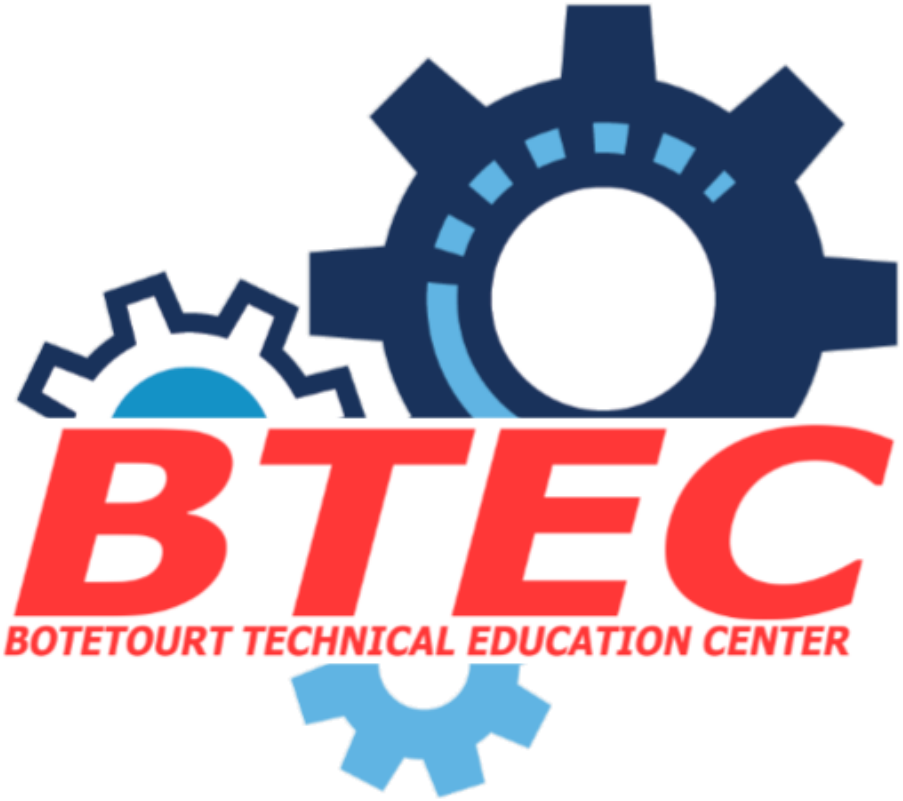


Student/Parent Handbook

2023-2024

NOTICE

Equal Employment Opportunity/Non-Discrimination

The Virginia Department of Education and Botetourt County School Board is committed to nondiscrimination with regard to sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, military status, genetic information or any other characteristic protected by law. No person shall be denied educational opportunities solely because of impairment, which is unrelated to the ability to engage in activities involved in the program for which application has been made.

Students see School Board Policy JB

Employees see School Board Policy GB

Sexual Harassment/Harassment Based on Race, National Origin, Disability, and Religion

Botetourt County Public Schools is committed to maintaining a learning/working environment free from sexual harassment based on race, national origin, disability or religion. Therefore, Botetourt County School Division prohibits sexual harassment and harassment based on race, national origin, disability, or religion of any student or school personnel at school or any school sponsored activity.

Students see School Board Policy JFHA/GBA

Employees see School Board Policy GBA/JFHA

The following persons have been designated to handle inquiries regarding the above:

Tim McClung

143 Poor Farm Road, Fincastle, VA 24090

540-473-8263

tmcclung@bcps.k12.va.us

See School Board Policy JB/GB, JBA, JFHA/GBA

A MESSAGE FROM THE PRINCIPAL

Welcome!

Congratulations on taking the next step in helping to shape and define your future through the development of 21st Century Skills. Botetourt Technical Education Center (BTEC) offers professional hands-on training, out of the box critical thinking and project based, real world applications that prepare students to be College & Career ready. We want students to explore and engage in opportunities that are meaningful and career driven. The foundation of success will be built on hard work, positive attitude and individual responsibility. In an ever changing, global society, we want our students to be lifelong learners with a well-rounded education. Students will earn recognized Industry Credentials, college credit and be exposed to workplace readiness knowledge and skills.

At the heart of Career & Technical Education (CTE), we are committed to challenging students with enriching experiences and providing career preparation for all students. We develop students to become leaders in the classroom and in the community. CTE is leading the way in preparing students for high demand, highly skilled and high earning careers and long term success. Career and Technical Education is a critical investment in our future!

The faculty and staff are always looking for ways to improve our curriculum and develop partnerships with business and industry. We value all stakeholder input and welcome any questions or concerns. If you are interested in learning more about our programs or developing a partnership, please don't hesitate to contact me. I can be reached at mketron@bcps.k12.va.us or at 540-473-8216.

