

**Handbook For
Students & Parents**

2016 - 2017

**Jackson River
Technical Center**

**105 E. Country Club Lane
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The purpose of this Handbook is to familiarize the students, teachers, and parents with the policies, regulations, and organization of Jackson River Technical Center

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Dear Students:

On behalf of the JRTC Joint Board of Control and the entire JRTC staff we welcome you to Jackson River Technical Center. At the Center, you will have unique opportunities for personal growth and skill development that will be of tremendous benefit to you as you enter the world of work.

Jackson River Technical Center is a very important part of the Alleghany Highlands community. The Center's staff, the Joint Board of Control, and the entire community take great pride in this Center and the quality training that it makes available to all students.

This handbook has been developed to assist you in being successful at our Center. It contains information about the Center, operating policies and procedures, and expectations that we have of students. Please read this entire book very carefully and ask questions of staff members about any part that you do not understand. It is extremely important that you are fully aware of all the information it contains so that you can be successful at the Center and know what is expected of you as a student.

As students of JRTC, it is expected that you will conduct yourselves as mature young men and women. All faculty and staff are to be given the same degree of respect that you would like to receive in return.

We are very pleased to have you as a part of JRTC. Pursue your training here with enthusiasm and a positive attitude and you will have a very successful year.

Sincerely,

Glenn M. Spangler, Director

PHILOSOPHY AND OBJECTIVES

Jackson River Technical Center, in accordance to Joint Board policy for the Technical Center, endorses the following principles and guidelines for functioning as a jointly owned technical center.

The Center staff aspires to help each individual to discover and enhance his/her unique abilities so that he/she may achieve vocational and civic success.

It strives to develop a proper respect for honest work, pride in accomplishment, and awareness of the contributions for the individual worker to society and the economy.

The Center staff seeks to graduate "independent learners"--persons who have the necessary fundamentals to interpret and, in turn, utilize their ever-expanding knowledge and skills.

The Center staff also seeks to graduate "learners." Through the activities of student organizations, students learn their roles in the school, community, and the world of work. Students serve others and make vital contributions toward improving the quality of life in today's world and more importantly to shape tomorrow's world.

The Center staff strives to point out to each person that the greatest assets are individual skill and knowledge, personal initiative, self-confidence, dreams and ideas, with the persistence and determination to carry them to completion.

The Center staff provides to the handicapped and disadvantaged individuals a full range of vocational programs including occupationally specific courses of study, cooperative education, and apprenticeship programs through recruitment, enrollment, and placement activities in the least restrictive environment.

Provisions have been made for keeping the school and community informed about school philosophy and objectives through various means: school visitation by the community and parents, presentations to other schools, and updated brochures describing the various programs. Also included in the communication process are slide presentations and student organization community awareness projects for both community and civic groups. Communication is further facilitated through adult and apprenticeship programs. The community is kept informed of the

Center's activities through articles in the local newspapers, radio broadcasts, and television. Objectives are to:

1. Assist its students in the selection of a vocation that coincides with their abilities and aspirations
2. Provide the instruction and practical experiences that will provide the opportunity for each student to prepare for gainful employment
3. Expose its students to current technical knowledge so that they may perform objectives necessary for entry level in the world of work
4. Develop its students to the depth and quality of technical knowledge and skills for job retention
5. Help the individual become aware of associated job hazards and develop safety consciousness
6. Assure that each individual becomes aware of responsibilities and has the opportunity to exercise individual judgment in carrying out job assignments
7. Cultivate those qualities that prepare the individual to adjust to a constantly changing lifestyle that accompanies the advancement of a technological society
8. Develop leadership through educational, vocational, civic and social activities
9. Promote high standards in work ethics, craftsmanship, scholarship, and safety
10. Give the student prestige and recognition on the basis of school and community achievements
11. Broaden the student's perspective through programs, publications and personal contacts in the local, state, and national student organizations
12. Develop the individual student's physical, mental, and social well-being
13. Cooperate with other agencies in providing continuing education for adults in the community as the needs present themselves.

COURSES OF INSTRUCTION

Job-entry level vocational training programs are available to students at Jackson River Technical Center. These courses allow the student to earn credits toward graduation and receive a vocational certificate in addition to his or her diploma. Successful completion of a program

sequence will fulfill a math or science requirement for graduation. Also, all classes meet the practical arts graduation requirements.

Marketing: A one-credit one-semester course for entry level positions and/or continued education in a variety of careers that require knowledge of communications, economics, and psychology as well as techniques in sales, promotion, and management. Examples include sales, public relations, business management, product design and merchandising, fund-raising, advertising and promotion using all types of media, and international marketing. Marketing uses the cooperative education method offering a combination of classroom instruction and supervised on-the-job training with continuing supervision throughout the school year.

Prerequisite: None

Grades: 10, 11, 12

Advanced Marketing: This is a one-credit, one-semester course designed to give students the opportunity to expand their knowledge of marketing from a management perspective. This course focuses on the areas of ethics, consumer and environmental protection, economics, career development, entrepreneurship, professional sales, marketing-information-management, product planning, pricing, promotion, purchasing, distribution, finance, and the development of a business plan. Classroom instruction will be reinforced through the use of case studies, guest lectures and field trips. While enrolled in the course, the student is an active member of DECA, an association of marketing students. Students may take this course in conjunction with Marketing Cooperative Work Experience (Coop).

