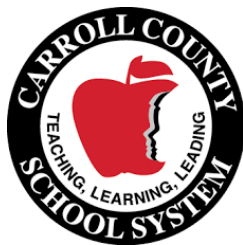


# 12 for Life

## Student/Parent Handbook 2024-2025



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 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, Bremen City, 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 Bremen, 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 <https://12forlifecarrollga.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 your student joining our program 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](mailto:joel.grubbs@carrollcountyschools.com) and my cell phone number is 404-791-0350.

**Sincerely,**

**Joel Grubbs**

**Principal/Site-Supervisor**

**Southwire Staff**

- Cameron Searcy – Southwire Operations Manager
- Christina Hiler – People and Culture Manager
- Madison Spruill- People and Culture Administrator
- Noah Sparks- EHS Specialist
- \_\_\_\_\_ - Safety Clerk
- \_\_\_\_\_ - Safety Clerk
- Jamie Humphries- Materials Manager
- Debbie Jordan – Supervisor
- Rodney Turner – Supervisor
- Tabatha Delaney – Supervisor
- Tim Elder – Supervisor
- Michelle Jones – Supervisor
- Amanda Rodriguez - Supervisor
- Corey Whitley – Supervisor
- Tina Glenn—Supervisor
- Yolanda Parks- Supervisor
- Kristy Meadows- Supervisor
- Bryan Kilgore – Maintenance
- Daniel White - Maintenance
- Michael Kabaczy - Maintenance

**Southwire Resource Officers**

- Thomas Raulerson
- Kim Williams

**Carroll County’s Professional Staff**

- Joel Grubbs – 12-for-Life Site Supervisor (Principal)
- Corey Hindman – School Counselor
- Tina Smith – English Language Arts Instructor
- Denise Fowler- Professional Skills Instructor
- Teresa Boldt- Science Instructor
- Maggie Sarver- Math Instructor
- Mike Mason- Social Studies Instructor
- Trudi Lawless- Manufacturing/Scientific Research Instructor

**Carrollton High School 12 for Life Contact**                      Sylester O’Neal

**Haralson County High School 12 for Life Contact**                      Ed Saxon

**Heard County High School 12 for Life Contact**                      John Wahl

**Bremen High School 12 for Life Contact**                      Christy McBride

## **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 portfolio plan to reapply in at least three-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 portfolio 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. The 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 the Counselor's Recommendation and 12-for-Life Rubric. Several of these factors include but are not limited to the high school counselor's priority rating, 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 (ISC).

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. 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 complete the online application on 12 for Life's school website. They will follow up with their high school counselor. The counselor evaluates the student's application and completes the rubric/evaluation for each student. 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** – Melissa Wilkinson

**Bremen High School** - Christy McBride

**Carrollton High School** – Wendy Mason

**Central High School** –

Rhea Zerr-Shepard, Corinne Hindman, and Kim Ivester

Nancy Dixon (High School Guidance Secretary)

**Haralson County High School** – Ed Saxon

**Heard County High School** – John Wahl

**Mount Zion** – Yvonne Fjeran

**Temple High School** – Angie McDaniel and Erika Keel

**Villa Rica** – Hannah Black, Michelle Conerly, Heidi Glenn

## **12-for-Life Hiring Process**

The hiring process has five parts, which are the application process, interview process, health screenings, orientation process, and first week of work.

### **The Application Process**

Students complete the online 12 for Life application, which is accessed through the 12 for Life website under the “Hiring Process” dropdown menu. Once the application is completed, students need to make sure they follow up with their home school counselor or graduation coach to make sure they complete the counselor recommendation and rubric for the student. 12-for-Life’s Site-supervisor and/or high school counselor will contact student applicants to schedule the Interview. Parents/students will be given two options for interview sessions.

### **The Interview Process**

Students who are younger than 18 along with their parent or guardian will attend the Interview Day at 12-for-Life. The address to 12-for-Life is 390 Old Bremen Road, Carrollton Georgia, 30117. During the Interview Day, students and parents/guardians will meet with 12-for-Life’s Site-supervisor to complete the required paperwork from Southwire and Carroll County Schools. Students will then complete the online Southwire application process in a computer lab with Southwire staff.

