

ABSS Career and Technical Education Center
Student/Parent Handbook
2018-2019



J. Darrell Thomas, Ed. D.
Principal
2550 Buckingham Road
Burlington, North Carolina 27217
Phone: 336-570-6092
Fax: 336-570-6093

Website: <http://ctc.abss.k12.nc.us>

In compliance with federal laws, the Alamance-Burlington School System administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law. Inquiries or complaints should be directed to:

Emmet Alexander
Assistant Superintendent of School Administration

Alamance-Burlington School System
1712 Vaughn Road, Burlington, NC 27217 (336) 570-6060

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CTEC BELL SCHEDULE

2018-2019

0 Block:	7:00 - 8:15
1st Block:	8:30-9:44
2nd Block:	9:47-11:00
Travel/Lunch:	11:00 -12:20
3rd Block:	12:25-1:36
4th Block:	1:39-2:50
5th Block:	3:45 - 5:15

INTRODUCTION

This handbook provides both general information about our school and highlights important policies and procedures. We suggest that you read it carefully. After reading and reviewing the handbook, please sign the due process form (located in the back of the handbook) and have your son/daughter return it to the front office. Please contact the school if you have any questions.

Alamance-Burlington School System Mission Statement

Providing engaging work for our students will enable the Alamance-Burlington School System to educate all students to meet high academic standards and become responsible citizens in a rapidly changing world.

Who to See for Information:

Absences/Sign-In & Sign-Out	Main Office (Ms. Bell/Mrs. Regalado)
Changing Schools	Guidance Office (Ms. Bader)
College Catalogs/Information	Guidance Office (Ms. Bader)
Class Information/Transcripts	Guidance Office (Ms. Bader)
Lost and Found	Main Office (Ms. Bell/Mrs. Regalado)
Personal Problems/Conflict Resolution	Guidance Office (Ms. Bader)
Scholarships	Guidance Office (Ms. Bader)
Illness	Main Office
Tutoring/Grade Concerns	Teacher of Class
Parking Permits	Ms. Bell/Dr. Thomas
School Bus Information	Dr. Thomas
Campus Crime Stoppers	Mike Paschal - SRO

GENERAL INFORMATION

ANNOUNCEMENTS: Announcements are posted every morning. Most of these are about opportunities for students and school activities. If a student has an announcement that needs to be made, he/she must have it approved by the teacher/activity sponsor or the office.

CAMPUS CLEANLINESS: The Career and Technical Education Center is proud of the campus and it takes all of us to keep it clean. It is an expectation that students will help maintain the cleanliness and quality of the building and its equipment. Everyone should see that halls and restrooms are free of debris. Bringing paper, bottles, cans, etc, on campus, and littering in general, are punishable offenses. Spitting on sidewalks is prohibited due to health concerns. Remember that it is a privilege to be able to take courses here at CTEC. Intentional damage or theft of equipment will be referred to law enforcement, and the student will forfeit his/her privileges of attending CTEC for classes.

LOCKERS: Lockers are available at CTEC in a limited capacity. Student lockers are the property of the Alamance-Burlington Board of Education and may be opened and inspected by the administration at any time, with or without permission from the student. If students have problems with lockers, they are to report these problems to the office immediately. The Career and Technical Education Center cannot be responsible for the contents of student lockers. Combinations to lockers will be changed at the end of each semester.

If a student should need a locker, please see Dr. Thomas.

CYBRARY POLICY: The Cybrary is often used as a teaching station and for completing academic work, research, and enrichment activities. Hours of operation are 8:00 AM until 3:00 PM. All students must have a signed pass while in the Cybrary except before school and after school.

SCHOOL CLOSINGS DUE TO INCLEMENT WEATHER: The decision to close school due to inclement weather is made by the Superintendent. Students and parents should listen to local radio and/or TV stations in the early mornings for school closing announcements. Announcements begin around 6:00 AM. In addition, the Connect-Ed automated calling system from the district office and the ABSS website will be used to communicate school closings or delays due to weather conditions. **If school is delayed by 2 hours, students will NOT report to CTEC that morning. They should remain at their home school until the start of 3rd block. CTEC will operate on an A/B day during late starts. This will be a district-wide procedure with students staying at the home school for the first two blocks and reporting to CTEC in the afternoon. A days will be for first and second block in the afternoon and B days will be for third and fourth blocks.**

SCHOOL PHONES: Telephones located in the main office and in other parts of the building must be used for transacting school business by school personnel. Students may neither receive nor make telephone calls from these areas without prior administrative approval. In order to use the school phone, students must have a note from a teacher.

