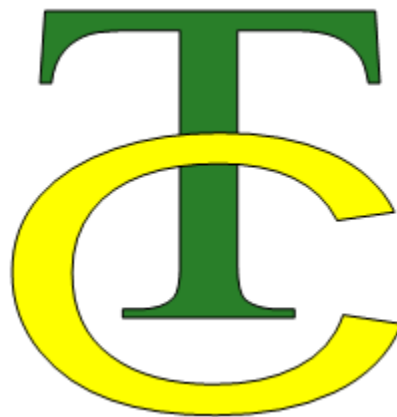


Campbell County Technical Center



Career and Technical Education Student Handbook

2015-2016

Campbell County Schools



Mission Statement:

Campbell County Schools will provide a world-class education that enables every student to choose and pursue any Post K12 endeavor.

Campbell County Technical Center



Vision Statement:

The Career and Technical Education programs will empower students to pursue future career goals by providing them with relevant career and technical skills.

Career and Technical Education (CTE) Faculty and Staff

Administrative and Office Staff:

Hardie, Jon.....	Principal
Layne, Josh	School Resource Officer
Cooper, Carol.....	School Secretary
Moreland, Robin.....	Accountant
Scharnus, Rhonda.....	School Nurse
Wilkerson, Donnie.....	Apprenticeship Coordinator
Wilson, Ashley.....	Career Counselor

Teachers:

Bowles, Sara.....	Culinary Arts
Coates, J. P.....	Computer Networking/Comp. Repair
Lee, Clifton.....	Auto Body Repair
Myers, Michael.....	Auto Service Technology
Hensley, Brian.....	Electricity
David, Hannah.....	Cosmetology
Thornhill, Jennifer.....	Nurse Aide

Instructional Aide:

Layne, Melisha

Custodians:

Armistead, Raefus.....	Custodian
Hubbard, Willie	Custodian
Womack, Jeannette	Custodian
Younger, Horace.....	Custodian

School Procedures and Policies

Transportation to and from the Technical Center

All students are required to ride the bus to and from the Technical Center. Any student with a valid reason to drive a private vehicle must have prior permission from the Technical Center Principal. If permission is granted by the Technical Center Principal, the student will then receive a permission form that must be turned in prior to the day the student requested to drive. This form must be signed by:

1. Technical Center Teacher
2. Parent
3. Home School Principal
4. Technical Center Principal

All students are required to report to their home school before reporting to the Technical Center. **If a student is tardy to school/or fails to catch the Technical Center bus at the home high school, they are not permitted to drive to the Technical Center.** A student that is tardy/ or fails to catch the Technical Center bus may be dropped off by a parent at the Technical Center or remain at their high school. Students who violate the transportation policy will be subject to disciplinary action.

CTE Schedule

8:35 am-10:20 am	AM CTE classes- 2 HS Credits
12:35 pm-2:20 pm	PM CTE classes - 2 HS Credits

**This schedule allows students to take 4 classes at their home high school

All students must report directly to class when they get off the bus. **Students may not ride the bus to any school other than their home school.**

Field Trips

Field trips are an important part of Career and Technical Education. In order to participate in scheduled field trips, students will be required to complete and return the proper forms for each trip. Any student who does not turn in the completed forms with parent approval prior to the field trip will not be allowed to participate.

Fire Drills

1. All students and teachers will proceed to their designated areas when the fire alarm sounds.
2. The fire drill plan will be used as a guide for exiting the building and for the proper route to designated areas.
3. In case of a blocked exit, the line should be reversed, and students will use the nearest alternative exit.
4. If the fire alarm sounds when classes are not in session, teachers will move immediately into the halls and direct students to the nearest exit.
5. Each teacher will establish a procedure for clearing the classroom in an orderly fashion and will familiarize all classes with this procedure and all fire drill procedures.
6. Each teacher will take his/her roll book and follow the students. When students reach their designated area, the teacher calls the roll to be sure no students are missing.
7. No one will return to the building until an “all clear” signal has been given by an administrator.

