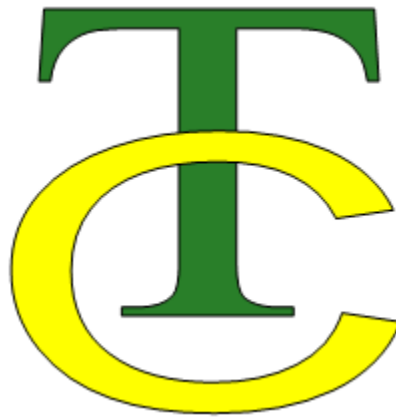


Campbell County Technical Center



Career and Technical Education Student Handbook

2026-2027

Campbell County Schools provides educational opportunities that are available for all students, without regard to membership in any category protected under Federal or Virginia Law. Educational programs are designed to meet the varying needs of all students.

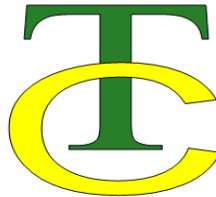
Campbell County Schools



Mission Statement:

Campbell County Schools will provide a world-class education that enables every student to choose and pursue any Post K12 endeavor.

Campbell County Technical Center



Vision Statement:

The Career and Technical Education programs will empower students to pursue future career goals by providing them with relevant career and technical skills.

Career and Technical Education (CTE) Faculty and Staff

Administrative and Office Staff:

Hardie, Jon.....	Principal
Young, Chris.....	Assistant Principal
Griffen, Steven	School Resource Officer
Cooper, Carol.....	School Secretary
Goodman, Krista.....	School Nurse
Henry, Shawna.....	Accountant
Kidd, Lakisha.....	Counselor
Wilson, Ashley.....	Work Based Learning Coordinator

Teachers:

Lee, Clifton.....	Auto Body Repair
Myers, Michael.....	Automotive Technology
Coates, J. P.....	Computer Networking, IT Fundamentals/Web Design
Turner, Lauren.....	Cosmetology
Riddle, Jennifer.....	Culinary Arts
Holmes, Michael.....	Electricity/ Energy & Power
Koleszar, Ken	Manufacturing Systems (MT1)
Shelton, Annette.....	Nurse Aide

Instructional Aide:

Ball, Diann	Instructional Aide
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Custodians:

Figg, Cindy	Custodian
Villatoro, Mayra	Custodian

Schedules

Bell Schedule 2026-2027

Monday-Friday	
	Session 1
8:30am-10:20am	
	Session 2
10:20am-12:40pm	
	1 st Lunch
11:10am-11:40am	
	2 nd Lunch
12:10pm-12:40pm	
	Session 3
12:40pm-2:20pm	

8:30am-10:20am	Session 1 Courses include: Auto Body II, Automotive Technology II, Computer Networking, Cosmetology II, Culinary Arts II, Electricity II, Nurse Aide, Manufacturing Systems (MT1)
10:20am-12:40pm	Session 2 Courses include: Auto Body I, Automotive Technology I, Culinary Arts I, Edgenuity/Cosmetology I, Electricity I/Energy & Power, Nurse Aide, Manufacturing Systems (MT1)
11:10am-11:40am	1st Lunch Cosmetology I, Cosmetology II, Automotive Technology I, and Manufacturing Systems (MT1)
12:10pm-12:40pm	2nd Lunch Auto Body I, Electricity I/Energy & Power, Nurse Aide, and Culinary Arts I
12:40pm-2:20pm	Session 3 Courses include: Auto Body I, Automotive Technology I, Cosmetology I, IT Fundamentals/ Web Design, Culinary Arts I, Electricity I/Energy & Power, Nurse Aide, Manufacturing Systems (MT1)

Lunch Schedule

2nd Session Only

1st Lunch 11:10am-11:40am	2nd Lunch 12:10pm-12:40pm
Cosmetology I (Edgenuity)	Auto Body Repair I
Cosmetology II	Electricity I/Energy & Power
Automotive Technology I	Culinary Arts I
Manufacturing Systems	Nurse Aide

* Early College students eat in EC Lounge

**Bus Arrival @ approximately 12:40pm

Lunch Details

- Teachers escort class to the lunchroom
- Students purchasing lunch get directly in lunch line
- CTE students may sit at any table in the lunchroom
- Lunch Detention will be served in the ISS room

