

STUDENT HANDBOOK

2010-2011



BIBB COUNTY
CAREER ACADEMY

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

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

I would like to welcome you to the Bibb County Career Academy 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 BCCA 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 Academy 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 Academy. 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/ 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

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Director - Mr. Dennis Duncan

PROGRAMS/FACULTY & STAFF

AgriscienceMr. Ryan Crews
AgriscienceMr. Steve Cottingham
Automotive Service TechnologyMr. Charles Elam
Collision/Repair TechnologyMr. Garry Holder
Commerce and Information TechnologyMrs. Kendel Johnson
Cooperative Education.....Mr. Allen Franklin
CosmetologyMrs. Becky Horton
Forestry and Wildlife Science.....Mr. Roger Brothers
Healthcare Science.....Mrs. Barbara Terry
Welding TechnologyMr. Scott Lightsey
JAG ProgramMrs. Ranea Hathcock
Job CoachMrs. Lisa Blake
Career Tech Counseling ServicesMrs. AnaBelle Lee
SecretaryMrs. Idessa Creel
CustodianMs. Elissa Templeton

BIBB COUNTY BOARD OF EDUCATION MEMBERS

Rev. James McBride, Sr. Mr. Mike McMillan
Mrs. Billie Dailey Mr. Morris Moody Mr. Mike Oakley

CENTRAL OFFICE STAFF

Mr. Greg Blake Superintendent of Education
Dr. Alesa Judd Associate Superintendent
Mrs. Janice Parker-Dunn Associate Superintendent
Mrs. Janeice Holifield.....Child Nutrition Program Director
Mr. James Gray.....Special Education Coordinator
Mrs. Lauren Butts Chief Financial Officer
Mr. Glen Judd Technology Coordinator
Mrs. Linda Conklan Assistant Technology Coordinator
Mr. Eric Hiott..... Transportation Supervisor
Mr. Phil Cottingham Maintenance Supervisor
Mrs. Denese McGee Secretary to the Superintendent
Mrs. Linda Cottingham..... Special Education Secretary/Bookkeeper
Mrs. Ruthie Carver Transportation Bookkeeper
Mrs. Donna Cook..... Payroll Clerk
Mrs. Kay Lightsey Accounts Payable
Mrs. Peggy Simmons LSA Bookkeeper
Ms. Mandy Franklin Lead School Nurse

BIBB COUNTY CAREER ACADEMY
PHILOSOPHY AND PURPOSE

The basic philosophy and purpose of the Bibb County Career Academy 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 technical training methods: classroom and laboratory skill development along with hands-on experience and cooperative on-the-job training. The faculty is committed to the placement and follow-up of every student who successfully completes a program and desires placement. The Bibb County Career Academy is an integral part of the total education package offered in the Bibb County School System. We believe the career technical curriculum will provide students with the maximum opportunity for gaining employment.

In addition to providing career technical training, the faculty at Bibb County Career Academy is also dedicated to providing an attractive, clean, pleasant, and safe environment for all students and staff. We strive to guide our students toward 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 inspire 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 educational process. It is expected that each student will feel that the school is a supportive and well-organized place in which to learn and will accept individual responsibility for his/her learning.

In order to maintain the philosophy and purpose of the Bibb County Career Academy, 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 our desire that all students understand the necessity of these rules in order to accomplish the objectives of the Career Academy.

ATTENDANCE POLICY

Every student of compulsory school attendance age (under 17) 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 Academy 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. Refer to the Student Handbook from your home high school for specific policy and procedural details.

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 Academy. 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
- 5 Emergency conditions as determined by Mr. Duncan or the central office
- 6 Prior permission of Mr. Duncan and consent of the parent or guardian, or prior permission of the home high school principal and consent of the parent or guardian

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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 Academy instructor on the class roll or report card.

Check Out Procedures

No student is to leave the Career Academy campus during school hours without permission from Mr. Duncan 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 Academy 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 Academy 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. All work is expected to be completed. The teacher cannot be expected to re-teach the lesson, but the student will receive a reasonable opportunity to learn the information.

