

Welcome

Welcome to Page County Technical Center. The staff and I look forward to working with you and wish you a successful and rewarding year.

The programs at Page County Technical Center provide you, the student, with the unique opportunity to be trained in a productive marketable skill area, ready for the twenty-first century workplace. Our programs will be competency based and will include tasks currently being performed in both business and industry. Always keep in mind that the instructors and I are willing to assist you in any area you need and will constantly strive to motivate you to do your best in a safe environment for teaching, learning and working.

Equally important, learning is a shared responsibility, and your success at Page County Technical Center is dependent upon your efforts, determination, and hard work. As a student, you will need to be motivated, open-minded, flexible, creative, cooperative and conscientious. Your future employers will also rely heavily on these same important traits as you embark upon your future career goals.

The information contained in this handbook will provide an explanation of the organization, policies and regulations of PCTC. Please make sure that you fully understand these expectations and ask questions if needed.

I encourage each of you to set high goals, work hard and have a rewarding and successful school year,

Sincerely,

Cathy H. Glenn, Ed. D.
Principal

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Page County Technical Center will not discriminate because of race, color, sex, national origin, age, disability, or against faith-based organizations.

This handbook is revised annually.

August 2009

PAGE COUNTY TECHNICAL CENTER

2009-2010

As of 8/2009

REGULAR DAY BELL SCHEDULE

A.M.		P.M.
8:30 A.M.	Students Report to Class	12:25 P.M.
8:35 A.M.	Tardy Bell	12:30 P.M.
10:55 A.M.	Dismissal Bell	2:55 P.M.

1 HOUR LATE - BELL SCHEDULE

A.M.		P.M.
9:30 A.M.	Students Report to Class	1:00 P.M.
9:35 A.M.	Tardy Bell	1:05 P.M.
11:25 A.M.	Dismissal Bell	2:55 P.M.

2 HOURS LATE - BELL SCHEDULE

A.M.		P.M.
10:30 A.M.	Students Report to Class	1:30 P.M.
10:35 A.M.	Tardy Bell	1:35 P.M.
11:55 A.M.	Dismissal Bell	2:55 P.M.

1:00 DISMISSAL- BELL SCHEDULE

A.M.		P.M.
8:30 A.M.	Students Report to Class	11:20 A.M.
8:35 A.M.	Tardy Bell	11:25 A.M.
9:45 A.M.	Dismissal Bell	12:35 P.M.

Page County Technical Center Mission Statement

The mission of PCTC is to provide sequential and comprehensive technical training leading to productive marketable skill development relative to the twenty-first century.

- ★ The programs will be competency based and will include valid tasks currently being performed in business and industry.
- ★ The programs will meet the needs of both secondary and adult students, by offering multiple entry and exit points through individualized instruction.
- ★ All programs will offer students an opportunity to utilize processes and equipment found in business and industry.
- ★ The curriculum will focus in equal measure on the knowledge, skills, and attitudes required by individuals in the world of work.

Shared Values

We believe:

- ★ Education is essential.
- ★ Academic excellence can be achieved through high expectations.
- ★ PCTC will be child-centered and community oriented.
- ★ Learning is possible for all students.
- ★ Learning potential should be maximized.
- ★ Learning is a continuous process.
- ★ Learning is a shared responsibility.

Enrollment

Students considering enrollment in the day program at Page County Technical Center should discuss this matter as soon as possible with his or her home school guidance counselor. The counselor will be able to answer many of the student's questions and provide additional and valuable information. Once a student has definitely decided to enroll at PCTC, he or she must register with home school guidance. Our programs are mostly for 10th, 11th, and 12th grade students. The admission committee will closely scrutinize transcripts and attendance records. The best qualified students will be chosen according to the number of positions available in that particular program (each program will vary).

Applicants for Practical Nursing (LPN) must be 12th graders or higher, register with guidance, submit an application to PCTC, and take a standardized entrance exam. Once all requirements have been completed, an admissions committee will carefully review all candidates. After the committee has made a decision, the applicant will be notified by letter.

