

Northern Neck Technical Center

Governor's STEM Academy for Agriculture and Maritime Studies



Student Handbook 2023-2024

13946 Historyland Highway
Warsaw, Virginia 22572

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Dear Students and Parents:

The administration, instructors, and I would like to welcome you to the 2023-2024 school year at the Northern Neck Technical Center/Governor's STEM Academy for Agriculture and Maritime Studies (NNTC). We are looking forward to partnering with you as you continue your education at NNTC.

Our purpose is to provide our students with an academically challenging and specialized technical education that leads to specific technical skills and industry credentials. We have established career pathways to workforce, trade programs, community college, and four-year institutions.

Your enrollment at Northern Neck Technical Center represents a commitment that you are making to learn a skill that will provide you with an opportunity to achieve success in the workplace. Our faculty and staff are committed to providing the academic support and necessary guidance to help you achieve your goals. This is a wonderful opportunity for you to master a skill, earn industry certifications, and college credits while still attending high school. While at NNTC, you will learn about job opportunities in your chosen field of study and gain valuable knowledge and skills necessary to excel in your future endeavors.

The degree of success that you enjoy now and in the future is directly related to the effort that you put forth. I hope that your time at NNTC will be productive and personally gratifying and that you use this time to lay the groundwork for a successful future. We have a proud history at NNTC and can't wait to share in your successes.

We encourage parents and guardians to communicate with instructors and administrators frequently. Our doors will be open when parents or guardians have concerns or questions about the progress of a student.

Sincerely,

Samantha Dixon
Principal, NNTC

SUPERINTENDENTS

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2023-2024 NNTC School Calendar

August 7-11	Teacher Work Days
August 14	First Day of School
September 1-4	Labor Day Holiday
November 7	Election Day- No School
November 22-24	Thanksgiving Break
December 21- January 3	Winter Break
January 15	Martin Luther King Day
February 19	Presidents Day-
March 29- April 5	Spring Break
May 13	Completer's Ceremony
May 23	Last Day of School
May 24	Teacher Work Day

<u>Interim Date</u>	<u>End of Nine Weeks</u>	<u>Report Cards</u>
September 13	October 16	October 20
November 15	December 20	January 5
February 8	March 8	March 12
April 16	May 23	May 27

PHILOSOPHY

The Joint Board of Control of the Northern Neck Technical Center Governor's STEM Academy for Agriculture and Maritime Studies believes the primary obligation of the Center is to serve the technical training needs of those interested students of the Town of Colonial Beach and the counties of Essex, Lancaster, Northumberland, Richmond and Westmoreland. We believe that school age students should be afforded the opportunities for successful learning and living in a society of advancing technology. Career and Technical Education should be offered to and provided for the youth and adults of our communities to the extent that they need such educational opportunities consistent with their abilities, interests, and educational needs.

We believe a sound career and technical education program will enable youth and adults to select the type of educational program to meet their individual needs and interests--vocationally and avocationally. We believe this can be done in an atmosphere that is student-centered, an atmosphere where there is fusion of content and process and in an atmosphere where the student is encouraged to develop a responsibility for learning. We believe the objectives developed should dictate the selection of content materials and classroom methodologies used to accomplish these objectives:

1. Gainful employment - to prepare students and adults for gainful employment.
2. Responsible Citizenship - to provide an opportunity for the development of a proper attitude for responsibility.
3. Skilled Craftsmanship - to provide opportunities for the students to know the many facets of his/her trade.
4. Creative Tendencies - to develop in the student an ability to use deductive and inductive reasoning.
5. Leadership - to provide the student with experience in leadership and management.

We believe that the above can and will be accomplished with community support, proper supervision, sound management, and a dedicated competent staff.

COMPETENCY BASED EDUCATION

The Center operates on a (CBE) Competency Based Education program. This simply means that our teaching is based on each department having established a list of skills and knowledge in which the student should be competent. (Competent means that the student has developed the skill, understanding and attitude to successfully complete a task.)

The instructor guides each student through learning activities evaluates progress and records when the student becomes competent on each activity.

Thus, the educational program at the center is based on students becoming competent.

TRANSPORTATION

You are expected to arrive at and depart from the Center on the bus provided by your **home school**. If you arrive or depart from the Center by any other means of transportation, you must have prior permission from the Principal, or other authority at your home school and the Principal of the Center. This policy applies to all students.

It is the student's responsibility to obtain this permission and to see that it is transmitted, in writing, to the Principal of the Center on the day you arrive at the Center by means other than the bus.

When parents desire that a student be excused from the Center at a time when the Center is regularly in session, a written request specifying dates and reasons shall be submitted in advance to the Technical Center principal for consideration. In the case of emergency, the parent or guardian must report to the Center office and state the same. Under no circumstances will a student be released from class unless authorized from the office.

1. Cars are to be parked in the front of the building in designated areas only. Do not sit in parked automobiles at the Center.
2. Your home school will not permit you to drive to the Center for service on your own automobile unless you can present a signed copy of a contract from the Center.
3. Students who wish to drive to the Center should refer to the Section, "Student Driving Policy". **Students are not permitted to drive to the Northern Neck Technical Center on a regular basis.**

Transportation for NNTC Field Trips

Transportation is provided for NNTC sponsored field trips. Class period trips lasting one to two hours to local businesses do not require parent/guardian permission forms to be signed. By signing the handbook acceptance form, you are giving permission to allow for in-class period field trips. Many of these field trips are program related and have an educational aspect. Long distance, all-day, or overnight trips will require a permission form to be signed and returned to NNTC prior to departure.

STUDENT CONDUCT

An educational program is only successful in so far as those enrolled in the program are willing to cooperate in achieving its goals and objectives. This is especially true of technical programs, where the type of training involved requires close cooperation between the student and instructor, and between the students themselves.

The following rules, policies and procedures have been established with one purpose in mind-to afford every student an equal opportunity to derive the maximum educational benefits from his or her program. A student's lack of seriousness about the goals of the Center will not be allowed to interfere with students whose intentions are serious. You are advised, therefore, to be familiar with the following rules and procedures, since their observance will not only be expected, but will also permit all students to benefit equally from their programs.

The rules, policies, and procedures apply once you arrive at the Center.
**YOUR HOME SCHOOL'S RULES AND POLICIES APPLY ON
YOUR WAY TO AND FROM THE CENTER.**

General Conduct

You will be expected to conduct yourself properly at all times while at the Technical Center. This includes such things as language, personal behavior and dress and your attitude towards your work, your teacher, and your fellow students. Remember, no employer is interested in hiring someone who is a constant source of irritation to his supervisors and to his fellow workers.

Disciplinary Action

Infractions and violations of the rules and policies established for the Center will be dealt with promptly and fairly. The reason should be obvious. Remember that behavior which may seem cute can get someone injured in a shop. You are expected to be as serious about the rules and policies in effect at the Center as you are about your training here.

The standards of student conduct are designed to define the basic rules and major expectations of students in the public schools of Northern Neck

Technical Center. It is the responsibility of the Northern Neck Technical Center Board of Control to adopt policy and regulations and the administration to issue regulations establishing rules of conduct for student behavior in order to protect the health, safety and welfare of its students. The Northern Neck Technical Center principal has the responsibility and authority to exercise reasonable judgment in enforcing this Code of Conduct. The principal is responsible for ensuring that all students, staff members, and parents are provided the opportunity to become familiar with this policy.