Mike Ketron
BTEC Principal

Supervisor of CTE and Adult Education

THE HISTORY OF
BOTETOURT TECHNICAL EDUCATION CENTER

1971: Botetourt Vocational School opened. Route 681 was choosen as the location. Six program areas are introduced - Drafting, Industrial Maintenance, Building Trades, Automotive Mechanics, Home Economics and Cosmetology.

1975: Enrollment continued to grow. An addition was added to the existing building. Ornamental Horticulture, Automotive Repair and Painting, Building Repair Maintenance and Agriculture Mechanics programs are added.

1980's: Technology and equipment is continually being purchased in response to the changes in the labor market. Computer Aided Drafting and a computerized Paint Booth are some of the new elements.

1991: The school was renamed to Botetourt Technical Education Center to reflect the changing technology and growth of Career & Technical Education.

1994: A Health Assistant Program replaced Home Economics which was phased out in 1990.

2000's: Current Programming - Auto Body Technology, Automotive Service Technology, Building Trades, Cosmetology, Drafting, Nursing Assistant, Horticulture/Landscaping, Welding, Criminal Justice and Computer Systems Technology.

2009: BTEC adds dual enrollment courses through Virginia Western Community College and Dabney S. Lancaster Community College.

2011: Craig County High School students begin attending.

2013: Virginia Teachers for Tomorrow was added.

2015: An advanced Welding lab was added as well as Veterinary Technology.

2017: Engineering courses and programming offered.

2018: Mechatronics program offered.

PHILOSOPHY

It is the desire of our faculty and staff to assist the students with developing specific attitudes, knowledge, and skills needed to be successful upon graduation. We believe it is our duty to help instill in each student a sense of values, an awareness of the responsibilities as an individual and as an American citizen, and an understanding of the problems and challenges of society. We believe we must prepare the student to become proficient in an occupation by teaching them both the necessary and proper techniques of this occupation and the values accompanying it -- **pride in good workmanship and satisfaction in work well done.**

OBJECTIVES

Teaching Personnel

- To be well prepared in their respective field of teaching.
- To keep abreast of the latest developments in their field.
- To consider the practicality of subject matter taught as well as its value in other areas.
- To consider the need for constant evaluation of methods, equipment and materials.

Student Development

- To provide each student upon graduation with a marketable skill to enter the world of work.
- To offer Industry Certifications that are aligned with career pathways and the labor market.
- To stress academic content (math, reading and writing) as it relates to their field and to reinforce skills needed to be successful on the SOL Tests.
- To stress character development and good strong work ethics.
- To offer leadership training through Career & Technical Student Organizations.
- To offer opportunities for cooperative and group endeavors through available organizations.
- To encourage participation in extracurricular activities in the students' respective high schools.
- To provide instruction of a preparatory type in the basic manipulative skills, safety, judgment, technical knowledge, and related industrial information to better prepare students for gainful employment.

STAFF DIRECTORY

All emails use the extension @bcps.k12.va.us

Name	Specialty	Email
Balthis, Chris	Engineering & Mechatronics	cbalthis
Bell, Andy	Veterinary Technology	abell
Foster, Melinda	BCPS Nurse Coordinator & BTEC Nurse	mfoster
Frost, Chris	Automotive Technology	cfrost
Gentry, Angela	Secretary	agentry
Griffin, Shanon	Nurse Aide	sgriffin
Kennedy, Kurtis	Engineering/IST	kkennedy
Ketron, Mike	Principal	mketron
Kingery, Nathaniel	Auto Body Technology	nkingery
Kish, Katrina	Teachers for Tomorrow/WBL	kkish
Linkenhoker, Troy	Welding	tlinkenhoker
Moran, Dave	Custodian	dmoran
Secrist, Lesley	Dean of Students & Special Education	lsecrist
Shaffer, Chris	Computer Systems Technology	cshaffer
Shaffer, Lisa	Criminal Justice	lshaffer
Simmons, Phillip	Building Trades	pwsimmons
Witt, Whitney	Cosmetology	wwitt
Zalewski, Chris	Welding	czalewski

PROGRAMMING

Please note – All BTEC Programs are highly competitive. Meeting the minimum course requirements does not guarantee enrollment in the next course sequence.

AEROSPACE TECHNOLOGY: Offers an introduction to flight, space, and supporting technologies through a hands-on approach. Students explore the aviation and space industries through the history of aviation, working with aerodynamics and aircraft components, addressing maintenance and safety issues, assessing flight conditions, examining airport and flight operations, and analyzing the concepts of rocketry and space. **Grades: 9, 10, 11, 12**

AUTO BODY TECHNOLOGY: In the global automotive repair industry, there is a growing demand for qualified auto body technicians. In this course, students are taught non-structural analysis, damage repair, and welding. Students work with a variety of materials, using metal finishing and body filling techniques to prepare surfaces and repair panels. Students who successfully complete this program sequence will be prepared to take and pass the respective ASE exam and will be prepared for postsecondary education opportunities.

