



Barnwell County Career Center  
Director: David Augustine

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## Welcome to the Career Center!

### Our Philosophy of Education

The philosophy of the Barnwell County Career Center (BCCC) is to prepare students with the ability to compete in a global economy through life-long learning. BCCC provides the training and educational opportunities for students to qualify for entry level positions with business and industry and/or the knowledge to pursue post-secondary education in two or four year colleges. To assist in the students' transition to post-secondary institutions, Memoranda of Understanding have been established to allow students to obtain credit for some of their BCCC training.

The individualized, competency-based curriculum at BCCC offers a variety of instructional methods and learning materials and emphasizes responsibility. It also emphasizes the constant need for continuing education and the acquired skills to keep pace with the rapid changes taking place in today's world. The student organizations emphasize leadership skills and good citizenship.

## Mission Statement

“The Mission of the Barnwell County Career Center is to prepare each student academically, technically, and socially to adapt and compete In an ever-changing economy.

### Daily Bell Schedule

First Session:	Class begins	8:00 A.M.
	Tardy bell	8:01 A.M.
	Class ends	9:20 A.M.
Second Session:	Class begins	9:40 A.M.
	Tardy bell	9:41 A.M.
	Class ends	11:00 A.M.
Lunch:	11:00 A.M. – 11:40 A.M.	
Third Session:	Class begins	11:45 A.M.
	Tardy bell	11:46 A.M.
	Class ends	1:10 P.M.
Fourth Session:	Class begins	1:30 P.M.
	Class ends	2:40 P.M.
Teacher Planning:	1:35 P.M. – 3:15 P.M.	

# Course Offerings

Agriculture

Automobile Technology

Building Construction

Cosmetology

Cyber Security

Drafting

Health Science Technology

Marketing Education

Mechatronics

Protective Services

Welding

### **Grading Plan**

Report cards from each feeder high school will be issued quarterly each year at the end of each nine weeks grading period. Each instructor will provide his/her students with detailed information outlining class objectives, assignments, and grading procedures when students arrive for class. The BCCC will adhere to the state uniform grading scale as follows:

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

### **Exams**

Students enrolled at the BCCC will be given an examination at the end of each grading period on the material covered during that grading period, and comprehensive exams will be given at the end of each program year. Exams will count at least 20% of the quarter grade. STUDENTS MAY NOT EXEMPT EXAMS.

### **Interim Reports**

Approximately four to five weeks into each grading period, each student will receive an interim report from their feeder school. Students may be expected to obtain a parent/guardian signature and return a copy of the interim to the BCCC instructor.

### **Cheating**

While taking any tests or exams at the BCCC, students are expected to maintain principles of honesty and integrity. If any student is found to be cheating while taking a test or exam, he/she will receive a grade of zero (0) for the test, parents/guardians will be contacted, and he/she will be referred to the BCCC administration for action.

### **Competency Certificates and Profiles**

The BCCC provides a competency certificate recognizing career and technology program achievement for the completer of a two-year program. This certificate identifies the type and degree of competency reached.

In addition, each instructor evaluates each completer using a competency profile sheet. A report is made at the end of the school on each student based on the competencies completed and the final grade earned in the course by the student. The instructors will keep copies of the profile sheets for three years.

### **Advancement to Second Year**

At the Career Center, a student moves from the first year of an occupational program to the second year of the same program through the perfecting of competencies, acceptable attendance and discipline, meeting the minimum grade set by the instructor, and recommendation from the instructor.

Attending BCCC for one year does not guarantee that a student will move to the second year of the program. For the successful completion of a program, a student will need to earn four (4) Carnegie units in that particular program or a combination of programs (cosmetology completers will earn eight (8) Carnegie units).

### **Homebound Instruction**

Homebound instruction is available when a student is unable to attend the regular school program for a prolonged period of time because of illness or injury, and is directed by the feeder high school. Homebound instruction is also provided for IEP students who have been suspended for ten days or more. The instructor and guidance counselor at the BCCC will coordinate and cooperate with the homebound instructor. The student, however, is ultimately responsible for completing all assigned work for credit.

