

WYTHE COUNTY TECHNOLOGY CENTER STUDENT HANDBOOK

2018-2019

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WYTHE COUNTY TECHNOLOGY CENTER

1505 West Spiller Street

Wytheville, VA 24382

<https://wctc.wythe.k12.va.us/>

Wythe County Technology Center offers a variety of courses to meet the needs of the students in Wythe County. The courses are block classes and the students can earn up to 3 credits per course. Upon satisfactory completion of the program, students receive a certificate.

MISSION STATEMENT

It is the mission of WCTC, in partnership with all stakeholders, to engage students in rigorous, relevant learning and empower them with the knowledge, skills, abilities, and values to be successful in their next stage of life.

NON-DISCRIMINATION

The Wythe County School Board is committed to a policy of nondiscrimination with regard to race, color, sex, age, religion, disability, national origin, gender, ethnicity, ancestry, political affiliation, genetic information, marital status, or in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The Wythe County School Board has designated the Director of Human Resources as the Compliance Officer responsible for identifying, preventing and remedying prohibited discrimination. Complaints of discrimination may also be made to either of the Alternate Compliance Officers, the Executive Director of Educational Services and the School Social Worker. Contact information for the Compliance and Alternate Compliance Officers' is 1570 W. Reservoir Street, Wytheville, Virginia 24382. The phone number is 276-228-5411, and their e-mail addresses are available by clicking on the following link [Wythe County School Board Office Staff Link](#) .

To obtain this notice in large print, on audio tape, or in Braille, please contact the Compliance Officer or an Alternative Compliance Officer by mail, phone or e-mail.

For further information on notice of non-discrimination, visit

<http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

School Nutrition Program:

In accordance with Federal Law and U.S. Department of Agriculture policy, Wythe County Public Schools is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

WCTC STAFF

ADMINISTRATIVE STAFF

Anthony Sykes	Principal
Holly Atkins	Bookkeeper/Secretary

TEACHERS

Kariann Alley	Pre-School
Linda Brinkley	ISAEP
Jeff Fogelsong	Welding
TBD	Criminal Justice
HS Ingo	New Horizons Academy
Crystal Karriker	New Horizons Academy
Neal King	CAD/Precision Machining
Cynthia Newman	New Horizons Academy
Debbie Riggs	Adaptive Education
Tammy Sharitz	New Horizons Academy
Danielle Skeens	Cosmetology
John Smith	Automotive Technology
Pat Spradlin	JROTC
Danny Suthers	Building Trades
Jessica Vaughn	Practical Nursing
Mary Alice Watson	Culinary Arts
John Willis	Engineering/CAD

SUPPORT STAFF	
Michelle Patton	ITRT
Karen Diamond	ITRT
Kelly Clyburn	Pre-School
Heather Farmer	Para Professional
Ruth Luttrell	Para Professional
TBD	Para Professional
Nanette Williams	Para Professional
Joan Harmon	Para Professional
TBD	Custodian
Jeff Meadows	Custodian
Chris Burris	Bus Driver
Susan Ward	Bus Driver

2018-2019 School Calendar

Wayne County Public Schools



August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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September 2018						
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30						
October 2018						
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28	29	30	31			
November 2018						
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December 2018						
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January 2019						
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Jul 26	Administrative Staff Meetings
Jul 30	New Teacher Orientation-SBO 8:00am
Aug 1	Optional Technology/Instructional PD Day
Aug 2	Division-wide Professional Dev. Day
	a.m. Opening Session
	p.m. Division-wide PD
Aug 3 & 6	Teacher Workday and Building Meetings
Aug 7	a.m. Teacher Workday
	Student Visitation (1:00-3:00 & 4:30-7:00)
Aug 8	Teacher Workday and Building Meetings
Aug 9	First Day of School for Students
Sept 3	Schools Closed - Labor Day
Oct 11	End of First 9 Weeks
	12:00pm Student Dismissal for
	9 weeks teacher grading and recording
Oct 18	12:00pm Student Dismissal for
	Parent Visitation (1:00-3:00 & 4:30-7:00)
Nov 6	Schools Closed-Election Day
	a.m. Division-wide PD
	p.m. Teacher Workday
Nov 21-23	Schools Closed- Thanksgiving Holiday
Dec 19	12:00pm Student Dismissal for
	End of Second 9 Weeks and 1st Semester
Dec 20	Make-up Day (if needed)
Dec 21-Jan 2	Schools Closed-Winter Break
Jan 2	Teacher Workday for grading and recording of 1st Semester
Jan 3	Students return after Winter Break
Feb 21	12:00pm Student Dismissal for
	Parent Visitation (1:00-3:00 & 4:30-7:00)
Mar 6	End of Third 9 Weeks
	12:00pm Student Dismissal for
	9 weeks teacher grading and recording
Mar 25-29	Schools Closed-Spring Break (guaranteed break except in extreme emergencies)
Apr 19 & 22	Schools Closed
May 17	12:00pm Student Dismissal
	Last Day of School
May 20	Teacher End of Year Workday

February 2019						
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March 2019						
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June 2019						
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July 2019						
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28	29	30	31			

1st Semester Mid-Terms

September 12

November 14

2nd Semester Mid-Terms

February 5

April 16

**Dates subject to change due to inclement weather*

Report Card Dates

1st Nine Weeks - October 18

2nd Nine Weeks - January 9

3rd Nine Weeks - March 13

4th Nine Weeks - May 21

1st Semester SOL Testing Window

Writing = October 22 - November 1, 2018

Non-Writing = December 5 - 10, 2018

2nd Semester SOL Testing Window

Writing = March 11 - 22, 2019

Non-Writing = April 24 - May 10, 2019

Make-up days (if needed) Dec 20, May 20-June 7, March 25-29

School Closed

Early Release

Snow Days

Flood Days

Mid-Term Progress Reports

End of Grading Period

Report Cards

Parent Teacher Conferences

First & Last Day of School

First Day of 2nd Semester

Attendance Expectations

Because the majority of Wythe County Technology Center programs have embedded apprenticeships or mandated clock hour requirements, regular attendance is critical for successful program completion. Given that these programs are designed for older students, students' attendance patterns are well established prior to program entry. Hence, students with chronic attendance issues (truancy, excessive early dismissals and/or tardies) are strongly discouraged from program participation.

