

WELCOME TO MASSANUTTEN TECHNICAL CENTER

We would like to welcome all students to Massanutten Technical Center for the **2019-2020** school year. MTC serves as an extension of the secondary schools of the City of Harrisonburg and Rockingham County.

Our purpose is to provide you opportunities to continue your preparation for the future, to broaden your knowledge into areas of your special talents and capabilities, and to build a solid foundation for your selected occupation.

Your educational experiences at Massanutten Technical Center will be only as successful, interesting and rewarding as you set out to make them. Hopefully, you will establish attitudes, behaviors, and values which, when combined with vocational skills, will enable you to enter a career that will be satisfying in every way.

Our programs will ensure that the majority of skills needed for success in the world of work will be achieved. Your learning expectations will be centered on practical applications, reasoning skills, and decision-making activities needed to achieve in today's society.

The flexibility and variety of programs at Massanutten Technical Center offer an exciting opportunity for those served by the Center. Our technical courses, integrated academics, tech prep and apprenticeship programs are the best in the region and recognized throughout the state of Virginia as outstanding and innovative. MTC offers 6 programs that are dual enrolled with either Blue Ridge Community College or JMU. We are pleased to have you enroll in our programs.

The help and support provided by parents and guardians are major factors in promoting a healthy attitude toward education. This handbook has been prepared so that all students and parents may become familiar with the policies and procedures of the Technical Center. By working together as students, parents, teachers, and administrators, we can provide an atmosphere in which each student will achieve success at Massanutten Technical Center. The Faculty and Administration wish for each of you a great year.

“Massanutten Technical Center – Imagine the Possibilities”



Kevin S. Hutton Director

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*RCPS School Calendar

*MTC School Map

**Administrators &
Support Staff**

Kevin Hutton Julie
Maxwell Chris Dalton Julie
Riley

Director
Assistant Director
Assistant Director School
Counselor

Melody Pannell Shannon
Trabosh Jill Glick
Shellie Huber Donna
Neff Heather Frady

Administrative
Secretary Attendance
Secretary
Bookkeeper
Bookkeeper
Receptionist
Licensed Practical School
Nurse

Kevin Dofflemyer

Resource Officer

Continuing Education Department Staff

Sandy Rinker
Clark Mason
Clark Mason
Debi Rhodes
Russell Gates
Jessy Moubray
Sally Lohr
Terri Whetzel

Assistant Director
Workforce Services Instructor
Adult Education Instructor
Job Placement Coordinator
Computer Network Specialist
Technical Services Assistant
Receptionist
ABE Specialist

Custodial Team

Greg Crawford
Mark Gibson
Roger Knight
Scott Knight
Wayne Mowbray
Cary Olinger

Instructors

Eric Stogdale	Agriculture Production Technology Instructor
Kim Capasso	Architecture & Interior Design Instructor
Jason Miller	Auto Technology Instructor
Jerry Arbogast	Building Maintenance Instructor
Neil Tucker	Carpentry Instructor
Brittany Anderson	CNA Instructor
Bill May	Collision Repair Instructor
Eric McDorman	Collision Repair Instructor
Buddie Ritchie	Cyber Security Instructor
Ashely Armstrong	Cosmetology Instructor
Heidi Wheeler	Cosmetology Instructor
Brandon Plogger	Criminal Justice Instructor
Scott Smith	Criminal Justice Instructor
Tara Roberts	Culinary Arts Instructor
Peggy Croy	Dental Assistant Instructor
Amelia Montesano	Dental Assistant Instructor
Lee Smith	Diesel Technology Instructor
Daniel Patterson	Electricity Instructor
Stephanie Brown	Fire and Rescue Instructor
Jennifer Burke	Health Careers Instructor
Christine Pearson	Health Careers Instructor
Paul Windsor	Heating & Air Conditioning Instructor
Dave Suba	Masonry Instructor
Traci Dingus	Practical Nursing I Instructor
Stephanie Carpenter	Practical Nursing II Instructor
Sherry Campbell	Practical Nursing II Instructor
Kelly Stephenson	Practical Nursing II Instructor
Rachel Jenner	Special Education Teacher
Maura Smith	Special Education Teacher
David Scott	Special Education Teacher
Gloria Ottaviano	VEP Program
Laurie Damron	Vet Science Instructor
Tabitha Daniel	Visual Affects & 3 D Animation Instructor
John Stover	Welding and Metalwork Instructor
Debi Rhodes	Work-Based Learning Coordinator

It is the policy of Rockingham County School Board to comply with all applicable state and federal laws regarding non-discrimination in employment and educational programs and services. Rockingham County Public Schools will not discriminate illegally on the basis of

sex, race, religion, national origin, disability, or age as to employment or educational programs and activities.

GENERAL INFORMATION

The programs at the Center are offered in conjunction with Broadway, Harrisonburg, Turner Ashby, East Rockingham and Spotswood High Schools, and private secondary schools in the community. The major objective of the Center is to train competent, well-qualified people, both youth and adult, who have the basic manipulative skills, technical knowledge, and related information so that they may be more readily employable in the commercial, technical, health and industrial occupations.

AGREEMENT

The agreement between the City of Harrisonburg and Rockingham County to establish the Center was signed in June, 1969. The Center is operated by the Massanutten Technical Center Executive Board with seven members from the Harrisonburg City School Board and six members from the Rockingham County School Board. The City and County school superintendents serve as Administrative Head on a rotating basis.

GENERAL REGULATIONS

A considerable amount of money has gone into construction of the Center and purchasing equipment and materials. Students will be required to replace any equipment and materials willfully destroyed and correct any damage done. Students are not permitted to use the facilities, tools, equipment, materials, or instructional time for any purpose or to do any project not assigned without prior approval from his/her teacher.

ENROLLMENT

The Center's day programs are operated primarily for students enrolled in Harrisonburg City and Rockingham County public and private secondary schools. Students are counseled in their program selection in accordance with interest, aptitude, ability and desire for training in an occupational field. No person will be denied admission to any program based on race, sex, color, creed, religious belief or handicapping condition. Adults may be admitted to all day programs on a space available basis. The Center does reserve the right to cancel classes due to insufficient enrollment.

