



## 2021-2022 STUDENT HANDBOOK

**20000 Rowanty Road**

**Carson, VA 23830**

**Phone: 434-246-5741 & 804-732-4950**

**Fax: 434-246-5721**

**[www.rowanty.us](http://www.rowanty.us)**

Parents and Students:

On behalf of the entire staff, I would like to welcome you to Rowanty Technical Center. Our goal is to create a learning experience so students may leave the Technical Center and transition into post-secondary education and/or the workplace. We prepare students for highly skilled careers within our region and the State of Virginia by working together with parents, students, and stakeholders in the community.

This handbook provides an outline of the rules and expectations necessary to ensure a safe, orderly, and disruption-free learning environment for our students and staff. A review of the handbook will be conducted by our staff during the first week of school. Additionally, we urge each parent/guardian to review the handbook with their child. Each parent/guardian and student are required to sign the Student-Parent Acknowledgement of the Rules and Regulations form. Failure to sign this document will result in the student not being able to participate in shop or computer lab activities. Parents and students should not hesitate to contact the Center for clarification regarding any rule or procedure outlined in this handbook.

The administration and staff of Rowanty Technical Center look forward to working with each student and parent to ensure a positive and productive educational experience. We feel the 2021-2022 school year will be very successful and rewarding with your support.

Sincerely,  
Cheryl L. Simmers  
Principal

***Please note that additional policies and procedures may be set separate from those in the Student Handbook. These policies will supersede any policies in this handbook.***

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**ROWANTY TECHNICAL CENTER**  
**20000 Rowanty Road**  
**Carson, VA 23830**

Phone: 434-246-5741  
804-732-4950

Fax: 434-246-5721

Office Hours: Monday-Friday/7:45 AM-3:45 PM

**Staff**

Principal

Cheryl L. Simmers

Dean of Student Services

Marseille A. Maxey

Administrative Staff:

Information Technology Coordinator

Matthew Harris

Instructional Staff:

Automotive Body Technology

Terry Speelman

Automotive Technology

Jeff Wells

Carpentry

L. Todd Fisher

Cosmetology

Angela Blankenship

Criminal Justice

Kacie Mathews

Electrical

Timothy Freeman

Masonry

Glen Collins

Nurse Aide

Shelia Vick & Lizette Parker

Welding

Bryan Clements

Clerical Staff:

Principal's Assistant/Bookkeeper

LaToya Shands

School Secretary

Jennifer Miller

Operations/Maintenance:

Fred Maifeld

***The Rowanty Technical Center does not discriminate on the basis of race, color, national origin, gender, age, religion or disability in admission to programs, services, or activities in access to them, in treatment of individuals, or in any aspect of their operations, hiring or employment practices.***

## **Rowanty Technical Center Student Information**

As a student attending Rowanty Technical Center, I understand my educational opportunity and my responsibility to be a positive, courteous, safe, cooperative and active learner. I agree to conduct myself throughout my technical career experience in such a way that will display a receptive attitude toward effective learning for me and everyone around me.

### **Home Schools**

#### **Dinwiddie County Public Schools**

Dinwiddie High School  
11501 Boisseau Road  
Dinwiddie, VA 23841  
Phone: (804) 469-4280  
Fax: (804)-469-2093  
[www.dinwiddie.k12.va.us](http://www.dinwiddie.k12.va.us)

Principal: Mr. Robbie Garnes

#### **Prince George County Public Schools**

Prince George High School  
7801 Laurel Spring Road  
Prince George, VA 23875  
Phone: (804) 733-2720  
Fax: (804)-861-4530  
[www.pgs.k12.va.us](http://www.pgs.k12.va.us)

Principal: Dr. Abbie Martin

#### **Sussex County Public Schools**

Sussex Central High School  
21394 Sussex Drive  
Sussex, VA 23884  
Phone: (434) 246-6051  
Fax: (434) 246-5503  
[www.sussex.k12.va.us](http://www.sussex.k12.va.us)

Principal: Ms. Belinda Urquhart

## **Rowanty Board of Control and Superintendents**

The Rowanty Board of Control is the policy making body. The Board of Control is made up of two board members from each of the participating school divisions (Dinwiddie, Prince George and Sussex). Each school division's superintendent is actively involved with the Board of Control and serves a two-year term as the Rowanty Center's Superintendent on Record.

The Rowanty Board of Control is committed to excellence in education, safety for students, staff, and educational opportunities for students and staff.

### Superintendents:

Dr. Kari Weston	Dinwiddie County Public Schools
Dr. Lisa Pennycuff	Prince George County Public Schools
Dr. Arthur Jarrett Jr.	Sussex County Public Schools

Rowanty Board of Control:	Mr. Cecil Smith	Prince George
	Ms. Sherry Taylor	Prince George
	Ms. Barbara Pittman	Dinwiddie
	Mr. Jerry Schnepf	Dinwiddie
	Ms. Linda Skipper	Sussex
	Mr. Eddie Morris	Sussex

## ***Mission***

The mission of Rowanty Technical Center is to provide career and technical knowledge, essential skills, and instruction on workplace ethics necessary for the workforce of tomorrow by specialized, highly qualified instructors with skills-based instruction in a safe and secure learning environment.

## ***Guiding Principles***

We value:

- **Teams/Family**
  - Rowanty Technical Center guides students to work as a team (family).
  - Rowanty Technical Center celebrates diversity as each individual member brings skills, personality, traits, and strengths to the team.
  - Rowanty Technical Center strives to provide mindfulness to staff and students, so they may
    - become open to new ideas;
    - encourage all to share their opinions;
    - include people with different backgrounds or perspectives; and
    - talk freely about what is and isn't working.
- **Safety**
  - Rowanty Technical Center provides a safe and secure learning environment.
  - Safety procedures are taught and emphasized on a regular basis.
- **Student Success and Growth**
  - Rowanty Technical Center monitors students through formative and summative assessments as well as informal observations.
  - Rowanty Technical Center faculty employ one-on-one instruction and training to those students that need it
  - Rowanty Technical Center provides students with multiple opportunities to test and receive relevant industry certifications.
- **Workplace Readiness/Work-Based Learning**
  - Rowanty Technical Center provides quality, hands-on specialized technical skills and training, including those essential skills necessary for a successful career (e.g., attendance, dress code, safety, troubleshooting).
  - Rowanty Technical Center provides students with real-life work experiences where they can apply academic and technical skills to develop their employability.
- **Industry Partnerships**
  - Rowanty Technical Center communicates with local businesses and government to help identify areas of need.
  - Rowanty Technical Center includes local businesses in activities held at RTC so students have an opportunity to meet future employers.
  - Rowanty Technical Center encourages local businesses to provide shadowing, internships, part-time jobs, and mentoring to RTC students.

## **Essential Guidelines for Student Success**

As a student attending Rowanty Technical Center, I understand my educational opportunity and my responsibility will be:

### **Dependable and Trustworthy**

- Be punctual
- Do what is expected
- Do what you say and agree to do
- Transition quickly

### **Respectful of People**

- Use positive and appropriate language
- Make positive statements

### **Use Necessary Supports**

- Ask for help as needed
- Access support as needed

### **Make Good Decisions**

- Follow directions 1<sup>st</sup> time
- Bring your own and find your materials

## Appropriate and Safe Dress

The Rowanty Technical Center promotes student development of professionalism within each program. The goal is to develop dress habits that ensure individual safety and respect for others in the Center. Students are expected to be appropriately and decently dressed while attending school and school functions. All clothing must be neat, clean, and properly fitted according to the student's size and height and additionally conform to standards of workplace safety. All instructors will provide detailed guidelines or appropriate and safe attire in their syllabi.

Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited. School climate has a direct influence on student achievement, and the manner in which students dress is a significant factor in school climate.

If a student's dress is such that it constitutes a disruption to the educational environment or poses a threat to health or safety the Principal/Designee will require that the student make arrangements for a change of clothing. Students will not be permitted to return to class until appropriate clothing is being worn.