The executive superintendent shall issue Standards of Student Conduct, and a list of possible corrective actions for violation of the Standards of Conduct. The Standards of Student Conduct and a notice of the requirements of section 22.1-279.3 of the Code of Virginia, 1950, as amended, shall be sent to all parents within one calendar month of the opening of schools simultaneously with any other materials customarily distributed at that time. A statement for the parent's signature acknowledging the receipt of the Standards of Student Conduct shall be sent. The statement shall also acknowledge the receipt of state law concerning parental assistance in maintaining discipline and order. Parents shall be notified that by signing the statement of receipt, parents are not deemed to waive, but expressly reserve, their rights protected by the constitution or laws of the United States or Virginia. Each school shall maintain records of the signed statements. The school principal may request the student's parent or parents, if both have legal and physical custody, to meet with the principal or his designee to review the School Board's Standards of Student Conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress. The administrator of the building should exercise reasonable judgment and consider the circumstances in determining the disciplinary action to be administered.

Each student has the right to expect an educational environment in which he or she can strive to achieve his or her intellectual potential. The student is expected to attend school regularly, be diligent in his/her studies and conduct him/herself in such a way that the rights and privileges of others are not violated. The student is expected to accept and demonstrate the obligation of good citizenship to help prevent problems from happening and help solve problems if they occur.

All parents and guardians are expected to assume responsibility for the student's behavior and assist the school in enforcing the Standards of Student Conduct. Parents are also expected to maintain regular communication with school authorities, monitor and require daily attendance, and bring to the attention of the school authorities any problem that affects the student or other children in the school. It is the parents' responsibility to notify the school of any unusual behavior pattern or medical problem that might lead to serious difficulties.

The school principal shall notify the parents of any student who violates a Board of Control policy when such violation could result in the student's suspension, whether or not the school administration has imposed any disciplinary action. The notice shall state (1) the date and particulars of the violation; (2) the obligation of the parent to take actions to assist the school in improving the student's behavior; and (3) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials. The principal or his designee shall notify the parent of any student involved in an incident required to be reported to the superintendent and Virginia Board of Education.

No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that re-admission, without parent conference, is appropriate for the student. If the parent fails to comply with this requirement, the Board of Control may ask the Juvenile and Domestic Relations Court to proceed against the parent in accordance with the requirements of the Code of Virginia.

Students are subject to corrective action for any misconduct that occurs:

- in school or on school property
- on a school vehicle
- while participating in or attending any school sponsored activity or trip
- on the way to and from school
- off school property, when the acts lead to: (1) an adjudication of delinquency or a conviction for an offense listed in § 16.1-305.1 of the Code of Virginia, 1950, as

amended (unlawful purchase, possession or use of a weapon, homicide, felonious assault and bodily wounding, criminal sexual assault, manufacture, sale, gift, distribution or possession of Schedule I or II controlled substances or marijuana, arson and related crimes, and burglary and related offenses) or (2) a charge that would be a felony if committed by an adult.

Unlawful acts which will lead to police notification and may lead to suspension from classes, exclusion from activities or expulsion includes but is not limited to:

- possession or use of alcohol, illegal drugs, or drug paraphernalia
- selling drugs
- assault/battery
- sexual assault
- arson
- intentional injury (bullying, fighting)
- theft
- bomb threats, including false threats, against school personnel or school property
- use or possession of explosives
- possession of weapons or firearms
- extortion, blackmail, or coercion
- driving without a license on school property
- homicide
- burglary
- sex offenses (indecent exposure, obscene phone calls, sodomy and child molestation)
- malicious mischief
- shooting
- any illegal conduct involving firebombs, explosive or incendiary devices or materials, hoax explosive devices or chemical bombs
- stabbing, cutting or wounding
- unlawful interference with school authorities including threats
- unlawful intimidation of school authorities

- other unlawful acts including being an accessory to any of these or other unlawful acts.

Any student involved in a reportable drug or violent incident shall participate in prevention and intervention activities deemed appropriate by the Superintendent or his/her designee. Further, any student who has been found to be in possession of or under the influence of drugs or alcohol on school property or at a school sponsored activity may be required to (1) undergo evaluation for drug or alcohol abuse and (2) participate in a drug and/or alcohol treatment program if recommended by the evaluator and if the parent consents.

The executive superintendent shall issue regulations listing additional actions that may be cause for corrective action and if serious enough or exhibited repeatedly may lead to suspension or expulsion.

The Board of Control shall biennially review the model student conduct code developed by the Board of Education to incorporate into policy a range of discipline options and alternatives to preserve a safe and non-disruptive environment for effective learning and teaching.

Legal Refs.: 20 U.S.C. 1145g, 3224a; 20 U.S.C. section 3351
Code of Virginia, 1950, as amended, sections 22.1-78, 22.1-253.13:7 (D.3.), 22.1-276, 22.1-277, 22.1-277.1, 22.1-277.02, 22.1-277.2, 22.1-278, 22.1-279.1, 22.1-279.3, 22.1-280.1, 18.2-308.1, 18.2-308.7, 18.2-310, 18.2-322.1, 16.1-305.1.

STANDARDS OF STUDENT CONDUCT

The following are standards of student conduct established by the Board of Control for all students under its jurisdiction. Consequences shall be determined on the basis of the facts presented in each instance of misconduct in the reasonable discretion of the Board, its designated committees and other appropriate school officials.

1. Dress Code

A student's dress and appearance shall not be such that it causes disruption, distracts others from the educational process or creates a health or safety problem. Students must comply with specific building dress regulations as follows. The following clothing is not permitted at the center:

- a. All shorts and skirts must be no shorter than three inches above the knee. Tights or leggings worn as pants need to be covered by a long shirt or other type of leg covering.
- b. Any clothing that conveys sexually suggestive statements, obscene pictures or words, or displays alcohol or drug-related messages or advertising.
- c. Shirts or blouses that expose the midriff or navel, any sleeveless shirt, and undershirts worn as blouses or shirts.
- d. All caps, hats, sweat bands, stocking caps, dew rags, scarves, and sunglasses must be removed upon entering the building.
- e. Other clothing that is considered a distraction to the orderly environment of the school.
- f. Appropriate footwear is to be worn at all times.
- g. Pants are to be worn at the waistline with no exposure of undergarments at the technical center and all school functions.

i. The administration will have the final decision in deciding if a student's attire meets the approved dress code and whether it is distracting or inappropriate.

j. Various courses may require different clothing and shoe requirements. Please adhere to the course requirements.

Parents and students are to use discretion when choosing clothing that is a current fad and may be inappropriate in school.

2. **Unexcused Absence or Tardiness**

Students shall not be absent from or report late to class or school without appropriate parental permission, school permission or an otherwise valid excuse. Students shall not leave the classroom/shop or school without permission. Please see the section dealing specifically with Absences and Truancy for more details.

You should go to your classroom or shop area directly from your bus. Tardiness for other than a late bus must be excused from the Main Office before gaining admittance to class. You must sign into the main office if you arrive late. A note will be given to you so you can gain admittance to class.

3. **Disruptive Conduct/Sleeping in Class**

Students shall not engage in conduct that is or is intended to be disruptive of any school activity, function or process of the school or is dangerous to the health or safety of students or others. Students shall not disturb or disrupt class. Sleeping in class is an activity, which distracts other, and therefore it is a form of disturbance to the normal operation of the class.

