

# STUDENT HANDBOOK

2005-2006



BIBB COUNTY CAREER  
TECH CENTER

17191 Highway 5  
West Blocton, AL 35184

**FROM THE DESK OF . . .***THE DIRECTOR*

I would like to welcome you to the Bibb County Career Tech Center and tell you how pleased I am that you have selected a program of study here as part of your preparation for "life after high school." The skills training you receive at BCCTC will serve as a strong base for the continuation of your postsecondary studies in preparation for a great career, or will provide you the opportunity to develop a foundational skill set that will allow you to enter the job market with more confidence if you choose to go to work rather than pursue further training.

You are very fortunate in the sense that our teachers and support staff, who work so very hard to make these such great programs, are dedicated professionals who are committed to your success. I trust that you will be similarly committed, for there is a direct correlation between the effort you put forth and the benefit you will receive.

This handbook is designed to orient you to our faculty, staff, programs, and school operating procedures. The Career Tech Center is part of the Bibb County School System, and we follow the policies of the Bibb County Board of Education. This includes, but is not limited to, the dress code and other items included in the Student Code of Conduct. A careful reading of this handbook should provide you with the information you will need to be successful at the Career Tech Center. Should you have questions regarding information in the handbook or need clarification on any item, please do not hesitate to ask your teacher or me or any staff member. Also, be sure to visit our official school web site at [www.bibbed.org/bcctc/](http://www.bibbed.org/bcctc/) for more information. Because we want this to be a positive experience for you, we will assist you in any way we can.

I look forward to meeting and getting to know you, and I encourage you to call on me if I can be of assistance. I urge you to take full advantage of this wonderful opportunity to prepare for the challenges that await you through the development of life skills and career skills. I believe that the investment you make in your career technical program of study will truly benefit you for a lifetime, and I wish you the best.

Sincerely,

Dennis D. Duncan

**BIBB COUNTY CAREER TECH CENTER**

17191 Highway 5  
West Blocton, AL 35184  
(205) 938-7434

Director - Mr. Dennis Duncan

**PROGRAMS/FACULTY & STAFF**

Agritechnology Construction..... Mr. Jimmy King  
Automotive Service Technology .....Mr. Charles Elam  
Business/Marketing Education ..... Mrs. Betty Jo Smitherman  
Collision/Repair Technology ..... Mr. Gary Holder  
Forestry and Wildlife Science.....Mr. Roger Brothers  
Healthcare Science and Technology .....Mrs. Wanda Mount  
Magnet School..... Mr. Glen Judd  
Magnet School Aide ..... Mrs. Ranea Hathcock  
Welding Technology ..... Mr. Bobby Lovelady  
Career Tech Counseling Services .....Mrs. Ruth Watts  
Secretary ..... Mrs. Martha Curtis  
Custodian ..... Ms. Elissa Templeton

**BIBB COUNTY BOARD OF EDUCATION MEMBERS**

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**CENTRAL OFFICE STAFF**

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Mrs. Janice Parker-Dunn ..... Assistant to the Superintendent  
Dr. Don Elam..... Transportation & Maintenance Supervisor  
Dr. Alesa Judd ..... Assistant to the Superintendent  
Mr. Bobby McAfee..... Assistant to the Superintendent  
Mrs. Linda Cottingham..... Special Education Bookkeeper  
Mrs. Margaret Crocker ..... Secretary to the Superintendent  
Mrs. Billie Dailey ..... Transportation Bookkeeper  
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Mrs. Donna Cook..... Payroll Clerk  
Mrs. Kay Lightsey ..... Accounts Payable  
Mrs. Denese McGee ..... Child Nutrition Program Bookkeeper  
Mrs. Peggy Simmons..... LSA Bookkeeper  
Mrs. Patsy Wallace ..... LSA Bookkeeper  
Ms. Georgette Stewart ..... District Network Specialist  
Mrs. Barbara Terry ..... District Nurse

**BIBB COUNTY CAREER TECH CENTER**  
**PHILOSOPHY AND PURPOSE**

The basic philosophy and purpose of the Bibb County Career Tech Center is to provide career technical skills to meet the needs of the student who desires to enter the job market after high school or who desires to obtain further education and training in a related field. The faculty is dedicated to providing quality educational opportunities for the development of each student to his/her fullest potential. The primary objective is to combine the best of career tech training methods: classroom laboratory skill development with hands-on experience and co-operative on-the-job training. The faculty is committed to the placement and follow-up of every student who successfully completes the course and desires placement. The Bibb County Career Tech Center is an integral part of the total education package offered in the Bibb County School System. We believe the career tech curriculum will provide students with the maximum opportunity for gaining employment.

