2026-2027
Parent-Student Handbook

702 Belton Highway, Williamston, SC 29697
864.556.8360 www.andersonctc.org

Director's Message:

To those of you entering a program at the Anderson Districts I & II Career and Technology Center for the first time, we extend a sincere "Welcome!" To those of you returning, we are very pleased to have you back.

Our goal at ACTC is to provide you with the opportunity to pursue academic rigor while exploring career paths that lead to success. We want you to gain the knowledge and skills you need to pursue higher education or enter the workforce directly. We urge you to use the facilities and develop your full potential. Each staff member stands ready to assist you. Remember, what you get out of the program you have selected will depend, for the most part, on what you put into it.

Hollie Harrell

Hollie Harrell, Director

No person shall, on the grounds of race, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Mission Statement

The mission of Anderson Districts I & II Career & Technology Center (ACTC) is to prepare students for successful careers and post-secondary education through quality instruction.

Belief Statements

We believe...

- We believe the student's safety and welfare are our number one priority.
- We believe that a strong work ethic is a necessary element in training students to be successful.
- We believe a successful organization needs to be dedicated to continuous improvement.
- We believe all faculty and staff must be competent, have caring attitudes, and be positive role models for students.
- We believe the feeder high schools should provide equal opportunity for all students to include an ACTC program in their four-year plan.
- We believe programs must be customer-driven with business and industry as our ultimate customers. ACTC is the educational hub of the community, with business, industry, faculty, staff, and the community working as a team.
- We believe educators and administrators from both districts and ACTC should work together to improve the educational process.
- We believe students should have the freedom to express their beliefs and maintain individual dignity.
- We believe lifelong learning is essential to success.

Accreditation

ACTC is fully accredited by the South Carolina Department of Education and Cognia.

Course Offerings

Aerospace
Agriculture
AP Computer Science
Automotive Collision
Automotive Technology
Biomedical Science
Construction
Cosmetology
Culinary Arts
Digital Art Design
Engineering
eSports Management
Firefighting
Graphic Communications
Health Science
Law Enforcement
Marketing
Master Hair Care
Media Broadcasting
Mechatronics
Programming & Game Design
Sports Medicine
Welding Technologies

Board of Trustees

Phil Ashley	Chairperson-Anderson District 2
Jimmy Ouzts	Representative-Anderson District 2
Melissa Hood	Representative-Anderson District 1
JC Neel	Representative-Anderson District 1
Hollie Harrell	Director ACTC
Dr. Seth Young	Superintendent, Anderson District 1
Jason Johns	Superintendent, Anderson District 2

2026-2027

Staff

Hollie Harrell	Director
Stacey Scott	Associate Director
Abbie Piotrowsky	Assistant Director
Travis Guthrie	Work-Based Learning Coord.
Sharon Riddle	Career Coach
Lisa Wardlaw	Career Coach
Chris Latsch	Counselor
Misti Smith	Student Services Assistant
Michael McCall	Facility Manager
Nathan Arnold	Technology Assistant
Juana Arreguin	Custodian
Michelle Brock	Custodian
Juston Beinbender	Technology Assistant
Brian Gordon	Maintenance Assistant
Jonathan Knight	Maintenance Assistant
Noah Magaha	Maintenance Assistant
Edith Ramirez	Custodian
Elmer Ramirez	Maintenance Assistant
Jenny Gilbert	Business Director
Debbie Brock	Accounts Payable
Amanda McCauley	HR Administrator
Melissa Riddle	Receptionist/Attendance Clerk
Jon Sexton	Technology Director
Stephen Goss	Technology Coordinator
Greg Hawkins	School Resource Officer

Faculty

Andrew Akins	Programming & Game Design
Bryan Bacher	AP Computer Science
Amy Beeker	Digital Art Design
Scottie Bodie	Construction
John Boone	Media Broadcasting
Winston Cely	Media Broadcasting
James Davis	Aerospace
Tanya Dickerson	Health Science/PLTW Biomedical
Shannon Everhart	Health Science
Mark Franks	Mechatronics
Victor Galea	Construction
Michael Guest	Firefighting
Trey Harris	Agriculture
Joellyn Hayden	Graphic Communications
Jason Hayes	Law Enforcement
Trevor Hollingsworth	PLTW Engineering
Michael Johnson	Automotive Technology
Alison Joye	Master Hair Care
Jeremy Jones	Agriculture
Darren Landreth	PLTW Engineering
Travis Leake	Welding
Brian McClain	Marketing
Heather Minton	Health Science/PLTW Biomedical
Chris Moree	Culinary Arts
Carolyn Olver	Health Science
Seth Pruitt	eSports Management
Shan Rogers	Automotive Collision Repair
Erika Scott	Health Science/PLTW BioMedical
Casey Todd	Cosmetology
Julia Voyles	Sports Medicine

Daily Operations

Drop-Off and Pick-Up Times: Students may be dropped off at the main office starting at 7:45 am. Students should remain in the main office until 8:15 am. Students must be picked up by 3:30 pm.

