

# MONROE TECHNOLOGY CENTER



*The Loudoun Governor's Career & Technical STEM Academy  
The Governor's Health Sciences Academy of Loudoun*

## 2017-2018 STUDENT HANDBOOK

**Charles S. Monroe Technology Center  
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Leesburg, Virginia 20175-2599  
Phone (571) 252-2080, Fax (703) 771-6563**

# **Monroe Technology Center**

## **The Governor's Career and Technical Academy of Loudoun**

*Launching Careers and Exploring Potential*

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(571) 252-2080 (main office)

(571) 252-2081 (absentee line)

(703) 771-6563 (fax)

8:00 AM – 3:30 PM (office hours)

## **MISSION STATEMENT**

The staff of Monroe Technology Center strongly believes in, and supports, Career and Technical Education. Monroe Technology Center uses the VDOE curriculum which is also in compliance with existing industry standards. We will strive to instill in our students, a respect of self, a conviction in a strong work ethic, and a commitment to lifelong learning. We believe that all students should have the opportunity to reach their full potential and grow to become productive members of the society.

# 2017-2018 STUDENT CALENDAR

August 24	FIRST DAY OF SCHOOL FOR STUDENTS
September 4	Holiday (Labor Day)
October 9	Holiday (Columbus Day)
October 23	Student Holiday (Staff Development Day)
November 3	End of First Grading Period
November 6-7	Student Holiday (Planning/Records/Conference Days)
November 22-24	Holiday (Thanksgiving)
December 18-January 1	WINTER BREAK
January 2	Classes Resume
January 15	Holiday (Martin Luther King Jr. Day)
January 26	End of Second Grading Period
January 29	MOVEABLE STUDENT HOLIDAY** (Planning/Records/Conference Day)
February 19	Holiday (Presidents' Day)
March 26-30	SPRING BREAK
April 2	Student Holiday (Staff Development Day)
April 6	End of Third Grading Period
April 9	Student Holiday (Planning/Records/Conference Day)
May 28	Holiday (Memorial Day)
June 13	Last Day of School for Students/End of Fourth Grading Period

## 9 WEEK GRADING PERIOD ENDING DATES

November 3, 2016  
January 26, 2017  
April 6, 2017  
June 13, 2017

\*\*Parents with childcare or other weekday scheduling concerns – The date of this MOVEABLE Planning/Records/Conference Day between first and second semesters may change, if the school calendar changes due to school closings for inclement weather or other emergencies. Parents with childcare or other scheduling concerns should be prepared.

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# STUDENT HANDBOOK

## MTC - 1 PURPOSE

The following rules, regulations, and policies are presented to give you, the student, a clear understanding of the conduct expected while you are attending the Charles S. Monroe Technology Center (MTC). These policies have been developed over time to promote a proper learning environment and to ensure the satisfactory operation of the school. All students at MTC are expected to conduct themselves in a positive and professional manner. Students who are irresponsible with the building expectations will be subject to discipline by the administrative staff. Students are expected to read and become familiar with these policies. These policies are not intended to be all-inclusive. In matters not covered in this handbook, we trust student's will use ethical and good judgment to choose the proper conduct.

## ATTENDANCE

### MTC - 2 ARRIVAL AT MTC

Students who arrive to MTC prior to 9:30 AM should be seated in the cafeteria until the 9:30 AM bell sounds. Once the bell sounds, students should report to his/her respective classroom. Those students who do not have restroom facilities in their classroom area must report to their teacher and obtain a pass before going to the restroom at arrival time. All drivers and riders must sign in at the front desk upon their arrival. Students are expected to sign in individually and not for each other. Students who arrive late and are tardy must proceed directly to the main office to receive a pass to class.

**MTC – 3**  
**BELL SCHEDULE**

**MTC ARRIVAL TO AND RELEASED FROM TIMES**

<b><u>SCHOOL</u></b>	<b><u>ARRIVES</u></b>	<b><u>RELEASED</u></b>
Briar Woods	9:40	3:25
Broad Run	9:40	3:25
Dominion	9:40	3:25
Freedom	9:40	3:25
Heritage	9:40	3:25
John Champe	9:40	3:25
Loudoun County	9:40	3:25
Loudoun Valley	9:40	3:25
Park View	9:40	3:25
Potomac Falls	9:40	3:25
Riverside	9:40	3:25
Rock Ridge	9:40	3:25
Stone Bridge	9:40	3:25
Tuscarora	9:40	3:25
Woodgrove	9:40	3:25

Students should be in class when the late bell rings at 9:50 AM

**MTC - 4**  
**ATTENDANCE**

**Attendance rosters are checked daily at 10:00 AM**

Student absenteeism directly correlates to achievement and employment success. MTC considers regular attendance essential for quality of work, service to customers, as well as, work and classroom productivity. Since MTC is preparing students for life beyond high school, attendance is of primary importance. Students should be conscious of the time missed from school.



Call the absentee attendance line at (571) 252-2081 to report student absences.

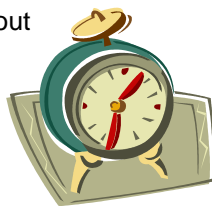
## MTC - 5 ABSENCES

### Excused Absence

Students who are absent **MUST**, upon the day of return, bring a note from home, signed by a parent or legal guardian, explaining the reason for the absence(s). Notes should be given to the MTC attendance secretary in the main office. (A copy of the note given to the home school is acceptable). If medical/court excuses are applicable for absences, the official documentation must be submitted to the MTC attendance secretary. Students will be issued an absence excuse to be shown to their teacher. Failure to bring a note after being absent will result in an unexcused absence.

### Unexcused Absence

Students who consistently return to school without notes and/or are consistently absent will be subject to administrative referral, and/or failure and a loss of three credits. Examples of unexcused absences include, but are not limited to, babysitting, providing care for adults, running errands, missing the bus, oversleeping, car trouble, and unauthorized vacations.



