STUDENT HANDBOOK

2023-2024

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BASIC INFORMATION

About SVCAL

The **Shenandoah Valley Center for Advanced Learning (SVCAL)** began operations on July 1, 2021 to coordinate educational programs best implemented through regional partnerships.

These programs are listed below.

Shenandoah Valley Governor's School (SVGS)

SVGS is one of 19 Academic Year Governor's School sponsored by the Virginia Department of Education. The school serves the public-school systems of Augusta County, Staunton, and Waynesboro. SVGS has programs and courses designed to meet the needs of gifted and highly motivated students. SVGS provides a unique environment in which individuals explore the interconnections between technology and (1) mathematics and sciences or (2) the arts and humanities.

Students may attend in one of several broad curriculum areas:
*Sciences (science, mathematics, technology, and engineering)
* Arts & Humanities (humanities, visual, and performing arts)

Valley Career and Technical Center (VCTC)

VCTC is one of 9 regional centers in Virginia. The school serves the public school systems of Augusta County, Staunton, and Waynesboro. VCTC provides high-quality technical education and career preparation to meet the needs of today's high school students and adults through intensive training, apprenticeships, adult night classes, GED classes, dual-enrollment coursework, and work-based learning.

High School

High school students may enroll in programs in the following broad career areas: Agriculture, Hospitality, Mechanics and Transportation, Construction, Manufacturing, Health Sciences, Education, Human services, and Public Safety.

Adult Education

The Adult Education program, in conjunction with VCTC, provides affordable and valuable post-secondary technical training and life enhancing skills that promote productive and highly trained citizens in the current and future workforce for the Shenandoah Valley. Classes are offered at night during a Fall and Spring semester and are often developed in partnership with local businesses and industries to meet economic and workforce demands.

Apprenticeship

Apprenticeship is a state-affiliated training program offered in conjunction with employer sponsors and local educational agencies. The Adult Education program at VCTC provides apprenticeship-related instruction for the area encompassing Augusta County, Staunton, Waynesboro, and Highland County. A number of area businesses and industries sponsor apprentices. Although many skilled and technical trades are apprenticeable, the two trades most heavily represented at the Center are industrial maintenance mechanic and machinist.

Adult Learning Center

The Staunton Augusta Adult Learning Center's mission is to serve the needs of the community by providing lifelong learning opportunities, earn their high school equivalency, empowering students to learn English, or gain access to career training and certification, all with the support of a caring and capable group of adult education professionals in an environment that is supportive, healthy, and safe. Learning options include General Education Development (GED), English as a Second Language (ESL) Classes, National External Diploma Program (NEDP),Citizenship Classes, and ACT National Career Readiness Certificate.

Adult Practical Nursing

The Adult Practical Nursing program at VCTC has created a culture that embraces the functions of mentoring, role modeling and caring for each student holistically. This growth and development is essential for entry level LPN's as they prepare to enter the ever-changing healthcare environment ready to meet the needs of and the challenges presented by individuals in their care. The program maintains the high standards of academic attainment and employment success through the interaction of a committed faculty and sincerely invested students. Our program is Approved through the Virginia Board of Education and Virginia Board of Nursing.

Mission & Vision

*The mission and vision for SVCAL is currently being developed through the strategic planning process.

Currently, the working mission statement of SVCAL is *"to prepare students for the future and help each find their path to success."*

SVGS

The mission of Shenandoah Valley Governor's School is to provide a supportive and challenging environment for area gifted students to nurture and develop their talents, expand their knowledge and improve their critical thinking skills while fostering their sense of personal and social responsibility.

VCTC

The mission of Valley Career & Technical Center is to prepare our students to become responsible citizens through the development of career awareness, workforce readiness, and industry-specific job skills.

CALENDAR

2023-2024 SCHOOL CALENDAR

AUGUSTA COUNTY PUBLIC SCHOOLS
18 Government Center Lane, PO Box 960, Verona, VA 24482
Phone: 540-245-5100 / Fax: 540-245-5115

Approved 3/02/23

Legend:
- First Day of School for Students
- Last Day of School for Students
- No School: Holiday for Students and All Employees
- No School for Students: Teacher Workday / Professional Development
- No School for Students or Teachers: 12-Month Administrators and Support Staff Report to Work
- End of Grading Period
- Report Cards Distributed
- 1:00 Dismissal Day

JULY 2023

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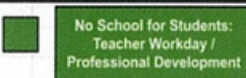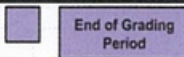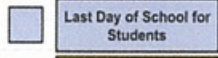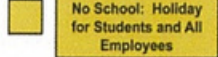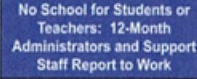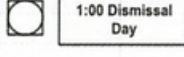
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SEPTEMBER 2023

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OCTOBER 2023

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NOVEMBER 2023

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DECEMBER 2023

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JANUARY 2024

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FEBRUARY 2024

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MARCH 2024

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APRIL 2024

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MAY 2024

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JUNE 2024

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Student/Parent Calendar

August 1 Fee Collection begins

August 9: FIRST DAY OF SCHOOL

September 4: Labor Day: No School for Students

September 18: No School for Students

October 6: End of 1st Grading Period (41 Days)