Prerequisite: Marketing Class

Grades: 10, 11, 12

Sports, Entertainment, and Recreation Marketing: This is a one-credit, one-semester course designed to help students develop skills in the areas of marketing analysis, event marketing, communication, and human relations, along with a thorough understanding of the sports, entertainment, and recreation industry and career options available. Academic skills (mathematics, science, English, and history/social science) related to the content are a part of this course. Computer/technology applications supporting this course are studied.

Prerequisite: None

Grades: 10, 11, 12

Advanced Sports, Entertainment, and Recreation Marketing: This is a one-credit, one-semester course designed for students to continue their study of the sports, entertainment, and recreation industry including the impact of the internet marketing and international

marketing in this area. Other topics include market research, market segmentation, and sponsorships as well as planning, implementing, and evaluation SER events. The course will also cover working with agents and personal managers and appraising the role of labor unions in SER. Additional study will be focused on developing a career plan in the field.

Prerequisites: Sports, Entertainment and Recreation Marketing

Grades: 11, 12

Opportunities in Hospitality and Tourism: This course examines the components of the hospitality and tourism industry, including attractions, lodging, transportation, and food and beverage. Other topics include the history, political, social, and cultural impacts hospitality and tourism have had on local, state and global environments. Students will develop competencies in the areas of communication, customer service, marketing, industry, technology, economics, and management functions, and will be provided with opportunities for hands-on, real-world applications. Applying academic skills from other disciplines (e.g., mathematics, science, English, history/social science) is also a part of this course.

Prerequisite: None

Grades: 10, 11, 12

Entrepreneurship Education: This is a one-credit, one-semester course designed for students who wish to concentrate on strategies for career development through ownership/management of their own businesses. Although individual skills are emphasized, the focus of the course is on development of a business plan, including the following: Determination of type of business enterprise, legal considerations, location selection, financing, steps in getting the enterprise started, marketing strategy, and interaction with successful entrepreneurs.

Prerequisite: None

Grades: 10, 11, 12

Introduction to Health Occupations: This is a one credit, one semester course designed to introduce students to the various occupations within the health care field and to develop common basic skills utilized in such occupations. This course includes acquainting the student with the health care industry, introducing and surveying various health careers, indentifying medical terminology and the anatomy of the entire body system, vital signs, infection control, basics of nutrition and medical emergencies.

Prerequisite: None

Grades: 10, 11, 12

Nurse Aide I: This is a two credit, one year course designed to assist students in the development of basic nursing care and skills utilized in many health assistant careers. Students will focus on content such as cultural diversity, understanding patient's rights, first aid, communication skills, and the nurse aide's scope of practice. Supervised laboratory training is a major component of the course. Students in this course will have the opportunity to participate in the Health Occupations Students of America (HOSA).

Prerequisite: Introduction to Health Occupations **Grades:** 11, 12

Nurse Aide II: This is a two credit, one year course designed to offer students advanced preparation through classroom instruction and clinical experience. Instruction is based on competencies for bedside nurse aide skills as well as content such as communicating with patients and job acquisition skills. Emphasis is on advanced skill through clinical work experience managed by the teacher in a local nursing home.

Satisfactory completion of the nurse aide theory and clinical components will enable students to take the written and skills tests to become a Certified Nursing Assistant (CNA).

Prerequisite: Nurse Aide I **Grade:** 12

Automotive Technology I: This is a one-credit, one-semester course designed for students interested the automotive technology field. Studies in this course will include basic safety, identification of automotive systems, proper use and safety with basic hand tools, minor repair and maintenance of an automobile, general interior and exterior maintenance of an automobile and occupations in the automotive field.

Prerequisite: None **Grades:** 10, 11, 12

Automotive Technology II: This is a two-credit, one-year course designed to give students instruction in the basic principles in the class such as safety, shop tools, service manuals, engine principles measurements, design and construction, mechanical and fluid engine systems, and electrical engine systems. Students will be working on automobiles during lab portions of the course.

Prerequisite: Automotive Technology I **Grades:** 11, 12

Automotive Technology III: This is a two-credit, one-year course designed to expand the knowledge a student has learned in the two previous automotive technology courses. Students will receive instruction in emission control systems, automotive computers, power transmission systems, vehicle suspension and control systems, vehicle

accessory systems, and the work experience program. Students will continue to work on automobiles during lab portions of the course.

Prerequisite: Automotive Technology II

Grade: 12

Carpentry I: This is a one-credit, one-semester course designed to introduce students to the principles of carpentry as they relate to construction. Classroom and lab instruction integrates safety, shop and field math needed by carpenters, tools, materials, fasteners, blueprints, and layout work. The student will be involved in hands-on experiences such as the building of a house, shop orders, cabinets, small buildings, and other such projects.

Prerequisite: None

Grades: 10, 11, 12

Carpentry II: This is a two-credit, one-year course designed to give students more emphasis on carpentry principles. Classroom and lab instruction integrate additional and more detailed instruction from the topics in a review of Carpentry I; safety; rough carpentry; concrete forms; wall, floor, roof, and stair framing; leveling instruments; and estimation principles and cost of materials. Students will be involved in construction of a house at JRTC, Cabinetmaking, and other carpentry related work.

Prerequisite: Carpentry I

Grades: 11, 12

Carpentry III: This is a two-credit, one-year course designed to give students more advanced emphasis on carpentry. Students will receive classroom and lab instruction in safety, installation of windows and doors, drywall construction, ceiling finishing, interior trim work, blueprint reading and drawing, and the construction of a house at JRTC.