ADULT STUDENTS IN DAY CLASSES

Persons out of school who are 18 years and older may be accepted into day classes at the Center on a space available basis. Adult students will not displace a high school student. Adults are required to pay tuition in addition to regular class fees. Adults will observe all policies and regulations which apply to the high school students, including our “smoke free environment” policy and disciplinary procedures. Adult students must follow the same attendance procedures when absent; excessive absences could result in the dismissal from a program.

CONTINUING EDUCATION

Continuing Education is a major part of the total vocational education program at MTC. Our purpose, in cooperation with other area agencies and institutions, is to provide quality training programs to meet the employment needs of the citizens and industries of Harrisonburg and Rockingham County and to assist in the economic development of our community. Programs are offered in the areas of Technical Training, Apprenticeship Related Instruction, Health Occupations, General Education Development (GED), Trade and Industrial, and Computer/Business.

DAILY SCHEDULE

Massanutten Technical Center classes are approximately two hours and twenty minutes long. The morning session, predominately first year students, begins at 8:35 am and ends at 10:55 am. Students are responsible for acquiring their own lunch – either at their home school or at RA and/or while traveling. The afternoon session, predominately second year students, begins at 12:25 pm and ends at 2:25 pm. (Times are subject to adjustment.)

**Massanutten Technical Center
Bell Schedule 2019-2020**

Revised 7.15.19

Morning Odd/Even Day Schedule

- 8:20 Teachers are in their departments
- 8:30 First Morning Bell-Students report to class
- 8:35 **Morning Program Begins**-Students are counted late
- 10:45 Clean up
- 10:55 Dismissal of ALL car drivers/riders for BHS, ERHS, EMHS, HHS, SHS, TAHS & Home/Private Schools
- 11:00 Dismissal of BHS, ERHS & SHS bus riders ONLY
- 11:05 Dismissal of HHS & TAHS bus riders ONLY

Afternoon Daily Schedule

- 12:25 First Afternoon Bell-Teachers are in their departments/students report to class
- 12:30 **Afternoon Programs Begin**-Students are counted late
- 2:15 Dismissal of HHS bus riders ONLY
- 2:25 Dismissal of ALL bus riders
- 2:30 Dismissal of ALL drivers/riders

Bell Schedule for Early Dismissal

- 8:30 First Morning Bell-Students report to class
- 8:35 **Morning Class Begins**-Students are counted late
- 11:00 Dismissal of HHS bus riders ONLY
- 11:05 Dismissal of HHS drivers/riders & Home School/Private Schools
- 12:15 Dismissal of ALL RCPS bus riders
- 12:20 Dismissal of ALL RCPS drivers/riders

NO Afternoon (PM) MTC Classes on early release days

Bell Schedule for 1 Hour Delay

- 9:30 First Morning Bell for AM Classes/Students report to class
- 9:35 **Morning Classes Begin**-Students are counted late
- 10:55 Dismissal of ALL car drivers/riders for BHS, ERHS, EMHS, HHS, SHS, TAHS & Home/Private Schools
- 11:00 Dismissal of BHS, ERHS & SHS bus riders ONLY
- 11:05 Dismissal of HHS & TAHS bus riders ONLY

**Afternoon (PM) classes are on a regular schedule (12:25pm-2:25pm)*

Bell Schedule for 2 Hour Delay

**NO Morning (AM) MTC Classes*

***Afternoon (PM) classes are on a regular schedule (12:25pm-2:25pm)**

Important Reminder

Car drivers are not to arrive at MTC more than 15 minutes prior to the start of class

Rockingham County Public Schools Attendance Policy Student Absences

(Adopted 5.2015)

Massanutten Technical Center follows all policies and procedures set forth by the Rockingham County School Board. Students attending MTC, regardless of their home high school affiliation, will be subject to RCPS policies; including the attendance policy and school calendar.

When RCPS schools are in session (see RCPS Calendar in the back of this handbook), all MTC students should be in attendance.

Students are expected to be in school, in class and ready for instruction. School attendance is critical to academic achievement and preparing students for the world of work and personal success. A good attendance record is an indication that an individual is willing to accept responsibility, exert self-discipline, and develop good work habits necessary for success in school, at work, and in life. Regular attendance is the first step to academic success. Students who are frequently absent miss instruction in key concepts and skills. We ask that parents set the tone for their child by encouraging good attendance and by communicating that school is their child's job and therefore, his or her responsibility every day.

Definitions

Excused Absences

The student is absent with parent/guardian permission for one of the following reasons: illness, medical or dental appointments, a death in the family, legal appointments, religious holidays, and prearranged absences approved by the principal or designee or other emergencies discussed with and approved by the principal or designee. In this regard, the principal or designee will consider the nature of the specific request of the parent, number of prior excused and unexcused absences and tardies, past and current grades as well as the student's discipline record when making decisions about whether to excuse any prearranged absence.

Unexcused Absences

All other absences for reasons not included in the above definition of an excused absence are unexcused. Examples of unexcused absences include: personal business, not having a parent note as required in Section III below, suspension, oversleeping, haircuts, shopping, failure to catch the school bus, and failure of private transportation.

If a student must be absent from school, a parent or guardian needs to telephone their child's school prior to the day of the absence and state the reason for their child's absence. If word has not been received from the home concerning the absence, the school will make every attempt to contact the parent or guardian of each absent student by phone at their

home and/or their place of employment. A documented attempt will be made to contact the parent if a student is absent without administrative approval or knowledge. **Whether or not contact with a parent or guardian is able to be made by the school in order to verify the absence, the student must present a note to the school secretary upon his or her return to school.** Failure to provide a note, even for an excused absence communicated over the phone from the parent or guardian, within 3 days of an absence will result in the absence being coded as “unexcused.”

Excessive Excused and Unexcused Absences

Definitions: All excused and unexcused absences will be included in computing excessive absences, except as follows:

1. School-sponsored and school-related activities
2. Recognized religious holidays

Students having either five (5) unexcused absences or a total of 15 absences of any type (excused, unexcused, or a combination of both) for either an entire day or in a specific block or class will be considered as having excessive absences.

ATTENDANCE INCENTIVE PLAN

Massanutten Technical Center faculty and staff feel that attendance is one of the key factors leading to success; therefore we have put in place a program called the Attendance Incentive Plan that rewards faithful attendance for all high school students enrolled in high school programs at MTC.