October 9: No School for Students

October 17: Report Cards Distributed to Students

October 23: No School for Students / Optional Parent-Teacher Conference Day

November 6: No School for Students

November 7: No School for Students

November 22-24: Thanksgiving: No School for Students

December 15: End of First Semester (84 days/504 hours)

December 18 - January 1: Winter Break: No School for Students

January 2: No School for Students

January 3: No School for Students

January 4: First Day of Second Semester for All Students

January 11: Report Cards Distributed to Students

January 15: Holiday: No School for Students

February 19: No School for Students

March 4: No School for Students

March 8: End of 3rd Grading Period (44 Days)

March 19: Report Cards Distributed to Students

March 25 - April 1: Spring Break: No School for Students

April 22: No school for students

May 22: LAST DAY OF SCHOOL: 1:00 PM Dismissal
End of 4th Grading Period (90 days/538 hours)

First Semester will end on January 3

Second Semester will begin on January 4

174 days= 1,042 hours   (52 hours/9 days over the 990 requirement)

DAILY SCHEDULE

	SVGS Class Schedule	VCTC Class Schedule
Regular Schedule	7:40 AM Classes Start 10:52 AM Classes End	8:50 AM Morning Classes Start 11:00 AM Morning Classes End 12:25 PM Afternoon Classes Start 2:35 PM Afternoon Classes End
Early Dismissal	7:38 AM Classes Start 10:00 AM Classes End	8:50 AM Morning Classes Start 10:20 AM Morning Classes End 11:00 PM Afternoon Classes Start 12:30 PM Afternoon Classes End
2 Hr Delay	9:28 AM Classes Start 11:45 AM Classes End	10:45 AM Morning Classes Start 12:00 AM Morning Classes End 1:00 PM Afternoon Classes Start 2:35 PM Afternoon Classes End
1 Hr Delay	8:38 AM Classes Start 11:20 AM Classes End	10:00 AM Morning Classes Start 11:20 AM Morning Classes End 12:30 PM Afternoon Classes Start 2:35 PM Afternoon Classes End

WHO TO GO TO.........

SVGS	VCTC - High School	VCTC - Adult Programs
Primary: Brent Hull **Secondary: Lee Ann Whitesell**	**Primary: Julie Maxwell** **Secondary: Allison Sprouse**	**Primary: Lee Ann Whitesell**
Counselor: Shannon Brown **School Nurse: Bea Benson**	**Counselor: Heather Mattox** **School Nurse: Bea Benson**	**Coordinator, Adult Education and Apprenticeship: Laura Tait** **Director, Health Occupations and Practical Nursing: Dee Boyd** **Coordinator, Adult Learning Center: Jessica Chenoweth**
When your child is absent, please send emails to: Attendance@svgs.k12.va.us	**When your child is absent, please send emails to:** Attendance@valleytech.us	

SVCAL DIRECTORY

Name	Position	Program	Email
Madison Allen	*Molecular Biology, Scientific Research*	SVGS	alllenm@svgs.k12.va.us
Kristin Beery	*Agriculture- Livestock & Horticulture*	VCTC	beeryk@valleytech.us
Bea Benson	*School Nurse*	SVCAL	BensonB@valleytech.us
June Blosser	*Administrative Assistant*	VCTC	blosserj@valleytech.us
Dee Boyd	*Director, Health Occupations & Practical Nursing*	VCTC	boydd@valleytech.us
Jeff Boyd	*Auto Body Technology*	VCTC	boydj@valleytech.us
Shannon Brown	*Counselor and Student Experience Coordinator*	SVGS	browns@svgs.k12.va.us
Brad Bryant	*Carpentry*	VCTC	bryantb@valleytech.us
Lindsey Campbell	*Teachers for Tomorrow/Go2TEACH*	SVGS	CampbellLM@svgs.k12.va.us
Tracy Cash	*Pre-Calculus, GS Machine Learning*	SVGS	casht@svgs.k12.va.us
Jessica Chenoweth	*Adult Learning Center (GED), Coordinator*	ALC	chenowethj@valleytech.us
Derek Davis	*Criminal Justice*	VCTC	davisdw@valleytech.us

SVCAL DIRECTORY (CONT.)

Name	Position	Program	Email
Laura Davis	*Accountant*	Adult Ed	weeksl@valleytech.us
Vincent Daw	*Engineering*	SVGS	daw@svgs.k12.va.us
Christina Dixon	*Differentation and Placement Specialist*	VCTC	dixonc@valleytech.us
Sean Duncan	*Automotive Technology*	VCTC	duncans@valleytech.us
Sara Fitzgerald	*Environmental Chemsitry, Scientific Research*	SVGS	fitzgeralds@svgs.k12.va.us
Zan Gillies (Adjunct)	*Film I and Film II*	SVGS	gilliesz@svgs.k12.va.us
Doug Goff	*Custodian*	SVCAL	
Lisa Gordon	*Finance Director*	VCTC	Gordonl@valleytech.us
Tyler Gordon	*Computer Tech Aide*	VCTC	GordonT@valleytech.us
Jake Gray	*Work Based Learning Coordinator*	VCTC	grayj@valleytech.us
Jason Hall	*Welding*	VCTC	hallj@valleytech.us
Shana Halterman	*Adult Education Admin. Asst.*	VCTC	haltermans@valleytech.us

SVCAL DIRECTORY (CONT.)