When work is missed due to an unexcused absence, full credit for completing the work may not be granted.

GRADING PROCEDURES (EVALUATION)

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

- 1 Attendance
- 2 Daily performance and observation of classroom assignments and lab activities/projects
- 3 Written tests
- 4 Semester exams, which may include a practical (lab) exam in addition to a written 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 is to be made up within two (2) weeks of the end of the grading period. 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 Academy 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:

Individual Counseling	One to one interactions designed to assist students in coping with problems that hinder learning.
Small Group Counseling	Structured learning sessions for groups of 4-10 students experiencing common problems
Group Guidance	Learning sessions on developmentally appropriate “Essential Skills” for classroom groups.
Consultation	Individual or group meetings with parents, teachers, administrators, or resource persons designed to assist in enhancing learning opportunities for students.
Appraisal/Placement	Classroom observation, testing, record review, academic and career advisement.
Coordination	Development and implementation of student learning assistance plans; collection and maintenance of resource information, referrals, orientation.
Program Management/Evaluation	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 around the corner from the vending machines and across from the Healthcare Science 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 Academy. Any exceptions to this rule must have special permission from Mr. Duncan IN ADVANCE of driving to campus. Any violation may be punishable by suspension or other disciplinary action.

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 Academy. Buses should be boarded in an orderly fashion and conduct should be within policies of the Career Academy and the home high school. Food, drinks, and electronic devices such as cell phones, iPODS, MP3 players, CD players, ear buds, headphones and other electronic devices are prohibited on the school bus.

Once the buses arrive at the Career Academy, students should dismount the buses in an orderly manner and report immediately to their Career Academy program. 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 Mr. Duncan, from his/her Career Academy instructor, from the principal of his/her home high school, and from 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 Science classroom. 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. Violation of this rule may result in disciplinary consequences including suspension from school and loss of further driving privileges to the Career Academy.

UNSCHEDULED CLASS PERIODS

If a student wishes/needs to remain at the Career Academy or come back during a class period for which he/she is not scheduled, the student must obtain written permission from Mr. Duncan at least one day in advance. We cannot/will not guarantee that permission will be granted, either from here or from the home high school.

ARTICULATED CREDIT

Several programs at the Bibb County Career Academy 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:

AgriConstruction	Lawson State Community College Shelton State Community College
Automotive Service Technology	Lawson State Community College Shelton State Community College
Collision Repair Technology	Shelton State Community College
Commerce and Information Technology	Shelton State Community College
Cosmetology	Shelton State Community College
Healthcare Science	Lawson State Community College Shelton State Community College
Welding Technology	Lawson State Community College Shelton State Community College

Ask your instructor, Mrs. Lee, 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.

BULLYING

No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Bibb County Schools Board of Education in this policy. Students who violate this policy will be subject to disciplinary sanctions.

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:

PROGRAM	FEE
Agriscience	\$10.00 (Includes FFA membership dues)
Automotive Service Technology	\$50.00 (Includes Skills USA membership dues)
Collision/Repair Technology	\$50.00 (Includes Skills USA membership dues)
Commerce and Information Technology	\$25.00 (\$15.00 lab fee per semester and \$10.00 FBLA membership dues)
Cooperative Education	\$20.00 Cooperative Education Fee
Cosmetology	\$65.00 (Includes \$20.00 manikin and Skills USA membership dues)
Forestry and Wildlife Science	\$10.00 (includes FFA membership dues)
Healthcare Science	\$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	\$50.00 (Includes Skills USA membership dues)

***Accident insurance is available for students through the home high school, and each student is urged to take advantage of this protection.**

CAREER TECH STUDENT ORGANIZATIONS

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

FIELD TRIPS

Planned field trips may be included in the Career Academy 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 Mr. Duncan. 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 Academy. 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. **Caps may not be worn, either on the campus or on the bus.**

SAFETY REGULATIONS

Each Career Academy instructor will conduct a course in safety regulations 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 and will be required to score 100% on a written safety test. Proper clothing and safety equipment should be worn at all times.