2 Hour Late Days

Session 1 No Class
Session 2 11:30pm-1:05pm
1 st Lunch 11:30am-12:00pm
2 nd Lunch 12:35pm-1:05pm
Session 3 1:05pm-2:20pm

1st Session – No Classes

Cosmetology II No classes at CCTC

2nd Session - Arrives at 11:30am *All students report directly to class

Cosmetology I -Report directly to Cosmetology upon arrival (No Edgenuity)

2nd Session – 11:30am – 12:00pm Lunch- Cosmetology I, Automotive Technology I,
Manufacturing Systems
12:35pm-1:05pm Lunch- Auto Body I, Electricity I/Energy & Power,
Culinary Arts I, Nurse Aide, IT Fundamentals/
Web Design

2 Hour Early Dismissal

Session 1 8:30am-10:20am
Session 2 10:20am-12:10pm
1 st Lunch 10:30am-11:00am
2 nd Lunch 11:40am-12:10pm
Session 3 No Class

Session 1 – Regular Schedule

Session 2 – Arrives Regular time, Dismissal at 12:10pm

Session 3 – No Classes

Cosmetology II Early Dismissal Schedule

Cosmetology Class	8:30am – 10:20am
Lunch	10:30am-11:00am
Edgenuity	11:00am – 12:10pm

Cosmetology I Early Dismissal Schedule

Edgenuity	10:20am – 10:30am
Lunch	10:30am-11:00am
Cosmetology Class	11:00am – 12:10pm

Cosmetology Schedules & Attendance 2025-26

Cosmetology I and II must be a minimum 420 hr. class to meet Board of Cosmetology Requirements. In order to take the Cosmetology Licensure Exam near the end of the second year, a student is required to have had 840 contact hours in our two-year Cosmetology Program. 420 contact hours in Cosmetology I is required to advance into Cosmetology II. Strong attendance in the Cosmetology program is essential. Please be aware of this requirement.

Cosmetology Maximum Class Size is 18 students. Students needing more than 1 core class may have to take a summer course or Edgenuity course as determined by their counselor.

Cosmetology II- Schedule

	Monday- Friday
8:30am-11:10am	Cosmetology II (450 hrs.- 3 HS Credits)
11:10am-11:40am	Lunch @ Technical Center
11:40am-12:40pm	Edgenuity Course or Study Hall Available- Room 1413 (Mr. Coates)
12:40pm-1:05pm	Ride Bus to their High School
1:25pm-2:50pm	4 th Period/Block @ High School

Cosmetology I- Schedule

	Monday- Friday
8:00am-9:35am	1 st Period/Block @ High School
9:55am-10:20am	Ride Bus to Technical Center
10:20am-11:10am	Edgenuity Course or Study Hall Available- Room 1413 (Mr. Coates)
11:10am-11:40am	Lunch @ Technical Center
11:40am-2:20pm	Cosmetology I (450 hrs.- 3 HS Credits)

***420 contact hours in Cosmetology I is required to advance into Cosmetology II.**

School Procedures

Enrollment

The Campbell County Technical Center offers one-year and two-year Career and Technical Education (CTE) programs designed to allow rising juniors and seniors a unique opportunity to get a head start on their career. All high school students must apply to enroll in courses at the Technical Center through their school counseling office on a yearly basis. **Enrollment in a first-year class does not guarantee your enrollment in a second-year class. All students must apply for enrollment each school year. Student selection criteria may include comparisons of academic achievement, attendance, and behavior.**

Withdrawal from Class and Schedule Changes

Student requests for schedule changes will be considered during the **first four days of each semester**. Decisions on schedule changes will be made in conjunction with the home school's counseling office and will be based on class availability. Please refer to the Policies, Rules, Regulations, and Procedures on the Campbell County Schools website. (www.campbell.k12.va.us)

Attendance

Students that are absent must bring in a note from his/her parents/guardians, doctor, and or court stating the reason for the absence or tardy. Students must bring an excuse for their absence within two days of the absence to their home high school and the Technical Center. **Failure to meet this requirement will result in an unexcused absence.**

Assignment of a failing grade (64, or the student's average, whichever is lower) for the nine weeks grading period to any student who has accumulated nine (9) or more unexcused absences during that grading period. This will include students who miss nine (9) or more class meetings unexcused for the same course in a nine-week grading period. The reason for the failing grade also will be communicated on the report card. (CCS Policy JED-R B.4)

If a student is present at his/her home school and fails to report to the Technical Center without first having properly checked out from his/her home high school, he or she may be subject to disciplinary action.