Name	Position	Program	Email
Robert Ham	*Masonry*	VCTC	hamr@valleytech.us
Arden Harner	*Computer Technology*	VCTC	aharner@valleytech.us
Paul Hildebrand	*Western Culture (adjunct)*	SVGS	hildebrandp@svgs.k12.va.us
Betty Sue Hiner	*Cosmetology*	VCTC	hinerb@valleytech.us
David Holsinger	*Maintenance Director*	SVCAL	holsingerd@valleytech.us
Cat Howard	*Practical Nursing (Clinical)*	VCTC	HowardC@valleytech.us
Lani Hoza	Psychology	SVGS	hozal@svgs.k12.va.us
Brent Hull	*SVGS Coordinator/Principal*	SVGS	hullb@valleytech.us; hullb@svgs.k12.va.us
Anne Jeffrey	*English Literature, Composition & Ideas*	SVGS	jeffrey@svgs.k12.va.us
Susan Jenny	*Calculus, Chemistry*	SVGS	jenny@svgs.k12.va.us
Lindsey Lennon	*Sociology*	SVGS	lennonl@svgs.k12.va.us

SVCAL DIRECTORY (CONT.)

Name	Position	Program	Email
Michael Lowery	*Custodian*	SVCAL	
Lucy Marion	*Virginia Teachers for Tomorrow*	VCTC	marionl@valleytech.us
Chris Martin	*Physics*	SVGS	martin@svgs.k12.va.us
Heather Mattox	*School Counselor*	VCTC	MattoxH@valleytech.us
Julie Maxwell	*VCTC Coordinator/Principal*	VCTC	maxwellj@valleytech.us
Harry McGuire	*Electricity*	VCTC	mcguireh@valleytech.us
Elaine Miller	*Nurse Aide*	VCTC	millere@valleytech.us
Stephanie Miller	*Custodian*	SVCAL	millers@valleytech.us
Karen Moore	*Dental Careers*	VCTC	moorek@valleytech.us
Jo-el Nelson	*Environmental Science, GIS, ITRT*	SVGS	nelson@svgs.k12.va.us

SVCAL DIRECTORY (CONT.)

Name	Position	Program	Email
Shay Nicely	*Network Administrator*	SVCAL	nicelys@valleytech.us
Joni Nowlin	*Administrative Assistant*	ALC	NowlinJ@valleytech.us
Erik Nylander	*Calculus, Machine Learning, intro to CS*	SVGS	nylandere@svgs.k12.va.us
Anna Ott-Young	*Practical Nursing*	Adult Nursing	YoungA@valleytech.us
Tiffany Painter	*Practical Nursing*	Adult Nursing	paintert@valleytech.us
Sherri Robords	*Administrative Assistant*	SVGS	robordss@svgs.k12.va.us
Michelle Plogger	*Certified Medical Assistant, Nurse Aide*	VCTC	PloggerM@valleytech.us
David Rost	*Diesel Technology*	VCTC	rostd@valleytech.us
Kandy Rothgeb	*Administrative Assistant*	VCTC	rothgebk@valleytech.us
Thomas Sailer	*Industrial Maintenance*	VCTC	sailert@valleytech.us
Judy Sensabaugh	*Custodian*	SVCAL	sensabaughj@valleytech.us

SVCAL DIRECTORY (CONT.)

| Name	Position	Program	Email
Angela Small	*Veterinary Assistant*	VCTC	smalla@valleytech.us
Doug Smith	*HVACR*	VCTC	SmithD@valleytech.us
Allison Sprouse	*Asst. Prinicipal, SVCAL*	SVCAL	SprouseA@valleytech.us
Laura Tait	*Adult Education/ Apprenticeship Coordinator*	Adult Ed	taitl@valleytech.us
Matt Thorne	*Precision Machining*	VCTC	ThorneW@valleytech.us
Anthony Tyler	*Statistics, Math Modeling, Computer Science*	SVGS	tylera@svgs.k12.va.us
Joe Whalen	*Emergency Medical Technician (EMT)*	VCTC	whalenj@valleytech.us
Cassy Whitacre	*Theater, Film, Communications*	SVGS	maxton@svgs.k12.va.us
Joel Whitecotton	*Computer Tech Aide*	VCTC	WhitecottonJ@valleytech.us
Lee Ann Whitesell	*Director*	SVCAL	whitesell@svgs.k12.va.us, whitesell@valleytech.us

SVCAL DIRECTORY (CONT.)

Name	Position	Program	Email
Joseph Wilkins	*Culinary Arts*	VCTC	wilkinsj@valleytech.us
Holly Wilson	*Nurse Aide , PCT*	VCTC	wilsonh@svgs.k12.va.us
John York	*Cyber Security (adjunct)*	SVGS	yorkj@svgs.k12.va.us
Alf Zhu	*Multivariable Calculus, Modern Physcis, Scientific Research*	SVGS	zhu@svgs.k12.va.us

The Shenandoah Valley Center for Advanced Learning follows our administrative agent, the Augusta County School Board, and does not discriminate on the basis of race, color, national origin, religion, age, disability, or gender in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding non-discrimination policies:

Title IX Coordinator
Dr. Kelly F. Troxell
Executive Director of Personnel
18 Government Center Lane
PO Box 960
Verona, VA 24482
540-245-5107

