

Faculty and Staff

W. Marshall Price	Director
Eric Fitzgerald	Assistant Director
Marianne LaRocco	Assistant Director
Mikhal Salzberg.....	Guidance Counselor
Janis Hepler	Administrative Secretary
Melody Pannell.....	Administrative Secretary
Lynn Johnson.....	Attendance Clerk/Secretary
Shannon Mongold	Receptionist/Secretary
Jessica Kilby.....	Secretary/Bookkeeper
Carolyn Landes.....	Secretary/Bookkeeper
Belinda Higgs	Licensed Practical School Nurse

Instructors

Dennis Moyers.....	Automotive Technology Instructor
Neil Tucker.....	Carpentry Instructor
William May.....	Collision Repair Instructor
Eric McDorman	Collision Repair Instructor
Farley Fenton.....	Computer Repair Instructor
Lisa Moubray.....	Cosmetology Instructor
Jill Armstrong.....	Cosmetology Instructor
Kelly Zander.....	Criminal Justice Instructor
Peggy Croy	Dental Assistant Instructor
Rusty Davis	Diesel Technology Instructor
Kim Capasso.....	Drafting Instructor
Randy Ryman	Electricity Instructor
Wayne Peer.....	Fire and Rescue Instructor
Regina Griffin.....	Health Careers Instructor
Paul Windsor	Heating & Air Conditioning Instructor
Dave Suba.....	Masonry Instructor
Linda Liskey	Practical Nursing I Instructor
Amber Good	Resource Teacher
Bradley Lutz	Resource Teacher
Debra Bontz.....	Restaurant Careers Instructor
Ron Sharp	Robotics Technology Instructor
Gloria Ottaviano	VEP Program
Laurie Damron.....	Veterinary Assistant Instructor
Thomas Cummings.....	Webmaster/Computer Animation
John Stover	Welding and Metalwork Instructor
Chris Freeman	Work-Based Learning Coordinator

Continuing Education

Sandy Rinker Assistant Director
George Lovell Workforce Services Instructor
Butch Emswiler Workforce Services Instructor
Andy Hawkins Computer Network Specialist
Chris Freeman Computer Services Instructor
Sherry Scheibner Technical Services Assistant
Jessica Goulart Receptionist/Secretary
Stacey Harper Practical Nursing II
Sheila Higdon Practical Nursing II
Lauren Mullen Practical Nursing II

Dayton Learning Center

James Orndoff Assistant Director
Terri Whetzel ABE Specialist
Pat Wilkins Secretary
Elwood Breeden Custodian

MTC Maintenance/Custodial

Scott Knight, Gary Biller,
Roger Knight, Wayne Mowbray & Cary Olinger

GENERAL INFORMATION

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

AGREEMENT

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

GENERAL REGULATIONS

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

ENROLLMENT

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

does reserve the right to cancel classes due to insufficient enrollment.

ADULT STUDENTS IN DAY CLASSES

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

CONTINUING EDUCATION

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

DAILY SCHEDULE

Massanutten Technical Center classes are approximately two hours and twenty minutes long. The morning session, predominately first year students, begins at 9:00 a.m. and ends at 11:20 a.m. Students are responsible for acquiring their own lunch – either at their home school or DLC and/or while traveling. The afternoon session, predominately second year students, begins at 12:00 noon and ends at 2:20. (Times subject to adjustment.)