Adult Students in Day Classes

Persons out of school who are 18 years of age or older may be accepted into day classes at PCTC on a space available basis outlined as follows:

1. The adult student will not displace a high school student.
2. Adults will be required to pay a tuition fee in addition to regular class fees.
3. Adults will observe all policies and regulations that apply to the high school students, including our smoke free policy.
4. Poor conduct and/or excessive absences by adults cannot be tolerated and will result in dismissal from the center. Should this occur no refund will be made.

Continuing Education

Continuing Education is a major component part of the total educational program at PCTC. Our purpose, in cooperation with other agencies and institutions in the area, is to provide quality training programs to meet the employment needs of citizens and industries of Page County and to assist in the economic development of our community.

Scheduled Make-up Days for 2009-2010
(Missed Days to be Made-up in this Order)

Day 1	Teacher Workday	January 29, 2010
Day 2	Teacher Workday	February 15, 2010
Day 3	Spring Vacation Day	March 31, 2010
Day 4	Spring Vacation Day	April 5, 2010
Day 5	Memorial Day	May 31, 2010

Faculty and Staff
2009-2010

Dr. Cathy Glenn	Principal and Continuing Education Coordinator Career and Technical Education Director
Beth Breeden	Secretary and Continuing Education Coordinator
Paul Strassner	Auto Technology I and II
Rosalei Caton	Cosmetology I and II
Carrie Hodges	Criminal Justice I
James Sattva	Electricity I and II
Angela Knight	Health Assistant I and II
Erika Rucker	Practical Nursing (LPN) I
Julie Knowles	Practical Nursing (LPN) II
Kara Winum	ISAEP/Vocational Preparation
Barbara Wilson	PACKET Program Instructor
Becky Somers	Instructional Assistant
Paula Morris	Custodian

Student Services

George DuPuy	(TDT) Counselor – Therapeutic Day Treatment
Barbara Jerichen	Leadership Resiliency Program Coordinator
Amy O’Shell	Adult Basic Education/GED Coordinator
John Van Wyck	Youth Alternative Education Coordinator

Vehicle Transportation Regulations

If it is absolutely necessary for a student to drive to school, permission must be obtained from the office and a driving form completed prior to the day the student needs to drive. Below is a list of driving regulations:

1. The student driver is to drive safely and responsibly at all times.
2. Parking lot speed is very slow and cautious.
3. Parking is allowed only in painted areas.
4. Do not pass a stopped bus on campus whether or not the warning lights are flashing.
5. **No** passengers are allowed in a vehicle unless they also have a permit from the office.
6. Students may not remain in vehicles after arriving to school and may not return to their vehicles during school. Loitering in vehicles is not allowed.
7. The school will not be responsible for any damage to or theft of any items left in the vehicles. We recommend locking vehicles and keeping valuables out of sight.
8. Student drivers must remain in good standing at LHS, PCHS, or PCTC.
9. By registering your vehicle, you are giving your consent for search and canine detection initiatives for contraband while your vehicle is parked on school property.

Below is a copy of the one-day driving permit that can be obtained in the office.

Page County Technical Center
One Day Student Driver Permit
2009-2010

Date Vehicle will be driven to school: _____

Student's Name: _____

Vehicle Make/Year: _____

Vehicle Color: _____

License (tag) Number: _____

Check reason for need to drive:

Dentist Appointment

Make-up class work

Funeral

Doctor Appointment

Legal Appointment

Optometrist Appointment

Orthodontist Appointment

Other (specify below)

Requested by (check one): LHS

PCHS

PCTC

Parent

X

Signature of student requesting permission to drive

Approved by: (LHS or PCHS) _____
Principal or Designee

Approved by: (PCTC) _____
Principal or Designee

* This permit also requires a written note from a parent or guardian consenting to the request for the student to drive or leave early.

Courses

PCTC course offerings and the times they meet:

CLASS	TIME
Auto Technology II	8:30 a.m. to 10:55 a.m.
Cosmetology II	8:30 a.m. to 10:55 a.m.
Criminal Justice I	12:25 p.m. to 2:55 p.m. (M, W, F)
Electricity I	8:30 a.m. to 10:55 a.m.
Health Assistant I	8:30 a.m. to 10:55 a.m.-12:25 p.m. to 2:55 p.m.
Practical Nursing (LPN) I	8:15 a.m. to 10:55 a.m.
Practical Nursing (LPN) II	8:15 a.m. to 2:15 p.m.
Auto Technology I	12:25 p.m. to 2:55 p.m.
Cosmetology I	12:25 p.m. to 2:55 p.m.
Electricity II	12:25 p.m. to 2:55 p.m.