**\*Students will need a personal email account to be able to complete the online application. A school email, iCloud email, or parent email will not be accessible by the Southwire online platform. Students need to make sure they have the appropriate email login information before they come to Interview Day.**

Students and parents or guardians should be prepared to fill out the following forms on Interview Day:

#### *12-for-Life Forms:*

1. 12-for-Life Work Consent Form
2. 12-for-Life Student Drug Screen Consent
3. Southwire Fitness Center Waiver
4. Career Technical Agricultural Education (CTAE) Job Training Plan
5. Student Training Agreement
6. Parent/Guardian Training Agreement
7. Employer Training Agreement
8. Safety Training Agreement
9. Work Behavior Policy
10. Work Attendance Policy



### **Health Screenings**

A drug, hearing, and vision screening will take place during the Interview Day. Those health screenings will take place at Tanner Urgent Care, which is located at 1480 US-27, Carrollton, 30117. Their phone number is (770)-812-9445. Parents or guardians must provide transportation for their child to Tanner Urgent Care. Students who fail to complete the scheduled health screenings on Interview Day will be removed from the hiring process and may not be considered for the next hiring cycle.

**NOTE\* If your child knows he or she will not pass their drug screening, we encourage them not to schedule a drug screening at this time and be moved to the next hiring. Students who knowingly take and fail the drug screening will be required to participate in a drug/substance abuse counseling program in order to be considered in the next round of hirings. Parents or guardians are responsible to identify a drug counseling program for their child, register them or schedule the appointments, and pay for the counseling. Students will need to wait a minimum of 90 days before they can reapply.**

### **Orientation Process**

An Orientation session will be scheduled for students who pass the health screenings. Students must attend and complete all of Orientation to remain in the program. During Orientation, students will complete their online Southwire onboarding process with People and Culture. After students complete their Southwire onboarding, they will meet with 12-for-Life's Site-supervisor. Students will receive a copy of 12-for-Life's Parent/Student Handbook. The Site-supervisor will preview the 12-for-Life Handbook and give an overview of the 12-for-Life program. Bus transportation will be provided from all schools to Orientation. Orientation will be scheduled on the Friday after Interview Day. Parents are not required to attend Orientation.

### **First Week of Work**

Students will be given the start date of their first week of work during Orientation. During the first week of work, students will meet with 12-for-Life's high school counselor and review their 12-for-Life school schedule and academic expectations of the program. Students will receive safety training and will be required to score at least a 70 on the safety test to remain in the program. Students will enter regular work activities, after the successful completion of their first week of work.

Students must attend all five days of their first week of work to remain in the program. Absences for any reason during their first week of work will result in removal from the program. Students who miss any day during their first week of work will be removed from the program and may not be considered for the next hiring cycle. These students will have to repeat the drug screening, Orientation, and their first week of work.

The schedule for the first week of work is as follows:

Monday: Intro to Week & Southwire Policies and Procedures

Tuesday: Southwire Safety and New Hire Rotation Class

Wednesday: 6S Training and New Hire Rotation Class

Thursday: Quality Training and New Hire Rotation Class

Friday: Work/Observe in Hands-Off Training

## **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 three areas of their work experience to achieve their WBL grade. The three areas 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 12:30pm each day. Second shift students work from 1:00 to 5:00. Third shift students arrive at 12-for-Life around 4:45pm. Second and third shift students all attend their rotation class from 5:00 to 5:30. Third shift will 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. Students will be assigned a group for rotation and will attend all four sections of rotation during the 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 5:00pm 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.

**Industrial Maintenance**

In an effort to prepare students for a future career in industrial maintenance, whether at Southwire or other manufacturing companies, 12 for Life is beginning to offer training in various industrial maintenance topics. Our own certified engineering teacher will be working with Southwire’s maintenance staff and other organizations to provide a premier opportunity for students to be trained. Classes will include hands-on work on various machines and some computer lessons that must be completed before transitioning to the related machines.