4. **Profane, Obscene or Abusive Language**

Students shall not use language, a gesture, or engage in conduct that is loud, vulgar, profane, and obscene or disrupts the teaching and learning environment.

5. **Threats or Intimidation**

Students shall not make any verbal or physical threat of bodily injury or use force directed toward another person for the purpose of extortion or for any other reason. Students shall not threaten to do harm to school property.

6. **Assault and Battery**

A student shall not assault or commit battery upon another person. Voluntary fighting resulting in physical injury to another person shall be considered assault and battery. Physical Assault includes any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to, kicking, shoving, pushing, hitting and fighting. Students shall not prepare to fight after being warned not to. Battery is the unlawful application of force to the person of another.

7. **Bullying**

A student, either individually or as 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 the race, gender, religion, physical abilities or characteristics or associates of the targeted person.

8. **Gambling**

Students shall not bet money or other things of value, or knowingly play or participate in any game involving such a bet, on school property or during any school related activity.

9. **Use and/or Possession of Alcohol, Tobacco, and Other Drugs**

A student shall not possess, use, and/or distribute alcohol, tobacco and/or tobacco/vapor products, or other drugs on school property, on school buses, or during school activities, on or off school property. This includes, but may not be limited to, smokeless

tobacco, anabolic steroids, look-alike drugs, drug paraphernalia, and any prescription or non-prescription drug possessed in accordance with Policy for Administering Medicines to Students.

A student shall not possess, procure or purchase or attempt to possess, procure, or purchase, or be under the influence of (legal intoxication not required), or use or consume or attempt to use or consume, any of the restricted substances listed in this regulation or what is represented by or to the student to be any of the restricted substances listed in this regulation or what the student believes is any of the restricted substances in this regulation.

Possession of a controlled substance, imitation controlled substance or marijuana, as defined in Chapter 34 of Title 54.1 and section 18.2-247 of the Code of Virginia, on school property or at a school-sponsored activity is prohibited.

Mandatory Expulsion

A student who is determined to have brought a controlled substance, imitation controlled substance or marijuana (see restricted substances on school property) or to a school-sponsored activity shall be expelled. The Board of Control may determine, based on the facts of the particular case that special circumstances exist and another form of discipline is appropriate.

Prevention and Intervention

Any student who violates this policy shall participate in the prevention and intervention activities identified in the Northern Neck Technical Center school division's drug and violence prevention plan.

The Board of Control may require any student who is in possession of or under the influence of drugs at school or school-sponsored activities to: (1) undergo evaluation for drug abuse and (2) participate in a drug treatment program if recommended by the evaluator and if the student's parent consents.

Required Reporting to Parents and Local Law Enforcement

The Principal shall report a violation of this policy to parents and local law enforcement as required by Policy CLA.

Students with Disabilities

A disabled student who knowingly possesses or uses illegal drugs, as defined in section 615(k) of the Individuals with Disabilities Education Act, or sells or solicits the sale of a controlled substance, as defined in the federal Controlled Substances Act, while at school or a school function may be placed in an alternative educational setting for not more than forty-five days in accordance with federal and state law and Policy JGDA of the Board of Control.

Restricted Substance

Alcoholic drinks, marijuana, narcotic drugs, hallucinogens, stimulants, depressants, and anything else covered by the Drug Control Act referenced below, as well as any abusable glue, paint and similar materials, anabolic steroids and both prescription and non-prescription drugs if they are not taken according to the prescription or directions on the package, and includes anything that a student represents to be a restricted substance or which a student believes is a restricted substance.

10. Distribution or Sale of Illegal Drugs or Possession or Distribution with Intent to Sell

Students shall not manufacture, give, sell, distribute or possess with intent to give, sell or distribute marijuana or other controlled substance as defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia.

11. Vandalism

Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the Technical Center. In addition, students shall not willfully or

maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus or at school-sponsored events. Graffiti or 'tagging' falls within this definition. Vandalism may result in dismissal from the technical center.

12. Defiance of the Authority of School Personnel

Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by board policies and regulations.

13. Possession or Use of Weapons or Other Dangerous Articles

Students shall not have in their possession any type of unauthorized firearm or other article that may be used as a weapon, regardless of whether it is commonly accepted as such. A description of the policy for possession of weapons can be found further on in this handbook.

14. Theft/Stealing

A student shall not intentionally take the personal property of another person without consent under duress, threat or otherwise.

15. Behavior in School Vehicles

Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct while waiting for or riding in Technical Center vehicles or after being discharged from a Technical Center vehicle.

16. Cheating

Students shall not cheat, plagiarize or knowingly make false statements with respect to any assigned schoolwork or tests.

17. Trespass

The student shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion.

18. Gang Activity

A student shall not engage in gang activities as defined in Policy JFCE, incorporated by reference.

19. 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.

20. Possession of Cellular Telephones or Similar Devices

Students will be allowed to use their devices up until the start of class by their instructor. Then the instructor will require each student to place their device in the school supplied, cell phone, charging station until the end of the class. The station will be locked and under camera surveillance until the instructor ends class.

If a student is caught using the device during instructional time, it will be confiscated by administration and administration will require a parent to come to NNTC to pick up the said device.

21. Reports of Conviction or Adjudication of Delinquency Pursuant to § 16.1-305.1

Students convicted or adjudicated delinquent of an offense listed in the Code of Virginia, 1950 as amended, § 16.1-305.1, may be suspended or expelled.

22. Laser Pointers

Students shall not have in their possession laser pointers.

23. Acceptable Use of the Internet

Students shall abide by the Northern Neck Technical Center's Acceptable Internet Use Policy and Regulation in this handbook.

24. Felony Charges

Students charged with any offense, wherever committed, that would be a felony if committed by an adult may be disciplined and/or required to participate in prevention/intervention activities.

25. Bomb Threats

Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices or hoax explosive devices or chemical bombs as defined in the Code of Virginia. Moreover, students shall not make any threats or false threats to bomb school personnel or school property.

26. Hazing

Students shall not engage in hazing. Hazing means to recklessly or intentionally endanger the health or safety of a student or students in connection with or for the purpose or initiation, admission into or affiliation with or as a condition of continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. Hazing, as defined above, is a Class I 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 the right to sue, civilly, the person or persons guilty thereof, whether adults or infants. See Va. Code 18.2-56

27. Other Conduct

In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state or local law.

The following corrective actions are among those available to the school administration for violation of the **Student Code of Conduct**.

Each offense shall be considered fully in determining reasonable corrective actions.

1. Counseling
2. Admonition
3. Reprimand
4. Loss of privileges, including access to the School's computer system
5. Parental conferences
6. Tasks or restrictions assigned by the principal or his designee
7. Detention after school or before school
8. Suspension from school-sponsored activities or events prior to, during, or after the regular school day
9. In-school suspension
10. Out-of-school suspension
11. Referral to an alternative education program
12. Notify legal authority where appropriate
13. Recommendation for expulsion
14. Mandatory expulsion for firearm possession or use or possession of a controlled

substance, imitation controlled substance or marijuana, as defined in Chapter 34 of Title 54.1 and § 18.2-247 of the Code of Virginia, on school property or at a school sponsored activity.