### **Class Interruptions**

Under the Education Improvement Act, class interruptions must be limited to **emergency conditions**. Any outside interference with the continuous progress of teaching and learning shall be considered an interruption. Routine messages to students or teachers will NOT be delivered during instructional time. General announcements or announcements paging students shall not be considered as emergency interruptions unless emergency conditions exist.

### **Telephone Usage and Messages**

**The telephone in the office is for official school business only. Students may request use of the telephone in emergency cases, and a member of the main office will handle all messages and will place or supervise all outgoing calls. Also, students should ask parents NOT to call** except for important messages.

### **Extra Instructional Trips**

Activities and extra instructional trips related to classroom and lab instruction are permitted and encouraged by the Center. It is necessary for students to have the proper permission form accurately completed, and the teacher will turn in a list of the students participating to the main office at least two (2) days prior to the trip. Each extra instructional trip will require a separate form.

All students are expected to participate in the instructional trip that has been scheduled. There are only two (2) exceptions to this rule: 1) special permission is granted by the Director for the student to remain at the Center, and 2) the student is not in attendance at the BCCC on the day of the trip. (NOTE: This will be an unexcused absence unless the student brings a lawful excuse).

### **Student Insurance and Medical Information**

All BCCC students are asked to purchase school insurance from the local feeder high schools if they have no existing family medical insurance. All BCCC students will be REQUIRED to provide proof of insurance. In addition, students are REQUIRED to have their parents complete an insurance and medical form within the first five (5) days of school. This form will be filed in the main office.

### **Dress Code**

In keeping with the stated objective to provide the opportunity for the career and technology student to demonstrate job seeking and job maintenance skills (how to find and to keep a job), the following dress code is established. This dress code is similar to the dress codes in effect with local business and industries.

1. Dress in a neat and well-groomed manner.
2. Wear shoes and shirt or blouse (no midriff, no see through top, and no tank top).
3. Provide work clothes for the lab areas. Each instructor will post his/her requirements for that course.
4. Wear no jewelry that will constitute a safety hazard around machinery in the work area.
5. Wear patches, buttons, stickers, and printed statements on clothing that are in good taste. Any inflammatory, discriminatory, vulgar, profane statements, or any references to alcohol or tobacco products will not be allowed.
6. Suspenders, pants, shorts, and skirts must be worn properly. Shorts should be no shorter than 2 in above the knee.
7. Undergarments should not be visible
8. No hats are to be worn in the hallways at any time. They can be worn in the classroom if your instructor has granted you permission.

If a student is dressed improperly, the instructor should send him/her to the Main Office to contact the parent or guardian to take the student home for the remainder of the day.

REMEMBER: A PERSON NEVER HAS A SECOND CHANCE TO MAKE A GOOD FIRST IMPRESSION.

### **Money and Valuables**

A student is discouraged from bringing large sums of money to school. Money or other valuables (including purses) are not to be left at school, in restrooms, in cars, or in lockers during the school day. Although an attempt may be made by the faculty and staff to assist the student in finding the lost item(s), the Center will not accept any responsibility if any item(s) is lost or stolen.

### **Canteen Privileges**

Students must have teacher permission **and** supervision for canteen privileges. There will be NO REFUNDS for money lost in the machines. Students must be responsible for providing their own correct change.

### **Hall Passes**

Students are expected to be quiet and aware that classes are in session.

Students are expected to go directly to the areas indicated and return promptly to class.

Each instructor will determine the validity for issuing a hall pass.

### **Visitors**

**Parents:** The faculty and staff of the BCCC welcome communication with parents and guardians. It is felt that increased parent involvement is needed, rather than just when a disciplinary matter needs discussion. Therefore, parents and guardians are invited and encouraged to make appointments to visit with the instructor regarding the progress or behavior of their child. The best times to confer with a teacher would be during the teacher's planning period, before school, or after school. Parents and guardians are also invited to tour the Center.

### **Other:**

In accordance with the Education Improvement Act, there will be no visitors other than parents/guardians allowed in a classroom during regular

class time unless the instructor has made prior arrangements for the visit. The purpose of the visit should be to enhance the lesson in progress.

ALL VISITORS MUST REPORT TO THE MAIN OFFICE, SIGN IN, AND RECEIVE A "VISITOR'S PASS." VISITORS MUST ALSO REPORT TO THE OFFICE UPON DEPARTURE TO SIGN OUT.