Grades: 9, 10, 11, 12

AUTOMOTIVE SERVICE TECHNOLOGY: Prepares students to diagnose and repair motor vehicles. The course includes instruction in brake systems, engine tune-up and repair, electrical systems, cooling systems and suspension. **Grades: 10, 11, 12**

BUILDING TRADES: Designed to develop skills and training in carpentry, masonry, residential wiring and plumbing. Students learn to use, care for, and handle safely, tools, machines, equipment and materials commonly used in all building trade areas. **Grades: 9, 10, 11, 12**

COMPUTER SYSTEMS TECHNOLOGY: This course allows students to gain practical experience in assembling a computer system, installing an operating system, troubleshooting computers and peripherals, and using system tools and diagnostic software. Students also have the opportunity to develop skills in computer networking and resource sharing. Upon successful completion of the course, students may qualify to take industry certification exams.

Grades: 10, 11, 12

CYBERSECURITY: Students will gain a basic understanding of emerging technologies including unified communications, mobile, cloud, and virtualization technologies. The course prepares students for postsecondary education and training and a successful career in information technology. Upon successful completion of the course, students may qualify to take CompTIA's A+ and Network+ certification exams. **Grades 11, 12**

COSMETOLOGY: Students are introduced to the principles, anatomy, physiology and chemistry of hair, skin and nail care. Students also learn the proper work habits and business skills necessary to be successful in the field. Through skill attainment and program completion, students are eligible to be a licensed cosmetologist. **Grades: 11, 12**

CRIMINAL JUSTICE: Students are introduced to principles, techniques, and practices for pursuing careers within the criminal justice system. The course includes the Rule of Law, policing, crime scene investigation, the court system, juvenile justice, and careers in criminal justice.
Grades: 10, 11, 12

ENGINEERING: The Engineering program is designed for creative students with strong math skills. This program applies principles of science and mathematics to solve real world problems. The intent of this program is to provide students a sense of what the engineering profession encompasses while exposing them to engineering and math concepts to better prepare them for success in engineering programs at the undergraduate level. **Grades: 9, 10, 11, 12**

INFORMATION SYSTEMS TECHNOLOGY: Students explore careers in the IT field, develop multimedia skills using Photoshop and Blender and learn webpage design using HTML and CSS.
Grades: 9, 10, 11, 12

NURSE AIDE: Included in the 2-year program is theory and clinical instruction in the sciences and basic nursing arts. Prepares students for state licensure as a certified nursing assistant. Also, assists students who desire a higher level health care career, such as a practical or registered nurse, dental assistant or physical therapist upon graduation. **Grades: 11, 12**

TEACHERS FOR TOMORROW: This course introduces high school juniors and seniors to a career in teaching and education through the Career Connections program. The primary elements of the curriculum components are the learner, the school, and the teacher and teaching. The components are intentionally broad in scope and provide a great deal of flexibility based on the career interest of a student. In addition to the fundamental curriculum components, all students are required to participate in an internship outside the Teachers for Tomorrow classroom. The internship may involve the pre-school level through grade 8.
Grades: 11, 12

VETERINARY TECHNOLOGY: In this course students learn how to care for and manage small animals, focus on animal health, nutrition, management, reproduction, and evaluation. Course content also includes instruction in the tools, equipment, and facilities for small animal care.
Grades: 9, 10, 11, 12

WELDING: Is required by a wide variety of industries—anywhere fusible materials and high heat are needed to manufacture, repair, or alter tools and products. Professional welders are in high demand and can earn accordingly. Students in Welding are taught to use manual welding, cutting, and electrical arc welding processes to fabricate and join metal parts according to diagrams, blueprints, and specifications. Students will also learn all safety-related practices and be able to earn industry certification. **Grades: 9, 10, 11, 12**

BTEC BELL SCHEDULE

REGULAR SCHEDULE

Morning Block	Afternoon Block
9:10 – 11:46	1:00 – 3:13

ONE HOUR DELAY

Morning Block	Afternoon Block
10:10 – 12:14	1:35 – 3:13

TWO HOUR DELAY

Morning Block	Afternoon Block
11:10 – 12:59	2:00 – 3:13

ONE HOUR EARLY DISMISSAL

Morning Block	Afternoon Block
9:10 – 11:20	12:39 – 2:13

TWO HOUR EARLY DISMISSAL (scheduled)

Morning Block	Afternoon Block
9:10 – 11:10	11:50 - 1:13

Note: Craig County students may be subject to earlier dismissal times for transportation and those times are subject to review each semester.

ATTENDANCE INFORMATION

Attendance Regulation

School attendance is critical for academic achievement and preparation of students for the world of work. School attendance is a cooperative effort, and Botetourt County shall involve parents and students in accepting the responsibility for good attendance. Each parent/guardian having charge of a child within the compulsory attendance age shall be responsible for the child's regular and punctual attendance at school as required under provisions of the law. Student attendance shall be monitored and reported as required by state law and regulations. Attendance by period will be recorded and will be noted on the student's report card each nine weeks. All students**, regardless of age**, will adhere to all school regulations and policies. Please refer to School Board Policy JED for further clarification.