SELLING OR SOLICITING ON SCHOOL GROUNDS: No student is allowed to sell any item or to solicit business for any individual or any group for any reason without the written consent of the principal. Students may not distribute any materials on campus at anytime. Solicitation is prohibited by ABSS policy.

STUDENT MESSAGES OR DELIVERIES: Messages will only be sent to students on an emergency basis. Please do not send deliveries for students to CTEC.

COMPUTER/INTERNET POLICY AND PROCEDURES: Student use of computers and software is designated as a learning or research activity and tool. This use shall be determined by the Career and Technical Education Centers' faculty and staff and/or by said faculty/staff member's discretion based on the North Carolina Standard Course of Study. In order for the student to have access, he/she must complete each school year the Alamance-Burlington School System "User Agreement" form which requires both parent/guardian and student signatures.

Student abuse of computers or internet access on computers at CTEC is defined as use of vulgar language; profanity; written or graphic sexual connotations; insults; pornography; destruction of computers, peripherals, and/or software. This list gives examples and may not include all inappropriate behavior. Payment for repairs or replacement of equipment and/or software will be the student's responsibility if guilty of destruction of property. Otherwise various disciplinary actions will result as determined by administrators, including, but not limited to suspensions from school and suspension from computer usage, including internet access/usage, and loss of privileges of taking courses at CTEC.

BEVERAGES AND CONTAINERS: Students are not permitted to have beverages (other than water) in any area other than the cyber café at the entrance to the building and within the Culinary Arts classroom. The cups, cans, cartons, and bottles have proven to be a sanitation and litter problem and food and beverages can be destructive to the expensive equipment used here at CTEC. Food and beverages may ONLY be consumed in the cyber café area. Water bottles will be allowed in classes but must remain in book bags or on the floor.

USE OF PARKING LOT AND PROCEDURES FOR VEHICLES ON CAMPUS: Students are required to use the school parking lot in a safe and responsible manner. The following guidelines must be strictly adhered to in order to maintain parking privileges:

- A. Permits issued by the school must be properly displayed on all vehicles parked on the school grounds.
- B. Students must complete an application for a CTEC parking pass. CTEC passes may be purchased for \$20.00.
- C. Students are to park their vehicles upon arrival to school, and all passengers and drivers are to leave the parking lot immediately and proceed directly to the main campus.**
- D. Students are not allowed to be in the parking lots during the school day without written permission from the principal or front desk,
- E. Vehicles must be parked properly within the existing lines established as parking spaces.
- F. Neither driveways, access roads, nor other vehicles can ever be blocked or obstructed in any way.
- G. The school does not provide liability for vehicles parked in the school lots or for vehicle contents.
- H. Students must have valid parking sticker from their home school.
- I. Any student in violation of driving/parking policies or procedures may have privileges revoked and required to ride the bus.**
- J. Violations may result in being towed. The school is not responsible for any expenses incurred by the tow company.**
- K. Students who are late more than five (5) times may have their driving privileges revoked by the principal.**

OFF-LIMITS AREAS: No student is to be in the following areas unless he/she is under the direct supervision of a teacher or employee of CTEC or has written permission from the principal.

- A. bus, student, and faculty parking lots
- B. wooded areas surrounding the school
- C. Andrews Elementary School Campus

Students from CTEC are also prohibited from trespassing on homeowners' private property surrounding the center. Students that are reported to be in any of these areas will be charged by the School Resource Officer with trespassing.

VISITORS: All persons visiting on campus must report to the main office, sign-in and obtain a visitor's pass. Individuals on campus without a visitor's pass may be charged with trespassing. CTEC students may not invite friends from the community or from other schools to visit the campus during the school day. Former students are not allowed to visit campus during the school day without permission from the office.