Section 504 Coordinator
Douglas W. Shifflett, Jr., Ed. D.
Deputy Superintendent
18 Government Center Lane
PO Box 960
Verona, VA 24482
540- 245-5108

ADMINSTRATIVE EXPECTATIONS for STUDENTS
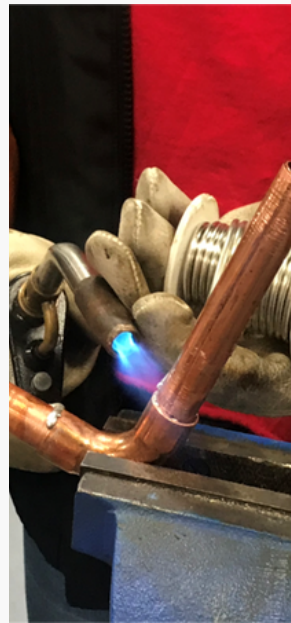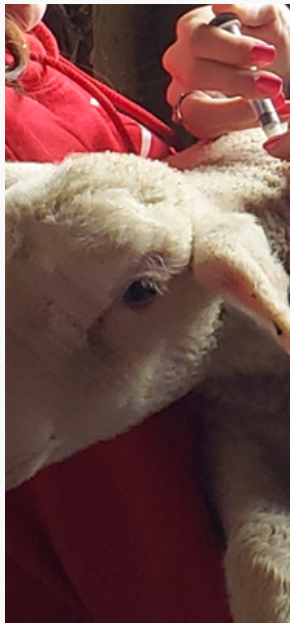
EXPECTATIONS/INFORMATION:

INTEGRITY

- SVCAL emphasizes an environment of maturity and independent work. Because of the nature of this independent environment, a strong sense of ethics is required of every SVCAL student. Every student is responsible for his/her own conduct and the consequences of actions while in school or participating in school sponsored activities.
- All students are expected to submit their own work on projects, test, examinations, research papers, homework assignments, laboratory reports, and in-class assignments. For group activities, all work is expected to be that of the group members. Any work which is not the original product of the student or group will be properly identified and acknowledged.
- Students should report suspected violations of code of conduct immediately to the instructor(s). If a student witnesses a violation and does not report it, he or she is condoning, and a partner to, unacceptable behavior. Failure to report a violation is in itself a violation of the standards of integrity expected of all SVCAL students.

MINUTE of SILENCE/PLEDGE OF ALLEGIANCE

- Schools are required to have students recite with respect the Pledge of Allegiance daily in a classroom at a designated time. An American flag is to be on display in all classrooms. In addition, Section 22.1-202 of the Code of Virginia addresses that students who object to participating based upon religious or philosophical grounds cannot be compelled to recite the Pledge. Such students should respectfully honor those who choose to participate.
- The SVCAL recognizes that, pursuant to required state law, a minute of silence before each school day prepares students and staff for their respective work or school days. Therefore, each teacher and student shall observe a moment of silence at the beginning period of each school day, allowing a valuable opportunity for personal introspection and instilling calm in the classroom.
- The teacher responsible for the beginning period shall take care that each student: (1) remains seated and silent and (2) does not disrupt or distract other students during the minute of silence. The moment may be used for any lawful silent activity, including personal reflection, prayer and meditation, or for any other silent purpose of independent personal choice.

STUDENT ATTENDANCE

- Teachers are responsible for taking attendance at the beginning of the first class daily in Infinite Campus Calls are made to parents of absent students so accurate daily attendance is paramount. Attendance records do become legal school records.
  - **ATTENDANCE POLICY:** Because the nature of advanced instruction at SVCAL and much work is done in groups or in school facilities, it is particularly important that absences be kept to a minimum. When students are absent, they will not only miss instruction by teachers but also time to work with their group or access to materials and equipment for skills and project work. Class and lab participation grades are earned only by being present in the classroom and lab.   Excessive absences and tardiness will adversely affect a student's grade.   If a student is ill or has an unexpected emergency, his or her parent/guardian must call SVGS or VCTC or email the coordinator. An email or written notice to the coordinator explaining the absence should be sent within 3 days of the absence. ***See attendance email address under "Who to Go to...." on Page 5.***
  - **ARRIVING LATE:** Students are allowed three (3) unexcused absences each semester (not cumulative) before disciplinary action will be taken. Three unexcused "tardies" will result in early morning or afternoon detention. Further unexcused "tardies" will result in more stringent disciplinary actions. It is the STUDENT'S responsibility to report to the office immediately upon arrival to check in. In order to be excused, tardy students must also bring a note which explains the reason for the tardiness.
  - **PRE-ARRANGED ABSENCES:** If known in advance that time will be missed because of scheduled high school activities or for personal reasons, parents/guardians must send a note or email to the appropriate coordinator or designee explaining the reason for the proposed absence. It is the student's responsibility to arrange for all work to be completed _prior_ to the planned absence.
  - **EARLY DISMISSAL:** Early dismissal must be prearranged with the coordinator or designee. The Early dismissal from SVGS must be prearranged with the Coordinator. The Coordinator must approve an explanatory note signed by your parent or guardian before leaving. In the case of an emergency, your parent/guardian must telephone the coordinator to explain the request for early dismissal. All students must sign out in the office prior to leaving early.