Students **may not wear** the following items unless otherwise stated:

- Hoods, hats, face masks, or head coverings of any kind inside school buildings during regular school hours, unless required for religious or medical reasons.
- The following items on school grounds during school hours: bandanas, do-rags, head scarves (with the exception of head garments for religious reasons), hair picks, wave caps, large combs, brushes, and rollers.
- Sunglasses, unless prescribed by a physician.
- Dresses, skirts, shorts, athletic shorts, and other similar clothing must reach 4 inches above the knee. When wearing leggings, tights, or similar apparel as an outer garment, tops must also reach 4 inches above the knee.
- Messages on clothing, chains, jewelry, and personal belongings that pertain to drugs, alcohol, tobacco, sex, gangs, vulgarity, or that could cause a substantial disruption to the learning environment.
- Spiked jewelry, chains, and items which could cause student injury.
- Beachwear (which includes bathing suits and trunks) and sleepwear.
- Clothing that reveals undergarments or clothing that acts as undergarments (e.g., white knit tank tops, camisoles).
- Cut-off jeans, cut-off sweat pants, or torn, ripped, or slashed clothing that reveals undergarments or body parts excluded by other parts of this code. Shorts may be prohibited in some shops or labs due to safety concerns. Students must abide by the program-specific guidelines.

- Bedroom slippers or shoes with wheels, also known as “Heelys.”
- Pajamas or sleepwear, costumes, or blankets are prohibited in the school building or on school buses
- Clothing that reveals the midriff while sitting or standing.
- Tops or dresses with that reveal bare midriffs or cleavage are not allowed
- Clothing that is see-through, revealing, resembles undergarments, with plunging necklines. Tank tops may not be worn in shops or labs. Tanks must have straps at least two fingers wide and cover appropriate undergarments.
- Tube tops, halter-tops, halter-top dresses, strapless dresses or tops or dresses with spaghetti straps tops must be at least two inches wide at the shoulder.
- High heels or flip flops at the high school level (For safety reasons, high school students are encouraged to wear athletic shoes or closed toe shoes with a rubber sole and should wear such shoes for Physical Education and recess).
- If tight-fitting pants, such as leggings, are worn, a dress or lengthy shirt that is no shorter than 4 inches above the top of the knee, both in the front and back, must also be worn.
- Pants must be worn at the waist. No undergarments should be visible at any time.
- If holes are 4 inches above the knee in pants, leggings or shorts must be worn underneath with no visible skin.

Students must wear clothing as designed (buttoned, zipped, etc.) Students must wear pants on the hips, secured above the buttocks.

Students **may not**:

- Drape any item around the neck (eg. towels, shirts, or shorts).
- Roll down waistbands on shorts, pants, and skirts.
- Wear clothing in any manner that reveals undergarments at any time.
- Wear athletic basketball jerseys without wearing a t-shirt beneath the jersey.

Specific apparel is required for programs within the Technical Center by the nature of the work to be performed as well as by State and/or local policy. Students will be advised of these requirements at the beginning of the school year and will be given a reasonable amount of time to procure the needed items (two weeks from opening). **Closed toe shoes should be worn at all times at Rowanty Technical Center, including the classroom. Bedroom shoes should not be worn at Rowanty Technical Center for any reason.**

In some areas a change of shoes is desirable or even necessary. Safety shoes are recommended and may be required in certain programs. Appropriate footwear should be kept in the student’s

locker along with work clothes and worn as required. Students will not be allowed to go barefooted in any area as this is both unsanitary and unsafe.

Additionally, students must wear appropriate protective equipment when performing hazardous operations. The protective equipment includes safety glasses/shields and may include gloves, aprons, hard hats, etc.

1. Clothing, medallions, pins or jewelry with suggestive double meanings, vulgar or obscene language or promoting drugs, gangs, tobacco, or alcohol is not permissible.
2. Closed shoes are required to be worn for safety reasons. No bedroom shoes will be allowed.
3. Two or three finger rings which are joined to form a brass knuckle effect are prohibited.
4. Clothing which may be considered as weapons including studded jewelry and wallet chain of more than 12 inches are not allowed.

## Attendance Policy

Part of the mission of the Rowanty Technical Center is to prepare students to make the important transition from school to post-secondary education and/or employment. Helping students develop good attendance habits is an important part of that mission. Students are expected to arrive at school and all classes on time every day. Any absence will be considered unexcused until appropriate verification is received and reviewed by the principal/designee.

Some programs have very specific requirements about attendance and the certifying agency will indicate the amount of absences (excused and unexcused) before loss of credit, certification and/or dismissal in the program. Students in these programs will be informed at the beginning of school. The certifying agency's guidelines will supersede any school attendance policy regarding a student's ability to "sit" for a state/national exam.

### **Excessive and Unexcused Tardiness or Absences to School or Class**

Students are expected to attend class every day. Absence from class includes late arrival, early dismissal or missing from any class. Justifiable reasons for non-attendance should be submitted to the attendance officer for each absence, late arrival, or class absence. Absences from class require approval from an administrator. Unexcused tardiness and/or skipping class are considered violations of compulsory attendance.

### **Tardies**

Students will be marked tardy when entering class after class has started unless they have an approved student pass or other approved excuse for being late. Upon receiving the third tardy, in the same nine weeks grading period and in the same class, the student will be required to sign a disciplinary form indicating that this is his/her third tardy. The instructor will hold the form and if the student is tardy again during the nine weeks period, the student will be referred to the administration.

### **Compulsory Attendance**

Students are expected to attend school every day. Any absence will be considered unexcused until appropriate verification is received and reviewed by the principal/designee. Each time a student is absent from school, he/she will provide a note from the parent/guardian or official documentation from a medical office, court or other organization within three school days of the absence and return to school. It is the responsibility of the student to provide these notes.

An absence shall be excused for the following reasons per nine week marking period:

1. Personal illness (3 days, with parent verification)
2. Death in immediate family or household (4 days)
3. Professional or legal appointment (unlimited, unless there may be reason to suspect abuse)
4. Required court appearances
5. College/military visits with **prior approval of the principal**
6. Extenuating circumstances with **prior approval of the principal**

Students will not be marked absent for participation in school approved field trips and club meetings as long as the school has been notified. It is the student's responsibility to notify teachers

and the attendance officer prior to such absences. Students who miss class due to field trips, testing, etc., and who know in advance, should have assignments prepared for the following school day.

### **Truancy**

All student absences are considered unexcused unless the parent sends a written note to provide a justifiable reason for the absence. Acceptable excuses include the following:

- Illness of student
- Serious illness in family which necessitates absence of student
- Death in family
- Special and recognized religious holidays
- Other reasons approved by the principal

**A written statement by a physician may be required when a student misses more than ten (10) days during the school year because of illness.**

### **Makeup Work for Absences**

It is the student's responsibility to request makeup work for days missed. Students must make-up work within five days of each absence unless other arrangements have been made with the teacher. The teacher will determine time allotted for return of makeup work.

### **Notes for Absences**

Students are reminded that presenting a "forged note" will result in disciplinary action. If a student exceeds five (5) absences per nine week marking period, only three (3) parent excuses will be accepted per nine week marking period. Other days must be excused by professional notes (doctor, legal, etc.).

In the event the school officials determine its necessary, steps shall be taken to verify an excuse for absence, late arrival, or early dismissal. School officials may question a pattern of absences, late arrivals, or early dismissals when there is reason to suspect forgery or a misrepresentation of facts exists.

### **Credit Denial and Appeal**

**Any student, who has five (5) days or more unexcused absences in any class in a given nine-week period, may be subject to credit denial. A grade of 59 will be received (or the earned grade for the course, if it is lower than 59).** If credit is denied, the student and parent/legal guardian may appeal the decision to the principal. If the student has surpassed the absence limit during the semester, the student is required to continue to attend school under the Compulsory Attendance Law.

If credit is denied, the student and his/her parent may appeal this decision to the principal. If the student surpasses the daily attendance limit during a semester, the student is still required to attend school under the Compulsory Attendance Law.

### **Early Dismissals**

Students will be allowed to leave school early for a doctor's appointments or other purposes if a request is made by the parent/guardian through The Rowanty Technical Center. Unless the student

is to be picked up by the parent/guardian, this request must be written and include an explanation of how and with whom the student will leave the Technical Center and the telephone number where the parent may be reached during school hours. If the student is to be dismissed early, the parent/guardian or an adult approved by the parents must show identification and sign the student out of the office. If a student is dismissed and is not present for at least one-half of the instructional period (**75 minutes**), the student will be marked absent for the day. Students who leave early without following procedure will be considered skipping and will be disciplined accordingly.

### **Field Trips, Testing, and Other Home School Activities**

Students who are on legitimate home school field trips or who are detained at the home school for other activities are not counted absent at the Technical Center provided the Center is notified by the appropriate administrative personnel from the home school. These students are expected to make up any work missed to the satisfaction of the teacher upon returning to school. Excessive absences in this area will be reviewed by administration. Excessive absences in Rowanty courses often impact student performance. Since workplace readiness is a primary goal, students and parents may be contacted to discuss any attendance issue, excused or unexcused absences. Grades may be impacted in Rowanty hands-on work if students have excessive absences due to field trips, testing and other home school activities.