Topics include:

- |                                 |                          |
|---------------------------------|--------------------------|
| -AC/DC Theory                   | -Pneumatic Systems       |
| -Programmable Logic Controllers | -Electric Motors         |
| -Hydraulic Systems              | -Mechanical Systems      |
| -Semiconductors                 | -Pump and Piping Systems |

Participation in the Industrial Maintenance program is by invitation only. 12 for Life staff do a thorough review of all students' transcripts, grades (primarily math and science), school and work attendance, and behavior. Involvement in this program comes with higher expectations of the students as it deals with upper level learning material and students are being paid to attend this program.

Students are expected to attend the two (2) class sessions each week and complete assignments in a timely fashion. There will be a final grade for the course. Students will be scheduled for the appropriate Georgia Department of Education course, and grades and attendance can be tracked on Infinite Campus. Seniors will be given the Southwire Maintenance Apprenticeship assessment prior to graduation to see if they would preemptively qualify for the program, but will have other requirements to complete at a later date.

### **Independent Electrical Contractors' (IEC) Basic Installer Course**

The Skills Based Installer Program consists of 36 hours in-person hands-on training that prepares new hires in electrical wiring occupation to be productive on their first days on the jobsite. Independent Electrical Contractors (IEC) Basic Installer Training moves employees to productive status in a short period of time.

The program consists of nine days of training that focuses on interactive learning. Each class session of training includes a short introduction accompanied by hands-on activities taught by a certified instructor(s). At completion of the training, each student will receive a course completion certificate, OSHA 12 certification, and basic first-aid certification. Completion of this program qualifies the student for IEC's electrical apprenticeship program.

Skills Trainings Include:

- job site activity and tool safety/demonstration
- basic electrical theory/current carrying conductors
- completing 120v circuit and understanding normally open/normally closed circuits
- understanding grounded and ungrounded conductors
- grounded phase conductors and grounding conductors
- wire identification: colors, types, and uses
- wiring duplex receptacles & GFCI's
- First-Aid, CPR Training (completion card)
- connectors and couplings
- wiring single pole switches
- measuring, level and plumb
- NM Cabling
- Cutting drywall
- Installing Cut-In Boxes

There is a cost of \$50 associated with the course and there are a limited number of spots available for each time the course is given. More information will be provided to students when it is time to sign up for the next available group. Students who are interested in taking the class, need to speak with Mr. Grubbs.

### **Post-Graduation Portfolio**

A key component of our program is preparing students for life after graduation whether it be enrolled, employed, or enlisted. All seniors are required to participate in the series of events meant to assist them in completion of their senior portfolio. There are seven (7) components to this portfolio:

- A. **Senior Meetings-** Seniors must be present at the scheduled senior meetings in order to receive information regarding the portfolio timeline and final details on the school year as it pertains to graduation. There are typically 3-4 senior meetings throughout the year so that seniors are kept informed of where they stand in the portfolio and finalizing planning.
- B. **Community Service-** A key part of the Southwire culture is "Giving Back". Seniors will be required to complete up to 10 hours of community service at a variety of events. Southwire hosts multiple community service events throughout the year, and 12 for Life seniors will be invited to participate and/or students can choose to participate in other community service events with approval from the 12 for Life staff. The student will be responsible for completing the provided log of their community service hours and submitting it to the appropriate staff.
- C. **Resume-** Students will spend time developing their resume based on work experience and other such criteria. They will be provided with a template and must turn a completed resume into the Professional Skills Instructor. Failure to have an approved resume will result in the student needing to attend the resume workshop with said instructor until the resume is approved.