BELL SCHEDULE 2026-2027

Monday, Tuesday, Thursday, Friday

AM		PM	
8:30 AM	TARDY BELL	12:45 PM	TARDY BELL
10:30 AM	BHP Dismissed	2:50 PM	BHP Dismissed
10:35 AM	POWDERSVILLE Dismissed	2:55 PM	POWDERSVILLE Dismissed
10:40 AM	WREN Dismissed	3:00 PM	WREN Dismissed
10:45 AM	PALMETTO Dismissed	3:05 PM	PALMETTO Dismissed

Wednesday "TALK*" Schedule

PM	
11:55 PM	TARDY BELL
2:05 PM	BHP Dismissed
2:10 PM	POWDERSVILLE Dismissed
2:15 PM	WREN Dismissed
2:20 PM	PALMETTO Dismissed

**TALK-Teachers Advancing Learning for Kids*

General Regulations

- Students must report directly to their classroom when arriving on campus.
- Students are not allowed to sell or distribute any items without approval from the Administration.
- Students may not leave the school grounds during the day without permission from the Administration.
- Students will not be permitted to get another student dismissed from school.

Grading System

The numerical breaks for corresponding letter grades are:

A = 90–100
B = 80–89
C = 70–79
D = 60–69
F = 0-59

Students with a grade of 69 or below will not be allowed to return to the program the following school year. ***The Administration reserves the right to make the final decision in regard to advancing the student the following year.***

Exams

The exam information is on all syllabi. At the teacher's discretion, students with an A in the class may or may not have to take an exam or attend school on the day of the exam. At the teacher's discretion, if a project counts as the exam, students may or may not have to attend on the day of the exam.

Plagiarism/Cheating/Use of AI

Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law.

Students are expected to use honesty and integrity when completing assignments. Any form of cheating/plagiarism is prohibited.
Behavior that is unacceptable includes, but is not limited to:

Copying another student's homework;
Working with others on projects that are meant to be done individually;
Looking at or copying another student's test or quiz answers;
Allowing another student to look at or copy answers from your test or quiz;
Using any other method to get/give test or quiz answers;
Taking a test or quiz in part or in whole to use or to give to others;
Copying information from a source without proper citations;
Taking papers from other students, publications, or the Internet.

Ethical use of Artificial Intelligence (AI) tools by students ensures AI enhances learning without replacing academic integrity, creativity, or human judgment.

1. General Guidelines for AI:
   - AI tools (like ChatGPT, Grammarly, etc.) may be used only when permitted by a teacher or as part of an approved assignment.
   - Students must follow school rules, copyright laws, and privacy standards when using AI.
   - Any AI-generated content must be clearly acknowledged (e.g., "Assisted by AI" or "Generated using ChatGPT").
2. Acceptable Use for AI:
   - Brainstorming or planning ideas
   - Checking grammar or spelling
   - Practicing quizzes or study guides
   - Tutoring or explanations (e.g., math steps, definitions)
   - Generating creative writing ideas (when allowed)
3. Unacceptable Use for AI:
   - Plagiarize or submit AI-generated work as entirely your own
   - Get assistance on tests, quizzes, or assignments
   - Generate inappropriate, harmful, or misleading content
   - Share personal, private, or confidential information

Violators will be disciplined on a case-by-case basis depending on the seriousness of the violation, Prior violations, and other factors. ACTC will use the following policy to address any incident of cheating or inappropriate use of AI on tests, projects, written assignments, or any other assignment in which the teacher directs students to work alone. Additional Consequences will be determined by the administration.

Credit

ACTC allows 3 unexcused absences for nine-week courses and 6 for semester courses. Students may be denied credit in excess of these allowances, subject to consideration of extenuating circumstances. If credit for a course is denied due to absences, a grade of FA (failure due to attendance) will be assigned and calculated as a 50/F. Please note that if a student leaves school early, the same attendance policies apply on a period-by-period basis. Too many unexcused early releases or unexcused tardies may result in a student not receiving credit.

Attendance

South Carolina State law requires that all public school students attend for a minimum of 170 days to receive credit for any course. This law is excusable only in cases of illness certified by a physician. The student is responsible for being aware of his overall number of days, absences, and individual class absences. Absences fall into two categories: excused and unexcused.

Lawful Absences:

1. Illness - An illness that is certified by a doctor's statement is an excused absence. AN ILLNESS NOT ACCOMPANIED BY A DOCTOR'S STATEMENT WILL BE AN UNLAWFUL OR UNEXCUSED ABSENCE. PARENT NOTES ARE NOT ACCEPTED AT ACTC.
2. Illness or Death in the Family - When there has been a serious illness or death in the student's immediate family, and the student has been absent as a result, the absence will be excused. Administration may require evidence in addition to a parent/guardian statement.