NOTICE: Pursuant to state law, persons entering school property are deemed to have consented to search of their person and property (Act 373 of 1994). In addition, all visitors must comply with all laws relating to the prohibition of firearms, alcohol, drugs, and tobacco products.

### **Alcohol and Tobacco Products**

In accordance with state law, there are to be **NO ALCOHOL OR TOBACCO PRODUCTS** on the campus of the Barnwell County Career Center.

### **Campus Sales**

Students are not to bring items from outside the Career Center for sale without permission from the Director.

### **Radios, Tape/CD Players, Pagers, and Cellular Phones**

The General Assembly enacted a new law prohibiting the possession by students of paging devices on school property or telecommunications devices that emit an audible signal, vibrate, display a message, or otherwise summon or deliver a communication to the possessor. Unauthorized devices will be confiscated.

### Possession of Lethal Weapons

**A student who brings to school with him/her and has in his/her possession (either personal or vehicle) any unauthorized "lethal weapons" (i.e. knife, blackjack, metal pipe or pole, explosive or incendiary device, firearm, or any other object which may be used to inflict bodily harm) will be subject to permanent expulsion and will be referred to local law enforcement.**

### Suspended Student on Campus

Any student absent or under suspension is not to be on the school grounds without permission of the Director. If a person who is under suspension does appear without special permission, the sheriff's office will be called, and the person will be removed from campus. In certain circumstances, the parent or guardian may be called instead of the sheriff's office.

### Transportation - Bus

Transportation of students from all feeder high schools is provided by regular school buses. Once a student arrives on campus, he/she is to go directly to his/her classroom. If a bus student enters a private vehicle or visits another classroom prior to going directly to his/her class, he/she will be subject to disciplinary action.

All buses will load and unload students at the front of the school building. Students who normally ride the bus but have missed the bus, **MUST NOT RIDE WITH ANYONE ELSE TO THE CENTER.** Instead, the student(s) shall report to the office at their feeder high school for proper action. Upon dismissal, students will immediately leave campus.

### Transportation - Private Vehicle (Student Driving Policy)

New Drivers - Students driving for the first time to BCCC, along with their parent(s) or guardian(s) must meet with the Director or his/her designee before driving permission can be granted. This is most easily accomplished during Open House within the first few weeks of school. **NO DRIVING WILL BE ALLOWED UNLESS PRIOR PERMISSION IS GIVEN AND ALL REQUIRED FORMS ARE COMPLETED.**

Permission Form - Students and parents must complete the required Driver's Permission Form, which also requires the signature of the Principal from the student's high school. Vehicle tag numbers and a copy of each student's driver's license is required along with the information on the permission card.

Decal - The price of the first decal is \$5.00 and replacement decals are \$5.00 each. Students driving with no decal and/or no permission card will lose driving privileges for a specified length of time determined by the director.

Second year BCCC drivers - These students must complete a new permission form within the first two (2) weeks of school and pay the renewal fee of \$5.00.

Parking - The parking lot on the left side of the main building (as you face the building is designated for student drivers. The parking lot has been resurfaced with rocks for better parking. Any student who throws rocks will be suspended. This is called the Ernest T. Bass rule.

Passengers - NO student is allowed to transport ANY passenger without prior authorization from the parents of BOTH the driving and riding students, their principal, and the BCCC director. **STUDENTS VIOLATING THIS POLICY WILL LOSE THEIR DRIVING PRIVILEGES FOR SEVERAL WEEKS.** This applies to co-op/clinical students as well.

Traffic Citations - If a student receives a speeding ticket or any other traffic citation, his/her driving privileges can be suspended for up to one semester.

Unexcused Tardies – If student drivers and passengers arrive late, the following will apply:

- 1-4 unexcused tardy – WARNING and parent contact
- 5<sup>th</sup> unexcused tardy – One week driving suspension
- 6<sup>th</sup> unexcused tardy – One month driving suspension
- 7<sup>th</sup> unexcused tardy – Two month driving suspension
- 8<sup>th</sup> unexcused tardy- 9 weeks driving suspension

### **Attendance Regulations**

Regular school and class attendance is a must. A student must attend class a minimum of 170 of the 180 days before consideration for credit will be given (EXCEPT IN EXTENUATING CIRCUMSTANCES). Any student who attends a class fewer than 170 days in the instructional period shall not be eligible to receive credit in the class unless the Director grants approval for each excessive absence in accordance with local board policy.