Purpose: To encourage high school students to attend MTC.

Perfect Attendance Guidelines:

1. Perfect attendance means no absences with the exception of pre-approved school related activities.
2. All students with perfect attendance for the entire school year will be entered into a drawing at the end of the year.
3. The winning student(s) must be present on the day of the drawing or be involved in a pre-approved school related activity in order to be awarded a prize.

HOME SCHOOL ACTIVITIES

MTC students are highly encouraged to stay in contact with and participate in home school activities. Students will be held responsible for their attendance if these guidelines are not followed. To attend a special activity (assemblies, pep rallies, etc.) the student must:

1. Notify his/her MTC instructor of the activity.
2. Notify the office of an upcoming activity.
3. Students must make sure that the home school administration has notified MTC administrators by phone of their desire for you (or your school group) to attend a specific activity.
4. The two school administrations, together, will determine whether or not it is necessary for students to miss their MTC classes or a portion thereof.

MTC TARDY POLICY

Massanutten Technical Center is invested in preparing your student for a competitive workforce. The goal of technical education has always been to prepare students for the world of work. Students must realize that good attendance is essential to further success. Students must be in class on time. Class activities begin as soon as the first bell rings and it is essential for students to be present. A student who arrives late to class must report immediately to the attendance secretary in the attendance office. A student arriving after 8:40 a.m. for a morning class and after 12:30 p.m. for an afternoon class will be considered tardy. A tardy due to school sponsored activities such as fieldtrips, club meetings, and prearranged school activities will be marked as participation in a school activity, not a tardy. Parents or guardians of students are encouraged to contact Massanutten Technical Center when their child is going to be tardy. Transportation reasons for lateness will be marked as tardy unexcused, as buses are available to all MTC students on a daily basis.

Consequences for students who are tardy to MTC:

5th unexcused tardy: Referral to Administration; Warning. Instructor will contact the parent.

8th unexcused tardy: 1 hour detention + 1 week loss of driving privilege for car drivers/riders. Administration will contact the parent.

10th unexcused tardy: 2 hour detention + 2 week loss of driving privilege for car drivers/riders. Administration will contact the parent.

12th unexcused tardy: 1 day of Saturday School + 1 month loss of driving privilege for car drivers/riders. Administration will contact the parent.

14th unexcused tardy: 2 days of Saturday School + 2 months loss of driving privilege for car drivers/riders. Administration will contact the parent.

Further consequences will be considered should a student receive additional unexcused tardies.

CREDITS AND CERTIFICATES

First year classes at MTC are offered on an ODD/EVEN day schedule with second year classes meeting every day. Upon successful completion of the first year program, students will be awarded 1.5 units high school credits. A student must have a final passing grade of a “D” or higher to earn credit. Students who earn a final grade of “F” the first year may not return to MTC for the second year of the same program. In addition, students who fail the first year of a specific program cannot retake the first year of the same program over again. Students who successfully complete the first year of a program can enroll in the second year. Upon successfully completing the full year of a second year program with a final grade of “D” or higher, students will earn 2.5 units of high school credit. Students who receive a final grade of “F” in a second year program will not be awarded a certificate. All credits earned at MTC are automatically transferred to the home high school at the end of the school year. Due to state requirements for Career and Technical Education, certain standards must be met before certificates are awarded. Regular attendance and an overall grade average of “D” or higher, with progress demonstrated, are mandatory to receive a certificate.

GRADING SYSTEM & REPORT CARDS

Grades do not reflect tests alone. A letter grade reflects the quality of students' oral class work, written reports, shop or lab work and special projects. Report cards are issued at the conclusion of each nine-week grading period according to the RCPS calendar. The following symbols are used on the report cards:

- A – Superior (90 – 100)
- B – Above Average Achievement (80-89)
- C – Average Achievement (70 – 79)
- D – Below Average Achievement (60 – 69)
- F – Unsatisfactory Achievement (0 – 59)

EXAMS

(Semester examinations will be given beginning at the eighth grade level for high school credit courses.)

Examinations will be given in all classes at the end of the second semester according to Rockingham County Public School Policy. A student may exempt the final second semester exam with a grade average of 90% or higher through the last grading period of the year. In addition, the second semester examinations can be exempted in a class with four or less absences for the year with the limit of two exemptions for attendance. Attendance is verified by the home school and MTC. Exams count 14% of the semester grade. Textbooks and borrowed materials must be returned to instructors before exams may be exempted.

SCHOOL INSURANCE

Insurance is available to all students (adults and secondary students) enrolled at MTC by purchase through a third party carrier. All students enrolled at Massanutten Technical Center are required to take out an insurance policy or certify that they are properly covered by their family policy. To enroll in optional third party school insurance, go online to www.k12specialmarkets.com or pick up a brochure/application in the main office. A form is supplied to parents/guardians for this purpose. Parents/Guardians are responsible for buying school insurance or obtaining private coverage if a son/daughter is not covered by any other policy. Verification of insurance is required prior to a student being admitted into the shop and/or lab area, and must be submitted by September 3rd.

REQUIRED IMMUNIZATIONS AND TESTS

If there are immunizations or tests required for your class, it is the student's responsibility to see his/her physician and acquire them. The students should bring a statement from a doctor to indicate the test has been taken or injection has been given by the first day of school. The Public Health Department may be available for skin tests, etc.

MEDICATIONS

Medicines will be dispensed through the school nurse's clinic with a doctor's note. Please bring your medications to the school nurse's office to make the proper arrangements. The form located in the back of the handbook must accompany any medication brought to MTC. Students are subject to disciplinary action if the proper procedures for medication are not followed properly.

PERSONAL INJURY

Report all personal injuries to your teacher immediately. If out of the classroom, report the injury to the nearest MTC staff member. Move the injured party only if further injury will not occur when moved. Be aware of your personal safety and follow all safety procedures, including the proper use of safety gear.

ILLNESS

Report all personal illness to your teacher or nearest MTC staff member immediately. Staff members will refer the student to the school nurse, or in the case of severe illness, contact the main office.

