

Buchanan County Career Technology and Higher Learning Center



Student Handbook
2016-2017

<http://b.c.t.c.c.@buc.k12.va.us>

Faculty and Staff

ADMINISTRATION

PRINCIPAL
ADMINISTRATION DESIGNEES

BOOKKEEPER

MR. TIM BANE
JACK COMPTON
RANDY JUSTUS
DEANA COMPTON

CLASSES

ART
AUTO COLLISION REPAIR
AUTO SERVICE TECHNOLOGY
BUSINESS / CTE
CARPENTRY
COMPUTER SYSTEMS TECHNOLOGY
COSMETOLOGY
CULINARY ARTS
DENTAL ASSISTANT
ENGINEERING
GREENHOUSE PLANT PRODUCTION
MARKETING
MOTOR SPORTS
PRACTICAL NURSING I
PRACTICAL NURSING II
PHARMACY TECHNICIAN
PHYSICS
SMALL ENGINE REPAIR
SMALL ANIMAL CARE
SPANISH II
TRIG DE
UPHOLSTERY
WELDING

INSTRUCTORS

RENEE PARTON
STEVE COLE
JEFF HODGES
JACK COMPTON
RICK JACKSON
HOWIE FULLER
PEGGY LOWE
MRS. DAVIS
NORMA VIARS
KAYLA CANTRELL
GLENN STURGILL
CHARLES BOYD
GREG HAGY
LISA OSBORNE
RHONE KEEN
ROBIN RATLIFF
DAVID OWENS
FRANKLIN STACY
MICHELLE THOMPSON
VICKIE McCOMAS
GARY JOHNSON
STEVE COLE
JERRY LOCKHART

SUPPORT STAFF

CUSTODIAN
CUSTODIAN
CUSTODIAN

JEFF LESTER
KAREN McCLANAHAN
DOLORES DEEL

Early Dismissal

Teachers Report	8:00
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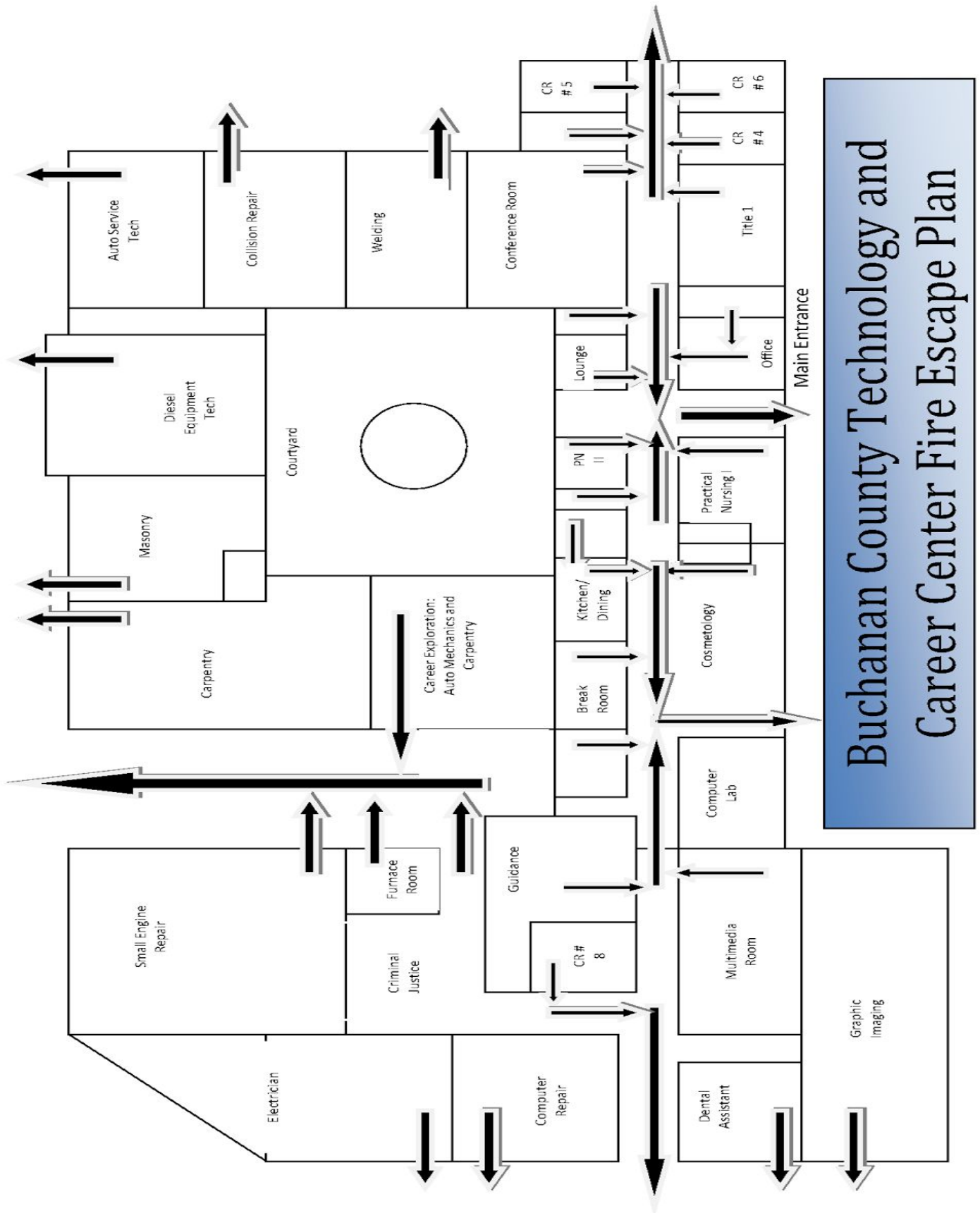
Class Begin	8:10
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Block 2