- When students accumulate two (2) unexcused absences, the teacher will contact the parent or guardian and a referral to MTC Administration will be initiated.
- The MTC administration will notify the parent or guardian by mail when a student accumulates three (3) unexcused absences.
- The MTC administration will request a parent/teacher conference when a total of four (4) unexcused absences have been accumulated.

The next absence without indication that the parent is aware of the absence will result in a formal referral that can be made to the area attendance officer for nonattendance. A complaint against the child or proceeding against the parent(s) shall be filed with the local juvenile and domestic relations court.



## **MTC - 6**

### **TARDINESS**

All students are expected to be in their instructional area on time. Tardiness reflects bad work habits and affects future job placement. All tardies are documented as part of the student's school record, both at MTC and the home school. Students are expected to be at MTC and in their classrooms before the start of class. Any student arriving late MUST have a tardy slip from the MTC front office to be admitted to class. There will be NO exceptions.

#### Excused Tardies

In order for tardies to be excused, a note must be turned in to the attendance secretary to excuse a legitimate tardy. Excused tardies include doctor appointments, court, illness, late school bus, etc.

#### Unexcused Tardies

Unexcused tardies include over sleeping, car problems, missed school bus, stopping for food, waiting for rides, etc.

### **Unexcused Tardy Consequences per Nine Weeks** *(parents may receive a phone call home for each unexcused tardy)*

**Tardy 1:** Policy Reminder

**Tardy 2:** Warning/Phone call

**Tardy 3:** Letter home/Referral

**Tardy 4:** Detention

**Tardy 5:** Saturday School/ISR

**Additional Tardies:** Administrative Discretion

## **MTC - 7**

### **EARLY DISMISSAL**

Students requiring an early dismissal from MTC must bring a note from home or an early dismissal slip from their home school stating the time and reason for the release.

Phone-in dismissals are only acceptable in conjunction with a fax transmission of a note. Parents should send in a note with the student or fax written document to (703) 771-6563 to report early dismissals. Parents should refrain from e-mailing any documentation.

## **MTC - 8 BREAKS**

Student breaks are not required but are at the discretion of the teacher. This is to ensure minimal disruption during the instructional time. If class breaks occur the cafeteria area will be open and students may purchase from the vending machines.

Food purchases from the snack area must be consumed in the cafeteria, or area designated by the teacher. Abuse of break time by a student or a class can result in cancelling the break for specific classes.

## **MTC - 9 MISSING BUS FROM HOME SCHOOL**

If the occasion arises where you, the student, miss your bus to MTC from your home school, the procedure to follow is listed below:

1. Report to your home school office.
2. State to the home school administration that you missed your MTC bus and the reason why.
3. Ask the home school administration to please call MTC to report the incident.
4. You will be informed if and how you will get to MTC.

## **MTC - 10 VISITORS**

All visitors to MTC must furnish a photo ID or driver's license and report to the main office to sign in and receive a Visitor's Pass. Students may not bring friends from other schools to attend classes with them unless prior approval is obtained from the administration. Permission will only be granted in a case where the teacher feels that a visit by a student will be educationally beneficial.

# STUDENT SERVICES

## MTC - 11

### EMERGENCY CARDS

An emergency card will be kept on each student. Every student is required to furnish all information requested so proper notification of individuals can be made in case of serious injury or illness.

## MTC - 12

### STUDENT MEDICATION

All medicines should be administered to students at home by their parents if at all possible. Administration of medication at school will be done only in accordance with this policy. Any students who fail to follow this policy or whose parents fail to follow this policy will be excluded from school until compliance is obtained. The principal shall determine whether or not there is compliance with the provisions of this policy.

#### **Prescription Medication**

If a student must take prescription medication at school, the medication will be administered by the school nurse, the principal, or the principal's designee in accordance with the provisions of this policy:

1. The parent must provide the principal with the medication and written instructions from the physician to include:
  - a. student's name
  - b. name and purpose of medication
  - c. dosage, time and route of administration
  - d. possible side effects and measures to be taken if side effects occur
  - e. termination date for administering the medication
2. The parent is responsible for informing the principal of any change in the student's condition or any change of medication.

#### **Nonprescription Medication**

Nonprescription medication may be taken by students only under supervision of the school nurse, the principal, or the principal's designee.

## **Emergency Life-Saving Measures**

Any student who has a condition that would require emergency life-saving medication or other measures must have his/her parent inform the principal of the condition and provide instructions from the attending physician on measures to be taken, including administering any medication. These instructions should be clear and cover measures to be taken when medication is not immediately available.

## **Safekeeping of Medication**

All medication must be kept by the school nurse or the principal in a secure, locked place known by and accessible to any person who may have to administer life-saving medication.



## **MTC - 13**

### **SCHOOL BUS CONDUCT**

It is imperative that you, the student, conduct yourself properly on buses. Those students removed from riding a bus for disciplinary reasons must provide their own transportation to and from MTC.

Please consider your safety and the safety of your fellow students when riding any bus arriving or leaving MTC. The following points should be remembered when riding the bus:

1. Remain in your seat at all times when the bus is moving;
2. When talking, do so quietly;
3. Do not shout from the bus windows;
4. Do not throw anything on or from the bus;
5. Exit and enter the bus only by the front door unless there is an emergency;
6. Respect other's property;
7. No food or drink will be allowed on the bus.
8. Adhere to the policies of Loudoun County Public Schools.

## MTC - 14 INSURANCE

School accident insurance is strongly recommended for every student in order to avoid excessive expenses in case of accidental injury. Insurance information is available either at the student's home school or at MTC.

From each student, MTC requires the name of his or her health insurance company and policy number. If the student is not covered by accident insurance, then a statement to that effect must be signed by the parent, guardian, or student and submitted to the principal.

## MTC - 15 PASSES

Every student who enters the hallway is required to have a pass issued to that specific student by his/her teacher.

