

Purpose of Handbook

This handbook has been prepared for you as a reference. Included is basic information that you will need to know in order to be successful at the Pittsylvania Career and Technical Center. At times, if the necessity arises, additions or changes may be made to the information contained in this handbook. It is of vital importance that you make yourself aware of the information found within these pages. While this handbook does not address all of the rule infractions for which students may be disciplined, it does provide guidelines about student expectations. With everyone working together, we can make the 2023-2024 school year one of the most memorable and successful years yet at the Pittsylvania Career and Technical Center.

Attendance

The Pittsylvania Career and Technical Center prides itself with providing students a strong instructional program that enables students to learn the knowledge and skills necessary to become college and career ready. Therefore, the administration and faculty at PCTC set high expectations for students. The programs at PCTC provide students with two blocks of instruction each day. The content of the programs is rigorous, college-level, and skill based. Students who are absent miss vital components of the program. Our goal at PCTC is to prepare students to enter the workforce or prepare for additional training/education. The expectation from students is to be at school every day. However, if a student must be absent they must follow the attendance policy for the Pittsylvania Career and Technical Center.

When a student is absent from class or school, the student will normally be excused when the reason for the absence is consistent with the guidelines listed below. If the number of absences becomes excessive, the principal may require further proof or verification of the reason before excusing the absence.

If the reason for an absence does not fall within the guidelines, the absence will generally be unexcused. Absences that might be an exception to these guidelines must be approved in advance. When a student is absent due to suspension, the absence will be unexcused. **Please note that “needed at home” or “family emergency” are not excused under the attendance policy.**

Upon returning to school following an absence, a student must have his/her absence verified and cleared on the day of his/her return. If for some reason this is not done, the student will have until the next school day to have his/her absence verified. Absences not cleared in this time frame will remain unexcused. Students must report to Ms. Irby (main office secretary) immediately to have their absence notes processed. Ms. Irby will then issue the student a blue slip to enter class.

Reasons that will normally be excused, except when excessive:

1. Illness (Parent must initiate contact with school administration each day of an absence.) **Parent notes will be accepted for seven whole or partial days of illness. A doctor’s note will be required after seven days of absence and/or leaving early or checking in late due to illness. Notes from anyone other than a doctor will not be accepted once the limit of seven days is exceeded.** Under most circumstances, illnesses will only be approved for the student and not other family members.
2. Quarantine
3. Death in family
4. Medical appointments (Must be confirmed with a note from a doctor.)
5. Court proceedings (Statement from court required.)
6. Religious Observances (Must be approved in advance by the principal.)
7. Educational opportunities (If approved in advance with a *Pre-Arranged Absence Form*.)
8. Emergencies (As determined by the principal on a case-by-case basis.)

Students who have unexcused absences **will not** be given an opportunity to make up the work missed. This includes tests, labs, and any work done in class on the day of the absence. Work done outside of the classroom (i.e. homework) will be accepted.

Students will be given one day to make up missed work for each day of their absences (ex: 2 days absent= 2 days to make up work). On occasions where a student has been absent for three or more consecutive days due to hospitalization or other extenuating circumstances, the student will see an administrator to set up guidelines for making up his/her work.

Checking In and Out of School

Checking In

Punctuality is a desirable characteristic of all students.

1. Students who come to school late must submit a written excuse to the office. The administration will determine if the tardy is excused or unexcused.
2. Classes missed due to checking in and out will fall under the PCTC Attendance Policy and will be excused or unexcused based on the reason given in a written note from the parent or guardian.

Checking Out

1. Students who need to leave school early must submit a written excuse (with a telephone confirmation), from a parent or guardian, to the office before being dismissed. If illness is involved, a student must "check-out" through the office.
2. Early dismissals that are excused are the same as those listed in the PCTC Attendance Policy.
3. Students are not to check out and return to school on the same day without permission from an administrator.

Guidelines for Discipline

The Code of the Commonwealth of Virginia dictates that the School Board is responsible for maintaining order in our schools.

