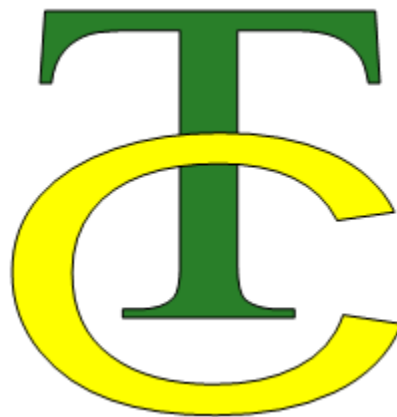


Campbell County Technical Center



Career and Technical Education Student Handbook

2020-2021

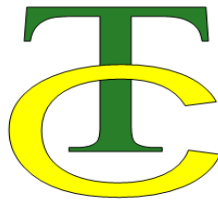
Campbell County Schools



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
Peerman III, George.....	Administrative Assistant
Layne, Josh	School Resource Officer
Cooper, Carol.....	School Secretary
Henry, Shawna.....	Accountant
Laubenstein, Lori.....	School Nurse
Wilkerson, Donnie.....	Apprenticeship Coordinator
Wilson, Ashley.....	Career Counselor

Teachers:

Lee, Clifton.....	Auto Body Repair
Myers, Michael.....	Auto Service Technology
Coates, J. P.....	Computer Networking/Comp. Repair
David, Hannah.....	Cosmetology
Via, Brad.....	Culinary Arts
Hancock, Rodney.....	Electricity
Koleszar, Ken	Manufacturing Technology (MT1)
Overstreet, Jessica.....	Nurse Aide

Instructional Aide:

Adkins, Amber.....	Instructional Aide
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Custodians:

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

Schedules

CTE 2020-2021 Schedule

Phase 3 Schedule

Monday/Wednesday 50% Capacity (Gold)	Tuesday/Thursday 50% Capacity (Green)	Tues/Thurs/Fri Or Mon/Wed/Fri
Session 1 8:30am-10:05am	Session 1 8:30am-10:05am	Virtual Instruction
Session 2 10:05am-12:05pm	Session 2 10:05am-12:05pm	Virtual Instruction
1 st Lunch 10:50am-11:15am	1 st Lunch 10:50am-11:15am	Virtual Instruction
2 nd Lunch 11:35am-12:00pm	2 nd Lunch 11:35am-12:00pm	Virtual Instruction
Session 3 12:05pm-1:40pm	Session 3 12:05pm-1:40pm	Virtual Instruction

Additional Notes

*During Phase 3 CTE Teachers will focus on Hands On/Lab Instruction on In-person school days. Teachers will provide students with Theory Instruction through CANVAS and other Electronic Delivery Methods for Virtual Instruction days.

Cosmetology Schedules 2020-2021

Cosmetology I and II must be a minimum 420 hr. class to meet Board of Cosmetology Requirements. Students must complete 840 seat hours in class to sit for the Cosmetology State Licensing Exam. Cosmetology Maximum Class Size is 18 students.

Phase 3 Schedule

Cosmetology II- Schedule

	Monday/Wednesday 50% Capacity (Gold)	Tuesday/Thursday 50% Capacity (Green)	Tues/Thurs/Fri Or Mon/Wed/Fri
8:30am-10:53am	Cosmetology II		Virtual Instruction
10:50am-11:15am	Lunch @ Technical Center (Room 202)		Virtual Instruction
11:15am-12:05pm	Online Course or Study Hall Available- Room 1413(Coates)		Virtual Instruction
12:05pm-12:35pm	Ride Bus to their High School		Virtual Instruction
12:47pm-2:10pm	4 th Period @ High School		Virtual Instruction

Cosmetology I- Schedule

	Monday/Wednesday 50% Capacity (Gold)	Tuesday/Thursday 50% Capacity (Green)	Tues/Thurs/Fri Or Mon/Wed/Fri
8:00am-9:23am	1 st Period @ High School		Virtual Instruction
9:35am-10:05am	Ride Bus to Technical Center		Virtual Instruction
10:05am-10:50am	Online Course or Study Hall Available- Room 1413(Coates)		Virtual Instruction
10:50am-11:15am	Lunch @ Technical Center (Lunch 1413)		Virtual Instruction
11:15am-1:40pm	Cosmetology I		Virtual Instruction

Lunch Schedule

During Session 2

Phase 3 Schedule

Students will eat lunch in their respective classrooms. Teachers will take a lunch count at the beginning of class and lunches will be delivered to the classroom. **Food and/or drink is not to be dropped off by anyone other than a person that is on the student's emergency contact list. No deliveries by food establishments/restaurants will be accepted.**