In addition to providing career technical training, the faculty at Bibb County Career Tech Center is also dedicated to providing an attractive, clean, pleasant, and safe environment for all students and staff. We strive to guide our students in desirable social attitudes and work habits which are essential for a successful role in our community, state, and nation. It is our general belief that when opportunities arise, the school, home, and community should work together in the educational process to arouse in the student the desire for learning. Emphasis on the necessity of learning in order to cope with the diverse and complex problems of daily living is an integral part of the education process. It is expected that each student will feel the school is a supportive and well-organized place in which to learn and accept individual responsibility for his/her personal educational guide.

In order to maintain the philosophy and purpose of the Bibb County Career Tech Center, the following policies and procedures outlined in the student handbook have been developed and will be enforced to ensure a productive learning environment. It is the desire that all students understand the necessity of these rules in order to accomplish the objective of the Career Tech Center.

### ATTENDANCE POLICY

Every student of compulsory school attendance age (under 16) is required by law to attend school each day. Alabama State Law makes the parents or guardians responsible for making sure their children are in regular school attendance.

The faculty and staff at the Bibb County Career Tech Center believe that regular attendance at school is just as important as regular attendance on the job. This is an important habit to form. Irregular attendance at school or on the job almost always results in poor progress or lack of success for the individual. Teachers are instructed to structure their course content and grading procedures in a fashion which makes regular attendance necessary to successful completion of a course.

Since there is a high correlation between school attendance and educational achievement, the Bibb County School System, in cooperation with the Bibb County Juvenile Court, has implemented the Early Warning Truancy Program. The purpose of this program is to ensure that students attend school regularly and on time. An outline of the attendance policy is as follows:

**Any student in grades 9 through 12 who has five (5) or more unexcused absences in any class, in any one (1) semester, shall be reported to the Attendance Officer who shall consider filing a truancy complaint/petition with the Juvenile Court. Parents will be notified before a complaint is filed with the Juvenile Court. Vocational instructors will turn the name of any student with five (5) or more absences in to the office, and parents will be notified by mail and/or phone.**

### Excused vs. Unexcused Absences

Students returning to school after an absence must bring a coded excuse from his/her parent high school on the first day of returning to the Career Tech Center. This coded excuse is to be presented to the career tech instructor. The following Code of Alabama (Section 17-28-15) will be used to determine excused and unexcused absences.

#### **Excused absences will include absences because of:**

- 1 Illness
- 2 Death in the immediate family
- 3 Inclement weather which would be dangerous to the life and health of the child as determined by the Bibb County School System
- 4 Legal quarantine

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- 5 Emergency conditions as determined by the career tech director or board
- 6 Prior permission of the career tech director or parent school principal and consent of the parent or guardian

### **Unexcused absences will include absences because of:**

- 1 Student working
- 2 Poverty
- 3 Truancy
- 4 Absent through parental neglect
- 5 Cutting class/school
- 6 Suspension

Students participating in school endorsed and/or sponsored trips are not considered absent and should not be shown as such by the career tech instructor on the class roll or report card.

### **Check Out Procedures**

No student is to leave the Career Tech Center campus during school hours without permission from the career tech director and a parent or guardian. If a student knows that it will be necessary for him/her to leave campus before dismissal time, the following procedures are to be followed:

- 1 Student is to bring a written, verifiable request from a parent or guardian stating the reason for the student checking out. If the student has an appointment with a doctor, dentist, etc., the name of the doctor and the phone number should be included. This request is to be presented in the office immediately upon arriving to school. The student will be given a permit slip to give to his/her career tech instructor.
- 2 All students are to check out through the office before leaving campus.
- 3 Students will not be allowed to check out to eat lunch, get books, papers, uniforms, etc.
- 4 The telephone in the office is to be used only by students who need to leave school for a medical reason.