TRANSPORTATION

Transportation to and from the Center is furnished to all high school students. Students are encouraged to ride the school bus. Statistics show that the student's safest mode of transportation is the school bus. Private vehicles may be driven to the Center as long as traffic regulations and school policies regarding vehicular operation are obeyed, and the proper permission forms and/or permits from the home school and from Massanutten Technical Center are obtained. MTC accepts no liability for private vehicles, passengers in private vehicles, or the contents of private vehicles. We cannot investigate vehicular losses, vandalism or tampering. In the event of an accident, the police will be called.

Students are not permitted to leave MTC property at any time during the school day without written permission from their parent(s) and with approval from the office.

Any student who is a bus rider is to report to the building upon arrival. Bus riders are not to enter the parking lots without permission from the office. Students not following this rule will receive further disciplinary action (i.e. BIP, OSS, and /or future loss of driving privileges).

****Students who lose driving/riding privileges must ride the school bus or have a parent or guardian provide transportation during the time that privileges are denied. Students MAY NOT walk to and from MTC or park vehicles off site and walk.**

VEHICLE REGISTRATION

All students must register ALL automobiles they plan to drive to MTC by the end of the first week of school. The registration fee is \$25.00. One hanging mirror tag will be issued to each student registering vehicles. Vehicles may be added or deleted from registration by reporting changes to the secretary in the main office. There is no charge for additions or deletions. The tag is TRANSFERRABLE to any vehicle you or your parents own as long as all cars displaying the tag are registered; however, tags are not transferable to non-family members and/or other students. If you are driving for one day only, you must report vehicle make, model, and license number to the secretary in the main office. Mirror tags must be displayed from the front, center car mirror inside the car with the number displayed to the outside while parked on MTC property. Keep your vehicle locked to prevent your personal property as well as your parking permit from being stolen. Replacement tags are \$5.00. **NO SHARING OF PARKING TAGS BETWEEN STUDENTS. Failure to comply with this policy will result in a loss of driving/riding privileges.**

VEHICLE PRIVILEGES AND REGULATIONS

Any violation of state law, reckless driving, and/or any MTC policy or common driving courtesies will result in loss of privilege to drive to/from MTC.

- Be sure to come to a complete stop at all stop signs.
- Obey any additional parking signs on MTC property.
- Obey all one way traffic patterns.
- A 12 M.P.H. speed limit is in effect on all MTC property.
- Be courteous and allow cars to merge.
- Never pass a stopped bus when the warning lights are flashing.

- Pedestrians always have the right-of-way. Drivers must yield to pedestrians.
- Students are not to transport other students without written parental permission from both the rider and driver on file in the MTC office. Drivers not following this may forfeit their driving privileges to/from MTC.
- All students must be inside the vehicle while it is moving on school property. Students are not to ride on the back of pick-up trucks.
- Drivers are only to park in the designated student parking areas.
- Students must follow all driving regulations including: no cell phones while driving, not exceeding transporting the designated number of passengers, wearing seatbelts, and wearing helmets for all mopeds/motorcycles.
- Students are not to report more than 15 minutes prior to the beginning of class, unless it has been pre-arranged with their teachers.
- No loitering in the parking lot, upon arrival all drivers/riders are to report to class.
- Drivers and car riders are to remain inside the classroom until the bell sounds for drivers to dismiss.

Lockers and all school-related property always remain the property of the school and that there is no expectation of privacy as to lockers, other school-related property (e.g., computer equipment, facilities, vehicles, cabinets, and desks) or to any articles (e.g., bookbags, briefcases, purses, folders) or vehicles brought onto school-controlled property or to a school-related event, whether on or off campus; that any articles or items brought or placed in or on school-related property or to school-related events implies voluntary consent to have the articles or items inspected; that all such items are subject to inspection at any time, without reason and prior notice. The school may allow canine detection with respect to school-controlled property and articles brought onto school-controlled property or to school-related events. (JFG-6/09)

PARKING

Students are permitted in white lined parking areas only. Students parked in yellow lined areas will be ticketed. (Note: No lines = no student parking.)

Students who drive will park only in the student parking area. Students may park in front of the Main building. High School student vehicles are not to be parked behind the Main Building, in the area between the Main Building and the East Building, or below the East Building. Students who must bring their vehicles to these areas for specific instructional purposes (i.e. Automotive Technology, Diesel Technology, Collision Repair) must receive prior permission from both his/her instructor and the main office. All students entering the parking lot after the bell must report to the office with a hall pass first for approval. No student/parent parking is allowed in the bus lane.

Students shall not sit in autos, loiter in the parking lot after arrival at the Center, nor return to the vehicle prior to the dismissal bell without permission from the office. Failure to observe these rules may result in parent notification, revocation of driving/parking privileges or suspension from school.

STUDENTS TRANSPORTING OTHER STUDENTS

Approved student drivers may only transport other students from their home base school to MTC or from MTC to their home base school with written parent permission of the driver and the rider. Students not following this rule will receive further disciplinary action (i.e. BIP, OSS, and /or loss of driving privileges to/from MTC). Transportation notes may be obtained in the main office and will remain on file. Parental permission is required for the driver and the passenger and must be on file in the front office at MTC.

CLASS DISMISSAL

The doors to all departments and classrooms are to be kept closed until the dismissal bell sounds. Students will not be dismissed before the bell sounds and are not permitted to loiter and/or congregate in the hallways, doorways, or in other departments before the bell. For your safety, **NO RUNNING**. When the bell sounds, students are to walk directly to the buses or parking lot in an orderly fashion. Be alert when crossing between parked buses. Only bus riders are to report to buses on the first dismissal bell. Car drivers/riders remain inside the classroom until the second dismissal bell sounds. Students not following this rule will receive

further disciplinary action (i.e. BIP, Saturday School, OSS, and /or driving privileges).

HALL PASSES

No student is to visit another department, use the phone, or be in the hallway during instructional time unless he/she has a hall pass from a teacher or administrator. Students must request permission from the classroom teacher and report to the main office with a signed hall pass prior to entering the parking lot.

BREAK TIMES

The parking lots and all vehicles are strictly off limits during breaks and class time. Breaks will be taken in supervised instructional areas. Break times will be scheduled at the discretion of the teacher and shall not exceed ten minutes. Students will not loiter in the halls during the break period and should remain in their instructional areas unless special permission is given by the teacher to leave. Students must schedule non-emergency errands before school starts and are not to be in the hall during instructional time without a hall pass. Students are not to use any cell phones during break times and/or the instructional day.