Subject to minor changes before school starts in the fall of 2009

Grades

The grades A, B, C, D and F are used by the center. The grades and their meanings are as follows: A=100-94 (outstanding), B=93-86 (very good), C=85-78 (satisfactory), D=77-70 (minimum passing work), and F=69-0 (unsatisfactory).

Pupil Transportation – 12.0

All students are expected to use the bus transportation to and from the center provided by Page County Public Schools. While students are being transported, students are expected to adhere to all bus procedures outlined in the county code of conduct.

Page County Technical Center will strictly adhere to all policies and regulations outlined in the 2009-2010 Page County Public Schools Student Code of Conduct and Attendance.

Student Code of Conduct

The policies contained in this handbook as well as additional policies, may be outlined in more detail within the Code of Conduct document.

Academic Integrity – 6.1

Cheating - Cheating includes the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of unfair advantage of any form of academic work.

Plagiarism – Plagiarism includes the copying of the language, structure, idea and/or thought of another and representing it as one’s own original work.

Attempts – Attempts toward completion of any act described above would constitute a violation and may be punishable to the same extent as if the attempted act had been completed.

Consequences and Dispositions with Regard to Academic Integrity (which may include, but not be limited to):

First Offense: Zero on assignment, parent contact, and forfeiture of academic honors/awards for 30 school days.

Second Offense: Zero on assignment, in-person conference, forfeiture of academic honors/awards for 180 days school days, and placement on Poor School Standing.

Personal Integrity – 6.2

Falsification – the verbal or written statement of any untruth.

Stealing – Stealing includes acquiring another’s possessions without right or permission.

Attempts – Attempts toward completion of any act described above would constitute a violation and may be punishable to the same extent as if the attempted act had been completed.

Recommended Dispositions

Student Conference	Suspension/Suspension of Extra-curricular
Parent Contact	Activities
Conference with Parent or Guardian	Juvenile Probation Officer Referral
Detention	Law Enforcement Agency Referral
In-School Suspension	Court Referral
Recommend Expulsion to the School Board	Alternative Education Placement

Bullying – 9.2

Negative behaviors that target specific individuals are strictly prohibited, and the perpetrators will receive appropriate consequences. Prohibited behaviors include, but are not limited to, threats, written or verbal abusive statements/remarks, physical abuse, and ethnic or gender slurs.

When there is evidence that two or more individuals are directing bullying/harassing behaviors at each other, the perpetrators will receive appropriate consequences. Consequences will be determined by the number of offenses and seriousness of the offenses. They may include conflict resolution, in-school suspension, or out of school suspension.

Chemical Abuse – 7.0

Possessing, using, or having evidence of prior use of illegal chemicals, alcohol, “look-alike” drugs, (including “look-alike” marijuana) any drug not prescribed for the student by a licensed prescriber, or any substance represented as a drug; or possession or use of drug paraphernalia on school grounds or at any school related event. This policy will be implemented in grades 6-12. Students in grades K-5 will be considered on an individual basis. **All prescription or over-the-counter drugs needed by the student for medical reasons must be taken to the main office by the parent accompanied by a note from a physician or parent (VA Code 22.1-277.08).**

7.1 Possession, Distribution or Attempted Distribution of Drugs (whether sale or gift), Transporting or Carrying Illicit Drugs onto School Property, and Bringing Such Substances to School-Sponsored activities (22.1-277.08):

If a student engages in any of the activities indicated above, the following disciplinary consequences will be initiated:

- Poor school standing.
- 10 days suspension from school and suspension of extra-curricular activities (**Principals may use discretion when assigning the number of days of suspension and when providing other disciplinary actions for violations of policy on possession of legally prescribed medications inadvertently brought to school**).
- Referral to a community based Drug Awareness, Intervention, and/or Counseling Program. Student must complete this program in order to return from expulsion or to return to “good school standing.”
- Referral to the Superintendent for a Disciplinary Hearing in order to review all possible disciplinary consequences including long term suspension, expulsion, and Alternative Education.
- Report to Law Enforcement Agency for appropriate legal action.