The school has two objectives:

- a. The safety of students.
- b. The attainment of a quality education, free from disruption, for each student who seeks this education and accepts the existing responsibilities.

If a student willingly acts to impair the health, safety, or life of other students or member of the school community, willfully disturbs or interrupts the operation of the school, maliciously defaces or destroys school property or takes property of another person, or property belonging to the school, he/she will be subject not only to severe school discipline, but also to criminal prosecution by the proper authorities.

Tobacco Products

Effective July 1, 2019 it is a violation of State Law for anyone to possess or use tobacco products on School grounds. Students at the Pittsylvania Career and Technical Center, regardless of age, will not be allowed to possess or use tobacco products on school grounds. Students should not have tobacco products in their vehicles while on school property. **Electronic cigarettes and dip are prohibited and carry the same penalties.** The following penalties will be enforced:

1. The first offense for possession or use of tobacco products on school property will be a five-day suspension.
2. The second offense will be a 10-day suspension.
3. The third offense will be a recommendation for a long-term suspension.

With each offense the SRO will be contacted

Designated Areas/Hall Passes

Students must remain in their designated areas at all times. Students should not be outside of the building, in other teachers' classrooms, or in other parts of the building unless permission is granted by the teacher. Students not in their assigned areas are subject to disciplinary action up to and including suspension from school.

Students must carry a pass issued by a teacher when they are excused during class time. Hall passes will be issued for emergencies or instructional purposes only. Students are not

permitted to visit students in other classes, nor are they permitted to get students out of class, unless they have an official pass from a teacher or the administrative office. Any student found in the hall without a pass or a student found abusing his hall pass privilege, will be referred to the office for disciplinary action.

Bell Schedule

8:10 a.m.....Faculty Arrives	12:00 Noon.....Hall Duty
8:30 a.m.....Hall Duty	12:15 p.m.....Classes Begin
8:45 a.m.....Classes Begin	2:37 p.m.....Students Dismissed
11:17 a.m.....Students Dismissed	3:36 p.m.....Faculty Dismissed

Once students arrive they report directly to their class and class will immediately begin

Students Taking Medication

If a student needs to take prescription medication while at school, the parent/guardian needs to complete a student medication form in the office. All medications must be brought to the office by the parent/guardian along with the completed form. All medications will be locked in a specific area of the office. Permission will be granted to the student to leave class to take the medication in the office.

Student Dress and Grooming

The Pittsylvania Career and Technical Center prepares students for careers. Our goal is to ensure students understand the importance of professionalism as it relates to their program area. The Pittsylvania Career and Technical Center will follow and enforce the universal dress code policy instated by the School board. Please find attached to this folder the PCS dress code policy for both middle and high schools. This policy will be displayed in classrooms and hallway monitors. The dress code will be strictly enforced.

Fees

Class and club fees will be announced and collected by the classroom teachers and club sponsors. Class dues for juniors and seniors must be paid before the students can participate in their home school prom and/or graduation and competitions.

Procedure for Emergencies and Fire Drills

The signal for emergencies will be a loud continuous buzz. Students will leave the room and walk quietly and orderly to the designated exit without stopping to take books or belongings. Details of the procedure are posted in each classroom and each student should be familiar with this procedure at all times for any location of the building. Each teacher will be sure that all students are out of the room and that the doors and windows are closed. Teachers will accompany their groups and maintain order. In the event that the bells are inoperative, an announcement of evacuation will be made over the intercom system.

Driving and Parking

Permission must be obtained from the principal's office before any student will be allowed to drive to school. A student must ride PCS bus transportation and will only be granted driving privilege for case by case basis such as Dr. Appointments, sporting events, etc. The following regulations will be enforced:

1. Student must obtain driving form from the office and the office must receive a telephone call from the parent/guardian giving the student permission to drive. Students are required to fill out the appropriate paper work 24 hours prior to driving.
2. Students are to drive alone; students are not allowed to transport other students to and from their home school. If the student driving transports another student, both students will be suspended and both will lose any future driving privileges.
3. Students are to park in the front parking lot and report to the main office immediately to sign-in. Students then will be given a parking permit to put in their vehicle. That permit must be turned into the office prior to the student leaving.
4. Students driving must wait for the buses to finish loading and leave the parking lot before they are allowed to leave. Students are not to try to leave before the buses.