TELEPHONE

The office phone may be used in emergencies. Students will not be called to the telephone except in the case of an emergency.

SUGGESTION BOX/STUDENT INPUT

MTC has a suggestion box located in the main hallway. We encourage students to submit any suggestions for the overall improvement of MTC and/or to give input regarding any safety issues. Students are encouraged to place their names on the suggestion sheet in the case of the need for additional information; however, it is not required. All suggestions will be considered by the administration and will remain confidential.

STUDENT PROPERTY ON SCHOOL GROUNDS

Prior approval is required for students to bring in personal items to work on during instructional time (example: car/tractor parts, computers, etc.). However, Massanutten Technical Center is not responsible for any lost, damaged, or stolen items that students bring on to school property. Shall a student bring any personal items onto school grounds, the item(s) are his/her responsibility. Students are responsible to clearly label or mark all items/parts with their name. Items are not to be left over holiday

breaks and/or the summer break. All items during the school year must be claimed within a reasonable amount of time not to exceed 30 days unless pre-approved by the individual teacher. Any unclaimed items left on school grounds after 30 days will become the property of MTC. If a student has any project that requires parts, paint, or materials, all bills must be paid in full prior to the student removing the item from school grounds (ex: a car that has been painted).

VISITORS

Parents are welcome and encouraged to visit the school any time. Appointments expedite visits but are not required. Students that do not attend MTC will not be permitted to visit individual students during the instructional day on campus. For security reasons, all visitors, regardless of purpose, must check in to the main office to sign-in and receive a visitor's pass before visiting our campus.

DISCIPLINE

In order to provide a proper educational atmosphere at MTC, it is necessary to have certain expectations regarding student conduct. Every student should be considerate of the rights and privileges of fellow students and staff members. The student must fully realize that the general rules and disciplinary actions are for the general welfare and protection of the entire school.

We will not allow the behavior of one student to disrupt the learning environment of an entire class. Disciplinary measures will be taken for students not following school and safety rules.

At MTC, we have a "zero tolerance" for bullying and harassment. They will NOT be tolerated. Students are expected to address all faculty/staff and fellow students' with respect and model the pillars of character counts at all times.

CODE OF RESPONSIBLE STUDENT CONDUCT

As a student citizen of Massanutten Technical Center, I recognize and accept my ongoing duty to strive for self-perfection, to uphold the honor of our system and reflect in everything I do the Six Pillars of Character by demonstrating:

1. RESPECT for all persons and property.
2. TRUSTWORTHINESS towards all persons.
3. RESPONSIBILITY in everything I do.

1. Exemplary CITIZENSHIP at all times.
2. A CARING attitude toward all individuals.
3. FAIRNESS in all my activities.

SAFETY RULES/PPE

MTC expects all students to follow all classroom safety rules. In addition, students will be expected to wear Personal Protection Equipment (PPE) in lab/shop areas.

BEHAVIOR IMPROVEMENT PLAN (BIP)

Massanutten Technical Center administers BIP as one means of punishment for violation of school policy. If a student has been given in-school suspension by the administration at MTC, the student will report to MTC at his/her normal time on suspension days. However, the student will remain in a specified area to work on class assignments, but will NOT report to his/her MTC class on suspension days. On occasion, students that are assigned in-school suspension by the home school, may at the discretion of the home school administration, attend their MTC classes.

SATURDAY SCHOOL

Saturday school is an alternative behavior improvement assignment used as a disciplinary option. Saturday school may be assigned for attendance violations, classroom violations, and other infractions as determined by the administration. If a student is given Saturday school, he/she will report to Massanutten Technical Center on the specified Saturday at 9:00am and remain in class until 12:00pm. During the 3 hour period, students must bring materials for completing assignments. Reading is an acceptable assignment for Saturday school. Sleeping, daydreaming, listening to electronic devices, and communicating with other students, is not allowed. Students violating any rule or becoming uncooperative, disruptive, or disrespectful will be sent home and then suspended by an administrator the next school day.

OUT OF SCHOOL SUSPENSION (OSS)

If for any reason a student is suspended from MTC, he/she is automatically suspended from the home high school. Likewise, if a student is suspended from the home high school, the pupil is also suspended from MTC. In such cases the following procedures will be used:

A student, upon referral to the office, will have an opportunity to explain his/her side of the problem to the Assistant Principal/Director. After gathering as much information as possible, and allowing an opportunity for due process, the Assistant Principal/Director will make a determination as to whether or not a violation of policy/rules has occurred. If it is determined that a violation has occurred, counseling and/or other disciplinary action will follow.

Disciplinary actions may include but are not limited to counseling with the assistant principal/director, BIP (Behavior Improvement Program), Saturday school, short term suspension (less than ten days), long term suspension (more than ten days), or recommendation for expulsion (removal from Harrisonburg City/Rockingham County school system). In the event of suspension of a student, the home school Principal, Superintendent and parents will be notified as soon as possible. The student/parent will be given the opportunity to meet with the Assistant Principal/Director to discuss the problem. If the resolution is still not satisfactory, the student/parent then meets with and appeals to the Principal/Director of MTC for a review, and then to the Division Superintendent.

Harrisonburg High School students follow Rockingham County Public Schools' policies on discipline when attending Massanutten Technical Center; however, Harrisonburg High School students may be subject to additional disciplinary action from Harrisonburg City Schools.

ACCEPTABLE USE POLICY FOR ELECTRONIC INFORMATION, SERVICES, AND NETWORKS

The purpose of telecommunications technology in Rockingham County Public Schools is to support research, communication, and education and to provide access to unique resources and opportunities for collaborative work. The use of RCPS computer networks, including Internet access, must be in support of education and consistent with the educational objectives of Rockingham County Public Schools and the Virginia Board of Education.

Any violation of Division policy and rules may result in immediate termination of Division-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate conduct. When and where applicable, law enforcement agencies may be involved. The Acceptable Use Policy is clearly posted in each room and reviewed during the first week of school (Policy IIBEA).

The use of video games during the school day are restricted. Video games as a way of rewarding students may be permitted upon teacher permission; however, video games that are violent or inappropriate to an instructional learning environment are not acceptable. In addition, students are not allowed to bring games from home to play and/or download on MTC computers. Any student violating the Acceptable Use Policy will result in disciplinary action.