Class begin	9:51
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Class end	11:20
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Bell Schedule		
One Hour Delay	Two Hour Delay	Three Hour Delay
9:00 AM Planning Period	10:00-10:10 AM Planning Period	11:00 AM Planning Period
9 :10 AM Class Begins	10:10 AM Class Begins	11:10 AM Class Begins
10:00 AM Break Nursing	11:30 Break Nursing	No Break Nursing
10:45-10:50 AM Break	11:45-11:50 AM Break	No AM Break
11:20 AM Council Leaves	11:20 AM Council Leaves	12:15 PM Council leaves
11:30 AM Twin Valley and Hurley Leave	11:30 AM Twin Valley and Hurley Leave	12:30 PM Twin Valley, and Hurley Leaves
11:50 AM Grundy Leaves	11:50 AM Grundy Leaves	12:30 PM Grundy Leaves
12:45 PM Afternoon Classes Begin	11 :50 Afternoon Classes Begin	12 :51 Afternoon Classes Begin
1:15 PM Break Nursing	1:15 PM Break Nursing	No Break BCTCC
1:45 PM Break BCTCC	1:45 PM Break BCTCC	No Break
2:20 PM Council Leaves	2:20 PM Council Leaves	2:20 PM Council Leaves
2:40 PM Twin Valley Leaves	2:40 PM Twin Valley Leaves	2:40 PM Twin Valley Leaves
2:45 PM Hurley Leaves	2:45 PM Hurley Leaves	2:45 PM Hurley Leaves
3:00 PM Grundy Leaves	3:00 PM Grundy Leaves	3:00 PM Grundy Leaves
3:15 PM Teachers Leave	3:15 PM Teachers Leave	3:15 PM Teachers Leave



Buchanan County Technology and Career Center Fire Escape Plan

CLASS ADMISSION

All programs at the Technology and Career Center are open to members of both sexes on the basis of their interest, needs, and abilities.

STUDENT SERVICES

SKILLSUSA and HOSA

SKILLS USA CLUB

SKILLSUSA and HOSA (Health Occupation Students of America) are an integral part of the training at the Technology and Career Center.