Absence Notification

State law requires schools to confirm that parents are aware of their student's absence. Parents/guardians should notify the school when their child will be absent. If parents fail to notify the school, the school will contact the parent/guardian.

Following absences, students must bring a note from the parent, doctor, or court that states the reasons for the absence. Notes must be brought within the first three days of the student's return. Please refer to School Board Policy JED-BR1 for further clarification.

Students in the Nurse Aide and Cosmetology programs have additional hourly attendance requirements as set by the State Board of Barbers and Cosmetology and the State Board of Nursing in order to be able to sit for their state board exams. Students in those classes will receive information regarding these hourly requirements from their instructors.

Absences and Make-Up Work

A student will be allowed to accumulate eight (8) absences per semester. Any additional absence(s) will result in loss of credit and potential removal from the program. **To be counted present, the student must attend 2/3 of a class period**; this regulation includes tardiness and leaving class early. Please refer to School Board Policy JED-BR1 for further clarification.

If a student is absent for any reason, the student will be expected to make up all work. It is the student's responsibility the day the student returns from the absence to ask teachers for any assignments. The student will have one (1) day for each day absent to turn in missed assignments. It is at the discretion of the teacher whether an extension of time will be granted. Any work assigned before the student's absence may be required on the first day of his or her return to school (i.e. projects, test, etc.). A student's parent/guardian may contact the school and/or teacher to get work missed when extended absences are expected.

Appeals

Should a parent or student wish to appeal the decision of the Attendance Waiver Committee, the appeal must be presented in writing to the building principal. The principal will review the student information and minutes from the Attendance Waiver Committee and any additional information available. Should the principal uphold the denial from the Attendance Waiver

Committee, the parent and student will be notified. Should the principal reverse the decision of the Attendance Waiver Committee, they must present in writing to the Attendance Waiver Committee the reason(s) for this reversal. The principal will be responsible for notifying the parent(s) and student of the decision. All appeals beyond the principal must be made to the secondary supervisor at the School Board Office. Any information related to the appeal must be sent to the secondary supervisor. Please refer to School Board Policy JED-BR1 for further clarification.

Waivers accepted for Botetourt County Schools attendance purposes are not accepted by the Board of Barbers and Cosmetology and the State Board of Nursing for exemptions to hourly requirements.

Approved School Activities

School sanctioned activities will not count as an absence. However, students will be expected to follow the make-up work policy. Students will be limited to 3 days per semester for class related activities.

BUILDING ACCESS

All visitors and students should enter BTEC through the front doors. Doors will be locked throughout the day and students and visitors must push the call box for building access. This includes the side gate which also remains closed and locked at all times. Permission to have the gate opened in order to have access to the back parking lot is granted through the main office.

CARE AND USE OF BUILDING AND GROUNDS

It is the responsibility of each teacher and student to see that the building and grounds are presentable at all times. Sanitation as well as beauty should be the prime objective in care of the property. Take time to make sure your school represents you well.

CAREER & TECHNICAL STUDENT ORGANIZATIONS

Educators Rising, FFA, HOSA, SkillsUSA, TSA

These are an integral part of our Career and Technical Education program. Emphasis is given to both student leadership development and skill competitive events. Leadership development includes such activities as attending seminars and workshops, serving as an officer or committee person, competing in leadership contests, etc. Skill competitive events are provided to further enhance the skill development received within each program through competing with other students at the county, district, regional, state, and national levels. Each career and technical organization promotes recognition of individual student achievement at each level of competition. The requirements for holding and maintaining an office in each of these organizations and for participating in area, district, and state events will be:

1. Satisfactory attendance.
2. Maintaining a satisfactory grade in career and technical classes.
3. Maintaining satisfactory citizenship.

CELL PHONES

1. Cell phone usage is not allowed in class. However, teachers may allow the use of cell phones in the classroom for instructional purposes, at their discretion. Teachers will not allow cell phones to be used for personal messaging during class time.
2. Students may make calls from their cell phone as needed with administrative approval in the office. An office phone is still available for student calls.
3. Students may use their cell phone during class breaks.
4. Teachers reserve the right to collect all electronic devices prior to any assessment given in class.
5. If phones are used in class without teacher permission the following consequences will occur;
    - 1st Offense – Warning
    - 2nd Offense – Teacher will take phone and return it at the end of class
    - 3rd Offense – Teacher will take phone and give it to the administration. ISS will be assigned.

    Please refer to School Board Policy JFC-R for further clarification.

CHANGE OF ADDRESS OR PHONE NUMBERS

Inform the office at your home school if you change your address or telephone number.