# SCHOOL FACILITIES

## MTC - 16 LOCKERS

All lockers are provided by the school as a convenience to the student, and they do not become the exclusive property of the student. They are provided for the purpose of keeping clothing, books, and other material necessary for the school day. **Periodic searches including "canine sweep search," when appropriate, may occur.**



## MTC - 17 DRIVING & RIDING TO SCHOOL



Students driving their personal vehicles to MTC or riding with another student should consider it a **PRIVILEGE**, not a right. MTC assumes no responsibility for theft or damage to vehicles. Periodic safety and security checks will be made to ensure these regulations are followed. Failure to obtain permission to drive or permission to ride could result in up to a three-month driving restriction or other disciplinary action. Continued driving/riding violations could result in suspension from

school. Student driving and/or riding to MTC will be permitted if the following conditions are complied with:

- The student must register ANY vehicle driven to MTC with security located in the main office. Students are required to purchase a school parking permit (annual-\$200.00; semester-\$100.00, or daily-\$5.00) or provide a receipt of payment for a permit purchased at their home school for each vehicle. A written statement of his or her need to drive to school must also be provided. **The parking permit must be displayed on the vehicle for which it was issued.**
- Upon arriving at school, the student must drive directly to the designated area for student parking, park the car, and proceed promptly to the school building. Students may not sit in parked cars or linger in the parking area before, during, or after school. All drivers and passengers must enter and exit through the front entrance.
- Once on school grounds, the student will not be permitted to leave until school is dismissed; unless permission has been obtained from the school administration.
- The student will obey traffic laws and school regulations and observe normal safety precautions at all times.
- The speed limit in the school parking lot at MTC is **10 mph**. Students who violate this condition will be subject to disciplinary actions.
- Student vehicles may be subject to search if there are reasonable grounds to believe its contents violates school board policies.
- The driver of the vehicle is responsible for the vehicle, its contents, and passengers.
- Unlicensed motor vehicles and drivers are prohibited from school grounds at all times.
- School administration is empowered to enforce this policy and may revoke the parking privileges of any student who does not comply with these regulations.

- Students riding must adhere to same rules and regulations and have parent permission on file.
- Students are not allowed to park in the park according to the City of Leesburg, Parks & Recreation.

**FAILURE TO ABIDE BY RULES WILL RESULT IN REVOKING A STUDENT'S PRIVILEGE TO DRIVE OR RIDE TO AND FROM MTC.**

### **MTC - 18 EMERGENCY DRILLS**

Emergency drills will be held periodically according to state regulations. All students are expected to cooperate fully with these procedures as explained by their teacher. A response plan will be in effect to cover any type of emergency procedure.

## **STUDENT RESPONSIBILITIES**

### **MTC - 19 REPORT CARDS**

Report cards are distributed to students at their home schools. Any parent who has a question related to the report card is asked to call the teacher. The grading scale used at MTC is consistent with the Loudoun County School Board established policy as follows:

- A 100-90
- B 89-80
- C 79-70
- D 69-60
- F 59 and below

Students and parents may review grades via Phoenix, the online grading software program. Registration is required.

### **MTC - 20 MISSED SCHOOL WORK**

In the event of an absence (excused, unexcused or suspension), make-up work may be required. A reasonable amount of time, determined by administration, will be given to the student to make up work missed. After one day's absence, work previously assigned for that day would be made up on the day of return or at the discretion of the teacher. Prolonged illness will require special

consideration of length of make-up time. Upon return from the absence, the student is responsible to initiate immediate action to make-up the work. Upon such request of the student, the teacher is responsible to provide assignments, tests, and other work that must be made up and inform the student clearly of when make-up work for which grades will be given is due. Failure to complete such make-up work within the time allowed will result in a failing grade for those assignments, tests, or other work. Make-up work turned in within the time allowed will be graded on the same basis as other work. If make-up work is assigned, it should be directly related to the work that was missed during the absence. There are times when make-up work cannot be assigned because of the practical nature of some of the courses at MTC. Attendance is required to be successful in your academic program.

## **MTC - 21 STUDENT DRESS & GROOMING**

The primary responsibility for proper dress and grooming of students rests with the students, parents, and/or guardian. The school has the responsibility, however, to see that the cleanliness, dress, and grooming of students do not present a danger to the health or safety of others or prevent them from performing regular required school activities, do not cause a disruption of the orderly functioning of the school, and do not cause excessive wear or damage to school property.



Additionally, MTC prescribes strict safety conditions as it applies to clothing and proper attire for the program areas. Individual teachers may set additional guidelines. These protective precautions are for the welfare of all students. The established dress code regulations must be followed to adhere to safety.

### **Dress/Grooming restrictions may include:**

- Clothing that exposes your midriff, chest, shoulders, back, or buttocks is inappropriate for school and is not permitted.
- Beach attire may not be worn to school, which includes flip flops.
- Undergarments may not be worn as outer garments, or be visible.
- No chains, spiked jewelry or fish hooks.
- Wallet chains are prohibited.



- No gang, illegal, or obscene logos, symbols, or pictures.
- No low-cut tops, halter-tops, tank tops, or spaghetti strap tops. (Shirts must have more than a 1" shoulder strap on both shoulders)
- Clothing or hair that is detrimental to the safety, health, or general welfare of a student is not allowed.
- Hats, hoods, skull caps, scarves, and other outer head wear are not to be worn inside. Bandanas, hair picks, fish hooks are also not appropriate for head gear. All such items should be kept in lockers or book bags.
- Sunglasses are not to be worn in the building and should be kept in a locker or book bag.
- Shoes must be worn at all times.
- See-through clothing may not be worn to school.
- Clothing may not contain obscene material or be sexually suggestive. Clothing should not promote the use of alcohol, drugs, violence or the violation of any law or school policy.
- Shorts and skirts must be at least mid-thigh length.
- Any other item that may pose a safety hazard.