3. School Functions/Activities: School-related student absences will be counted as excused.
4. Religious Holidays of Faith - Students may be excused for religious holidays of their faith when these holidays fall on a school day. Administration may require evidence in addition to a statement from a parent/guardian.
5. In addition to the four specific types above, the Administration has discretion to determine whether an absence is excused or unexcused.

Unlawful Absences:

1. Students who are willfully absent from school without their parents' knowledge.
2. Students who are absent from school without an acceptable cause, with their parents' knowledge.
3. Absences for which a student fails to furnish a valid excuse. This could include absence(s) for religious holidays unless adequately documented as determined by the proper school official.
4. According to South Carolina attendance laws, parent notes are defined as unlawful/unexcused absences.
5. Students who miss the bus to ACTC due to circumstances of their own fault will be charged with an unlawful absence.

The law requires school districts to develop an intervention plan after a certain number of unexcused absences. This requires contact with parents to determine the cause of the absence and, if necessary, to develop a plan for improved attendance.

Make-Up Work

If a student is absent for any reason (lawful or unlawful), they are responsible for completing all previously assigned work and turning it in on the day they return to class. When students return to school, they must also contact the teachers of any classes they missed to obtain assignments and materials. It is the student's responsibility to complete this work in time to be prepared for the next class meeting.

Make-Up Work Guidelines:

1. **Partial-Day Absences -** Students who miss part of a school day must be prepared to complete or submit any previously announced assignments upon their return to class.
2. **School-Sponsored Activities -** Students who miss class due to school activities (such as field trips, academic events, or athletic competitions) are responsible for all work missed. All assignments must be completed and submitted the next day the student returns to class
3. **Extended Absences -** Students who are absent for more than one day will be given the same number of days they were absent to complete make-up work (for example, 3 days absent = 3 days to complete assignments).
   If a student is absent for more than five consecutive days, the teacher will use discretion to create a reasonable schedule for completing missed work
4. **Student Responsibility and Deadlines: It is the student's responsibility to request and complete any** missed work. Make-up work cannot be completed after the end of the grading period (nine weeks) unless approved by both the teacher and the principal.

Tardiness

Classes begin promptly at the time scheduled. The student will be referred to the Office when they accumulate 3 (three) or more unexcused tardies per 9 weeks. Any student arriving at the Center after the tardy bell will sign in at the front office before going to his/her class. An absence may occur depending on the time of arrival and/or departure. ***Tardies can count as absences for the periods missed and will be processed in the same manner as absences. Each course is counted as two (2) periods. Students must attend 51% of the double-blocked period for daily attendance to be counted.***

Once the student has reached 5 tardies, they may be counted as an unexcused absence. Administration will make the final determination. Every student must sign out with the front office before leaving campus.

Tardies start over each semester.

Number of Tardies	Action Taken to Car Driver	Action Taken to Bus Rider
3	Student Notified	Student Notified

4	Parent/Guardian Contacted	Parent/Guardian Contacted
5	Administration Warning	Administration Warning
6 or above	Administration Meeting	

Early Dismissals or Leaving School

1. A student may leave before the regular dismissal time for personal illness, death in the immediate family, religious observances, medical or dental appointments, and/or the performance of school duties, provided proper authorization is granted. Students are not dismissed to assist the volunteer fire departments.
2. In the case of illness, the parent/guardian will be called and notified and requested to come pick up the student. In cases where the student drives his/her vehicle, and the parent/guardian cannot be contacted, the student, except in case of a medical emergency, will be placed in the sick room and subsequently sent back to his/her home high school or home at the end of his/her class.
3. Students who wish to leave early must have a written statement from a parent/guardian requesting the student's early dismissal. The written statement must be dated and signed by the parent/guardian and must include the student's full name, the time the student is to sign out, the reason for signing out, and a phone number where the parent/guardian can be reached. The student is to give the note to the front office before going to class (a.m. or p.m.).

Dismissals count as absences for the periods missed and will be processed in the same manner as absences. Each course is counted as two (2) periods. Students must attend 51% of the double-blocked period for daily attendance to be counted.

Once the student has reached 5 early releases or tardies, they will be counted as unexcused absences. Every student must sign out with the front office before leaving campus.

Saturday School

Saturday school may be offered at appropriate times throughout the school year as deemed necessary by the administration for students who exceed the maximum number of unexcused absences per semester. Students must complete forms to attend Saturday school and pay **$10** per two-hour session. Each day will have two sessions.

Discipline

The philosophy of ACTC is that students seek the best possible education to prepare for career opportunities and technology. Therefore, the instructor is not required to issue a warning for a disciplinary offense. It is the instructor's discretion whether the offense warrants referral to the Associate Director. Mature and sensible behavior is required. ***During an out-of-school suspension, the student may not attend classes, participate in school activities, or visit the school grounds at his/her home high school or at ACTC.***

All disciplinary matters will be referred to the home school district and the high school.