The Wythe County School Board recognizes that regular school attendance is directly related to academic success and to the formulation of desirable work habits in young people. In addition, the Code of Virginia Section 22.1-254, mandates that every parent, guardian, or other person in the Commonwealth having control or charge of any child who has reached his/her fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall, during the period of each school year the public schools are in session and for the same number of days and hours per day as the public schools, send such child to a public or to a private, denominational or parochial school or have such child taught by a tutor or a teacher of qualifications prescribed by the Board of Education and approved by the division Superintendent or provide for home instruction of such child as described in Virginia Code section 22.1-254.1.

The following statements define the board's expectations relative to school attendance of students in Wythe County. Working together, we can anticipate positive educational experiences for all our young people. Students are expected to attend school except in cases of personal illness, family emergency, or death in the immediate family.

Failure to make up missed work will likely result in a failing grade. It is the responsibility of students and parents to make arrangements with the teachers to make up work upon reentry to school. Work must be completed within a time frame equal to the number of days missed. If a student is absent on the day of an announced test, he/she is expected to make up the test on the day he/she returns to school.

Any student absent for any part of the school day will not be allowed to participate in curricular or extra-curricular activities that day without permission of the school administration.

Students are responsible for being in school and class on time. A positive attitude toward school attendance will enable students to:

- 1) define their goals and reach their fullest potential
- 2) take full advantage of the American free public education system
- 3) obtain credit for courses necessary to complete a high school education
- 4) take full advantage of both classroom and extra-curricular activities
- 5) develop the habit of consistent attendance necessary to be successful in the world of work, and,
- 6) accept responsibility for their attendance

Parents are responsible for promoting a positive school attendance attitude by:

- 1) ensuring that their child(ran) attend school for the same number of days and hours that school is in session unless such attendance is rendered impossible
- 2) notifying the school as soon as possible any morning that their child(ran) will be absent from school that day
- 3) contacting the school, if it is known in advance that an absence will occur, to make arrangements for make-up work prior to the anticipated absence
- 4) sending to school, on the morning a student returns to school after an absence, a written explanation for the absence
- 5) sending to school, if a student checks in tardy, a written explanation for the student's arriving late
- 6) encouraging their child(ran) to develop an appreciation for the worth of becoming educated individuals
- 7) being an active part of the child(ran)'s school activities
- 8) providing positive feedback for their child(ran) as a means of building a healthy, success oriented self-image
- 9) being available for and/or initiating conferences with school staff as needed; and

10) avoiding unnecessary absences, tardiness, and check outs (such as vacations and personal appointments, etc.)

Principals' Guide:

- 1) ensure that at the beginning of the school year, all students will be given a copy of this policy to take home;
- 2) review attendance policy and procedures with school staff at the beginning of each school year and update as needed;
- 3) designate an attendance record keeper for the school;
- 4) designate a person or persons to daily attempt phone contact with the parent/guardian of any child absent from school without indication that the parent is aware of the absence;
- 5) determine how written excuses for student absences will be received and filed;
- 6) by the twelfth school day of each school year, forward to the county attendance office a list of those students under the age of eighteen (18) years who were expected to enroll but have not done so;
- 7) review daily attendance reports and follow attendance guidelines as appropriate.
- 8) recognize attendance through the end of year awards as:
 - Perfect Attendance – No absences, No tardies, No check-outs;
 - Exceptional Attendance – A maximum of two (2) attendance deviations, in any combination of absences, tardies, check-outs;
 - Outstanding Attendance – A maximum of five (5) attendance deviations, in any combination of absences, tardies, check-outs.

STUDENT ABSENCES/EXCUSES/DISMISSALS (JED)

I. Student Attendance:

Student attendance is a cooperative effort and the School Board shall involve parents and students in accepting the responsibility for good attendance.

Each parent/guardian or person having control or charge of a child within the compulsory attendance age shall be responsible for such child's regular and punctual attendance at school as required under provisions of the law.

When a student is absent from school, the parent/guardian should on that date contact the school to explain the reason for the absence. If the parent/guardian is aware of and supports the absence, a reasonable effort shall be made by school personnel to contact the parent/guardian to obtain an explanation for the student's absence. School personnel will keep a log of call attempts and results. If contact is not made with or by school personnel, the parent/guardian will upon the student's return to school send a valid note explaining the reason for the student's absence.

Students shall attend school for a full day unless otherwise excused. The Code of Virginia, Section §22.1-254, requires children of school age attend school for the same number of days and hours that school is in session. Furthermore, regulation 8 VAC §20-131-110 of the Virginia Standards of Accreditation states that a child must be in each class for 140 clock hours per year in order to receive a unit of credit for that course. Secondary students shall be scheduled for a full school day unless they are enrolled in a cooperative work-study program. All other exceptions to a full day schedule must be approved on an individual basis by the Superintendent or his/her designee.