Disrupting/Disrespectful Behavior on Campus – 9.0

This is classified as any behavior (physical or verbal) deemed by the classroom teacher or other school staff to disrupt the learning environment or that interferes with the orderly conduct of school activities. No student has the right to keep teachers from teaching and other students from learning or be disrespectful to other students. **THIS IS YOUR WARNING!**

This includes, but is not limited to, physical or verbal disturbances, inappropriate literature, illustrations, or pictures, use or possession of mechanical or electronic devices including walkmans, beepers, lighters, and cellular phones. Students are also not to have skateboards, skates, roller blades, etc. on school property. Appropriate discipline will be taken.

Mechanical/Electronic Devices – 9.7

The unauthorized possession or use of any type of electronic or mechanical device which distracts or impedes the educational process is prohibited. This includes pagers, beepers, cellular phones, text messaging devices, and laser pointers. All mechanical/electronic devices **must be out of sight and turned off during the regular school day**. Parents are to refrain from using electronic devices to contact students during the school day.

Dangerous Objects, Firearms, Explosives, Arson, Chemicals – 8.0

Each student has the right to learn in an environment which respects the safety and well-being of all students. The following categories are considered extremely serious violations which threaten a suitable and safe learning environment. Violation of any of the below may result in an immediate recommendation for expulsion.

Dangerous Objects – This means the possession or use of items commonly understood to be inappropriate to typical school activities, such as; machetes, brass knuckles, switchblades, knives, Chinese stars, ammunition, etc. Also included would be the misuse of acceptable objects in a manner which endangers a person’s safety or health. This may include toy or “look-a-like” weapons.

Firearms – Whether loaded or unloaded (which may include an unloaded firearm in a closed container), operative or inoperative, the possession or use of a firearm on any school property or during any school activity is prohibited unless specifically authorized by school officials.

Pneumatic guns – Pneumatic guns which include, paint ball guns, pellet guns, BB guns, and CO2 air pistols are not considered to be firearms. Possession or use of a pneumatic gun is prohibited unless specifically authorized by school officials. Possession includes storage in a vehicle, locker, or other receptacle. The improper use of a starter or “look-a-like” pistol is specifically prohibited.

Explosives – The possession or use of any item or material considered to have the capacity to create an explosion is prohibited unless specifically authorized by school officials.

Arson – The use or the intent to use any material which may result in a fire on school property is prohibited unless specifically authorized by school officials.

Chemicals – The possession or use of chemicals that impact the health and/or safety of others is strictly prohibited.

The Federal Gun Free School Acts of 1994 requires a school principal to recommend at least a one-year (365 days) expulsion to the school board for possession of a firearm. State Law (VA Code 22.1-277.07) classifies a firearm as:

- a. Any stun weapon or taser.
- b. Any pistol, revolver, or other weapon designed or intended to propel a missile of any kind.
- c. Any dirk, bowie knife, switchblade knife, razor, slingshot, spring stick, metal knucks, or blackjack.
- d. 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 non chahka, nun chuck, nunchaku, shuriken, or fighting chain.
- e. Any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart.
- f. Any weapon of like kind as those enumerated in items (a) through (e).
- g. Any weapon, including a starter gun, which will or is designed or may readily be converted to expel a projectile by the action of an explosive.
- h. The frame or receiver of any weapon referenced in item (g).
- i. Any firearm muffler or firearm silencer; or
- j. Any destructive device. "Destructive device" is defined as (i) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge or more than four ounces, missiles having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device; (ii) any weapon, generally recognized as particularly suitable for sporting purposes, by whatever name which will, or may readily be converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; (iii) any combination of parts either designed or intended for use in converting any device into any destructive device described in this subsection and from which a destructive device may be readily assembled. "Destructive device" does not include any device which is not designed or redesigned for use as a weapon, or any device originally designed for use as a weapon and which is redesigned for use as a signaling, pyrotechnic, line-throwing safety, or similar device.
- k. All types of shotguns.
- l. Any knife with a three-inch (or longer) blade.