Medication

Students are not to be in possession of any medication, including over-the-counter medications. Any medication must be checked in with the school nurse. Unauthorized possession of medication will result in disciplinary action. For more information, refer to the Policies, Rules, Regulations, and Procedures on the Campbell County Schools website. (www.campbell.k12.va.us)

Tools and Equipment

Hand tools and equipment will be issued to students at the beginning of the year in some classes. Tools issued will be inventoried periodically. Each student will be responsible for missing or damaged tools. Students will pay replacement cost for damaged or lost tools and/or face disciplinary action.

Visitors

All visitors must register at the main office and obtain a visitor’s pass when they enter the school. Visitors will be allowed to visit classrooms during instructional time for school related reasons only.

Withdrawal from Class and Schedule Changes

Student requests for schedule changes will be considered during the first nine days of school. Decisions on schedule changes will be made in conjunction with the home school's guidance department and will be based on class availability. Please refer to the Policies, Rules, Regulations, and Procedures on the Campbell County Schools website. (www.campbell.k12.va.us)

Work Projects Performed by Students

In most Career and Technical areas of study, students will be expected to complete projects provided by the Technical Center as a part of their training; however, students may want to bring in a project from home. The procedure to follow for getting an item repaired or serviced is:

1. To meet with the teacher and get his/her permission.
2. Once the teacher has granted permission to bring a project from home, he or she will proceed as required by school policy. If it is necessary for a student to drive to the Technical Center in order to complete a project, he/she must follow the procedures for driving to the Technical Center.
3. The student must also have a work agreement filled out and signed prior to any work being performed. These forms are available in the main office.
4. Please remember that you may have to leave the piece of equipment or automobile until repairs and/or service has been completed. Furthermore, students must pay for all parts and consumables used on the job, plus a minimal service charge.

Student Conduct

Student Expectations

1. Students will be respectful of each other and of the adults at the Technical Center at all times.
2. Students will conduct themselves as if they were in the workplace and in a way consistent with the highest school and community standards.
3. Students will assume responsibility for their actions.
4. Students will do their best work.
5. Students will follow all instructions given by school personnel.
6. Students will dress as if they were in the workplace.

Cheating

Any student giving or receiving help on a graded assignment, when aid has been specifically forbidden, will be subject to disciplinary action.

Student Safety

The safety of our students is the top priority of the faculty and staff at Campbell County Technical Center. Therefore, it is absolutely necessary for students to follow the instructions of their teachers at all times. It is also important that students do not engage in any type of horseplay, such incidents will be subject to disciplinary action.

Cell Phones

The use of cell phones by students is strictly prohibited during scheduled class time at the Campbell County Technical Center. Students who have a cell phone turned on or in use will be subject to disciplinary action and/or confiscation of their cell phone. If a student needs to contact their parent or guardian they may use the phone in the main office. Please refer to the county policy on wireless communication devices on the Campbell County Schools website (www.campbell.k12.va.us) under parental notifications.

Computer Use

Each student agrees to the acceptable computer use agreement policy when they login to a computer. School computers are **to be used for school work only** under the supervision of school faculty. Students in violation of this policy will be subject to disciplinary action and may lose the privilege of using school computers.

Distractions

Students are not allowed to bring anything to school which would cause distractions and /or be a danger to others. Such things include, but are not limited to: playing cards, games, skateboards, athletic equipment, trading cards or collectables, animals, instruments, or other hobby items.

Electronic Devices

Phones, iPods, recording devices, laser pointers, computer games, or other electronic devices that disrupt the school environment are not allowed to be turned on, or in use, in the school building during scheduled class time. Violation of this policy may result in confiscation and/or disciplinary action.

Student Dress

A student's dress and appearance shall not be such that it causes disruption, distracts others from the educational process or creates a health or safety problem. Wearing of clothes, jewelry, apparel, or personal belongings that are likely to lead to disruptions, advocate violence, alcohol or other drug use and/or disruption; or that reflect adversely on persons due to race, gender, creed, national origin, physical, emotional, or intellectual abilities, or that are considered to be revealing, promiscuous, provocative, or otherwise inappropriate (such as see-through shirts) are prohibited.