### **Perfect attendance**

A student is considered to have perfect attendance if they were present every day that school was in session with no tardy arrivals and/or early dismissals.

### **Inclement Weather**

During the school year, weather may cause the cancellation of school. If two of the three (Dinwiddie, Prince George, and Sussex County Schools) are closed, Rowanty Technical Center will be closed.

## **COMPULSORY ATTENDANCE REQUIREMENTS FROM THE CODE OF VIRGINIA**

Be it enacted by the General Assembly of Virginia: That §§ 22.1-254, 22.1-258, 22.1-261, 22.1-262, as it is currently effective and as it may become effective, 22.1-263, 22.1-265 and 22.1-280.1 of the Code of Virginia are amended and reenacted as follows:

### **§ 22.1-254. Ages of children required to attend.**

A. Every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, send such child to a public school or to a private, denominational or parochial school, or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division Superintendent, or provide for home instruction of such child as described in § 22.1-254.1.

As prescribed in the regulations of the Board of Education, the requirements of this section may also be satisfied by sending a child to an alternative program of study or work/study offered by a public, private, denominational or parochial school, or by a public or private degree-granting institution of higher education. Further, in the case of any five-year-old child who is subject to the provisions of this subsection, the requirements of this section may be alternatively satisfied by sending the child to any public educational pre-kindergarten program, including a Head Start program, or in a private, denominational or parochial educational pre-kindergarten program.

B. Instruction in the home of a child or children by the parent, legal guardian or other person having control or charge of such child or children shall not be classified or defined as a private, denominational or parochial school.

C. The requirements of this section shall not apply to any child who has obtained a high school diploma or its equivalent, or a certificate of completion, or a passing score on a high school equivalency examination approved by the Board of Education, or has otherwise complied with compulsory school attendance requirements as set forth in this article.

D. The requirements of this section shall apply to any child in the custody of the Department of Juvenile Justice, or any child who may have been adjudicated as an adult, and who has not passed his/her eighteenth birthday.

E. The requirements of this section shall apply to any child whom the division Superintendent has required to take a special program of prevention, intervention, or remediation as provided in subsection C of §§ 22.1-253.13:1 and 22.1-254.01.

F. Within one (1) calendar month of the opening of school, each School Board shall send to the parents or legal guardian of each student enrolled in the division a copy of the compulsory school attendance law and the enforcement procedures and policies established by the School Board.

**§ 22.1-258. Appointment of attendance officers; notification when pupil fails to report to school.**

Every School Board shall have power to appoint one or more attendance officers who shall be charged with the enforcement of the provisions of this article. Where the School Board appoints no attendance officer, the division Superintendent shall act as attendance officer.

Whenever any pupil fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the pupil's parent or legal guardian is aware of the pupil's absence, a reasonable effort to notify by telephone the parent or legal guardian shall be made by the attendance officer, other school personnel or volunteers organized by the school administration for this purpose. School divisions are encouraged to use non-instructional personnel for this notice. Whenever any pupil fails to report to school for three (3) consecutive school days, or for a total of five (5) scheduled school days per month, or an aggregate of seven (7) scheduled school days per school calendar quarter, whichever occurs sooner, and no indication has been received by school personnel that the pupil's parent or legal guardian is aware of the pupil's absence, and a reasonable effort to notify the parent or legal guardian has failed, the school principal or his/her designee shall notify the parent or legal guardian by letter that such parent or legal guardian is requested to advise the school in writing of the reason for the pupil's absence or to accompany the pupil upon his/her return to school to explain the reason for his/her absence. Upon the failure of the parent or legal guardian to so advise the school, or to return the child to school within three (3) school days of the date of the notice, the school principal or his/her designee shall notify the attendance officer or the division Superintendent, as the case may be, who shall enforce the provisions of this article.

However, nothing in this section shall be construed to limit in any way the authority of any attendance officer or division Superintendent to seek immediate compliance with the compulsory school attendance law as set forth in this article.

Attendance officers, other school personnel, or volunteers organized by the school administration for this purpose shall be immune from any civil or criminal liability in connection with the notice to parents of a pupil's absence or failure to give such notice as required by this section.

**§ 22.1-261. Attendance officer to make list of children not enrolled; duties of attendance officer.**

The attendance officer or the division Superintendent shall check the reports submitted pursuant to § 22.1-260 with the last school census and with reports from the State Registrar of Vital Records and Health Statistics. From these reports and from any other reliable source the attendance officer or the division Superintendent shall, within five (5) days after receiving all reports submitted pursuant to § 22.1-260, make a list of the names of children who are not enrolled in any school and who are not exempt from school attendance. It shall be the duty of the attendance officer, on behalf of the local School Board, to investigate all cases of non-enrollment and, when no valid reason is found therefore, to notify the parent, legal guardian or other person having control of the child to require the attendance of such child at the school within three (3) days from the date of such notice.

**§ 22.1-262. Complaint to court when parent fails to comply with law.**

The attendance officer shall send a list of persons so notified to the appropriate school principal. If the parent, legal guardian, or other person having control of the child fails to comply with the

law within the time specified in the notice, it shall be the duty of the attendance officer, with the knowledge and approval of the division Superintendent to make complaint in the name of the Commonwealth before the Juvenile and Domestic Relations District Court. In addition, thereto, such child may be proceeded against as a child in need of services, or a child in need of supervision as provided in Chapter 11 (§ 16.1-226 et seq.) of Title 16.1.

**§ 22.1-263. Violation constitutes misdemeanor.**

Any person violating the provisions of either § 22.1-254, except for subsection E, § 22.1-255, or § 22.1-267 shall be guilty of a Class 3 misdemeanor. Upon a finding that a person knowingly and willfully violated any provision of § 22.1-254, except for subsection E, or any provision of § 22.1-255 or § 22.1-267 and that such person has been convicted previously of a violation of any provision of § 22.1-254, except for subsection E, or any provision of § 22.1-255 or § 22.1-267, such person shall be guilty of a Class 2 misdemeanor.

**§ 22.1-265. Inducing children to absent themselves.**

Any person who induces or attempts to induce any child to be absent unlawfully from school or who knowingly employs or harbors, while school is in session, any child absent unlawfully shall be guilty of a Class 3 misdemeanor and may be subject to the penalties provided by subdivision 5a of subsection B of § 16.1-278.5 or § 18.2-371. Upon a finding that a person knowingly and willfully violated the provisions of this section and that such person has been convicted previously of a violation of this section, such person shall be guilty of a Class 2 misdemeanor.

**§ 15.2-926 and § 22.1-266. Law enforcement officers and truant children.**

Any law enforcement officer or any attendance officer may pick up a child reported truant from school, a child they determine to be a public school student who is truant, or a child required to attend an alternative education program and deliver such child to the appropriate school, alternative education program, or truancy center. Truancy center is defined as a facility or site operated by a school division, sometimes jointly with the police, and designated for receiving truant children.

*Please note that Rowanty Technical Center will report all truancy and attendance issues, as defined in the Compulsory Attendance Requirements from the Code of Virginia to the participating home school for each student.*

## **Illness**

The Rowanty Technical Center is committed to providing a safe and healthy environment for students, staff, and visitors. In an effort to minimize the spread of illness, students with infectious and contagious diseases/conditions and students believed to have conjunctivitis-pink eye, impetigo, head lice, ringworm or scabies will be sent home until treatment is initiated. Additionally, students may be sent home if any of the following signs/symptoms are present:

- Fever of 100 degrees or more,
- Vomiting,
- Repeated diarrhea,
- Inflamed/draining eyes, nose or ears,
- Persistent cough/sore throat,
- Skin eruptions/draining sores.

If a student experiences an accident or becomes ill during the school day the parent/guardian will be notified immediately. In case of emergencies, the Technical Center staff will assist with emergency care until the student can be picked up by the parent/guardian or transported to the hospital by Emergency Medical Services.

## TRANSPORTATION

### Bus Transportation

School bus transportation is provided daily for students to/from Rowanty Technical Center by the respective school district. Students are expected to take the bus and behave in a safe and orderly manner. The driver and riders of the bus have the responsibility to maintain order and provide a safe environment. Therefore, the driver has the authority to develop and enforce rules which will ensure the safety of students. Expectations of the students include the following:

- Remain seated in their assigned seats;
- Speak in an appropriate voice tone;
- Refrain from consuming food and beverage while on the bus;
- Refrain from using profanity/indecent language.