Fighting – 11.2

Fighting – Intentionally striking a student with the purpose of causing harm or injury. This action may extend to mutual shoving, wrestling, or other aggressive actions, which could result in the danger of harm or injury to the students involved, bystanders, or school property. This Code of Conduct recognizes the fundamental right of every student to reasonable actions as may prove necessary to defend one's self from an attack by another. **Reasonable actions should include walking away and seeking supervision. Physical intervention must be a last resort.** While self defense might be presented or considered as a possible circumstance of an altercation, safety and order in schools require little or no tolerance for fighting.

- 11.1 Incitement or Instigation of Fighting – Actions, comments, or written messages intended to cause others to fight or which may result in a fight.
- 11.2 Fighting – Intentionally striking a student with the purpose of causing harm or injury. This action may extend to mutual shoving, wrestling, or other aggressive actions, which could result in the danger of harm or injury to the students involved, bystanders, or school property. This Code of Conduct recognizes the fundamental right of every student to reasonable actions as may prove necessary to defend one's self from an attack by another. Reasonable actions should include walking away and seeking supervision. Physical intervention must be a last resort. While self defense might be presented or considered as a possible circumstance of an altercation, safety and order in schools require little or no tolerance for fighting.
- 11.3 Assault on a Student – The willful use of physical violence, which is intended to result in serious bodily injury; and the use of a dangerous object in an effort to cause serious bodily injury.
- 11.4 Assault on a School Board Employee – Intentional physical violence directed toward a school board employee with intent to cause bodily harm; (18.2-57) provides for a mandatory period of incarceration of two (2) days when the object of the battery is a teacher, principal or guidance counselor.
- 11.5 Threats – Conveying by gestures, notes, or verbal comments the intent to cause bodily injury or to deprive a student of his/her rights.
- 11.6 Extortion – Willful use of physical or verbal threats or physical abuse intended to result in an involuntary transfer of money or property to another student.
- 11.7 Bullying/Harassment – Negative behaviors that target specific individuals are strictly prohibited and perpetrators will receive appropriate consequences. Prohibited behaviors include, but are not limited to, threats, written or verbal abusive statements/remarks, physical abuse, harassment, and ethnic or gender slurs.

When there is evidence that two or more individuals are directing bullying/harassing behaviors at each other, perpetrators will receive appropriate consequences. In addition, administrators may provide conflict resolution services for the students in face-to-face meeting(s).

Gambling – 9.5

Any event, action, or statement which relies on chance for the monetary advantage of one participant at the expense of others. This includes exchanging items of value as well as currency and extends to keeping score for later settlement.

Insubordination

Insubordination is defined as refusing to display proper respect, defying authority of, or refusing to obey any reasonable request of faculty or staff members.

Obscenity or Vulgarity – 9.3

Cursing or using abusive language including remarks intended to demean a person's race, religion, sex, national origin, handicapping condition, or intellectual ability. This includes action or displays of an obscene nature and the wearing of clothing or adornments which convey unacceptable messages.

Sexual Harassment – 9.1

It is the policy of the Page County Public School Board to maintain a working and learning environment for all its employees and students which provides for fair and equitable treatment, including freedom from sexual harassment. It is illegal for any employee or student, male or female, to harass another employee or student by:

1. Making unwelcome sexual advances or requests for sexual favors or engage in other verbal or physical conduct of a sexual nature
2. Making submission to or rejection of such conduct a basis for employment decisions affecting the employee
3. Creating an intimidating, hostile, or offensive working environment by such conduct.

Any employee or student who believes that he or she has been subjected to sexual harassment should report the alleged act immediately to the Title IX compliance officer. A thorough investigation of all reported incidents to determine the nature and extent of any alleged sexual harassment will be undertaken immediately.

Tobacco Products – 16.0

The use and/or possession of tobacco products by all students on school premises are prohibited. Penalties for the use and possession of tobacco products are as follows:

- First Offense – Student conference, parent conference, and in-school suspension.
- Second Offense – Out-of-School Suspension/Suspension of Extra-curricular Activities.
- Subsequent Offense – Out-of-School Suspension/Referral to School Board.
If under 18 years of age, the student will be referred to the Juvenile Probation Officer.