Prerequisite: Carpentry II

Grade: 12

Electrical Wiring: This is a one-credit, one-semester course designed to train students in the basic electrical knowledge and performance skills required to work in the building trades field. Classroom and hands-on instruction will include units in electrical safety; tools; blueprints and load calculations; electrical wiring codes; 110 volt, 220 volt, and low voltage circuits; fuses and circuit breakers; test equipment; and basic troubleshooting. The student will develop electrical repair skills and basic wiring skills.

Prerequisite: None

Grades: 11, 12

Welding I: This is a one-credit, one-semester course designed to introduce students to welding and occupations in the welding field. Areas of instruction include shop and equipment safety, workplace safety,

pneumatic shear, oxygen-acetylene cutting, SMAW welding and theory. Detailed instruction on parts of the torch, bottle pressure settings, types of flames, and equipment care are included for oxygen-acetylene cutting. Instruction in the use of other shop equipment is included. Students may receive an OSHA 10 hour construction industry card with successful completion of Welding I

Prerequisite: None

Grades: 10, 11, 12

Welding II: This is a two-credit, one-year course designed to advance SMAW welding and begin GMAW & FCAW & GTAW welding. Other areas of instruction are carbon arc torch, plasma arc cutting, blueprint reading, and all types of welding theory. Students will begin to explore colleges, apprenticeship programs and possible post-graduation paths

Prerequisite: Welding I

Grades: 11, 12

Welding III: This is a two-credit, one-year course designed to allow students a more extensive training in SMAW, GMAW, FCAW, & GTAW processes. Students will also receive additional instruction in blueprint reading, metal fabrication, and design. All theory is reviewed and students will take the welding written assessment test for (NOCTI) **National Occupational Competency Testing Institute**. Through satisfactory completion of the welding program sequence, students that excel may have the opportunity to attempt a welding qualification test.

Prerequisite: Welding II

Grade: 12

Building Management I, II, & III: These are two-credit, one-year courses designed to train students in the basic knowledge and performance skills required for entry level positions in the field of custodial services and lawn care. These courses will enable a student to obtain employment in one of the areas mentioned. The program is flexible in order that students can develop and advance at their own pace in grasping and understanding the various job skills. Additional goals of the class are to help the student achieve a feeling of confidence and success, as well as the development of pride in workmanship.

Prerequisite: Placement only

Grades: 9, 10, 11, 12

Building Trades I & II: These are two-credit, one-year courses designed to train students in the basic knowledge and performance skills required for entry level positions in the field of building construction. The course will enable a student to obtain employment as helpers in the areas of carpentry, plumbing, electricity, masonry, HVAC, and building maintenance. Flexibility in the program allows students to pace themselves in grasping and understanding the various job skills.

Additional goals of the class are to help the student achieve a feeling of confidence and success, as well as the development of pride in workmanship.

Prerequisite: None

Grades: 10, 11,12

Introduction To Culinary Arts: This is a one-credit, one-semester course designed to introduce students to the basics of the food industry. Students will be given an overview of the food service industry, general safety, sanitation, kitchen orientation and equipment, nutrition, customer service, and basic cooking principles. Students will also apply those topics to actual work in the kitchen in preparing basic meals and in hosting large banquets.

Prerequisite: None

Grades: 10, 11, 12

Culinary Arts I: This is a two-credit, one-year course designed to give students more in-depth experiences in working in the food industry. Students will have more hands-on time in the kitchen to prepare meals and banquets. Students will continue to expand their food industry knowledge by making menus, studying recipe structure and use, basic food preparation, and fast food operations.

Prerequisite: Introduction to Culinary Arts

Grades: 11, 12

Culinary Arts II: This is a two-credit, one-year course designed to introduce students to kitchen management skills. Students will cover several topics dealing with management: equipment, business management, personal management, cost control, menu planning, and marketing. The majority of this class is spent in the kitchen with the student working individually and in small groups to prepare for meals and banquets.

Prerequisite: Culinary Arts I

Grade: 12

Introduction to Early Childhood Education: This is a one-credit, one-semester course designed to introduce the student to the principles of child growth and development, planning and implementing learning activities, principles of guiding children's behaviors, healthy and safe environments, exploration of the child care industry and career development. Basic hands-on experience working with children and their families is provided in the JRTC Preschool.

Prerequisite: None

Grades: 10, 11, 12

Early Childhood Education I: This is a two-credit, one-year course designed to continue developing students' knowledge and skill that

would apply to many careers dealing with children. Areas of learning include types and characteristics of child care centers, employability requirements, basic child development, children's behavior, guidance and discipline techniques, types of behavior, behavioral procedures, promotion of children's health and safety, child abuse awareness, facility maintenance, and developmentally appropriate activities. Continued practical hands-on experience is gained in the JRTC Preschool.

Prerequisite: Introduction to Early Childhood Education

Grades: 11,12

Early Childhood Education II: This is a two-credit, one-year course designed to develop more professional attitudes and abilities and combine learned knowledge with current information and practices. Additional topics of instruction will be CPR and First Aid Training, behavior management and communication skills, learning theories, program management, and record keeping skills. Continued practical hands-on teaching experience in working with children and their families is gained in the JRTC Preschool.