Cell Phone Policy

ALL CELL PHONES AND EARBUDS SHOULD BE OUT OF SIGHT DURING THE SCHOOL DAY, FROM 8:30 am-3:10 pm.

Disciplinary Actions:

First Offense: A warning is issued to the student.
Second Offense: Instructor conference with the student.
Third Offense: Confiscation of the cell phone and a meeting with an administrator.
Fourth Offense: Confiscation of the cell phone, parent contact, and further disciplinary action.

REFUSAL TO TURN OVER PHONE TO AN ADMINISTRATOR OR INSTRUCTOR RESULTS IN AN AUTOMATIC THREE (3) DAYS OUT-OF-SCHOOL SUSPENSION.

Dress Code

The Administration reserves the right to make the final decision regarding appropriate and inappropriate dress. Any student who violates the dress code will not be allowed to attend class. A parent/guardian will be notified, and the student will be expected to change clothes. Chronic offenders may be suspended. No student's body hygiene or clothing will be allowed to interfere with other students' educational process.

Clothing must not be revealing. It must fit the wearer appropriately and cover all types of underclothing. All skin must be covered from armpits to mid thigh/or fingertip length when arms are down by side

- Shorts, skirts, and dresses must be mid thigh/or fingertip length when arms are down by side in the front AND back, including when the book bag is on.
- Any clothing that displays the midriff, sides, or back during normal movement is not permissible dress.
- Clothing should cover all undergarments, including bra straps. No low-cut shirts/blouses exposing excessive cleavage are allowed.
- A full shirt covering the skin must be worn underneath mesh/crochet tops, including jerseys.
- Pants and shorts must be worn at the waist even if regular shorts are worn underneath. Sagging pants will not be tolerated.
- Clothing, articles, or other items that display symbols, messages, or statements that would distract others, interfere with the instructional programs, or otherwise cause disruption are prohibited (i.e., Confederate Flag).
- Clothing, articles, or other items that display advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, weapons, violence, or sex, are prohibited.
- Attire, articles, and other items must not display or evidence membership or affiliation with a "gang" in any negative sense of the term.
- Shoes must be worn at all times. Shoes must have a solid, flat sole.
- Any attire, body piercings, hairstyles, and/or makeup that creates safety issues or interferes with or disrupts the learning environment shall not be worn. This also includes masks that cover all or part of the face.
- Items of jewelry (spiked bracelets, belts, handcuffs, chains, and other such items that could be used as a weapon) or that pose a safety hazard are not allowed.
- ACTC will respect special dress-up days approved by the high school, as long as they do not affect safety.
- Safety regulations in certain classes/labs may require specific dress codes. Special dress code standards as they apply to safety will be provided by the ACTC classroom instructor

Use of Tobacco Products/Vape

Smoking or possession of any tobacco products is not allowed on the ACTC campus, nor in your personal vehicle. This includes smokeless tobacco, cigarettes, electronic cigarettes, vapor cigarettes, and any apparatus to smoke vapor.

Search Dogs

In the interest of maintaining a drug- and firearms-free environment, ACTC classrooms and personal vehicles will be periodically searched by trained K-9 dogs throughout the year. All searches will be unannounced. When conducting a classroom/locker search, each class will be asked to leave the classroom/lab and remain in the hallway until the search is completed. During a vehicle search, if the search dog reacts to a particular vehicle, the driver will be summoned to their vehicle for a complete search. All discipline will be referred to the home high school.

Guidance and Counseling

The mission of ACTC's guidance program, in conjunction with other services, is to develop well-adjusted, responsible, and productive individuals by assisting all students in their academic, personal, social, and career growth.

ACTC has a full-time guidance counselor and career specialist available to the students, faculty, and parents. Students may see the counselor before or after class, during class with a pass from the instructor, or by appointment. Should the counselor be unavailable to see a student when the student comes to the guidance office, the counselor will give the student a definite date and time to return. The guidance department provides

individual and group counseling, career assessments, and career counseling, and assists students with post-secondary planning, scheduling problems, discipline problems (as an intervention plan), attendance problems, and other issues that affect school performance.

Changing of Schedules

After school starts, a limited number of schedules may be changed if it is in the student's best interest, space is available, and the course that is losing the student does not suffer from low enrollment. Except in unusual cases, no change in assignment will be made ***after the first three school days of enrollment in a 45-day class or after the first five school days of enrollment in a 90-day class.*** Changing schedules must be approved by the school counselor and/or the associate director.

After the first three days of a 45-day Junior class or the first five days of a 90-day Junior class, students may not drop classes and must finish the two-year program through their Senior year.

Student Report Cards/Progress Reports

Close cooperation between the school and home is an important part of each student's education. Parents are invited to visit or call the school to schedule appointments with administrators, instructors, or counselors. All report cards and progress reports are available on the Parent Portal and Student Portal through their home high school PowerSchool.

ACTC Graduation Ceremony

To be eligible for the ACTC graduation ceremony at the end of the student's senior year, students MUST have completed **all** the courses in their selected program.

