

**Autauga County  
Technology  
Center**



*"Developing the Workforce of Tomorrow!"*

**STUDENT HANDBOOK**

**2018-2019**



**Autauga County Technology Center**

1301 Upper Kingston Road  
Prattville, AL 36067  
(334) 361-0258

**Superintendent of Education**  
Spence Agee

**Administrator of Career and Technical Education**  
Deana Goodwine

## **Administrator's Comments**

We are extremely pleased that you have chosen to attend The Autauga County Technology Center (ACTC). Our vision is to prepare students to enter the workforce or for further study in a post-secondary or collegiate program in your chosen career field.

The Autauga County Technology Center is a college and career-focused school where instructors simulate workforce skills to prepare students to be successful in future careers. Career training and advanced skill training are highly dependent on students' motivation and desire to excel.

This handbook is a guide to orient students and parents to the ACTC, its faculty, and our unique operations and procedures. This student handbook acts as an addendum to other Autauga County Board of Education (ACBOE) policies. It has been adopted by the school and the Board of Education.

In addition to the contents of this handbook, I refer you to two other important documents. The first is the Parent-Student Code of Conduct and its revisions which are provided for each student enrolled in the Autauga County School System. The second is the Student Section of the Autauga County Schools Board Policy Manual which provides more in-depth information not covered in the school's handbook or the Parent-Student Code of Conduct. This manual is accessible in each school office, school library, and the Central Office and may be reviewed at these locations.

Best wishes to you as you prepare to transition into your chosen career pathway!

Deana Goodwine  
Career Tech Administrator

## **Mission Statement**

The mission of the Autauga County Technology Center is to provide students with the opportunity to obtain knowledge and skills that will enable them to become productive members of a changing technological society.

## **Beliefs**

The administration, faculty, and staff of the Autauga County Technology Center believe:

- every student should be provided the opportunity to acquire skills, competencies and attitudes that will empower him or her to become a productive employee in the workforce.
- educators, parents, students, and community members should share the responsibility of preparing students for his or her future entrance into the workforce.
- programs of instruction should provide innovative instruction that meets or exceeds the demands of today's labor market.
- Career and Technical Education programs should include skill development in critical thinking, problem solving, personal management, and teamwork.
- continuous professional development, based on current educational research, business and industry observations, and seminars, is imperative in order to help students become confident, self-directed lifelong learners.
- every curriculum should address the multicultural characteristics of the workforce and the effects of these characteristics in the global marketplace.
- the integration of Career and Technical Education will enhance each student's credentials, qualifications, and certifications for a successful transition to postsecondary education and/or the job market.

## **Objectives**

At the Autauga County Technology Center, we strive to:

- Assist students in the selection of a suitable career pathway through guidance, counseling, simulated workplace, and career exploration.
- Provide instruction and assistance to enable students to develop entry-level skills in their chosen careers.
- Provide job-placement and follow-up services to current and former students.
- Maintain close coordination with the county middle and high schools and local postsecondary institutions so transitions are seamless throughout students' school years.
- Maintain positive public relations with schools, businesses, industries, and other agencies to aid in the educational process.
- Make available the services and facilities of the ACTC to the adults of Autauga County.

## **Guidance**

Career guidance and counseling at the Technology Center is student-focused. The counselor is here to assist students in making wise career choices based on the abilities, interests, and needs of individual students.

The counselor's office is open daily. Students are encouraged to ask instructors for passes to the counselor at a convenient time. Students are also encouraged to utilize the resources located in the Guidance Office.

## **Student Policies and Procedures**

The policies herein are intended as guidelines to facilitate the use of the ACTC by the high school students in attendance.

### **Student Conduct**

Business-like, mature behavior should be displayed on the ACTC campus and buses at all times. Discipline problems will be handled by the ACTC administration and/or base school Principal.

### **Attendance**

Attendance is vital at the Technology Center. We expect students to be present at school every day possible. Attendance will be taken upon arrival to class at the Technology Center.