### **MAKE-UP WORK**

If a student has an excused absence, it is his/her responsibility to make arrangements with the career tech instructor to make up work missed. This opportunity will be provided within a two-week period following the absence at the convenience of the teacher. Work not made up within the two-week period will be given a grade of zero (0). The teacher cannot be expected to re-teach the lesson, but the student will receive a reasonable opportunity to learn the information.

Teachers are under no obligation to permit students who are absent for unexcused reasons to make up missed work assignments.

### **GRADING PROCEDURES (EVALUATION)**

The grading procedures at the Bibb County Career Tech Center consist of the following:

- 1 Attendance
- 2 Daily performance and observation of lab activities/projects
- 3 Semester exams, which will include both a written exam and practical (lab) exam

Since the nature of instruction in each area differs to such a great extent, the weight given to each variable is determined by the individual instructor.

When it is necessary to give a grade of incomplete for a nine-week grading period or a semester, the student receiving the incomplete has the responsibility of making arrangements with the instructor to complete the work which was not completed during the grading period. All incomplete work not made up within two (2) weeks after the grading period will convert to a zero (0). The only exception to this rule will be when a student is physically disabled to perform the work. Under no circumstances shall work be carried over more than one grading period.

### GUIDANCE AND COUNSELING SERVICES

The Bibb County Career Tech Center seeks to maintain a guidance program for all students. Students are encouraged to make appointments with the counselor. Appointments may be arranged for the student by the instructor or by the student. The program includes the following general areas of service:

<b>Individual Counseling</b>	One to one interactions designed to assist students in coping with problems that hinder learning.
<b>Small Group Counseling</b>	Structured learning sessions for groups of 4-10 students experiencing common problems
<b>Group Guidance</b>	Learning sessions on developmentally appropriate “Essential Skills” for classroom groups.
<b>Consultation</b>	Individual or group meetings with parents, teachers, administrators, or resource persons designed to assist in enhancing learning opportunities for students.
<b>Appraisal/Placement</b>	Classroom observation, testing, record review, academic and career advisement.
<b>Coordination</b>	Development and implementation of student learning assistance plans; collection and maintenance of resource information, referrals, orientation.
<b>Program Management/Evaluation</b>	Planning; maintenance of program, budgeting, organization of materials/services, etc.

The counseling relationship is based on the tenets that:

- 1 Each person has the right to respect and dignity as a human being and to counseling services without prejudice as to person, belief or practice.
- 2 Each person has the right to self-direction and self-development.
- 3 Each person has the right of choice and the responsibility for decisions reached.
- 4 The counselor assists in the growth and development of each individual and uses his/her specialized skills to ensure that the rights of the counselee are properly protected within the structure of the school program.
- 5 The counselor-client relationship is private and thereby requires compliance with all laws, policies and ethical standards pertaining to confidentiality. (The code of confidentiality must be broken in cases of threat of suicide or the threat of harm to others.)

(Ethical Standards for School Counselors—American School Counselor Association)

The counselor’s office is located in Building A. As you enter the building from the front, the hall to the left leads to the Learning Lab, Health-care Sciences & Technology. The guidance office is across from the Health-care classroom.

### TRANSPORTATION

Bus transportation is provided by the Bibb County School System. All students are required to ride the bus to and from the Career Tech Center. Any exceptions to this rule must have special permission from the director of the Career Tech Center. Any violation may be punishable by suspension.

Students should remember that school policies prevail from the time they arrive at the parent school until they are dismissed at 3:00 p.m. These policies are in effect while students are on the buses to and from the Career Tech Center. Buses should be boarded in an orderly fashion and conduct should be within policies of the Career Tech Center and the parent school.

Once the buses arrive at the Career Tech Center, students should disembark the buses in an orderly manner and report immediately to their career tech program only. Teachers will be on duty out front to assist students if needed. Students are not allowed on buses during break or prior to the dismissal bell.

If it is necessary for a student to drive his/her own vehicle, he/she must have special permission from the director of the Career Tech Center, the principal of his/her parent school, and a parent or guardian. The student should report to the office prior to the day he/she is to drive in order to obtain a driving permit. Verification of a driver's license must be presented.

Students driving personal vehicles must park in the designated parking area behind the Healthcare Technology and the Magnet School lab. Vehicles brought on campus must not contain items which violate board policy or city, state, or federal laws. Students are not to go to parked vehicles during the school day. Only the student given permission to drive should be in the car. No other student is to be transported in the vehicle.