II. Attendance Guidelines

Wythe County Public Schools will accept eight (8) days of absences from school, per school year, as excused (Verified) with a parent's note. Absences beyond the eight (8) days of accepted parent notes, will be unexcused (Unverified), and subject to truancy regulations except in the following circumstances:

- A doctor or other medical professional appointment;
- Serious illness or death in the immediate family (sibling, parent, grandparent);
- Observation of religious holy days;
- Student's court or probation appointment;

- Parent departure or return to active military duty;
- School based activity;
- College or university visit (1 per junior and 2 per senior year with appropriate verification);
- Natural disaster;
- Extended documented medical condition;
- Extenuating circumstances recognized by the principal.

A. Upon Fifth Absence Without Parental Awareness and Support

If (1) a student fails to report to school for a total of five scheduled school days for the school year, and (2) there is no indication that the student's parent is aware of and supports the absence; and (3) reasonable efforts to notify the parent of the absences have failed, then the Principal or his designee or the attendance officer shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The school principal or his designee or the attendance officer, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance.

B. Upon Sixth Absence Without Parental Awareness and Support

If the pupil is absent an additional day after direct contact with the pupil's parent and the attendance officer has received no indication that the pupil's parent is aware of and supports the pupil's absence, either the school principal or his designee or the attendance officer shall schedule a conference within ten school days, which must take place no later than the fifteenth school day after the sixth absence. At the conference, the pupil, his parent, and school personnel, shall meet to resolve issues related to the pupil's nonattendance. Other community service providers may also be included in the conference.

C. Upon Additional Absence Without Parental Awareness and Support

Upon the next absence after the conference without indication to the attendance officer that the pupil's parent is aware of and supports the pupil's absence, the Principal or designee shall notify the attendance officer or Superintendent or his designee who shall enforce the compulsory attendance rules by either or both of the following: (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in § 16.1-228 or (ii) instituting proceedings against the parent pursuant to § 18.2-371 or § 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts already undertaken to resolve the pupil's absence. If the student's parents have joint physical custody of the student and the school has notice of the custody arrangement, then both parents shall be notified at their last known addresses.

D. Parental Cooperation in Remediating Excessive Unexcused Absences

It is expected that parents will cooperate with the attendance officer and other school officials to remedy the student's attendance problem. Where direct contact with a parent cannot be made, despite reasonable efforts, or where parents otherwise fail to cooperate in remediating the student's attendance problem, the superintendent or the superintendent's designee may seek immediate compliance with the compulsory school attendance laws. The File: JED Page 3 © 5/13 VSBA WYTHE COUNTY PUBLIC SCHOOLS attendance officer, with the knowledge and approval of the Superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. Where the complaint arises out of the parent's failure to comply with the requirements of § 22.1-258, the attendance officer shall document the school division's compliance with this Code section.

III. Report for Suspension of Driver's License

In addition to any other actions taken pursuant to this policy, if a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

IV. Attendance Reporting

Student attendance shall be monitored and reported as required by state law and regulations. At the end of each school year, each public school principal shall report to the Superintendent the number of pupils by grade level for whom a conference was scheduled pursuant to Part II (B) above. The Superintendent shall compile this information and provide it

annually to the Superintendent of Public Instruction.

V. Dismissal Precautions

Principals shall not release a student during the school day to any person not authorized by the student's parent/guardian to assume responsibility for the pupil. Students shall be released only on request and authorization of parent or guardian. The superintendent shall provide procedures for release of pupils who are not residing with or under the supervision of a parent/guardian. The burden of proof on the authority of the person to receive the student is on the requesting party. A formal check-out system shall be maintained in each school.

Wythe County Public Schools Attendance Procedures

There is a strong positive correlation between attendance and academic progress. Therefore, students are to be in attendance unless an emergency situation arises. Parents are responsible for contacting their child's school as soon as possible any morning that their child(ren) will be absent from school.

Wythe County Public Schools will accept eight (8) days of absences from school, per school year, as excused (verified) with a parent's note. Absences beyond the eight (8) accepted parent notes, will be unexcused (unverified), and subject to truancy regulations except in the following circumstances:

- A doctor or other medical professional appointment;
- Serious illness or death in the immediate family (sibling, parent, grandparent);
- Observation of religious holy days;
- Student's court or probation appointment;
- Parent departure or return to active military duty;
- School based activity;
- College or university visit (1 per junior and 2 per senior year with appropriate verification);
- Natural disaster;
- Extended documented medical condition;
- Extenuating circumstances recognized by the principal.

TARDIES AND EARLY DISMISSALS

A goal of each student should be to arrive on time, and to report to each class before the tardy bell. The Code of Virginia, section 22.1-254, requires children of compulsory attendance age to attend school the same number of days and HOURS that school is in session. **There is no difference between tardy to school and tardy to class.** Students who are tardy disrupt the educational opportunities of others by creating an unnecessary and preventable disturbance. Please be respectful to your classmates.

Students will be subject to the tardy policy that is in effect at their home school. The following is a procedure that could be followed for any unexcused tardy:

Classroom doors are to be closed immediately on the tardy bell. Students are to be admitted and teacher will enter the tardy into PowerTeacher or via a note to the office.

This policy applies to all tardies throughout the year. Students who do not report immediately to class will be considered as skipping class.

Students who report late to school must check in at the main office. Reporting late to school will count as an unexcused tardy unless a valid reason is given. First and second unexcused tardy will receive a warning from teacher.