SCHOOL BUSES: **Riding the school bus is a privilege extended to school-age children by the North Carolina Legislature. All ABSS bus policies also apply to buses transporting students to/from CTEC.**

Students who miss the bus to/from CTEC without notification/permission from a teacher or administrator will be responsible for their own transportation to/from CTEC. It should be fully understood by all students and parents that if infractions occur at any time, the student may be suspended from riding the bus. Notification will be sent to parents if such action is taken.

ALAMANCE-BURLINGTON SCHOOL SYSTEM NON-DISCRIMINATION CLAUSE: In compliance with federal laws, the Alamance-Burlington School System administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age,

military service, disability, or gender, except where exemption is appropriate and allowed by law. Inquiries or complaints should be directed to Dr. Charles Monroe, Assistant Superintendent of School Administration, Alamance-Burlington School System, 1712 Vaughn Road, Burlington, NC 27217, (336) 570-6060.

ALAMANCE-BURLINGTON SCHOOL SYSTEM NON-DISCRIMINATION CLAUSE (SPANISH):

En cumplimiento con las leyes federales, el Sistema Escolar Alamance-Burlington aplica todos los programas educativos, actividades de empleo y de admisión sin ningún tipo de discriminación basada en la raza, religión, nacionalidad o grupo étnico, color, edad, servicio militar, discapacidad o género, a excepción de aquellos casos donde la exención es apropiada o permitida por la ley. Preguntas o quejas al respecto deben ser dirigidas Dr. Charles Monroe, Al Asistente del Superintendente, de Administración Escolar del Sistema Escolar Alamance-Burlington, 1712 Vaughn Road, Burlington, NC 27215 (336) 570-6060.

NON-DISCRIMINATION IN ENROLLMENT: It is the ongoing policy of the Career and Technical Education Center to practice non-discriminatory procedures in registering and/or enrolling students in classes. All courses are open to every student without regard to their sex, race, color, religion, national origin, or handicapping condition. Where instructionally appropriate, prerequisite courses must be completed prior to registering for successive levels beyond level I (ex. Spanish I before Spanish II, III).

STUDENT SERVICES

GUIDANCE COUNSELOR: The purpose of guidance services is to lend assistance to students and parents in making important decisions which will affect the students throughout their lives. Social, educational, vocational, and personal development counseling is available in the Guidance Department from 8:00 AM until 3:00 PM each school day. Conferences with students receive top priority and may be scheduled whenever necessary. All emergency appointments may take place as needed.

Counselors serve students in the following ways:

- Helping students improve study habits
- Planning student class schedules
- Providing college applications, scholarship information, and assisting with applications
- Providing vocational awareness opportunities
- Providing confidential counseling services with regard to personal problems

Any information exchanged between the school counselors and the student remains confidential, except in situations requiring immediate intervention.

TUTORING: Students who find themselves in need of special help with a course during any part of the school year may receive help from their teachers or other staff. Tutoring will need to be scheduled by appointment with the teacher.

PARENT CONTACT: We believe that parental contact is extremely important at CTEC. Appointments with teachers may be scheduled with individual teachers. We also encourage parents to contact teachers using email. The CTEC website is also a helpful resource, including individual staff web pages.

PROGRESS REPORTS: Teachers will distribute progress reports to every student on the following dates. (See page 11)

SCHEDULE CHANGES/REGULATIONS GOVERNING SCHEDULE CHANGES: Student schedules should be complete and accurate upon the first day of school. Should the need arise to change a schedule involving CTEC; the student should see counselor at CTEC or their home school.

ATTENDANCE

The following information serves as a general philosophy about school attendance and the particular procedures that are used at the Career and Technical Education Center to accurately record student attendance. Poor attendance in school has been shown to be in direct correlation to poor performance and a general lack of academic success. The school system's attendance policy is designed to recognize the necessity for good attendance, to designate actions deemed appropriate to respond to excessive absences, and to promote student success in school. It is the expectation of the faculty and administration that each student shall be in attendance every day that school is in session. Students will not be counted absent for the following reasons (however, the student will be responsible for making up missed work):

- late bus
- administrative purposes
- Participation in school-sponsored activities (Only with prior administrative approval from home school and CTEC.)

ATTENDANCE POLICY/PROCEDURES: The Alamance-Burlington School Board has adopted policies/procedures regarding high school attendance. These policies apply to the Career and Technical Education Center as well as the student's home school.

