



Parent / Student

HANDBOOK

2017-2018

Real Learning for the Real World

Welcome!

On behalf of the faculty and staff, I welcome you to Bedford Science and Technology Center, Bedford County's Career Academy. It is our sincere hope that here you find the guidance and support needed to facilitate your achievement in the technical field of your choice. At BSTC, we strive to prepare our students to be successful in an ever-evolving workforce by assisting them in developing the skills needed to be competitive in a global economy. Our students will have the opportunity to participate in diverse, hands on learning experiences, will gain leadership skills, and will learn to utilize technological resources to prepare them for both employment and higher education experiences.

This handbook will provide you information related to curriculum, regulations, procedures, policies, and programs that will assist in making the 2017-2018 school year a success. In addition, it provides information on opportunities that will further enhance your experience through participation in student organizations and extracurricular activities. I encourage you to read this resource carefully and retain it to consult as the school year progresses. We look forward to working with each of you in making your goals of today become the reality of your tomorrow.

Kim Halterman, Principal

MAEd, Graduate Certificate in Leadership in Human Resources
Management

Real Learning for the Real World

The mission of Bedford Science and Technology Center is to prepare our students with the personal, professional, and technological skills needed to pursue a career within the global workplace. It is our vision that, be it through direct entry, industry certification, or higher education, our students will exhibit knowledge of professional safety; quality verbal and written communication skills, the ability to think critically and solve problems; the leadership skills necessary to meet their career goals; and become contributing members of our community. We lead Bedford County Public Schools in career preparation and know quality high school career-technical education (CTE) experiences can be combined with college preparation.

Bedford Science & Technology Center
600 Edmund Street
Bedford, Virginia 24523
Phone: 540-586-3933
Fax: 540-586-7711
<http://bedfordbstc.sharpschool.net/>

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Bedford Science and Technology Center

Mrs. Kim HaltermanPrincipal

FACULTY

Architecture and Construction

Mr. Sam Morgan Building Construction

Mr. Barry Calloway Building Management

Mr. Aaron Payne Electricity

Education and Training

Mrs. Libby Wendland Early Childhood Education

.....Teachers for Tomorrow

Ms. Lilian Aquilar Early Childhood Educ. Para

Government and Public Administration

Lt Col Matt PayneSenior Army JROTC Instructor

1SG (Ret) Lennie Hutton Army JROTC Instructor

Mr. Barry Calloway Leadership Through Career Exploration

Governor's Health Science Academy

Mrs. Tara SmithDirector of Practical Nursing

Mrs. Angela Beasley Biotechnical Foundations

..... Forensic Technology

..... Medical Terminology

Mr. William HutchinsonPractical Nursing II

Mrs. Brittany BobbittPractical Nursing Clinical

.....Nurse Aide

Ms. Jennifer ThornhillPractical Nursing I

.....Nurse Aide

TBA Certified Nursing Assistant Para

Mrs. Jodi Shirey-Stanley Emergency Medical Technician

..... Medical Terminology

Mrs. Brooke Dinwiddie Introduction to Health and Medical Sciences

Human Services

Mrs. Charlotte ColesCosmetology

Transportation, Distribution, and Logistics

Mr. Mark Mathia..... Auto Service Technology

Mr. Troy Witt.....Collision Repair Technology

MAINTENANCE

Mr. Robert CarsonCustodian

Mr. John AlmondCustodian

Mrs. Pamela McGinnisCustodian

Mr. Jerry Hall.....Custodian

Bedford County Schools
Bedford, Virginia
2016-17
SCHOOL CALENDAR

Dates	Description	Instructional	Professional
Aug. 2-3	New Teacher Orientation		
Aug. 3-4	Professional Development for returning teachers		2
Aug. 7-11	Teacher Workdays (Open House Aug. 11)		5
Aug. 14	First Day of School		
Sept. 4	Labor Day Holiday (Offices Closed)		
Oct. 13	End of 1st 9 weeks	44	
Oct. 16	Teacher Individual and Team Planning Day (School Closed for Students)		1
Oct. 23	Report Cards Go Home		
Nov. 6	Conference Day (conferences 12-7) (School Closed for Students)		1
Nov. 7	Election Day (School Closed for Students and Teachers)		
Nov. 22-24	Thanksgiving Holiday (Offices Closed)		
Dec. 20	End of 2nd 9 Weeks	42	
Dec. 21-Jan. 3	Winter Break (Offices Closed)		
Jan. 3	End of 1st Semester		
	FIRST SEMESTER TOTALS	86	9
Jan. 11	Report Cards Go Home		
Jan. 15	Martin Luther King Holiday (Offices Closed)		
Feb. 5*	Conference Day (conferences 12-7) (School Closed for Students)		1
Mar. 15	End of 3rd 9 Weeks	49	
Mar. 16*	Teacher Individual and Team Planning Day (School Closed for Students)		1
Mar. 22	Report Cards Go Home		
Apr. 2-6	Spring Break (Offices Closed April 2-3)		
May 25	Last Day of School	45	
May 26	Graduation		
May 28	Memorial Day (Offices Closed)		
May 29-30	Teacher Workdays		2
	SECOND SEMESTER TOTALS	94	4
	TOTAL FOR BOTH SEMESTERS	180	13

The Bedford County Public School Calendar is initially developed around 180 instructional days. Extra instructional time beyond the 990-hour state minimum, however, can be used for early dismissals, late openings, and make-ups. Due to time scheduled beyond state requirements, the first 5 missed days will not be made up. Dates marked by an asterisk (*) above will be used to make up days or hours missed due to inclement weather beyond the first 5. Only in extreme circumstances will days during Thanksgiving, Winter, or Spring Breaks be used for makeup. Every effort will be made to communicate any calendar change to the school community as early as possible as decisions are made.

Exams will be the last 4 instructional days of each semester.