- D. **Interview Skills Workshop-** All students will participate in a workshop in order to develop soft skills needed for any interview. Students will learn by practicing interviewing with each other and with the instructor.
- E. **Networking Fair-** As a practice for using soft skills in the workforce, students will participate in a professional Networking Fair to meet various representatives of local businesses and/or schools. Students can also establish connections with representatives about possible future employment and academic opportunities.
- F. **Mock Interviews-** Students will be assigned to current Southwire employees in various departments to conduct mock interviews as demonstration of all learned skills from previous events of the portfolio, including preparedness and dress code. They will be critiqued on their performance in the interview by the current employee and then followed up with in order to work on additional skills before graduating from the program and participating in true job/school interviews.
- G. **Guidance** for 12-for-Life students transitioning from part-time (High school Student) Southwire employment to (Adult) full-time Southwire Employment.
- H. **Graduation-** The culminating senior event is the 12 for Life program graduation where students are celebrated for their accomplishments. They receive certificates and awards for their achievements and even some receive scholarships for post-secondary education from Southwire and local organizations.

## **STEM School**

### *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 Invitations*

Students who are hired in August 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.

## **Dual Enrollment**

Traditionally, 12 for Life offered degree and technical level college courses through West Georgia Technical College. We have moved to a more traditional route of dual enrollment courses. Students can take core academic classes (such as Math, English, Social Studies) or look into beginning technical/degree programs with specialized courses in welding, nursing, manufacturing, industrial maintenance, etc..

If students are interested in taking dual enrollment courses or further exploring post-graduation options for technical college they need to speak with the school counselor.



### **Early Graduation**

Students looking to graduate early from high school must communicate with their home school counselor and the 12 for Life counselor so that the student can be set up for the appropriate courses to graduate early. A review of the student's transcript will be done in order to determine which courses remain for the student. Students can remain in the 12 for Life program but must choose one of the options listed below. They will still be held to the same policies and procedures of attendance, work rules, behavior, etc. or they will be removed from the program.

#### *Options for Early Graduates*

- A. Students who are 18 years-old: will apply for their high school diploma and begin the process of applying to work full time (whether at Southwire or other company). Students can continue to work their 4-hour student shift until hired as an adult or until the end of July following their graduation cohort. If a student decides to seek full time employment elsewhere, it is encouraged for them to give and work a two-week notice to Southwire or they may be ineligible for rehire at Southwire.
  - a. Students who graduate early are required to complete all post-graduation portfolio activities as assigned. Failure to complete the portfolio activities will result in the student not being able to participate in 12 for Life's graduation.
- B. Students who are 17-years-old or younger: can still apply to graduate early but will not be able to apply for full time work with Southwire (any many other businesses). They will remain on their 4-hour student shift until they turn 18 at which time they can begin the process of seeking full time employment. If a student decides to seek full time employment elsewhere, it is encouraged for them to give and work a two-week notice to Southwire or they may be ineligible for rehire at Southwire.
  - a. Students who graduate early are required to complete all post-graduation portfolio activities as assigned. Failure to complete the portfolio activities will result in the student not being able to participate in 12 for Life's graduation.

## **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 be 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.

### *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 the 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.

## 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 Class 1	1:00 to 3:00
STEM School Class 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.**

**Students should still leave that time available and be at the plant so as not to miss anything.**

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

## 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 student 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 ignores 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/Food Delivery*

During the regular school year, students are NOT allowed to leave campus during shift change (12pm-1pm & 5pm-5:30pm) in order to go get food. Students are also not allowed to have food delivery services drop off food on campus. There is vending available or students need to plan ahead for their breakfast/lunch for the day.

## **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 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 the 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 the 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. Students need to put and leave their cell phones in their work locker prior to shift huddle so that they can promptly get to the work floor. 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 STEM school are taken through 12-for-Life's Infinite Campus. Parents should sign up for Carroll County Schools' Infinite Campus portal. Parents of students who do not attend Carroll County Schools, should sign up for the Carroll County Schools' Infinite Campus Parent Portal through a computer and not the Infinite Campus Parent Portal application on their smartphones. The mobile application can only be used for a single school system; however, parents can log into Carroll County Schools and their school systems' portal separately through a computer.

### *Reporting Work Absences*

12-for-Life students are required to report all work absences and tardies through the Omni Call system. The number to Omni Call is 855-305-9849.

### *Weekly Attendance Reports*

Students will receive a weekly report containing their remaining attendance points and parent notes.