The Dress/Grooming policy will be observed by all students. While this list is not inclusive of all inappropriate dress and grooming, MTC asks the students to respect the integrity of the business partnerships and public it serves. Students who violate the policy are subject to disciplinary action up to and including suspension from school. Students may also be sent home for failing to observe these guidelines.

## **MTC - 22**

### **PREGNANT STUDENTS**

A pregnant student may continue to attend MTC as long as her physician certifies in writing that she is physically and emotionally able to participate in the MTC course, program and/or activities. The physician must put any limitations in writing.

If possible, homebound instruction is furnished to pregnant students, during any portion of the pregnancy or post-delivery period if the student's physician certifies that the student is physically or emotionally unable to attend MTC. Because much of MTC curriculum is hands-on, it is difficult to provide all required instruction by homebound. In some cases, students may not be able to complete the curriculum during a given school year.

## **MTC - 23**

### **HAZARDOUS MATERIALS**

Modern life would be impossible without chemicals. Chemicals have to be treated with respect. Many can cause injury or illness if not handled properly. MTC strives to protect you against the dangers of hazardous chemicals.

Chemical manufacturers have the first job in hazard communication (Hazcomm). Employers and schools must develop a written hazard communication program. YOU have to do something to protect yourself also. YOU must assume some of the risk of handling hazardous materials. YOU must read labels and Safety Data Sheets (SDA) and carefully follow these instructions and warnings as well as those of the teacher. Make these common sense rules part of your instruction:

1. Identify hazards before you start a job.
2. Respect all precautions – don't take chances.
3. Ask your teacher when in doubt.
4. Know in advance what could go wrong, and what to do about it.
5. Know how and where to get help.
6. Learn basic first aid measures.
7. Always practice sensible, safe work habits.
8. Report all accidents to your teacher or administration immediately.

#### **Special Safety Note:**

Local, state, and federal laws regulate the disposal of hazardous materials and safety conditions. By enrolling in a Career & Technical program, you assume responsibility of obeying these important laws. You must follow instructions properly and if you have any questions concerning proper handling of chemicals and safety conditions, you must ask for directions. Please consult with your teacher before disposing of hazardous materials.

## **MTC - 24**

### **STUDENT/PARENT CONCERNS**

MTC administration is available to meet with students regarding any concern they may have. Every attempt should be made to resolve a concern at the classroom level. Appointments may be scheduled with the secretary or directly with administration.

Parent(s) or Guardian(s) are welcome to contact Monroe Technology Center with questions or concerns. An administrator can be reached at (571) 252-2080.

## STUDENT RECOGNITION

### MTC - 25

#### NATIONAL TECHNICAL HONOR SOCIETY

The National Technical Honor Society is an organization that promotes service, leadership, honesty, career development and skilled workmanship. The object, of the organization, is to reward student achievement; to encourage and assist student education and career goal setting; to promote a stronger linkage between local career-technical institutions and business and industry; and to promote the image of career-technical education on a local, national and international setting.



Membership qualifications for the NTHS are set by the principal of MTC as recommended by an advisory committee made up of the assistant principal and several faculty members representing different programs. As set by the NVHS by-laws, the candidate should be a student who has good character, good academic achievement, exhibits leadership and who may plan to pursue a career in his/her field of study. The members of our local chapter will have their names included in the "National Register of Outstanding Vocational-Technical Students in America." All candidates for membership must be approved by the local school administration. Please see the school counselor for criteria.

### MTC - 26

#### INTERNSHIP PROGRAM

Students from MTC may be qualified to participate in the Internship Program. According to the Virginia Department of Education (VDOE), an internship is a progressive school-coordinated method that places the student in a real workplace environment in order to develop and practice career-related knowledge and skills needed for a specific entry-level job. This

helps the student to find permanent employment and to make the adjustment from school to work, and allows the employer to evaluate the student before hiring him/her as a permanent employee. Teachers recommend those students who may qualify to participate in an internship.

Criteria considered for an internship include, but is not limited to:

- 1. Teacher recommendation;
- 2. Excellent attendance record;
- 3. A positive work ethic;
- 4. Ability to think independently;
- 5. Above-average maturity.

Securing jobs for students is a joint effort on the part of students, teachers, and administrators. Often, employers call MTC for prospective employees. When an employer has given specific skills and aptitudes needed to fill a position, a teacher may match a qualified student to the job. Internship employers complete a written evaluation on a student, which becomes part of the grade evaluation. The administrative team will review internship procedures and policies with students on an annual basis.

**MTC - 27**  
**CO-CURRICULAR CLUBS**

MTC offers the opportunity for students to develop their leadership interests and skills knowledge through the involvement in co-curricular clubs. All students are encouraged to become members in these clubs so they can become more involved in MTC activities. The following clubs are available to the students.

- Trade and Industrial Classes ..... SkillsUSA
- Culinary Arts..... FCCLA  
*(Family, Career & Community Leaders of America)*
- Nursing .....HOSA  
*(Health Occupations Students of America)*
- Horticulture & Veterinary Science ..... FFA  
*(Future Farmers of America)*

# BEHAVIOR EXPECTATIONS

## MTC - 28 AUTHORITY

The authority and discipline of school administrators, instructors, or bus drivers over school students shall exist throughout the school session. Proper conduct by students is expected during public exercises held in the school building or on the school grounds, during extra-curricular activities, at internship sites, on buses, or whenever students are participating in such activities. In addition this applies to any function affiliated with MTC.