CHEATING

Cheating is defined as any form of misrepresentation concerning assigned learning activities, such as copying from another student's paper, orally receiving help on tests or quizzes, using unauthorized notes or references, having someone else do assignments or purposely omitting credit for ideas or information acquired from other sources. School-wide discipline procedures for any infractions of cheating will be followed accordingly. The Honor Code policy will be reviewed with students during the first week of school.

1st Offense

- Student gets a zero or opportunity to redo assignment and average grade with the zero.
- Teacher discusses with parents via a phone call home with a copy of the report form to follow.
- Teacher files a copy of the report form with appropriate administrator.
- Administrator assigns one day BIP.

2nd Offense

- Student gets a zero.
- Student gets no opportunity to redo assignment.
- Teacher discusses with parents via a phone call home with a copy of the report form to follow.
- Teacher files a copy of the report form with appropriate administrator.
- Administrator assigns one day OSS.

3rd Offense

- Student gets a zero
- Student gets no opportunity to redo assignment.
- Teacher discusses with parents via a phone call home with a copy of the report form to follow.
- Teacher files a copy of the report form with appropriate administrator.
- Administrator assigns three days OSS.

4th Offense

- Student gets a zero
- Student gets no opportunity to redo assignment.
- Teacher discusses with parents via a phone call home with a copy of the report form to follow.
- Teacher files a copy of the report form with appropriate administrator.
- Administrator assigns five days OSS.
- Referral to student conduct committee.

DISPLAY OF AFFECTION

Conduct and display of affection beyond the holding of hands is not acceptable in public and is inappropriate at MTC.

DRESS CODE

The Dress Code Policy provides certain examples of dress or attire which are unacceptable under the terms of the Policy. The following dress or attire is prohibited by the Dress Code:

- 1) Clothing which exposes undergarments
- 2) See-through apparel
- 3) Clothing that exposes the midriff, lower back, cleavage, or bare chest
- 4) Strapless tops or tops with spaghetti straps
- 5) Dresses, skirts, pants, or shorts that are shorter than the student's mid-thigh
- 6) Hats, hoods, or head coverings inside the school building, unless they are required for religious or medical reasons
- 7) Sunglasses or other obscuring glasses inside the school building, unless they are required for medical reasons
- 8) Spiked accessories or wallet chains
- 9) Extremely tight pants worn without clothing which covers the student to mid-thigh, including, but not limited to: yoga pants, leggings, spandex shorts, compression shorts, "jeggings", or tights
- 10) Jewelry, including facial or body piercings, that is actually or likely to be disruptive, distracting, or hazardous to the student or other students in the student's presence
- 11) Dress that promotes, depicts, or in any way affirms, explicitly or implicitly, drugs, tobacco, alcohol, or illegal activity, including gang activity

- 12) Dress that promotes, depicts, threatens, or in any way, explicitly or implicitly, violence, profanity, vulgarity, or sexually implicit or explicit messages
- 13) Dress that promotes or depicts discriminatory messages or practices or that denigrates a particular group of people.

In addition to the specific dress and attire listed above, administrators may exercise their discretion to regulate any dress and attire that violates the Dress Code Policy because it actually does or foreseeably could: interfere with the educational process, cause a disruption, including by undermining or distracting from the curriculum, threaten or cause harm, or jeopardize or damage school property.

The administrators of each school shall also have the discretion to decide on the consequences of a student's violation of the Dress Code. The following sanctions are provided to promote uniformity in the interpretation of rules to follow when students violate specific Dress Code regulations:

1st Offense: Warning with requested change of clothes and notification to parent

2nd Offense: One day of in-school suspension, lunch detention, or Saturday school and notification to parent

3rd Offense: Three days of out-of-school suspension (with required notification to parent)

4th Offense: Five days out-of-school suspension (with required notification to parent)

5th Offense: Ten days of out-of-school suspension with recommendation to the Division Superintendent of Schools for regular school suspension for the remainder of the semester or school year (with required notification to parent), with opportunity to continue academic studies in an alternative setting or arrangement, as may be available.

USE OF STUDENT OWNED ELECTRONIC DEVICES

Student use of any personally owned electronic device, including but not limited to laptops, iPods, iPads, or cell phones, shall adhere to the following regulations:

- Rockingham County Public Schools assumes no liability for the loss, theft, or damage of any student owned electronic device or the information stored on the device.
- Student owned electronic devices shall be prohibited in classrooms unless a teacher directs students to use them for a specific educational task. Unless directed otherwise by the teacher, student owned devices must be concealed and muted.
- Student use of personally owned electronic devices in the classroom is allowed strictly at the teacher's discretion. There is no blanket teacher approval for student owned electronic devices; permission to use them is to be granted on a day-by- day basis by the teachers who plan to use them for instructional purposes.
- Students may use personally owned electronic devices during the following non-instructional times, during lunch, between classes, before and after school including extracurricular events, and on buses. However, when students enter and exit the classroom the device shall not be in use and must be muted unless the teacher has expressly permitted this. When not in use, student owned devices must be silenced so as to not create a disruption. When in use students shall use headphones or ear buds to keep audio from being disruptive.

The use of student owned electronic devices anywhere on school property shall be governed by the following regulations:

- Students who connect to the internet shall use the school's WiFi system, not through the device's 3G or 4G capabilities.
- Students shall comply with all local, state and federal laws related to personally owned technology
- Students shall comply with the Rockingham County Public Schools Acceptable Use Policy (IIBEA).
- Students shall comply with all other applicable school rules including, but not limited to, no cheating, bullying, or unauthorized sharing of assignments of information on assessments.
- An administrator may revoke a student's permission to use his/her personally owned device in the school at any time; any teacher who otherwise allows student use of electronic devices may revoke a student's permission to use his/her device in his/her classroom.
- Students shall not use devices to record, transmit, or post photographic images or video of a person or persons.

Rockingham County Public Schools reserves the right to:

- Monitor and log activity of student owned electronic devices on the RCPS network.
- Determine when and where student owned devices may connect to the RCPS network.
- Make determinations on whether specific uses of student owned devices are consistent with the District's Acceptable Use Policy.
- Regulate the user's access to the RCPS network.