STUDENT ATTENDANCE (continued)

- Teachers are responsible for taking attendance at the beginning of the first class daily in Infinite Campus. Attendance records do become legal school records.
    - **ABSENCES DUE TO HS ACTIVITIES:** The staff supports students' involvement in co-curricular activities and academic field trips for the high school. Absences for these events are excused if teacher(s) and the coordinator are notified prior to the planned absence. It is the student's responsibility to notify the Coordinator and teachers and complete all work IN ADVANCE of the absence. Written confirmation of participation in the activity or trip from a high school official is required.
    - **Excessive and/or Unexcused Absences and Tardiness:** There is a correlation between attendance and success at SVCAL. It is in students' best interests to attend school regularly and be active participants in all classes. Class and lab/shop participation grades are earned only by being present in the classroom. In the event students choose not to do so, repeated un-excused absences or tardiness will result in detention or out-of-school suspension. If five missed days are unexcused during a grading period, a letter will be sent to the student's parents, base school principal and guidance director. If ten days are unexcused during a semester, a letter will also be sent requesting conference involving the director, student, parents and high school representative**.**

STUDENT CONDUCT

- **EXPECTATIONS:** Students are responsible for their conduct and the consequences of their actions while in school or participating in school-sponsored activities. Students are expected to be punctual and to respect faculty, peers, and school property. Personal freedom and responsibility are essential to SVCAL programs. However, the expectations for conduct will be enforced. SVCAL will follow all Augusta County policies for student conduct.
    - Any student behavior, which includes dress, that is demeaning to any individual or group of individuals, disrupts the learning process of other students, or detracts from SVCAL programs will not be tolerated.
- **CODE OF CONDUCT:** A statement regarding expectations for students' conduct is contained in the Augusta County School Board Administrative Manual, Policy 7.500. The manual contains a list of forbidden behaviors including, but not limited to, cheating, possession or use of drugs, alcohol or tobacco products, violence, possession of weapons, vandalism, trespassing, gambling, vulgarity, verbal abuse, possession of inappropriate literature, possession of pagers or active cell phones during school hours, display of affection, sexual harassment, bullying, truancy, tardiness, disrespect, and insubordination.
    - SVCAL students will not harass, nor be subject to harassment by, other students or staff members. Policy 7.510 in the ACSB Administrative Policy Manual addresses the definition and consequences of harassment based on gender, sexual orientation, religion, ethnicity, and disability. Grievance procedures are outlined in this policy. A copy of the manual may be found at www.augusta.k12.va.us.
    - Students participating in school related activities outside the building are expected to dress and behave in a professional manner at all times. These are special privileges that will be revoked if the sponsoring individual or organization experiences any unpleasantness as a result of student actions.
    - SVCAL students are expected to demonstrate integrity and honesty at all times.

- **DRESS:** Students are expected to dress and behave in a civil and modest manner at all times. It is the prerogative of the SVCAL administrative team to determine if dress or behavior is demeaning, disruptive, detracting, or otherwise unacceptable for SVCAL students or presents safety issues. The list includes, but is not limited to, swimwear, halter tops, tank tops, sundresses, muscle shirts, bare midriffs, bare feet, sunglasses, short-shorts, net tops, and see-through shirts. "Demeaning" refers to words and graphics that are profane, obscene, racist, sexist or offensive or insulting to any religious, social, or ethnic groups, or that glorify products, media, or organizations that espouse such views. Clothing that advocates use of violence or illegal products, including those not suitable for consumption or viewing by minors, will not be tolerated. Students may be asked to change clothes at SVCAL if something suitable is available or go home to change. A student may be sent home to change, resulting in an unexcused absence.

STUDENT CONDUCT(continued)

- **CELL PHONES/PERSONAL ELECTRONIC DEVICES:** Students who are in possession of portable electronic devices, including game, music, and data/voice communication devices such as cell phones must have these items turned off and properly stored during instructional time.
  - *Cell phone use from that time until the end of the official instructional day is prohibited unless used for authorized academic instruction.* Teachers are responsible for establishing clear guidelines and consistent expectations for cell phone use in the classroom.
  - Any student found using a personal electronic device during a testing situation will be considered to be cheating, have the device confiscated and face disciplinary action.
  - Inappropriate uses of portable devices or electronic systems include, but are not limited to, cyberstalking, cyber-bullying, impersonating another person.
  - Possession of such devices on school property or at school sponsored events or activities constitutes consent for and authorizes a school official to search such devices. In addition, any school official with reasonable suspicion that a student has used any such device in a manner that may violate the Code of Conduct may confiscate the device and review the contents and activity on the device. Improper use of such devices may result in confiscation of the device by school personnel and/or other appropriate disciplinary action.
  - Sending, sharing, viewing, or possessing pictures, text messages, e-mails or other material of a sexual nature or engaging in stalking, bullying or impersonating in electronic or any other form on a computer, cell phone or electronic device on school grounds is prohibited and violates Code of Conduct.
- **ILLEGAL SUBSTANCES:** Infractions of these rules below will be dealt with in accordance with Augusta County School Board policy and local and state laws. Any violation of this policy by students in possession, use, and/or distributing of illegal substances will require a student to be placed in an Alternative Education Program (AEP) and/or dismissed from an SVCAL program.
  - Students are not permitted to possess or use tobacco, any tobacco products OR any facsimiles on school grounds, in school vehicles, at school functions, at mentorship or practicum sites, or on school-sponsored trips.
  - Students are not permitted to possess, sell, consume or be under the influence of drugs or alcohol on campus, in school vehicles, at mentorship or practicum sites, at school functions or on school-sponsored trips.
  - Students are not permitted to have in their possession or in their vehicles on school property a firearm, knife or other weapon or a facsimile of these items. Infractions of these rules will be dealt with in accordance with Augusta County School Board policy and local and state laws.
- **Other Offenses Not Involving Tobacco, Drugs, Alcohol or Weapons:** If behavior is unacceptable, the student will have a conference with the teacher(s) involved and an administrator to discuss the problem. A written summary of the incident and conference will be placed in the student's file and a copy sent to parents. Actions that can be taken include warning, probation, in-school-suspension, detention, out-of-school suspension and expulsion, depending upon the severity of the incident. High school principal and guidance departments may be notified. If behavior continues to be unacceptable, the student will be subject to the more stringent disciplinary actions.