Searches

In order to maximize student safety in the school and at school-related events, students have, by law, a reduced expectation of privacy. The following conditions apply:

Any items such as gym bags or duffel bags brought onto school property or to a school-related event wherever it may take place are subject to inspection for contraband at any time without prior notice.

The school may allow canine detection initiatives for contraband with respect to school property such as lockers, desks, and vehicles parked on school property or at school-related events.

Treatment of Substitute Teachers

Page County Technical Center is fortunate to have caring people to substitute for teachers when necessary. These people are school visitors providing an important service to our schools. Students should impress these people by staying on the teacher assigned tasks, being polite, helpful, and considerate.

Trespassing – 17.0

Students suspended from school may not be on school property. Students who are requested to leave school grounds are expected to comply immediately. All visitors must be authorized by the administration.

- a. Any student who has been suspended or expelled from school shall be considered trespassing if he/she appears on Page County Public School property during the suspension period unless an exception is approved the principal/assistant principal.
- b. Students who loiter at school after the close of their school day without specific need or supervision may be considered trespassers.
- c. Any student who is directed by an administrator to leave school property is expected to do so immediately. No student or other person may attend or visit a Page County school as a guest during the regular school day without authorization from the school administration.

Vandalism – 18.0

Vandalism is the willful marring, defacing, or destruction of school property held in trust by the Page County School Board, or any of the Board's employees. This applies to the buildings, both exteriors and interiors, books, school buses, private automobiles, school grounds, and property. Students may be legally charged and will need to pay cost of damage; as well as be subject to other appropriate school disciplinary actions.

Verbal Abuse – 9.4

Verbal abuse is any serious or persistent action that prevents an orderly and peaceful learning experience for any individual. Students must respect not only each other but respond to written or verbal directions given by school personnel. Any verbal, written, or physical threats (even implied threats) toward students, staff, faculty members, administration, or school property will result in disciplinary action.

Public Display of Affection – 9.8

Physical contact such as holding hands, kissing and embracing on school grounds will not be tolerated. The following dispositions will be as follows:

- a. First Offense – counseling by the teacher and incident reported to the office.
- b. Student conference with the administration.
- c. Parents contacted by phone or letter.
- d. Conference with parents/guardians and students.
- e. Detention or suspension.

Dress/Attire – 10.0

Students are expected to dress in a manner consistent with recognition that they have the responsibility to help foster a learning environment promoting health, safety, respect, pride, and cohesiveness, as well as positive regard for discipline and authority.

Unacceptable dress includes, but is not limited to:

1. See-through or scanty apparel (unless worn with full-length undershirt)
2. Clothing that is offensive, lewd, vulgar, obscene, or profane
3. Other dress attire which may undermine or compromise the learning environment or distract others from focusing on the learning environment or presents a safety hazard
4. Attire or accessories which promote illegal or controlled substances (alcohol, drugs, or tobacco)
5. Any clothing with suggestive, vulgar, profane, or demeaning statements or symbols
6. Any backless top or shirt that exposes any part of the midriff or back
7. Clothing that has revealing necklines and/or sleeve openings will not be permitted (tank tops, spaghetti straps, straps less than 1 inch wide, athletic jerseys with large arm holes)

8. Body and facial piercings that are potentially dangerous due to overall health and safety reasons
9. Students (male and female) are not permitted to wear any covering on their heads (hats, caps, bandannas, scarves, nets). Exception: Hats may be worn when Electricians and Auto Technicians are in the labs.
10. Dresses, shorts, skirts, etc., that are so short or tight as to exceed the limits of good taste and propriety for a school setting
11. Slits and/or cut out areas on skirts, shorts, pants, and/or shirts that reveal or expose undergarments or skin
12. Intentionally ripped or torn garments, including all Acut-offs@ and pants with holes
13. Baggy pants or shorts must be worn above the waist so undergarments are not exposed and to reduce the risk of injury
14. Chains, studded collars, bracelets, and/or sunglasses
15. Body piercings except for customary ear piercing

*Students will be asked to make appropriate changes if they are found in violation of the dress code. Students unable to make the changes will be placed in ISS the remainder of the school day and students that refuse to make the changes will be suspended out of school with a recommended parent conference.

