the orderly operation of the school.
- Demonstrates motivation by any actual or perceived characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression, or a mental, physical, or sensory disability or other distinguishing characteristics.

Harassment	Intimidation	Bullying
Any insulting or dehumanizing action negatively impacts another person’s emotional or mental well-being. This could be in person or with technology (email, texting, social media, chats, etc.)	Physical, verbal, written, or electronic action immediately creates fear of harm without displaying a weapon and without subjecting the victim to an actual physical attack. (This offense only includes a verbal incident that causes fear. It does not include insubordination, lack of respect, defiance of authority, etc.)	A repeated gesture, an electronic communication, or a written, verbal, physical, or sexual act with the intention to hurt, insult, or threaten another person that takes place on school property at any school-sponsored function where the school is responsible for the child or on a school bus or other school-related vehicle, at an official school bus stop.

This includes racial slurs, threats of physical harm, and sexual harassment (See Administrative Regulation HRS-3, Title IX Sexual Harassment and Non-Discrimination, for more information and how to file a complaint).

ASSISTANCE FOR BULLYING OR HARRASSMENT

If you experience or witness harassment, intimidation, or bullying:

- Tell someone you trust – a parent/guardian, a teacher, a school counselor, an administrator
- Complete a “See Something, Say Something” form through ClassLink or through the BCSD website: <https://www.beaufortschools.net/student-services/district-discipline-policies-and-code-of-conduct/anti-bullying>
- Complete a “Report a Concern” form on the BCSD website: <https://www.beaufortschools.net/student-services/report-a-concern>.
- Use the “Tip Line” link on the ACE App

ANNUAL NOTIFICATIONS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTIFICATIONS OF RIGHTS [FERPA]

DIRECTORY INFORMATION FERPA allows student information that would not generally be considered harmful or an invasion of privacy to be disclosed. FERPA refers to this as "directory information." ACE defines directory information as a student's name, address, photographs including electronic images (as related to school or ACE sponsored events, activities, and special recognitions), participation in officially recognized activities and sports, weights and heights of members of athletic teams, diploma or certificate and awards received, and other similar information. Parents have the right to "opt-out" of having their student's information included in directory information. The primary purpose of directory information is to enable ACE to feature this type of data in specific schools and ACE publications, furthering the recognition of students and the promotion of their accomplishments. These publications include but are not limited to, the annual yearbook, school/district newsletters, programs for school events, honor rolls or other recognition lists, school or ACE website/social media, news releases, etc. ACE shall not release directory information to any person or agency for commercial use. Federal laws require schools to provide military recruiters and/or institutions of higher education, upon request, with three directory information categories: names, addresses, and telephone listings - unless parents have advised the school that they do not want their student's information disclosed. If parents want to restrict the release of their student's information, they need to send written notification to the BCSD Director of Communications. A sample opt-out letter is on the BCSD website. The notification should be sent to: BCSD Director of Communications Dr. Candace Bruder, Beaufort County School District, Post Officer Drawer 309, 2900 Mink Point Blvd., Beaufort, SC 29901-0309.

EDUCATION RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to students' education records. ACE does not house student records, so please refer to each district's respective student handbook for an outline of rights and procedures related to educational records. ACE will assist in providing you this information upon request.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. Additional information on can be found in each district's respective student handbook. ACE will assist in providing you this information upon request.

ACCEPTABLE USE POLICY FOR TECHNOLOGY

PURPOSE

The purpose of the ACE computer network is to enhance educational opportunities, foster innovation, and promote educational excellence. It provides students, teachers, and parents access to a wide array of educational resources worldwide. These resources are intended to improve learning and teaching through research, student access to information, teacher training, collaboration, and the sharing of successful educational practices, methods, and materials.

Students will be using devices provided by their feeder schools, and the acceptable use policy of each feeder school will apply to ACE.

Note: It is prohibited to use any/all Proxy sites that allow users to bypass filtering and blocking technology implemented by the school district.

SCHOOL SAFETY

INVOLVEMENT OF OUTSIDE ORGANIZATIONS

ACE has an assigned School Resource Officer (SRO) assigned to our campus. The SRO interacts with students daily and is here to provide additional support and protection. The administration of the Academy cooperates with the SRO/police when a request is made to interview students. The ACE director or his/her designee will be present. The director or his/her designee will attempt to contact the parent or legal guardian and request his/her attendance.

Probation officers and child abuse investigators have plenary powers.