Teachers may be required to report on snow days.

BELL SCHEDULE - REGULAR DAY

8:00 AM	Zero Period Faculty Arrive
9:15 AM	Regular Morning Classes Begin
11:45 AM	Jefferson Forest Dismissal/PF
12:05 PM	Liberty Dismissal Staunton River Dismissal
1:10 PM	Regular Afternoon Classes Begin
3:10 PM	Jefferson Forest Dismissal/PF Liberty Dismissal/PF Staunton River Dismissal/PF
3:30 PM	Faculty Departure

ATTENDANCE

Consistent attendance is crucial to students enrolled in occupational/technical preparation programs. The development of proper work habits and attitudes toward work are just as important as the acquisition of job skills. Since eighty percent of instructional time in technical training programs is devoted to actual performance of practical skills, most time missed cannot be made up. One day's absence in a BSTC program can equal three days of missed work in a general education class.

In order to ensure that students at Bedford Science and Technology Center receive at least the minimum required instruction in technical and employability training, the following regulations involving attendance will be applied. **Appropriate attendance is a requirement for selection in most programs and for continued program participation in all programs.**

While information regarding attendance excusals is provided herein for convenience, please remember that programs have specific attendance requirements. The requirements of various certification boards are separate requirements not affected by division excused/unexcused absences. For example, the Office of Emergency Medical Services (EMS) has requirements

specific to all emergency medical programs; the Department of Professional and Occupational Regulation (DPOR) has requirements specific to cosmetology licensure; Auto Tech and Auto Body students must meet hours requirements specific to program accreditation and credential tests; and the Virginia Board of Nursing (VBON) has specific requirements for nurse aide and practical nursing students. Principals, teachers, and other BCPS employees cannot excuse students from these requirements.

Excused Absences: Students shall not be tardy to school or absent without an acceptable excuse. Absences due the following conditions will be considered excused if documented within five (5) days of the student’s returning to school:

1. Death in the immediate family
2. Subpoenaed court appearance
3. Medical condition (as documented by the parent and/or physician)
4. Religious holiday (if such holiday is verified and the school is notified in advance)
5. Other good and just cause as approved by the principal

Notification for Absences: When a student is absent from a BSTC program, a parent or guardian must notify the school in a written, faxed, or emailed note within five (5) days of the student’s returning to school. Notes received at the base schools are not forwarded to BSTC; thus, students must also provide a note to the BSTC office in order for absences to be excused. The notification should contain the following:

- the date the note is written;
- the student’s full name;
- the reason(s) for the absence(s);
- the date(s) of the absence(s); and
- the parent’s or guardian’s signature (acceptable by email if address can be verified by school).

Medical documentation is required to verify doctor’s appointments and may be required to verify illnesses. The principal will be the judge of the validity of any excuses.

Please note that certain programs, depending on industry standards, have additional requirements that students report their pending absence to the school if at all possible. Students should abide by these requirements as well.

Excessive Excused Absences: The attendance record of students with more than 15 excused absences, without medical notes from a doctor, will be reviewed by the principal and addressed if needed.

Students with excused absences may make up work as follows:

- Students absent 1 – 2 days will have three (3) school days in which to make up work
- Students absent 3 – 5 days will have six (6) school days in which to make up work
- Students absent 6 or more days will need to talk with the instructor to establish a date for the work to be completed

Upon Fifth Absence Without Parental Awareness and Support: Whenever any pupil fails to report to school for a total of five scheduled school days for the school year and no indication has been received by school personnel that the pupil's parent is aware of and supports the pupil's absence, and a reasonable effort to notify the parent has failed, the school principal/designee shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The principal/designee, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance (§ 22.1-258, Code of Virginia). Further unexcused absences will be handled as outlined in the BCPS Code of Student Conduct.

ADDRESS/PHONE NUMBER CHANGE

Any change of address, telephone/cell number, email address should be reported to the secretary in the main office of BSTC as well as at the base school.

PASSES

All students leaving their classes to go to some other designated place on the school grounds must have clear permission from the teacher from whose class the student has come or his or her designee. In all cases where students are going to other points on the school grounds, a student must return to his/her teaching station before the bell rings ending that period.

STUDENT ARRIVAL AND DEPARTURE

1. Students are to go **directly to their assigned class** immediately upon arrival at BSTC unless they need to check in at the office first due to driving. Students who have driven to school with appropriate permission must check in at the office each time they drive to campus no matter the building in which their class is housed.
2. Students are to stay in their assigned rooms until the dismissal bell rings. Student drivers may not dismiss ahead of the buses unless they have been given special permission from the school office.
3. Students are to walk when loading and unloading buses.
4. Students are to use the sidewalks and avoid walking on the grass when loading and unloading buses.
5. Unless pre-arranged with a parking pass, students are prohibited from driving to BSTC without first reporting to their base school. All students driving to campus must have expressed permission from the BSTC office.
6. All late arrivals **must** report to the office prior to being admitted to class for a tardy pass.

EARLY DISMISSALS

No student may leave the school grounds for any reason without written permission from the office. Students who need to leave school early for a valid reason must obtain an early dismissal slip in the office upon arrival to BSTC and must sign out in the office prior to being dismissed.

Students who need to leave school for an emergency or illness during the day must secure permission from the principal. Parents or an authorized person must sign the student out in the office prior to being released. **Per Bedford County Public Schools' security policy any individual picking up a student from any Bedford County Public School must bring with them a valid Virginia approved ID to the office at the time they pick up any student, (i.e. Driver's license or DMV picture ID). Failure to present an ID is likely to result in a delay in checkout, as these checkouts must be expressly authorized by the principal or principal designee.**

CARE OF SCHOOL PROPERTY

The facilities and equipment of BSTC were designed to give students impressive educational benefits. The appearance of our school reflects the character of those who use it.