DUAL ENROLLMENT

The Community Colleges are committed to providing BTEC students with the opportunity to complete college-level classes, while satisfying the requirements for the completion of their high school courses. Classes at BTEC that are dual-enrollment eligible for the 23-24 school year are: Aerospace, Criminal Justice I and II, Nurse Aide I and II, Welding I, II and III. Students interested in this option may need to meet qualifying standards as outlined by the Community College to enroll in the classes. Instructors will discuss any necessary qualifications with the class as a whole. For specific questions, please see the BTEC principal or your school counselor for more information.

EMERGENCY EXIT PROCEDURES

The emergency exit procedure will be practiced periodically throughout the school year. The signal to exit the building will be a fire alarm. When this signal is heard, the procedures listed below are to be followed:

1. Students will exit the building according to the emergency exit plan. Teachers will check the class rolls once students have exited the building.
2. A bell will ring as a signal to return to the building. Students are to move quickly and roll will be taken after students are back in the classroom.

GRADING SYSTEM

1. Report Cards

Report Cards are issued to the students at the end of each nine weeks-grading period. Final (May) report cards are mailed to the home.

2. Grading Scale

A	94-100
A-	90-93
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	60-66
F	0-59

If the student has not completed work to be evaluated, the report card will be marked incomplete (INC). After ten days, if the student has no excuse and does not make arrangements to make up the work, the INC will be recorded as an F.

INSURANCE

Your student is currently enrolled in a course at BTEC. In order to complete the course content, it is necessary for him/her to learn to operate various equipment that is relevant to industry and/or that specific career path. Even though complete instruction and safety procedures are given before students operate the equipment, there is always an element of danger connected with usage. All students and guardians will be required sign and complete the BTEC Equipment Information Form. In addition, The Botetourt County School Board provides student accident insurance during school activities in accordance with School Board Policy EI-BR. We recommend that all students be covered by accident and/or hospitalization insurance because of the accident possibilities associated with working with the equipment.

LATE ARRIVAL AND EARLY DISMISSALS

All students are expected to arrive to school and class on time. Students who are tardy to school are required to report to the office and present a note that is written by his or her parent/guardian, doctor, or court official stating the reason for the tardiness. After receiving an admit slip from the secretary, the student may report to class. Students will only be permitted to leave the school premises if proper school procedures are followed. Please note: A 5th unexcused tardy will result in an absence and a 5th Leave Early without a doctor or court note will be an unexcused absence.

SCHOOL CRIME LINE

In accordance with the *Code of Virginia* §22.1-280.2, Botetourt County schools will participate in School Crime Line. Students who have information regarding hazards, threats, or crimes may anonymously call Crime Line at (540) 344-8500. Calls could bring cash rewards of up to $100, which would be paid off school property to ensure confidentiality.

STUDENT EDUCATION RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. Please contact your home school and/or BTEC for additional details.

STUDENT ILLNESS

If a student becomes ill while at school, they may receive permission from their teacher to come to the office and/or nurse's room. If necessary, arrangements may be made to go home.

SUSPENSION ABSENCE

Absences due to suspension will be counted in the student's eight (8) allowed absences for the semester. A student suspended from school is expected to make up his or her work according to the above make-up policy.

TARDINESS TO CLASS

A student is tardy to class if he or she arrives to the class after the school bell. Five unexcused tardies will result in one (1) absence.

TEXTBOOKS

Students may be issued textbooks for some classes. Students are responsible for these books and must return them to the instructor at the end of the school year. If books are damaged or lost, students are expected to pay for the book.

WAIVER PROCESS

The waiver process may allow a student to regain course credit. A student who has missed more than eight (8) days in a semester long class, or sixteen (16) days in a year long course and has a passing grade in the course may apply for a waiver.

The student's parent or guardian will send a written request for a waiver and any supporting information to the building principal. The supporting information will include doctor's excuses, court excuses, and any other information that may support his or her case. The principal will

give this information to the Attendance Waiver Committee.

Each high school will have an Attendance Waiver Committee, which will meet to approve or deny Student Waiver Applications. This committee will be made up of (but not limited to) a guidance counselor and at least two teachers other than the student's classroom teacher. The committee's decision will be based on, but not limited to, a review of the current academic record, attendance and discipline records of all of the student's classes, any teacher input, the Student Attendance Waiver Form and any other supporting information submitted by the student.

The Attendance Waiver Committee will submit in writing to the building principal the results of the Attendance Waiver Committee's decision. The building principal will be responsible for notifying the parents and student of the decision of the Attendance Waiver Committee. Please refer to School Board Policy JED-SR1 for further clarification.

STUDENT RULES AND REGULATION

In accordance with Virginia Standards of Quality Education and for the betterment of Botetourt Technical Education Center, the following Standards of Conduct and Consequences were developed. These standards and consequences were designed to provide an atmosphere which would be free of disruption and threat to person or property for the majority of students. Please refer to School Board Policy JFC and JFC-R for further clarification.