Additional guidelines are:

1. Shoes must be worn at all times.
2. All clothing must be of sufficient length and coverage.
3. Sunglasses may not be worn inside the school building.
4. Pants will be worn appropriately; undergarments will be covered by the pants.
5. Students are not permitted to wear any hats, hoods or head coverings in the school building.
6. Backless dresses, spaghetti straps, low-cut tops, and tops that do not cover undergarments are not allowed.
7. Mesh or see-through clothing is not allowed.
8. For the safety of our students each class may have specific requirements regarding student dress.

Attendance

Students who are absent must bring an excuse signed by a home school official within two days of the absence. Failure to meet this requirement will result in an unexcused absence. **If a student is present at his/her home school and fails to report to the Technical Center without first having properly checked out from his/her home school, he or she will be subject to disciplinary action.**

Early Dismissal

Students having a valid reason for leaving school prior to their normal departure time must present a written excuse, signed by a parent or guardian and the home school administration, to the office before school. Students are required to check out through the office at the appropriate time. **Students may not leave with anyone unless they are listed as an emergency contact or specific written permission is given by their parents.**

Illness

If a student becomes ill during school hours, he/she must report to his/her teacher and get permission to report to the school nurse. The parent or guardian will be notified and appropriate action will be taken. In case the parent, guardian or emergency contact cannot be reached, the student will remain in the nurse's office or referred to the home school nurses office unless immediate medical attention is needed.

Make Up Work

It is the student's responsibility to make up work missed as a result of excused absences from class. Specific arrangements to make up work must be made within two days after the return from the absence. Students will not be allowed to make up work missed as a result of an unexcused absence.

Academics

Grading

A = Outstanding (90-100)
B = Above Average (80-89)
C = Average (70-79)
D = Below Average (65-69)
F = No Credit (Below 65)
I = Incomplete
W = Authorized Withdrawal

Mid-Term Grades

At the midway point of each nine weeks, students will be informed of their grade average on work completed so far for the nine weeks. Parents are encouraged to access student grades at any point through the use of Parent Portal. Access can be obtained through each High School Office.

Exams

Exams will be given at the end of the second semester in all classes. Dual enrollment classes will be given at the end of the first semester, as well. A senior may be exempt from exams if they have an "A" average for the first semester and second semester. Any student may be exempt from the final exam if they have taken and earned an industry credential or state licensure.

Academic Achievement
Positive Referrals

Students will be recognized for demonstrating exemplary Workplace Readiness Skills each nine weeks.

These skills include:

- Perfect Attendance
- Grades
- Behavior
- Credentialing

End of the Year Awards

1. A male and female Student of the Year will be selected for both the AM & PM sections by the faculty.
2. A male and female student will be selected for both the AM & PM sections by the faculty to receive the Sylvester Yuille Character Award.
3. Students who complete a program of study will receive a Certificate of Completion.
4. Perfect attendance awards will be given to the student(s) with outstanding attendance for the year.
5. Students will be recognized for the achievement of a Professional License or an Industry Credential.

Apprenticeship Program

The apprenticeship program offers students the opportunity to gain on-the-job training while still in high school. Apprenticeships will only be granted to students who wish to start a career related to a career and technical program offered by Campbell County Public Schools. Once students are accepted into the apprenticeship program, they must adhere to the following guidelines:

1. It is the responsibility of the student to immediately notify the apprenticeship coordinator of any changes concerning his/her employment status. Failure to do so may result in a failing grade and removal from the apprenticeship program.
2. Changing jobs will be done by accepted business and industry standards. (For example, the employee may be required to provide one or two weeks notice.)
3. Regular attendance at school and at work is expected. If Campbell County Schools is operating on a delayed schedule, apprenticeship students are still expected to attend school, even if for one class. Students missing six or more unexcused days from school and/or work will be dealt with according to Campbell County School Board Policy.
4. The grade each nine weeks for apprenticeship students will be determined by the employer working in conjunction with the apprenticeship coordinator.
5. In the workplace, apprenticeship students are expected to conduct themselves as if they were at school. Students violating school rules while at work may be subject to disciplinary action by the school