Early Dismissal

Students having a valid reason for leaving school prior to their normal departure time must present a written excuse, signed by a parent or guardian to the office before school. Students are required to check out through the office at the appropriate time. **Students may not leave with anyone unless they are listed as an emergency contact.**

Illness

If a student becomes ill during school hours, the student must report to their teacher and get permission to report to the school nurse. The parent or guardian will be notified and appropriate action will be taken. In case the parent, guardian, or emergency contact cannot be reached, the student will remain in the nurse's office or referred to the home school nurse's office unless immediate medical attention is needed.

Make Up Work

It is the student's responsibility to make up work missed as a result of excused absences from class. Specific arrangements to make up work must be made within two days after the return from the absence.

Transportation

Bus Riders

CTE students may ride the bus to and from the Technical Center. All students must report directly to class when they get off the bus. **Students may not ride the bus to any school other than their home high school.**

Student Drivers

1st Session students, with an approved driving permit, may drive directly to the Technical Center from home. Students that wish to drive to the Technical Center must complete a driving permit form complete with parent/guardian signature, receive, and display a parking permit, and adhere to all driving procedures. **ALL students must have a valid parking/driving permit from their high school except for Early College students that don't have to attend their high schools. Students that don't have a valid parking/driving permit from their high schools will not be issued a CCTC parking/driving permit.** Failure to adhere to driving procedures and/or excessive tardiness to school may result in a loss of driving privileges. Students must park in the designated student parking lot. 2nd and 3rd Session students may also drive to the

Technical Center. Students are expected to arrive to class on time at the Technical Center and their High School. **Students are not allowed to carpool unless they are siblings.** 3rd Session student drivers are not required to report to their high school after Tech Center dismissal.

Driving Permits

Driving permits are limited, due to the number of student parking spaces at the Technical Center. Early College and Cosmetology II students will receive the first option to obtain permits to drive directly to the Technical Center daily because of program requirements. All other students may request a driving permit through the main office. Driving permits will be issued on a first come first serve basis until all spaces are full. Students must have a current driving permit at their High School to be eligible for a permit at the Technical Center.

One Day Driving Permits

All students may obtain a one-day driving permit with a valid request. Examples of valid requests for a one-day permit include: doctor's appointment, court appearance, or service to a vehicle at the Technical Center. Students must have permission from the Technical Center Administration to receive a one-day permit. If permission is granted by the Technical Center Administration, the student will then receive a permission form that must be turned in prior to the day the student requested to drive. This form must be signed by the Technical Center Teacher, Technical Center Administration, Home High School Administration, and Parent. Turn completed form into office and display temporary pass on dashboard of vehicle.

Field Trips

Field trips are an important part of Career and Technical Education. To participate in scheduled field trips, parents and students will be required to complete and return the proper forms for each trip or students will not be allowed to participate.

Student Conduct

Student Expectations

1. Students will abide by Campbell County School Policy.
2. Students will be respectful of each other and of the adults at the Technical Center at all times.
3. Students will conduct themselves as if they were in the workplace and in a way consistent with the highest school and community standards.
4. Students will assume responsibility for their actions.
5. Students will do their best work.
6. Students will follow all instructions given by school personnel.
7. Students will follow Campbell County Schools Dress Code policy.

Cheating

Any student giving or receiving help on a graded assignment, when aid has been specifically forbidden, will be subject to disciplinary action.

Student Safety

The safety of our students is the top priority of the faculty and staff at Campbell County Technical Center. Therefore, it is absolutely necessary for students to follow the instructions of their teachers at all times. Students should wear proper Personal Protective Equipment (PPE) in labs. It is also important that students do not engage in any type of horseplay, such incidents will be subject to disciplinary action.

Cell Phones and other Portable Communication Devices

The Campbell County School Board recognizes that schools must provide a learning environment free from unnecessary distraction and disruption and is conducive to learning. Therefore, the board establishes expectations to create a cell phone free learning environment that prioritizes critical thinking, effective communication, citizenship, creativity, and collaboration for all students.