SKILLSUSA and HOSA are a part of the daily shop training. Each instructor is the advisor of his or her shop. The principal is the overall school SKILLSUSA and HOSA CLUB advisor.

SKILLSUSA and HOSA offer leadership training, social activities, fund raising projects, vocational initiative and club achievement programs, etc. Each student belongs to the SKILLSUSA or HOSA CLUB automatically when he or she enrolls in the Technology and Career Center.

STUDENTS BRINGING CARS

Students are expected to ride from their home school bus to the Technology and Career Center due to limited parking.

Students may bring cars to school to pick up a project or to have the car worked on in one of the shops. **Permission to drive form** must be obtained from the principal or the assistant principal at the Technology Center **prior to** driving. The Permission Form must be signed by the student's instructor, the shop instructor where the work is to be performed, and the principal or the assistant principal at the technology school. All forms will be returned to the Technology and Career Center with the home schools principal's or assistant principal's signature and will be filed in the assistant principal's office at the Technology and Career Center.

STUDENT ARRIVAL/DEPARTURE TIME

Upon arrival at the Technology and Career Center, students will go directly to the shop and remain in the shop until the scheduled break and the time of departure from the Career Center. No student will be allowed outside the shop except during break and time of departure.

Students are not to visit other shops without prior permission from instructors. Hall passes will be provided by the instructor in the event a student needs to go to another shop.

Sufficient time will be given to the student at the end of the class period to clean up, check in tools, and to change clothes.

STUDENT ABSENCES

All students who are absent from class will report to the principal's (student coordinator's) office immediately upon arrival at the school. Doctor's excuses or valid excuses from parents will be accepted for excused absences.

LEAVING SCHOOL PROPERTY

If a student comes to school and finds it necessary to leave, he must get permission from his teacher and the principal and sign out in the front office before leaving.

TOOL FEE

All students are required to pay a \$20.00 tool fee, which includes SkillsUSA and HOSA membership, locks, lockers, and replacement of tools broken accidentally.

(Tool fee is non-refundable after September 2nd.)

USE OF TOBACCO

Students enrolled in a Buchanan County school shall not consume or possess tobacco or tobacco related products in any form while in the shops, classroom, or anywhere in or around the Technology and Career Center.

DRUGS & FIGHTING

(See Conduct Code)

STUDENT DRESS

All students should be neatly dressed in accordance with shop safety regulations and in accordance with school board policy.

FIRE DRILLS

There will be a fire drill once a week for the first month and once a month thereafter. At this time all students will leave the building by the nearest accessible exit and will return to the building when a bell rings. No talking will be allowed while leaving or entering the building. (See map)

VISITING OTHER SHOPS

If a student needs to go to another shop for any reason, the student must have permission from both shop instructors. A permission slip must be obtained from your instructor before leaving the shop, and the student must obtain permission to enter a shop from the instructor in the shop visited.

STUDENT ETHICS

Students will address all teachers and school personnel as Mr., Mrs., or Miss. Students shall refrain from using foul language or any type of profanity while attending the technology center and related activities.

SCHOOL PROPERTY

Students will be responsible for the property in their classroom. Any willful destruction of school property will be repaired or paid for by the person responsible for the destruction.

Books that are lost or damaged and items lost out of a shop will be paid for by the responsible student.

Students are encouraged to keep the school campus clean. Report any littering to the instructor.

STUDENTS WORKING OUTSIDE OF SCHOOL

No student will be given permission to work outside of school during school hours unless enrolled in a work based learning program.

CERTIFICATE

A certificate will be given to each student who completes a two-year program. A one-year certificate will be given to the student who enrolls in a program as a senior with the exception of nursing.

TELEPHONE

Students are not allowed to use telephones located in any office except in the case of emergency.