## MTC - 29 PERSONAL ELECTRONIC DEVICES & LASER POINTERS

### §8-34 Personal Electronic Devices and Laser Pointers

Students may operate cell phones and other personal communication or electronic devices during lunch only or when authorized to do so by the principal or designee. Students are required to sign the Acceptable Use Policy (AUP)

1. Authorization is required whether on school property, under school control or attending any school function or activity of any elementary, middle, high, academy, alternative or technical center school.
2. School officials may confiscate such devices in any instance where a student violates the provisions of this policy. Any violation of this policy by a student may result in the student's loss of privileges of possessing such devices while on school property, under school control or attending any school function or activity and may result in further disciplinary action.
3. Student use of such devices for unlawful or other prohibited purposes while on school property, under school control or attending any school function or activity may result in seizure of the device by school officials and disciplinary action, including expulsion.
4. Students are prohibited from possessing laser pointers while on school property, under school control or attending any school function or activity. Any student found to possess a laser pointer in violation of this policy may be subject to disciplinary action and the seizure of the device by school officials. Legal Reference: Code of Virginia § 22.1- 279.6

## MTC - 30

### ALCOHOL, DRUG & TOBACCO POLICIES

#### Alcohol Policy 8-35:

A. Students, regardless of age shall not possess, distribute, use, or be under the influence of alcoholic beverages, or any liquid or solid containing alcohol or alcoholic beverages capable of being consumed while under school authority, on a school bus, on school property, or at a school-sponsored activity at any time. For the purpose of this subsection the following definitions shall apply:

1. "Alcohol" means the product known as ethyl or grain alcohol obtained by distillation of any fermented liquor, rectified either once or more often, whatever the origin, and shall include synthetic ethyl alcohol, but shall not include methyl alcohol and alcohol completely denatured in accordance with formulas approved by the United States Government.
2. "Alcoholic beverages" shall mean alcohol, spirits, wine, and beer, and any one or more of such varieties containing one-half of one percent or more of alcohol by volume, including mixed alcoholic beverages, and every liquid or solid, patented or not, containing alcohol spirits, wine, or beer and capable of being consumed by a human being.
3. "Spirits" means any beverage which contains alcohol obtained by distillation mixed with drinkable water and/or other substances, in solution, and includes, among other things, brandy, rum, whiskey, vodka, scotch, gin, or any one or more.

B. Students shall not possess, use or consume any other product or liquid containing alcohol in any manner other than in strict accordance with the manufacturer's recommended use, or the customary usage of such product or liquid.

For the purposes of this subparagraph B., the term "alcohol" shall mean the product known as ethyl or grain alcohol obtained by distillation of any fermented liquor, rectified either once or more often, whatever the origin, synthetic ethyl alcohol, methyl alcohol and denatured alcohol or any other form of alcohol.

The terms “product or liquid” are intended to mean those terms in the broadest sense and shall include such products as cough syrup (whether prescription or otherwise), mouthwash, extracts, and any other such products or material, whether solid or liquid, which contain alcohol.

- C. Violations of this policy shall result in the discipline outlined in the administrative regulation accompanying this policy.
- D. All students who violate this policy shall be required to attend the substance abuse education program. Additionally, all students who violate this policy shall be required to undergo evaluation for drug or alcohol abuse, or both, by an appropriately licensed professional with expertise in substance abuse treatment. If recommended by the evaluator, and with the consent of the student’s parent, the student may be required to participate in a treatment program.
- E. The provisions of this policy are intended to be and are hereby declared severable; in the event one or more portions are declared unenforceable by a court of competent jurisdiction, such declaration shall not impair the enforceability of the remaining portions hereof.
- F. Appeals will be processed as follows: A suspension and an assignment to the three-day substance class may be reviewed under School Board Policy §8-27. A suspension and an assignment to the Substance Abuse Education Program may be appealed under School Board Policies §8-28 and §2-27.

**ALCOHOL REGULATION 8-35:**

The first violation of Policy 8-35 by students in grades 6-12 or categorized as “ungraded” in middle or high school shall result in a ten-day out-of-school suspension, three days of which must be fulfilled by attending a three-day Substance Abuse Education class sponsored by Loudoun County Public Schools. Other students committing the first violation of this policy shall be subject to disciplinary action as may be deemed appropriate.

A second violation of this policy by students in grades 6-12 or categorized as “ungraded” in middle or high school shall result in a ten-day out-of-school suspension and assignment to the Substance Abuse Education Program. Other students committing the second violation of this policy shall be subject to disciplinary action as may be deemed appropriate.

Any further violation of this policy may result in a recommendation by the Principal for long-term suspension from school by the Division Superintendent or expulsion.

All students who are required to attend the Substance Abuse Education Program shall be required to undergo evaluation for drug or alcohol abuse, or both, by an appropriately licensed professional with expertise in substance abuse treatment. If recommended by the evaluator, and with the consent of the student’s parent, the student may be required to participate in a treatment program.

## **DRUG POLICY 8-36:**

### **A. SCHOOL RESPONSIBILITIES**

Schools are responsible for maintaining an atmosphere conducive to learning and for protecting students from illegal and harmful influences. Students have a responsibility to obey the laws and school rules and to be free from the influence of drugs while in school. All members of the school community are subject to the laws, and school personnel have the obligation to report suspected violations of laws to proper authorities.

### **B. STUDENT RESPONSIBILITIES**

Students are strictly prohibited from possessing, distributing, using, or being under the influence of any drug (including anabolic steroids), any chemical substance that affects the brain or nervous system, or any substance represented to be or believed to be a drug or chemical substance that affects the brain or nervous system or from possession of any drug-related paraphernalia while on school property, under school authority or at a school-sponsored activity.



Any student who brings, possesses, distributes, sells or uses:

- a) any drug (including anabolic steroid);
- b) a controlled substance or any imitation controlled substances;
- c) marijuana or imitation or look-alike marijuana;
- d) any chemical or other substance that affects the brain or nervous system; or
- e) any chemical or other substance represented to be or believed to be capable of affecting the brain or nervous system.

shall be expelled from school in accordance with Policy §8-28.