Anyone willfully damaging property will be required to pay for damages incurred and receive additional disciplinary action.

BREAK TIMES

1. Morning and afternoon break is a **privilege** and should be regarded as such. Instructors authorize breaks for activities such as general snacks and brief socialization at their sole discretion. There may be certain days when an instructor of an individual class or the principal may cancel break time.
2. Morning and afternoon breaks will be allowed only according to the schedule for each course which may vary from day to day.
3. Time waiting for a group of students from any particular base to arrive or depart should not be construed as a break. Teachers are encouraged to assign students practice activities, setup/clean up responsibilities, and similar appropriate tasks during these times.
4. Students use vending machines at their own risk. The school will not be responsible for refunds due to malfunctioning machines.
5. Vandalism or any other misuse of vending machines will require payment for damages and further disciplinary action will be taken.
6. All food and soft drinks must be consumed in the classroom or appropriate outside spaces defined by staff directions, not in laboratories, hallways, or other areas.

Break times are provided in accordance with industry standards and will vary from program to program.

BAD CHECK POLICY

The Bedford County School Board has contracted with the Envision Payment

Solutions for the collection of checks returned for insufficient funds. The school will gladly accept your checks; however, in the event your check is returned, your account will be debited electronically for the face amount and fees allowed by the Commonwealth of Virginia. Checks that are written to the school must contain a valid phone number. Checks written to the school that are returned for insufficient funds are sent directly to Envision Payment Solutions for collection and are no longer handled by the school.

FUND RAISING ACTIVITIES

Selling of foods, drinks, or other items to other students or within the community without permission from the principal is prohibited. All fund-raising activities shall be school/service-oriented.

LOCKER POLICIES

Lockers are available to students enrolled in most programs if needed. Lockers are assigned at the beginning of the school year. Records are kept in the office. Students should understand that the lockers are the property of the school and not the individual student.

1. Each student is encouraged to have a lock on their locker at all times. The locks must be a combination lock and a copy of the combination given to the teacher.
2. Valuables, including purses and wallets not carried on the person, should be locked in assigned lockers during lab and work experience activities.
3. Students should report all losses to the principal. The school, however, is not responsible for losses which may occur.
4. The administration reserves the right to inspect lockers at any time.
5. Lockers are assigned through the teacher.
6. Food must not be left in lockers overnight.
7. Students will be held responsible for damage done to lockers beyond normal wear and tear.
8. Teachers will not be responsible for personal items left in the classroom or lab areas.
9. A locker may be searched by the administration at any time it is believed to contain illegal, dangerous, or contraband items.
10. Students are not to write on the lockers or place stickers on them.
11. Tardiness to class because of a locker visit will be considered unexcused.
12. Students who do not follow the locker guidelines may lose their locker privileges.
13. Non-combination locks will be removed by the administration.
14. Locks on lockers not assigned to students by the teacher will be removed.

LANDLINE PHONE USAGE

1. No student will be called out of class to receive a routine phone message.
2. If a caller identifies himself/herself and the call is an emergency, students will be called to the phone.

3. Students are not to use school phones except in an emergency situation and such calls must be made in the principal's office. A note from the teacher is required in order to use the phone.

CELL PHONE/ELECTRONIC DEVICE USE

All electronic device use must be in accordance with the Bedford County Public Schools Acceptable Use Agreement.

Bedford Science & Technology Center trains its students in a real world setting that meets or exceeds current industry standards. Because of this perspective, each program instructor will determine the appropriate cell phone / electronic device policy for their program area.

Use of electronic devices during class is allowed only when directed by the teacher/supervisor for instructional purposes. Teachers may request that students who are willing and able to use their own technology in class to download appropriate instructional applications only when those applications are free and have been approved through the Bedford County approval process. Individual use of electronic devices is allowed before and after instructional time and during class breaks unless suspended by a teacher or administrator. Please note that individual program policies are designed with student safety and workplace readiness in mind. Students may direct any possible emergency calls to the school office at 540-586-3933 to avoid having callers reach their personal number only.

The following must be observed:

- Electronic devices (audio and visual) may not be used in a manner that will jeopardize the privacy or safety of either staff or students. The use of audio or video recording devices in restrooms and locker rooms is strictly forbidden.
- Electronic devices (audio or video) are not to be used in any manner that will jeopardize the integrity of any assignment, assessment, or testing situation.
- Student electronic devices should be kept on silent and out of sight when not needed for e instruction (as directed by teacher).
- Students must adhere to the Acceptable Use Policy during school hours and at school sponsored events even when they are using their own electronic equipment. This covers all communications sent through electronic devices (emails, texts, tweets, etc.). Students may face school consequences for actions taken on the internet during school hours and/or on school grounds and for other actions pursuant to the Code of Student Conduct.

Students who use electronic devices in an inappropriate manner will be subject to disciplinary action, up to and including suspension from school. Electronic devices may be confiscated and require parental pickup. School administration may view the contents of any confiscated device. Disciplinary action will be in accordance with the Code of Student Conduct and may include the following steps and/or other appropriate action:

- Specific student warning
- Phone to class “holding area” to be returned at teacher’s discretion by the end of day
- Loss of break time device privileges
- Persistent use of phone during instructional time will result in requirement to leave device in office to be returned at end of each day (specific number of days to be assigned by administrator)

Refusal to surrender phone/device at any time will result in disciplinary action up to and including: phone call to parent to pick up phone, SRO intervention, or suspension for non-compliance.

STUDENT RESTRICTION

In case of continued misconduct, a student may be prohibited by the school from attending curricular activities until improvement in behavior has been noted by the school.

FIELD TRIPS

Field trips will be taken by certain classes and student organizations to enrich learning experiences.