DAILY ABSENCES: When a student returns to CTEC after an all-day absence or class absence(s), **he/she must bring a written note, within 3 days, from a parent/guardian which includes the student's full name, reason for absence, date(s) of absence(s), the phone number where parent/guardian may be reached, and the parent's/guardian's signature.** This note should be given to the front office upon arrival. The office will then code the absence as either excused or unexcused and give the student an admit slip. All absences at CTEC will automatically go into the student's daily attendance record at the home school.

Excused Absences: The policies and coding of excused/unexcused absences will be identical to that of the student's home school. Missing the bus to CTEC, car trouble in route to CTEC or skipping classes will count as unexcused absences.

CLASS ABSENCES: Students should be mindful that excessive absences from class will jeopardize course completion and overall academic success. Students are required to be in school on each day that school is in session unless one of the conditions stated under "Excused" absences exists. If a student is removed from class for an appointment (doctor, dentist, etc.), the student will be counted absent if he/she misses more than ½ of the class period. (One-half of a 75 minute period = 37.5 minutes.)

ATTENDANCE MAKE UP PROCEDURES: When any absence occurs, whether excused or unexcused, the student is expected to obtain and make up missed work. Students shall be allowed to make up work from an excused absence without penalty within reasonable limitations. Students should communicate clearly with their teachers about make-up assignments and the due dates for these assignments.

CASES OF EXTENDED ABSENCES: Students with excessive number of absences due to medical, or other unusual hardship, may be given special consideration regarding their attendance. Students who experience such difficulties should consult with the principal. An appeals process is provided. Students who are suspended from school will be allowed to make up work, but it must be completed and turned in on the **first day back from suspension**, if the suspension is for more than three days. **Parents are responsible for making arrangements through the front office to secure make-up work. Such work will be available no later than the third day of suspension.** Suspensions and other cases of extended absences may require the student to stay after school to make up work.

LATE ARRIVALS: Students who arrive late to CTEC must report to the office and bring a note from a parent indicating the reason for the tardy. This note should be presented to the office when signing in. Excused tardies include illness, appointments with doctors, dentists, and court appearances. A written note from a parent or one of these agencies is required to code the tardy as excused. The office will prepare an admit slip for tardies and the student will use this pass to gain admission to class. Missing the school bus, oversleeping, missing a ride, or stopping on the way to CTEC are examples of unexcused tardies. **DRIVING / PARKING PRIVILEGES MAY BE REVOKED FOR STUDENTS WHO ARE REPEATEDLY LATE TO CTEC.**

LEAVING SCHOOL EARLY: Students who need to leave school early for an appointment or any other reason during their classes at CTEC **must bring a note** to the office upon arriving. **(Phone calls and/or emails will be verified prior to dismissing student.)** The note must state the student's full name, reason for leaving, time of departure, parent's signature, and phone number where the parent may be contacted. The office will contact the parent to verify the reason. The student may then sign out at the indicated time. **If parents cannot be contacted, students will not be allowed to sign out.**

STUDENTS WHO NEED TO LEAVE SCHOOL BECAUSE OF ILLNESS MUST HAVE A SCHOOL ADMINISTRATOR CALL A PARENT/GUARDIAN BEFORE THE STUDENT MAY SIGN OUT AND LEAVE. Improper sign-out offenses will be subject to disciplinary action. **Students will not be permitted to ride to/from school with other students without written permission from the parent/guardian of student being transported.**

TARDY POLICY: The purpose of the tardy policy is to encourage promptness to class and to eliminate unnecessary disruptions of the instructional process. Students who consistently fail to arrive in classes on time will be considered as disciplinary problems and will be handled through the school disciplinary procedures. A class tardy refers to a student not being inside the classroom when the tardy bell stops ringing. Tardies are classified as either excused or unexcused. The following circumstances/reasons are considered to be EXCUSED TARDIES to school/class:

- late bus
- administrative/guidance proceedings
- doctor or dentist appointment or court appearance (Student must present official documentation from these agencies to be classified as an excused tardy.)

Students with dentist, doctor, court, administration or guidance notes will be admitted to class late and noted as excused tardies without penalty.

