

12 for Life

Student/Parent Handbook 2019-2020



12 for Life
390 Old Bremen Road
Carrollton, GA 30117

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Welcome

On behalf of the administration and staff, we welcome you to the Southwire 12-for-Life program! 12-for-Life is designed to ensure students receive support, encouragement, and the opportunity to complete their high school education. This handbook is a brief summary of procedures unique to 12-for-Life. Our program is operated as a satellite campus of the College and Career Academy of Carroll County Schools. We serve high school students from Bowdon, Carrollton City, Central, Haralson County, Heard County, Mt. Zion, Temple, and Villa Rica.

Every attempt has been made to provide students and parents with accurate and up-to-date information through this handbook. The 12-for-Life handbook is intended to supplement your high school and district's parent-student handbook. Please refer to your high school and district's handbook for more detailed information concerning school policies and procedures. A complete listing of Carroll, Carrollton, Haralson, and Heard district policies can be found at your school system's website. Any additions or changes to this handbook supplement will be communicated to parents and students in a timely manner. Additional information concerning 12-for-Life is located at <http://12forlife.ga.cc.schoolinsites.com/>.

The 12-for-Life program provides students with valuable opportunities in education and employment. Entrance into our program is a choice that is made by both the student and parent or guardian. 12-for-Life is not a required educational program by your school district or the Georgia Department of Education. Students and parents should view a position in the 12-for-Life program as a privilege. With this in mind, there is a high level of responsibility and trust that the staff of 12-for-Life places on the student and parent.

It is the responsibility of the student and parent to read the 12-for-Life Student Handbook and become familiar with our policies and procedures. Once the student completes their first week of work, they- along with their parents and guardians where applicable- are required to follow all policies and procedures listed in this handbook.



Students and Parents/Guardians,

The faculty and staff of 12-for-Life are excited about this new school year and about all the possibilities for success that are offered to our students. We strive to provide every student with a pathway to a better life through education, opportunity, and employment. Our priority is to see our students graduate from high school and then either be enrolled in a university or technical college, enlisted in the military, or employed within the West Georgia area.

As principal and site supervisor of 12-for-Life, I encourage parents, guardians, and students to read through this handbook and become familiar with all the policies and procedures. Additionally, there are many student programs within 12-for-Life that are described in this handbook such as our dual enrollment program, 12-for-Life's STEM School, and our summer school program.

Once you have read and reviewed the 12-for-Life handbook, students and parents will be required to sign an assurance form. By signing the form, parents and students are stating that they agree to the policies and procedures of 12-for-Life. Refusing to sign the form does not alleviate your child's responsibility to follow the policies and rules of your school and the policies of the 12-for-Life program.

If you have any questions or concerns, please do not hesitate to contact me. My email is joel.grubbs@carrollcountyschools.com and my office phone number is 770-834-6496.

Sincerely,

Joel Grubbs

Principal/Site-Supervisor

Southwire Staff

- Marsha Smith– Southwire Operations Manager
- Danielle Pruitt – Human Resources Manager
- Reggie Brown – Supervisor
- Tina Crowder—Supervisor
- Nichole Martin – Human Resources Specialist
- Khalid Barr – Production Planner
- Hagan Scott- EHS Specialist
- Debbie Jordan – Supervisor
- Rodney Turner – Supervisor
- Daniel Vance – Industrial Maintenance Supervisor
- Bryan Lambert – Maintenance
- Corey Whitley – Supervisor
- Rick Scott – Lead
- Michelle Jones – Lead
- Tabatha Delaney – Supervisor
- Tim Elder – Supervisor
- Bryan Bird – Forklift Operator
- Charlie Conner - Forklift Operator
- Daniel White - Forklift Operator

Southwire Resource Officers

- William Mitchell
- Karen Strickland
- Robert Winters

Carroll County’s Professional Staff

- Joel Grubbs – 12-for-Life Site Supervisor (Principal)
- Mary Hester – Academic Counselor
- Anna Driver – History and Economics Instructor
- Brenton Widener – English Language Arts Instructor
- Barry Rollins – Math Instructor
- Rachel Kakesh —STEM Science Instructor
- Mike Strain—STEM Math Instructor
- Denise Fowler- Professional Skills Instructor
- Beth Kimbrell– Third Shift Supervision
- Tracy Barrow– Third Shift Supervision

Carrollton High School Staff

Ronnie Glanton – At 12-for-Life 12:30 to 5:00

Haralson County High School 12-for-Life Contact

Ed Saxon

Heard County High School 12-for-Life Contact

John Wahl

Admission Requirements for the 12-for-Life Program

Basic Requirements

To apply for 12-for-Life, students must be at least 16 years old before their interview date. Parents or guardians must attend the interview with their child, if their child is 17 years old or younger. Parents or guardians of students who are 18 years old by their interview date, do not have to attend the interview.