Notwithstanding the foregoing, given the facts of a particular case, special circumstances may exist indicating that other disciplinary action may be appropriate and may be recommended by the principal. The Superintendent or the Superintendent's designee shall conduct a preliminary review of all cases under this policy to determine if disciplinary action other than expulsion is appropriate. If the Superintendent or the Superintendent's designee determines that disciplinary action other than expulsion is appropriate, disciplinary action shall be taken in accordance with Policy §8-28 and the Administrative Regulations of this policy. If the Superintendent or the Superintendent's designee determines that expulsion is appropriate, the School Board or a committee thereof shall review this determination and nonetheless may determine that based upon the facts of a particular case, special circumstances exist indicating that other disciplinary action is appropriate and may reverse or modify the determination of the Superintendent or the Superintendent's designee. If the Superintendent or the Superintendent's designee, or the School Board finds that special circumstances exist, recommended action shall include (1) a disciplinary assignment to the Substance Abuse Education Program as specified in the Administrative Regulations to this policy, and may also include (2) long-term suspension from school. This policy is applicable to students at all grade levels. Any suspension together with an assignment to the Substance Abuse Education Program under this policy may be appealed under Policy §2-27. A disciplinary assignment to the Substance Abuse Education Program under this policy is not a placement in an Alternative Education Program under Policy §8-40.

Students who are under the influence of drugs while under school authority, on a school bus, on school property, or at a school sponsored activity, and students who possess drug paraphernalia while under school authority, on a school bus, on school property, or at a school sponsored activity shall be subject to disciplinary action, which shall include (1) assignment to the Substance Abuse Education Program as specified in the Administrative Regulations to this policy, and may include (2) long-term suspension from school, or (3) referral to the School Board for expulsion in accordance with Policy §8-28.

All students who are required to attend the substance abuse education program as a result of a violation of this policy shall be required to undergo evaluation for drug or alcohol abuse by an appropriately licensed professional with expertise in substance abuse treatment. If recommended by the evaluator and with the consent of the student's parent, the student may be required to participate in a treatment program.

Students shall cooperate with school personnel who are investigating violations of the drug policy, including acceptance of school personnel's right to conduct reasonable searches of students' personal belongings in accordance with Policy §8-2 of the policies. Failure of any student to permit such reasonable search will be considered in defiance of school authority and may result in involuntary transfer, long-term suspension, or expulsion from school.

Publications or other printed matter which advocate the use of illegal drugs or the abuse of legal drugs, or which portray such use or abuse as socially acceptable behavior, or which advertise the sale of counterfeit or "look-alike" or "act-alike" drugs or drug-related paraphernalia are prohibited from sale or distribution on school property. Any student selling or distributing such matter on school property shall be subject to school discipline.

The provisions hereof which prohibit students from being under the influence of drugs shall not apply to any student who has taken medication (either prescription or non-prescription) in strict compliance with Doctor's orders or manufacturer's recommended dosage and in accordance with Policy §8-53, where applicable.

## **DRUG REGULATION 8-36:**

- A. All first-time violations of Policy §8-36 (Drugs), except for distribution or selling, shall result in a ten day, out-of-school suspension and an additional suspension of three (3) days with assignment to the Insight Drug/Alcohol Education Class sponsored by LCPS.
- B. A second offense for the above violations or a first offense for distribution or sale of the substances identified in Paragraph B of Policy §8-36 (Drugs) shall result in students being suspended and assigned to the Substance Abuse Education Program for a minimum of thirty (30) school days following the required minimum ten-day out-of-school suspension. At the end of that time, the student's case will be evaluated to determine whether the student should:
  - 1. Return to the home school at that time.
  - 2. Return to the home school at the end of the current marking period.
  - 3. Continue in the self-contained Substance Abuse Education Program.
  - 4. Be considered for enrollment in the Alternative Education Program at Douglass School.
- C. Assignment to the self-contained Substance Abuse Education Program (SAEP) at Douglass School. The self-contained program will be comprised of:
  - 1. Class instruction equivalent to homebound instruction in a self-contained setting separate from the Alternative Education Program. A disciplinary assignment to SAEP under this policy is not a placement in an Alternative Education Program under Policy §8-40.
  - 2. Education about drug abuse, civil laws, and school consequences, including expulsion from school for a second violation of the policy.
  - 3. Assistance in drug abuse prevention. This assistance will include counseling from a school counselor and intervention by one of the drug abuse prevention specialists.
- D. Students who otherwise the provisions of Policy §8-36 may be subject to other disciplinary measures, including long-term suspension or expulsion, and a referral to the Division Superintendent for other action, which shall include attendance at the Substance Abuse Education Program.

- E. All students who violate this policy are to undergo evaluation for drug or alcohol abuse by an appropriately licensed professional with expertise in substance abuse treatment. If recommended by the evaluator and with the consent of the student's parent, the student may be required to participate in a treatment program.
- F. Actions taken in accordance with Paragraph A or B above involving suspensions of ten days or less are reviewable under Policy §8-27 (Short Term Suspension from School). The appeal procedures set forth in Policies §2-27 (Student Discipline – Appeals and Hearings – Long Term Suspensions and Expulsions) and §8-28 (Disciplinary Action by the Division Superintendent) shall apply to disciplinary assignments to the Substance Abuse Education Program or the Insight Drug/Alcohol Education class. A disciplinary action in the form of long term suspension or expulsion taken under this policy is also subject to the appeal procedures set forth in Policy §2-27 and §8-28.

Legal Reference: Va. Code §§22.1-277.05; 22.1-277.08; Constitution of Virginia, Article VIII, §7

### **TOBACCO AND ELECTRONIC CIGARETTES 8-37:**

It is generally recognized that smoking presents a health hazard which can have serious consequences for the smoker and the non-smoker. Therefore, student use or possession of tobacco products is prohibited on school property or while under school jurisdiction.



In addition, the use or possession of electronic cigarettes on a school bus, on school property or at a school-sponsored activity is prohibited.

Legal Reference: Code of Virginia 18.2-371.2

### **USE OF TOBACCO AND ELECTRONIC CIGARETTES REGULATION 8-37:**

Possession of tobacco products and/or electronic cigarettes by students in violation of Policy §8-37 shall result in the following actions.