Riding a school bus is a privilege. Students who do not behave on the bus may be subject to both disciplinary consequences and revocation of riding privileges for a specified period of time.

### Missing the Bus from Home School

It is the sole responsibility of the student to ride the bus that is provided by the home school district to transport students to the Rowanty Technical Center. Students who miss the bus from the home school to the Rowanty Technical Center **are not automatically given permission** to drive to the Technical Center. The student should report to the office of the home school or have a parent/guardian **call an administrator at the home school and Rowanty Technical Center** for permission to drive to the Rowanty Technical Center. Please note that students should **NOT** drive to Rowanty Technical Center without Rowanty administration approval. Students may face disciplinary action if this policy is not followed.

### Student Driving

Students are expected to ride the bus from their home school district to the Technical Center. Students may be given permission to drive for extenuating and/or special circumstances. **The student must obtain a driving pass** in ample time to have it signed by the following:

- Student's technical teacher,
- Principal at the technical center,
- High school administrator (assistant principal or principal),
- The parent/guardian.

**Phone calls are not sufficient to meet the requirements of a driving pass, unless Rowanty administration has approved the request.**

Please note that no employee of the Rowanty Technical Center will contact the student's home school or parents to obtain the signatures required for driving to the Technical Center. The driving pass must be submitted to the main office no later than the day prior to driving to Rowanty Technical Center or a date that is predetermined by administration and/or faculty. Failure to

comply with this guideline will forfeit a student's rights to drive for the day. Repeated offenses will result in additional disciplinary action that may result in loss of driving privileges.

Students may not have other students riding in vehicles with them to/from Rowanty Technical Center or any other school sanctioned event (e.g., fire burns, field trips). Written permission must be obtained, according to administrative guidelines, for students to ride with other students' parents.

Student drivers are expected to apply safe driving practices when driving to/from the Technical Center. Student drivers will always yield the right of way to school buses and pedestrians. Any student who is found in violation of regulations or who drives to the Technical Center without prior authorization will face administrative action.

## **Student Rules and Regulations**

In all cases where disciplinary action is required, the home school principal and superintendent may be consulted. Any disciplinary action issued at Rowanty Technical Center regarding suspension and bus suspension will apply at the home school. Any disciplinary action issued at the home school regarding suspension and bus suspension will also apply at Rowanty Technical Center.

### **Alcohol, Tobacco, Anabolic Steroids, and Other Drugs**

A student may not possess, use, or distribute alcohol, tobacco and/or tobacco products, and/or other drugs as denied in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia on school grounds, on school buses, or during school activities, on or off school property. This includes, but may not be limited to:

- Smokeless tobacco,
- Electronic cigarettes,
- Anabolic steroids,
- Look-alike drugs,
- Synthetic canabolic marijuana,
- Drug paraphernalia,
- Inhalants,
- Any prescription or non-prescription drug not possessed in accordance with Rowanty Technical School Policy.

Consequences may result in a suspension, long-term suspension or expulsion.

### **Assault and Battery**

A student shall not assault or commit battery upon another person. Voluntary fighting resulting in physical injury to another person shall be considered assault and battery. Physical assault includes any physical confrontation that may result in injury or serious injury that includes, but may not be limited to kicking, shoving, pushing, hitting, fighting and throwing objects. Battery is the unlawful application of force to the person of another. School consequences may result in a suspension, long-term suspension or expulsion in addition to legal charges filed.

### **Bomb Threat**

Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices, or hoax explosive devices, or chemical bombs as defined in the Code of Virginia. Moreover, students shall not make any threats or false threats to bomb other students, school personnel or property. Consequences may result in a long-term suspension or expulsion.

### **Bullying**

A student, either individually or as part of a group, shall not harass or bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities. Prohibited conduct includes verbal or written conduct consisting of comments regarding the race, gender, religion, physical abilities or characteristics or associates of the targeted person. Consequences may result in a suspension, long-term suspension or expulsion.

### **Defiance of the Authority of School Personnel**

Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by Rowanty School Board Policies and regulations. Failure to comply with oral/written instruction may lead to suspension, long-term suspension or expulsion.

### **Disruptive Behavior**

Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance within the school setting or during related activities which interrupts or interferes with teaching and orderly conduct of school activities is prohibited. Consequences may involve suspension, long-term suspension or expulsion.

### **Electronic Devices/Laser Pointers**

Students shall not be using a beeper, Personal Digital Assistant (PDA), cell phone, iPad, tablets, IPod, MP3 player, laser pointer, electronic games, or any other communication/electronic devices. If a student uses such a device, in addition to other disciplinary sanctions that may be imposed, the device may be confiscated from the student and returned only to the student's parent/guardian. The Technical Center is not responsible for stolen, damaged or lost devices.

### **Gambling**

A student shall not bet money or other things of value, play or participate in any game involving a bet on school property or during any school-sponsored activity. School consequences may result in a suspension, long-term suspension or expulsion.

### **Gang Related Activity**

Gang-related activity will not be tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, accessories, jewelry, hand signals, rituals associated with or activities by an identified group of students, and posting to an electronic site). Consequences may result in a suspension, long-term suspension or expulsion in addition to legal charges filed.

### **Harassment**

A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions. Such actions are in violation of Rowanty School Board Policy and Regulations, Sexual Harassment/Harassment based on race, national origin, disability, and religion.

### **Hazing**

No student shall engage in hazing. Hazing means:

- to recklessly and intentionally endanger the health or safety of a student(s)
- to inflict bodily harm on a student(s) in connection with or for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a club, gang, organization, association, fraternity, sorority, or student body, regardless of whether the student(s) so endangered or injured participated voluntarily in the activities.

The principal of the Rowanty Technical Center at which hazing causes bodily injury occurs shall report the hazing to the local Commonwealth Attorney. Consequences may result in a long-term suspension or expulsion with legal charges filed.

### **Insurance**

The Rowanty Technical Center offers programs that expose students to a variety of career fields. Students have learning experiences where they are using tools and power equipment representative of that career field. The Center provides instruction on safety and the use of this equipment. This institution with supervision doesn't guarantee that students always follow the best practices or these measures prevent accidents. Consequently, students must have provided proof of accidental insurance through their parents/guardians or other issuing agency prior to attending and/or participating in shop and hands-on activities. **Students must provide proof of insurance by the third week of school or they may not remain at Rowanty Technical Center. Students without insurance should obtain an application for school insurance from the Main Office at Rowanty Technical Center and submit the online application and payment to receive documentation of proof of insurance.**

### **Medication**

**Rowanty Technical Center staff may not provide students with any medication**, including prescription and/or over the counter medications without specific written instructions from the parents. An emergency medical form must be completed, indicating over the counter medications, before any medication may be dispensed.

### **Over the Counter and Prescription Drugs**

The illegal use of over the counter and prescription drugs is prohibited. Further, no student may have in his/her possession any prescription or over the counter drug during attendance at Rowanty Technical Center. The parent or legal guardian shall take any prescription and/or over the counter drugs to the office of the principal for safekeeping and administration within prescribed medical procedures. Any student who possesses, distributes, or receives a prescription drug at any time while on school property or a school-sponsored activity will be recommended for long-term suspension or expulsion by the principal. Rowanty Technical Center may not administer any drug that is not included in this policy.

### **Profane or Obscene Language or Conduct**

Students shall not use or engage in the use of vulgar, profane or obscene language, or gestures that disrupts the teaching and learning environment. Consequences may involve a suspension, long-term suspension or expulsion.

### **Property Offenses/Theft/Vandalism**

The following violations shall result in disciplinary action at the discretion of the principal and may require a report to local law enforcement authorities:

- Willful causing or attempting to cause damage to school property;
- Theft or attempting to take another person's property or money without consent by force, fear or other means;

- Vandalism, arson, or any threat or false threat to bomb, burn, damage, or destroy in any manner a school building or school property.

A student (or the student's parent/guardian) shall be required to reimburse the Technical Center for any actual loss, breakage, destruction, or failure to return property owned by or under the control of the Rowanty Technical School Board caused or committed by such student. Consequences may lead to suspension, long-term suspension or expulsion, in addition to filing legal charges.

### **Search and Seizure**

To maintain order and discipline at the Rowanty Technical Center and to protect the health, safety and welfare of students and school personnel, the administration may search a student, student lockers or student vehicles and may seize any illegal, unauthorized, or contraband materials discovered in the search, consistent with applicable law.