Upon the third (3) **UNEXCUSED** tardy, student will be called to office and receive a warning. Upon the fourth (4th) **UNEXCUSED** tardy, student called to office, parent contact and truancy explanation/warning. Upon the fifth (5th) **UNEXCUSED** tardy, student called to office, one (1) day After School Detention, review of student attendance record, and truancy referral if needed. Upon the sixth (6th) **UNEXCUSED** tardy, student called to office, two (2) days After School Detention, review of student attendance record, and truancy referral if needed. All subsequent tardies could result in additional disciplinary actions by Wythe County School Board and/or Wythe County Court System. Tardies will be counted for each semester.

Students who are non-compliant with our tardy policy may be assigned other sanctions, such as Saturday School, OSS, Social Probation, Truancy Team Meeting and Court Referral. Please note that Section 22.1 of the Code of Virginia requires students to attend school for the same number of days and **hours** that school is in session.

Any student regardless of age, who wishes to be dismissed from school early must submit a note from a parent or guardian to an attendance officer before 9:00 a.m. Students who return to school from an approved early dismissal, must report immediately to the office for an admit slip. Students who fail to follow this procedure may be subject to disciplinary action by the administration. A reasonable effort will be made to verify all early release notes. **Students are not allowed to receive food deliveries.**

A student who leaves school without permission will receive at least one day of out of school suspension, ISS, or Social Probation, and is subject to the search of their person, locker, car, etc. It is the responsibility of students to make up any missed assignments.

STUDENT CODE OF CONDUCT

Students are charged with the responsibility of abiding by the Wythe County Public Schools Student Code of Conduct and Wythe County Technology Center's Student Handbook. They must recognize that every student has the right to an education without disruption. The Student Code of Conduct will not deprive students of their due process rights or alienate them from parental authority. The Student Code of Conduct will provide guidelines and expectations necessary for the achievement of all students. Please read the Code carefully. If you have any questions about the Code, please see the Principal.

ADVERTISEMENTS

All notices and advertisements of events not directly sponsored by the school will not be posted on school grounds or in the building unless approval is secured from the administration.

DISTRIBUTION OF LITERATURE

Handbills, advertisements, coupons, tickets, pamphlets, and other similar items not directly sponsored by the school will not be distributed unless permission is obtained through the office.

FUNDRAISER RESPONSIBILITIES

As with student organizations and clubs, many choose to participate in student fundraisers to supplement the finances of the individual organization. Any student/parent/guardian who voluntarily participates in any such school sponsored fundraiser will be responsible for his/her part of that fundraiser if property is received; this is to include any product, service, and/or money involved with the fundraiser. Any default of payment for monies owed by a student to a club sponsor, staff member, or outside vendor will be treated as a student obligation and could result in that student not being allowed to participate in graduation ceremonies until debt is paid in full. Additionally, WCTC reserves the right to pursue court action, if necessary, to secure payment of debt(s). Any student/parent/guardian who voluntarily sponsors a fundraising activity must coordinate the activity with the coach/teacher that is responsible for the team/group benefiting from the fundraiser. The coach/teacher will then complete the proper forms to obtain approval from the administration of WCTC prior to the fundraiser. All monies raised must be receipted through a WCTC account.

BULLYING/INTIMIDATION

A student, either individually or as a part of a group, shall not harass or bully others. Prohibited conduct includes, but is not limited to, physical intimidation, taunting, name calling and insults and any combination of prohibited activities. Prohibited conduct includes verbal conduct consisting of comments regarding race, gender, religion, physical abilities, or characteristics or associates of the targeted person.

INAPPROPRIATE DISPLAY OF AFFECTION

Public displays of affection have no place at school. Students observed kissing, fondling or displaying other inappropriate forms of affection during the school day will be subject to disciplinary action.

HAZING

Students shall not engage in hazing. Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for the continued membership in a club, organization, association, fraternity, sorority, or student body regard- less of whether the student or students so endangered or injured participated voluntarily in the relevant activity. The principal of any school at which hazing causes bodily injury shall report the hazing to the local Commonwealth Attorney. Hazing, as defined above, is a Class 1 misdemeanor which may be punished by confinement in jail for up to 12 months, and a fine of up to \$2,500.00 or both, in addition to any disciplinary consequences which may be imposed under this policy. In addition, any person receiving bodily injury by hazing has a right to sue, civilly, the person or persons guilty thereof, whether adults or infants § 18.2-56.

SEXUAL HARASSMENT

A student shall not sexually harass another student or any school employee, volunteer, student teacher, or any other person present in school facilities or at school functions. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. Please refer to the Wythe County Public School Handbook for further description.

SELF DEFENSE

Students are subject to disciplinary action for misconduct. Cases for which self defense is claimed must meet the following criteria: (1) the claimant must not have provoked or behaved in a manner to cause the incident; (2) the claimant must have had reasonable fear of danger of harm; and, (3) the claimant used no more force than needed for protection from the threatened harm. Such incidents should be reported immediately to school officials. When claims of self defense have been established, the administrator shall: (1) allow the student to present his version of what occurred, and, (2) review circumstances and relevant information from others pertaining to the incident, including relationships and previous patterns of interaction among the students involved. Findings from the review of circumstances and other relevant information should be considered in determining appropriate corrective disciplinary action. Claims of self defense do not constitute a valid defense against possession or use of a weapon on school property or any school sponsored activity. Weapons are prohibited on school property and at school sponsored events.

STUDENT DRESS CODE

Student dress and appearance shall not be such that it causes disruption, distracts others from the educational process, or creates a health or safety problem. Students must comply with specific building dress regulations and of which students will be given prior notice. Additionally, certain courses at WCTC have specific dress codes. Instructors of the courses at WCTC that have additional dress code requirements will convey these regulations to the students at the beginning of course. Wearing of clothes, jewelry, or other apparel or personal belongings that advocate violence, alcohol or other drug use and/or distribution; that represent gang activity or membership; that advertise obscenities; that reflect adversely on a person's race, gender, creed, national origin, physical, emotional, or intellectual abilities; sexually explicit or suggestive wording or pictures; or that are considered inappropriate attire shall not be worn.