All students must pass a drug screening at Tanner Urgent Care. Students who fail the drug screening will be required to complete a drug intervention plan to reapply in at least two-months time. They must pass the Southwire safety test with at least a 70. Student applicants cannot have any behavior referrals, which are level three violent or sexual in nature.

The 12-for-Life program is not a punitive intervention for students such as alternative school. Students who are returning from your district's alternative school or a Youth Detention Center (YDC) will be considered for the 12-for-Life program after they have completed at least one successful semester at their regular high school in a regular education setting.

Students must complete the entire student hiring process without any absences. hiring process includes: Interview, Orientation, and the student's entire first week of work. Students who are absent to any part of the hiring process will have to reapply for the next hiring.

Requirements for Students Applying for Rehire

Students who have previously participated in the 12-for-Life program will be evaluated by 12-for-Life staff. Student re-hires must receive approval of the 12-for-Life staff before they will be allowed to participate in a second hiring process.

Program Requirement for First-time Student Applicants

The 12-for-Life staff works with high school counselors, graduation coaches, Work Based Learning coordinators, and assistant principals at each high school to identify students who are in jeopardy of not graduating from high school. Designated staff members at each school evaluate students based on multiple factors. Several of these factors include but are not limited to financial need, credit deficiency, and poor school attendance. Each student is evaluated on a case by case basis because there may be extenuating circumstances that would qualify a student for the 12-for-Life program.

Program Application for Special Education Students

All students whether regular or special education go through the same hiring process. Special education students who apply to the program must be evaluated and approved by their case manager and in-school-coordinator.

Safety is the main concern for all prospective 12-for-Life student-employees. All students must have the mental and physical ability to perform job requirements in a safe manner. Examples of required physical abilities are lifting, pushing, pulling, and reaching. Additionally, students should be able to stand for a four hour work shift. All students are expected to work a four hour shift Monday through Friday and an eight hour shift on Saturday twice a month. Students need to have the mental ability to follow verbal directions, operate simple machinery, and have basic reading skills. Students must also have basic math skills such as addition and subtraction.

All students are required to pass Southwire's safety test. Southwire's safety instructor has designed the lessons on work safety with all students in mind. During the lessons, both visual aids and demonstrations are used to reinforce the safety material and the test is read aloud. Additionally, students who fail the initial safety test are given an additional review and then one retake. Students who fail the retake will not be allowed to continue in the program.

All 12-for-Life special education students are on consultative services. This may require a special called IEP meeting to discuss and modify the student's special educational services. During the school year, case managers communicate with 12-for-Life staff for present levels of performance of their students. Case managers also come to 12-for-Life several times during the year to meet with their students.

Program Student Application

Students can receive an application to the program from their high school counselor. Completed applications will be given back to the high school counselors or graduation coach. The counselor evaluates the student's application, scans, and email applications to the 12-for-Life Site-Supervisor. The 12-for-Life Site-supervisor will select student applicants.

High School Contact Person for 12-for-Life

12-for-Life applications are accessible through your high school counselor or your school's designated 12-for-Life contact staff member. Below is a list of participating high schools and their counselors or designated 12-for-Life contact:

Bowdon High School – Heather North and Melissa Wilkinson

Carrollton High School – Wendy Mason and Ken Skinner

Central High School – Heather North

Rhea Zerr-Shepard, Donna Simpson, and Julie Meunier
Nancy Dixon (High School Guidance Secretary)

Haralson County High School – Ed Saxon

Heard County High School – John Wahl

Mount Zion – Heather North (Graduation Coach) and Yvonne Fjeran
Temple High School – Erika Keel and Larry Weaver
Villa Rica – Dr. Shamela Scott

12-for-Life Hiring Process

Student Hiring Process

1. Students who have been selected as applicants will receive a call from 12-for-Life to schedule an interview. Parents/students will be given two options for interview sessions. Usually, the interview sessions are at 9:00 a.m. and 1:30 p.m. on a Friday.

Interview Day

1. The interview will begin at the 12-for-Life facility (390 Old Bremen Road Carrollton, Ga. 30117).
2. Students will complete an online Southwire job application.
3. Students will need a personal email account to be able to complete the online application. A school email or an iCloud email will not be accessible by the Southwire online platform.
4. After completing the Southwire job application, students and their parents or guardians will meet with the site-supervisor to complete required forms for the program and Southwire employment.

12-for-Life Forms:

1. Emergency Release Form
 2. 12-for-Life's Contact Numbers
 3. 12-for-Life Student Drug Screen Consent
 4. Southwire Drug Screening Authorization
 5. Tanner Medical Consent/Acknowledgment Form
 6. 12-for-Life Work Consent Form
 7. Southwire Fitness Center Waiver
 8. Career Technical Agricultural Education (CTAE) Job Training Plan
 9. Student Training Agreement
 10. Parent/Guardian Training Agreement
 11. Employer Training Agreement
 12. Parent Consent for Work Attendance
 13. Work Behavior Policy
 14. Work Attendance Policy
5. After completing the Southwire application and 12-for-Life paperwork, students will go to Tanner Urgent Care in Carrollton for drug and hearing screening. There is a two-hour window for students to complete the screenings.