PARKING/DRIVING

Parking on campus is a privilege. Therefore, certain rules and regulations are expected of the student to maintain this privilege. Upon receiving a school parking decal, the student assumes full responsibility for knowledge of all school rules (as specified below) and realize that they will forfeit their parking privilege if they fail to obey these rules. Each student who drives an automobile to school must register the vehicle by purchasing a parking permit. The parking sticker decal **MUST** be permanently attached to the driver's side windshield, in the lower corner. Do not place the sticker in the dark window tint at the top of the windshield. Students are reminded that ALL school rules are in effect in the parking area before, during, and after school.

Parking permits may not be sold, traded, or transferred from one student to another. **DO NOT ALLOW ANOTHER STUDENT TO DRIVE USING YOUR DECAL EVEN IF YOU ARE RIDING WITH THEM.** Replacement stickers are subject to a \$15.00 fee. The original parking decal must be returned at the time of the replacement request.

- Driver and passengers must leave their vehicle and parking lot immediately upon arrival to school and enter the school building. There is to be no loitering in the parking lot or staying in the vehicle.
- No one may enter the parking lot during the day, except those students that are scheduled to leave, without written permission from the Administration. Your vehicle will not be used as a locker.
- The Administration has the right to search your vehicle as deemed necessary. Such searches may be conducted without notice, without student consent, and without a search warrant.
- Buses and pedestrians always have the right of way.
- Be courteous and cautious. Speed limit is 10 mph.
- No loud mufflers, tire squealing, fast starts, "doughnuts", reckless driving, or loud radios will be tolerated.
- Students are not allowed to ride in the bed of any pick-up truck.
- After you leave the school, do not return without written permission.
- No smoking while in your vehicle while on campus.
- Any reassignment of parking spaces can only be done by the Administration.
- Your vehicle must occupy no more than one (1) space.
- All vehicles must have their parking decal permanently attached to the windshield to park on campus. The sticker must be displayed in the lower driver's side front windshield. If you need to drive a substitute vehicle on a given day, you must sign your car in or get a "Temporary Parking Sticker" from the SRO or school administration
- You may only sign in a vehicle belonging to you or your parent/guardian. **DO NOT SIGN IN ON ANOTHER STUDENT'S CAR.**
- Students who give, sell, or trade their parking pass to another student will have their parking permit revoked and will be subject to punishment deemed appropriate by the administration.
- Students are expected to comply with all State of SC Traffic Rules and Regulations and Road Safety rules while on school property.

BEAUFORT JASPER ACADEMY FOR CAREER EXCELLENCE 2024-2025 CALENDAR

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Aug 2024						
S	M	T	W	T	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sept 2024						
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29	30					

Oct 2024						
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27	28	29	30	31		

Nov 2024						
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Dec 2024						
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29	30	31				

Jan 2025						
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Feb 2025						
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23	24	25	26	27	28	29

Mar 2025						
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30	31					

April 2025						
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27	28	29	30			

May 2025						
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June 2025						
S	M	T	W	T	F	S
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22	23	24	25	26	27	28
29	30					

July	August	September	October
4 4 th of July 31 Teachers Report (PD)	1-6 Teacher PD 5 ACE Open House 7 Student's First Day	2 Labor Day	8 Fall CTE Advisory 9 Students ½ Day 10-11 No School
November	December	January	February
2 ACE Friends & Family 5 Election Day 11 Veteran's Day 27-29 Thanksgiving Break	18 & 19 Completer Ceremony 23 Weather Make Up Day 23-31 Winter Break	1-6 Winter Holiday 6 Weather MU (if needed) 7 Teacher PD 8 Start of 2 nd Semester 20 MLK Holiday	13 Student Half Day 14 Teacher PD 17-19 February Break 28 Spring CTE Advisory
March	April	May	June
14 Student Half Day 17 Weather MU (if needed) TBD Skills USA Virtual Learning Day	10 ACE Career Fair 14-18 Spring Break	22 Completer Ceremony 26 Memorial Day Holiday 29 Students Last Day	2-3 Teacher PD 19 Juneteenth

KEY	
	Traditional School Day
	Teacher PD
	No School
	Half Day
	ACE Event

MONDAY, WEDNESDAY & FRIDAY

A-Day

TIME	PERIOD
9:00-10:25 (85)	A
10:25-11:50 (85)	B
11:50-12:20 (30m)	1 st Lunch
12:30-1:00 (30m)	2 nd Lunch
11:50-1:45 (85)	C
1:45-3:10 (85)	D

TUESDAY & THURSDAY

B-Day

TIME	PERIOD
9:00-10:15 (75)	A
10:15-11:30 (75)	B
11:30-12:05	ACE
12:05-12:35 (30m)	1 st Lunch
12:45-1:15	2 nd Lunch
12:35-1:50 (75)	C
1:50-3:10 (80)	D