When students use the devices contrary to School Board policy, the following sanctions are provided to promote uniformity in the interpretation of rules to follow (RCPS Directive JZK-7/12)

First Offense

The administrator, teacher, or bus driver conferences with the student and gives a warning. The device is confiscated and turned over to a school administrator. The parent is notified and the student picks up the device after school.

Second Offense

The device is confiscated and turned over to a school administrator. A conference is held with the student. The student is assigned disciplinary action (BIP/Saturday School/ISS), the parent is notified of the incident, and the parent must pick up the device at school.

Third Offense

The device is confiscated and turned over to a school administrator. A conference is held with the student. The student is assigned 3 days of out-of-school suspension, the parent is notified of the incident, the parent must pick up the device at school, and the student loses the privilege to have a device in their possession at school.

Fourth Offense

The device is confiscated and turned over to a school administrator. A conference is held with the student. The student is suspended out-of-school for 10 days and referred to the Superintendent's Disciplinary Committee with a recommendation for long-term suspension. The parent must pick up the device at school.

SEXUAL HARASSMENT

It is the policy of MTC to maintain a learning environment for all of its students which provides for fair and equitable treatment including freedom from sexual harassment. Violations of the sexual harassment policy will result in disciplinary action. Violations include written and/or verbal comments and/or physical actions that are sexual in nature (RCPS Policy GBA).

STEALING AND VANDALISM

Students involved in stealing and/or vandalism may be subject to suspension, expulsion and criminal prosecution. Court action will be taken by the Center against anyone who may be involved in stealing/damaging school property. Also, those persons from whom items have been taken/damaged may elect to press charges by independently obtaining warrants from the proper authorities. Students should exercise caution in taking care of their possessions. School authorities are not responsible for lost or stolen articles.

STUDENT INSPECTIONS/SEARCHES

Lockers and all school-related property always remain the property of the school and that there is no expectation of privacy as to lockers, other school-related property (e.g., computer equipment, facilities, vehicles, cabinets, and desks) or to any articles (e.g., bookbags, briefcases, purses, folders) or vehicles brought onto school-controlled property or to a school-related event, whether on or off campus; that any articles or items brought or placed in or on school-related property or to school-related events implies voluntary consent to have the articles or items inspected; that all such items are subject to inspection at any time, without reason and prior notice. The school may allow canine detection with respect to school-controlled property and articles brought onto school-controlled property or to school-related events. (JFG-6/09)

SUBSTANCE ABUSE

Students face suspensions, expulsion and prosecution for substance abuse violations. This policy covers controlled substances, imitation controlled substances and drug paraphernalia. Massanutten Technical Center adheres strictly to Rockingham County/Harrisonburg City School Board policies regarding substance abuse (RCPS Policy JFCF).

TOBACCO POLICY STATEMENT

All students are prohibited from use and/or possession of any tobacco products on school premises at any time. Massanutten Technical Center adheres strictly to Rockingham County's School Board policy regarding tobacco (RCPS Policy JFCH).

- 1st Offense – 3 days out of school suspension
- 2nd Offense – 5 days out of school suspension
- 3rd Offense – 10 days out of school suspension, recommendation to Disciplinary Committee for disciplinary action.

VIOLENT OR THREATENING BEHAVIOR

Violent or threatening behavior will not be tolerated at MTC and should be reported immediately to the nearest MTC staff member.

WEAPON POLICY

Teachers must advise students that they shall not make, possess, handle or transmit any object that can be considered a weapon at any time for any reason. Students face suspensions, expulsion and prosecution for weapons violations. Massanutten Technical Center adheres strictly to Rockingham County School Board policy regarding weapons. If weapons are observed or threatened use of weapons is overheard, students should be advised to report immediately to the nearest MTC staff member. Staff members are then required to report immediately, the incident to administration. Particular trades such as carpentry and electricity may lend themselves to the use of tools of the trade such as a leatherman and a utility knife for instructional purposes during class time. In such cases, MTC will provide these tools; students are prohibited from bringing these tools from home. Any student who is in possession of a utility knife or leatherman at their home school and/or using them for other than instructional purposes here at MTC will be subject to disciplinary action according to the Rockingham County School Board Policy JFCD. Teachers are responsible to inform students of this policy. Students are not to have any type of lighters and/or matches on school grounds. This will be a serious safety violation and disciplinary action will be taken for any violations. Teachers should remind students of this safety issue and report any violations.

Fireworks, explosives, or destructive devices are prohibited in the buildings, on the grounds, or in vehicles at all times. Violation could result in suspension or recommendation for expulsion.

CRISIS MANAGEMENT

During a crisis such as a fire, tornado, chemical spill, or any other dangerous situation, it may be necessary to evacuate or lockdown the school building. There are proper procedures to follow that will assist in the safe delivery of your child to your care. Please realize that in most cases, schools are the safest places for your children, and their release to your custody will depend upon the emergency situation. During a crisis situation, please follow the guidelines below to ensure the safe release of your children:

- Students will remain at school until emergency personnel give permission for them to leave with a parent/guardian.
- Do not call the school and tie-up the phone lines that will be needed for emergency use.
- When a person other than a parent comes to get a student, the building administrator will first check with the student and a record will be kept as to the person picking up the student. If parental consent cannot be obtained, the student will remain at the school.
- Listen to the local radio and television stations for directions on how, when, and where to pick your child up after emergency personnel release the students.
- Once arriving at the site, patiently follow the directions of the school personnel.

Regular bus transportation will still be provided and is the recommended mode of travel to get students home safely and efficiently.

FIRE DRILLS

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. Calm order and control are stressed, and the students are to leave by assigned routes and remain outside the building until a return signal is given. If there is an alarm during break time, those in corridors will keep to the right and leave by the closest exit. Close all doors and windows and file out of the building quietly. The building must be evacuated at the sound of the fire alarm signal.

LOCKERS

It should be understood that lockers are the property of MTC and are loaned to students for their use. As such, lockers are subject to search at any time by administration, teacher, police with dogs, or any other duly

authorized officials. MTC will not be responsible for personal belongings; therefore, students are responsible for his/her own belongings. Locker assignments will be changed only with administration approval. STUDENTS ARE NOT TO MOVE TO EMPTY LOCKERS WHICH HAVE BEEN VACATED BY STUDENTS WHO HAVE WITHDRAWN. ALL EMPTY LOCKERS ARE TO BE USED FOR NEW STUDENTS ENTERING SCHOOL.