The following types of misbehavior will **NOT** be tolerated at BTEC:

1. Assault-student/school personnel
2. Damage/theft or possession of school or another student's property
3. Defiance of authority/rules and regulations
4. Disrespect to students/school personnel
5. Excessive tardies to school
6. False information/notes to administration
7. Fighting/physical abuse
8. Inappropriate language/comments/gestures to students/school personnel
9. Leaving class/school without permission
10. Possession/use of alcohol
11. Possession/use of beepers, pagers, laser pointers or any other disruption device
12. Possession/use of drugs/inhalants/paraphernalia
13. Possession/use of fireworks/other explosives
14. Possession/use of tobacco
15. Possession/use of illegal weapons/injurious objects (mace, knives, etc.)
16. Public displays of affection
17. Sexual harassment
18. Transportation violations:
    Bus misconduct, driving/riding/transporting students without permission
19. Vandalism
20. ANY OTHER CONDUCT CONSIDERED BY THE ADMINISTRATION TO BE DETRIMENTAL TO GOOD ORDER AND DISCIPLINE

THE MORE SERIOUS THE OFFENSE THE MORE SERIOUS THE CONSEQUENCE.

Various forms of discipline may be used for some minor violations of school rules and regulations, including exclusion from field trips and/or extra-curricular activities, parent conferences, and work detail. More serious or continued misconduct will result in a student being assigned to In-School- Suspension (ISS) or Out-of-School Suspension (OSS).

Students assigned to ISS will not attend regular BTEC classes but will complete their assignments under the supervision of home school personnel and will receive credit for such assignments if satisfactorily completed.

Students placed on OSS are NOT allowed to participate in or attend any school-related activities.

AGGRESSIVE BEHAVIOR (Fighting)

1. Violators will be suspended from school up to three days on the first offense.
2. Repeat offenders will be suspended from school and must have a parent(s) conference with BTEC principal before returning to class. The student should also attend this conference.

ALCOHOL/DRUG POLICY

Students shall not have in their possession, on their person, or have evidence of use of such drugs as alcoholic beverages, narcotics, stimulants, depressants, marijuana, or hallucinogenic substances while on school property. Adherence to School Board Policy JFC-R is mandatory.

The faculty and administration of Botetourt Technical Education Center reserves the right to use whatever means and to take whatever actions they legally have at their disposal to ensure the safety of all students and faculty, and to provide an atmosphere which is conducive to the teaching and learning process.

ARRIVAL AT SCHOOL

Upon arrival a student is to report directly to their assigned area. Students are not permitted to leave school grounds for any reason without permission from the school administration.

BUS REGULATIONS

Students are expected to comply with the following regulations while riding county school buses. Violations of any of these regulations may result in In-School-Suspension (ISS) or loss of bus riding privileges.

1. Observe same conduct as in the classroom.
2. Be courteous-use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Bus drivers are authorized to assign seats. Stay in your assigned seat.
9. Students are responsible for any damage they cause.
10. Keep head, hands, and feet inside the bus.
11. Students are not permitted to ride another bus to any location other than their own stop unless they have a note from their parent and also signed by an administrator.
12. Don't throw anything in or out of the bus.

Students should remember that the bus driver is in charge of everyone on the bus. He/she is to be obeyed. Students should sit in their assigned seats so that their ride to and from school will be safe and pleasant.

If you miss the BTEC bus, you should contact the bus duty teacher and report to the home school office. A student missing the bus is not permitted to drive to BTEC unless the home school office contacts BTEC and verifies available parking. Students are not permitted to leave the school grounds without permission.

DESTRUCTION OF PROPERTY (Liability of Students)

Virginia's School Law states: "Each pupil shall be required to reimburse the school for any breakage or destruction of property done by such pupil in pursuit of his studies." Students will be held responsible for tools they lose or property that they damage.

DRESS CODE

The Botetourt County Public Schools dress code for Grades 6-12 prohibits the wearing of any of the following:

- Clothing and accessories that may be interpreted as vulgar, suggestive, derogatory, offensive, violent, contains references to alcohol, drugs, or tobacco products and nicotine vapor products, gang-related, or items which may cause a disruption within the school environment
- Dresses, skirts, shorts, and skorts shorter mid-thigh
- Pants or skirts worn low on the hip so that undergarments or bare skin is exposed
- Clothing that reveals undergarments
- Tights, leggings, spandex, or pants that appear to fit as tights or leggings are prohibited unless accompanied by an additional item of clothing (shirt/sweater/shorts/skirt) that completely covers the student's posterior
- Strapless tops or any top with shoulder straps less than 1" wide
- Mesh clothing, sheer clothing, or tops with necklines that are lower than the straight line from top of underarm across to opposite underarm, front and back.
- Midriffs exposed at any time.
- Holes in pants above the mid-thigh
- Hats hoods, or non-religious head coverings worn inside the school building
- Sunglasses or other permanently tinted glasses
- Bedroom slippers or pajama/lounging pants

Safety is a priority and dress expectations may be different for each program. BTEC classes are also governed by OSHA regulations and competencies as outlined by the Board of Education's

CTE requirements and may follow additional dress code guidelines. Please refer to School Board Policy JFC-SR3 for further clarification.