- **SEARCHES:** Possessions, including purses, briefcases, book bags, lockers and similar, may be searched at any time. There is no expectation of privacy for objects, including personal electronic devices and vehicles, brought on school property. Additionally, this applies to the SVGS and VCTC computer networks. Facilities are subject to periodic, unannounced inspections by law enforcement officials with and without drug-enforcement dogs.

- **SUSPENSION or EXPULSION:** If suspended or expelled from their high school, students will be automatically suspended or expelled from SVGS or VCTC for the duration of the penalty. Conversely, if suspended from SVGS or VCTC, students will also be automatically suspended from the high school. Parent(s) or guardian(s) will be notified by phone, if possible, and in writing. A conference with the student's parent(s) or guardian(s) is advantageous for any suspension. Expulsion from SVGS or VCTC will result in permanent return to, and may result in expulsion from, the high school depending upon the severity of the incident and the local school board policy violated.

STUDENT DRIVING & PARKING

- Only students with a valid driver's license are eligible to drive personal vehicles to school and apply for a parking permit.
- SVGS students may drive due to the earlier start time and because no transportation is provided. Driving forms should be signed by a parent. If car-pooling with another student, both driver and passenger must have parent(s)/guardian(s) sign a release form.
- NO VCTC student should be driving in the AM. Extraordinary circumstances will be considered on a case-by-case basis.
- VCTC students in the PM may apply for permission to drive and must complete driving forms.
- Drivers must obtain parking stickers from both the high school and VCTC. For Staunton and Waynesboro students, the SVGS/VCTC permit costs $25. (For Augusta County students, the fee is collected directly from the high school and includes the VCTC parking fee. For Staunton or Waynesboro students, the fee, $25, is collected at SVGS or VCTC.)
- Students may only park in designated student parking spaces. Due to construction during the 2023-24 school year, all SVCAL students must park in the EAST parking lot or the annexed gravel parking lot. The parking area along the sidewalks is reserved for VCTC staff.   Students may not park in front of or behind VCTC or across the street; these areas are for SVCAL staff and ACSB offices. On the grass, on the gravel road, or in the lane adjacent to the fire hydrant are NOT parking spaces. Failure to observe these rules will result in a fine and may result in the car being towed at the student's expense. Driving privileges may be revoked upon repeated offenses.

STUDENTS with SPECIAL NEEDS

- By Regulation 8.310 in the Augusta County Administrative Manual, in keeping with the definitions of Section 504 of the Rehabilitation Act of 1973 and The Americans with Disability Act, no otherwise qualified disabled person shall, solely by reason of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance. Special Education Policies are defined in Section Nine of the Augusta County Administrative Policy Manual.

- A documented instructional plan for students who have been identified with a disability or who are suspected will be provided to teachers of that student. Documented accommodations and other accommodations which are appropriate interventions must be given to meet the needs of the student.

- Shannon Brown, the SVGS Student Experience Coordinator/Counselor, will work with IEP's is the 504 Coordinator for SVGS. Christina Dixon, the VCTC differentiation specialist, will work with IEP's and is the 504 Coordinator for VCTC.

STUDENTS NEEDING ASSISTANCE

- **ACADEMIC:** A student of having a disability should consult with the director to develop and initiate an appropriate plan of action. All students who are suspected of having a disability, shall be referred to the Teacher Assistance Team in the school they would attend, who shall initiate the process of determining eligibility for special education and related services.
- **SOCIOEMOTIONAL:** A student needing socio-emotional support should work with a member of the administrative team to assess the situation and engage resources and support as needed.
- **FINANCIAL:** A student of needing financial assistance should work with a member of the administrative team to assess the situation and initiate appropriate interventions.

STUDENT USE OF TECHNOLOGY & EQUIPMENT

- Students may not load software or connect peripheral devices. Students should not use storage space on individual computers; hard drives are periodically cleaned of all unofficial files. There is no expectation of privacy on SVGS or VCTC computers, servers, peripheral devices or networks.
- Students should report *any* school equipment(lab/shop/technology) malfunction or breakage immediately to a teacher or administrator. Abuse of computer privileges or misuse of equipment can be considered criminal and dealt with accordingly.