Prerequisite: Early Childhood Education I

Grade: 12

Work Experience: Certain students in some JRTC programs may participate in a work experience program in a JRTC approved local business or industry. In this work experience program, a student may earn additional credit in the third course of a three-course sequence. The student must participate in a related business or industry to that final course in a JRTC program. The student's teacher would supervise the work experience program as it would relate to the JRTC classroom and lab.

Prerequisite: Enrolled in the final course of a three-course sequence

Grade: 12

STUDENT ORGANIZATIONS

Student organizations allow students to take a more active part in the education process, aid in leadership development, help students learn to work effectively with others, provide opportunities for community service, provide opportunities for achievement, and provide other experience to assist in the development of the total student. These organizations operate under guidelines established by the Director.

There are four organizations at Jackson River Technical Center: Distributive Education Clubs of America (DECA), Health Occupations Students of America (HOSA), Family, Careers, Community Leaders Of America (FCCLA), and Skills USA. These organizations are considered

an integral part of the curriculum for JRTC students. Students must meet on a regular basis during class time under the supervision of their teacher. The advisor(s) and the Director must approve all club activities in advance.

ADMISSION REQUIREMENTS

The Jackson River Technical Center is operated primarily for sophomores, juniors, and seniors seeking a high school diploma. Special programs may be formulated according to the needs of other students.

- A. The registration of students will be a cooperative effort between the home school guidance counselors and the JRTC Director to ensure that students registered are the ones with the most interest and can profit the most by attendance at the Center.
- B. Registration Criteria:
 1. must be a bona fide member of Alleghany County or City of Covington school systems
 2. must be at the grade level required for the selected course
 3. completion of prerequisite courses, if applicable
 4. must meet acceptable level of appearance based on course requirements
- C. Students who do meet one or more of the registration criteria in one of the regular programs may be considered for registration through the cooperative effort of the home school guidance department and the staff of JRTC. Final authority on registration of such students will be the responsibility of the JRTC staff.
- D. All registration activities are coordinated by the JRTC Director. Final authority in the registration of all students will be the responsibility of the JRTC administration.

ADMISSION OF POSTGRADUATE STUDENTS

Jackson River Technical Center may admit postgraduate students into its regular day programs under the following conditions:

1. Postgraduate students must have been a member of the Alleghany County or City of Covington school system the previous year.

2. Postgraduate students must be continuing the third consecutive year of a regular program of which they were enrolled at their home school.
3. Postgraduate student registrations must be coordinated with the home school administrations, on a space available basis, after priority has been given to home school undergraduates.
4. Postgraduate students will be expected to adhere to all policies and guidelines governing regular student attendance.
5. Final approval of registrations will be given by the Jackson River Technical Center's administration.

SCHEDULE CHANGES

Schedule changes will be made only under extenuating circumstances. Students wishing to discuss a possible schedule change must contact the Director during the first three days of class. Transferring to another class can only be accomplished if space is available in the desired program and approved by the Director. Students returning to the parent home school program will be subject to the policy of that school.

NONMEMBERSHIP

Students having a period(s) of non-membership due to late entry, withdrawal and reentry, etc. will receive credit prorated on a six-weeks grading period basis.

WITHDRAWAL

Students will be withdrawn from the Center upon official withdrawal from the home school. All withdrawals from the Center must have the approval of the Center's Director.

HOMEBOUND INSTRUCTION

Because of the hands-on nature of the programs at the Center, it is impractical to offer meaningful homebound instruction. Students going on homebound instruction at the home school will be withdrawn from their classes at JRTC while on homebound instruction and may reenter their JRTC class upon return to regular classes at the home school.

EQUAL OPPORTUNITY POLICY

All students will be treated fairly and equally and not discriminated against for any reason. Any student feeling that he/she has been discriminated against should report any complaints to the Director, who is the Equal Opportunity Coordinator for Title VI, Title IX and Section 504.

Title VI (Civil Rights Act of 1964) prohibits discrimination on the basis of race, color, and national origin.

Title IX (Civil Rights Act of 1975) prohibits discrimination on the basis of sex.

Section 504 (Rehabilitation Act of 1973) prohibits discrimination on the basis of handicap. Final adjudication of any complaint processed will be subject to the approval of the Joint Board of Control.

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.

DISCRIMINATION GRIEVANCE PROCEDURE

The purpose of this policy is to provide an orderly procedure for the expeditious resolution of students and parents grievances concerning discrimination.

Step 1. In the event a student or parent believes that there is a basis for a grievance, the aggrieved shall present the alleged grievance (Title VI, Title IX, and Section 504) to the coordinator within twenty (20) days after its occurrence.

Step 2. If the action of Step 1 fails to resolve the grievance to the satisfaction of the affected party, the aggrieved shall, within five (5) working days, submit such grievance in writing to the Administrator for his resolution. The Administrator shall reply in writing within five (5) working days after the initial presentation of the grievance.

Step 3. If the action of Step 2 fails to resolve the grievance to the satisfaction of the affected party, the aggrieved shall, within five (5) working days, submit such grievance to the Joint Board for resolution.

The Joint Board shall review the grievance and hold a hearing, if necessary, no later than the next regular meeting date. The board will reply to the grievance in writing within fifteen (15) days thereafter and decision of the board shall be final.

ADVISEMENT AND COUNSELING

Students are encouraged to make use of the Center's Director for advisement and counseling. Appointments may be made for academic, vocational, and personal counseling at any time during the school year.