Definitions:

"Instructional time" means any structured or unstructured learning experiences that occur from when the first bell rings at the start of the school day until the dismissal bell rings at the end of the academic school day. Elementary and middle school instructional time begins with arrival on school campus.

"Personal Electronic Communication Device" means any personal device capable of connecting to a smartphone, the internet, a cellular or Wi-Fi network, or directly connects to another similar device. Personal electronic communication devices may include some wearable devices such as smart watches, as well as personal headphones, laptops, tablets, and other future personal electronic communication devices with the abovementioned characteristics.

"Stored" means a cell phone or personal electronic communication device is off and out of sight. Storage options include, but are not limited to, in the student's backpack, in the student's locker, in a locked pouch, or in a designated place in the classroom.

Students are not permitted to use or display such devices during instructional time. If cell phones or personal electronic communication devices are brought to school, they must be stored and turned off during instructional time.

Such devices will be considered "in use" if they are on (regardless of if they are on silent or set to ring), utilizing any form of application on the device, sending or receiving a call or text message, or being used to take, display or send photos or videos.

Students may use their cell phones during after hours athletic events, extracurricular events, and while utilizing CCPS transportation services. In addition, only high school students may responsibly use their personal communication devices before school and after school.

Prohibited Conduct:

- a. Except as otherwise provided, no student shall photograph, videotape, sound record or cause to be similarly recorded any student or group of students; or employee or group of employee's during the school day, on the school premises (including school busses), or during a school activity without the prior consent of a professional staff member of the school;
- b. Tease, bully, intimidate, threaten or harass another individual;
- c. Collaborate with, encourage, or incite others to participate in violent or unlawful acts. This includes creating and sharing video of an act in a manner that causes disruption and disturbance;
- d. Create, possess, exchange, distribute, post, or transmit an image, or video of a person in any condition of nudity, or a person engaged in any sexual act;
- e. Engage in academic dishonesty and cheating.

Students who violate these conditions are subject to disciplinary action, confiscation of the device, and prohibition from possession of their personal device upon school

property.

Exceptions:

Allowable exceptions for cell phone and personal electronic communication devices must be written into 504, IEP, Limited English Proficiency, and/or individualized health care plans. All individualized health care plans that include cell phone or personal electronic communication device usage must be approved by the Principal or Designee.

Communication during instructional time:

During instructional time, students must use school-based communication tools and platforms to communicate needs with parents such as email or phone call from the school's front office.

Parents should use school-based communication tools and channels to communicate during instructional time such as email or phone call to the school's front office.

Emergency Communications:

Campbell County Public Schools has crisis and contingency plans for school-based emergencies that include written procedures and training for employees, students, and other staff during crisis and emergency situations. CCPS will provide regular communication and information through our division communication tools and platforms during such emergencies.

Family-based emergencies should be communicated directly with the front office of their child's school. Schools should treat family emergencies with urgency and ensure that students have the information and the support they need to manage a family-based emergency.

Students who violate these conditions are subject to disciplinary action, confiscation of the device, and prohibition from possession of their personal device upon school property. Please refer to the county policy on wireless communication devices on the Campbell County Schools website (www.campbell.k12.va.us) under parental notifications. (Policy JFC-R)

Computer Use

Each student agrees to the acceptable computer use agreement policy when they login to a computer. Students in violation of this policy will be subject to disciplinary action.

Distractions

Students are not allowed to bring anything to school which would cause distractions and /or be a danger to others. Such things include, but are not limited to: skateboards, athletic equipment, animals, instruments, or other hobby items.