UNACCEPTABLE USE OF TECHNOLOGY

- Any attempted or actual use of the SVGS or VCTC Network for any purpose other than transacting SVGS or VCTC business, such as for commercial or personal gain or for any non-school purpose, including but not limited to social networking, dating, issue or candidate advocacy is prohibited.
- Any attempted or actual use of the SVGS or VCTC Network for illegal, inappropriate, profane, vulgar, or obscene purposes or in support of such activity is prohibited. Actions prohibited under this section include but are not limited to cyberbullying; sexting; cheating; gambling; creating, accessing, viewing or transmitting pornography or sexually explicit materials; intentional or reckless vandalizing of computer systems; introduction of viruses; corruption of files and resources installing any hardware, device, software or application not approved in advance; hacking or in any way violating the privacy of others; jeopardizing the health and/or safety of students; creating or transmitting libel; plagiarizing the work of others or otherwise violating any laws regarding intellectual property; creating a disruption of school activities; or engaging in any activity that is contrary to the goals, objectives and mission of SVGS, VCTC and SVCAL.
- The illegal copying of documents, software, and other materials is plagiarism and is prohibited by copyright laws.
- Creating, sending, knowingly receiving, viewing, storing, printing, or downloading material via the SVGS or VCTC Network that might reasonably be determined unlawful or inappropriate, including obscene or pornographic materials, is prohibited. The SVGS or VCTC Network, including the Internet, may not be used to make or disseminate hate mail, threats, personal attacks, defamatory statements, harassment, or discriminatory remarks; to violate any person's rights of privacy or publicity; or to engage in similar behaviors. Harassment or discrimination is conduct that is intended or has the effect of identifying or affecting another person in an unfavorable way on the basis of race, sex, age, religion, national origin, disability, or other factors.
- No user may access the SVGS or VCTC Network (including the Internet) through any account but his/her/their own. Do not give your password to any other individual. Attempts to log onto the system as any other user could result in restrictions or cancellation of user privileges.
- The SVGS and VCTC and all files on this system are the property of SVCAL, and by using the SVGS or VCTC Network, each user agrees that use and the contents of files created are subject to review, monitoring and search for any reason. Uses of the SVGS or VCTC Network and files on the system also may be subject to the Freedom of Information Act.

RESOURCES

- Specialized technologies supported at the SVCAL include but are not limited to the following: robotics, radio telemetry, electric vehicles, video-production, multi-media authoring, desktop publishing, graphic design, digital photography, biotechnology., metal & wood fabrication equipment, construction, precision machining including CNC machining, 3D printing, laser cutter, and specialized industry-based software. SVCAL has over 300 computers for student use which are available for projects, research papers, data analysis and other activities.
- Staff members are provided a laptop or desktop for professional use. In addition, many classrooms are equipped with laptops and sets of computers for instructional use. Mobile laptop carts or sets are also available.

EMAIL

- Electronic mail (email) is provided to the staff and students only in support of the instructional program and its support services. Acceptable use of email is based on common sense, common decency and civility as applied to all communications within the electronic environment.
- In addition to the acceptable and unacceptable uses listed above, the following *unacceptable* uses of email are specifically delineated:
  - Sending harassing, abusive, or offensive material to or about others
  - Intercepting, altering, or disrupting electronic mail systems and /or messages
  - Introducing messages to email systems with the intent to cause network congestion
- Electronic communications are protected by the same laws and policies and are subject to the same limitations as other types of media. When using or storing messages on the SVGS or VCTC network, the user should consider both the personal ramifications and the impact on the school system should the messages be disclosed or released to other parties.
- Extreme caution should be used when committing confidential information to the SVGS or VCTC network as its confidentiality cannot be guaranteed. Messages sent to the wrong address could be used inappropriately, and the receiver could save the information indefinitely.
- Employees and students should not consider email conducted through the SVGS or VCTC Network as private and should recognize that email may be subject to monitoring, review, searching, restriction and possible public disclosure. No person who uses the SVGS or VCTC Network has any right or expectation of privacy with respect to his or her use thereof. All data, email and other items composed, transmitted, received or retrieved via the Network are considered part of the official records of SVCAL and are subject to monitoring, review and search.

SOCIAL MEDIA

- SVCAL is committed to ensuring all stakeholders who utilize social media technology, including staff, volunteers, and students, do so in a safe and responsible manner. We strive to create professional social media environments that support our students and staff academically and professionally.
- SVCAL understands the public and pervasive nature of social media and recognizes its staff and volunteers retain the right to maintain social media accounts for personal use and the right to keep their personal lives separate from their positions as ACPS staff/volunteers. However, in this digital era, the lines between professional and personal endeavors are sometimes blurred.
- Due to the unique position SVCAL staff serve in the community as role models, leaders, and caretakers for SVCAL students, inappropriate conduct by staff and volunteers (in any medium, whether within or outside the workplace) can interfere with instruction and operations, endanger student welfare and/or safety, and be inconsistent with employment by or service to SVCAL. SVACL expects its staff to fulfill all responsibilities, including those that may involve social media activity, with courtesy, respect, honesty, and accountability.
- It is the shared responsibility of the administrators, staff, parents, law enforcement, and others in the community to prevent sexual misconduct and abuse. The purpose of these guidelines is to protect students from harm and staff/volunteers from allegations of misconduct.