6. The interview concludes when the student has completed their drug and hearing screening.

Orientation Day

1. Orientation will be at the 12-for-Life facility (390 Old Bremen Road Carrollton, Ga. 30117).
2. Students will complete online employment documents and be presented Southwire's employee handbook.
3. Students will meet with the Site-supervisor for an overview of the 12-for-Life Student Handbook. Students will also meet with the school counselor for scheduling information.
4. During the meeting with the counselor, students will be given a detailed schedule for their first week of work. They will also receive their work shift and class schedule for the current semester.
5. Lunch will be provided on Orientation Day.

First Day/Week of Work

Students will begin their first week of work with a safety orientation. Remember, students must attend every day of the first week of work or they will be terminated and must reapply the next hiring. The schedule for the first week of work is as follows:

Monday: Southwire Policies and Procedures

Tuesday thru Thursday: Southwire Safety and New Hire Rotation Class

Friday: Work/Observe

Saturday: determined by rotating Saturday shift schedule

Program Description

12-for-Life is a unique program where students work part-time at a Southwire manufacturing facility while at the same time earning Work Based Learning and academic high school credits. There are five main components of 12-for-Life, which are Work Based Learning, Manufacturing Pathway, Rotation Classes, STEM School, and Summer School.

Work Based Learning

All 12-for-Life students participate in Georgia's Work Based Learning (WBL) program. WBL is part of Georgia's Career Technical Agricultural Education (CTAE) program. CTAE's goal is to prepare high school students to be college and career ready when they graduate high school. CTAE programs allow students to choose their field of study based upon their personal career goals. Once a student has chosen their field of study, related coursework is assigned. WBL is the culminating experience for students taking courses in their chosen career pathway. The student's educational goals and chosen course work are connected at the workplace where students experience hands on training to develop their occupational skills. Students who successfully complete their WBL program are prepared to apply, interview, and succeed in their future occupation.

Work Based Learning Grade

12-for-Life students are evaluated in four areas of their work experience to achieve their WBL grade. The three areas that are evaluated are weekly worked hours, CTAE Job Training Plan, and work behavior. Weekly worked hours account for 60%, CTAE Job Training Plan accounts for 20%, and work behavior accounts for 20% of the final nine weeks grade.

Manufacturing Pathway and Diploma Seals

Students who remain in the 12-for-Life program for three semesters will complete the requirements for Georgia's Manufacturing Pathway. Based on when students are completing the Manufacturing 3 pathway course, they will take the End of Pathway Exam. It is offered twice during the academic school year, once in fall semester and once in spring semester.

Students have the opportunity to earn up to three(3) Career Ready Diploma Seals: Employability/Soft Skills, Pathway Skills, and Leadership Skills; all three seals have the opportunity to be designated as "Distinguished". The counselor maintains records of each students' possible diploma seals. Further information can be provided upon parents' and/or students' request or through the Georgia DOE's website.

Youth Apprenticeship Program

When students begin at 12 for Life, they are also working towards completion of Georgia's Youth Apprenticeship Program (YAP). This program strives to prepare students for a high-skill occupation that requires an industry credential, and later provide Georgia with a pool of highly trained technologically sophisticated young workers. In order to be a completer of the program students must obtain 720 hours of on-the-job training and complete an industry recognized credential.

Rotation Classes

Rotation classes are an integral part of the 12-for-Life program. All 12-for-Life students must attend rotation classes. Students attend rotation classes either before or after their work shift. First shift students work from 8:00 a.m. until 12:00 noon and attend rotation class from 12:00 to 12:30. Students who work second shift arrive at 12-for-Life around 12:15 each day. These students attend their rotation class from 12:30 to 1:00. Second shift students work from 1:00 to 5:00. Third shift students arrive at 12-for-Life around 4:45. They attend their rotation class from 5:00 to 5:30 and they work from 5:30 to 9:30 p.m.

There are four different rotation classes, which are Life Skills, Financial Literacy, Scientific Research, and Manufacturing-Technology. At the beginning of each semester, students are assigned a letter A, B, C, D, or E. Students who are in the E-group are students who have been in the program for a full year and have completed all four rotation classes. These students are put into a special rotation class, which focuses on reading and math skills. Seniors in the E group receive special instruction for senior interventions that focus on resume building, networking skills, and mock interview training. The students who are in groups A through D will attend all four rotation classes every week.

Rotation Class Attendance and Grading

- **Rotation Class Attendance**
Attendance to rotation class is mandatory for every day worked and will be monitored very carefully. Failure to attend your shift's rotation class will result in a day off from work. Students who work first shift must be in their rotation class by 12:05. At 12:05 the classroom doors will be locked, and you will not be allowed in without a note explaining why you are tardy. Note must be from a Southwire supervisor or a teacher and state a valid reason for you being late to rotation class. If you do not have a valid excuse, you will not be allowed in the class and receive a day off from work. First shift students must be aware that tardiness to rotation class due to not cleaning your workstation or completing your paperwork will not be considered a valid excuse. Second and third shift students should be lined up outside their classroom at 12:30 (2nd shift) and 5:00 (3rd Shift) ready to enter their rotation class. You will be required to sign into every rotation class. Failure to sign into rotation class will be treated as an absence.