Dress that is unacceptable in grades 5-12 includes but is not limited to: pajamas, lounging pants, tube tops, exposed midriff, halter tops, spaghetti straps, short shorts, muscle shirts, fish net shirts, pants worn below waist, and exposed undergarments. Additional regulations include.

1. Tops must have a minimum one-inch shoulder strap and fall one inch below the waist of the student's pants, skirts, and/or other items worn from the waist down. Tops which expose any portion of the midriff, revealing neckline, bra or cleavage are forbidden.
2. Shorts, skirts, and dresses must be of appropriate length; when the student is standing, the hem will be no higher than the extended tips of the fingers, against the side of the leg. If leggings, jeggings, or yoga pants are worn then a shirt/sweater/blouse must also extend to the student's extended fingertips. Additionally, holes in pants that reveal skin are not allowed above the student's extended fingertips.
3. Clothing must cover underwear.
4. Hats, scarves, bandanas, and other headpieces shall not be worn within the school building. Hoods will not be worn up and on the head in the building.

Enforcement of the student dress policy:

1. On the first offense, any student wearing inappropriate attire will be required to change into appropriate clothing, wear a cover-up (e.g., shirt, jacket, jeans, etc.), return home to change or have clothing brought from home that meets standards.
2. On the second and subsequent offenses, the student will be required to change into appropriate clothing as well as be subject to further disciplinary action that may include but not be limited to detention, in-school suspension, or other punishment as deemed appropriate by the school administration.

Enforcement of the No Head Covering Policy:

1. The first offense of a student wearing head covering will result in a warning and confiscation of the head covering until the end of the day.
2. The second offense of a student wearing head covering will result in confiscation and a parent must pick up.

3. The third offense of a student wearing head covering will result in confiscation, a parent must pick it up, and possible in-school suspension, or other punishment as deemed appropriate by the school administration.
4. On subsequent offenses, the student will be subject to further disciplinary action that may include, but not be limited to detention, in-school suspension, or other punishment as deemed appropriate by the school administration.

LATE SCHEDULE

Occasionally, during the school year, the weather is such that we are unable to open school at the usual time, but it is not severe enough to close school completely. Therefore, on these days we will operate on a late schedule. Listen to your radio stations and television for this information. Also, a School Messenger Instant Alert may be sent out via Phone, Text, or email, depending on how you have your student's Instant Alert account set up.

ASSEMBLIES

Assemblies are considered an important part of the educational process and are approved and disapproved based on their merits. Attendance will be required at all non-revenue assemblies just as any other class attendance. When assemblies are held, students are required to sit in assigned areas with their teachers. Courteous and attentive behavior should be displayed at all times. Unacceptable behavior may result in loss of privilege to attend assemblies and/or disciplinary action. Admission to paid assemblies will be collected prior to the assembly. Requests for assemblies must be made to and approved by the principal.

FIRE & TORNADO AND EMERGENCY DRILLS

Fire drills will be held as prescribed by school law. An exit plan will be posted in each classroom. Fire drills are to be taken seriously. There will be no "horseplay". Fire drills may be initiated by: A CONSTANT RINGING OF A BUZZER; A CONSTANT RINGING OF A BELL SYSTEM; OR BY ANNOUNCEMENT ON THE P.A. SYSTEM. Teachers are to take roll and account for all students each time there is a fire drill. During a fire drill exercise, students and other personnel are to remain away from the buildings until signaled to return to their respective location.

THE SCHOOL DAY

The school day begins at 8:10 a.m. with a tardy bell at 8:15 a.m. There will be occasions, however, when these times may alter (delayed schedules, etc.). **Students are not to remain in the buildings after the last buses leave, unless waiting for parents/guardians or if involved in approved school activities. Those students waiting for rides must remain in the main lobby, porch area or office and not roam the hallways.**

Upon arriving at school, students are not allowed to leave the school grounds for any reason without request by parent/guardians and permission from the office. Failure to follow this procedure will result in disciplinary action.

COMMUNICATION DEVICES

Students may possess a beeper, cellular telephone, smart phone, tablet, Personal Digital Assistant (PDA) or other communications device on school property, including school buses, provided that the device must remain off and out of sight during instructional time unless it is being used for instructional purposes at the direction of the student's teacher. At no time may any device be used with an unfiltered connection to the Internet.

The division is not liable for devices brought to school or school activities. If a student possesses or uses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent.

Students shall not engage in any illegal conduct involving the use of beeper, cellular telephone, personal digital assistant (PDA), computers, or other communications devices on school property, including and not limited to school buses or other school owned and/or leased properties. Examples such illegal conduct would be the sending and/or possessing of sexually suggestive messages, pictures, videos or the sending of threatening or harassing messages, pictures, or videos. If a student possesses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent. In cases where illegal conduct is suspected, the device may be conveyed to the police. Students who fail to abide by this school board policy will be subject to disciplinary action, which may include, but is not limited to: confiscation of phone, ISS, OSS, Social Probation and After-School Detention.

STUDENT ASSISTANTS

Student assistants must be approved by the administration. Students serving as assistants to teachers or the office must report to work each day on time and may not leave assigned areas without permission.

TEXTBOOKS/CALCULATORS

Textbooks are issued to students at no charge with a signed textbook usage agreement. A parent or guardian signature, indicating agreement to pay for any lost or damaged books, is necessary to receive textbooks.