### ARTICULATED CREDIT

Several programs at the Bibb County Career Tech Center have formal agreements with postsecondary institutions that allow students enrolling in those institutions after graduation to receive college credit for courses completed and skills mastered in those high school programs. Currently, there are articulation agreements in the following programs:

Agritechnology Construction	Bessemer State Technical College Shelton State Community College
Automotive Service Technology	Bessemer State Technical College Shelton State Community College
Business/Marketing Education	Bessemer State Technical College Shelton State Community College
Collision Repair Technology	Shelton State Community College
Welding Technology	Bessemer State Technical College Shelton State Community College

Ask your teacher, Mrs. Watts, or Mr. Duncan how you may be able to receive free college credit in these programs.

### SEXUAL HARASSMENT

Sexual harassment is defined as unwanted sexual attention from teachers, other adults, students, or anyone else encountered in school or at a school-related activity. Sexually harassing behaviors, such as leering, pinching, grabbing, suggestive comments or jokes, and pressure to engage in sexual activity, will not be tolerated. Students are encouraged to report any such incidents to the instructors, counselor, or the administrator.

### CAREER TECH PROGRAM FEES

Each student enrolled in a career tech program is required to pay an annual fee to cover maintenance on equipment and offset the purchase of expendable supplies used in laboratory projects. The fees for the various programs are as follows, as well as other fees and requirements:

<b>PROGRAM</b>	<b>FEE</b>
Agritechnology Construction	\$30.00 (\$23.00 lab fee and \$7.00 FFA membership dues)
Automotive Service Technology	\$42.00 (\$30.00 lab fee and \$12.00 VICA membership dues)
Business Education	\$38.00 (\$15.00 lab fee per semester and \$8.00 FBLA membership dues)
Collision/Repair Technology	\$42.00 (VICA membership dues included)
Forestry and Wildlife Science	\$30.00 FFA dues
Healthcare Science & Technology	\$50.00 (\$25.00 lab fee, \$12.00 HOSA membership dues, \$13.00 malpractice insurance for clinical). Students in Healthcare Science & Technology will purchase school insurance or show verification of having medical/accident insurance through another company. HOSA scrubs and HST clinical uniforms must be purchased.
Welding Technology	\$42.00 (\$30.00 lab fee and \$12.00 VICA membership dues)

\*ACCIDENT INSURANCE IS AVAILABLE FOR STUDENTS THROUGH THE PARENT HIGH SCHOOL, AND EACH STUDENT IS URGED TO TAKE ADVANTAGE OF THIS PROTECTION.

### CAREER TECH ORGANIZATIONS

Each career tech program has a career tech organization that is an integral part of the career tech curriculum. The career tech organizations include: FFA, FBLA, HOSA, and VICA. These are national organizations. We strongly recommend participation in all club activities.

### **FIELD TRIPS**

Planned field trips may be included in the career tech program as part of the learning experience. Each student must have written permission from his/her parent or guardian prior to the trip in order to participate. Any expenses, such as lunch or refreshments, incurred on the trip will be provided by each individual student.

### **SOLICITATION**

There is to be no distribution or selling of merchandise by any individual or group without prior written consent from the career tech director. Only school sponsored groups will be given permission to sell merchandise on campus.

### **STUDENT INFORMATION CARDS**

Students are required to complete the emergency information cards. It is important that these cards are filled out completely and accurately. All student information cards are to be signed by a parent or guardian. The information cards should be returned by the designated time.

### **CONDUCT**

Students will abide by and be governed by all rules and regulations adopted by the Bibb County Board of Education and outlined in the Student Code of Conduct Handbook.

### **PERSONAL GROOMING AND STUDENT DRESS CODE**

Because appropriate dress is expected in the "World of Work," appropriate dress will also be expected at Bibb County Career Tech Center. Students are encouraged to wear clothing that is neat, clean, and suitable for work in the classroom or laboratory in which they are enrolled. The dress code adopted by the Bibb County Board of Education, which is outlined in the Student Handbook received at the parent school, will be adhered to.

### **SAFETY REGULATIONS**

Each career tech instructor will conduct a course in safety regulation relating to the particular career tech program. Students will be required to sign documentation verifying that they have received training in the proper safety precautions and procedures. Proper clothing and safety equipment should be worn at all times when appropriate.