BELL SCHEDULE

(Subject to adjustment based on home school requirements)

8:30	Teachers are in their departments
8:55	First Morning Bell - Students report to class
9:00	Morning Programs Begin - Students are counted late
11:20	Dismissal of students to the buses
11:25	Dismissal of drivers
11:55	First Afternoon Bell - Teachers are in departments/Students report to class
12:00	Afternoon Programs Begin - Students are counted late
2:20	Dismissal of students to the buses
2:25	Dismissal of drivers

Bell Schedule for Early Dismissal

8:55	First Bell for AM Classes/Students report to class
9:00	AM classes begin
10:00	AM classes end (bus riders)
10:05	AM classes end (drivers)
10:55	First Bell for PM classes – Students report to class
11:00	PM classes begin
12:20	PM classes end (bus riders)
12:25	PM classes end (drivers)

Bell Schedule for Opening – 1 Hour Delay

9:45	Students begin arriving at MTC
10:00	AM classes begin
11:20	AM classes end (bus riders)
11:25	AM classes end (drivers)

PM classes – regular schedule

Bell Schedule for Opening – 2 Hour Delay

- No AM MTC classes
- PM classes run regular schedule (12:00 PM – 2:20 PM)

**Car drivers are not to arrive at MTC more than 15 minutes prior to the beginning of class *Reminder: All students are to follow RCPS school calendar.*

ATTENDANCE POLICY

The goal of technical education has always been to prepare students for the world of work. Students must realize that good attendance is essential to further success.

A course teaches more than can be measured by tests and homework alone. General knowledge and enrichment are integral parts of the training offered and certified by the Center when it gives the student credit for courses taken. Students must recognize that continual absences may jeopardize gaining first hand learning experiences which can be obtained only through being present in class.

THE FOLLOWING GUIDELINES WILL BE USED IN ADMINISTRATION OF THE ATTENDANCE POLICY:

1. Students are required to make up all work missed regardless of reason, including any school related activity and/or suspension. It is the student's responsibility to obtain all missed assignments and turn in as assigned by the instructor.
2. Absences due to school sponsored activities such as athletic contests, field trips, and other **prearranged** school activities will be marked as participation in school activity, not an absence. However, all assignments missed must still be made up.
3. Parents/guardians of students who, during the school year, demonstrate a consistent pattern of excessive absenteeism and/or tardiness will be contacted.
4. Students should not be on school property more than 15 minutes prior to the beginning of class unless arrangements have been made with the instructor and supervision will be provided by that individual. Upon arrival to school, students are to report directly to class. Students are not permitted to loiter in the parking lot and/or hallways.

ATTENDANCE INCENTIVE PLAN

Massanutten Technical Center faculty and staff feel that attendance is one of the key factors leading to success; therefore we have put in place a program called the Attendance Incentive Plan that rewards faithful attendance

for all high school students enrolled in high school programs at MTC.

Purpose: To encourage high school students to attend MTC.

Perfect Attendance Guidelines:

1. A student may not miss any school days during a six week period for any reason.
2. Perfect Attendance means no tardies.
3. For the purpose of this plan, perfect attendance means perfect attendance with the exception of pre-approved school activities.
4. Each six weeks of perfect attendance, the students will receive a chance for the six-weeks drawing and for the grand prize (to be determined) drawing to be held at the end of the school year. Benefits/rewards are not cumulative from year to year nor are they assignable or transferable.
5. The winning student must be present on the day of the drawing and/or involved in a pre-approved school related activity in order to be awarded a prize.
6. Only high school students enrolled in high school programs at the time of the drawing are eligible to win.

This incentive plan has been developed for the participation of all high school students.

HOME SCHOOL ACTIVITIES

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

1. Notify his/her MTC instructor of the activity.
2. Notify the office of an upcoming activity.
3. Students must make sure that the home school administration has notified MTC administrators by phone of their desire for you (or your school group) to attend a specific activity.

4. The two school administrations, together, will determine whether or not it is necessary to students to miss their MTC classes or a portion thereof.