Students may receive group counseling at various times during the school year. This group counseling will be vocationally oriented, but students will have an opportunity for self-exploration. Also, the home schools shall have primary responsibility for counseling services to their students.

EMERGENCY CARE FORM

In case of an emergency, the Center must have written permission from the parent to take a student to the hospital or doctor. This is accomplished by the completion of the Emergency Care Form by the parent or guardian. The name of a specific doctor should be included when the form is completed as well as a phone number where the parent can be reached if not at home.

COMPUTER ACCEPTABLE USE POLICY

All students and employees must read and sign the acceptable use policy for computer use at JRTC. Failure to do so will result in the loss of computer access privileges.

INSURANCE

JRTC does not offer insurance policies for its students. However, considering the nature of the curriculum, it is highly recommended that students obtain insurance protection through home school insurance plans or personal policies.

TEXTBOOKS & MATERIALS

Students will be assigned textbooks for their class. These textbooks must be returned at the close of school in condition equal to how the textbook was issued. Textbooks that have been worn beyond normal wear and tear will be assessed a fee to cover the textbook's being repaired. If a textbook is beyond repair or has been lost during the year, the student must pay the replacement cost for the textbook. A student's teacher will check textbooks for damage, and the Director will determine the fee for repair or replacement. The student must pay assessed fees before the student's last day for the school year. Textbooks are the property of JRTC.

Students will be responsible for paying fees to cover consumable materials like workbooks and other required materials used in lab activities. All students will be expected to pay for consumable workbooks by the end of the second week of school. Applications for time-payments or assistance are available from and should be returned to the Director. Students not securing the required books, equipment, and materials will receive an incomplete and/or failing grade. Other materials can include but are not limited to safety glasses, leather soled boots, tools, aprons, hairnets, etc.

LOCKERS

Lockers are the property of JRTC and will be assigned to students by their teachers. Lockers may be searched a minimum of one unannounced time per year and any other time there is reasonable suspicion to believe that something may be in a locker which warrants an inspection. Students are responsible for removing all items from lockers prior to the end of school. JRTC will not be responsible for items left in lockers after the last day of school.

All valuables must be placed inside the locker for safety. **DO NOT GIVE YOUR LOCKER COMBINATION TO ANYONE!**

FUNDRAISING ACTIVITIES

Fundraising activities that are not JRTC sponsored are not to be conducted on Center premises without prior permission from the Director. As with all club activities, JRTC fundraising activities must receive advance approval. Fundraising sales and solicitations are not to be conducted during class time. Money and unsold items from fundraising activities should be promptly returned to the teacher.

TELEPHONES

The office phone may be used only for emergencies and only with appropriate permission. Students are not to use teacher's office phones.

CELL PHONES & COMMUNICATION DEVICES

Cell phones or any type of other communication devices may be carried, but must be kept out of sight. They must be turned off during class time and never be a disruption.

SODA AND SNACK MACHINES

Soda and snack machines are available for the use of the students during scheduled break periods. Students are expected to properly dispose of trash. Sodas and snacks are to be consumed during the break and are not to be consumed in the classroom. Students are not allowed to take any drinks or any type of drink container into the classrooms unless they are placed inside book bags or backpacks. Failure to properly use these machines may result in the loss of this privilege and/or other disciplinary action including suspension. **All snacks and drinks bought at JRTC are not to be consumed outside the regulations of the home school.**

STUDENT DRESS

Typical student dress for classroom activities at the Center shall provide for covering from bottom of the neck to the knee area. Prohibited clothing shall include, but not be limited to halter tops, short shorts, biker/compression shorts, see through clothing, short skirts/dresses, tank tops, any apparel that exposes the midriff, and clothing that bears inappropriate, distasteful language/images, or any other offensive messages, including, but not limited to alcohol, tobacco promotions, and/or clothing that bears double meaning messages.

All clothing is to be worn so that it does not expose undergarments. No pants that sag are to be worn.

Due to the nature of the activities at JRTC, flip flops are not acceptable footwear.

Any apparel or unusual accessory that distracts from school decorum and interferes with the safe smooth operation of the school program

cannot be allowed.

Hats, caps, headbands, bandanas or other headgear are not to be worn in the Center, except as required during lab activities. Also, sunglasses are not to be worn in the building.

Students involved in laboratory activities may also be required to follow additional rules regarding student dress as it relates to their individual program's needs or teacher requirements. Such additional requirements may include, but not be limited to specific footwear, need of long pants, safety/protective clothing and equipment, protective eyewear, and headwear i.e., hairnets.

Questions regarding the acceptability of clothing should be directed to the Director.

SAFETY GLASSES/FOOTWEAR

Students who are participating in activities that require the use of safety glasses must wear approved Z87 ANSI rating protective eyewear that must include protective side shields. Clear lens glasses must be worn in all areas except in welding.

Also specific footwear may be required in activities in many programs. A student is expected to provide this footwear each day that it is needed to participate in specific activities.

FIRE DRILL/EVACUATION

When Alarm Sounds:

1. Close and lock all interior doors
2. Turn off all lights and other electrical equipment
3. Close all doors after leaving the area in an orderly manner
4. Proceed without talking along the primary exit route
5. If primary route is blocked, follow the secondary route
6. Be sure to follow the directions of JRTC Staff members

When Outside The Building:

1. All persons are to remain with their class so that they can be accounted for by their teacher
2. Remain quiet to listen for additional directions

3. Wait for an administrator or maintenance person to signal by hand to return to the building
4. Return to your class in a quiet and orderly manner

Students need to understand the fire drill/evacuation procedure for their class.