Food & Drink

Food and/or drink is not to be dropped off by anyone other than a person that is on the student's emergency contact list. **No deliveries by food establishments/restaurants will be accepted.**

Student Dress

A student's dress and appearance shall not be such that it causes disruption, distracts others from the educational process or creates a health or safety problem. Wearing of clothes, jewelry, apparel, or personal belongings that are likely to lead to disruptions, advocate violence, alcohol, or other drug use and/or disruption; or that reflect adversely on persons due to race, gender, creed, national origin, physical, emotional, or intellectual abilities, or that are considered to be in violation of the Campbell County Schools policy on student dress on the Campbell County Schools website (www.campbell.k12.va.us) under the Standards of Student Conduct. (Policy JFC-R)

Additional guidelines are:

1. Shoes must be worn at all times, closed toe shoes are required in lab areas.
2. All clothing must be of sufficient length and coverage.
3. Sunglasses may not be worn inside the school building.
4. Pants will be worn appropriately; undergarments will be covered by the pants.
5. Students are not permitted to wear any hoods in the school building.
6. Backless dresses, low-cut tops, and tops that do not cover the midriff or undergarments are not allowed.
7. Mesh or see-through clothing is not allowed.
8. For the safety of our students each class may have specific requirements regarding student dress.

Academics

Grading

A = Outstanding (90-100)
B = Above Average (80-89)
C = Average (70-79)

D = Below Average (65-69)
F = No Credit (Below 65)
I = Incomplete

Mid-Term Grades

At the midway point of each nine weeks, students will be informed of their grade average. Parents are encouraged to access student grades at any point through the use of Parent Portal. Access can be obtained through each High School Office.

Exam Expectations

For the 26-27 School Year, exams will be given in high school credit bearing courses. The exam will count as 10% of the final grade.

A Student may choose to be exempt from the final exam for one of the following reasons:

- Taking and passing the SOL test or credential exam for that course.

OR

- Taking the AP exam

OR

- Having all As for both quarters of a semester class or all As for each nine weeks of a year-long class

AND

- Having less than 10 total absences for the semester or 20 total absences in a year-long class

Grade Failure Due to Excessive Unexcused Absences

Assignment of a failing grade (64, or the student's average, whichever is lower) for the nine weeks grading period to any student who has accumulated nine (9) or more unexcused absences during that grading period. This will include students who miss nine (9) or more class meetings unexcused for the same course in a nine-week grading period. The reason for the failing grade also will be communicated on the report card. (CCS Policy JED-R B.4)

Other Procedures

Medication

Students are not to be in possession of any medication, including over-the-counter medications. Any medication must be checked in with the school nurse. **Unauthorized possession of medication may result in disciplinary action.** For more information, refer to the Policies, Rules, Regulations, and Procedures on the Campbell County Schools website. (www.campbell.k12.va.us)

Tools and Equipment

Hand tools and equipment may be issued to a student at the beginning of the year in some classes. Tools issued will be inventoried periodically. Each student will be responsible for missing or damaged tools. Students will pay replacement costs for damaged or lost tools and/or face disciplinary action.

Visitors

All visitors must register at the main office and obtain a visitor's pass when they enter the school. Visitors will be allowed to visit classrooms during instructional time for pre-arranged instructional related reasons only.

Work Projects Performed by Students

In most Career and Technical areas of study, students will be expected to complete projects provided by the Technical Center as a part of their training; however, students may want to bring in a project from home. The procedure to follow for getting an item repaired or serviced is:

1. To meet with the teacher and get his/her permission.
2. Once the teacher has granted permission to bring a project from home, the student will proceed and follow school procedures. If it is necessary for a student to drive to the Technical Center in order to complete a project, the student must follow the procedures for driving to the Technical Center.
3. The student must also have a work agreement filled out and signed prior to any work being performed. These forms are available in the main office.
4. Please remember that you may have to leave the piece of equipment or automobile until repairs and/or service has been completed. Furthermore, students must pay for all parts and consumables used on the job, plus a minimal service charge.

Work Based Learning Program

The Work Based Learning (WBL) program offers students the opportunity to gain on-the-job training while still in high school. Work Based Learning experiences include:

1. Job Shadowing
2. Mentorship
3. School Based Enterprise
4. Internship
5. Clinical Experience
6. Cooperative Education
7. Youth Registered Apprenticeship
8. Registered Apprenticeship
9. Service Learning

Work Based Learning experiences will only be granted to students who wish to start a career related to a career and technical program offered by Campbell County Public Schools. Work Based Learning Experiences must be agreed upon by the Employer, the WBL Coordinator, the Principal, the CTE Teacher, the Parent/Guardian, and the Student. Once students are accepted into the Work Based Learning program, they must adhere to the guidelines of the experience to receive proper credit. For questions about Work Based Learning, please see your CTE teacher or the Work Based Learning Coordinator.