**State law (Education Improvement Act) mandates that a student can be absent from school ten (10) days without supporting documentation. Any absence after the tenth day must have supporting documentation attesting to the legality of the absence if the student is to receive credit in that individual course. (Exception: The attendance policy for students enrolled in classes that meet every other day is six (6) unexcused absences).**

Lawful Absences – There are only four (4) reasons for which a student may be lawfully absent from school. These reasons are as follows:

1. Personal illness when attendance in school would endanger his/her health or the health of other (**check with each feeder high school for its policy on written excuses**).
2. Death in his/her immediate family
3. A recognized religious holiday of his/her faith
4. Other absences in accordance with local board policies

Unlawful Absences – Any other absence from school is an unlawful absence, and it will count against the student's attendance record. In addition, state law requires school officials to immediately intervene to encourage the student's future attendance when the student has three (3) consecutive unlawful absences or a total of five (5) unlawful absences. Also, the Education Improvement Act requires the school to intervene and develop a plan in conjunction with the student and the parent or guardian to improve future attendance. This plan is usually developed through the intervention of the Barnwell County Attendance Supervisor after he/she has been contacted by the Center.

Excuses – The student who was absent is to give his/her BCCC instructor his/her lawful excuse obtained from his high school by the third day after his/her return to class.

Blackville-Hilda High School students must report to the teacher what type of excuse was turned in at their home school. The Attendance Secretary will verify the date and the excuse.

**Make-up Work – A student who has either a LAWFUL or UNLAWFUL absence has the responsibility to make up any work missed within TWO (2) days of the day that he/she returns to school.** Each instructor, however, has the discretion to extend the period of time required for a student to make up work. If a student fails to make up assignments in a timely manner, he/she will receive a grade of "0."

Co-op Requirements -Excessive absences, either **LAWFUL OR UNLAWFUL** will likely exclude students from attending second semester co-op programs.

### Missed Tests

When a student misses school on the day of a scheduled test, a make-up test will normally be given at the request of the student. The instructor has the discretion to determine whether the same or a different test



will be given. The exact due date for the make-up test and the scheduled time will be at the discretion of the teacher. If a test is not made up, the student will receive a grade of zero ("0").

#### Missing the Career Center Bus

If a student misses the bus to the Career Center, he/she must report to the Main Office of the feeder high school.

Arrangements will be made by the Main Office personnel for the student to be transported to the BCCC, placed in a study hall, or placed in in-school suspension. **Please note: IT IS AN UNLAWFUL ABSENCE IF A STUDENT MISSES THE CAREER CENTER BUS AND DOES NOT ATTEND BCCC.** The only exception to this policy will be when the high school principal or his designated personnel calls and clears this absence with the BCCC Attendance Secretary.

#### Dismissals

**Early dismissals from school are discouraged under the Education Improvement Act, but there are times when a student needs to be dismissed early. In these cases, it is necessary that the student bring a WRITTEN REQUEST from the parent/guardian, including a telephone number where the parent/guardian may be reached. The dismissal request will be given to the classroom teacher at the beginning of the period on the day of dismissal. The teacher will send the student to the Main Office during the first ten minutes of class to receive a dismissal slip. The office personnel will contact the parent/guardian to verify the early dismissal request. There will be no other early dismissals allowed unless a parent/guardian comes to the school and signs the student out. NO STUDENT WILL BE ALLOWED TO CALL A PARENT AND REQUEST AN EARLY DISMISSAL.**

At the time of dismissal, a student should report to the Main Office. Failure to sign out is a violation of school policy and will result in immediate notification of parent/guardian or sheriff and in suspension for the student. Classes missed due to early dismissals will count against the student's attendance record, unless covered under the provisions for a lawful absence (see "Attendance Regulations").