ELECTRONIC DEVICES

Electronic devices may not be used during instructional time without the teacher's permission. Please refer to School Board Policy JFC-R for further clarification.

FIELD TRIPS

A limited number of field trips may be taken to enrich learning experiences. Please refer to School Board Policy (SBP) IICA and IICA-BR for further clarification.

1. Parental consent forms must be signed and returned to the program instructor **prior** to going on **each** field trip.
2. The student will obey the authority of the sponsor and will abide by all school rules and regulations while on the field trip.

FUND RAISING ACTIVITIES

Fund raising activities that are not school sponsored are not to be conducted on school premises without prior permission from the principal. As with all club activities, BTEC fund raising activities must receive advance approval. Fund raising sales and solicitations are not to be conducted during class time. Money and unsold items from fund raising activities should be promptly returned to the teacher.

HATS / CAPS

Hats are not permitted to be worn while in the main building at BTEC. However, the teacher may give permission for students to wear hats while in the lab/shop area.

HONOR CODE

As a student at BTEC, I will strive to maintain a professional atmosphere free from dishonesty. I will act honorably, responsibly, and respectfully at all times. I will have academic integrity by doing my own work and not allowing my fellow classmates to copy my work.

INTOLERABLE BEHAVIOR

- Actions involving violence, possession and use of weapons, explosives, acts of arson, theft, gambling, possession and use of illegal drugs and substances, possession and use of alcoholic beverages, commission of criminal acts, etc., are in violation of school board, school, local, state, and federal regulations and statutes. Behavior which violates the above-mentioned regulations and statutes constitutes grounds for

suspension, expulsion, and/or prosecution by the Botetourt County School Board in a court of law.

- Inability of students to function by school rules by continually committing offenses, which by itself may be considered relatively minor, constitute grounds for disciplinary measures which are of the more severe nature.

ITEMS NOT TO BE BROUGHT TO SCHOOL

In accordance with School Board Policy JFCD the following items are not to be brought to school in order to ensure the safety and welfare of all students and staff:

1. Weapons and look-a-likes, including but not limited to firearms, other instruments designed to propel a missile of any kind, bowie knives, switchblade knives, razors, slingshots and other such items.
2. Explosives, including but not limited to fireworks, dynamite, dynamite caps, smoke/stink bombs
3. Water and/or toy guns
4. Mace/pepper sprays
5. All other items listed in School Board Policy JFCD.

LEAVING SCHOOL GROUNDS

1. Students must have parent's written permission approved by the principal before leaving the school grounds at any time between the time they arrive at school and the time school is dismissed. Students who plan to checkout during the school day must present a note to the office before class.
2. Students who leave their home school and do not intend to report to BTEC must sign out with permission at their home school.
3. Students who leave BTEC and do not intend to report to their home school must sign out at BTEC with parent/guardian permission.

MICROWAVE USAGE

Students may not use the staff microwaves in the lounge; do not ask office staff to microwave items.

MISSING BUS TO BTEC FROM HIGH SCHOOL

1st Offense - sit in ISS during BTEC blocks (Unexcused Absence), parental notification
2nd Offense - ISS during BTEC blocks and parent conference
3rd Offense - All day ISS and parental notification

PROFANITY / VULGAR LANGUAGE

The use of profanity and/or vulgar language toward students and/or staff will not be tolerated. Disciplinary consequences may result.

RESPECT FOR STUDENTS, TEACHERS, SCHOOL OFFICIALS

Students are expected to show proper respect to students, teachers, and school officials. Intentional classroom disruption, rudeness, obscene language, obscene gesture or any other manifestation of disrespect will not be tolerated. Disciplinary consequences may result.

SAFETY

BTEC is governed by the regulations provided by OSHA (Occupational Safety and Health Act) and must adhere to proper safety practices. Deviation from safety practices can result in action against the school by OSHA.

1. Uniforms must be worn where cleanliness and safety require them.
2. Tennis shoes, sandals, or similar footwear should not be worn in the shop areas. If these shoes are worn to school, heavier more protective shoes should be available to be put on when working in labs.
3. Shorts are not permissible in the shop areas.
4. Shirts and shoes are required at all times.
5. Safety glasses shall be worn at all times while working in the shop areas.

HOME SCHOOL ACTIVITIES AND ASSEMBLIES

Students should report to BTEC when there are assemblies held at the home school unless prior arrangements are made.

SEXUAL HARRASSMENT

A student shall not sexually harass another student 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. Such behavior should be reported to the school administration and may result in disciplinary action.

SHOWING OF AFFECTION

Students must not make physical displays of affection in school which may bring criticism on themselves and the school. Use good judgment in affectionate expressions in school.