1. Parental consent forms must be signed and returned to the program instructor **prior** to going on **each** field trip.
2. The student will obey the authority of the sponsor and will abide by all school rules and regulations.
3. Students may not be picked up on a field trip by anyone other than a parent. If a parent is to pick up a student, permission must be pre-arranged and the teacher must meet with the parent prior to departure.

The Code of Student Conduct is in full force on all field trips at all times.

ACCIDENTS

Any person involved in an accident on school grounds must report the accident to the class instructor of the main office. First aid will be provided if necessary. The injured person must complete an accident form.

PRESCRIPTION MEDICATIONS

Bedford County Public Schools personnel may give prescription medication to students only with a physician's written order and written permission from the student's parent/guardian. Such medication must be in the original container and delivered to the principal by the parent/guardian of the student.

NON-PRESCRIPTION MEDICATIONS

Bedford County Public School personnel may give non-prescription medication to students only with the written permission of the parent/guardian. Such documentation shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. **Students in grades 9-12 are no longer allowed to possess and self-administer non-prescription medication.**

All medicine will be given through the office. The only exception is medicines for diabetes management, asthma, and life-threatening allergies (epi-pens). In order to carry these medications, students must have the proper paperwork on file with the school office or clinic.

Students are not allowed to possess herbal medications. School personnel will not administer herbal medicine without the proper paperwork on file including a physician's signature.

Students are not allowed to transport medication on the bus, except for diabetes management, asthma, and life-threatening allergies.

Sharing, borrowing, distributing, manufacturing, or selling any medication is prohibited. Students who violate the possession or use of prescription or non-prescription medications may be subject to disciplinary action in accordance with the Code of Student Conduct, School Board Policy, and the Code of Virginia.

STUDENT ILLNESS

If a student becomes ill while at school, he/she may receive permission from his/her teacher to come to the office to be seen by the staff. At that time, a decision will be made to either return the student to class or make arrangements for the student to go home. Ill students should report to the BSTC office.

DISCIPLINE

Students are expected to behave appropriately in the educational environment and to follow school rules. Any student who displays behavior that affects the learning environment or endangers the safety of self and others warrants disciplinary action. The intent of the disciplinary action is to bring about a positive change in the student's inappropriate behavior.

Although it would be impractical, if not impossible, to cover every situation, the rules and regulations recorded in the Bedford County Public Schools Code of Student Conduct, the base school handbook, and rules specific to Bedford Science & Technology Center and Bedford Science & Technology Center programs are important and necessary. It is the responsibility of each student to be familiar with and to abide by these regulations.

OUT OF SCHOOL SUSPENSION

A student who has been suspended out of school from the base school will not be allowed to attend BSTC for the duration of the suspension. Likewise, a student who has been suspended out of school from BSTC will not be allowed to attend the base school for the duration of the suspension. While suspended out of school, a student may not attend or participate in any activity sponsored by any Bedford County Public School. A student who is serving out of school suspension may be charged with trespassing if he/she comes onto any school property without permission.

DUE PROCESS

All disciplinary procedures shall be handled in accordance with the student's right to due process of law, which assures the student that he/she will be given:

- Oral or written notice of the charges against him/her
- An opportunity to hear the evidence the authorities have and an opportunity to present his/her side of the story
- Written notice of the action to be taken in cases of suspension or expulsion

- An opportunity to appeal the disciplinary disposition if any of the first three components have been violated

DISPLAY OF AFFECTION

The only display of affection that is acceptable at school is holding hands. All other forms of displaying affection, such as kissing or placing hands on other parts of the body, are prohibited.

DESIGNATED PARENT VISITATION

Conference days will be announced as the school year progresses.

If parents/guardians want to schedule conferences with teachers, they should call the main school office at (540) 586-3933 and leave a message for the specific teacher.

All guests to the school must check in at the office and bring with them a **valid Virginia approved ID, (i.e. Driver's license or DMV picture ID).**

VISITOR POLICY

Students and staff will not be permitted to have visitors during the school day unless approved by the instructor and office. We require that parents and visitors report directly to the office when arriving on school campus to obtain a pass. Unscheduled classroom observations by parents and other stakeholders are not practical, but school staff will be happy to assist in answering instructional questions that may arise.

SAFETY

Since safety is of prime importance in the shop areas, the following regulations will apply. The Center is governed by Occupational Safety and Health Act (OSHA) regulations and it must adhere to proper safety practices. Deviation from safety practices can result in action by OSHA against the school.

1. Uniforms must be worn where cleanliness and safety require these. Cosmetology, Practical Nursing, Nurse Aide, EMT, and JROTC students are **required to have and wear uniforms**. Instructors of these programs will provide additional written information on the individual program requirements.

2. Tennis shoes, sandals, or similar footwear will not be worn in shop/lab areas. If these shoes are worn to school, heavier, more protective shoes must be available to put on immediately. Shoes must be worn at all times with no exceptions.
3. Safety glasses shall be worn at all times when in the shop/lab area.
4. All students will be expected to arrive at the Center in clothing appropriate for lab work. Therefore, beach wear and shorts are not considered safe clothing in some programs and inappropriate in others due to professional services rendered to community patrons. Safety standards and industry standards apply in addition to the general dress code for Bedford County Public Schools.
5. Hair should be groomed to conform to necessary safety practices.
6. Students are expected to enjoy themselves while they learn, but they must be aware of the dangers connected with lab work. **Horseplay will not be tolerated.**
7. Students are **not to use** equipment without prior instruction in the proper use and safety of such equipment and completion of all written requirements.
8. Students wearing contact lenses are not permitted to electric arc weld unless lenses are removed.

SEARCHES

When there is a reasonable suspicion of a need, school authorities have the right to search book bags, lockers, cars, pocketbooks, etc. without a search warrant. Dogs may be used to detect any contraband on school property. Contraband items may be seized by school authorities and may be turned over to the sheriff's department.