**Absences** will be designated either as excused or unexcused at the student's home school, and the Technology Center will treat them accordingly. Students who have **excused absences** will be responsible for contacting the teacher or teachers immediately upon return to school to arrange a reasonable amount of time, not to exceed two weeks, to make up work and/or examinations. Make-up work will not be provided for students during periods of **unexcused absence**. In addition, students who have excessive unexcused absences may not receive credit for classes taken.

### **When to Keep Your child at Home**

- Fever – temperature of 100 or above. Child should remain home until free of fever for 24 hrs. or on antibiotics for 24 hrs.
- Vomiting – your child should not attend school if they have vomited with the last 24 hrs.
- Diarrhea – Your child should remain home if they have had diarrhea with in the last 24 hrs.
- Undiagnosed rash – Your child should not attend school until the rash has been diagnosed and treated. It could be measles, chickenpox or some other contagious disease.
- Pink Eye – Pink eye is contagious. Your child should be seen by your doctor and treated before returning to school.

- Lice and/or nits (eggs)- Your child should not return to school until he/she has been treated with lice shampoo and removed as many nits as possible. You must accompany your child upon his/her return to school and bring a receipt for lice shampoo. Take your child to the office to see the school nurse.

***\*\*There are times when your child looks and feels like he/she is too ill to study or learn in school. If so, there is no point in being at school. He/she will not be able to learn.\*\****

**Tardiness** at the Technology Center is unacceptable. Our main focus is to prepare students for their future careers. As if they were going to work, students are expected to be in class on time every day. If a student arrives late to the Technology Center, he or she will check in at the Technology Center's main office. He or she will receive a tardy pass that should be presented to the teacher immediately upon arrival. When a student receives three unexcused tardies, he or she will be referred to administration for disciplinary action. Each successive tardy will result in further disciplinary action.

Students who need to **check out** of school due to illness or doctor's appointments should request a pass from the teacher and take it to the main office staff. The main office staff will contact a parent or guardian to verify that the student may check out. The office staff will send the student back to the instructor with a pass indicating that the student may check out. The instructor will keep passes on file for future reference.

Students who miss class at the Technology Center because of school-sponsored **extra-curricular activities** will be considered present and allowed to make up missed assignments.

Students shall be excused and allowed to make up work for **religious holidays** when the student's parents or guardians come in person to the school and sign a request for the student to be absent for this purpose.

## **Fees**

The full amount of the student's fee is due within the first ten (10) days of the school year. Fees are **non refundable**.

## **Safety**

Safety is an integral part of instruction at the Technology Center. Many programs require use of chemicals, tools, and hazardous equipment. Upon completion of a safety unit, a safety test will be administered to each student enrolled at the ACTC. The student must receive a score of 100% before participating in lab activities. Safety will be emphasized throughout the year in each program at the ACTC.

## **Insurance**

ACTC students are encouraged to have accident insurance. The ACTC does not provide accident insurance, so each student is responsible for treatment of any injury sustained at the ACTC. The student may obtain accident insurance at his or her home school which will cover accidents both at the home school and the ACTC.

## **Dress Code**

Students enrolled in programs at the Technology Center are expected to follow the *Code of Conduct* guidelines on appropriate dress at all times. Students at the Technology Center may have additional dress requirements based on their chosen program of study. These guidelines will be discussed as a part of individual class instruction.

## **Break**

Students will be required to go to designated areas during break. They should not enter instructional areas or loiter in the ACTC's main lobby during break. Students are expected to return promptly to their instructional area when the break bell rings. During break only, students may purchase drinks from the vending machines and snacks from the snack store.

### **Care of Property**

As a student is responsible for his or her personal behavior, he or she is responsible for the care of all ACTC property. Students who purposely injure, deface, or destroy any property will be required to reimburse the ACTC for the cost of materials or equipment. He or she will face disciplinary action by the ACTC administration and will be subject to legal action as well.

### **Suspension and Expulsion**

Students under suspension or expulsion from either the ACTC or the home school may not attend either school until the suspension or expulsion is cleared.