TARDINESS

Students must be in class on time. Class activities begin as soon as the first bell rings and it is essential for students to be present. A student who arrives late to class must report immediately to the attendance secretary in the attendance office. A student arriving after 9:00 a.m. for a morning class and after 12:00 p.m. for an afternoon class will be considered tardy. A tardy due to school sponsored activities such as fieldtrips, club meetings, and prearranged school activities will be marked as participation in a school activity, not a tardy. Parents or guardians of students are encouraged to contact Massanutten Technical Center when their child is going to be tardy. Transportation reasons for lateness will be marked as tardy unexcused, as transportation is offered to all MTC students on a daily basis. If a student has been tardy unexcused 5 times or more for the year, the student will receive a referral to the office and will be required to serve one (1) hour detention in the class they have the most tardies accrued. The instructor will contact the student's parent. If a student has been tardy unexcused 8 times or more for the year, the student will receive a referral to the office and will be required to serve two (2) hours of detention in the respective class they have the most tardies accrued. The instructor will contact the student's parent. If the student has been tardy unexcused 10 times or more for the year, the student will receive a referral to the office and will either be assigned two (2) days of In-School Suspension, one day (1) of Saturday School, and/or be considered in poor school standing with the loss of driving privileges. A Massanutten Technical Center Administrator will contact the student's parent.

CREDITS AND CERTIFICATES

For each full year of satisfactory work completed at the Center, three credits can be applied toward a high school diploma. Students enrolled in courses following the odd/even schedule will be awarded 1.5 credit units per first year class successfully completed. Three units of high school credit will be given for successfully completing each

full year of a second year program. These credits are transferred automatically at the end of the current school year to the home high school.

Due to state requirements for Vocational Education, certain standards must be met before certificates are awarded.

Regular attendance and an overall grade average of “D” or better, with progress demonstrated, are mandatory to receive a certificate. The philosophy behind training is progress. For classes that are offered on an odd/even schedule, 1.5 high school credits will be awarded. It is possible to earn the credits with at least a “D” which is considered a passing grade. Students who receive an “F” the first year may not return to MTC for the second year of the same program (to complete the program), and/or to repeat the first year program again. Students who receive an “F” the second year will not be awarded a certificate.

GRADING SYSTEM & REPORT CARDS

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

- A – Superior (94 – 100)
- B – Above Average Achievement (86-93)
- C – Average Achievement (78 – 85)
- D – Below Average Achievement (70 – 77)
- F – Unsatisfactory Achievement (0 – 69)

EXAMS

Examinations will be given in all classes at the end of the first semester and again at the end of the second semester according to Rockingham County Public School Policy. All students are required to take first semester examinations. A student may exempt the final second semester exam with a grade average of 94% or higher through the last grading period of the year. In addition, the final second semester examination can be exempted in a class with four or less absences for the year with the limit of two exam exemptions for attendance. Attendance is verified by the home school

and MTC. Exams count 20% of the semester grade. Textbooks and borrowed materials must be returned to instructors before exams may be exempted.

SCHOOL INSURANCE

Insurance is available to all students (adults and secondary students) enrolled at MTC by purchase through a third party carrier. All students enrolled at Massanutten Technical Center are required to take out an insurance policy or certify that they are properly covered by their family policy. A form is supplied to parents/guardians for this purpose (see perforated page in front of handbook). Parents/Guardians are responsible for buying school insurance or obtaining private coverage if a son/daughter is not covered by any other policy. **Verification of insurance is required prior to a student being admitted into the shop and/or lab area, and must be submitted by August 29th.**

REQUIRED IMMUNIZATIONS AND TESTS

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

MEDICATIONS

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

PERSONAL INJURY

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

ILLNESS

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

TRANSPORTATION

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

Students are not permitted to leave MTC property at any time during the school day without written permission from their parent(s) and with approval from the office. Any student who is a bus rider is to report to the building upon arrival.

Bus riders are not to enter the parking lots without permission from the office. Students not following this rule will receive further disciplinary action (i.e. BIP, OSS, and/or future loss of driving privileges).