INSURANCE

Any student enrolled at the Technology and Career Center must have accident insurance. Emergency Information Cards must be completed by each student listing the name of the insurance company and the policy number to be used in case of an accident or injury while at the Buchanan County Technology and Career Center. If the student does not have insurance, school insurance should be purchased at the Technology and Career Center. (See page 10)

SAFETY

Realizing that shop safety is one of the most important components of vocational education, there are certain safety rules that must be followed at this school;

MACHINERY

Students will not be allowed to use machines until:

1. Safety rules for machines are to be posted on or beside each machine.
2. The student has received instruction concerning operation of the machine and safety precautions necessary to operate the machine.
3. The student must pass a safety test on each individual machine before he or she can operate the machine.
4. A statement is on file signed by the student and instructor showing that the student has received instruction and has passed the safety test on each machine.
5. Guards which have been installed on any machine may not be removed. If such guard should become broken or out of order on any machine, the machine shall not be operated until the guard is replaced.
6. Defective equipment must be reported immediately to the instructor. No student will be allowed to operate defective equipment at any time.

PROTECTIVE EQUIPMENT

While operating machines or equipment, the student must:

1. Use protective glasses.
2. Wear protective or proper clothing.
3. Use a hair net or protective covering for long hair.

BUILDING

1. The floors and work areas will be kept clear of all debris.
2. All materials will be properly stored and labeled.
3. Aisles will be marked.

WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not possess, handle, or transmit any object that can be considered a dangerous weapon or dangerous instrument. This does apply to firearms and explosives including firecrackers and instruments of no reasonable use to the student at school. Knives are considered to be a dangerous weapon and are sometimes used for destruction of school property.

If a student violates these rules, expulsion or long term suspension may result. The principal or his or her designee may confiscate and dispose of any weapon or dangerous object at any school event or on school property.

BUCHANAN COUNTY SCHOOLS COMPLIANCE GUIDELINES

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title DC Regulation Implementing-Education Amendments of 1973; and all other Federal, State School rules, laws, regulation, and policies, the Buchanan County Schools shall not discriminate on the basis of sex, age, race, color, national, origin, religion or disability in the educational programs or activities it operates.

It is the intent of Buchanan County Schools to comply with both the letter and spirit of the law in making certain that discrimination does not exist in its policies, regulations and operation. Grievance procedures for Title XI and Section 504 have been established for students, their parents and employees who feel discrimination has been shown by the Buchanan-County Schools.

Specific complaints of alleged discrimination under Title DC (sex) and Section 504 (disability) should be referred to:

Drug and Safe School Coordinator/Attendance
Buchanan County School Board Office
P.O. Box 833
Grundy, Virginia 24614
(276) 935-4551

All students attending Buchanan County Schools may participate in education programs and activities, including but not limited to health and physical education, music, and vocational and technical education (Business Education, Health Occupations Education, Marketing Education, Technology Education, Trade and Industrial Education, Work and Consumer Science Education), regardless of race, color, national origin, religion, age, disability or sex.

Buchanan County Career Technology & Higher learning Center
1124 Almarine Drive
Grundy, VA, 24614
Tim Bane, Principal
Phone: 276-935-4541 Fax: 276-935-4682

AUGUST 17th, 2015

FROM: Tim Bane, PRINCIPAL TO: STUDENTS AND PARENTS

SUBJECT: ACCIDENT INSURANCE

All students enrolled at the Buchanan County Technology and Career Center must have accident insurance to cover doctor and hospital bills in case of an injury at school. For those who are not covered, an insurance plan is available for Scholastic Insurors, Inc. Please read the benefits section carefully. This policy does not have 100% coverage and has deductibles for certain type of injuries.

If you have any questions, feel free to call us at 935-4541.

The deadline for enrollment is September 8, 2016.

Checks should be made payable to Buchanan County Technology and Career Center.

TO: PUBLIC EMPLOYEES, STUDENTS, and PARENTS

FROM: MELANIE HIBBITTS, DIVISION SUPERINTENDENT
MIKE FULLER, MAINTENANCE DIRECTOR
GLENN STURGILL, ASBESTOS PROGRAM MANAGER

SUBJECT: **Asbestos Identification and Notification
(AHERA, Public Law 99-519)
(40 CFR Part 763)**

ANNUAL LETTER OF NOTIFICATION

This letter is to provide notification and identification of the presence of asbestos in some of the Buchanan County Schools.