Textbooks and Calculators are expensive and costly to replace. Students should not loan textbooks and calculators to other students. Lost and/or damaged textbooks and calculators will be a student obligation until paid in full.

STUDENT USE OF AUTOMOBILES

Driving your personal vehicle to Wythe County Technology Center is not permitted. In extenuating circumstances, however, a student may be permitted to drive to Wythe County Technology Center with prior approval from that student's, parent, serving school principal and Wythe County Technology Center's administration. An extenuating circumstance form, available in the main office of Wythe County Technology Center and serving schools' main offices, must be completed to allow permission for students to drive Wythe County Technology Center. Authorized student drivers must sign in and out of both their home school's main office and Wythe County Technology Center's main office.

Students authorized to drive to school should fully understand, and must comply with, all rules and regulations of their home school. NOTE: Violations of any or all regulations may result in loss of driving privileges, having their car towed at the owner's expense, and/or disciplinary action.

Drivers who are chronically tardy to school are subject to loss of driving privileges.

In the event that a student does drive to school, they are not permitted to go to the parking lot at any time during the school day without permission from the administration. Student will not hang around cars before school. Upon arrival student will immediately enter the building.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion that illegal or unauthorized materials or other evidence of illegal or otherwise prohibited activities are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

SCHOOL VISITORS

All persons **on official business** are welcome at Wythe County Technology Center. Schools are extremely busy places and, therefore, persons whose purpose of visit is to see a girlfriend, boyfriend, do personal business with a student, or make plans for non-school activities are not to come on school grounds. Students are encouraged not to invite friends, relatives, etc. to visit during the school day. **Visitors, except for parents/guardians, will not be permitted to attend classes with students.** All persons visiting the school must first report to the main administrative office. Persons on campus without proper authorization will be considered trespassing.

SKATEBOARDS, SHOES WITH WHEELS AND OTHER FOOTBOARD VEHICLES

The above kinds of vehicles are responsible for numerous serious injuries or death. They are not appropriate at any time; therefore, such vehicles are prohibited on school property.

SCHOOL BUS SAFETY AND DISCIPLINE

Each principal is responsible for carrying out a school bus safety program and has jurisdiction over the conduct of students while on the bus. The school bus driver has the authority to maintain discipline on his/her bus.

All students are to observe the following precautions:

When walking to the stop and waiting for the bus:

- arrive on time at the bus stop;
- wait in a safe place off the main road;
- remain at the assigned bus stop area and maintain an orderly behavior;
- give the bus room to stop;
- stay off private property;
- do not play in the road.

When boarding the bus:

- do not cross the road until the bus has stopped;
- check the traffic in both directions before crossing;
- form a single line as the bus approaches;
- wait for the bus to stop before moving toward it;
- enter the bus in single file; allowing younger students to board first;
- go directly to your seat and remain seated.

While the bus is in motion:

- remain seated until the bus reaches its destination or comes to a complete stop;
- keep all parts of the body and other objects inside of bus;
- keep the aisle clear of objects;
- hold books, coats, and other objects in lap;
- talk in normal voice;

- do not change seats;
- do not throw objects;
- show respect for the driver;
- do not push or fight.

While the bus is unloading:

- remain seated until the driver opens the door;
- exit the bus in a single file line;
- leave the bus and the unloading area promptly.

When crossing the street:

- wait until the driver gives a signal to cross;
- walk at least 10 feet in front of the bus;
- stop when even with the traffic side of the bus and check carefully in both directions before continuing to cross;
- help smaller children to cross the road safely.

Other conditions:

- at all times ride the bus to which you are assigned unless given special permission by parents and the principal;
- get off the bus at the same stop where you were picked up;
- follow the rules and regulations of the school where bus transfers are made (all students are subject to the school officials of any school);
- eating, drinking, smoking, and chewing on the bus are prohibited.

Students who violate any of the rules and regulations or who in any way endanger the life or welfare of themselves or other passengers will be subject to loss of the privilege of riding the bus. In such cases, parents will be responsible for transporting students to and from school. Drivers shall report major infractions on the appropriate form to the principal. The driver may inform a violator, if deemed necessary, that he/she will not be permitted to ride the next morning. In such cases, the driver shall so inform the principal as soon as possible, after completing the bus run.

EXAM GUIDELINES

This information is available in the Wythe County Public Schools Program of Studies.

GRADING SYSTEM

Secondary schools will use the following grading system for all courses, except for courses designated as ***weighted grade*** courses, as listed below:

GRADE	DESCRIPTOR	NUMERIC AVERAGE	QUALITY POINTS
A	Excellent	94 – 100	4
B	Very Good	86 – 93	3
C	Satisfactory	78 – 85	2
D	Poor/Minimally Acceptable	70 – 77	1
F	Failure	Below 70	0
I	Incomplete		

Weighted grade courses are courses in which the scope and sequence of the content is more rigorous and requires

significantly more work as compared to regular classes. Therefore, students who meet the requirements for these courses will be graded as follows:

GRADE	DESCRIPTOR	NUMERIC AVERAGE	QUALITY POINTS
A	Excellent	94 – 100	5
B	Very Good	86 – 93	4
C	Satisfactory	78 – 85	3
D	Poor/Minimally Acceptable	70 – 77	2
F	Failure	Below 70	0
I	Incomplete		

Please refer to the Wythe County Program of Studies for a list of courses designated as courses in which students may earn weighted grades.