### **BREAK**

A 15-minute break will be provided each day. There will be a bell to indicate the beginning of break. Students will be dismissed at the bell only. There will also be a bell to indicate the end of break. This bell means that students should begin returning to class. All students should be in class when the tardy bell rings. During the break, students are to remain in the front of the buildings or in the area between the buildings. **STUDENTS ARE NOT ALLOWED IN THE BACK OF THE BUILDING.** Students are not to go in any other career tech department or building for any reason. Failure to follow these procedures will result in losing the break privilege.

### **VISITORS**

All persons visiting the school for any reason must first report to the office upon arrival on the campus. Visitors will be issued a visitor's pass. Students are not to bring personal visitors. All parents and guardians are welcome to visit the school at any time, but should also report to the office first for a visitor's pass.

### **BCCTC MAGNET SCHOOL GRADUATION PLAN**

The BCCTC Magnet School of Technology is designed to help at-risk students stay in school and receive a diploma. (At-risk students are defined as those who are not experiencing academic success in the traditional school setting and/or have been identified as potential dropouts.) Students will receive high school credits as they earn them through computer assisted instruction in a Josten's learning lab with the assistance of a certified teacher. Each student will receive counseling and support services as well as a regular career/technical program. All required courses will be available. The decision to accept or deny a student into the Magnet School shall be made by the principal of the Magnet School.

### **Admission Requirements**

- Be enrolled at Bibb County High School or West Blocton High School
- Be enrolled in a BCCTC career technical program
- Space available—Recent dropouts age 16-20 will be screened.
- Behind in credits in school
- Take a placement test on the computer (7th grade level required for success)
- Attend placement meeting
- (Placement team—a parent/guardian, counselor, and Magnet School Principal)
- Sign an attendance agreement

- Sign a behavior/attitude agreement
- Admission is on a trial basis
- Attendance will be all day
- Permanent record will be retained by the home school
- Students will retain extracurricular privileges at the home school

### **COOPERATIVE EDUCATION REGULATIONS**

The State Co-op Restriction says, “A student shall not be allowed to leave school for participation in a cooperative education program for more than one hour per day when the student is deficient on the ninth grade test of basic skills or is deficient in required courses except as required by handicapped student’s Individual Education Plan.”

The Bibb County Career Tech Center will abide by the following regulations for cooperative education:

- 1 The student must be a senior or beginning the third year in the program.
- 2 The student must submit a written application, signed by all involved in the cooperative education program, before beginning co-op. Applications are available in the guidance office.
- 3 While in the cooperative education program, students are subject to all school regulations.
- 4 The student will be required to maintain passing grades in all academic classes to participate in the co-op program.
- 5 Each nine weeks, the co-op student will bring his/her report card to the co-op coordinator. Failure to do so will result in a loss of privilege.
- 6 The student must attend school on a regular basis. If the student is absent, he/she is responsible for calling the Career Tech Center and his/her employer to explain why he/she will not be at school/work. The student is required to bring an excuse upon returning to school. If the student is absent from school, he/she is not to report to the work site unless given permission by the career tech instructor and/or career tech director.
- 7 Excessive absences at the Career Tech Center or at the job training site will result in removal from the program.
- 8 Once leaving school campus, the student is not to return unless he/she checks back in through the office. The student is to leave at the designated time and will not be permitted to loiter around town, on the street, at other schools, etc.
- 9 The student is to report to class on time and to report to his/her training station on time.
- 10 The student is to be properly dressed and groomed for his/her occupation at the co-op training site.
- 11 The student is expected to complete all work assignments.
- 12 The student is expected to conduct him/herself in a manner that will reflect respect for self and for others.
- 13 Any student under the age of 18 must have a work permit which can be

obtained from the superintendent's office at the Bibb County Board of Education.

- 14 The student must have a DRIVER'S PERMIT (issued at the office) in order to drive to the co-op training site. The student is to ride the bus when coming to class at the Career Tech Center.
- 15 **No student will be allowed to co-op unless he/she has passed all parts of the high school exit exam.**

#### **NON-DISCRIMINATION POLICY**

"It is the official policy of the Bibb County Board of Education, including all schools and agencies under the control of the Bibb County Board of Education, that no person shall on the grounds of race, color, handicap, sex, religion, creed or national origin, or age be excluded from participation in, be denied the benefits or be subjected to discrimination under any program, activity or employment."