ASBESTOS

In compliance with the Asbestos Hazard Emergency Response Act (AHERA), a plan for the management of asbestos in Jackson River Technical Center was developed and implemented prior to July 9, 1989. The plan may be inspected by any interested person during normal office hours by contacting the Director of Jackson River Technical Center. Re-inspection of Jackson River Technical Center was completed, in accordance with the management plan.

VISITING JRTC

Parents and other interested persons are invited and encouraged to visit JRTC. All visitors must check in at the office. Groups planning to visit the Center will present requests at least one week in advance for approval by the Director. Students are not to invite friends to visit them during their class period. Any exceptions to this policy must receive prior approval from the Director.

TRANSPORTATION

Due to the limited space, parking will be limited to JRTC staff and visitors. Students attending JRTC will be subject to the following regulations concerning transportation:

The home school board for Covington High School students will provide transportation. These students will be expected to use this bus transportation. **Students missing the bus at their home school because of tardiness, late lunch, etc., must check into the office at their home school and receive permission from their home school principal before being allowed to come to the Center via other forms of transportation.** Students missing the bus without an acceptable excuse will be subject to disciplinary action.

Any student bringing an automobile to the Center for repair work or for some other reason must have prior written permission. This permission is obtained by filling out an automobile registration form, which will be signed by the teacher and the JRTC Director. If the

student requesting permission is from a class other than Auto Servicing, that student must have permission from his/her teacher as well as the Auto Servicing teacher if the car is being brought to the Center for repairs.

A student must obtain permission from the office prior to bringing his/her car on campus. Any student bringing an automobile without permission, allowing other students to ride without permission, riding with another student or another person without permission, or driving in an unacceptable manner will be subject to disciplinary action.

Allegheny High School students must report back to AHS at the end of their classes at JRTC. Only parents are permitted to pick up students at JRTC.

ATTENDANCE POLICY

PHILOSOPHY:

Regular and punctual attendance is important in the development of good work habits and for the acquisition of skills. As vocational education is oriented to the actual performance of competencies, many experiences and opportunities to learn and perform are lost when a student is absent and unable to participate in the class for any reason. Due to their nature, many of these experiences cannot be made up, therefore, the Joint Board of Control for JRTC believes that students cannot acquire the desired competencies and work habits needed without regular and punctual attendance.

Active participation in class will be the major component of each student's grade for each grading period. Active participation includes being present for the entire class time; having the proper books, materials, safety equipment, etc.; participating constructively in class activities and discussions; demonstrating achievement of related tasks/competencies; working cooperatively and effectively with others; performing required duties and assignments; demonstrating safe and proper work habits; and demonstrating personal characteristics appropriate for an effective and successful employee. The JRTC Director will ensure that appropriate consideration will be given to class participation in the grading system of each teacher/program and that appropriate consistency is maintained with all teachers/programs within the Center.

A student will be recorded as absent on any day in which the student fails to attend fifty percent or more of the class period unless the entire group of students attending from that student's home school is excused to attend a school-related activity.

NOTIFICATION TO PARENTS:

Report Cards: Periodically during the school year, a progress report shall be sent to the parents by way of their students. When report cards are used, they will reflect the standard of work the student has achieved, his/her attitudes, and his/her work habits. The teacher shall make the evaluations and provide the information necessary for a sound working relationship between the school, the students, and the home in the guidance of the student. Grades will be sent to the home school according to their reporting schedules.

Parental Conference: The Joint Board encourages conferences with parents for purposes of understanding and assisting students.

Grading And Reporting: Students may earn up to the maximum number of Carnegie Units of credit for classes they are enrolled in each year. Earned credits will be based upon the following criteria:

1. Class participation
2. Knowledge gained
3. Skills obtained
4. Care of equipment and materials
5. Job performance and quality of work
6. Interaction with others
7. Judgment
8. Ability to follow directions
9. Attitude
10. Safety Consciousness
11. Dependability
12. Attendance
13. Conduct
14. Student organizations
15. Any other trait that may indicate the student's progress or development.

The main purpose of reporting is to provide information necessary for a sound working relationship between the school, student, and the home

in the guidance of the student. Grades will be sent to the home school according to the reporting schedule.

Key To Grading System

A	Excellent	A	93-100
B	Above Average	B	85-92
C	Average	C	77-84
D	Passing	D	70-76
F	Failure	F	0-69
I	Incomplete		

*Failure to complete all course requirements or clear all JRTC obligations will result in a grade of incomplete.

HONOR ROLLS

Students who, in their JRTC program, for a semester meet the following criteria will be named to the JRTC Honor Roll (A or A-B) for that semester. The criteria are

1. Maintain a minimum grade of "A" for the A Honor Roll or "B" for the A-B Honor Roll for each of the three six weeks and the semester,
2. Receive positive ratings on the semester evaluation sheet,
3. During the semester are absent no more than three days for the A Honor Roll and no more than five days for the A-B Honor Roll.

GRADUATION REQUIREMENTS

To receive a certificate from Jackson River Technical Center, a student must successfully complete all courses in a certificate program sequence with an overall grade average of not less than 77% and must have earned a grade of not less than 77% in the last course of the program sequence. The student must also meet the requirements of graduation of the home school or have passed the GED.