SURVEILLANCE CAMERAS

MTC utilizes a security system, including the use of cameras, to monitor the school buildings and grounds. If cameras are used in or about any facility or activity, they are regarded as evidence-gathering devices only, not devices guaranteeing or warranting surveillance monitoring, or crime detection or prevention. Any film or other means of capturing images is the property of the school and not a scholastic or student record subject to any state or federal law, such as the Family Educational Rights and Privacy ACT (FERPA, *RCPS policy JFC*).

MOMENT OF SILENCE

On July 1, 2000, the General Assembly of Virginia amended the Code of Virginia to require a minute of silence at the opening of each school day. The statute states the following:

In order that the right of every pupil to the free exercise of religion be guaranteed within the schools and that the freedom of each individual pupil be subject to the least possible pressure from the Commonwealth either to engage in, or to refrain from, religious observation on school grounds, the school board of each school division shall establish the daily observance of one minute of silence in each classroom of the division.

During each one-minute period of silence, the teacher responsible for each classroom shall take care that all pupils remain seated and silent and make no distracting display to the end that each pupil may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract, or impede other pupils in the like exercise of individual choice.

FEES, TEXTBOOKS AND UNIFORMS

It shall be the policy of the School Board to charge fees and to recover funds for the loss of or damage to School Board property in accordance with the Code of Virginia.

The School Board may take action against a pupil or the pupil's parent for any actual loss, breakage, or destruction of or failure to return property, owned by or under the control of the School Board, caused or committed by such pupil in pursuit of his studies. Such action may include seeking reimbursement from a pupil or the pupil's parent for any such loss, breakage, of destruction of or failure to return school property.

The School Board shall provide, free of charge, such textbooks and workbooks as are required for courses of instruction. Students may be charged for a field trip or an educational related program that is not a required activity.

Books are to remain the property of the school. Students will be held accountable for books issued. Any book lost, destroyed, or defaced will be paid for by the student at a price proportionate to the condition of the book when issued (RCPS Policy JN).

A material fee is required of each student prior to the first day of school for students. This material fee must be paid in full prior to a student participating in any lab activities. Cost of optional items will vary for each department depending upon textbooks and equipment used.

DUAL ENROLLMENT

Massanutten Technical Center has entered an agreement with area colleges so that students can earn dual enrollment credit in selected courses. Students must apply for admission to the partnering college and meet admission requirements. Students are required to pay their normal class fees at MTC and the reduced rate college tuition. Students not meeting deadlines for dual enrollment set by the partner colleges and universities will not earn college credit. High School students who are dual enrolled will earn weighted high school credit.

COURSE CHANGES, WITHDRAWALS AND REFUNDS

Any course change must be completed in a timely fashion, typically within the first two-weeks of school. Students must see the center counselor, the home school counselor, and have parental permission before changes can be made. REFUNDS: No refunds for dropped classes

will be made after the 10th day of school. All MTC textbooks and materials must be purchased and/or returned before course changes and/or withdrawals can be granted. Please talk with the MTC office staff regarding any unpaid balances and/or the textbooks/materials to be returned.

HIGH SCHOOL COUNSELING SERVICE

There is a school counselor at MTC to assist and/or advise high school students in with academic, career guidance, and personal/social counseling. High school students may visit the counselor whenever the teacher gives permission or upon notification from the student to the teacher that an appointment has been scheduled. No student will be required to participate in any counseling program to which the student's parent objects (RCPS Policy IJ).

STUDENT ORGANIZATIONS

There are four student organizations at the center, all with the purpose of encouraging, through club activities, the development of the student through skill, leadership, and social activities. Students are encouraged to participate in regional, state, and national competitions when available. Service and social type activities are also encouraged.

FFA

The FFA is a national organization dedicated to preparing members for leadership and careers in the science, business and technology of agriculture. Local, state, and national activities and award programs provide opportunities to apply knowledge and skills acquired through the veterinary assisting program. Membership is open to any class member of the veterinary assisting program.

SKILLS USA

Skills USA is a national student organization available to students enrolled in several different programs at MTC. This organization promotes leadership, teamwork, service to others, and competition at the district, state and national levels. The mission of Skills USA is to help its members become world-class workers and responsible American citizens.

WORK-BASED LEARNING PROGRAM

The Work-Based Learning Program is designed to link high school students with business and industry in an organized educational work-experience setting. This method of instruction combines career and technical classroom instruction with employment directly related to the classroom instruction. Both student instruction and employment are planned and supervised by the school and the employer so that each contributes to the student's career objectives and employability. This work experience will help students when trying to obtain full-time employment upon graduation. If you are interested in participating and gaining work experience, this is the procedure you must follow:

1. Student fills out Application for Admittance form available from instructor.
2. Instructor completes Instructor Recommendation form.
3. Employer is contacted by program coordinator.
4. Coordinator conducts Interview Evaluation with student.
5. Program Agreement is signed by all parties.
6. Parents accept full medical responsibility for any incidences resulting in participation in this program.
7. Students will follow the RCPS Acceptable Use Policy (AUP) while participating in mentorship/clinical experience.

If you have any questions, you may contact Mrs. Debi Rhodes at Massanutten Technical Center (434-5961).

THIRD YEAR PROGRAM

Students interested in returning for a third year require a recommendation from their instructor and a "B" or higher final second year grade.

CENTER CALENDAR

MTC follows Rockingham County's School calendar. Students and parents should be aware that when Rockingham County and Harrisonburg City school closings do not coincide, the Rockingham County Public School schedule is followed. Students not abiding by this calendar will be counted absent. Adjustments to this calendar will be announced during the year.

Harrisonburg High School students should make special note of this and closely follow directions for attendance given to them by their teachers. When schools are not open for Rockingham County students, there will be no day classes at MTC. Local radio will carry these closing announcements.

Please see the RCPS calendar on the next page.

***To report student absences, tardies, early dismissals or transportation notifications, please contact Shannon Trabosh at**

mtcattendance@rockingham.k12.va.us

or you may also call us at 540-434-5961.