CTE COMPLETER REQUIREMENTS AND WCTC CTE COMPLETER/GRADUATION CEREMONY

To be eligible to participate in WCTC's CTE Completers/Graduation ceremonies, all students must:

1. Have completed all academic requirements for CTE completion as listed by the Commonwealth of Virginia and Wythe County School Board. A career and technical education completer is a student who has met the requirements for a career and technical concentration and all requirements for high school graduation, or an approved alternative education program. In extenuating circumstances, WCTC administration may waive this requirement.
2. Settle in full, all student obligations (i.e. textbook debts, library debts, club dues, class fees, etc.)
3. Be present and participate in CTE ceremony practice(s).

Wear an approved cap and gown as designated by WCTC, as well as appropriate under gown garments (clothing and shoes).

Be a student in good standing with Wythe County Public Schools and Wythe County Technology Center.

Note: Blue CTE Cords will be awarded to students who:

- earn a Standard or Advanced Studies Diploma and complete a prescribed sequence of courses in a career and technical education concentration or specialization that they choose and maintain a "B" or better average in those courses
- **AND** pass an examination or an occupational competency assessment in a career and technical education concentration or specialization that confers certification or occupational competency credential from a recognized industry, trade or professional association OR acquire a professional license in that career and technical education field from the Commonwealth of Virginia.

Note: Any student disruption created during the CTE ceremony could result in persons being removed from the ceremony and/or school property. Severe disruptions could result in referral to local authorities for disorderly conduct charges. The administration reserves the right to stop any CTE ceremony at its discretion.

ENROLLMENT INTO WYTHE COUNTY TECHNOLOGY CENTER COURSES

Each serving school (FCHS, GWHS, RRHS) will be given slots each in courses that have maximum enrollments of 20 based on

school enrollment. GWHS will be given 7 slots; FCHS will be given 7 slots; RRHS will be given 6 slots (with priority being given to full-time WCPS students). When first year course numbers exceed 20, 12th graders will be removed first as they cannot become a completer in that program. If after 12th graders have been removed a school still exceeds their number of slots, sophomores will be removed next in first year courses. If after both 10th graders and 12th graders have been removed from a first year course a school still exceeds their number of slots, preference will be given to the most qualified students; basing their quality on prerequisites requirements that could include (but not necessarily limited to) cumulative GPAs, course pre-requisite grades, attendance, discipline, and any other applicable data. In the event that a school doesn't utilize all of their slots, the remaining slots will be given to the most qualified student(s). Students that fall outside each school's most qualified, allocated students will be compared across schools.

CHEATING

A student found guilty of cheating will not receive credit for the assignment in question and may be subject to disciplinary action. A student cheats if he/she uses any unauthorized information during a quiz, test, or examination, gives information to another student during a quiz or examination, submits a writing, homework assignment or report which is not solely and completely his/her effort.

COLLECTION OF MONIES/FEES/EQUIPMENT

It is the responsibility of parents to pay for the repair and/or replacement of school board owned property and/or equipment when it has been damaged and/or lost by their child. It is the expectation of the Wythe County School Board that this remuneration be submitted immediately to the school principal. Each school is to keep a list of all financial obligations that a parent is obligated to pay resulting from the above. This record is to remain a part of each student's record until all financial obligations have been satisfied.

A student may not participate in the graduation ceremony or CTE ceremony of his/her school until he/she has met all of his/her financial obligations to Wythe County Public Schools. In addition, students must pay all obligations prior to participating in any extracurricular activities.

HIGH SCHOOL DIPLOMA REQUIREMENTS

This information is available in the Wythe County Public Schools Program of Studies.

CLUBS AND ORGANIZATIONS

The following clubs and organizations are currently active and available at WCTC: FCCLA, HOSA, Skills USA, and First Robotics

IN-SCHOOL SUSPENSION

In the event that it becomes necessary to isolate a student from participating in the regular school day because of violations of school rules, he/she will be assigned one or more days of in-school suspension. The student will be given work from all of his/her teachers if scheduled a full day of ISS. Parent contact will be made by Administrator.

AFTER-SCHOOL DETENTION

A student may be given After-School Detention as a form of discipline. After-School Detention will typically be from 3:15 - 4:00 p.m. or from 4-7:15 p. m.

SCHOOL RESOURCE OFFICER

The Wythe County Sheriff's Office School Resource Officer (SRO) Program provides police officers in all Wythe County High Schools. The officer fulfills a vital role in promoting safe school communities. Safe school communities promote trust in our schools and police, contribute to the learning process, and foster quality county growth.

SRO COMMUNICATION

A critical element of the SRO program is the relationship and communication between School Administrators and the SRO. School Resource Officers and School Administrators shall ensure effective communication by exchanging information about crime trends, student conflicts, and/or situations that may cause disorder at the school(s) or in the community.

ZERO TOLERANCE

There will be no exception to the practice of reporting violations of the law. Wythe County Schools will be places of zero tolerance for weapons, drugs or abuse of any kind. School Resource Officers and School Administrators shall take measures to prevent and address all incidents involving: assaults against students or school personnel; threats against school personnel; involvement with drugs or alcohol; the possession of contraband or any suspicious substance which may be illegal; or the possession of weapons.

POSSESSION AND/OR USE OF WEAPONS

Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school division is prohibited, and grounds for disciplinary action. A student who has possessed a firearm on school property or at a school sponsored activity as prohibited by Va. Code § 18.2-308.1 or who has possessed a firearm or destructive device as defined in Va. Code § 22.1-277.07 or a firearm muffler or firearm silencer or a pneumatic gun as defined in Va. Code § 15.2-915.4 on school property or at a school-sponsored activity may be expelled for at least one year in accordance with Policy JGD/JGE Student Suspension/Expulsion. The School Board may determine, based on the facts of a particular situation that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate. The School Board may promulgate guidelines for determining what constitutes special circumstances. Disciplinary proceedings for violation of this policy will be initiated promptly.