15. Evaluation for alcohol or drug abuse.
16. Participation in a drug, alcohol or violence intervention, prevention or treatment program.

Legal Refs.: 20 U.S.C. section 3351

Code of Virginia, 1950, as amended, sections 22.1-70.2, 22.1-78, 22.1-253.13:7(D)(3), 22.1-276, 22.1-277, 22.1-277.1, 22.1-277.01, 22.1-277.01:1, 22.1-277.02, 22.1-277.02:1, 22.1-277.1, 22.1-277.2, 22.1-278.2, 22.1-279.1, 22.1-280.1, 18.2-83, 18.2-85, 18.2-87.1, 18.2-308, 18.2-308.1, 18.2-308.7, 18.2-310, 18.2-322.1 and 18.2-433.1.

Student Conduct Policy Guidelines, Virginia Department of Education, June 1994

Cross Ref.:	CLA	Reporting Acts of Violence and Substance Abuse
	IIBEA	Acceptable Computer System Use
	IIBEA-R	Acceptable Computer System Use
Regulation	JFC	Student Conduct
	JFCD	Weapons in School
	JFCE	Gang Activity or Association
	JFCF	Drugs in School
	JGA	Corporal Punishment
	JGD/JGE	Student Suspension/Expulsion
	JGDA	Suspension of Disabled Students
	JHCD	Administering Medicines to Students

WEAPONS IN SCHOOL

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. Violation of this policy shall require that

proceedings for the discipline of the student involved be initiated immediately by the principal.

Such weapons include, but are not limited to:

- any pistol, shotgun, stun gun, taser, revolver, or other firearm listed in section 22.1-277.01(D), of the Code of Virginia, designed or intended to propel a projectile of any kind, including a rifle,
- 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 parts connected in such a manner as to allow them to swing freely which may be known as a nunchahka, nunchuck, nunchaku, shuriken, or fighting chain.
- any disc of whatever configuration, having at least two points or pointed blade, and which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart,
- explosives,
- any mace, pepper spray, tear gas or similar device
- destructive devices as defined in section 22.1-277.01(D), of the Code of Virginia, or other dangerous articles.

Mandatory Expulsion

In accordance with section 22.1-277.01 of the Code of Virginia, a student who is determined to have brought a "firearm", as defined below, on school property or to a school-sponsored activity shall be expelled for no less than one calendar year (365 days). For the purposes of mandatory expulsion, school property means any owned or leased real property or vehicle or any vehicle operated by or on behalf of the school board. The Board of Control may, however, determine, based on the facts of the particular case that special circumstances exist and another disciplinary action is appropriate.

Any student who brings a weapon, as defined within this section, to

school shall be referred to the criminal justice or juvenile justice system.

"Firearm" for purposes of mandatory expulsion, means any weapon prohibited on school property or at a school sponsored activity pursuant to sections 18.2-308 and 308.1 of the Code of Virginia, or to section 22.1-277.01 of the Code of Virginia, or to Title 18 of the United States Code section 921. The following weapons, given these statutory mandates, **are prohibited and invoke mandatory expulsion as stated above:**

1. Any stun weapon or Taser
2. Any knife having a metal blade three inches or longer
3. Any pistol, revolver, or other weapon designed or intended to propel a missile of any kind
4. Any dirk, bowie knife, switchblade, ballistic knife, or razor, slingshots, spring sticks, brass or metal knuckles, or blackjacks
5. 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 nunchahka, nun chuck, nunchaku, shuriken, or fighting chain
6. Any disc of whatever configuration, having at least two points or pointed blades, and which is designed to be thrown as a throwing star or oriental dart
7. Any weapon of like kind as those enumerated in items 1-5
8. 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
9. The frame or receiver or magazine of any weapon referenced in item 7
10. Any firearm muffler or firearm silencer
11. Any "destructive device" defined as (i) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device; (ii) any weapon, except a shotgun or a shotgun shell generally recognized as particularly suitable for sporting purposes, by whatever name known which will, or may be readily 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; and (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" shall 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 other similar device

Children with Disabilities

In accordance with State and federal law, a child with disabilities who brings a weapon to school may be placed in an alternative educational setting for not more than 45 days in accordance with policy JGDA. Weapons under this section include any weapons, devices, instruments, materials, or substances, animate or inanimate, that are used for, or are readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 1/2 inches in length.

Exceptions

Curriculum: An exception to this policy may be made for students participating in an authorized part of the curriculum, extracurricular activity or team involving the use of firearms, or in any organization permitted by the school to use the premises.

Food Preparation or Service: A student possessing a knife which is (1) customarily used for food preparation or service and (2) is possessed by the student for the sole purpose of food preparation or service shall not be subject to mandatory expulsion. However, the student may be subject to appropriate disciplinary action for the possession or misuse of any knife.

Legal Refs: Gun Free Schools Act of 1994, Part F and Title III, Part A, sections 314 *et. seq.* Improving America's Schools Act of 1994, (P.L. 103-382), 20 U.S.C., C. section 1415 (e)(3)(B)(i).

Code of Virginia, sections 18.2-308, 18.2-308.1, 22.1-277.01.
Wood v. Henry County School Board.

Cross Refs: JGD/JGE Student Suspension/Expulsion
JFC Student Conduct
JGDA Suspension of Disabled Students

DRUGS IN SCHOOL

Possession of a controlled substance, imitation controlled substance or marijuana, as defined in Chapter 34 of Title 54.1 and section 18.2-247 of the Code of Virginia, on school property or at a school-sponsored activity is prohibited.

Mandatory Expulsion

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 Superintendent may determine, based on the facts of the particular case that special circumstances exist and another form of discipline is appropriate. Any such discipline shall be taken in accordance with Policy JGD/JGE.

Prevention and Intervention

Any student who violates this policy shall participate in the prevention and intervention activities identified in Northern Neck Technical Center's drug and violence prevention plan.

The School Board may require any student who is in possession of or under the influence of drugs at school or school-sponsored activities to: (1) undergo evaluation for drug abuse and (2) participate in a drug treatment program if recommended by the evaluator and if the student's parent consents.

Required Reporting to Parents and Local Law Enforcement

The Principal shall report a violation of this policy to parents and local law enforcement as required by Policy CLA.

Students with Disabilities

A disabled student who knowingly possesses or uses illegal drugs, as defined in section 615(k) of the Individuals with Disabilities Education Act, or sells or solicits the sale of a controlled substance, as defined in the federal Controlled Substances Act, while at school or a school function may

be placed in an alternative educational setting for not more than forty-five days in accordance with federal and state law and Policy JGDA.

Legal Refs: Code of Virginia, 1950, as amended, §§ 22.1-277.01:1, 22.1-277.1, 22.1-280.1, 18.2-247, 18.2-255.2, and Chapter 34 of Title 54.1.

Cross Refs:	CLA	Reporting Acts of Violence and Substance Abuse
	JGD/JGE	Student Suspension/Expulsion
	JFC	Student Conduct
	JFC-R	Standards of Student Conduct
	JGDA	Disciplining Students With Disabilities

TOBACCO-FREE SCHOOL FOR STAFF AND STUDENTS

Smoking, chewing or any other use of any tobacco or vapor products by staff and students shall be prohibited on school property as defined in this policy.