SNACK AND DRINK MACHINES

1. Drink and snack machines are available for the use of the students during scheduled break periods.

2. Students are required to put away all refreshments at end of break.
3. Students needing change or having a problem with any of the vending machines should see the school secretary. **Do Not hit or shake the machines**.
4. Snack and drink machines are not owned by BTEC. If money is lost in the machine the secretary will note this and the vending company may or may not refund the money. It is **NOT** the responsibility of BTEC to refund any money lost in the machines.

TELEPHONE (OFFICE / TEACHER)

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

TOBACCO/NICOTINE (vape devices) POLICY

Students shall not possess nor use tobacco/nicotine products in any form while on school property during regular school hours. Offenders will be dealt with as follows:

1st Offense - 1 day In-School Suspension (ISS)
2nd Offense - 2 days In-School Suspension (ISS)
3rd Offense - 1 day Out-of-School Suspension (OSS)
Subsequent Offenses – Students may be referred to the school Resource Officer for underage tobacco violations and/or SAP counselling and additional OSS.

Student participants in school-sponsored events are prohibited from using tobacco during such events or at the locations where they occur. The penalties above may be assessed for violations and/or other disciplinary measures such as suspension from the team may be applied.

VEHICLE REGULATIONS

All students are encouraged to use the bus transportation provided by Botetourt County. Due to limited parking spaces, parking permits will be issued per administration discretion.

Students who drive to BTEC must observe the following regulations.

1. If a student wishes to drive to BTEC, a $10.00 parking permit **MUST** be purchased from the office before driving to BTEC. A one week grace period is allowed at the beginning of each semester.
2. All cars are to be parked in the student parking lot. Students must have permission from their instructor to drive any vehicle into the back lot.
3. Students are not permitted to transport anyone between BTEC and their home school.
4. Students must go directly to class after arrival at school and not sit in their cars.
5. Student drivers must adhere to safe driving practices.
6. Students will observe 10 M.P.H. speed limits when driving on school grounds.

7. Students will not be allowed to go to their cars during class or breaks without a Parking Lot Pass from their instructor, indicating need. Permission from administration is also required.
8. Report any permanent or temporary changes in the information on the Parking Permit Application form immediately to the office. (e.g. change of vehicle, change of license plate, etc.)

VIOLATORS WILL HAVE CONSEQUENCES AS FOLLOWS:

(The following are guidelines. Consequences are subject to change based on the facts presented in each violation at the reasonable discretion of the principal or designee.)

RECKLESS DRIVING TO/FROM BTEC AS REPORTED BY BUS DRIVER, ADULTS, SHERIFF, ETC.

Restricted Driving or Loss of Privileges

DRIVERS RECEIVING UNEXCUSED TARDY TO BTEC

1st Offense – Warning
2nd Offense – Warning, parent contact
3rd Offense – ISS, BTEC period, parent contact
4th Offense – Deny parking privileges up to the remainder of the semester

TRANSPORTING OTHER STUDENTS BETWEEN SCHOOLS

1st Offense -- Driver: ISS for BTEC periods
Passenger: ISS for BTEC periods
2nd Offense – Driver: ISS/temporary loss of parking privileges
Passenger: ISS for the full day.
3rd Offense – Driver: ISS/OSS/Loss of parking privileges
Passenger: ISS/OSS

DRIVING TO BTEC WITHOUT PERMISSION, WITHOUT A PASS OR MISSING THE BUS FROM THE HOME SCHOOL

1st Offense – ISS for periods at BTEC. Parent/guardian contacted.
2nd Offense – ISS for the full day. Parent/guardian contacted.
3rd Offense – OSS for 1 day. Parent/guardian contacted.

Note that loss of parking privileges at BTEC includes not being allowed to park at CAMS or at the Central Office.

VISITING OTHER LABS

1. Students should never enter another lab or classroom without prior permission from

his/her teacher. This is a major safety concern and should be strictly adhered to by all students.

2. Students with classes in the back building should not go beyond the office/lobby area down the hall in the front building.

WEAPONS/ FIREARMS

1. Virginia State Law prohibits the possession or use of firearms, "look-alike weapons" and other dangerous objects on school property at any time. Persons violating state law may be charged with a class 6 felony.
2. Firearms are prohibited on all school board properties (this includes all buses, schools, offices, grounds). This policy also covers attendance at school sponsored activities.
3. Students found to be in possession of firearms shall be placed on Out-of-School Suspension for a period of five to ten days depending on the severity of the offense. The Botetourt County Sheriff's department will be notified immediately of the situation.
4. The Principal may refer any student for expulsion who violates this policy.
5. In extreme or dangerous and/or threatening circumstances the student(s) may be referred for expulsion and charges pursued through law enforcement agencies immediately.
6. "Look-A-Like" drugs and weapons are forbidden by state law. Persons found to be in possession of "look-a-likes" will be disciplined and charged accordingly.

Please refer to School Board Policy JFCD for further clarification.

The School Board reserves the right to add, delete, or revise any policies and/or regulations as it deems necessary. The school administration reserves the right to add, delete, or revise any rules and/or procedures as it deems necessary.