STUDENT DRESS

Student dress should reflect positively on the students and the school. The school administration will enforce the Bedford County Schools Dress Code and will exercise reasonable judgment in determining appropriate student dress. Students shall dress in a manner that does not interfere with the orderly operation of the school. Students shall not wear caps in the building and classrooms during school hours. Some programs may require special clothing and shoes or other special dress code concerns. These requirements will be honored by school administration.

BASE SCHOOL ASSEMBLIES AND PEP RALLIES

1. Students are to report to BSTC unless the base school has made previous arrangements for students from their school to attend an assembly or pep rally at the base school.
2. Failure to follow the above procedure will result in an unexcused absence and other disciplinary action.

Students participating in programs with “clock hours” requirements are well-advised to consult their particular program’s requirements before missing any BSTC class.

CRISIS MANAGEMENT PLAN

BSTC has developed a Crisis Management Plan that is updated yearly and is submitted to the School Board for review. A school safety audit is also conducted according to Virginia Department of Education guidelines.

EMERGENCY FIRE EVACUATION PROCEDURE

The emergency signal to exit the building will be an alarm sound demonstrated during fire drills. When this signal is heard, the procedures listed below are to be followed:

Procedure:

1. Designated students will close all windows, turn off equipment and lights, and close the door.
2. Students will exit the building according to the emergency exit plan posted in each classroom. Teachers will check the class roll once students have exited the building.
3. Students are to exit the building in single file. They must conduct themselves in an orderly manner.
4. A bell will ring as a signal to return to the building. Students are to move quickly and roll should be taken after students are in the room.

TORNADO WARNING PROCEDURES

An announcement will be made on the PA system in the event of a tornado warning. Your instructor will review with you the location to which your class will go. It is imperative to stay away from all windows.

LOCK DOWN DRILLS

Lockdown drills will be announced through the public-address system or voice communication. Students and staff are to lock their doors and stay away from doors

and windows. Students who are not in a class are to report to the nearest classroom. No student is to be released without administrative approval until an announcement is made that the school is resuming a normal schedule.

EQUAL OPPORTUNITY EDUCATION

Bedford County Public Schools does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs, activities, or employment practices, as required by Title VI, Title IX and Section 504.

The person responsible for the coordination of the school division efforts and to address student concerns and to meet division obligations under Section 504 and Title IX and their implementing regulations is Sara Staton, Director of Student Services, 310 S. Bridge St, Bedford, VA 24523 (540 586- 1045, ext. 231).

STUDENT RECORDS

NOTIFICATION OF RIGHTS REGARDING STUDENT SCHOLASTIC RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Bedford Science and Technology Center receives a request for access.

Parents or eligible students should submit to the school administrator a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend a record should write the school administrator, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision

and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland
Avenue, SW
Washington, DC
20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))

NOTICE FOR DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Bedford County Public Schools with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Bedford County Public Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the district to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want Bedford County Public Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by Sept 1, 2013. Bedford County Public School has designated the following information as directory information:

Student’s name	Participation in officially
Address	recognized activities and sports
Telephone listing	Weight and height of members of
Electronic mail address	athletic teams
Photograph	Degrees, honors, and awards received
Date and place of birth	The most recent educational Agency or
Major field of study	institution attended
Date of attendance	Student ID number, user ID, or other
Grade level	unique personal identifier used to
	communicate in electronic systems
	that cannot be used to access education
	records without a PIN, password, etc.
	(A student’s SSN, in whole or in part
	cannot be used for this purpose.)

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF STUDENT RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the

survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

•*Receive notice and an opportunity to opt a student out of*–

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

•*Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Bedford County Public Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Bedford County Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Bedford County Public Schools will also directly notify, such as through

U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Bedford County Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

STUDENT DRIVING

Students are encouraged to use school transportation. Driving to school is a privilege for students who demonstrate maturity and responsibility and may be limited or denied by the school administration at any time. To be eligible to drive to school, you must:

- Receive permission from BSTC’s main office in advance. No other entity or individual may give a student permission to drive to BSTC. **Because of limited parking on grounds, the BSTC office must authorize all student drivers to campus. This is in addition to authorizations from the base school and student parents/guardians.**
 - Have a valid Virginia State Driver’s License
 - Register your vehicle at the school
 - Sign a driver contract with your parent/guardian (if under 18 years of age)
 - Pay the school’s parking fee, and

- Be pre-approved by the school administration

All student vehicles parked on the school campus without a current parking permit, **MAY BE TOWED WITHOUT WARNING***, at the owner's expense. Those students with valid parking permits will abide by the following:

1. Student drivers who have applied for and been granted special permission by the administrator in advance to drive to BSTC will be issued a parking permit. The following fees will be charged and must be by cash or check payable to Bedford Science and Technology Center in advance of driving to BSTC. The fees are as following; \$25 for a permanent pass and \$2 for a temporary pass, (*temporary pass are for a one day use only.*) Students without optional BCPS transportation (zero period, adult LPN, TFT, etc.) will pay a sticker fee of \$5. Replacement permits will be issued at a cost of \$10 if lost or stolen.
2. Students who wish to drive to BSTC must register their vehicles in the main office (a valid driver's license and driver contract signed by student and parent is required). If a student is 18 years old, they may sign their own contract, but must comply with the rules that apply to the contract.
3. Students must park their vehicles in their assigned parking area, (*the rear parking area by the old Driver Ed range*). Any vehicle blocking the access lanes or parked improperly may be towed away at the owners expense. (*BSTC assumes no liability for any damages that may occur from towing*)
4. Drivers will be expected to drive in a safe manner on school property. Ten (10) MPH is the maximum safe speed limit. All forms of reckless driving are strictly prohibited and will be reported to law enforcement. Failure to drive safely and at a safe speed can result in reckless driving charges and driving privileges being revoked.
5. Student drivers must enter the school immediately upon arrival. Loitering in the parking lot will result in loss of driving privileges.
6. Students are not to re-enter the parking lot without written permission from administration. Students are not permitted to leave the premises during school hours without administrative and parental approval.
7. If a student receives 6 unexcused tardies or 3 unexcused absences, parking privileges will be suspended for 1 week. All subsequent tardies/absences will extend the period of lost driving privileges- administration will determine the length of suspension for driving at that time.