Rotation Class Grade

- Students earn credit for their rotation class through class attendance and completion of required coursework.

Professional Skills

12-for-Life incorporates the Georgia Best Employability Skills Training into our Professional Skills Curriculum. Some of the most common topics that are covered in Professional Skills are punctuality, dependability, honesty, work ethic, work relationships, building a positive work record, general communication skills, resume building, and interview skills. Professional Skills culminates in the seniors creating their personal resume and then participating in the 12-for-Life Networking Fair each spring. At this fair, students will interact with 15 to 20 local businesses. In addition to the Networking Fair, seniors will participate in mock interviews hosted by Southwire's human resources department.

Financial Literacy

Students will develop and evaluate a spending and savings plan while applying rational decision making to personal spending and saving choices. Students will be trained in the use of the "Envelope Budgeting System" where they will learn how to break down monthly payments into weekly deductions from their pay. Additional topics covered in Financial Literacy include credit cards, payday loans, car title pawn, compound interest, and investments.

Scientific Research

Students will learn how to use equipment used in manufacturing such as calipers, micrometers, and digital microscopes. Students will learn how wire is made, the importance of measuring accurately and precisely. Students who complete one year of Scientific Research will receive a credit in science. This science credit can be used as the students fourth required science class for graduation.

Manufacturing and Technology

Course work in the Manufacturing and Technology rotation class is designed to prepare students for their certification in Manufacturing Technology. Students who have earned credit for Manufacturing 1 and Manufacturing 2, and are enrolled in Manufacturing 3 will take the End of Course Pathway Assessment (EOPA), which is the Precision Exam certification in Manufacturing Technology.

Goal and General Information

“STEM School” is the name of 12-for-Life’s high school program. Our goal is for students to graduate from high school with experiences that distinguish them from traditional high school students, leading to preferential selection in postsecondary colleges and careers. Every 12-for-Life student is evaluated for our STEM School. Students can attend the STEM School only if they receive an invitation from the 12-for-Life counselor. Once a student receives an invitation to attend the STEM School, the parent or guardian along with the student must agree and choose to enter the STEM School. Students and parents must commit to at least one semester in the STEM School. STEM students who do not complete the semester may lose all credit or be referred to Carroll County’s Goal program to complete the semester’s course work started at the STEM School. Students attending the STEM School will remain enrolled at their regular high schools and can participate in all senior and graduation activities.

STEM School Schedule

STEM students generally work first shift and attend first shift rotation class. Students will take two academic classes at 12-for-Life. First block class is from 1:00 to 3:00 and second block class is from 3:00 to 5:00. Classes are taught in the two-story building within the 12-for-Life facility. 12-for-Life students who attend dual enrollment classes at the 12-for-Life facility or at the university or college campuses are STEM students.

STEM School Eligibility

Students who enroll in the STEM School will be served in a regular classroom setting with a certified teacher giving instruction. Students who need to complete multiple classes online are not typically qualified for the STEM School. 9th and 10th grade students are not invited to STEM School because 9th and 10th grade classes are not offered. Basic requirements are Algebra I, 9th Grade Literature, and 9th Grade World History.

The STEM school curriculum consists of mostly eleventh and twelfth grade courses. Geometry is included in our math curriculum for students who began high school taking Foundations of Algebra. American Literature, British Literature, and Multicultural Literature are included in the English Language Arts curriculum. Physics is included in our science curriculum so that we can serve students who need the Physical Science or Physics course requirement for graduation. Physics is also offered as an elective for seniors. US History is generally offered in one semester and an American Government/Economic combination is offered every semester. For school systems that require a full credit of American Government and

a full credit of Economics, can take the combination course to satisfy the Economics credit and 12-for-Life's online Government course to satisfy the American Government requirement.

STEM School Invitations

Students who are hired in August, September, or January will be evaluated for the STEM School. Students who meet the requirements will be offered an invitation. Students who are from high schools with block scheduling can be evaluated and considered for the STEM School at any time throughout the school year. Students who attend high schools with a seven-period day can only be evaluated and considered for the STEM School during summer school or during August, September, or January hirings.

Summer School

Goal and General Information

The primary goal of 12-for-Life's summer school program is to offer students who are off track for graduation the opportunity to recover credit(s) and to get back on track for graduation. All 12-for-Life students will receive individual advisement from the 12-for-Life counselor concerning academic coursework taken in the summer. Students will be given a "Summer School Packet" containing information about the student's academic plan for the current summer and following school year. This packet must be reviewed, approved, and signed by the student and parent or guardian. The Summer School Packet must returned to the 12-for-Life counselor. Failure to return the paperwork by the assigned date may result in a day off from work.