Such weapons include, but are not limited to: any pistol, shotgun, stun weapon, revolver, or other firearm listed in Va. Code § 22.1-277.07, designed or intended to propel a projectile of any kind, including a rifle, unloaded firearms in closed containers, any air rifle or BB gun, toy guns and look-alike guns, any dirk, bowie knife, switchblade knife, ballistic knife, machete, knife or razor, slingshots, spring sticks, brass or metal knuckles, blackjacks, any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, any disc, of whatever configuration, having at least two points or pointed blades, and which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, explosives, and destructive devices as defined in Va. Code § 22.1-277.07, or other dangerous articles.

DRUGS IN SCHOOL

A student who is determined to have brought a controlled substance, imitation controlled substance or marijuana onto school property or to a school-sponsored activity shall be expelled in accordance with Policy JGD/JGE. The School Board may determine, based on the facts of the particular case that special circumstances exist and another form of discipline is appropriate.

SUSPENSION (ATTENDING EXTRACURRICULAR ACTIVITIES)

A student may not attend an extracurricular activity at Wythe County Technology Center or any other Wythe County Public School while being on suspension effective the day on which they are suspended.

BOMB THREAT AND/OR IMPENDING CATASTROPHE

In case of a bomb threat, the following procedure will be used:

- All students will be evacuated to George Wythe's small gym.
- No students will be permitted to go to their cars.
- WCTC staff are to monitor all exits.
- WCTC staff, Wytheville Town Police, Virginia State Police, Wythe County Sheriff's Office, fire and rescue representatives will help monitor a perimeter.
- School bus garage will be notified to send buses if needed.

STUDENTS WHO LEAVE WITHOUT PERMISSION DURING A BOMB THREAT WILL RECEIVE AN OUT OF SCHOOL SUSPENSION AND WILL LOSE DRIVING PRIVILEGES FOR A PERIOD OF TIME DETERMINED BY ADMINISTRATION.

BREAK AND DEPARTURE SCHEDULE

*BREAK SCHEDULE (SUBJECT TO CHANGE)

<u>Morning Break Schedule</u>	<u>Afternoon Break Schedule</u>
<ul style="list-style-type: none">● Automotive Technology = 9:15am● Practical Nursing = 9:25am● Computer Aided Design = 9:45am● Welding = 9:50am● ISAEP and Criminal Justice = 9:55am● Engineering and CAD = 10:05am● Culinary Arts = 10:10am● Cosmetology = 10:20am● Building Trades = 10:30am	<ul style="list-style-type: none">● Building Trades = 1:05pm● Automotive Technology = 1:15pm● Practical Nursing = 1:25pm● Criminal Justice = 1:30pm● Precision Machining and Welding = 1:45pm● Engineering = 1:55pm● Culinary Arts = 2:05pm● Cosmetology = 2:15pm

DEPARTURE SCHEDULE (SUBJECT TO CHANGE)

<u>Morning Departure Bells:</u>	<u>Afternoon Departure Bells:</u>
<ul style="list-style-type: none">● GWHS = 10:40am● RRHS, FCHS = 11:00am	<ul style="list-style-type: none">● GWHS = 2:25pm● RRHS, FCHS = 2:50pm

DROPPING CLASSES

Except in special circumstances, once students select their classes for the school year, they may not make changes in their classes for that year. Students may not drop a Semester Block class after the 4th school day and may not drop a Singleton Year-long class after the 8th school day. Students who drop a class after these deadlines will receive a final grade of F in that class, except for extreme situations as determined by the principal. For these reasons, it is vital students select their program of studies carefully. Standards for dual enrollment classes may differ. See your guidance counselor for specific questions regarding making changes to dual enrollment classes. Course offerings have been designed to meet the needs of Wythe County high school students. After a preliminary selection of courses, it may be necessary to make alternate choices if an insufficient number of students request a course, if a teacher and/or facilities are not available, or if the course is not approved by the school board.

STUDENT ACCIDENT COVERAGE

You can enroll your child in the Accident Coverage Program by clicking on the following link [Student Accident Insurance Company Homepage Link](#)

Parents/Guardians

I am the parent/guardian of the below named child, and by my signature, I acknowledge that I am aware of the Wythe County Technology Center Handbook. I may obtain a written copy by making a request to the main office.

By signing this agreement, I, as the parent of the student, am also acknowledging that I am financially responsible for all school items, including but not limited to textbooks, issued to my student by Wythe County Public Schools.

By signing this agreement, I, if an adult student, also acknowledge that I am financially responsible for all school items, including but not limited to textbooks, issued to me by the Wythe County Public Schools.

By signing this Statement of Receipt, I do not waive or abdicate, but do expressly reserve, any right protected by the constitutions of the law of the United States or the Commonwealth of Virginia. I further understand that I have the right to express disagreement with the school's or school division's policies or decisions.

_____	_____	_____
Date	Print Parent/Guardian	Signature Parent/Guardian

I acknowledge and will abide by the Wythe County Technology Center Handbook.

_____	_____	_____
Date	Print Student	Signature Student

NOTICE TO PARENT

By signing the above statement of receipt, you shall not be deemed to waive, and you expressly reserve, your rights protected by the constitutions or laws of the United States or the Commonwealth of Virginia, and you have the right to express disagreement with the school's or school division's policies or decisions.

Please sign and return this form to your teacher by no later than August 17, 2018.