UNEXCUSED TARDY TO CLASS: THIS OFFENSE IS DEFINED AS A STUDENT WHO IS PRESENT ON CAMPUS BUT IS NOT IN THE CLASSROOM WHEN THE TARDY BELL RINGS. Simply put, the student was late to class without just reason or cause. Students will be allowed and will have time to use the

restrooms during class changes and at the discretion of the classroom teacher during class time. If a student receives more than 3 unexcused tardies to class, they will be referred to administration for disciplinary action.

SKIPPING CLASS: Students who are on their home school campus but do not report to CTEC and have not provided documentation as to the reason for absence to CTEC, are said to be “skipping” class. Skipping results in an unexcused absence as well as disciplinary action being taken

UNEXCUSED TARDIES TO SCHOOL: Students who are habitually late to school without a valid reason shall be subject to the same consequences as stated above in “Unexcused Tardies to Class”. Disciplinary actions and parental contact shall be handled by administration. **Parking privileges may be revoked for students who are repeatedly late to school.**

SCHOOL SAFETY

EMERGENCY DRILLS: In order to prepare for the possibility of an emergency, we will conduct emergency drills periodically. The following information is provided for students and parents related to each drill. Students are expected to cooperate and follow the instructions of the adult they are assigned to at the time of the drill. If a drill is broadcast during a time that a student is not under the direct supervision of an adult, they should proceed promptly to the nearest area where an adult is present.

FIRE DRILL: A fire drill alarm will sound. Students leave the classroom under the direction of the teacher and in single file line. A map is posted in each room showing the designated class route and area students should move to with the teacher. Teachers discuss the route with students during the first three days of school. Once outside, students should await instructions quietly. Under no circumstances should a student re-enter the building once a fire drill is in progress. If it becomes necessary to evacuate our campus in the event an actual fire or other emergency occurs, our students will be transported to several off campus sites.

SEVERE WEATHER/STAY PUT DRILL: A severe weather or stay put drill is signaled by an announcement from the principal. Students should move away from windows, away from electrical appliances, and await further instructions. If the STAY PUT drill is in effect, lights will be cut off and teachers will lock doors and close blinds. Students should remain quiet and await further instructions. Teachers will instruct students as to specifics in the particular classroom.

TORNADO DRILL: In the event that a tornado warning has been issued, or an approaching tornado has been sighted and verified, the tornado drill will be signaled by a siren type horn. Students will proceed to their designated area (along an interior wall) and assume a crouched position. The face should be in the lap and the head and face covered with hands and arms. Students practice this position and are notified of the designated areas several times during the year.

BOMB THREATS: Teachers will accompany classes to a designated site in the event of a bomb threat. Students should depart from classrooms and buildings in an orderly manner when directions are given. Students will not be allowed to leave the campus for any reason during this procedure. Every effort will be made to secure classroom buildings in a minimal amount of time so that instruction can resume as soon as possible.

DISCIPLINE

THE ALAMANCE-BURLINGTON CODE OF STUDENT CONDUCT DOCUMENT: The Alamance-Burlington Code of Student Conduct is distributed to students along with the rules and regulations of the student's home school. The Alamance-Burlington Code of Student Conduct addresses the conduct of all Alamance County students in a general manner. The Career and Technical Education Center code of conduct is stated in the context of this handbook and defines behavioral expectations more specifically for its particular students. Both codes are to be followed and adhered to at all times.

CTEC RULES AND REGULATIONS: All rules and regulations set forth by the student's home school will also apply to students at CTEC. A list of some, but not all rules and regulations are listed below:

SKIPPING CLASS: Students who are on their home school campus but do not report to CTEC and have not provided documentation as to the reason for absence to CTEC, are said to be "skipping" class. Skipping results in an unexcused absence as well as disciplinary action being taken.

CLASSROOM/SCHOOL DISRUPTIONS: A classroom disruption is defined as any behavior that obstructs or interferes with the normal operation of the classroom. It is understood that teachers have the authority and responsibility to use reasonable methods to maintain classroom control. Each teacher has classroom rules which students are expected to follow. In addition, any action that disrupts any normal school function, process, or activity is strictly prohibited. Continuous or severe class disruptions will result in removal of the student from class and referral to the principal for disciplinary action.