Tuition

Tuition may be paid on a semester basis and should be paid promptly the first of each semester. Tuition for the 2009-2010 school year is \$1,310.00. **There is no tuition charge for Page County students still attending high school.** Tuition for county high school students starting a program (Practical Nursing not included) as a senior and completing it as a post-graduate is \$327.50. Tuition for a Practical Nursing post-graduate or adult county or city resident is \$1,310.00. Tuition for non-residents is \$1,560.00 for the first year and \$2,360.00 for the second year. Tuition fees are reviewed annually and subject to change.

Insurance

The home high school will issue an insurance policy and procedure information at the beginning of the school year. This insurance is available to all members of the student body at a nominal fee and is sold very shortly after school starts in the fall. All students enrolled at PCTC are requested to take this insurance or certify that they are properly covered by a family policy. A letter from a parent or guardian will suffice. PCTC is **not responsible** for doctor or hospital bills if the student is **not** insured.

Illness

If a student becomes ill, he or she should report first to his or her instructor. The office should also be notified, and parents will be contacted if medical attention is needed.

Safety

Much of PCTC's equipment and programs offer a high potential for injury when improperly used. Students are required to wear appropriate clothing, uniforms, protection devices, safety glasses, gloves, and other safety equipment when working in certain areas. Instructors will give students specific information as it relates to their programs.

Horseplay is not acceptable at any time in shops and/or labs, as most accidents result from it.

First Aid

First Aid will be administered in the main office. Any student who has an accident should be escorted to this area. Should medical attention be necessary, parents will be contacted.

Visitors

Parents are welcome and encouraged to visit the school any time. Appointments expedite visits, but are not required. **All visitors must first report to the school office**, where a member of the administrative staff will be glad to talk to them, arrange a tour of the building, or a visit to a specific class. Students are not permitted to leave the building with or go outside and talk to a visitor without prior approval of the principal or designee. Students from other schools are not allowed to visit PCTC students unless advance arrangements are made, or in the case of an emergency.

Textbooks

Any student who has a desire to purchase his or her PCTC textbook(s) or any supplementary text will have an opportunity to do so by contacting the office.

Students who are furnished textbooks at no charge are held accountable for textbooks issued and must pay for all damaged or lost books.

Telephone

Any student finding it necessary to make or receive emergency telephone calls may use the telephones in the office. However, permission to use these telephones will only be granted in an emergency. **A student will not be called to the telephone except in emergencies.**

Hall Passes

No student is to visit another department, use the phone, use the cell phone, or be in the hallway during instructional time unless he or she has a hall pass from a teacher or administrator.

Inclement Weather – School Closing

In the case of inclement weather, the official announcement for school closing may be heard on the following radio and television stations:

<u>Radio Stations</u>	<u>Locations</u>	<u>Television Stations</u>	<u>Locations</u>
WBTX-AM 1470	Broadway	WHSV-TV-3	Harrisonburg
WFTR-AM 1450	Front Royal	WVIR-TV-12/29	Charlottesville
WFTR-FM 95.3	Front Royal	WUSA-TV-9	Washington, DC
WKCY-FM 104.3	Harrisonburg	WJLA-TV-7	Washington, DC
WARZ-FM 93.7	Woodstock	WNBC-TV-4	Washington, DC
WMXH-FM 105.7	Luray	WTTG-TV-5	Washington, DC
WACL-FM 98.5	Harrisonburg		
WMRA-FM 90.7	Harrisonburg		
WSIG-FM 96.9	Mt. Jackson		
WSVA-AM 550	Harrisonburg		

WEB SITE: <http://eclipse.pagecounty.k12.va.us>

The announcement is made by 6:00 a.m. if possible for closing schools or for delaying school opening. **If Page County Schools are open, Page County Technical Center will also be open.**

Student Organizations

Student organizations are co-curricular and provide opportunities for leadership development, community service, school improvement activities, and participation in regional, state, and national competitions. We have two organizations at PCTC:

1. HOSA – Health Occupation Students of America – for Health Assistant and LPN students
2. SkillsUSA – Vocational Industrial Clubs of America – for Auto Technology, Cosmetology, and Electricity students

We encourage all students to be actively involved in their respective organizations.