BREAK

A 10-minute break will be provided each morning and afternoon. 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. During the break, students are to remain in the buildings or in the area in front of the buildings. **STUDENTS ARE NOT ALLOWED IN THE BACK OF ANY BUILDING.** Students are not to go in any other career tech department or building without Mr. Duncan's permission. Failure to follow these procedures may result in losing the break privilege. Trash is to be placed in the appropriate trash receptacles. If any adult has to pick up trash that has been left on the ground, floor, tables, etc., break may be suspended for up to two days.

VISITORS

All persons visiting the school for any reason must first report to the office upon arrival on the campus. Approved 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 report to the office first for a visitor's pass.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones, cameras, iPods, MP3 players, CD players, ear buds, headphones and other electronic devices are prohibited at school. This rule includes the school bus that transports students to and from the Career Academy. While under ordinary conditions we will not search for these devices, if such a device is seen or heard, or if a student's behavior is such that possession and/or use of such a device is suspected by a teacher, bus driver, staff member or administrator, that student and his/her belongings will be searched using appropriate search procedures. If found, the device will be confiscated and an appropriate disciplinary consequence will be administered. The device will not be returned to the student, but will be handed over to a parent or guardian after a minimum of one (1) calendar week on the first offense. Any subsequent offenses will result in stronger consequences and longer periods of time before the device is returned to the parent or guardian.

COOPERATIVE EDUCATION REGULATIONS

The State Co-op Restriction states, "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 Academy 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 have completed Workforce Essentials or be currently enrolled in Workforce Essentials.
- 3 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 and from the co-op coordinator.
- 4 While in the cooperative education program, students are subject to all school regulations.
- 5 The student will be required to maintain passing grades in all academic classes to participate in the co-op program.
- 6 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.
- 7 The student must attend school on a regular basis. If the student is absent, he/she is responsible for calling the Career Academy 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.
- 8 Excessive absences at the Career Academy or at the job training site will result in removal from the program.
- 9 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.
- 10 The student is to report to class on time and to report to his/her training station on time.
- 11 The student is to be properly dressed and groomed for his/her occupation at the co-op training site.
- 12 The student is expected to complete all work assignments.
- 13 The student is expected to conduct him/herself in a manner that will reflect respect for self and for others.
- 14 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.
- 15 The student must have a DRIVER'S PERMIT (issued in the Career Academy 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 Academy.
- 16 **No student will be allowed to co-op unless he/she has passed all parts of the high school exit exam except for students on the Alabama Occupational Diploma (AOD).**

CHECK WRITING POLICY

Your check is welcome at all schools in the Bibb County Public School System. The Bibb County Public School System recognizes that occasionally a parent may inadvertently overdraw a checking account and a check be returned by your bank. In order to recover these funds in a private and professional manner, the Bibb County Public School System has contracted with Nexcheck, LLC, a local company based in Birmingham, for collection of returned checks.

Each person writing a check to a school or the School System should write the check on a commercially printed check with your name, address, and one phone number. Counter or Starter checks will not be accepted. When a person writes a check to a school or the School System, the person writing the check agrees that, if the check is returned that it may be represented electronically on the same account, and that the fee established by law, now \$30.00, may be debited from the same account.

If the check and fee are not collected electronically, then Nexcheck will contact you by mail and by telephone in order for you to make arrangements to pay. Payments may be made in person at Nexcheck's office at 2416 Greensprings Highway, Birmingham, AL 35209, and by mail to P. O. Box 19688, Birmingham, AL 35219. Payments of the check and fee may be made electronically at www.nexcheck.com using a credit card, debit card or electronic check without additional fee. For a convenience fee, payments may be made over the telephone by credit or debit card or electronic check.

No check will be accepted without physical/911 address.

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."

**Bibb County Career Academy
Student Handbook**

*Please sign, detach and return this form.
Thank you!*

DOCUMENT RECEIPT ACKNOWLEDGEMENT

Name of Student:

Name of Parents or Guardians:

We hereby acknowledge by our signature that we have received and read, or have read to us, the 2010-2011 Bibb County Career Academy Student Handbook.

Student Signature/Date

Parent or Guardian Signature/Date

Parent or Guardian Signature/Date