For purposes of this policy, the following definitions shall apply:

1. **School property** shall mean all property owned, leased, rented or otherwise used by a school including but not limited to the following:
 - a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
 - b. All vehicles used by the division for transporting students, staff, visitors or other persons.
2. **Tobacco** shall include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. **Tobacco** shall include cloves or any other product packaged for smoking.

4. **Use** shall mean lighting, chewing, inhaling or smoking any tobacco product.
5. **Vapor products** shall include e-cigarettes and their vapor/nicotine products.

This policy shall be published in student handbooks, posted on bulletin boards and announced in meetings.

Staff and Students found to be in violation of this policy shall be subject to appropriate disciplinary action.

Exemptions

The Board of Control may consider requests for exemptions from this policy which demonstrate that extraordinary circumstances exist to warrant such an exemption and which do not violate federal or state law.

The Board of Control may direct the superintendent to issue regulations designating smoking areas on school grounds outside buildings.

Legal Refs: Clean Indoor Air Act 20 U.S.C. section 6083 (Federal law prohibits smoking in any indoor facility used to provide educational services to children). Code of Virginia, 1950, as amended, section 15.1-291.1, et seq.

SUBSTANCE ABUSE - STUDENT ASSISTANCE PROGRAM

The primary responsibility for helping students who are involved with substance abuse lies with the students and their parents. A supportive school environment is necessary for students who have been involved with substance use/abuse.

The Board of Control supports substance abuse programs, which may vary in scope according to individual needs. Included among these would be programs for persons who desire more information, and for those who need help with intervention activities and programs.

The Board of Control supports the home school division efforts to help students during the school day as well as to reinforce programs offered through other agencies. To that end, individual school substance abuse programs should provide group experiences, individual counseling and such other devices as are judged to be necessary by school personnel and other involved agencies.

Alcohol and illegal drug use/abuse shall be prohibited by the Code of Student Conduct in compliance with all applicable federal, state or local requirements.

Legal Refs: Code of Virginia, 1950 as amended, sections 22.1-78, 22.1-277.02, 16.1-305.1.

WRITTEN NOTIFICATION OF VIOLATION OF SCHOOL POLICIES

The Board of Control shall require written notification of an offense to the pupil's parent, guardian, or other person having charge or control when:

- a pupil commits an offense in violation of Board of Control policies, and school officials determine the offense was committed without the willful intent to violate such policies, or
- when the offense did not endanger the health and safety of the individual or other persons.

The notification shall be made no later than two school days following the incident. The Board of Control shall require the principal of the school the child attends, or other appropriate school personnel, to develop appropriate measures, in conjunction with the pupil's parent or guardian, for correcting such behavior.

Legal Ref.: Section 22.1-209.1:2 (D)

SEARCH AND SEIZURE

To maintain order and discipline in the school and to protect the health, safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

Student desks and lockers are the property of the school, and may be used for the storage of permitted student belongings only. School officials retain locker combinations and reserve the right to search desks and lockers as well as to open lockers at any time for repairs. A general search of lockers or desks may be conducted to repossess school property or to locate illegal materials. School officials in accordance with a pre-determined search formula may conduct a random, systemic, non-selective search of student classrooms, desks, lockers or automobiles. Students are responsible for the content of their assigned locker at all times. The student's individual right to privacy and freedom from unreasonable search and seizure is balanced by the school's responsibility to protect the health, safety, and welfare of all persons within the school community. Should illegal materials be found during a search, law enforcement officials should be notified.

The locations at which searches of students and student property may be conducted are not limited to the school building or school property, but may be conducted wherever the student is involved in a school-sponsored function.

PERSONAL SEARCHES

A student's person and/or personal effects (e.g. cell phone, purse, book bag, etc.) may be searched by a school official whenever the official has reasonable suspicion to believe that the student has violated or is about to

violate the law or a school rule and that the search will yield evidence of the violation.

A personal search may include requiring a student to be scanned with a metal detector.

A pat down search of a student may only be conducted if a school administrator has established a high level of reasonable suspicion that evidence will be found to corroborate suspicion that a law or school rule has been broken. If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness of the same sex present.

Strip searches may only be used when an extremely serious situation exist requiring immediate action. Such a search should be used only in the context of imminent threat of death or great bodily injury to a person or persons. If a strip search is necessary the school official should contact the appropriate law enforcement official, and the search should be conducted by a sworn law enforcement officer of the same sex, in the presence of a same sex adult witness. School officials may only conduct a strip search in cases where it is necessary to avoid the imminent threat of death or great bodily injury to the student or another person. If a strip search must be conducted by a school official, it must be by a same sex official with a same sex adult witness, and the school official must have the prior approval of the superintendent or his designee, unless the health or safety of the student is endangered by the delay.

LOCKER SEARCHES

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and are responsible for the content of their assigned locker at all times. School authorities for any reason may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant.

AUTOMOBILE SEARCHES

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 official has reasonable suspicion to believe that the student has violated or is about to violate the law or a school rule and that the search will yield evidence of the violation, or that illegal or unauthorized materials or other evidence of illegal or otherwise prohibited activities are contained inside the automobile. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

COMPUTER SEARCHES

School computers, software and Internet access is school property. Students are only authorized to use school computers and other similar educational technology consistent with the educational mission of the school. School officials may search school computers, software and internet access records at any time for any reason and without student consent.

CONSENT SEARCHES

If a student gives a school official consent for a search the school official does not need to demonstrate reasonable suspicion. A student's consent is only valid if given willingly and with knowledge of the meaning of consent. Students should be told of their right to refuse to be searched, and a student must not perceive himself at risk of punishment for refusing to grant permission for the search.

SEIZURE OF ILLEGAL MATERIALS

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

_Legal Refs.: New Jersey v. T.L.O., 469 U.S. 325 (1985)
Constitution of the United States, Amendment IV
Constitution of Virginia, Article I, section 10
Board of Education Guidelines for Student Searches in Public Schools,
(12/21/99)

Cross Refs.: IBEA Acceptable Computer System

ADMINISTERING MEDICINES TO STUDENTS

Prescription Medications

The Northern Neck Technical Center Governor's STEM Academy Nurse Aide instructors and administration may give prescription medication to students only with a physician's written order and written permission from the student's parent or guardian. Such medicine must be in the original container and delivered to the principal or assistant principal by the parent/guardian of the student.

Nonprescription Medications

Northern Neck Technical Center Governor's STEM Academy personnel may give nonprescription medication to students only with the written permission of the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container and delivered to the principal or assistant principal by the parent/guardian of the student.

Self-Administration of Medication

Self-administration of any medication with the exception of asthma medication as discussed below is prohibited for students in grades six through eight. Students in grades nine through twelve may be allowed to possess and self-administer non-prescription medicine if:

- written parental permission for self-administration of specific non-prescription medication is on file with the school;
- the non-prescription medication is in the original container and appropriately labeled with the manufacturer's directions;
- the student's name is affixed to the container; and
- the student possesses only the amount of non-prescription medicine needed for one school day/activity.

Sharing, borrowing, distributing, manufacturing or selling any medication is prohibited. Permission to self-administer non-prescription medication may

be revoked if the student violates this policy and the student may be subject to disciplinary action in accordance with the Standards of Student Conduct.