#### Tardiness

One of the objectives for students attending the Barnwell County Career Center is for these students to devise a personal plan for job seeking and job maintenance skills. It is a well-known fact that excessive tardiness will cause a person to lose a job. **A STUDENT MUST BE IN THE CLASSROOM PRIOR TO THE TARDY BELL OR HE/SHE IS CONSIDERED "TARDY."** When a student is tardy, he/she must report to the Main Office for an Admit Slip and sign in on the tardy sheet. After a third tardy in a grading period, the student will be referred to the guidance office and the parent will be notified. In addition, the student who is habitually tardy will be referred to the Barnwell County Attendance Supervisor after five (5) tardies. He/she will work with the student on ensure that negative habits are changed.

If a student rides the Career Center bus and it is tardy, the student will report to the class. There is no penalty for tardiness for students who ride a late bus.

#### Sickness

In the event of the illness of a student, a parent/guardian will be called by the Main Office personnel and asked to come for the student. If, after a reasonable time, the parent/guardian does not come pick up the student, he/she may be sent back to class.

#### Safety Rules for All Lab Areas

1. Horseplay and/or fighting will not be tolerated in any lab areas.
2. Instruction must be given on using machines and power equipment before any students will be allowed to use them.
3. Protective equipment must be worn when using machines and/or power equipment (i.e. goggles, shields, gloves, aprons, coveralls, hearing protection, etc.).
4. Keep floors clean at all times.

5. Keep aisles clear.
6. Keep creepers, pipes, or any other items off the floors that would cause someone to have an accident.
7. Equipment guards should be attached at all times. Guards should not be removed for any reason.
8. Be certain that all electrical equipment is properly grounded before use.
9. Check the insulation on cables and cords before use. Do not use any cords with cracked or frayed insulation.
10. Know the location of all fire exits, fire extinguishers, and fire blankets.
11. Keep all hazardous materials in closed and clearly marked containers.
12. Use eye protection equipment with all grinders, sanders, drills, and welding equipment.
13. Get assistance when lifting heavy objects.
14. Obtain assistance when carrying objects over 4 feet long.
15. Maintain a safe distance and location from all moving/rolling objects.
16. Use breathing equipment where necessary.
17. Use compressed air safely (Do not use the air hose to remove dust or dirt off of yours' or another student's clothes or hair.)
18. Avoid wearing rings, bracelets, dangling chains, loose clothing, objects stuck in the hair, or long hair near the operation of machines or motors.
19. Get permission from your instructor and other instructors before visiting other lab areas.
20. Keep all metal objects away from electrical machines or outlets.
21. Obtain permission from your instructor before attempting to work on any machine.
22. Turn off the power switch and unplug any machines before repairing.
23. Report ALL injuries, regardless of how minor, to the instructor.
24. Immediately report to the instructor any equipment that is faulty or is not working properly.
25. Check equipment that is faulty or is not working properly before using it.
26. Always wear suitable clothing when working in the lab areas.
27. Always observe all lines, which guard the machine areas in the labs.
28. Maintain good balance when using tools.
29. Use common sense and protect yourself at all times from hazards.
30. Keep a perimeter of 30 inches surrounding all breaker/electrical boxes.
31. Follow the specific safety rules for each lab area in the Center.
32. When in doubt about a safety rule, ask your instructor.

### **CODE OF CONDUCT**

It is expected that a student attending the Barnwell County Career Center shall conduct himself/herself in such a manner that not only reflects the best interest of the school but also reflects good work ethics and job maintenance skills. Conduct of a student in any manner that disrupts the educational process or invades the rights of other students and/or school personnel (including, but not limited to, sexual harassment or threatening) is a basis for suspension or expulsion.

***An instructor has the authority to use his/her discretion in selecting the action most appropriate for the problem. Instructors should call or write the parent/guardian as soon as the student begins to display any disruptive behavior.***

The following offenses are classified into two categories, minor and major. An appropriate course of action is described after each set of offenses.

**MINOR OFFENSES:**

1. Excessive noise in hallways or classrooms
2. Tardiness to class
3. Improper behavior in class or assemblies
4. Failure to conform to a teacher's classroom rules
5. Failure to be in an assigned classroom or work area
6. Inappropriate physical contact
7. Any other offense that disrupts the educational process to a minimal degree

NOTE: All offenses described under minor offenses may become major if they are repetitive.

**Course of Action for Minor Offenses:**

**1st offense** – Thorough review of the student handbook with major emphasis on the Code of Conduct. Initial parent contact should also be made within the first nine weeks of school.