### *Turning in Absence Documentation*

Students must place all absence documentation in the drop box behind the resource officers desk, which is located in the student entrance.

### *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 12 for Life, will receive an unexcused absence notice from 12-for-Life staff. The Student will have three (3) 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 three (3) 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 to a single class.



*Work Attendance*

Work attendance will follow Southwire’s work attendance policy for 12-for-Life. Students will be allowed six (6) attendance points per calendar year. The calendar year will start from the student’s hiring date.

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
- work 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 three (3) business days.

NOTE- Any documentation for unexcused school absences that is found to be fabricated will result in disciplinary action, which may include removal from 12-for-Life. Additionally, any fabricated unexcused absence documentation for work attendance is a zero-tolerance disciplinary action and will result in the students removal from the 12-for-Life program based on Southwire’s zero-tolerance policy.

*Attendance Disciplinary Action*

Parents/guardians will be notified when a student has used (3) attendance points. Any student who has accumulated six (6) points will be subject to removal from the 12 for Life program. Any student missing three (3) consecutive days without contacting the school or a 12 for Life supervisor or manager will be notified by 12 for Life personnel that the student will be withdrawn within five (5)working days if the school is not notified as to the reason for the absence.

Students are highly encouraged to utilize the OmniCall number to report their absence as that notifies all necessary personnel of the absence.

<b>Number of Points</b>	<b>Disciplinary Action</b>
<b>3</b>	<b>Parent Notified</b>
<b>6</b>	<b>Termination</b>

### *Holiday and Non-School Work Days*

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 their school districts directions during inclement weather. If your school system closes school due to inclement weather, you will not report to 12-for-Life as well. Days missed due to school closure during inclement weather will be an excused work absence(s).

### **12-For-Life Dress Code**

To uphold the Southwire standard of professionalism and to establish standards for work attire in an effort to avoid on-the-job injuries such as getting caught in and/or pulled into moving equipment such as belts, pulleys, ropes, or other pinch points.

This applies to all 12-For-Life team members, students, contractors, and visitors.

### *Clothing and Jewelry Policy*

#### *Shirts*

- Must cover the entire back.
- Must be tucked in when on the production floor. Sweatshirts/pullovers with snug waistbands are not required to be tucked in.
- Must cover the entire midriff area (i.e., the bottom of the shirt must always meet the top of the lower attire).
- Must not be see-through.
- Must fit so that the neckline DOES NOT expose any cleavage.
- Must cover the shoulders.
- Hoodies are not permitted. Tucking the hood of a sweatshirt in to comply with this dress code is not permitted.
- Must not be excessively look or baggy, ie. Shirts/tops when pulled to one side must not measure more than 10” away from the body and when pulled to both sides, must not measure more than 5” from each side of the body

#### *Shorts/Pants*

- Shorts should not be more than 3 inches above the knee.
- Shorts/Pants should ALWAYS cover undergarments.
- Leggings, jeggings, yoga pants, bodysuits, biker shorts, or spandex clothing are not permitted.
- Shorts/Pants cannot have rips, holes, strings, or frayed pieces.
- Shorts/Pants must be worn at the waist. In the event the shorts/pants are loose, a belt must be worn.
- Pants with drawstrings are not permitted.

#### *Other*

- All Team Members must wear proper undergarments.
- Undergarments should not be visible at any time.
- Pajamas are not permitted.
- Ripped, cutout or torn clothing, including articles with large and/or numerous holes exposing bare skin is not permitted. Clothing that displays inappropriate messages or

images is not permitted. Inappropriate includes but is not limited to: abusive substances, tobacco products, alcohol, sex, violence, or vulgar content.

- Jewelry presents entanglement hazards (i.e., rings, bracelets, watches, smart watches, necklaces, and lanyards) and therefore is not permitted. Earring studs and medical emergency bracelets that are not fully enclosed are allowed.
- Open ear gauges are not permitted.
- Excessively tight clothing is not permitted.
- Fingernails cannot have more than ½ inch of nail length from the tip of the finger.
- False lashes should not impede the proper fit of eye protection.