Self-Administration of Asthma Medication

Students with a diagnosis of asthma are permitted to possess and self-administer inhaled asthma medications in accordance with this policy during the school day, at school-sponsored activities, or while on a school bus or other school property. In order for a student to possess and self-administer asthma medication, the following conditions must be met:

- written parental consent that the student may self-administer inhaled asthma medications must be on file with the school;
- written notice from the student's primary care provider must be on file with the school, indicating the identity of the student, stating the diagnosis of asthma and approving self-administration of inhaled asthma medications that have been prescribed for the student; specifying the name and dosage of the medication, the frequency in which it is to be administered and the circumstances which may warrant its use; and attesting to the student's demonstrated ability to safely and effectively self-administer the medication;
- an individualized health care plan must be prepared, including emergency procedures for any life-threatening conditions; and
- information regarding the health condition of the student may be disclosed to school board employees in accordance with state and federal law governing the disclosure of information contained in student scholastic records.

Permission granted to a student to possess and self-administer asthma medications will be effective for a period of one school year, and must be renewed annually. However, a student's right to possess and self-administer inhaled asthma medication may be limited or revoked after appropriate school personnel consult with the student's parents.

MISCELLANEOUS INFORMATION

Insurance

The Northern Neck Technical Center recommends that all shop students be covered by accident and hospitalization insurance because of the many accident possibilities associated with shop work. The special policy sold through the home school is recommended.

Visitors

Visitors are welcomed at the Center, ESPECIALLY parents of our students. All visitors must secure permission and sign in at the office to visit a department or tour the building. As we value instructional time, we encourage visitors to come during non-instructional hours. Please schedule an appointment with your student's instructor or the administration in advance.

Tools and Equipment (Student Responsibility)

Care of tools and equipment is important in carrying out a successful instructional program. In some instances, tools will be assigned and collected on a daily basis. In other cases, students will be assigned an entire toolbox for either a grading period or an entire year. The instructor will make periodic inventories and the student assumes responsibility for any lost or stolen tools. This means that the student **must pay** for tools or equipment that are lost or stolen while the tools or equipment are assigned to that student.

Student Lockers

Student lockers are placed in the Center for the use and convenience of the student. These will be kept neat and free of rubbish and perishable items at all times. Student locker inspections will be done each Friday. Any damage done to the locker will be the responsibility of the student. If a lock is lost or broken a student will be charged a five-dollar replacement fee. Students must secure their clothing and property in their lockers at all times. Money in excess of twenty dollars and or valuables should not be brought to school. Students are responsible for locking their lockers and safeguarding the locker combination. A locker combination should never be given to

anyone else. Personal items that you care about should not be brought to school.

Hall Passes

Students are allowed in the hallways before and after school and when going from one area to another. Students are not to be in the halls at any other time unless they have a hall pass. Students are asked to be courteous at all times and to keep to the right side when moving in the halls. Running or shouting in the halls is strictly prohibited.

Office Telephone - Students may use the office telephone for emergency purposes only.

Permission must be given by the principal, assistant principal or designated office personnel.

Care of Building and Grounds

Our students should be proud of the Center and make every effort to keep the building and grounds looking clean and neat. Students are urged not to place feet on desks or against the walls. No posters or signs are to be posted on walls or bulletin board without permission from the administration. This is your building, your school, and no individual should be allowed to deface any part of it.

Guidance and Placement

Your home school handles guidance and placement services. Mrs. Jo Ellen Andrews, Career Director at NNTC, can handle specific career and workplace questions concerning job placement.

Personal Shop Work

Most of the shops undertake individual projects for private citizens; a car to be tuned-up or repaired or a building construction project. All of these projects are undertaken to provide you with specific job training and practice, and are handled on a contract basis. This means that the owner has signed a contract relieving the Center of certain responsibilities before the work is undertaken.

As a student, you also will be permitted to have work done of a personal nature. All such personal projects are also handled on a contract basis. Be sure to obtain and fill out a contract before undertaking any personal shop work.

Breaks

Each class is permitted a 10-minute break period. The instructor has the authority to suspend break privileges for his/her class at any time for good reason. Food and drinks are obtained and consumed during the scheduled break only and consumed in designated areas (to be determined by the instructor). Any student found in the break area without their teacher or permission will be subject to disciplinary action.

Break periods may also be suspended by the administration.

ABSENCES / TRUANCY

A. Generally

Students of school age shall attend their assigned school during school hours in accordance with State law. The executive superintendent shall be responsible for maintaining accurate records of attendance and for close monitoring of all absences.

Code of Virginia § 22.1-254 Compulsory attendance required.

Every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the 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 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 school or to a private, denominational, or parochial school or have such child taught by a tutor or 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 § 22.1-254.1.

B. Absences

In instances of excused or pre-excused absences, the principal and staff will endeavor to insure that ample opportunity is provided for the accomplishment of make-up work. **Students are required to have at least 280 seat hours in order to continue in the program the following school year.**

I. Excused Absences

Excused absences are defined as absences **substantiated only by doctor, hospital, court documents, or home school principals.**

- a. Home school events that are excused by the home school principal, such as testing, educational trips, school closings and bus problems. Instructors' attendance records will indicate absence as SA (student activity).
- b. *All documents must be submitted to the Center's office staff no later than three (3) days after the student returns to the Center from the absence.* Students must bring in supporting

documents substantiating the excused absences. A note will be written in the main office for your instructor.

- c. At the discretion of the Center principal, three (3) instances of unexcused and/or unreasonable early dismissal and/or tardies will be treated as one (1) day absence.
- d. Students will have 5 school days from the day they return back to school to make up any missing assignments. If the assignment is not made up within 5 days, students will receive no credit for missed assignment.

2. Pre-excused Absences

Pre-excused absences are defined as absences for legitimate cause which occur with the full, prior knowledge and consent of parents. The principal may accept as valid the reasons for these absences.

3. Unexcused Absences

Unexcused absences are those absences for which there is no reasonable, justifiable excuses.

- *After 10 absences* – a letter will be sent to the parent(s) from the home school notifying them of the student absences and the attendance regulations of NNTC.
- *After 15 absences* – a second letter will be mailed home
- *After 20 absences* – the student may fail the class for the year. A third letter will be sent home. The parents have five school days to request a hearing with the appeals committee.

4. Long-Term Medical Absence

Individualized Instructional Plans (IIP) must be completed prior to a pre-excused medical absence or within three (3) days of return from an unplanned absence.

This IIP must include a list of work and competencies that must be completed.

The IIP must be signed by the instructor, student, student's parent/guardian, and NNTC guidance or administrator.

C. Early Dismissals

1. Early dismissals must have prior written approval from the parent and from the home school.
2. Because students are exposed to important skills and concepts throughout the school day, and because they are expected to be in attendance for the totality of every class period, early dismissals will be discouraged in all instances.
3. At the discretion of the principal, three (3) or more instances of unexcused and/or unreasonable early dismissal will be treated as one (1) day absence.

D. Post-graduates

All Post graduates must be approved by their home school division to attend Northern Neck Technical Center. If a post graduate accumulates 10 unexcused absences during the first semester the home school will be notified and approval to attend second semester must be granted by the home school superintendent or their designee.

E. Absences - Excused or Unexcused/Penalties

After ten (10) absences within the first semester. A letter will be sent to the parent(s) from the home school notifying them of the student's absences and the attendance regulations of the Northern Neck Technical Center.

After fifteen (15) absences within the school year: a second letter will be mailed to the parent regarding the number of absences from student's home school.