LAB/SHOP SAFETY

- Students shall obtain permission from the teacher to operate any type of machinery or apparatus.
- Before any student is allowed to operate any type of power machinery, the student shall pass a safety test on that piece of machinery and a record of his/her passing the test shall be kept on file by the instructor.
- It is the responsibility of the instructor to regulate the size of groups at each work station and to see to it that students are rotated from one work experience area to another according to their instructional needs.
- If a competent substitute is not available in the event of a teacher's absence, students should be assigned an appropriate activity and should not be permitted to work with dangerous equipment in a shop or laboratory.
- Safety perimeters shall be placed around all power machinery. Only the person operating a machine and his/her instructor shall be allowed within the designated area.
- In compliance with the Virginia State Code, protective eye devices shall be worn in shop and laboratory areas at all times. Students and teachers with prescription lenses must check with their optician to determine whether they are equipped with safety lenses. The Act of the General Assembly of Virginia (Section 22.1-275, 1996) requires the wearing of eye protection devices at all times while participating in designated school activities. The law is as follows:

  22.1-275 Protective Eye Devices. Every student and teacher in any school, college, or university participating in any of the following courses:
     1. Career and technical education shops or laboratories involving experience with:
        a. Hot molten metals;
        b. Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;
        c. Heat treatment, tempering, or kiln firing of any metal or other materials;
        d. Gas, plasma, or electric arc welding;
        e. Repair of any vehicle;
        f. Caustic or explosive materials.
     2. Chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids; shall be required to wear industrial quality eye protective devices at all times while participating in such courses or laboratories.
- Safety guards shall remain properly attached and in functional condition on all machines so equipped and shall be used whenever the machines are in operation.
- Loose clothing which might become entangled in machinery shall not be permitted in the shop area. Shoes and socks shall be worn at all.
- Beads and dangerous jewelry shall not be allowed in shop areas. Signs shall be placed at all machines where the wearing of watches or rings could be of danger to the student.
- All students with long hair shall be required to secure their hair while operating dangerous machinery, including portable drills, saws, welders, mixers and other similar apparatuses. It shall be the responsibility of the teacher to determine if the student's hair is long enough to be dangerous, then to apply and enforce this regulation.
- Hazard communications notebooks will be on file near each lab for easy reference of hazardous material.

GRADING

- **All SVCAL students will receive regular (monthly) reports of progress. *Progress reports will be available to students and parents for all classes through the SVGS Infinite Campus parent and student portal. Teachers should be sure their grading and Infinite Campus records are up to date at the end of each month to prepare progress reports.***
- Grades earned by students will not be reduced by a teacher or other school authority as punishment for misconduct.
- The main purpose of determining and reporting student grades is to clearly communicate student performance on curriculum standards, objectives and competencies to students, parents, education professionals and other stakeholders.
- The student is to be given frequent feedback on the quality of work as it relates to the course objectives and grade. A teacher's grades reflect appraisal of student achievement. The various methods employed in evaluations are factors that influence such judgment. Teachers must be able to justify their appraisals.
- Each teacher will use an evaluation design. This design explicitly indicates how the letter grade is determined (e.g., the weighting of the tests, assignments, etc.) The suggested evaluation for high school is 50% -major grades, 40% minor grades, 10% participation/practice.
- Daily grades are a function of teacher evaluation and take into account that numerical grades cannot be assigned to every piece of work. The use of class participation as part of a student's grade must be incorporated in the overall description of the grading design. A copy of this design is placed in the grade book and the information will be given to students and made available to the parents at the beginning of the course.
- Teachers must use plus (+) or minus (-) to further distinguish student progress.

GRADE REPORTING TIMELINE

- SVGS & VCTC are regional programs serving students from Augusta County, Staunton and Waynesboro Public Schools. Therefore, SVCAL must coordinate with each system's timeline for reporting term grades.
- Augusta County, Staunton and Waynesboro grades will be reported at the end of both semesters and a final year grade will be reported at the end of the semester. Both alpha and numerical grades are reported to Augusta County, Staunton and Waynesboro.
- To report grades, teachers will ***post*** semester grades into Infinite Campus for each student for each grading period.
- Grades as they appear on report cards issued by the high schools are the official ones. ONLY SEMESTER GRADES WILL APPEAR on the high school report card.

- SVCAL adheres to the following numeric scale for term grades:

A+ = 98-100	B+ = 88-89	C+ = 78-79	D+ = 68-69	F = 50-59
A = 92-97	B = 82-87	C = 72-77	D = 62-67	
A- = 90-91	B- = 80-81	C- = 70-71	D- = 60-61	

FIELD TRIPS

GENERAL INFORMATION

- Field trips are an extension of the instructional experience. Furthermore, it is the expectation that ALL students attend/participate fully in the course/program specific field trip.
- All field trips are subject to the availability of fuel, drivers, equipment, and sufficient funds.
- All SVCAL policies and regulations apply to students, teachers, other staff, and chaperones on a field trip.
- Field trips may be cancelled at any time due to security or risk issues.
- No student shall be denied an instructional field trip due to lack of personal funds. The school shall assume such costs for these students.
- Written parental permission must be obtained before a student is allowed to leave school grounds. Teachers should send home information to parents about the field trip, gaining permission.