Lockers and other storage facilities made available to students for temporary storage of their personal possessions remain under the joint control of students and the Rowanty Technical Center. The school administration has the right to search lockers, desks, and other storage facilities for items which violate law and Rowanty School Board Policy and Regulations, or which may be harmful to the school, students and staff. Lockers and other storage facilities are subject to periodic searches without notice and student consent.

To ensure a drug-and-alcohol-free learning environment for students and staff, school officials may at their discretion request assistance from a variety of available resources, including the home school resource officers, Prince George Sheriff/Police Officers (including canine officers), substance abuse counselors, and Prince George County Health Department.

The school administration also has the right to search any student and their belongings when there is reasonable basis to believe that the student possesses an item which violates law, Rowanty Technical Center School Board Policy and Regulations or which may be harmful to the school, students and staff. In no event shall strip searches of students be conducted.

Random searches are conducted at the principal's discretion and in accordance with the Rowanty Technical Center School Board Policy and Regulations and all applicable laws. Metal detectors may be used to assist school staff in ensuring the safety of students, school staff, and guests.

The student's individual right to privacy and freedom from unreasonable search and seizure is balanced by the school's responsibility to protect the health, safety, and welfare of all persons within the school community. Should illegal materials be found during a search, law enforcement officials will be notified, as well as the administration of the home school and the student's parent/guardian. Consequences may lead to suspension, long-term suspension or expulsion, in addition to filing legal charges.

### **Sexual Harassment**

No person will be subject to sexual harassment. Conduct that has the purpose or effect of creating an intimidating, hostile, or offensive learning environment will be considered sexual harassment.

Actions such as uninvited sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment. Examples of sexual harassment may include, but are not limited to:

- Verbal harassment or abuse;
- Subtle pressure for sexual activities;
- Brushing against, patting, or pinching;
- Requesting sexual favors accompanied by implied or overt threat.

Consequences may lead to suspension, long-term suspension or expulsion.

### **Stalking**

Students shall not engage in a pattern of behavior that places another person in fear of serious harm. Consequences may lead to suspension, long-term suspension or expulsion.

### **Threats and Intimidation**

Students shall not make any verbal, nonverbal, written, or physical threat of bodily injury or use of force directed toward another person for the purpose of extortion or for any other reason. Consequences may lead to suspension, long-term suspension, or expulsion.

### **Trespassing**

A student shall not trespass on school property or use school facilities without proper authority, permission, or during a period of suspension or expulsion.

All visitors to a school or its grounds shall report to the main office immediately. Persons who fail to do so may be considered trespassers and subject to legal action, and student visitors who fail to do so also may be subject to disciplinary as well as legal action. Any person whose presence or action interferes with or disrupts the operation of the school, its students, or school activities shall be prohibited from entering school or remaining on school property or remaining at a school-sponsored activity, wherever located.

### **Weapons**

Students shall not have in their possession and/or transport any type of unauthorized firearm or other article that may be used as a weapon as defined by law on school property. This shall include, but is not limited to: guns, firearms, blank guns, starter guns, pellet guns, air guns, flare guns, toy guns, tear gas guns, paintball guns, chemical weapons, knives, metallic knuckles, blackjacks, explosive devices, joined rings, and other objects which may be used as weapons or imitation weapons, or shoots projectiles. Consequences may lead to long-term suspension or expulsion, in addition to legal charges filed.

### **Other Conduct**

In addition to those specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise in violation of federal, state, or local law. Consequences may lead to suspension, long-term suspension or expulsion. When a student is suspended from Rowanty Technical Center, he/she is suspended from their home school.

### **Reporting of Certain Offenses**

Rowanty Technical Center School Board Policy and Regulations must provide for notification of the local law enforcement authorities in accordance with section 22.1-279.3:1. D. of the Code of Virginia that requires principals to immediately report to the local law-enforcement agency any act enumerated in clauses (ii) through (vii) of section 22.1-279.3:1. A. that may constitute a criminal offense. A principal may report to the local law-enforcement agency any incident described in clause (i) of subsection A. When there is injury, or the battery is against school personnel, reporting is mandatory.

Section 22.1-279.3:1. A. of the code lists offenses as follows:

- i. The assault or assault and battery, without bodily injury, of any person on a school bus, on school property, or at a school-sponsored activity;
- ii. The assault and battery that results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, or stalking of any person as described in Code of Virginia section 18.2-60.3 on a school bus, on school property, or at a school-sponsored activity;
- iii. Any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, synthetic canabolic marijuana or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft or attempted theft of student prescription medications;
- iv. Any threats against school personnel while on a school bus, on school property or at a school-sponsored activity;
- v. The illegal carrying of a firearm, as defined in section 22.1-277.07, onto school property;
- vi. Any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in section 18.2-85, or explosive or incendiary devices as defined in section 18.2-433.1, or chemical bombs, as described in section 18.2-87.1, on a school bus, on school property, or at a school-sponsored activity;
- vii. Any threats or false threats to bomb, as described in section 18.2-83, made against school personnel or involving school property or school buses; or
- viii. The arrest of any student for an incident occurring on a school bus, on school property, or at a school-sponsored activity, including the charge therefore.

The principal or designee must also report their incidents to the superintendent of the student's home school division, who then reports them to the Department of Education [Section 22.1-279.3:1(C). Code of Virginia]. The principal or designee must also notify the parent of any student involved in the incidents listed above, as well as incidents committed by students enrolled at the school if the offense would be a felony if committed by an adult, regardless of where the offense is committed, or would be a violation of the Drug Control Act if it occurs on a school bus, school property, or at a school sponsored activity [Section 22.1-279.3:1(B) and (C)]. Whenever a student commits a reportable incident named in the Code, the student shall be required to participate in prevention and intervention activities as determined appropriate by the superintendent or designee [Section 22.1-279.3:1(C)].

## **Academic Conduct**

Students are expected to perform honestly on any assigned schoolwork or tests. The following actions are prohibited:

- Cheating on a test or assigned work by giving, receiving, offering, and/or soliciting information.
- Plagiarizing by copying the language, structure, idea, and/or thoughts of another.
- Falsifying statements on any assigned schoolwork, tests, or other school documents.

Consequences may result with a zero for the assigned work/test(s), loss of credit for graduation, removal from a program, or other disciplinary action as deemed appropriate by administration.

## **Awards Ceremony**

An annual awards ceremony will be offered at the end of the school year to honor program completers and participants. Program completers are students that have passed the required sequence of classes, like rate on the state-approved task list for designated courses, as well as, state approved certification test.

## **Care of Building and Grounds**

Students are expected to show respect for themselves, others, and the Technical Center building and grounds. Proper care and cleaning of the building and grounds is an extension of pride in oneself as a student of the Rowanty Technical Center. Students should show respect for the building and grounds of the Technical Center and are expected to make every effort to keep the building professional, safe and a sanitary work environment:

- Students should not place their feet on the furniture or walls;
- Posters/signs are not to be posted without permission from administration;
- Students should properly store tools/equipment/materials as necessary throughout class and at the culmination of instructional time;
- Students should report any equipment malfunctions or unacceptable building and grounds conditions to their instructor;
- Students should participate in activities designed to maintain a safe, orderly and sanitary environment;
- Students should participate in efforts directed toward keeping the building/grounds neat and clean (use trash cans, maintain cleanliness of locker room, refrain from eating in labs, etc.).

## **Care of Textbooks**

Textbooks may be issued to students depending on the course format or students may have access to a classroom set of textbooks. Individual copies of textbooks from classroom sets may be issued to a student overnight. The student must sign the book out with the teacher's permission and return the textbook when the assignment is completed. The student is responsible for the textbook(s) issued to him/her and expected to take care of the assigned textbook. If a book is lost or damaged, the student will reimburse the Rowanty Technical Center for the replacement cost of the book.

### **Dual Enrollment Credit**

Dual enrollment credit courses allow students to meet requirement of high school graduation and to earn college credit through various community college programs dependent upon the program in which the student is enrolled. Courses are offered when there is sufficient interest in the courses. Criteria and procedures for enrolling dual enrollment credit courses include:

- Students must be at least 16 years of age;
- Students must be enrolled in high school;
- The cooperating community college must accept the student of admission;
- College and high school credit shall be awarded upon successful completion of the course;
- Students must meet the standards of the college such as admission standards, attendance standards set by the college (total of six excused and unexcused absences per semester), and specific standards within the course.