After twenty (20) absences within the school year: The student may fail the class for the school year. The home school will send the parent a letter and the parent and student ***will have five (5) working days to request a hearing with the appeals committee.***

F. Absence Appeals Committee

An absence appeals committee, appointed and chaired by the assistant principal, shall be established. It shall be the function of the committee to review and recommend disposition on all cases of students exceeding the maximum number of absences.

All students who miss 20 days per year will be referred to the absence appeal committee. Unless extenuating circumstances warrant exception, the committee will recommend subject failure for the year in each case where excessive absences were recorded.

The absence appeal committee may recommend to the principal that a waiver of the regulations be granted in cases of mitigating circumstances or in the student's achievement of competencies at a 3.0 or better grade. The principal, or his designee, may accept or reject the recommendation, request further information, and/or make recommendation to the Northern Neck Technical Center Board of Control.

Only by action of the joint committee can exceptions be granted. In cases where waiver is denied, the student and his/her parents will be notified of the joint committee's action and of the right to an appeal process.

G. Truancy

Truancy is defined as the absence of a student for other than any legitimately recognized reason for all or part of a day when school is in session. Although the absence may occur with parental knowledge and consent, the principal cannot accept as valid the reason given for the absence.

ATTENDANCE POLICY

I. STATEMENT

The staff of the Northern Neck Technical Center is committed to providing students with the competencies needed to gain employment and pursue further education. However, technical skills and foundation knowledge alone will not ensure successful and continuous employment. Qualities such as good work habits, regular attendance, and punctuality are also needed.

The following attendance policy has been adopted by the faculty and is designed to help students recognize the significance of attendance and the impact it can have on one's career. Habits that are developed today by students tend to remain with them throughout their entire working years. Therefore, it is important that the school have an attendance policy that is flexible enough to accommodate the varied needs of its diverse student body population, yet firm enough to discourage abuse.

The staff also recognizes the relationship of good attendance to grades and the attainment of a program completion certificate. Therefore, every effort has been made to link attendance, grading, and program completion in a positive manner.

II. POLICY

- A. Effective September, 1993, all program completion certificates will reflect the number of hours that a student is in attendance.
- B. Program completion certificates will be awarded in June at the Completion Ceremony.
- C. Students are required to make-up all work missed. It is the student's responsibility to provide the instructor with appropriate written documentation within three (3) days following an absence. The student also assumes responsibility for obtaining and completing missed assignments within 5 school days of being absent.

STUDENT OF THE YEAR

The following is a list of requirements for **Student of The Year**:

- 1. Must be recommended by instructor
- 2. Have missed no more than 8 days for the year (not including the SA days)
- 3. Must have an average of 90% or better
- 4. Must have no Suspension days
- 5. Must have been selected as Student of the Nine Weeks a least once
- 6. Must have actively participated in club activities
- 7. Must be in the second year of a two-year program or in a one-year program.

DRIVING VEHICLES TO/FROM NNTC

Students at Northern Neck Technical Center are not permitted to drive to school on a regular basis. When students are allowed to drive vehicles to the Center, the following regulations will apply.

1. The student must obtain prior permission from the home school administrator and NNTC administrator.
2. A permission to drive form must be filled out and signed by parent/guardian and home school administrator prior to the date of request. This form may be obtained in the NNTC office.

OPERATING VEHICLES FOR CENTER RELATED REASONS

1. Vehicles will be moved only with permission of the instructor and under sight supervision of the instructor.
2. Vehicles will be moved for class-related reasons only.
3. Students will not leave school property.
4. No passengers will be allowed in the vehicle.
5. The keys to each vehicle will be kept secure in the instructor's office and given to the student only at the time the vehicle is to be moved. This includes tractors or other motor driven equipment.
6. Safety cones must be put behind all parked vehicles.
7. The instructor will be held personally responsible when these regulations are not followed.
8. Students will be permitted to sit in the driver's seat or start the engine of the vehicle only.

SAFETY

Students are required to pass a mandatory safety test for their respective course. If the student cannot successfully complete this test, he or she will not be allowed to use the tools or equipment and may be dismissed from the program and returned to his or her respective home school. Various safety tests include SP/2, OSHA 10, and related classroom assessments.

1. All technical shop activities involving the use of equipment and machines will be supervised by a qualified instructor must supervise equipment. When the instructor is required to leave the shop area (even for short periods of time) the use of dangerous equipment shall be discontinued until he/she returns. The group should be under the supervision of an adult substitute. **Under No Circumstance Will an Instructor Leave Their Students Unattended.**
2. Safety zones will be painted around all dangerous equipment.
3. All safety guards and devices must be used at all times.
 - a. State Law 22.1-275 requires protective eye devices be worn in Career and Technical Education shops or laboratories involving:
 1. Hot molten metals
 2. Milling, sawing, turning, shaping, cutting grinding, or stamping of any solid materials
 3. Heat treatment, tempering, or kiln firing of any metal or other materials
 4. Gas or electric arc welding
 5. Repair of any vehicle
 6. Caustic or explosive material
 - b. Chemical or combined chemical physical laboratories involving caustic or explosive chemicals or hot liquids or solid; shall be required to wear industrial quality eye protective devices at all times while participating in such course or laboratories.

The governing board or authority of any public or private school or the governing body of each institution of higher learning shall furnish the eye protective devices prescribed in this section free

of charge or at cost to the students and teachers of the school participating in the courses set in this section; provided, however, that such devices may be furnished by parents or guardians of such students. Eye protective devices shall be furnished to all visitors to such course.

"Industrial quality eye protective devices," as used in this section, means devices providing side protection and meeting the standards of the American Standards Association Safety Code for Head, Eye, and Respiratory Protection, 22.1-1959, promulgated by the American Standards Association, Inc. (1066, C.69.)

4. All visitors observing shop work are required to wear safety glasses.
5. Spray respirators must be worn by all persons engaged in spray (mist) painting of any type or in applying chemical pesticides.
6. All students in the labs must wear a mask where there is dust from work being sanded (especially where paint is concerned).
7. If students are working above ground or floor level where tools could be dropped on other students then all students should wear hard hats.
8. Students shall dress appropriately and safely for the activity.
 - a. The center wishes to promote common sense and good taste regarding dress. The wearing of shorts, bare midriffs and bare feet are not permitted.
 - b. Since many of our classes involve a dirty and greasy work environment, students should bring appropriate clothes or uniforms. Instructors should use good judgment in having students select proper dress for their lab activities. A change of shoes may be desirable.
 - c. If a student fails to bring proper clothing they will be allowed to participate and parents will be notified in writing. If this occurs a second time the student will be

given one-day suspension and a parent conference will be requested.

- d. Students will not be excused from lab activities because of improper dress.
 - e. Students must wear appropriate protective equipment when performing hazardous operations. This includes safety glasses and shields and also gloves, aprons, hats, leg coverings, arm coverings, etc.
 - f. If loose clothing and long hair presents a danger, the instructor will prevent the student from operating certain machines and doing other hazardous operations until the problem has been corrected.
 - g. All students with hair reaching their shoulders must wear the hair under a cap or hair net if they work in an area with equipment having moving parts.
9. At the beginning of the school year each student will turn in the **Student Data Form** which contains items about what the Center is to do in case of accident or serious illness.
 10. In case of an accident a **Student Accident Report** is to be filed with the Principal.
 11. An instructor will not give medication to a student. This includes Aspirin, Tylenol, cough meds, etc.
 12. A student needing to take medicine will be sent to the Principal. Medication, (pills or liquid) will not be permitted at the Center unless it is kept in the School Nurses office and taken in the presence of the School Nurse and at the direction of a physician.
 13. Rubber gloves must be worn by any student in the labs where there is skin contact with solvents, acids, alkalis or epoxy resins that are able to be directly absorbed through the skin or ingested from residues on one's hand.