FIRST OFFENSE: Confiscation of tobacco product and/or electronic cigarettes to be returned to the parent on request and student assigned to in-school restriction for three days.

ADDITIONAL OFFENSES: Confiscation of tobacco product and/or electronic cigarettes to be returned to the parent on request and suspension of the student for three days.

Use of tobacco products and/or electronic cigarettes by students in violation of Policy §8-37 shall result in the following actions.

FIRST OFFENSE: Suspension for three days.

ADDITIONAL OFFENSES: Suspension for five days.

### **MTC - 31**

#### **DEFACING SCHOOL PROPERTY OR MISUSE OF EQUIPMENT OR TOOLS**

Students are expected to take care of all school property by not abusing or defacing it in any way. Those individuals found guilty of defacing school property will be suspended and required to pay for replacement or repair.

### **MTC – 32**

#### **DISHONESTY IN ASSIGNED WORK**

Honesty in your work is a reflection of your character. Students found guilty of academic dishonesty and unethical behavior, as it relates to instruction, will be given a grade of zero on the assignment. The ability to be given an alternative assignment will be at the discretion of the teacher.

### **MTC - 33**

#### **FIGHTING**

Independent or mutual participation in a fight involving physical violence, or verbal provocation, is subject to suspension from school. Any student who is threatened or provoked by another student should immediately report this situation to an MTC staff member.

## **MTC - 34**

### **GANG TYPE ACTIVITY**

Any student involved in harassing, intimidating, or participating in gang-type activity will be suspended.

## **MTC - 35**

### **WEAPONS**

(§8-32) Possession or use of a weapon by a student while under the control or supervision of school system personnel or on school property is prohibited. The term “weapon” is intended to be construed broadly and includes any instrument or device which, by its design or use, is capable of causing injury, harm, or threat of injury or harm to the physical well-being of another person. A “weapon” as used in this policy includes, but is not limited to, the following:

#### **A. Category A Weapons:**

1. Firearms, starter guns or any weapon that is designed or can be readily converted to expel a projectile by action of an explosion. Examples of firearms would include any pistol, shotgun, rifle, or revolver;
2. Pneumatic guns, including a paintball gun, BB or pellet gun, or air rifle that uses pneumatic pressure to expel a projectile; and
3. Explosive or incendiary devices, including those containing poison gas, acid or in the form of a grenade, rocket or bomb and any combination of parts either designed or intended for use in converting any device into any destructive device. “Destructive device” does not include any device that is not designed or redesigned for use as a weapon, or any device originally designed for use as a weapon and that is redesigned for use as a signaling, pyrotechnic, line-throwing, safety, or other similar device.

#### **B. Category B Weapons:**

1. Any knife or other instrument or device that has a blade designed to cut or a point designed to penetrate, including a dirk, Bowie knife, switchblade, folding knife, ballistic knife, or machete;

2. Any gun or device designed to expel a projectile by any non-pneumatic or non-explosive action, including those using trigger, battery power or tension action. Examples include slingshots, bows, nail guns and toy shooting devices;
3. A stun weapon of any kind;
4. Any club, baton, stick, flailing or thrown instrument or other similar device designed for use as a weapon, such as a blackjack, spring stick, brass or metal knuckles, nunchahka (nun chuck or nunchaku), fighting chain, shuriken, throwing star or oriental dart;
5. Any chemical or chemical compound, including pepper spray, that produces an adverse effect on the normal functions of the human body;
6. Any instrument or device that is actually used intentionally to injure, harm, endanger or induce fear in another person, including “toy” or “look-alike” weapons; and
7. Any instrument or device, not included in Category A, which has as one of its designed purposes to be used as a weapon to injure, harm, or endanger another person.

### **C. Exceptions to Weapons Classifications:**

1. The following weapon or weapons may be exempted from those categorized above, depending on the appropriateness of their use and provided that such weapons are authorized by a school official:
2. Those that are specifically a part of the school’s curriculum or activities or any organization authorized by the school to conduct its programs;
3. Those tools, such as a knife, customarily used for food preparation or service and is being used for such purpose; or
4. Those used within the Junior Reserve Officers Training Corps (JROTC) program in conducting marksmanship training when such training is a normal element of such programs; such programs may include training in the use of pneumatic guns. Such marksmanship training shall occur only at a location or locations approved by the Division Superintendent.

### **D. Penalties for Violation**

#### **1. Category A Weapons Violation:**

Any student who violates this policy with respect to a Category A weapon shall be automatically recommended for expulsion from Loudoun County Public Schools by the Principal and prosecuted according to Policy §8-28. In accordance with that policy, however, the Principal may indicate special circumstances that may exist and therefore also recommend an alternative disciplinary action be considered. The Superintendent or the Superintendent's designee may determine that the recommended disciplinary action is appropriate or take an alternative disciplinary action in accordance with Policy §8-28.

**2. Category B Weapons Violation:**

Any student who violates this policy with respect to a Category B weapon or any other terms of this policy may be subject to expulsion from Loudoun County Public Schools, or to such lesser disciplinary action, including long-term suspension, as may be deemed appropriate by the Superintendent or the Superintendent's designee in accordance with Policy §8-28.

**3. Safe Harbor Provision:**

The accidental or inadvertent possession of a weapon by a student, either brought onto or found on school property or at a school-sponsored activity shall not constitute a violation of this policy, provided the student immediately reports the same to a teacher or administrator upon discovery thereof by such student and before it is discovered or seen by a teacher, administrator or other school employee or by another student.

**4. Reporting to Law Enforcement:**

Notwithstanding the foregoing, there may be a requirement to report such possession to law enforcement officials as provided in state law.

**5. Right of Appeal:**

Certain disciplinary actions for violations of this policy are appealable to or must be formally determined by a Committee of the School Board as provided in Policy §8-28.