8. Student vehicles may be searched by school administration when circumstances warrant such action. Remember you are responsible for all items in your vehicle and that you are to ensure there are never items in your car which are in violation of the *Code of Student Conduct* or state law.
9. Students should enter the student parking lot from the rear entrance to avoid encounters with buses.
10. Student driving privileges may be suspended by the administration at their discretion.
11. Parking permits must be clearly displayed at all times when a vehicle is on school grounds. *If a substitute vehicle must be used the parking permit must be transferred and the BSTC office must be notified immediately of the change of vehicle information.*
12. You are to keep your car locked and secured. BCPS is not responsible for items lost or stolen or for accidents which may occur on school property.
13. Students are prohibited from the display of obscene, offensive, or disruptive items on or in their vehicles. This is inclusive of loud music.
14. All student riders must have signed permission on file from their parent and sign in at the office immediately upon arrival to be counted present for attendance at their base school.

Drivers who fail to comply with parking policies will have the following consequences:

- 1st offence: \$5.00 fine
- 2nd offence: \$10.00 fine privileges suspended 1 week
- 3rd offence: driving privilege will be revoked

Students under 18 years of age, who have had their license for less than 1 year may not carry more than 1 passenger other than siblings in their vehicle. After holding a valid license for 2 years, students under the age of 18 may not carry more than 3 passengers. ALL students are expected to wear seatbelts. Periodic safety checks will be performed at the discretion of the administration, under the supervision of the School Resource Officer.

Temporary Driving Permits:

1. Students may be granted a one-day driving pass for a fee of \$2 with prior approval from administration and documentation of parent awareness of student driving request. Morning of requests to drive will only be granted under extreme circumstances and are at the discretion of administration.
2. Students on temporary permits may not carry passengers.
3. Students given temporary permission to drive must park in the area designated, (*the rear parking area by the old Driver Ed range*).
4. Students must report to the office in the main building to sign in and register the make, model, and license number of the vehicle.
5. Students will receive a parking permit to be displayed from the rearview mirror. Permits must be clearly visible from the front of the vehicle.
4. Student drivers must park their vehicles immediately upon arrival and report directly to the office. They are not to loiter in the parking lot.
5. Students are not to go to their vehicle during the instructional day without written permission.
6. Being late is not a reason to drive to BSTC and permission will not be granted in these circumstances. Students driving late to their base school and who miss the bus to BSTC will not be given permission to drive but must report to the base school office for a study hall assignment.
7. Students with temporary driving privileges will be subject to the same rules and disciplinary action as those with parking permits.

Driving Violations and Dispositions

These dispositions are for illustrative purposes only. Dispositions will be made in accordance with the Code of Student Conduct and the facts of the case.

1. Driving without pre-arranged permission -

First Offense - Loss of driving privilege for up to 9 weeks and 1 day of in-school suspension. (MIP)

Second Offense - Loss of driving privilege for up to a semester and 2 days of MIP. Third Offense -Total loss of driving privilege and 3 days of MIP.

2. Permission to drive but unauthorized student rider -

First Offense - Loss of driving privilege for up to 9 weeks and 1 day of in-school suspension. (MIP)

Second Offense - Loss of driving privilege for up to a semester and 2 days of MIP.

Third Offense -Total loss of driving privilege and 3 days of MIP.

The same disposition applies to **both the driver and rider.**

***Vehicle will be towed to Overstreet's. A recovery fee will be charged to owner of vehicle. The fee is determined by Overstreet's.**

DUAL ENROLLMENT

Several of the courses at BSTC are offered as dual enrollment courses through Central Virginia Community College (CVCC) and Lynchburg College. Students enrolled in these courses have the opportunity and/or option of electing to pay a reduced tuition and receive college credit for courses taken at BSTC. These classes often fulfill credit requirements at these higher education centers toward the degree requirements associated with continued education in our student's field of choice. Students eligible for Free and Reduced-Price Meal Plans are eligible for a fee waiver or reduction of these costs pursuant to current division practices. Fees are paid via base schools.

GRADING SYSTEM

1. Report Cards

Report cards will be issued at nine-week intervals on the 5th day following the last day of the previous nine weeks period. Final report cards will be issued to students on the last day of school or mailed home.

2. Interim Report

All students will be issued an interim after the end of the fourth week of the grading period. Students who are performing below a C or who receive an I (Incomplete) will receive a second interim after the end of the seventh week.

3. Skill Sheets/Student Competency Records

A skill sheet consisting of program tasks performed by each student is completed each year and becomes part of the student's permanent record. It is also used to provide employers information and to certify advanced placement in Tech Prep programs at Central Virginia and Virginia Western community colleges.

4. Portfolio for Employment Assessment

Students in select programs create a portfolio. This collection of documents will serve as a guide to students as they enter the job market. It will also demonstrate to employers the depth and range of the portfolio owner's skills. The minimum portfolio contents are as follows:

- A. At least two samples of student's work (may be writing or photographs and student written explanations of work and skills gained)
- B. Job demonstration
- C. A completed resume form
- D. Competency record of skills achieved
- E. Certificate of Program Completion
- F. Exit interview evaluation

5. Nine-week grades for all courses will be calculated using the following scale.

90-100 Highly Proficient

80-89 Above Proficient

70-79 Proficient

60-69 Below Proficient

F Below 60 Insufficient Evidence of Proficiency

- Not applicable

I Incomplete work

If the student has not completed work to be evaluated, the report card will be marked **I**. After ten days, if the student has no excuse and does not make arrangements to make up the work, the **I** will be recorded as an **F**.