VEHICLE REGISTRATION

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

VEHICLE PRIVILEGES AND REGULATIONS

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

- Be sure to come to a complete stop at all stop signs.
- Obey any additional parking signs on MTC property.
- Obey all one way traffic patterns.
- A 12 M.P.H. speed limit is in effect on all MTC property.
- Be courteous and allow cars to merge.
- Never pass a stopped bus when the warning lights are flashing.
- Pedestrians always have the right-of-way. Drivers must yield to pedestrians.
- Students are not to transport other students without written parental permission from **both the rider and driver on file in the MTC office.** Drivers not following this may forfeit their driving privileges to/from MTC.
- All students must be inside the vehicle while it is moving on school property. Students are not to ride on the back of pick-up trucks.

- Drivers are only to park in the designated student parking areas.
- Students must follow all driving regulations including: no cell phones while driving, not exceeding transporting the designated number of passengers, wearing seatbelts, and wearing helmets for all mopeds/motorcycles.
- Students are not to report more than 15 minutes prior to the beginning of class, unless it has been pre-arranged with their teachers.
- No loitering in the parking lot, upon arrival all drivers/riders are to report to class.
- Drivers and car riders are to remain inside the classroom until the bell sounds for walkers to dismiss.

PARKING

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

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

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

STUDENTS TRANSPORTING OTHER STUDENTS

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

CLASS DISMISSAL

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

HALL PASSES

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

BREAK TIMES

The parking lots and all vehicles are strictly off limits during breaks and class time. Breaks will be taken in supervised instructional areas. Break times will be scheduled at the discretion of the teacher and shall not exceed ten minutes. Students will not loiter in the halls during the break period and should remain in their

instructional areas unless special permission is given by the teacher to leave. Students must schedule non-emergency errands before school starts and are not to be in the hall during instructional time without a hall pass. Students are not to use any cell phones during break times and/or the instructional day.

TELEPHONE

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

SUGGESTION BOX/STUDENT INPUT

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

STUDENT PROPERTY ON STUDENT GROUNDS

Prior approval is required for students to bring in personal items to work on during instructional time (example: car/tractor parts, computers, etc.). However, Massanutten Technical Center is not responsible for any lost, damaged, or stolen items that students bring on to school property. Shall a student bring any personal items onto school grounds, the item(s) are his/her responsibility. Students are responsible to clearly label or mark all items/parts with their name. Items are not to be left over holiday breaks and/or the summer break. All items during the school year must be claimed within a reasonable amount of time not to exceed 30 days unless pre-approved by the individual teacher. Any unclaimed items left on school grounds after 30 days will become the property of MTC. If a student has any project that requires parts, paint, or materials, all bills must be paid in full prior to the student removing the item from school grounds (ex: a car that has been painted).

VISITORS

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

DISCIPLINE

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

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

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

CODE OF RESPONSIBLE STUDENT CONDUCT

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

1. **RESPECT** for all persons and property.
2. **TRUSTWORTHINESS** towards all persons.
3. **RESPONSIBILITY** in everything I do.
4. Exemplary **CITIZENSHIP** at all times.
5. A **CARING** attitude toward all individuals.
6. **FAIRNESS** in all my activities.

BEHAVIOR IMPROVEMENT PLAN (BIP)

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

OUT OF SCHOOL SUSPENSION (OSS)

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

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

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

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

ACCEPTABLE USE POLICY FOR ELECTRONIC INFORMATION, SERVICES, AND NETWORKS

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

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

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

CHEATING

Cheating is defined as any form of misrepresentation concerning assigned learning activities, such as copying from another student's paper, orally receiving help on tests or quizzes, using unauthorized notes or references, having someone else do assignments or purposely omitting credit for ideas or information acquired from other sources.

School-wide discipline procedures for any infractions of cheating will be followed accordingly. The Honor Code policy will be reviewed with students during the first week of school.

1st Offense

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

2nd Offense

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

3rd Offense

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

4th Offense

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

- Administrator assigns five days OSS.
- Referral to student conduct committee.