### **Student Evaluation**

The purpose of the Technology Center is to prepare students for success in college and careers. The simulated workplace factors will be used to help determine students' grades at the ACTC. A student's evaluation will include lab performance, class work, and performance tests, as well as simulated workplace assessments.

### **Transportation**

Students from county high schools will be transported from their home school on buses operated by the ACBOE and driven by ACBOE personnel. School bus rules and regulations will be followed according to the *Code of Conduct*. No student will be permitted to come to the ACTC by private transportation, unless granted special permission by administration.

### **Campus Visitors**

Parents, guardians, and other interested adults are welcome to visit the ACTC. Interested parties should contact the ACTC office to confirm a suitable time to visit. All visitors should report to the office for a visitor pass.

### **Emergency Drills**

Drills will be conducted on a monthly basis and are required by city, state, and Civil Defense laws. Drills are necessary to ensure each student's safety in the event of a real emergency. Students must exit in single file to a designated area during fire drills and remain quiet during all drills. Evacuation routes are posted in each room.

### **Student Harassment and Bullying Forms**

Harassment and bullying are serious offenses and will not be tolerated. Bullying includes, but is not limited to harassment, intimidation, hazing, or menacing acts of a student. If you wish to report an incident of alleged harassment and/or bullying occurring during this school year, complete the form located on the school website and return it to administration at the student's school. All school employees are required to report alleged violations.

### **Prohibition of Drugs and Alcohol**

The possession, sale, and use of tobacco, all illegal drugs, and alcohol are prohibited on school premises.

### **Parental Responsibilities**

The Code of Alabama, Section 16-28-12 as amended, requires all parents, guardians, and persons in charge of a child to ensure that the child enrolls and attends school and conducts himself or herself properly (as a pupil) in accordance with written policy on school behavior adopted by the local Board of Education.

Failure to exercise this responsibility under this law is a crime and upon conviction, the parent or guardian or person(s) in charge of the child shall be fined not more than \$100 and may also be sentenced to hard labor for the county for not more than 90 days.

## **Asbestos Annual Report to Parents and Employees**

The Federal Environmental Protection Agency (EPA) requires that on an annual basis each school system notify every parent and employee of the status of any asbestos in the schools. This report shall serve as the annual notification by the Autauga County Public Schools.

The Autauga County Public Schools completed the required asbestos inspections in accordance with the requirements of federal law. There are no major changes in the status reports as reflected in management plans. A copy of the asbestos management plan is on file in the office of the Superintendent of Education and is available for public review during regular working hours

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4606

## **Equal Education Opportunity Statement**

It is the policy of the Autauga County Board of Education that no student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of sex, age, marital status, race, religion, belief, national origin, ethnic group, disability, immigrant status, non-English speaking ability, homeless status, or migrant status and provide equal access to the Boy Scouts and other designated youth groups. For further information, contact Ms. Nancy Jackson (contact information below).

Autauga County Board of Education  
153 West Fourth Street  
Prattville, AL 36067  
(334) 365-5706

## **Autauga County Technology Center Internet Acceptable Use Policy**

The ACBOE Internet Acceptable Use Policy provides guidelines for using Internet in the classrooms, school media centers, and computer labs. Please take time to read the policy (see *Code of Conduct*). If you have any questions, please contact Deana Goodwine at 361-0258.

By signing this handbook, I acknowledge that I have read, understand, and agree to all terms as outlined in the Internet Acceptable Use Policy. I further understand that this agreement will be kept on file at the school for the academic year in which it was signed.

### **Photo Consent**

By signing this handbook, I agree to allow photos and videos to be taken of my child for educational and/or promotional purposes while at the Technology Center including school-related social media.

## Acknowledgment of Receipt

By signing below, we hereby acknowledge that we have received and read (or had read to us) the Autauga County Technology Center Student Handbook.

**YES!** My child may use email and the Internet while at school according to the rules outlined.

**NO!** I would prefer my child not use email and Internet while at school.

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Student Name (please print)

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Student Signature

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Parent/Guardian Signature

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Parent/Guardian Signature

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Date

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**After signing, please detach this page and return to instructor immediately. This acknowledgment will become part of each student's permanent record.**