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations which govern public and private elementary and secondary schools. On October 30, 1987, the EPA published the Asbestos containing Materials in Schools Rule (40 CFR Part 763, Subpart E).

The new rule requires all public and private elementary and secondary schools to inspect for friable and nonfriable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion.

The Buchanan County Public Schools have been inspected for asbestos. The results of these analyses show that minimal asbestos is present in some ceilings, on substrate, pipes, boilers, ductwork, and floor tile in certain school buildings. The Management Plan includes laboratory reports, and response actions, amount present and location of all asbestos containing materials. A copy of each plan is located in the individual schools and the Buchanan County School Board Office. The Management Plan has been filed with the Virginia Department of Education, Energy and Facilities Services as of October 12, 1988. In addition, a revised Management Plan was filed June 21, 1989. A Three-Year Re-inspection was performed in July 1992, 1995, 1998, 2001, 2004, 2007, 2010, and 2013. Copies of these reports are also filed in respective school offices.

Any requests concerning this material should be directed to the Buchanan County School. Board Office telephone (276) 935-4551.

Updated 6/16/14

Buchanan County Public Schools Annual Public Notice Career and Technical Education

The Buchanan County School Division's Department of Career and Technical Education offers a variety of careers in health and medical sciences to all students at the high school level. The program areas include the following.

Tech Prep opportunities are also available for students who are entering the workforce and/or post-secondary education through an articulation agreement with the Southwest Community College. For more information about Career and Technical Education, call (276) 935-4541.

The Buchanan County School Division does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquires regarding the non-discrimination policies:

Tim Bane, Principal
1124 Almarine Drive
Grundy, Virginia 24614
Telephone (276) 935-4541

Media Consent

Throughout the year, Buchanan County Technology and Career Center students are photographed and videotaped at school and school events. These images may be used in school publications distributed to families, members of the community, and or media for promotional and informational purposes. These images may be included on a school video or the school web site to illustrate The Technology and Career Center School programs or events.

We are sending you this parental form to both inform you and to request permission for your child's photo/image and personal information such as name, sport's jersey number, club affiliations or anything else that identifies your child.

As you are aware, there are potential dangers associated with the posting of personally identifiable information on the web site since global access to the internet does not allow us to control who may access such information. These dangers have always existed; however, we do want to celebrate your child and his or her accomplishments. The law requires that we ask for your permission to use information about your child.

To comply with this law, we will not release any personally identifiable information without prior written consent from you as parent or guardian. That means that without your signature granting permission, your child's photo/image or other above outlined personal information will not be included in any school publication/video.

CHECK ONE OF THE FOLLOWING CHOICES:

_____ I/We GRANT permission for this student's photo/image and personally identifiable information to be used in any Buchanan County Technology and Career Center publication.

_____ I/We DO NOT GRANT permission for this student's photo/image and personally identifiable information to be used in any Buchanan County Technology and Career Center publication.

Student's Name (please print) _____ Grade _____

Print name of Parent/Guardian _____ Date _____

Signature of Parent/Guardian _____

PARENTS' PERMIT SLIP

Printed Student Name _____

Has permission to operate machines and tools in the Industrial Education at the BUCHANAN COUNTY TECHNOLOGY AND CAREER CENTER

Date _____ Parent or Guardian Signature _____

Buchanan County Locker Lease

The following locker agreement must be signed by the student before a locker is assigned to him/her.

I agree that the school officials have the right to search my locker for drugs, alcohol, stolen property, or for any other item the school official has just and sufficient reason to believe might be in my possession contrary to statute, school policy, rules or regulations including any personal possessions that belong to me in my locker or in my possession.

STUDENT
SIGNATURE _____

DATE SIGNED _____ LOCKER NUMBER _____

*To be put in student folder