BULLYING, HAZING OR COMMUNICATING THREATS: Signs or acts which would constitute a threat of force or violence, or which are abusive to another individual are unacceptable behaviors on the CTEC campus. Students who threaten others shall be subject to out-of-school suspension. Students who bully or intimidate other students are subject to disciplinary action by the principal and in some cases, law enforcement.

INSUBORDINATION/IMPUDENCE TO SCHOOL AUTHORITY: All students are required to obey instructions from teachers, administrators, and other school staff members while on the CTEC campus and while attending any CTEC sponsored activities. **Failure to do so will result in severe disciplinary action, including short term and/or long term suspension from school.**

TOBACCO USE: Students are prohibited from the use and/or possession of tobacco products and shall not possess, smoke, dip, chew or otherwise use any tobacco products or related items (ex; e-cigs) at any time while a student is at school, in any school building, and any school premises, off school property at any school-sponsored or school approved activity or function or during any period of time when students are subject to the authority of school personnel maintaining order and discipline and protecting safety and welfare of students and staff.

SMOKING, VAPING and/or CHEWING or DIPPING TOBACCO WILL NOT BE TOLERATED AT CTEC. Any violation of this policy will result in automatic out of school suspension. Students who **repeatedly** violate this rule may be suspended for up to ten days to the rest of the year.

DRUGS AND ALCOHOLIC BEVERAGES: No student shall possess, use, distribute, sell, possess with the intent to distribute or sell or conspire or attempt to distribute or sell or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or other controlled substance,

any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, drug paraphernalia, counterfeit substance, any unauthorized prescription drug, or any other chemical or products with the intent of bringing out a state of exhilaration, euphoria, or of otherwise altering the student's mood or behavior. Please refer to the Alamance-Burlington Code of Conduct.

PRESCRIPTION AND NON-PRESCRIPTION DRUGS: The usage of both prescription and non-prescription (over-the-counter) medicines will require a written authorization signed by the parent/guardian and a licensed medical practitioner (physician, physician assistant, or nurse practitioner.) The following procedures apply:

- a. Parents may elect to come to school and administer either prescription or non-prescription medications.
- b. School officials cannot administer ANY medications to students unless the proper medical forms are on file at the student's home school. **CTEC students will need to provide a copy for CTEC as well.**
- c. NOTE: Some medications such as inhalers or emergency injections can be self-administered and kept by the student with written medical provider permission; this written permission must be filed in the main office of the home school and with the CTEC office.

DRESS CODE: It is expected that students at the Career and Technical Education Center will come to school clean and wearing clothes that are clean, appropriate, not disruptive, or obscene. Please note the expectations listed below for student attire at CTEC. The principal reserves the right to impose additional dress code requirements as needed.

1. No hats, bandanas, headbands, sweatbands, or other types of headgear will be allowed on campus (worn or carried) during the school day. Headgear will be confiscated and kept in the office. The item may be picked up by the student after their classes at CTEC. Hoods on coats or sweatshirts must remain off the head while in the building.
2. No clothing may be worn with suggestive or questionable language or drawings.
3. No style of clothing or the manner in which it is worn may expose undergarments or create a distraction or disturbance in the educational setting.

ELECTRONIC DEVICES/CELL PHONES:

SOME COURSES AT CTEC WILL ALLOW FOR THE USE OF CELL PHONES OR ELECTRONIC DEVICES for the purpose of instruction only. These items will be allowed within the classrooms that are using these items for instructional purposes under the direct supervision of the teacher.

If these items are not being used in this manner, they should remain out of sight and turned off. Students in violation of this policy will have the item confiscated by the teacher/staff member. For purposes of this policy, the instructional day is defined as the time the student arrives on campus until the student leaves campus. Students are expected to give the teacher/staff member the entire electronic device (including battery, etc.) **If a student refuses to release the electronic device to the teacher/staff member, the student may be out of school suspended for three school days.**

1. If students willingly give the device to the teacher, on the first offense, it will be returned to the student before he/she leaves CTEC for the day.
2. On the second offense, a parent will have to retrieve the phone from CTEC during school hours.
3. On the third offense, students will be subject to out of school suspension.

SEXUAL HARASSMENT: Any student who believes that he or she has been sexually harassed should report such behavior immediately to any school official such as a principal, school resource officer, teacher, or school counselor. If allegations of sexual harassment are found to be supported by sufficient evidence, the investigator or appropriate administrator shall recommend disciplinary action against the person.