ACTC Honor Graduates

To receive the distinction of being an Honor Graduate at ACTC, students must maintain an overall GPA of 4.0 at their home high school and earn a 90 or above in **every course** during junior and senior years.

Student Organizations

Student organizations provide opportunities to reinforce classroom and laboratory job-skill training by developing and cultivating leadership skills. By increasing opportunities for individual achievement in organizing and conducting meetings and related activities, students enhance their preparation for more productive careers. Co-curricular activities that closely parallel the classroom curriculum contribute dynamically to the total learning experience. Skills developed and demonstrated in such activities make students more attractive to support groups and prospective employers. In addition, students are motivated, and teachers are challenged to greater achievement. Learning is most effective when students are given opportunities to achieve their personal and career goals. These opportunities abound in a student organization.

Any student expressing an interest in an appropriate organization will be given the opportunity to join and actively participate. Prerequisites for competing in leadership or skills competitions and running for office at the local, state, and national levels include the following:

1. No out-of-school suspensions for the previous year or current year at the high school or at ACTC
2. Good attendance
3. Recommendation from instructor/advisor and high school principal
4. Minimum GPA of 2.0 overall and 3.0 in their career and technology program

Work-Based Learning Activities

Work-Based Learning (WBL) programs are an integral and important part of the services ACTC offers to each student seeking career awareness, career exploration, and first-hand experience in the workplace. These programs are designed to ease the transition from the classroom to the world of work.

It is the philosophy of the faculty and administration that Work-Based Learning programs enhance the total learning process. Therefore, students are encouraged to participate in an appropriate option such as Job Shadowing, Service Learning, School Enterprises, Internship, Co-Op, or Youth Apprenticeship. These

programs combine paid and unpaid work experience with classroom instruction to help you become successful in your future career.

At ACTC, you will begin social, personal, and work transition training as part of your preparation for employment. Career development opportunities are available to you through job market information, résumé preparation, the job application process, and developing job interview techniques. The Employability Rating System and the state-approved EmployABILITY soft skills certification at ACTC emphasize the importance of exemplifying good work habits at school and on the job. Prospective employers can use the rating system to help determine if you are a good candidate for one of the Work-Based Learning opportunities. Students are allowed to receive the state-approved Microburst EmployABILITY soft skills certification.

Work-Based Learning (WBL) Program Expectations

The Work-Based Learning (WBL) Program is a privilege that allows students to gain valuable career experience while earning academic credit. Because students represent both ACTC and their employer, they are expected to demonstrate professionalism, responsibility, and integrity at all times.

Placement Changes:

Students who wish to change their work placement must **first** contact Student Services before making any changes to their employment.
To be considered for a new placement, students must:

- Notify Student Services of their intent to leave their current placement.
- Provide their current employer with at least two weeks' notice, unless otherwise approved by Student Services due to extenuating circumstances.
- Receive approval from Student Services before beginning employment at a new worksite.

Failure to follow these procedures may result in the loss of Work-Based Learning privileges and/or removal from the program.

Attendance and Accountability:

Students are expected to report to their approved worksite on all scheduled workdays and arrive on time, prepared to work.
Any student who:

- Fails to report to an approved worksite without prior approval,
- Accepts a placement but does not begin employment,
- Attempts to establish a fraudulent or fictitious work placement,
- Falsifies employment records, time sheets, work hours, or employer documentation, or
- Misrepresents attendance or employment information in any way,

Will be subject to disciplinary action.

Because participation in Work-Based Learning is considered part of the student's instructional day, these violations will be treated the same as skipping class or being absent from school without authorization. Consequences may include school disciplinary action, removal from the Work-Based Learning Program, loss of course credit, and any additional disciplinary measures outlined in the student code of conduct.

Professional Conduct:

Students are expected to:

- Maintain regular communication with their Work-Based Learning Coordinator.
- Immediately report changes in employment status, work schedule, supervisor, or job responsibilities.
- Demonstrate professionalism through dependable attendance, punctuality, appropriate dress, ethical behavior, and respectful communication.
- Follow all employer policies and school district expectations.

Participation in the Work-Based Learning Program is contingent upon maintaining these standards. Failure to do so may result in probation, suspension, or dismissal from the program at the discretion of the Work-Based Learning Coordinator and school administration.

Homebound Instruction

Skills taught at ACTC require specialized software, computers, equipment, machinery, hands-on skills, and field studies that are not always available to the homebound student. Therefore, students in need of homebound instruction may not complete the required competencies for course credit, which includes industry certifications. This may require students to withdraw from these courses with a WP or WF determined by the student's grade. A WP does not affect students' GPAs.