#### *Hair Length Policy*

1. Hair lengths extending below the bottom of the normal shirt collar must be contained by tying AND/OR tucking underneath a cap, hard hat, hair net, or other suitable head covering when working in an area of rotating or moving equipment.
2. Facial hair must be kept short and/or close to the face. Facial hair exceeding 3 inches away from chin must be pulled up to chin.

#### *Required PPE*



- Steel toe shoes
- Eye Protection
- Ear Protection
- Gloves
- Other PPE may be required based on job requirements.

#### **12-For-Life Work Rule Discipline Policy**

12 for Life is a cooperative education program between Southwire and partnering school systems. Work Rule discipline is required for the students to get the full benefit of the program, meet the expectations required for Southwire and to meet the product needs of the customer. Students are required to work within the work rule policies that Southwire has implemented as a condition of work.

Effective September 5, 2023, students will be held to the following work rule discipline process.

See discipline form on next page.

 <b>Southwire®</b>		<b>12 For Life Student Progressive Discipline Form</b>		
Team Member Information				
Name:		Department:		
Team Member ID:		Date of Violation:		
Supervisor:		Date of Form Initiation:		
Progressive Discipline Step				
<input type="checkbox"/> Coaching Session	<input type="checkbox"/> 1st Written Warning (1 DAY OFF)	<input type="checkbox"/> 2nd Written Warning (3 DAYS OFF)		
<input type="checkbox"/> Final Written Warning (5 DAYS OFF)		<input type="checkbox"/> Termination		
Work Rule Violation				
<input type="checkbox"/> 1. Excessive Unexcused Absenteeism	<input type="checkbox"/> 2. Failure to be Properly Prepared for Work			
<input type="checkbox"/> 3. Leaving Assigned Work Area without Authorization	<input type="checkbox"/> 4. Failure to Produce a Reasonable Quantity and Acceptable Quality Work			
<input type="checkbox"/> 5. Failure to Follow Rules for Safety, Security and Job Performance	<input type="checkbox"/> 6. Failure to Meet Performance Expectations			
<input type="checkbox"/> 7. Failure to Carry Out Assignments and Instructions in a Cooperative Manner	<input type="checkbox"/> 8. Any Actions that Endanger Life, Limb, or Property			
<input type="checkbox"/> 9. Violation of any Company Policy	<input type="checkbox"/> 10. Violation of the Company's Standard of Business Ethics and Conduct Policy			
<input type="checkbox"/> 11. General Misconduct	<input type="checkbox"/> 12. Using Tobacco while on Company's Premises			
Details				
Description of Infraction:				
Previous Active Disciplinary Action(s)				
Work Rule # Violated:		Date:	Disciplinary Action:	
Work Rule # Violated:		Date:	Disciplinary Action:	
Work Rule # Violated:		Date:	Disciplinary Action:	
Acknowledgement				
By signing this form, you confirm that you understand the information in this warning, your future expectations, and the progressive discipline process.				
Team Member Acknowledgment: _____			Date: _____	
Team Member Denial: _____			Date: _____	
Supervisor: _____			Date: _____	
Manager: _____			Date: _____	
People & Culture: _____			Date: _____	

*Disciplinary Action*

Students will receive three (3) verbal coaching sessions before starting the progressive discipline process. Progressive discipline process is as follows:

<b>Number of Days Off</b>	<b>Disciplinary Action</b>
0	Written Coaching
1 day	1st Written Warning
3 days	2nd Written Warning
5 days	Final Written Warning
Separation of Employment	Termination

If a student receives a Final Warning and has another occurrence this will be subject to removal and termination from the 12 for Life program. The disciplinary action will stay on the students' record for one (1) full rolling calendar year. *(Example: If the student receives a final written warning on Jan 3, 2023, it will remain on the students' record until Jan 4, 2024.)*

Southwire and 12 for Life reserve the right to evaluate student discipline based on the 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 and custodian 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 or 12-for-Life campus without Authorization
- 4 Loitering in the student parking lot or outside the facility.
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 five day work suspension and will be considered the student's 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)