**2nd offense** – Conference with student AND parent Contact.

**3rd offense** – Referral to office with COMPLETED discipline referral form for the Director or his/her designee to address.

**MAJOR OFFENSES:**

1. Disrespecting, threatening, or assaulting any other students and/or school personnel
2. Cutting class/habitual tardies (3 or more)
3. Destroying school property (vandalism)
4. Gambling
5. Fighting or lynching (two or more attacking another person)
6. Lying, cheating, or forgery
7. Sexual harassment
8. "Horse playing"/safety hazard
9. Interfering with the educational process
10. Trespassing by a suspended student
11. Theft
12. Unlawful dismissal from school
13. Possession of a weapon
14. Usage, possession, consumption, and/or distribution of alcohol or illegal drug
15. Possession and/or use of tobacco products

**Action Plan for Major Offenses or Three or More Instances of Minor Offenses:**

1<sup>st</sup> referral – 2 days Out-of-School Suspension (OSS)

2<sup>nd</sup> referral – 3 days OSS

3<sup>rd</sup> referral – 5-10 days OSS and conference with the Director with the possible recommendation for expulsion.

**Alternative to OSS:** A parent may opt to shadow their child for one or both days in lieu of any one or two day OSS. A parent is not to be an active participant in the class but is to be an observer only. If a parent chooses to shadow, he/she will shadow the student at the feeder high school as well as at BCCC.

Please Note: Any offense that is considered an arrestable offense off campus may also be considered an arrestable offense on campus. This will be left to the discretion of the Director after consultation with the Barnwell County Sheriff's Office School Resource Officer.

### **Suspensions and Expulsions**

When a student is suspended or expelled from the BCCC, he/she is also suspended or subject to expulsion from his/her feeder high school. Before the suspended student may be re-admitted to the BCCC, a parent conference is requested. Parents are to call the Main Office at the Center (259-5512) to set up an appointment for the conference.

#### **Procedures for Suspension:**

A suspension letter is given to the student and mailed to the parent. If a telephone conference regarding the suspension is held with the parent, a copy of the letter is given to the student to take home to the parent. This suspension is not only from the Career Center but also from the student's feeder high school. A copy of the letter is also given to administration at the feeder school. The BCCC Director would like a conference with the parent (telephone or in person) before the student returns to school, but is not required.

### **STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES**

The center provides a grievance procedure as a formal method for the resolution of any grievances concerning the treatment of students by personnel. These grievances may arise from allegations of violations of student legal rights or center policy.

In addition, the board recognizes there may be conditions in the center that the center could improve and that students should have some means by which they can effectively express their concerns.

The center will resolve student complaints and grievances through orderly processes and at the lowest possible level.

An instructor or guidance counselor will provide any student or his/her parent/legal guardian the opportunity to discuss a decision or situation that the student considers unjust or unfair.

If the incident remains unresolved, the student, his/her parent/legal guardian or the teacher may bring the matter to the director's attention for consideration and action.

The director will attempt to resolve the issue at that point. If the issue is not resolved, the student will have the right to appeal the decision to the Center's Board of Trustees. The board's decision will be final.

If the grievance is against the director, the direction will appoint a designee and the matter will be decided upon in the aforementioned process.

#### **Title IX complaints**

Students who believe that they have been discriminated against on the basis of their sex have the right to appeal to the Title IX coordinator. If the student is not satisfied with the decision of the director, he/she may appeal to the hearing officer. If the issue is still unresolved, the student may appeal to the Career Center's School Board of Trustees.

#### **Section 504 Complaints**

Students who believe that they have been discriminated against on the basis of their disabling condition have the right to appeal to the director. If the student is not satisfied with the decision of the director, he/she may appeal to the feeder school's Title IX coordinator. If the issue is still unresolved, the student may appeal to the Career Center's Board of Trustee

**Barnwell County Career Center is an  
Equal Opportunity High School**

## **Training Center**

*Barnwell County Career Center does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.*

*For more information about your rights or grievance procedures, contact Mr. David Augustine at (803) 259-5512.*

*\*If you would like to review the Barnwell County Career Center's Policy Manual, you may contact the Director or the Guidance Counselor.*