1st Lunch

10:50am-11:15am

Cosmetology I, Electricity I

Cosmetology II, MT1

2nd Lunch

11:35am-12:00pm

Auto Body I, Nurse Aide

Auto Technology, Culinary Arts

2 Hour Early Dismissal (Lunches)

1st Lunch- 10:45am-11:10am

2nd Lunch- 11:15am-11:40am

2 Hour Late Arrival (Lunches)

1st Lunch- 11:00am-11:25am

2nd Lunch- 11:35am-12:00pm

School Procedures

Enrollment

The Campbell County Technical Center offers one-year and two-year Career and Technical Education (CTE) programs designed to allow rising juniors and seniors a unique opportunity to get a head start on their career. All high school students must apply to enroll in courses at the Technical Center through their guidance office on a yearly basis. **Enrollment in a first-year class does not guarantee your enrollment in a second-year class. All students must apply for enrollment each school year. Student selection criteria may include comparisons of academic achievement, attendance, and behavior.**

Return to School Safety Procedures

Entry and Temperature Checks

Students that report directly to the Technical Center during 1st Session will undergo a temperature check upon entry to the building, per Campbell County Schools Policy. Student drivers and car riders should enter through the Early College entrance. 1st Session bus riders will undergo temperature checks at their High School.

Face Coverings

Per Campbell County Schools Policy, All students must wear a cloth face covering;

- While loading, unloading, and riding on the school bus
- While entering and exiting the school
- When traveling through hallways, commons areas, or between classrooms
- When in class if within six feet from another student or staff

Students will not be required to wear a cloth face covering:

- When working independently at their desk (Put on when close to teacher)
- During recess or PE (where distancing requirements will be at least 6 ft)
- While eating lunch and/or snack
- These exceptions only apply as long as social distancing is observed

Attendance

Students that report to CCTC first must bring in a note from his/her parents/guardians, doctor, and or court stating the reason for the absence. All other students who are absent must bring an excuse from their parents/guardians 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 high school, he or she may be subject to disciplinary action.**

Cosmetology Attendance

In order to take the Cosmetology Licensure Exam near the end of the second year, a student is required to have had 840 contact hours (in class hours) in our two-year Cosmetology Program. Strong attendance in the Cosmetology program is essential. Please be aware of this requirement.

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 you feel ill please stay home. 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 until picked up.

Make Up Work

It is the student's responsibility to make up work missed as a result of excused absences from class. It is the student's responsibility to make arrangements with the teacher to obtain their work.

Transportation

Bus Riders

CTE students may ride the bus to and from the Technical Center. Face coverings are required on the bus, per Campbell County Schools Policy. 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 high school.**

Student Drivers

For students that are permitted to drive to their high school, they may also drive to the Technical Center for their course. 1st Session students may drive directly to the Technical Center from home. Students that wish to drive to the Technical Center must complete a driving permit form complete with parent/guardian signature, receive and display a parking permit, and adhere to all driving procedures. Failure to adhere to driving procedures and/or excessive tardiness to school may result in a loss of driving privileges. Students must park in the designated student parking lot. As students arrive, they will undergo temperature checks as they enter the building per the Campbell County Schools Policy. 2nd and 3rd Session students may also drive to the Technical Center. Students are expected to arrive to class on time at the Technical Center and their High School. If students carpool, it is each student's responsibility to follow all teen driving restrictions set forth by the Department of Motor Vehicles (DMV.gov) including passenger restrictions and each parent's responsibility to know who their students are riding with or transporting.

Car Riders

During 1st session arrival, students may be dropped off at the Technical Center. When being dropped off, students will need to enter the building through the Early College entrance and undergo a temperature check.

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.

Student Conduct

Student Expectations

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

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 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 would like to contact their parent/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

Students are expected to bring their school issued laptops to class daily. Each student agrees to the acceptable computer use agreement policy when they login to a computer. Students in violation of this policy will be subject to disciplinary action and may lose the privilege of using school computers.

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. Violations may result in confiscation and/or disciplinary action.

Food & Drink

Food and/or drink is not to be dropped off by anyone other than a person that is on the student's emergency contact list. No deliveries by food establishments/restaurants will be accepted.

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, closed toe shoes in lab areas.
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, 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.

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 to Parent Portal can be obtained through each High School Office.

Exams

There will be no final exams for courses.

Other Procedures

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 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 may be issued to a student 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 costs 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 pre-arranged instructional related reasons only.

Work Projects Performed by Students

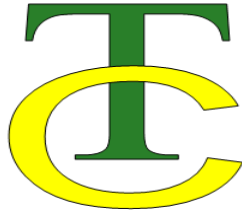
In most Career and Technical areas of study, students will be expected to complete projects provided by the Technical Center as a part of their training; however, students may want to bring in a project from home. The procedure to follow for getting an item repaired or serviced is:

1. To meet with the teacher and get his/her permission.
2. Once the teacher has granted permission to bring a project from home, the student will proceed and follow school procedures. 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 through the teacher.
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.

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 nine 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.



Campbell County Technical Center Handbook Agreement Form

Student Acknowledgement: I have read, fully understand, and agree to abide by the procedures found in the Campbell County Technical Center Student Handbook.

Signature: _____ Date: _____

Parent/Guardian Acknowledgement: I have read, fully understand, and agree that my student will abide by the procedures found in the Campbell County Technical Center Student Handbook.

Signature: _____ Date: _____