Credit

The school operates on the semester plan with each semester being eighteen weeks in length. With the exception of Criminal Justice, classes meet five days a week with classes lasting from 1 to 2 1/2 hours a day. For each full year of satisfactory work completed credits will be applied toward a high school diploma: three periods–3 credits; two periods–2 credits; one period–1 credit. These credits are transferred at the end of the current school year to the home high school.

Emergency Exit Procedures

Fire drills are held in school with the purpose of teaching students to evacuate the building as quickly as possible in the event of a real fire. For your safety, it is important that you familiarize yourself with fire drill instructions posted in classrooms and halls.

At the sound of the fire alarm, proceed quietly and quickly by assigned routes and remain outside the building until a return tone is given. Before exiting the building, please be sure that all classroom and shop doors are closed. Students should attempt to join their classmates and instructor at once upon exiting the building to prevent firefighters or rescue squad members from attempting to locate or rescue someone who does not need such assistance. If there is an alarm during break time, those in corridors will keep to the right and leave by the closest exit. The building must be evacuated at the sound of the fire alarm tone.

Instructors will also review with students the necessary procedures that will be followed for other emergency situations.

Attendance – 4.0

Students are required to attend all assigned classes and activities everyday. School attendance is the responsibility of the student and parent. Good attendance must be a top priority for students enrolled in our programs in order to become employable. The development of good work habits and attitudes toward work are just as important as the attainment of job skills. **In addition, since more than seventy percent of instruction time is devoted to the actual performance of practical applications, most time missed through absences cannot be made up.** A note should be presented to the school secretary upon the student's return to school.

Copied from Page County Public School's Code of Student Conduct:

Attendance Requirements by Class: 4.4

Page County Technical Center, dual enrollment, and/or honors courses may have more stringent attendance requirements than state law and local policy. These more stringent attendance requirements will be stated in each specific course syllabus and students are expected to meet these requirements. For example, classes that lead to a nursing diploma or a certificate of completion in a technical area have attendance requirements that are set by teacher and school principal. In this regard, in many of these classes there are a specific number of seat time hours required in addition to the completion of the actual class and homework. If these attendance hours are not met, students will not receive a passing grade or credit for the class.

Extra curricular activities on the day of the absence

Students must be in attendance, at minimum, for the last four hours of the school day in order to participate in any extra-curricular activity. For over the weekend school activities, students must be in attendance for the last four hours of the school day on Friday.

Students leaving school early (Early Dismissal): 4.7.4

Once a student arrives on school property, he or she may not leave the premises without permission from school administration prior to the end of the regularly scheduled school day. Students who leave school property without permission and/or fail to report to their assigned location during the school day will be referred to the Principal who will choose one or more of the following disciplinary actions:

- Suspension of driving privileges
- After school detention
- Suspension of extra-curricular activities
- Poor School standing
- In-school suspension
- Out of school suspension
- Hallway program
- Referral to the attendance officer for second meeting with parent
- Return of an out of district student to their home high school

Appeals Process for All Disciplinary Actions – 20.0

If a parent disagrees with a disciplinary action taken by a school administrator, the parent has the right to appeal the action. However, if a parent appeals the disposition may be upheld, lessened or lengthened. The following actions are to be followed for any appeal:

- a. Appeals of actions taken by any school level employee (other than the principal) shall be made to the principal.
- b. Appeals of actions taken by the principal shall be made to the Division Assistant Superintendent for Administration.
- c. Appeals of actions taken by the Division Assistant Superintendent shall be made to the Division Superintendent.
- d. Appeals of actions taken by the Division Superintendent shall be made to the School Board. Written notice of such an appeal must be filed with the Superintendent within 7 days of the action being appealed. The appeal shall be heard within 20 calendar days. A decision will be available verbally within two working days of the hearing with written confirmation to follow.
- e. Appeals of actions taken by the School Board may be made to the Circuit Court of Page County.