14. Students shall not be allowed to consume food or beverages in a bathroom nor in any area exposed to toxic materials. The eating or drinking of foods or beverages other than water shall be in an area outside the laboratory that contains no toxic chemicals.
15. Students working in labs that contain potentially hazardous residues that can be ingested from one's hands and cause serious illnesses must wash their hands immediately upon completion of the work involved and prior to consumption of any food or beverages.
16. Each instructor must see that all containers are properly labeled as to their content.

Fire Safety-Emergency and Drill Procedures

1. The fire alarm is a loud blast (very different from the regular school bell).
2. Routes for leaving the building are posted in all classrooms and labs. Become familiar with these.
3. Before leaving the building, turn off equipment and close all doors and windows.
4. Leaving the building in an orderly fashion and go to the area designated by the instructor. Remain with your class.
5. Re-enter the building only after the school bell sounds the all clear or authorization from a school official.
6. If any student sets off a fire alarm or fire extinguisher when there is no fire, that student will be expelled.

STUDENT ORGANIZATIONS

The Center provides for five student organizations, with a morning and afternoon section of each. Students can become a member by enrolling in the following classes:

HOSA (Health Occupations Student Association) -

- Nurse Aide Program

SKILLSUSA

- Automotive Body Repair
- Automotive Service Technology
- Carpentry
- Computer Maintenance Technology
- Cosmetology
- STEM – Engineering Technology
- Electricity
- Nurse Aide
- Marine Service Technology

FFA

- Horticulture
- Landscaping

FCCLA

- Culinary Arts

There will be a small fee for these organizations, the fees will be discussed at the beginning of the school year and once SkillsUSA begins. It is NNTC's goal to provide all students the opportunity to be members of these various clubs. Fund raisers will be held to aid with the expenses of memberships and trips.

GRADING POLICY

I. Key to Grading Systems

A	100 – 91
B	90 – 81
C	80 – 71
D	70 – 61
F	60 and below

II. Grading breakdown based on 100% per grade report period.

60% = Competencies

This includes laboratory work, graded projects, tests, quizzes, and other written assignments.

40% = Employability Skills (Maximum Total Penalty or Credit)

This area of grading includes the following:

1. Uses time well
2. Is punctual
3. Follows instructions
4. Works well with others
5. Takes care of equipment
6. Takes pride in work
7. Attends regularly
8. Is motivated
9. Communicates well
10. Observes safety rules

Penalties and credits, for each student, will be documented. Each instructor must maintain a list of expectations and penalties for work habits and attitudes in their particular class. This list must be shared with the students during the orientation conducted during the first week of school and be posted in the lab during the school year. Students must be told when penalties are assessed and why.

Instructors must maintain documentation of penalties and reasons for point deductions.

Whenever a student is absent, he/she is responsible for any work missed during the absence. If the student does not make arrangements within three days upon his/her return to make up the missed work and then complete the work within the period of time allotted by the instructor, they will receive a zero for that day's employability skills grade and for the assignment(s) missed on that day(s).

ACCEPTABLE COMPUTER SYSTEM USE POLICY

All use of the NNTC computer system shall be consistent with the Board of Control's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the internet and any other internal or external network.

Computer System Use-Terms and Conditions:

1. **Acceptable Use** - Access to the NNTC computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.
2. **Privilege** - The use of the NNTC computer system is a privilege, not a right.
3. **Unacceptable Use** - Each user is responsible for his or her actions on the computer system.

Prohibited conduct includes:

- using the network for any illegal activity, including violation of copyright or other contracts, or transmitting

- any material in violation of any federal, state or local law
 - willfully obtaining computer services without authority (WiFi surfing)
 - sending, receiving, viewing or downloading illegal material via the computer system
 - unauthorized downloading of software
 - downloading copyrighted material for unauthorized use
 - using the computer system for private financial or commercial gain
 - wastefully using resources, such as file space
 - gaining unauthorized access to resources or entities.
 - posting material authorized or created by another without his or her consent.
 - using the computer system for commercial or private advertising.
 - submitting, posting, publishing or displaying any obscene, profane, threatening, illegal or other inappropriate material.
 - using the computer system while access privileges are suspended or revoked.
 - vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
4. **Network Etiquette** - Each user is expected to abide by generally accepted rules of etiquette, including the following:
- Be polite.
 - Users shall not forge, intercept or interfere with electronic mail messages.

- Use appropriate language. The use of obscene, lewd, profane, threatening or disrespectful language is prohibited.
 - Users shall not post personal contact information about themselves or others.
 - Users shall respect the computer system's resource limits.
 - Users shall not post chain letters or download large files.
 - Users shall not use the computer system to disrupt others.
 - Users shall not read, modify or delete data owned by others
5. **Liability** - The Board of Control makes no warranties for the computer system it provides. The Board of Control shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising out of any violation of these procedures.
6. **Security** - Computer system security is a high priority for NNTC. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
7. **Vandalism** - Intentional destruction of any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.
8. **Charges** - NNTC assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone or long-distance charges.
9. **Electronic Mail** - NNTC electronic mail system is owned and controlled by NNTC. NNTC may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private and may be

monitored and accessed by NNTC. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

10. **Enforcement** - Monitoring information on the NNTC computer system shall enforce this procedure and the policy it supports. To protect students, software may also be installed on the computer system that blocks obscene/illegal material as well as material that may be harmful to juveniles. **Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.**

**Annual Notice of Survey, Records, Curriculum,
Privacy, and Related Records**

The Family Educational Rights and Privacy Act (FERPA), 20 USC §1232g, 34 CFR Part 99; Protection of Pupil Rights Amendment, 20 USC §1232h, 34 CFR Part 98; Elementary and Secondary Education Act, 20 USC §§7165, 7908, and 10 USC § 503 provide certain notice, inspection, and participation rights to parents, students who are over age 18, and emancipated minors. This page provides you with information about those rights.

DIRECTORY INFORMATION: An exception to the requirement that parents' consent to disclosure of their student's records is "directory information". "Directory information" is routine information that is generally not considered harmful to disclose. Consequently, this kind of information may be included in school publications and disclosed to outside organizations without the parent's prior written consent – unless the parent has opted out of such disclosure. NNTC defines "directory information" as:

- Name
- Participation in officially recognized activities and sports
- Height and weight, if a member of an athletic team

- Dates of attendance
- Awards and honors
- School and grade
- Photographs and other images
- Address and phone number (for limited purposes only – see below)

Examples of circumstances in which directory information is disclosed to the public include:

- School yearbooks
- Team rosters and class lists
- Graduation, theater, athletic, and music programs
- Videos of performances, school activities, and athletic events
- Articles about school activities and athletic events
- Lists of those receiving honors, awards, and scholarships

Please contact the school with any questions regarding FERPA.