VANDALISM: Vandalism is defined as "causing damage to, altering, defacing, or destroying all or any part of any building or structure at CTEC or any property belonging to or assigned to CTEC by any federal, state, or local government agency or by the principal." This includes school furniture, structures, grounds or technical equipment. A person will be liable for vandalism regardless of how minor the incident, how the incident occurred, or for whatever reason the damage was inflicted. Law enforcement will be notified.

CORRECTIVE MEASURES: Disciplining is a process of attempting to correct unacceptable behavior. In determining what an appropriate punishment might be, the principal may weigh many factors – the number and severity of rule violations, the attitude of the student, and the circumstances surrounding the violations; these are a few but not all of the factors considered. When a student is referred to the office by a teacher or when the principal deems it necessary, following a conference, one or more of the following corrective measures may be used:

DENIAL OF PRIVILEGE OR ACCESS: The principal may deny student privileges normally accorded to other students or deny a student access to taking courses at CTEC for repeated violations of CTEC policies.

SHORT-TERM OUT-OF-SCHOOL SUSPENSION: At the discretion of the principal, a student may be assigned out-of-school suspension. A principal may suspend a student for up to ten (10) days at a time. The numbers of days an out-of-school suspension is assigned to a student is left to the judgment of the principal. If a student is suspended out of school for a violation at CTEC, this will be communicated to the home school, and students will not be allowed to attend classes at CTEC **or** at the home school on the days assigned as out-of-school suspension.

LONG-TERM OUT-OF-SCHOOL SUSPENSION: At the request of the principal and with the consent of the Superintendent and the Board of Education, a student may be given long-term suspension from school. This measure is defined as suspension of over ten days but not longer than the remainder of the school year. Students who consistently disregard school rules are in danger of long-term suspension.

DISCIPLINARY MEASURES: Consequences assigned to students who commit violations of the Code of Conduct at the Career and Technical Education Center will adhere to the ABSS Code of Conduct Handbook, in consultation with the student's home school.

CTEC BELL SCHEDULE

0 Block:	7:00 - 8:15
1st Block:	8:30-9:44
2nd Block:	9:47-11:00
Travel/Lunch:	11:00 -12:20
3rd Block:	12:25-1:36

4th Block: 1:39-2:50
5th Block: 3:45 - 5:15

PROGRESS REPORTS AND REPORT CARDS

Fall Semester:

Spring Semester:

Progress Reports

September 17 November 28
October 8 December 20

Progress Reports

February 18 May 3
March 11 May 24

Report Cards

November 2 January 25
Home by June 18

Report Cards

April 5 Mailed

End of Grading Period

1st Grading Period: November 6
2nd Grading Period: January 18 (Semester ends)

End of Grading Period

3rd Grading Period: March 29
4th Grading Period: June 8 (end of year)

EARLY RELEASE DATES

September 19
October 17
December 5
February 6
March 13
April 3
May 8
June 11

DUE PROCESS FORM

We are required by law to inform students and parents of all rules and regulations. We have attempted to place such information in the handbook. We are also required to keep a signed record that this information has been received. The following form is the one used for this purpose. This form is provided at the beginning of the school year and must be returned by every student.

TO: CTEC Students and Parents/Guardians

SUBJECT: Career and Technical Education Center Rules and Regulations

1) I have been given a copy of the CTEC Student/Parent Handbook and have reviewed carefully the following topics:

- a. Code of Student Conduct
- b. Discipline procedures
- c. Bus rules/regulations
- d. Tardy and attendance policies
- e. Information concerning use of vehicles
- f. Special measures that apply to CTEC technology

2) I will contact school officials if I have reason to believe that I am not receiving timely or accurate information about my child's grades, attendance, or behavior.

3) By signing below, I indicate that I have received these documents and that I agree to abide by these and all other regulations that the Career and Technical Education Center and/or Alamance-Burlington Board of Education may adopt during the school year.

Student's Name: _____

Home School: _____

Student's Signature: _____

Date: _____

Parent's Signature: _____

Date: _____

***** Please detach this sheet and then sign and return the sheet to classroom teacher. *****