Summer school is also used to accelerate students so they can participate in West Georgia Technical College's dual enrollment program. Additionally, students who participate in extracurricular activities at their high school may be required to take summer school classes so they can work first shift during the regular school year. This will allow the student to participate in their extracurricular activities and remain in the 12-for-Life program.

All 12-for-Life students are enrolled in Work Based Learning (WBL) and earn high school credit for working at Southwire, which includes summer. Therefore, all 12-for-Life students are enrolled in summer school even if the student does not take an academic class.

Summer School Fees

Summer school fees are \$200.00 per academic class- plus a \$25.00 registration fee. Southwire will pay the summer school fees for students if they maintain an average of 16 work hours per week during the summer session and pass all summer school classes. Students who do not meet these requirements will be responsible to pay all fees for their summer school classes.

Summer School Attendance

Summer school is divided into two sessions. The first session is during June and the second session starts at the end of June and finishes mid July. Each summer school session is scheduled for 16 days. A summer school class is four hours in length. In order to receive credit for a course, students must attend 15 days of summer school. Students who have perfect attendance and are passing their classes can exempt the last day of the summer school session. Students cannot exempt their End of Course or Milestone exam.

Students who exceed the absence limit will be met with individually to determine if the student will be allowed to make up missed class time. Students will not be excused from summer school for family vacations, family reunions, extracurricular activities including camps, etc., so please plan wisely. Due to time constraints of summer school, excessive absences- whether excused or unexcused absences- may result in the student being dropped from their summer school classes. Generally, students who accumulate absences that exceed the scheduled make up sessions will be dropped from summer school classes.

Students who are dropped from a class for attendance may be moved to the third work shift for the rest of the summer.

Tardies will be counted toward absences in the following manner: 1-60 minutes late = $\frac{1}{4}$ absence; 61-120 minutes late = $\frac{1}{2}$ absence; 121-180 minutes late = $\frac{3}{4}$ absence. When a student reaches 5 Tardies, he/she may be dropped from summer school.

Summer School Discipline

12-for-Life Summer School will follow the Carroll County Board of Education Discipline Code-JCDA. Students who commit Level one (1) or two (2) offenses or who significantly disrupt the learning environment will be removed for the remainder of class for the first offense. If the student disrupts the learning environment a second time, the student will be dismissed from summer school and potentially the 12-for-Life program. If a student commits a Level three (3) offense while at summer school, the student will be removed from summer school and referred to a disciplinary tribunal at the beginning of the next school year for a determination of appropriate punishment. Police charges may be filed if administration deems it to be appropriate. All other policies and procedures listed in this handbook will apply to summer school.

Instructional Format of 12-for-Life Summer School

Summer school classes will be taught by a certified high school teacher in a regular classroom. Science classes such as Physical Science, Biology, Chemistry, and Environmental Science will have access to a fully equipped science laboratory. All academic summer school classes will be taught face-to-face unless the student is recovering credit for a class, which they have failed. Credit recovery for students who have failed a class will be through Edgenuity online learning.

Summer School for Students Who are on Track for Graduation

Students who are on track for graduation and want to be moved from third shift to first or second shift have options for summer school. Students can take summer

school classes to ensure that they will be able to work a day shift the following year. Students who are on track for graduation and do not take summer school classes will be assigned a summer work shift that will remain the same through the following school year. Students who want to participate in West Georgia Technical College's Dual Enrollment or are participating in extracurricular activities at their high school may be required to take summer school classes.

Summer School for Students Who are Off-Track for Graduation

To remain in the 12-for-Life program, students who are off track for graduation are required to take and pass summer school classes. These courses may be courses the student has failed or courses that will allow students to be back on track for graduation. Some students will be required to take two classes in summer school and work a shift. Students who take summer school classes will be assigned a work shift depending on their summer school class schedule. Students who are off track for graduation and refuse to take summer school classes will be removed from the program and will not be allowed to reapply.

Dual Enrollment

12-for-Life offers degree and technical level college courses through West Georgia Technical College. The current WGTC degree course offerings at 12-for-Life are Algebra, Economics, English, and Speech. 12-for-Life also encourages students to pursue technical certificates and degrees at WGTC. Many of our students have earned certificates in welding, nurses aid, cosmetology, early childhood education, and manufacturing. See the 12-for-Life counselor for more information.

Daily Schedule

12-for-Life has a set work and class schedule. Students must be in their required location at all times. Some students will have modified schedules assigned to them by our high school counselor. Students who have modified schedules, must be in their required locations at all times. Summer

school schedule differs from the regular class schedule. Students will receive their summer schedule in May. 12-for-Life's regular work and class schedule are as follows:

Monday through Thursday Work and Rotation Class Schedule -

First Shift Work - 8:00 to 12:00
 First Shift Rotation Class - 12:05 to 12:30
 Second Shift Rotation Class - 12:30 to 1:00
 Second Shift Work - 1:00 to 5:00
 Stem School Block 1 1:00 to 3:00
 Stem School Block 2 3:00 to 5:00
 Third Shift Rotation Class- 5:05 to 5:30
 Third Shift Work- 5:30 to 9:30

Friday's Work Schedule -

NOTE- Friday Rotation Class may be used for guest speakers and safety meetings.