Accidents/Illness

All accidents, no matter how small, will be immediately reported to your instructor. The policy of each home high school will be followed for all insurance claims. ***ACTC does not provide school nursing services. If a student becomes ill, parents will be contacted and will be responsible for arranging transportation home, to the doctor, or to the hospital.***

In the event of accidents and resulting emergencies, school personnel may take action at their discretion that is considered necessary for the student's well-being. In the event of a student accident, ACTC reserves the right to call local Emergency Medical Services (EMS) for assistance or to transport the student to a doctor or hospital at the expense of the parent or guardian. The following safety regulations will be strictly adhered to. Your safety and that of your classmates depend upon your ability to adhere to the safety policy.

Safety Policy

- All electric-powered tools shall be turned off when not in use.
- All loose clothing will be tucked in.
- There will be no horseplay anywhere on campus.
- Students will not make repairs to any equipment.
- Students will wear proper eye protection and hard hats when required.
- Use the correct tool for the job it was designed for.
- Report all injuries, regardless of how slight.
- Never clean yourself with compressed air.
- Do not use a broken tool.
- Oily rags should be kept in proper waste containers.
- Throw all trash and scraps in the proper waste container.
- Report all unsafe conditions and tools.
- All electrical equipment must be grounded.

Insurance

Because of the nature of the subject matter taught at ACTC, the possibility of an accident is always present. School insurance is offered to all students through their home high school.

Drugs and Alcohol

No student, regardless of age, will possess, use, distribute, or be under the influence of alcohol or any other controlled substance. The administration will cooperate fully with law enforcement agencies and will report to them all information that would be considered pertinent or beneficial to their efforts to stop the possession of such substances. The administration will suspend students who violate this policy and may expel them.

Medications

No faculty or staff will administer medications (prescriptions or over-the-counter) to any student. Any student who needs medication must return a completed Medicine Form along with the medication. Medication should be taken to the front office at the beginning of school. **South Carolina state law prohibits school personnel from administering medication in any form. Students are not allowed to have any type of medication, prescription, or over-the-counter; suspension and recommendation for expulsion may result.**

Inclement Weather

The administration will monitor one of the emergency radio stations for information concerning weather conditions. If violent weather conditions prevail while students are on campus, an emergency plan of action will be implemented to protect lives and property. Parents are advised to monitor one of the local radio or TV

stations regarding school closings and follow the home high school's schedule. Below is the 2-hour delay schedule if a 2-hour delay is posted.

2-HOUR DELAY BELL SCHEDULE

Not for Wednesdays

	AM		**PM**
10:30 AM	TARDY BELL	12:45 PM	TARDY BELL
11:25 AM	BHP Dismissed	2:50 PM	BHP Dismissed
11:30 AM	POWDERSVILLE Dismissed	2:55 PM	POWDERSVILLE Dismissed
11:35 AM	WREN Dismissed	3:00 PM	WREN Dismissed
11:40 AM	PALMETTO Dismissed	3:05 PM	PALMETTO Dismissed

Fire Drills/Tornado/Other Emergencies

Fire and tornado drills will be held in accordance with state regulations. Your instructor will give you proper instructions for fires, tornadoes, and other emergencies. Students must understand and comply with these regulations.

Use of Metal Detectors

Metal detectors may be used on any person or vehicle on school property. Such detectors will be used in accordance with SC laws.

Visitors/Searches

All visitors are required to report to the office. No visitor without proper authorization will be allowed in any classroom, shop, building, or on campus. The administration is empowered to take appropriate action against non-students who invade the buildings, school grounds, or other property. Such action will include the right to call law enforcement authorities. Article 5, § 15-551 of the South Carolina Code of Laws grants schools these rights. All persons who are considered visitors or have a business to conduct should, upon arrival on campus, immediately contact the administration and state the nature of their visit to obtain permission. Under state law, persons entering school property are deemed to have consented to a search of their person and property. (ACT 373 of 1974.)

Weapons

South Carolina Law 16-23-430 states that it is unlawful to possess a weapon on any school property. Violation will result in suspension, a recommendation for expulsion, and arrest.

Abuse

If a student reports that he/she is being abused to any school personnel, the student must know that such information must be reported to the Department of Social Services accordingly.

Sexual Harassment

Sexual harassment of students, faculty, or staff is prohibited. Students must avoid any action or conduct that could be viewed as sexual harassment. Any student who feels he or she has been subjected to sexual harassment is encouraged to inform the instructor, Guidance Counselor, or Associate Director. All complaints will be investigated. All incidents will be confidential.

Bullying

Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Bullying will not be tolerated. Report this behavior to a teacher, counselor, or administrator. The grievance procedure is located on our website.

The Family Education Rights and Privacy Act

The Family Education Rights and Privacy Act authorizes ACTC to release "directory information" of students to individuals who request such data. Directory information includes your child's name, address, telephone number, photographs, date, and place of birth, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and other similar information. Information about your child may be requested by the local media for appearances in newspaper activities, on television, in radio broadcasts, on displays, on the World Wide Web, at military colleges, or for use in District or school promotional pieces.