The following programs have dual enrollment credit:

***Criminal Justice: John Tyler Community College***

***Electricity: John Tyler Community College***

*Note: Successful completion of all dual enrollment classes in Electricity will provide the student with the credits required to receive a Career Studies Certificate in Residential Wiring from John Tyler Community College.*

## Rowanty Technical Center's Grading Policies & Procedures

### **Grading Policies and Procedures**

All instruction at the Rowanty Technical Center is directed towards the achievement of specified tasks or job skills. Instructors are required to incorporate state-approved task lists and tasks from **Virginia's All Aspects of an Industry and Workplace Readiness Skills**.

The teacher determines the student's grade through a weighted average of tests, quizzes, homework, project grades, and performance grades based on the state approved task list. Grades for these assignments will be based off the Rowanty Technical Center's Grading Scale. Grades will be reported to each home school. Dinwiddie and Sussex students will have their grades reported in letter and numerical score. Prince George students will have their grades reported in letter form only. The Prince George Guidance Department will translate these letters into numerical form, to be used for calculating GPA only. Please note that Rowanty Technical Center's numerical scores will be the **only** scores used to calculate whether students are eligible to take their state licensing exams (e.g., Nurse's Aide).

Any student that receives a grade of 65 or lower on an end of quarter, semester or year grade will be placed on academic probation. The home school will be notified and a plan for improvement will be completed in conjunction with the student, parents/guardians, home school (any appropriate personnel), and Rowanty Technical Center. Failure to comply with the plan for improvement may result in removal from the program.

### Rowanty Technical Center's Grading Scale

<u>Grade</u>	<u>Scale</u>
A	90-100
B	80-89
C	70-79
D	60-69
F	60 or below

### **Exams (Exam Exemption Policy)**

1. No student will be exempt from mid-term exams.
2. There are no exam exemptions for 1<sup>st</sup> year programs. For one year, 2<sup>nd</sup> semester of cluster, and two year programs, students must have a minimum of 80/B (by the administrative cut-off date) and have passed their industry certification (does not include Workplace Readiness Skills) to receive an exam exemption for the end of the year.
3. Attendance – If a student is absent for the exam on the date that it is given, the student will have to produce a legal note to administration to be able to take the exam.
4. If the student is suspended on the date of the exam, the student will receive a 0/F for the exam, which is 20% of the student's semester grade.
5. **Rowanty Technical Center administration is the only individual that can modify exam dates or approve a makeup exam for a student.**

## Industry Certifications and Licenses

The Virginia Board of Education has approved several industry certifications and licenses as options for students to earn the verified credits required for receiving a high school diploma. Students who pass a Virginia State Board approved certification or licensure examination may earn one or more student selected verified credits in career and technical education. The Rowanty Technical Center offers instructional programs with industry certifications or licensure programs that satisfy the requirements for the Virginia Board of Education Student Selected Verified Credit, and Career and Technical Education Graduation Seal:

<u>Program</u>	<u>Certification/ License</u>	<u>Verified Credit</u>	<u>Graduation Seal</u>
Automotive Technology	VA State Inspection License, ASE, VA Career Readiness, & SkillsUSA	Yes	Career & Tech
Auto Collision	ASE, SkillsUSA, & VA Career Readiness		
Carpentry	SkillsUSA, OSHA 10, Forklift, & VA Career Readiness	Yes	Career & Tech
Cosmetology	State Board, NOCTI, SkillsUSA, &VA Career Readiness	Yes	Career & Tech
Criminal Justice	NOCTI, OSHA 10, SkillsUSA & VA Career Readiness	Yes	Career & Tech
Electrical	NOCTI, OSHA 10, Forklift, SkillsUSA & VA Career Readiness	Yes	Career & Tech
Masonry	SkillsUSA, Forklift, OSHA 10, & VA Career Readiness	Yes	Career & Tech
Nurse Aide	State Board, NOCTI, OSHA 10, SkillsUSA, & VA Career Readiness	Yes	Career & Tech
Welding	NOCTI, OSHA 10, Forklift, SkillsUSA, AWS Plate Welding, & VA Career Readiness	Yes	Career & Tech

### **Assistance for Certifications & Licenses**

Funds may be available to assist students for testing to acquire the license/certification assistance. It will be based on grades, attendance, occupational and academic skills, testing (Virginia Career Readiness Skills, NOCTI-Nurse Assisting, NOCTI-Cosmetology, or teacher constructed tests to

determine subject competence). If receiving school funds, the student will sign a contract meeting the school conditions for the funds. Assistance will be administered under these conditions and the amount of available funds in the budget and/or grant. **Students are not guaranteed assistance with their industry certification testing. Guidelines for eligibility may vary depending on the program.**

### **Virginia Career Readiness Certificate**

Virginia Career Readiness Certificate is recognized by the **Virginia State Board of Education** as an assessment to qualify for a technical seal. The Virginia Career Readiness Certificate is a portable, evidence-based credential that measures essential workplace skills and is a reliable predictor of workplace success. Students who pass the Workplace Readiness Skills test may qualify for a technical seal on their diploma.

# **Rowanty Technical Center's Internet & Technology Acceptable Use Policy**

## **Technology Use**

Rowanty Vocational Technical Center provides access for students, staff, and its community to resources from around the world through an electronic communication system which includes internet and email access. These technologies are provided the purpose of enhancing learning and communication inside and outside Rowanty for educational or school business purposes only. For questions about the Internet Safety and Acceptable Use Policy, students should talk to a Rowanty staff member, and staff members should talk to Rowanty Administration or the I.T. Department.

## **The Opportunities and Risks of Technology Use**

Rowanty Vocational Technical Center believes that the value of information and interaction that technology offers outweighs the possible hazards of its use. Making network, internet and email access available to students and staff, however, carries some risk to the user and to the security of personal information. Because information on networks is transitory and so diverse, Rowanty cannot completely predict or control what users may or may not locate either intentionally or accidentally.

In accordance with the Children's Internet Protection Act (CIPA) , Virginia Department of Human Resource Management Policy: 1.75 – Use of Electronic Communications And Social Media, the Keeping the Internet Devoid of Sexual Predators Act of 2008, and the Protecting Children in the 21st Century Act, Rowanty installs, operates, and monitors filtering software to limit users' internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, notwithstanding that such software may at certain times block access to materials deemed appropriate and valid for educational use as well. At the same time Rowanty cannot guarantee that filtering methods will in all instances successfully filter access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate. The use of Internet filtering does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials. No technology is guaranteed to be error-free or totally dependable. Among other matters, Rowanty, its I.T. Department, administrative team and governing board is not liable or responsible for:

1. any information that may be lost, damaged, or unavailable due to technical or other difficulties
2. the accuracy or suitability of any information that is retrieved and/or produced through technology, breaches of confidentiality, or defamatory material.
3. responsible for any breach of personal security as a result of user error, weak user password, or a security vulnerability.
4. access to material that may be seen as offensive or obscene in nature as a result of a system failure, system bypass either by accident or on purpose.

## **Privileges and Responsibilities**

Rowanty Technical Center's Network is a part of a curriculum and is not a public forum for general use. Users may access technology only for educational purposes. Access to the Rowanty Network and use of the technology related equipment is a privilege, not a right. We will strive to provide equitable opportunities for the use of technology, and the I.T. Department will take reasonable measures to inform students and staff of the rules and regulations regarding network and

equipment use in staff and student handbooks. This policy shall apply to all users and devices including but not limited to faculty, students, administrators, staff, community, and guests.

**Users of technology will:**

1. Use or access technology only for educational or administrative purposes.
2. Comply with copyright laws, fair-use laws, and software licensing agreements.
3. Understand that email, chats, sites, and network files are not private. Network administrators and other designated personnel have access to all email messages, chat logs, and network usage and may review files and communications to maintain integrity and monitor responsible use. All electronic transactions may be logged in accordance with the Electronic Discovery Act.
4. Respect the privacy rights of others and maintain confidentiality of all personnel and student records stored.
5. Be responsible at all times with the proper use of technology including the proper use of access privileges, complying with all system security identification codes, and not sharing any codes or passwords.
6. Maintain the integrity of technological resources from potentially damaging messages, physical abuse, viruses, malware, scams, and phishing schemes.
7. Abide by the policies and procedures of networks and systems likened by technology.
8. Respect the rights of others to use equipment.