First Shift Work - 8:00 to 12:00
 First Shift Rotation Class - 12:00 to 12:30
 Second Shift Rotation Class - 12:30 to 1:00
 Second Shift Work - 1:00 to 5:00
 Third Shift Rotation Class- 5:00 to 5:30
 Third Shift Work- 5:30 to 9:30

Saturday's Work Schedule - Posted monthly

Transportation

General Information

When students arrive at 12-for-life, whether by their own transportation or by bus, they are required to enter the building promptly. Students are not allowed to loiter in the student parking lot or outside the student entrance. Once students arrive on 12-for-Life's property, they are required to enter the building and remain in the building during their work shift and during their scheduled class times. Students must have prior approval if they leave campus during their scheduled work shift or scheduled class time. Students who leave the building and or property of 12-for-Life during a scheduled class or work shift without permission will be subject to disciplinary actions.

When a student finishes their day at 12-for-Life, they are expected to gather belongings and exit the building in a timely manner. Buses will be in the loading area when the students exit the building. If a bus is running late, students can wait in the area between the turnstile and the glass doors of the student exit. 12-for-Life students who provide their own transportation should be able to leave the 12-for-Life property within 10 minutes after their class or work shift is finished. Parents, guardians, or transportation providers other than the buses should be in the parking lot waiting at the student pick-up area for students riders. Students who are not picked up in a timely manner will be referred to the Carroll County Sheriff's office or the Carrollton Police Department to contact parents and guardians.

Student drivers, parents, guardians, and all transportation providers are required to follow all parking lot rules such as student drop off areas and traffic flow requirements. 12-for-Life students are held responsible for their parent or guardian's actions while they are on the 12-for-Life campus. Students may be disciplined if their parent, guardian, or transportation provider repeatedly ignore 12-for-Life parking lot rules.

Student Driver Requirements

12-for-Life students who drive to our facility must have a valid driver's license and the vehicle must be insured. Students who do not follow these requirements are subject to both legal fines and discipline from 12-for-Life. Students must follow all parking lot rules and park in appropriate areas. A Southwire security guard or a Southwire resource office will be monitoring the parking lot for student traffic. Disrespect to the security guard or resource officer will result in disciplinary action.

Leaving Campus for Lunch

Students who provide their own transportation can leave campus for lunch during transition breaks between their work shift and school. However, students who leave campus during these breaks are responsible to be back in class or work on time.

Students who are tardy to school or work due to leaving campus during breaks, will be subject to the work or school attendance policy.

Parents need to be aware that 12-for-Life is not responsible for monitoring students during lunch time should they choose to leave campus.

Bus Transportation

General Information

All school systems provide 12-for-Life bus transportation to and from the students' regular high school. Bus schedules are sent home each semester. Summer school has a separate bus schedule and is available in May of each year. Parents or guardians, and all transportation providers need to plan to have their child at their high school at least 10 minutes before the scheduled pick-up time of the 12-for-Life bus. If the student misses their scheduled bus transportation, then transportation to 12-for-Life for that day becomes the responsibility of the parent or guardian.

Additionally, transportation providers should be at the high school before the bus arrives to drop off students at their high school. The bus driver should not have to wait for the student's transportation to arrive. Students may walk home from their high school after being dropped off at their high school; however, 3rd shift students who are dropped off at night will not be allowed to walk home. Transportation from the high school to the student's home must be provided for 3rd shift students.

Bus Fees

Carroll County and Haralson Counties charge students a minimal fee for riding the bus. Haralson charges a flat fee of \$10.00 per week per student. Carroll County charges \$1.00 per bus ride. These fees are deducted from the students weekly pay.

Bus Rules

12-for-Life students who ride the bus will be subject to disciplinary action for violating bus safety rules. Students who lose their privilege to ride the bus to 12-for-Life due to repeatedly violating bus rules may be terminated from the program. All students are to comply with the following rules to help make every student's bus

ride safe and orderly. All school and district policies apply in addition to the rules listed below:

1. Students must be respectful to the bus drivers and/or monitors at all times.
2. Students shall be at their assigned bus stop 5 minutes before the bus arrives, waiting in the assigned place, clear of traffic and at least 12 feet from the roadway.
3. Students will go directly to assigned seat when entering the bus. Keep aisles and exits clear.
4. When boarding the bus, students will cross the roadway in front of the bus after:
 - The bus has stopped,
 - The student has looked at the bus driver for a “proceed with caution” hand signal, and 3) The student has looked in both directions for traffic; left, right, left.
5. When getting off the bus:
 - Students shall stay seated until the door opens,
 - Students shall stop on the bottom step of the bus to look left & right before proceeding,
 - Maintain eye contact with the bus driver while crossing the road in full view of the driver, and
 - Stop at the centerline of the road to look left & right before continuing to cross. Students must refrain from retrieving items from their mailbox until bus leaves.
6. Students will be silent at railroad crossings until the bus crosses the tracks completely.
7. The bus driver has the authority to assign seats at his or her discretion. Students must remain seated properly (back-to-back, bottom-to-bottom) unless otherwise instructed by the bus driver. Talk quietly; unnecessary noise is prohibited.
8. Use of an electronic device is prohibited while loading or unloading the bus. When the bus is moving, headphones must be used with any electronic device.
9. Emergency doors, windows, & hatches may be opened only at the direction of the bus driver. Students must keep all body parts inside the bus. Mirrors, lasers, flashing lights, flash cameras, or any other lights or reflective surfaces that might interfere with the operation of the bus are prohibited. Students must refrain from throwing objects on, in, out of, or at the bus.

10. Objectionable and/or dangerous items are prohibited. This includes but is not limited to glass items or anything that cannot fit on a student's lap. (e.g. sporting equipment, band instruments, etc.)

11. Students will be permitted to board /exit the bus only at their assigned stop. Only in the event of an emergency, as determined by the principal or his/her designee, will a student be allowed to ride a different bus. Students may not be dropped off or picked up at a place of business.

12. Students may not eat, drink, or chew gum on the bus. Exceptions may be made on a case-by-case as determined by the bus driver or school administration.

Cell Phone Use

Cell phones are not to be used while the student is working or in class. Only in the case of an emergency will cell phone use be allowed during work or class times. Emergency use of your cell phone must be approved by your supervisor or teacher. 12-for-Life teachers require students to turn in their cell phones when the student enters the classroom. Students who violate the cell phone policy will receive disciplinary action. Students may use their cell phone during any classroom break or break from work.

12-for-Life Attendance

Attendance is taken for four different parts of the 12-for-Life program. These parts are regular high school attendance, 12-for-Life rotation class attendance, STEM School attendance, and work attendance. Attendance for work and school are taken through Infinite Campus. Parents will have the chance to sign up for the parent portal specifically for 12-for-Life and know when their student is marked absent from school or their work shift.

School and Work Attendance

A student who is marked absent unexcused at their school for half or more of their school day and works their regular work shift at 12for-Life, will receive an unexcused absence notice from 12-for-Life staff. The Student will have four days to turn in a valid note from their parent or guardian to their regular high school to change the unexcused absence to an excused absence. If the student fails to turn in a note and the absence remains unexcused, the student will receive a day off from work.

If a student has an unexcused absence in a high school class for less than half of their school day - which includes single period unexcused absences- and the student works their regular shift, they will be issued an unexcused absence notice for those periods marked as unexcused absences. The student will have four days to turn in a valid note from a parent or guardian to their regular high school to change the unexcused absence to an excused absence. If the student fails to turn in a valid note and the absence remains unexcused, the student will receive a day off from work when the student accumulates five (5) unexcused absences in a class.

Work Attendance

Work attendance will follow Southwire's work attendance policy for 12-for-Life. Students will be allowed ten (10) attendance points during each of the three (3) attendance terms that cover the entire calendar year. New Hires will receive a prorated amount of points based on the month the new hire is hired.

Month	Points Awarded	Month	Points Awarded
January	10	July	6
February	8	August	10
March	6	September	8
April	4	October	6
May	2	November	4
June	10	December	2

An acceptable absence, tardy or leave early is one of the following:

- personal illness or attendance in school that endangers a student's health or the health of others that is documented with a medical official's note
- a serious illness or death in a student's immediate family necessitating absence from school
- a court order or an order by a governmental agency
- conditions rendering attendance impossible or hazardous to student health or safety
- absence(s) with a parent note cannot exceed five (5); any absences that exceed this limit will be considered unexcused
- suspension days due to discipline write ups

In order to document any of the excused absences listed above, a note must be provided by a doctor, pastor, court official and any other official necessary to validate the reason for the absence. Notes must contain the date of the absence; the student's name and a guardian contact number. Excuses will need to be submitted within four (4) business days. Any excessive absences will be reviewed.

Attendance Disciplinary Action

After five (5) attendance points have been given, a parent will be contacted to remind the parent of the attendance policy. The school will also be notified of the accumulation of attendance points. Students are encouraged to notify their supervisors and Human Resources if the student will be missing a scheduled shift. Disciplinary Actions are renewed at the beginning of each semester.

Number of Points	Disciplinary Action
5	Parent Notified
10	Termination

Any student who has accumulated ten (10) points will be subject to removal from the 12-for-Life program. Any student missing seven (7) consecutive days without contacting the school or a 12-for-Life supervisor or manager will be notified by 12-for-Life personnel, that he/she will be withdrawn within five (5) working days if the school is not notified as to the reason for the absence.