DISPLAY OF AFFECTION

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

DRESS CODE

The following dress/attire, for example, is unacceptable under the terms of the Code of Responsible Student Conduct:

1. Clothing which exposes undergarments, is immodest, or is worn in an unconventional manner.
2. Dog collars and chains.
3. Dress that inflames or defames.
4. Dress promoting or depicting a drug, tobacco, alcohol, violence, or sexually implicit or explicit message.
5. Dress with profane statements or meanings.
6. Dress which promotes or proclaims gang activities.
7. Hat or caps shall not be worn inside schools during regular school hours.
8. Dress which causes safety concerns in shops and laboratories such as long necklaces, beads and excessively loose clothing.

Further specific examples include see-through apparel, tops exposing the midriff, cleavage and strapless or spaghetti string tops. Only customary earrings worn in the ear are acceptable body piercing allowed to be worn in the schools. There should be no visible stud fillers. Skirts worn should be mid-thigh length or longer. Shorts should be sufficiently long to enable the fingertips to reach the end of the leg length when standing in a relaxed manner. Tank tops should not have arm openings that expose the chest or undergarments. Grills on teeth are prohibited as well as heel wheels. It is clearly understood that appropriate dress within our schools enhances school climate, promotes student learning, and increases safety in shops and laboratories.

All MTC students are to adhere to the RCPS policy regarding the dress code while on school grounds. Dress code violations will result in disciplinary action (RCPS Directive JFC). The following sanctions are provided to promote uniformity in the interpretation of rules to follow when students violate specific Dress Code regulations.

- **1st Offense:** Request change of clothes, alternative clothing, and notification of parent.
- **2nd Offense:** One (1) day of BIP, notification of parents
- **3rd Offense:** Three (3) days out of school suspension, notification of parents
- **4th Offense:** Ten (10) days out of school suspension with recommendation to Superintendent of suspension for the remainder of the semester or school year and required notification of parents.

CELL PHONES AND OTHER ELECTRONIC DEVICES

The use of any personal radio, cassette disc player, ipod, or other electronic listening device by students will be permitted at school or school events only during the non-instructional day unless specified by the individual teacher. Earphones must be used when using any of the above devices. The school cannot, in any way, be responsible for the loss, theft, or damage of any personal electronic listening or communication device. The use of cell phones, pagers, beepers, and other communication devices is strictly prohibited from the time the student arrives on school property until the end-of-school dismissal bell. This includes any location within the school building/grounds including: labs, classrooms, restrooms/locker rooms, hallways, etc. are strictly prohibited. The school bus is also school property, and the use of cell phones on school buses to and from school is prohibited. Students may have cell phones in their possession, but they must be turned off and concealed (out of sight) at all times. The student use of cell phones or other electronic devices on field/athletic trips is determined by the principal, teacher, or coach. In the event of a school crisis, the principal will determine the time and

place at which students may use cell phones to communicate information with parents.

Accordingly, the use of a cell phone as a camera is strictly prohibited on school grounds at any time. The use of laser pointers by students on school property and/or at any school-sponsored event is prohibited (RCPS JZK).

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

First Offense

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

Second Offense

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

Third Offense

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

Fourth Offense

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

SEXUAL HARASSMENT

It is the policy of MTC to maintain a learning environment for all of its students which provides for fair and equitable treatment including freedom from sexual harassment.

Violations of the sexual harassment policy will result in disciplinary action. Violations include written and/or verbal comments and/or physical actions that are sexual in nature (RCPS Policy GBA).

STEALING AND VANDALISM

Students involved in stealing and/or vandalism may be subject to suspension, expulsion and criminal prosecution. Court action will be taken by the Center against anyone who may be involved in stealing/damaging school property.

Also, those persons from whom items have been taken/damaged may elect to press charges by independently obtaining warrants from the proper authorities. Students should exercise caution in taking care of their possessions.

School authorities are not responsible for lost or stolen articles.