Title VI of the Civil Rights Act of 1964 & Title IX of the Education Amendment of 1972

No person shall, on the grounds of race, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Title IX Complaints

Students who believe that they have been discriminated against based on sex have the right to appeal to the Associate Director. If they are not satisfied with her decision, they may appeal to the Director, and then to the Board. Appeals to the Board will be scheduled through the Director's office.

Student Fees

A student may request a full refund of his or her fees until August 15. This will be allowed only for students who are relocating to another school district or who must drop their course at ACTC. Students who owe debts may be restricted from driving privileges, field trips, and/or other school functions.

Field Trips

1. All fees and field trip money MUST be paid in full before attending a trip.
2. No student will be allowed to go on a field trip unless a properly filled-out, parent/guardian-signed field trip form is on file for the individual student.
3. Field trips are a privilege, not a right. Students may be denied permission to go on a field trip if their instructor or the Director believes the student's behavior indicates they cannot be relied upon to conduct themselves properly when away from ACTC. A student will be denied permission to attend a field trip when improperly dressed.
4. Students are responsible for making up all assignments/projects/tests as a result of attending any field trip.
5. When it is determined that a student has violated state or federal laws while attending a field trip representing ACTC in any capacity, law enforcement and the parent will be contacted.
6. Any fees paid to participate in a field trip or to represent the school will not be refunded once deposits/payments are made if a student decides not to attend or is not permitted to attend due to disciplinary/behavior problems.
7. Students will not be allowed to attend a field trip if they have excessive absences without teacher discretion and/or administration approval.

Student Breaks

Soft drinks and snacks are made available. The privilege to have a break and/or leave the classroom/shop may be denied by the instructor when, in his/her judgment, such privilege is not deserved or is being abused. ***Students should know that breaks are not mandatory but a privilege***.

Textbooks, Tools, Equipment, and Materials

Students are issued textbooks and some materials. If they are lost or damaged, the student must reimburse the school. Failure by the student to pay any debts owed to ACTC for materials consumed or damaged will result in a hold slip being placed on the student's grade. Students may be issued tools and equipment. Students are fully responsible for the proper use and care of their devices and for their return upon completion of their use. Students will be required to pay for losses, negligence, or intentional damage to equipment and/or buildings. Failure to do so will result in a hold slip being placed on the student's grade. Taking any tool or

equipment without the instructor's permission or knowledge will be considered theft and will result in disciplinary action.

INTERNET ACCEPTABLE USE GUIDELINES

Internet Access

Because technology is a vital part of ACTC's educational process and curriculum, students will have access to the Internet. By providing this access, ACTC intends to promote educational excellence and allow access to resources unavailable through traditional means. Through the Internet, students and staff will have access to the following:

1. Electronic mail communication with people worldwide.
2. Information and news from the World Wide Web.
3. Public domain software and graphics of all types for school use.
4. University library catalogs, the Library of Congress, and a large collection of information of educational value.

With access to computers and people all over the world, there is also material that may not be of educational value. ACTC has implemented filtering software to restrict access to controversial or inappropriate materials. However, on a global network, it is impossible to control all materials and limit all access to information that has no educational value. ACTC firmly believes that the valuable information and interaction available on this worldwide network far outweigh the risk that users may access material inconsistent with the school district's educational goals.

The smooth operation of the Internet relies on proper conduct by end users, who must adhere to strict guidelines. These guidelines are provided to make you aware of your responsibilities when using the Internet. Any violations of these guidelines will subject the user to appropriate disciplinary action and possible denial of Internet access.

Before accessing the Internet, students and staff must receive instruction in its appropriate use. In addition, parents will be required to sign a permission form at the beginning of each school year before students will be allowed access. Students also must sign a form annually acknowledging that they have read and understand this Administrative Rule, that they will comply with the guidelines set forth herein, and that they understand the consequences for violating these guidelines. Employees must sign a similar acknowledgment form.

Terms and Conditions of Use

Acceptable Use

The purpose of ACTC's decision to provide Internet access is to expand opportunities for research and education by offering access to unique resources and enabling collaboration. All use of the Internet must support education and research and be consistent with the school district's educational objectives. Use of another organization’s network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state laws or regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secrets.

Procedures for Use

1. Administrators and teachers may access the Internet for educational or work-related purposes at any time, provided it is not disruptive and does not interfere with the performance of other responsibilities by the employee or other staff members.
2. Students will be allowed to access the Internet only through their teachers. No students may access the Internet without permission. Student use should be supervised at all times by a staff member.
3. Staff members who are exploring websites worldwide with a class do not need special parental permission for such activity if the teacher is in control of navigation to known educational sites.
4. All computer and Internet use by employees must be consistent with ACTC’s mission and policies.