School Bus Behavior

It is the responsibility of every student to obey the school bus regulations. All disciplinary action concerning a student's improper conduct on a school bus is the responsibility of the administration. If you are suspended from a bus; a student will not be allowed to drive. A parent or guardian must secure transportation to and from PCTC.

Emergency Weather

During cases of hazardous weather, announcements concerning the closing of Pittsylvania County Public Schools will be made on radio stations WBTM, WDVA, WILA and WAKG and television stations WDBJ, WSET, and WSLS, and on the Pittsylvania County Schools website.

Grading System

The grading system is both numerical and alphabetical with alphabetical being used on report cards.

A ~ 90-100	D ~ 60-69	Conduct:
B ~ 80-89	F ~ below 60	S ~ Satisfactory
C ~ 70-79		U ~ Unsatisfactory

Program Offerings

PCTC offers the following two-year programs: Auto Technology, Cosmetology, Precision Machining, and Welding.

PCTC offers the following one-year programs: Auto Body Technology, Automation & Robotics, Criminal Justice-Law Enforcement, Criminal Justice-Crisis Intervention Specialization, Culinary Arts, Electricity, Emergency Medical Technician, HVAC, Industrial Maintenance, Nursing Assistant, Small Animal Care/Veterinary Science, Teachers for Tomorrow, Computer Network Hardware Operations, Cyber Security Systems Technology, and Horticultural Sciences.

Student Withdrawal

Any student who is withdrawing from PCTC must complete the proper procedure through the School Board Office. Students withdrawing during the semester must return all books and unused supplies. A student will not be permitted to drop a PCTC class unless they drop or transfer from his/her home school or permission is given by the Assistant Superintendent for Instruction at the School Board Office. A student can face a mandatory drop after the first semester due to failing grades or excessive attendance problems. A first year student that does not pass the program is not eligible to return for the second year of that program.

Curricular Clubs

Students enrolled at PCTC are eligible to become members of one of the co-curricular clubs in conjunction with the trade they are pursuing. Through social activities, community projects, leadership development and competition related to the trade, students are able to become a better-rounded individual. The following co-curricular clubs are available for students to join: Future Farmers of America (FFA) – Small Animal Care; Health Occupation Students of America (HOSA) – Nursing Assistant; Educators Rising – Teachers for Tomorrow, SkillsUSA – Auto Body, Auto Technology, Computer Network Hardware Operations, Cyber Security Systems Technology, Cosmetology, Criminal Justice-Law Enforcement, Criminal Justice- Crisis Intervention Specialization, Culinary Arts, EMT, Electrical Automation and Robotics, Mechanical Automation and Robotics, Precision Machining and Welding; National Technical Honor Society (NTHS) – students that have a 3.2 scholastic average and a teacher recommendation.

Cell Phones/Electronic Devices

Cell phone or any other electronic devices cannot be seen, heard, used, or turned on during the hours of school operation. Students may not use cell phones/electronic devices on the school bus traveling to and from school on regular school days. The cell phone/electronic device will be confiscated in every instance, and a parent must come to the school to pick up the item. All earbuds must be put away before entering the building.

1. First offence – three (3) days in-school suspension (ISS)
2. Second offence – one (1) day suspension (OSS)
3. Third offence – three (3) day suspension (OSS)

Outside Food/Drink

Outside cups/food from local restaurants are prohibited. A student will be asked to throw away any outside food or drink upon arrival. Any outside food brought in for any classroom observance must be approved by the principal beforehand. Students may purchase items from the food cart and drink machines upon arriving to PCTC only. Students may bring a clear water bottle or thermos with water.

Pittsylvania County Schools do not discriminate on the basis of gender, age, color, religion, qualified disabling condition, or national origin in employment or in its educational programs and activities.