ABSENCES, TARDIES, AND EARLY DISMISSALS

All JRTC students missing a full day(s) of school are to have their absence excuses processed at the home school and present an absence slip from the home school to the JRTC office on the first day back. Students checking in or out of school at a time that will cause them to be absent or tardy at JRTC must follow the proper check-in, check-out, or early dismissal procedure at the home school and obtain an excuse for the JRTC office. In the case of any absences, an absence slip from the home school must be presented to the JRTC office not later than the second day back or the absence will be considered unexcused, regardless of the reason for the absence.

Students absent from class due to suspension, skipping, missed bus, or certain other reasons as determined by the Center's administration will receive a grade of "0" for the day(s). Students will complete all work missed because of absenteeism. It is most important for the student to understand that successful schoolwork depends to a large degree on the regularity and punctuality of attendance.

No student may be dismissed early from school to go to work or check-in due to having been at work. And no student shall receive an excused absence due to having been at work.

ABSENCES FOR HOME SCHOOL ACTIVITIES

Each home school will provide the Center with a monthly calendar of events, if at all possible. A student may be released in the event that a special school program is devised to correlate to a specific school objective. The home school principal shall inform the Center's Director and retain the students at the home school.

LATE ARRIVAL TO CLASS

Since punctuality is an important work habit, the student will be expected to arrive on time for each class. Students not complying with this regulation will be subject to disciplinary action, including possible suspension.

STUDENT CONDUCT

The policies, procedures and expectations contained in this handbook are to be used as guidelines. Other actions and behaviors not listed may result in disciplinary action. Any act or behavior deemed inappropriate

by the administration based on common sense and traditional standards will result in disciplinary action.

Disciplinary actions may range anywhere from a warning to out-of-school suspension. The type of action will be determined by school authorities and will reflect the disciplinary problem. Students presenting chronic discipline problems or committing serious offenses may be recommended for expulsion. The most commonly used disciplinary action is in-school detention.

DUE PROCESS

With the requirements of fair and equitable treatment of all students and within the guidelines of federal judiciary the following shall constitute the **minimum due process procedures** to be followed in the detention, suspension, and expulsion of students:

1. The student shall be apprised of the nature and facts of the alleged misconduct.
2. The student shall be given an opportunity to explain the circumstances of the alleged misconduct.
3. The student shall be informed of the conditions of the disciplinary action.
4. The parents or guardian of a detained and suspended student or the student, if he/she is age 18 or older, may appeal the decision as provided in board policy.

APPEAL PROCESS

If the parents of a disciplined student choose to appeal a decision after discussing the incident with the administrator involved, they may do so by scheduling an appointment with the Director or Administrator of the Center. Speaking directly to the teacher at a mutually convenient time can best solve classroom conflicts. Should the student or parent not be satisfied with his/her conference with the teacher, and then he/she should state his/her concern with the Director.

THREATS

A student who makes any type of threat to harm any school personnel or any member(s) of the family of any school personnel will be subject to disciplinary action. Virginia Code Section 18.z-60

provides that a person **orally** making a threat to kill or do bodily injury to school personnel, while on school property, on a school bus, or at a school-sponsored activity, shall be guilty of a Class I misdemeanor.

WEAPONS

No student shall possess unauthorized firearms, knives, military armament, slingshots or any other type of weapon or smoke bombs and explosives, including fireworks, on school property or in association with any school activity.

GENERAL EXPECTATIONS OF STUDENTS AND DISCIPLINARY ACTIONS

In addition to other policies and expectations, students are expected to refrain from involvement in the following activities. Involvement will result in disciplinary action.

1. Failure or refusal to follow a request or direction of any JRTC staff member
2. Being disrespectful or rude to any JRTC staff member, school visitor, or any other individual
3. Intimidating, harassing or verbally abusing another individual
4. Instigating or being involved in a verbal or physical altercation
5. Interfering with the disciplining of another student
6. Use of unacceptable language, gestures, body motion or other form of communication
7. Tampering, defacing, vandalizing, destruction or other damaging of property
8. Unauthorized concealment, removal, or attempted removal of any school or personal property or any form of theft, fraud or extortion
9. Lying, cheating or other form of dishonesty
10. Presenting forged or otherwise fraudulent note or document
11. Failure or refusal to return any assigned property or clear school obligations
12. Any behavior or action that is disruptive or creates a

disturbance

13. Running, throwing of objects or any type of horseplay
14. Failure or refusal to participate in or complete a class activity
15. Failure or refusal to bring all necessary materials to class
16. Leaving or failing to report to assigned area without appropriate permission
17. Skipping class or leaving school without following proper procedure
18. Excessive tardies, early dismissals, or "no notes"
19. Missing bus without a valid reason
20. Violation of transportation policy
21. Violation of safety rules or procedures
22. Use of equipment without appropriate permission
23. Purchasing, possessing, or consuming refreshments during class time
24. Sitting or leaning on fence outside the building
- 25 Littering
26. Inappropriate dress or indecent exposure
27. Gambling or playing games not assigned as part of class activity or possession of inappropriate games, toys, etc.
28. Possession of radios, tape recorders or players, telephones, other audio devices, or any video devices, including cameras, except when approved by the Director
29. Possession of weapons, knives, firearms, explosives or other types of dangerous articles
- 30 Display of affection other than conversation or holding hands
31. Any action that can injure or lead to the injury of any student
32. Unauthorized use of computer hardware and/or the unauthorized access to electronic data
33. Any unauthorized presence on school property or school function
34. Making any communication, performing any act, or wearing or possessing material that is racially divisive or creates ill will or hatred
35. Construction of projects or the participation in any activity not authorized by school personnel.