**Users of technology will not:**

1. Access, submit, post, publish, display or create any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially/religiously offensive, harassing, or illegal.
2. Use the Network for, or in support of, any obscene or pornographic purposes including, but not limited to, the retrieving or viewing of any sexually explicit material. If a student inadvertently accesses such information he or she should immediately disclose the inadvertent access to a teacher or other school official. Other authorized users should report the incident to the Network Administrator.
3. Solicit or distribute information with the intent to incite violence, cause personal harm or bodily injury, or to harass or "stalk" (cyberstalking) another individual.
4. Interfere with, or disrupt Network use by others; create and/or propagate unsolicited advertising, political lobbying (except in the case of an on-campus sanctioned activity as approved by administration), chain letters, pyramid schemes, computer worms, viruses, or other acts of vandalism. Vandalism includes any attempt to harm or destroy data of another user, the Internet, the Network or any other network. This includes, but is not limited to, uploading, downloading, creation or knowing transmission of computer viruses. If a user is uncertain whether his or her conduct is permissible, he or she should contact the Network Administrator immediately.
5. Students: Send mass emails to the entire student body or faculty/staff or both. This includes forwarding any chain letters or any other mass communication. All mass emails must be submitted to a teacher or class sponsor for distribution and must pertain to school or otherwise educational activities.
6. Use another's account credentials.

7. Distribute user passwords, copyrighted or plagiarized material or material protected as a trade secret.
8. Misrepresent themselves or others.
9. Trespass in others' folders, work, or files, or attempt to gain unauthorized access to resources or entities.
10. Use the network to distribute or share files (including music and video files), images, applications, etc. with others unless the user has received direct permission from the author and appropriate teacher to do so and the material is not copyrighted.
11. Post personal contact information or other private information about oneself, a student or staff member, or otherwise invade the privacy of individuals or violate the federal Right to Privacy Education Act.
12. Use Rowanty technology for non-educational purposes/non-school business purposes, personal financial gain (including gambling), or any illegal purpose.
13. Forge or anonymously transmit electronic materials.
14. Attempt to and/or breach security measures or remove hardware/software, networks, information, or communication devices from any network.
15. Use the Network while access privileges are suspended or revoked.
16. Use the telephone system unless previously authorized by a teacher, staff member, or administrator to do so.
17. Use any unauthorized personal equipment to attach, connect to or install on the Network with the exception of any device connecting to our wireless network going through our sign in page.
18. Intentionally disrupt the network by any means with any type of hardware or software.
19. Maintain or use an account that has heightened privileges to install or modify a computer/device that is owned and operated by Rowanty Vocational Technical Center.
20. Use any form of electronic communication (either provided by Rowanty or provided by an external source) for the sole purpose of soliciting sexual contact or romantic relationship with a student.
21. Use any non-industry standard encryption or any word ciphering for the purpose of concealing a message.

### **Wireless Networking, Laptops, and Other Portable Communication Devices**

Users may not connect to any other wireless network except the Rowanty Wireless Network while on-campus. This includes wireless internet access by cell carriers and access points maintained by the residences adjacent to the property. Any user found to be accessing the internet on a personal device with wireless connectivity without express permission by a teacher, administrator, or the I.T. Department will be subject to the disciplinary actions set forth in this policy.

Access to the Wireless Network is restricted to a per-user basis. Anyone who is authorized for wireless access to the network will be subject to the rules and regulations set forth in this policy. If a user violates any portion of the Internet Safety and Acceptable Use Policy, the right to access the Wireless Network will be immediately and permanently revoked.

Students may not use laptops or portable computing/communication devices while in class without the express permission of his or her teacher.

It should be noted that wireless connectivity is considered a secondary network and connectivity is not guaranteed on your device. Rowanty provides and maintains computers for students and staff to use. No assistance besides the information provided on the I.T. site will be provided for anyone connecting a personal device to the Rowanty provided wireless network.

### **Websites and Web pages**

Authorized users may create web pages only as part of a class activity. Material presented on a class website must meet the educational objectives of the class activity. The Teacher, I.T. Department, and Administration have the right to exercise control over the content and/or style of the student web pages. All class web pages shall be posted through the school website and not hosted by any provider other than Google Sites unless prior approval is obtained in writing.

Only those students whose parent(s) or guardian(s) have consented and signed a release may post their work or picture on student or school websites. Students whose work, likeness (as captured by photograph, video or other media) or voices are presented on a student website shall be identified by first name only for confidentiality and safety purposes unless otherwise approved by Rowanty administration and a parent or guardian.

### **Guidelines for use of Electronic Communications**

Technologies, such as social networking tools, blogs, forums, and message boards, provide excellent ways to collaborate and communicate. Nevertheless, we must exercise care to be sure we use such tools with students in ways that are both age-appropriate and consistent with the mission of the school.

School faculty and staff are expected to behave honorably in both real and virtual (online) spaces. Activities which are improper, unethical, illegal, or which cause undue discomfort for students, employees, parents, or other members of the school community should be judiciously avoided in both physical space and on the Internet.

To that end, we offer the following guidelines for school employees who use online social networking applications which may be frequented by current, former students, and potential future students.

1. Course use of Social Networking: In order to provide equal, age-appropriate access for students to course materials, faculty should limit class activities to school-sanctioned online tools. New social networking tools and features are being continually introduced which may or may not be appropriate for course use. The same care must be taken in choosing such tools and support materials.
2. Model Appropriate behavior: Exercise appropriate discretion when using social networks for personal communications (friends, colleagues, parents, former students, etc.) with the knowledge that adult behavior on social networks may be used as a model by our students.
3. Friending: Do not initiate friend contacts with current students or accept friend requests from current students.

4. Unequal Relationships: Understand that the uneven power dynamics of the school, in which adults have authority over former students, continues to shape those relationships.

5. Other Friends: Remind all other members of your network of your position as an educator whose profile may be accessed by current or former students, and to monitor their posts to your network accordingly. Conversely, be judicious in your postings to all friends' sites, and act immediately to remove any material that may be inappropriate from your site whether posted by you or someone else.

6. Groups in your social network: Associate with social networking groups consistent with healthy, pro-social activities and the mission and reputation of the school, acting with sensitivity within context of a diverse educational environment in which both students and adults practice tolerance and accept competing views.

7. Privacy settings and content: Exercise care with privacy settings and profile content. Content should be placed thoughtfully and periodically reviewed to maintain this standard. Be aware that some of your communications may be public or semi-public even though your privacy settings may reflect otherwise.

8. Misrepresentation: Faculty who use social networks should do so using their own name, not a pseudonym or nickname.

9. Public Information: Recognize that many former students have online connections with current students, and that information shared between school adults and former students is likely to be seen by current students as well.

### **Physical Technology Equipment**

The Rowanty I.T. Department cannot be held responsible for any equipment that was not directly purchased by Rowanty Vocational Technical Center. Equipment not purchased by Rowanty Vocational Technical Center will not be serviced by the Rowanty I.T. Department.

Changes in the physical setup of any technology device owned by Rowanty are not permitted unless prior approval by the Information Technology Department. Examples include, but are not limited to: removing or disconnecting any peripherals connected (such as the mouse, keyboard, or speakers) or disconnecting a device from the local area network.

Printers may be used to make only one copy of a document. Printed material should be cropped or transformed textually prior to printing to make the best use of the paper size loaded into the printer. This includes but is not limited to: removing extra borders, removing ads, printing slides two to four per page, and/or printing only the selection you intend to use.

### **Reporting Violations**

Any actual or suspected violation of the rules listed in the Internet Safety and Acceptable Use Policy should be brought to the attention of the I.T. Department immediately. The I.T. Department will perform an investigation and determine the appropriate course of action with the assistance and support of Rowanty Administration.

### **Rowanty Response to a Reported Violation**

Upon receipt of a violation notice, Rowanty I.T. may temporarily suspend a user's privileges or move or delete the allegedly offending material pending further proceedings. A person accused of a violation will be notified of the charge and have an opportunity to respond before Rowanty imposes a permanent sanction. If a user is deemed to be in violation of the Internet Safety and Acceptable Use Policy, he or she will be subject to the disciplinary actions defined in the following section.

### **Disciplinary Action**

Failure to observe the Internet Safety and Acceptable Use Policy will result in possible disciplinary actions from Rowanty Administration. Punishment for infractions of the Internet Safety and Acceptable Use Policy includes, but is not limited to:

- a temporary or permanent reduction or elimination of access privileges to computing and communication accounts, networks, Rowanty-administered computing rooms, and other services or facilities.
- verbal warnings
- disciplinary probation
- suspension from school
- permanent dismissal from school
- possible criminal prosecution

School administrators may impose any additional disciplinary actions not listed in this policy as deemed necessary by a situation which they feel warrants such actions.