Dual Enrollment Course Grades

The following Bedford Science & Technology Center courses are dual enrollment through Central Virginia Community College: Building Construction (optional), Electricity, EMT, Early Childhood Education, Automotive Technology (optional), and Automotive Body Repair (optional). The following course is dual enrolled with Lynchburg College: Teachers for Tomorrow.

Dual enrollment grades are weighted with A=5, B=4, C=3, D=2 AND F=0

A semester grade will be determined by averaging the two nine-week grades and the exam grade, which may not count for more than 10%. When determining a semester or final average, any nine-week average below 40 will be converted to a 40 for averaging purposes. The exam grade will not be used to determine the semester or final grade for students who are exempt from exams according to

Policy IKC and who choose not to take the final exam. The final grade will be determined by averaging the two semester grades together.

Formative assessments, including quizzes, checklists, teacher observations, “quick checks,” and other brief assessments should be administered at least once per week. Collectively, they may be weighted at no more than 30% of an overall grade. Within this category, daily homework that is considered a formative assessment may count no more than 10% of the overall grade. Summative assessments, including tests, projects, writing assignments, and other assessments, will be weighted at least 70% of an overall grade. A single test/assignment cannot account for more than 25% of the nine-week grade.

6. Exams

Exams or principal-approved culminating activities will be administered in all high school credit courses at the end of the first semester and at the end of the year. Exams and culminating activities are intended to be rigorous assessments of student learning of concepts from the semester (or year). Only students meeting the following requirements will be exempt from exams. If five instructional days are missed in January due to inclement weather or any other emergency, first semester exams will be canceled. An exam cannot account for more than 10% of the semester grade.

7. Exam Exemption

Any student who meets the following criteria shall be exempt from the final examination or culminating activity in a class:

A senior student who has an A cumulative course average

2. A student enrolled in an Advanced Placement (AP) class who takes the AP exam
3. A student who has successfully completed a sequence of Career and Technical Education (CTE) courses and takes a corresponding credentialing assessment

If dual enrollment guidelines from the college awarding credit require an exam, the student is not exempt. Any student who wishes to take an

examination or complete a culminating activity in a class that he/she is currently enrolled in shall be permitted to do so.

8. Employee Traits (all aspects of the industry) identified by the local advisory council and representatives from business and industry as imperative to success on the job will be a part of every student's nine weeks grade. Employee traits will comprise 10-20% of a student's grade.

9. Credentialing Program

Beginning with the 2013-14 ninth grade class, all students must earn a credential as a requirement for a standard diploma. Students can earn a credential by passing a certification or licensure exam. By participating in the credentialing program, students benefit:

- By adding value to their transcript for higher education purposes or obtaining an entry-level position or higher paying position in the job market
- By showing that the student has completed advanced educational preparation and verification of CTE business and industry competencies and workplace readiness skills.
- By increasing job opportunities for advancement in a chosen career path
- By enhancing self-esteem through achieving national occupational competency standards recognized by business and industry

A credential is defined as:

- A complete industry certification program; e.g. Certified Nursing Assistant
- A pathway exam that leads to a completed industry certification; e.g. automotive technician exams from ASE
- A state issued professional license; e.g. Cosmetology
- An occupational competency exam; e.g. skills assessments from the National Occupational Competency Institute (NOCTI)

Certified Nursing Assistant, Cosmetology, and Emergency Medical Technician are examples of completed industry certifications that can be earned before a student graduates from high school. However, most industry certifications represent the validation of one or more skill sets which represent only a portion of a job. Many certifications offer entry-level tests that are stepping stones in a program leading to advanced credentialing or training. Credentials are an important part of a resume.

Many of the programs at Bedford Science & Technology Center offer NOCTI exams. The assessments from the National Occupational Competency Testing Institute (NOCTI) provide credentialing for CTE programs as well as being used for program improvement purposes.

CAREER AND TECHNICAL EDUCATION DIPLOMA SEALS

The **Board of Education's Career and Technical Education Seal** goes on either the Standard Diploma or Advanced Studies Diploma. The student must complete a sequence of courses in a career/technical educational program and maintain a **B** average in the career/technical courses or pass a certification exam or acquire a professional license.

The **Board of Education's Seal of Advanced Mathematics and Technology** goes on either the Standard Diploma or Advanced Studies Diploma. The student must meet the math requirements for the Advanced Studies Diploma (4 credits including Algebra II and 2 verified math credits) and obtain a **B** average or better and either pass a certification exam or acquire a professional license in a career or technical area or pass an exam approved by the State Board of Education that the student has earned a college level credit in a technology or computer science area.

INDUSTRY/STATE CERTIFICATION

Students are encouraged to work toward state certification, licensure, or industry credentials, as applicable to their course of study.

STUDENT ADVISORY COMMITTEE

The administrator will meet with the student advisory committee on dates to be announced.

YOUTH ORGANIZATIONS

Youth organizations are an integral and required part of each career/technical instruction program. Emphasis is given to both student leadership development and skill competitive events. Leadership development includes such activities as attending seminars and workshops, serving as an officer or committee person, competing in leadership contests, etc. Competitive events are provided to further enhance the skill development received within each program through competing with other students at the county, district, regional, and state levels. All organizations promote recognition of individual student achievement at

each level of competition. The requirements for holding and maintaining an office in each of these organizations and for participating in area, district, and state events will be:

- A. Satisfactory attendance
- B. Maintaining a satisfactory grade in technical program
- C. Maintaining a satisfactory discipline record which will be assessed by the administration

Listed below are major leadership development activities and competitive events for each youth organization.