*Legal Reference: Code of Virginia 22.1-277.01, 18.2-308.1*



## **MTC - 36**

### **SCHOOL INVESTIGATIONS & SEARCHES**

Principals and their designees may search students and their property, including automobiles on school property, when they have reasonable suspicion that the student is in possession of drugs, alcohol, weapons, or other substances or articles that could be illegal or harmful or dangerous to the student or to others or that the student is under the influence of drugs or alcohol, or other substances.

If a principal or designee has a reasonable suspicion that illegal or harmful materials or articles are contained within school property used by students, the principal or designee has a responsibility to investigate and is therefore authorized and expected to open the locker or other storage facility to determine its contents.

Students are expected to cooperate with school personnel who are investigating violations of school rules.

Any student who refuses to permit a proper search under the conditions authorized by this policy after having been given the direct order to comply may be subject to assignment to an involuntary transfer, long-term suspension, or expulsion from school for open defiance of the authority of the principal or designee.

## **MTC - 37**

### **WORK ASSIGNMENTS AS A DISCIPLINARY MEASURE**

Work assignments may be assigned as disciplinary measures by the principal or designee when deemed appropriate. Such assignments will be of a non-hazardous nature and will be supervised.

## **MTC - 38**

### **IN-SCHOOL RESTRICTION**

For serious or repeated violations of school rules, a student may be assigned to in-school restriction by the principal or designee. The in-school restriction will be served at the student's home school. During the period of assignment to in-school restriction, the student shall be isolated from normal school activities and shall be denied school privileges and participation in or

attendance at school activities. The student shall be assigned written or textbook work, which is to be returned to their MTC teacher upon return to school.

### **MTC - 39**

#### **SUSPENSION PROCEDURES**

MTC will handle suspensions using the following procedures:

1. When a student is suspended from MTC for an infraction of the rules, that student is also suspended from the home high school since MTC is an extension of the home school.
2. The home school will be notified immediately of any suspensions that occur at MTC.
3. A letter to the parents, concerning the suspension, will be initiated from MTC with a copy being sent to the home school.
4. All conferences with parents concerning suspensions from MTC will be held at Monroe Technology Center.
5. The all day in-school restriction, assigned from MTC, will be served at the home school.
6. Any alterations to this policy are at the discretion of MTC Administration.

### **MTC - 40**

#### **SUSPENSION FROM SCHOOL BY THE PRINCIPAL**

The School Board recognizes the right of students and other persons to be secure in their environment and to pursue their education in a safe environment conducive to learning. School administrators must enforce laws, policies and regulations that prescribe expected student behavior and must maintain a school environment that protects the rights of all students and school personnel.

The principal of a school, or a person designated by the principal, is authorized by Virginia law and School Board policy to suspend a student from school for a period of up to ten (10) school days. Students should consider it a warning that continued misbehavior will lead to additional suspension by the principal, disciplinary action by the Division Superintendent, and/or permanent expulsion from school by the school board.

#### **Grounds for Removal from School**

Conduct which may constitute cause for removal from school shall include, but shall not be limited to:

1. willful or continued disobedience of school rules and regulations or school personnel;
2. defiance of the authority of any teacher, principal, or other person having authority in the school;
3. conduct that endangers or threatens the physical well-being of themselves, other students, or school personnel;
4. physical assault upon another person, including fighting and non-consensual touching;
5. damaging in any way any property of the school or any person;
6. theft or attempted theft of school property or the personal property of another person;
7. participation in unauthorized occupancy of any part of a school building or grounds or presence on any school property in violation of a directive, or failure to leave promptly any school property after having been directed to do so by the principal or other person in charge;
8. use of possession of any weapon or explosives, including fireworks, on school property;
9. violation of attendance regulations, including leaving school without permission;
10. cursing, verbal abuse, written abuse, intimidation, or harassment of another person as an individual event or a pattern;
11. willful interruption or disruption of any school or part thereof;
12. any threat to bomb, burn or damage in any manner a school building or other school property or the property of another person;
13. violation of the alcohol policy;
14. violation of the drug policy;
15. violation of the policy on use of tobacco;
16. violation of the policy on beepers or portable communication devices;
17. lying or giving false information, verbally or in writing, to a school employee, including forgery or the knowing use of forged writing;
18. failure to abide by restrictions or punishments of a lesser nature;

19. violation of any law of the Commonwealth while on school property or of any policy for which the prescribed punishment is suspension;
20. unauthorized or illegal use of, or access to, computers, software, telecommunications, and related technologies; any willful act that causes physical, financial, or other harm or otherwise disrupts information technology;
21. participation in a group, mob, or gang activity that involves inciting, intimidating, harassing, threatening, or committing an assault or other act of violence.



## Acknowledgment of Receipt of Student Handbook, 2017–2018



I acknowledge that I have access to *Student Handbook 2017–2018*, including bus safety rules and the Compulsory School Attendance Law. As evidenced by my signature below, I acknowledge the requirements of C.S. Monroe Technology Center; The Governor's Career and Technical Academy of Loudoun standards of student conduct and the Compulsory School Attendance Law. As the parent/guardian, I agree to cooperate with school officials in managing my child's conduct while he or she is at school, on the school bus, or in attendance at a school-sponsored activity.

By signing the "Acknowledgment of Receipt," parents/guardians shall not be deemed to waive but to expressly reserve their rights protected by the constitutions or laws of the United States or the Commonwealth. Parents/guardians shall have the right to express disagreement with a school or school division's policies or decisions.

### Instructions:

Parents/guardians and students are required to complete, sign, and return this form. This form will be filed in the student's educational record. Please print all except signature.

Student's Name \_\_\_\_\_

Grade \_\_\_\_\_

Student School ID Number \_\_\_\_\_

Signature of Student \_\_\_\_\_

Parent's Name \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_

Date \_\_\_\_\_

Home School \_\_\_\_\_