SUBSTANCE ABUSE

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

TOBACCO POLICY STATEMENT

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

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

VIOLENT OR THREATENING BEHAVIOR

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

WEAPON POLICY

Students shall not make, possess, handle or transmit any object that can be considered a weapon at any time for any reason. Students face suspensions, expulsion and prosecution for weapons violations. Massanutten Technical Center adheres strictly to Rockingham County School Board policy regarding weapons. If weapons are observed or threatened use of weapons is overheard, students should be advised to report immediately to the nearest MTC staff member. Staff members are then required to report immediately, the incident to administration (RCPS Policy JFCD).

Particular trades such as carpentry and electricity may lend themselves to the use of tools of the trade such as a leatherman and a utility knife for instructional purposes during class time. Any student who in possession of a utility knife or leatherman at their home school and/or using them for other than instructional purposes here at MTC will be subject to disciplinary action according to the Rockingham County School Board Policy JFCD. This particular policy is clearly reviewed with all students during the first week of school.

Students are not to have any type of lighters and/or matches on school grounds. This will be a serious safety violation and disciplinary action will be taken for any violations.

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

CRISIS MANAGEMENT

During a crisis such as a fire, tornado, chemical spill, or any other dangerous situation, it may be necessary to evacuate or lockdown the school building. There are proper procedures to follow that will assist in the safe delivery of

your child to your care. Please realize that in most cases, schools are the safest places for your children, and their release to your custody will depend upon the emergency situation. During a crisis situation, please follow the guidelines below to ensure the safe release of your children:

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

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

FIRE DRILLS

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

LOCKERS

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

teacher, police with dogs, or any other duly authorized officials. **MTC will not be responsible for personal belongings; therefore, students are responsible for his/her own belongings.** Locker assignments will be changed only with administration approval.

STUDENTS ARE NOT TO MOVE TO EMPTY LOCKERS WHICH HAVE BEEN VACATED BY STUDENTS WHO HAVE WITHDRAWN. ALL EMPTY LOCKERS ARE TO BE USED FOR NEW STUDENTS ENTERING SCHOOL.

SURVEILLANCE CAMERAS

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

MOMENT OF SILENCE

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

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

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

FEES, TEXTBOOKS AND UNIFORMS

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

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

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

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

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

COURSE CHANGES, WITHDRAWALS AND REFUNDS

Any course change must be completed in a timely fashion, typically within the first two-weeks of school. Students must see the center counselor, the home school counselor, and have parental permission before changes can be made. **REFUNDS: No refunds for dropped classes will be made after the 10th day of school.** All MTC textbooks and materials must be purchased and/or returned before course changes and/or withdrawals can be granted. Please talk with the MTC office staff regarding any unpaid balances and/or the textbooks/materials to be returned.

HIGH SCHOOL GUIDANCE SERVICE

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

STUDENT ORGANIZATIONS

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

FBLA

The Future Business Leaders of America Organization is available to all students enrolled in computer courses.

FCCLA

Home Economics Related Occupation/Future Homemakers of America is available to all Restaurant Careers students.

FFA

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

HOSA

Health Occupations Students of America is available to students enrolled in any Health Occupations field: Practical Nursing and Health Careers.

SKILLS USA

The Vocational Industrial Clubs of America is available to any student enrolled in a Trade and Industrial Educational program.

NATIONAL VOCATIONAL TECHNICAL HONOR SOCIETY

The National Vocational Technical Honor Society became officially affiliated with Massanutten Technical Center in 1996. The NV-THS is designed to foster Citizenship, Leadership, Workmanship, and Scholarship. Students may be nominated by their MTC teacher(s) for this honor after the first semester of their first year at MTC. Selection is based on student performance in the aforementioned areas plus teacher recommendation, academic record and attendance, and an interview by the Honor Society Committee.

WORK-BASED LEARNING PROGRAM

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

1. Student fills out **Application for Admittance** form available from instructor.
2. Instructor completes **Instructor Recommendation** form.
3. **Employer** is contacted by program coordinator.
4. Coordinator conducts **Interview Evaluation** with student.
5. **Program Agreement** is signed by all parties.

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

CENTER CALENDAR

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

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

Please see the RCPS calendar on the next page.