Rules Governing Use

The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of Internet privileges. All staff and students must abide by generally accepted rules of network etiquette, including the following:

1. Be polite. Do not be abusive in messages to others. Always use appropriate language. Profanity, vulgarities, or other inappropriate language is prohibited. Illegal activities are strictly forbidden.
2. Never reveal your personal address or phone numbers of yourself or others.
3. Note that electronic mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal or inappropriate activities will be reported to the appropriate authorities.
4. Do not disrupt, harass, or annoy other users.
5. All communications and information accessible via the network should be treated as private property. Always cite all quotes, references, and sources.
6. Never access inappropriate or restricted information, such as pornography or other obscene materials, or other information not directly related to the educational purposes for which access is being provided. Restricted information includes obscene, libelous, indecent, vulgar, profane, or lewd materials; advertisements for products or services not permitted to minors by law; insulting, fighting, and harassing words; and other materials that may cause a substantial disruption of the academic environment.
7. Vandalism is also prohibited and will result in the cancellation of privileges. Vandalism includes any malicious attempt to harm or destroy another user's data, including, but not limited to, creating or uploading computer viruses.
8. All users should remain on one system only for as long as necessary to complete their work, so that other individuals have equal opportunities to access the Internet.
9. All users should use the Internet only for research and academic reasons. Do not use the system for financial or commercial gain.
10. Always follow the instructions of the supervising staff members.

Penalties for Improper Use

An employee who violates the terms of this Administrative Rule or otherwise misuses the Internet to access inappropriate material will be subject to disciplinary action, up to and including discharge. In addition, the privilege of Internet access may be canceled for up to one year. Students who violate the terms of this Administrative Rule or otherwise misuse their access to the Internet will also be subject to disciplinary action in accordance with the center's Student Behavior Code. Internet access privileges also may be canceled for up to one year. Violations of the laws of the United States or the State of South Carolina also may subject the user to criminal prosecution. If a user incurs unauthorized costs, the user and the user's parents, if the user is a student, will be responsible for all such costs.

Rules & Regulations for Drivers & Riders of Vehicles Driven to the ACTC from Belton-Honea Path, Palmetto, Powdersville, & Wren High Schools

Anderson School Districts I and II provide bus transportation between the high school campus and ACTC campus, and the School Districts prefer that all students take advantage of the transportation. If a student and his or her parent/guardian choose to drive or ride, they must agree to the following regulations:

1. All drivers must have completed the Alive @ 25 training course or an approved alternative program.
2. Students will not be granted permission until all outstanding and current fees are paid.
3. No students will be permitted to drive a vehicle until they have permission from their parent/guardian and ACTC's Assistant Director. Students must have a valid driver's license
4. No student will be permitted to drive a vehicle or ride with another student until the ACTC Student Parking Safety Quiz has been taken and passed. The quiz and information are located in the 2025-2026 Parent/Student Forms.
5. Any illegal/unlawful act (speeding, accident, reckless driving, off-path, etc.) while driving to/from and on the school grounds will not be permitted and may result in the cancellation of permission to travel in a private vehicle.
6. The student will be responsible for reporting to the proper school at the proper time. Excessive tardiness to class will result in suspension and possible revocation of permission to ride/drive.

7. The speed limit on campus is ten miles per hour.
8. Students will park in designated parking places and follow the designated one-way signs. ACTC is not responsible for any damage or vandalism to privately owned vehicles.
9. The students and their parent/guardian understand that neither the School District nor ACTC will be responsible for any accidents, misconduct, vandalism, or stolen property that may occur while the student operates a vehicle. The parent/guardian must retain responsibility for their child while in transit to and from the high school and ACTC's campus.
10. No loud radio play will be allowed while the vehicle is on campus.
11. Littering on campus may result in the loss of riding/driving privileges.
12. A driver transporting an unapproved rider will be subject to suspension or permanent revocation of their permission.
13. If the student has lost the privilege to drive or ride in an automobile and to ride the bus, it will be the parent's responsibility to transport their child between the high school, home, and ACTC.
14. No vehicle will be allowed to park on campus with any inappropriate items.
15. Driving or riding to the ACTC in a private vehicle is an earned privilege.
16. A student MUST have a permit to drive or ride on campus.

Violations will be subject to a discipline scale. Consequences include driving privileges revoked, inability to drive and/or ride in a personal vehicle, and severe misconduct while traveling in personal vehicles between home schools and ACTC may result in additional disciplinary action.

Parking Permits

The cost of a parking permit is $10.00. If a permit is lost or stolen, or if the classification is changed, a $10.00 fee will be assessed to replace the permit. If a car is parked on ACTC campus, a permit MUST be visible at all times while on campus. All riders must have their "Rider" (R) permit available at all times. A "Driver" (D) may drive, ride, and/or transport. Classification must be made by a parent/guardian or the administration. Classification changes must be made in writing by a parent/guardian.

One-Day Permits to Drive to the Center

One-day permits must be obtained at least two days in advance from the student's instructor or on ACTC's website and signed by ACTC's Administration. No passengers are allowed to ride with the one-day permit driver unless prior permission is granted. The student will receive a temporary paper permit that must be displayed in the vehicle while on campus.