In addition to general student expectations, students also 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/warning
3. Reprimand
4. Loss of privileges
5. Parental conferences
6. Task or restrictions assigned by the Director
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 detention
10. In-school suspension
11. Out-of school suspension
12. Referral to an alternative education program
13. Notify legal authority where appropriate
14. Expulsion

IN-SCHOOL DETENTION (ISD):

In-school detention only affects a student's status at JRTC. Students receiving in-school detention are to obtain assignments from their teacher and report to the office immediately upon reporting to the Center. In-school detention will be served in a special study carrel area under the supervision of the administrative office. Students will be expected to work with no talking or other disruptive behavior. Students violating this requirement will receive additional detention or suspension. Students on in-school detention will be given a zero ("0") participation grade. Written work will be graded and recorded as a work grade.

While a student is in ISD, the student shall obey the following rules:

1. Students are to be working on assignments from the JRTC class for the entire class period. In the event that the assigned work is completed, an office staff member will notify the teacher that additional assignments are needed.
2. Students may communicate only with school staff and

- only when necessary.
3. Students are not to communicate with office aides, other students, or school visitors in any fashion. Creation of noise or distractions is not permitted.
 4. Students are to sit erect and face forward the entire time that they are in the study carrel. Sleeping or lounging is not permitted. Students are to turn around only when they need to communicate with an office staff member.
 5. Marking, scratching, or otherwise damaging the study carrel is not permitted. Any such damage found by the student when entering the study carrel at the beginning of the period must be reported to an office staff member at the beginning of the period. The student will be held responsible for any damage not noted at the beginning of the period.
 6. Students may go to the restroom/water fountain one time during the period at any other time than during break. Permission must be secured from an office staff member. Students are not to use the office restrooms/water fountain.
 7. Food, drink, candy, gum, etc. are not permitted in the study carrel.
 8. Students should immediately exit the study carrel and the school building without requesting permission in the event of a fire drill or other emergency. The only other time that students are to exit the study carrel is to go directly to see an office staff member.
 9. Students are not to leave scrap paper or other trash in the study carrel at the end of each period.
 10. Students may exit the study carrel when the bell sounds at the end of the class period unless instructed to do otherwise.
 11. Failure to follow these guidelines may result in additional ISD or regular out-of-school suspension (OSS).

OUT-OF-SCHOOL SUSPENSION (OSS):

Students on out-of-school suspension are not allowed to attend school, be on school grounds or attend any school activity. Students will be counted absent and will be given a grade of "0" for the day(s). Students receiving out-of-school suspension from JRTC are automatically suspended from their home school and vice versa. The administration will attempt to telephone the student's parents or legal guardians. A letter from the school's administration will also be sent

home concerning the student being suspended from school. This letter will also become part of the student's permanent record.

DRUGS/ALCOHOL AND MEDICATION

The possessing, using, having evidence of prior use, or distributing of illegal chemicals, alcohol, "look-alike" drugs (including alcohol), anabolic steroids, any drug not prescribed for the student by a physician, or any substance represented as a drug or alcohol on school property or at any school activity is prohibited. Likewise, the possessing or using of drug paraphernalia on school grounds or at any school-related event is also prohibited. Publications or other printed matter that advocates the use of illegal drugs as acceptable social behavior are prohibited from possession, sale, or distribution on school property.

To maintain control of the drug traffic within the school and to insure the health and welfare of the students, the Joint Board requires any student who is taking a prescribed or patent medicine for illness or other medical needs to report this fact to the director or other designated staff member. If the student so requests, this information will be held in professional confidence. Such medication, if to be taken during the school day, shall be placed in the care of the director or his designee.

Students who have questions concerning drugs are encouraged to seek help and counsel of school personnel.

TOBACCO PRODUCTS & LIGHTERS/MATCHES

Students shall not use or possess tobacco in any form while on the school premises, on any school trip, or at any function held under the auspices of any school organization. The possession of a lighter and/or matches shall also be in violation of school rules. Violation of this policy will result in disciplinary action.

ADULT CLASSES

Jackson River Technical Center strives to meet the vocational education needs of the Alleghany Highlands area adults through its Adult Evening Program. Adult classes are open to any area resident regardless of prior training, experience or level of education. The program will offer other courses desired by area residents based on demand, availability of a qualified teacher, and limitations of the facility. New classes are offered each Fall, Winter, and Spring session.

JRTC students may enroll in the Adult Evening Program with the approval of the Director.

APPRENTICESHIP TRAINING

Apprenticeship, in its simplest terms, is training for those occupations commonly known as skilled crafts or trades that require a wide and diverse range of skills and knowledge, as well as maturity and independence of judgment. The apprenticeship-training program combines on-the-job training and work experience with related instruction in the theoretical aspects of the trade. The on-the-job training and work experience are achieved in the employer's own business. The related instruction is provided by Jackson River Technical Center. The JRTC Apprenticeship Coordinator in cooperation determines the course of study for each apprentice with the employer.

Individuals successfully completing an apprenticeship program are awarded by the State of Virginia a nationally recognized certification as a journeyman in their trade. Further information regarding apprenticeship is available from the JRTC Apprenticeship Coordinator.