Attendance Terms

- Attendance Term 1- The week 1st Semester begins in August and ends the last week of December. This term includes Fall, Thanksgiving and Christmas school holidays. Students are expected to work their scheduled shift when the plant is operating.
- Attendance Term 2- The week of 2nd Semester begins in January and ends the last week of May. This term includes Winter and Spring Break. Students are expected to work their scheduled shift when the plant is operating.
- Attendance Term 3- The week that 12-for-Life Summer School begins in June and ends the last week of July. Students are expected to work their scheduled shift when the plant is operating.

12-for-Life is scheduled to work on some holidays that may not coincide with the school holiday schedule. The holiday schedule will be posted in advance of the holiday.

In the case of inclement weather, the students should follow the instructions on the provided weather hotline.

Southwire and 12-for-Life reserve the right to evaluate student absences based on individual student circumstances.

Behavior

12-for-Life follows the behavior guidelines found in your school's student and district handbook. In addition, Southwire has additional repercussions for violation of their work behavior policy. The following are several examples of behavior that will not be tolerated and would result in immediate termination from work:

- Failing a drug test (Random, reasonable suspicion, post accident)
- Theft
- Sexual harassment
- Threatening and or bullying
- Fighting
- Possession of weapons

Disrespect to the Security Guard is treated the same as disrespect to a supervisor. Students will be held accountable for their actions as well as the actions of those who pick up/drop off.

Behavior at home schools are also monitored. ISS at the home school results in a day off, which in turn is marked as an unexcused absence and 1 attendance point. OSS may result in termination from the program.

Social media is monitored by Southwire. Inappropriate online behavior will be addressed.

12-for-Life Work Rule Violations

While it is impossible to compile a complete list of rules of conduct that might result in disciplinary action, our handbook is meant to bring attention to common examples of the conduct that will result in corrective action, up to and including immediate termination. The types of behaviors listed below will result in disciplinary action: We are committed to treating employees fairly and consistently throughout Southwire. While it is impossible to compile a complete summary of rules of conduct that may result in disciplinary action, the following provides a basic pattern for such action. Employees are expected to adhere to the following work rules:

1. Excessive Unexcused Absenteeism *Refer to your location's Attendance Policy
2. Failure to Be Properly Prepared for Work
3. Leaving Assigned Work Area without Authorization
4. Failure to Produce a Reasonable Quantity of Acceptable Quality Work
5. Failure to Follow Rules for Safety, Security and Job Performance
6. Failure to Meet Performance Expectations
7. Failure to Carry Out Assignments and Instructions in a Cooperative Manner
8. Any Actions that Endangers Life, Limb or Property
9. Violation of any Company Policy, including those contained in this Employee Handbook
10. Violation of the Company's Standards of Business Ethics and Conduct Policy (sometimes referred to as the "Code of Conduct"), including those acts not meeting the Company's expectations that employees treat others with dignity and respect and act with integrity
11. General Misconduct
12. Using Tobacco while on the company's premises *Violations will result in a Final Written Warning

Progressive Discipline

The following disciplinary progression generally will be utilized for work rule violations, except in the case of Intolerable Violations:

- Written Coaching Session
- One Day Suspension
- Three Day Suspension
- Five Day Suspension

There are times when one or more steps of progressive discipline level may be skipped because of the seriousness of the situation or other circumstances. At all times, Southwire maintains the complete discretion to impose discipline that it deems appropriate.

Intolerable Violations

In the case of intolerable violations, these actions are considered so severe that they may lead to immediate termination no matter where the employee is in the progressive discipline process. The following actions are some examples, but not all encompassing, of intolerable violations:

- Violation of the Company's drug and alcohol-free workplace policies, including possessing, using or being under the influence of alcohol, controlled substances (drugs) or any intoxicant while on Southwire's premises
- Leaving the facility without your supervisor's knowledge and/ or permission during scheduled working hours (abandoning job without being properly relieved). If your supervisor is not available, you must contact another supervisor or manager or your Human Resources representative.
- Safety violations which include actions or inactions that could result in serious injury or death
- Failure to comply with lockout/tag out procedures
- Failure to use required machine guarding
- Failure to use/adjust equipment safety devices
- Violation of the Company's equal employment opportunity, anti-harassment, anti-retaliation or workplace violence policies
- Violation of the Company's workplace violence policies, including verbal or physical threats or actions (even if joking)
- Refusal to cooperate with a company investigation
- Willfully damaging, destroying or taking company or personal property (Theft)
- Unauthorized possession or use of any company property, equipment or materials
- Unauthorized disclosure of the company's confidential information
- Possessing weapons of any kind at the workplace or employer-sponsored events.
- Falsification of employment application, personnel records or any other company or business records
- Deliberately clocking out, falsifying your own or another employee's time record or permitting another employee to clock out or falsifying your time record
- Engaging in criminal activity or other activity that could bring the organization into serious disrepute
- Using tobacco on company premises (this will result in a final written warning)