Criminal prosecution, depending on the circumstances of each incident, may be necessary. If your activity breaks the law, you can be prosecuted. Even if you are not charged criminally, you can still be suspended from the school. Parents or guardians will be involved in any case which may result in suspension or dismissal from the school. Parents or guardians may be liable for damages resulting from student abuse of any system.

The school reserves the right to protect its electronic resources from threats of immediate harm. This may include activities such as disconnecting an offending device from the campus network, terminating a session, terminating a running job on a system, or taking other action. If Rowanty I.T. believes it's necessary to preserve the availability, security, integrity of facilities, user services, data, data security, or network security, it may temporarily suspend any account, service, or server with or without notice, whether or not the account/user is suspected of any violation. Servers, computers, and services that threaten the security of school systems may be removed from the network and allowed to reconnect only with the approval of network administration.

### **No Expectation of Privacy**

No user shall have any expectation of privacy in any message, file, image or data created, sent, retrieved, received, or posted in the use of the Rowanty Vocational Technical Center equipment and/or access. Rowanty Vocational Technical Center has a right to monitor any and all aspects of electronic communications and social media usage. Such monitoring may occur at any time, without notice, and without the user's permission.

In addition, users must recognize that there is no assurance of confidentiality with respect to sending or receiving transmissions to/from persons outside the network as some transmissions are still in clear text with no encryption. This includes but may not be limited to email.

A third party may have access to the user's data only through the I.T. Department for the sole purpose of off-site backups, remote administration/technical support, or remote hosted/cloud applications.

### **Staff Responsibilities to Students**

Staff members utilizing the network, internet and/or computer resources for instructional purposes with students are responsible for supervising such use. In selecting technology for teaching purposes, staff shall comply with the selection criteria for instructional materials. Staff members are expected to be familiar with the School's policies and any administrative rules concerning student computer and network use and then enforce them. When in the course of their duties staff members become aware of student violation(s), they are expected to stop the activity and/or inform the Information Technology Department.

### **Additional Rules/Actions/etc.**

1. Community Outreach includes our newsletter, mailing lists, and our main website.
2. Rowanty offers ongoing professional development and needs assessments every year with our pre-school workweeks. Needs assessments are conducted at meetings and through surveys.
3. The Rowanty Administration Team may establish additional procedures and guidelines and shall take appropriate action to implement this policy as necessary.
4. The school board will review, amend if necessary, and approve this policy every year.

***This ISAUP complies with all state and federal telecommunication codes, laws, and regulations.***

*Adopted August 2016,  
Revised August 2018.*

### **Appendix**

#### **Legal References**

Virginia Computer Crimes Act, § 18.2-152.1 through § 18.2-152.8

<https://law.lis.virginia.gov/vacode/title18.2/chapter5/section18.2-152.1/>

Identity theft

<https://law.lis.virginia.gov/vacode/title18.2/chapter6/section18.2-186.3/>

Production, publication, sale, financing, etc., of child pornography, presumption as to age

<https://law.lis.virginia.gov/vacode/title18.2/chapter8/section18.2-374.1/>

Possession, reproduction, distribution, and facilitation of child pornography

<https://law.lis.virginia.gov/vacode/title18.2/chapter8/section18.2-374.1:1/>

Use of communications systems to facilitate certain offenses involving children (solicitation)

<https://law.lis.virginia.gov/vacode/title18.2/chapter8/section18.2-374.3/>

Enhanced penalties for using a computer in certain violations (advertising/producing obscene materials)

<https://law.lis.virginia.gov/vacode/title18.2/chapter8/section18.2-376.1/>

VDOE Acceptable Internet Use Policy

[http://www.doe.virginia.gov/support/safety\\_crisis\\_management/internet\\_safety/acceptable\\_use\\_policy.shtml](http://www.doe.virginia.gov/support/safety_crisis_management/internet_safety/acceptable_use_policy.shtml)

VITA Security Policy

[http://www.vita.virginia.gov/uploadedfiles/VITA\\_Main\\_Public/unmanaged/library/psgs/Security\\_Policy\\_519\\_00\\_Final\\_0709.pdf](http://www.vita.virginia.gov/uploadedfiles/VITA_Main_Public/unmanaged/library/psgs/Security_Policy_519_00_Final_0709.pdf)

## Courses Maximum Fees, Codes & Credits

<u>Courses</u>	<u>Codes</u>	<u>Credits</u>	<u>Fees</u>
Auto Body Technology I*	8676	1 ½	\$30.00
Auto Body Technology II	8677	3	\$130.00
Automotive Technology I	8506	3	\$75.00
Automotive Technology II	8507	3	\$105.00
Carpentry I*	8601	1 ½	\$25.00
Carpentry II	8602	3	\$60.00
Cosmetology I	8527	3	\$300.00
Cosmetology II	8528	3	\$150.00
Criminal Justice I	8702	3	\$75.00
Criminal Justice II	8703	3	\$75.00
Electrical I	8533	3	\$135.00
Electrical II	8534	3	\$60.00
Masonry I*	8512	1 ½	\$25.00
Masonry II	8513	3	\$50.00
Nurse Aide I/II (whole year)	8360	3	\$175.00
Welding I*	8672	1 ½	\$50.00
Welding II	8673	3	\$150.00

- Course fee lists will include items that total no more than the amount indicated above.
- Courses marked by an asterisk (\*) are a semester in length for the first year and students will need to select another course that is identified by the asterisk (\*). If the student returns, he/she will have to decide which course is taken for the full year at the second level.
- Fees are incorporated into a course that requires personal tools, kits, clothing, and testing for state licenses. These fees are estimates. Total course fees may not exceed the amount provided above.

Rowanty Technical Center  
20000 Rowanty Road  
Carson, Virginia 23830

### **Student-Parent Acknowledgement of Rules and Regulations**

These signatures acknowledge receipt of this document and that I have medical/accidental insurance for my child. By signing this statement of receipt, I do not waive, but expressly reserve, my rights protected by the United States Constitution or laws of the United States or Virginia. Further, the Internet Safety and Acceptable Use Policy contained in this document complies with all state and federal telecommunication codes, laws, and regulations. I retain the right to express disagreement with Rowanty Technical School's Policy and Regulations.

*Print Parent/Legal Guardian/and Student Name*

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*Signature of Parent/Legal Guardian*

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*Date*

---

*Signature of Student*

---

*Date*

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### **Photo Release**

To publicize the achievements of our students and the great work they do, we like to occasionally publish our students' names, photographs, or achievements in our school publications, television, video, promotions, or release the information to local newspapers. We may also post the information on the school's web site. We understand that you may not want to have your child's name photo, or achievements published. Please initial below to let us know your wishes and sign and date on the parent/guardian line. Failure to complete this portion of the signature page will imply consent.

\_\_\_\_\_ **I consent** to having my child's photo, name, and/or academic achievements published in school newspapers and/or newsletters, released to local newspapers, school promotion brochures, and/or posted on the school's web page.

\_\_\_\_\_ **I do not consent** to having my child's photo, name and/or academic achievements published in school newspapers and/or newsletters, released to local newspapers, school promotion brochures, and/or posted on the school's web page.

**Failure to return this form by the due date will forfeit use of the Rowanty Technical Center network until the form is returned.**

## **Rowanty Technical Center Insurance Verification Form**

The Rowanty Technical Center offers programs that expose students to a variety of career fields. Students have learning experiences where they are using tools and power equipment representative of that career field. The Center provides instruction on safety and the use of this equipment. This institution with supervision doesn't guarantee that students always follow the best practices or these measures prevent accidents. Consequently, students must have accidental insurance either through their parents/guardians or purchase school accidental insurance. Please contact Rowanty if you need information about school insurance. I have had an opportunity to understand the risk.

He/she has student medical/accident insurance and is insured by our family policy with:

**Name of Medical Insurance Company:**

\_\_\_\_\_

**Policy Number:** \_\_\_\_\_

**Name of Policy Holder:** \_\_\_\_\_

He/she does not have a private medical/accident insurance and is insured a medical/accident insurance through a school policy with:

**Name of Medical Insurance Company:**

\_\_\_\_\_

**Policy Number:** \_\_\_\_\_

**Name of Policy Holder:** \_\_\_\_\_

By this signature, I hereby state my child has accidental insurance and consent to allow the physician(s) and other health care provider(s) of the school to perform an examination of injury on my child and to provide treatment for that injury or condition for him/her during the school year.

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student Name (Print)*

**Failure to provide proof of insurance or purchase of school insurance by the due date, will require students to return to their home school.**