1. SkillsUSA

- A. Fall District Rally
Local SkillsUSA Contests
- C. District Skills USA Contests
- D. Virginia SkillsUSA Leadership Conference & Championships
- E. National SkillsUSA Leadership Conference & Championships

2. Family Career and Community Leaders of America (FCCLA)

- A. Area FCCLA Proficiency Contests
- B. State FCCLA Leadership Conference

3. Health Occupations Students of America (HOSA)

- A. Local HOSA Skills Contests
- B. State HOSA Leadership Conference

4. Junior Army ROTC

- A. JROTC Leadership Development Summer Camp
- B. Area Drill & Rifle Team Meets
- C. Brigade Rifle Team Match
- D. Historical Field Trip to Lexington, VA

5. Future Educators Association

- A. Youth organization for Teachers for Tomorrow
- B. State FEA Conference

6. Future Business Leaders of America (FBLA)

- A. Student Organization for Computer Network Software Operations
- B. Regional Leadership Conferences

YOUTH ORGANIZATIONS ACTIVITIES

- 1. Local Skills Contests**
 - A. Practical portion of first semester exam will serve as both an exam and a local skill contest.
 - B. All students are required to participate.
- 2. Outstanding Student Award**

A student will be selected by teachers of each program. The selection will be based on attendance, grades, participation in youth organizations, work attitude, and cooperation in class and youth organization activities.
- 3. Student of the Year**

One morning and one afternoon Bedford Science and Technology Center Student of the Year will be selected by the teacher in each program area.
- 4. Officers**

Second year students running for an office in a career and technical youth organization must have a **B** average at the end of the first year. First year students running for an office must have a **B** average at the end of the first semester. Good attendance and disciplinary records are also required. Officers, once elected, must maintain these requirements to remain in office.
- 5. School-Wide Activities**

Career & Technical Student Organization Council will host several school-wide activities throughout the year. Past activities have been volleyball, basketball, and softball tournaments, picnics, fund raising, and parade entries.
- 6. National Technical Honor Society**

NTHS honors the achievements of top CTE students, provides scholarships to encourage the pursuit of higher education, and cultivates excellence in today's highly competitive, skilled workforce. For over 30 years, NTHS has been the acknowledged leader in the recognition of outstanding student achievement in career and technical education.

**SCHOLARSHIPS AVAILABLE FOR
CAREER/TECHNICAL STUDENTS**

Emma Allie Memorial Scholarship Fund

The Emma Allie Memorial Scholarship Fund provides a \$200.00 scholarship for a student in the Bedford County School of Practical Nursing for use in buying textbooks, uniforms, and other required equipment. The scholarship is based on

need, and is limited to a Bedford City or County resident. Applications must be submitted in May and the scholarship will be awarded in June.

Bedford Elks National Home RN Scholarship

The Bedford Elks National Home Foundation through the National Elks Foundation awards \$2,500 per year scholarship up to a maximum of three years for an LPN graduate pursuing a degree or diploma in the RN program.

Bedford Rotary Club Scholarship

The Bedford Rotary Club provides an annual scholarship of \$500.00 to 2-3 senior students enrolled in a technical program and going on to further education.

Bedford Community Health Foundation Scholarship

The Bedford Community Health Foundation provides scholarship funds to the school of practical nursing which assists in defraying some of the costs for textbooks and tuition.

Forest Lions Club Scholarship

This scholarship provides up to \$1,000.00 for one year or course completion, whichever is the greater period, to a BSTC student. Recipient must enroll in a course of study which will yield a diploma or other form of certification.

BEDFORD SCIENCE AND TECHNOLOGY CENTER

WORK EXPERIENCE/INTERNSHIP TRAINING AGREEMENT

Student _____ Career & Technical Program _____
Training Establishment _____ Training Supervisor _____
Teacher-Cordinator _____ Training Period _____

STUDENT agrees to:

1. Fulfill the time requirements of the job. This includes reporting to work station promptly and beginning work immediately.
2. Be well-groomed and properly attired according to the standards set by the training establishment and the teacher-coordinator.
3. Notify the training supervisor and/or teacher either on the day before an absence or no later than 8:30 a.m. on the day of an absence. **Good attendance** is a vital part of your obligation.
4. Demonstrate acceptable conduct and a cooperative attitude in working with other job site employees and comply with all policies established by the training establishment, base school, and Bedford Science and Technology Center.
5. Be covered by either a family health insurance plan or subscribe to the student health insurance offered through Bedford County Schools.
6. Maintain a satisfactory grade average.
7. Furnish the teacher-coordinator with necessary information about the training program and to promptly complete all necessary reports.
8. Failure to follow through on any of these responsibilities may result in removal from the work experience/internship program.

TRAINING ESTABLISHMENT agrees to:

1. Provide the student-trainee the opportunity to perform a work experience/internship on Monday, Tuesday, Wednesday, and Thursday of each week. The student-trainee will work from _____ until _____.
2. Provide the student-trainee the same consideration given regular employees in relation to safety, health, and general working conditions.
3. Immediately notify the coordinator if the employer desires to make any change in the aspects of the training experience or terminate the agreement because of unsatisfactory job performance.

SCHOOL COORDINATOR agrees to:

1. Cooperate with training station sponsors in developing appropriate training activities.
2. Make periodic visits to training stations to observe student-trainee, to consult with training sponsors, and to assist student-trainee with any problems.
3. Assist in evaluation of student-trainee.
4. Provide employers with current information concerning the student trainee's progress in school.

PARENTS/GUARDIANS agree to:

1. Support the cooperative method of education and encourage competent participation of student trainee.
2. Be responsible for transportation of the student-trainee to and from the training station.
3. Cooperate with all rules and policies of the school and training station.
4. Allow the teacher-coordinator to disclose information about the student-trainee asked by an employer that is applicable to the student training establishment. (Examples: class behavior, attendance, grades, etc.)

The signatures below signify the **AGREEMENT** has been read and approved.

Student _____ Date _____ Phone No. _____

Teacher-Coordinator _____ Date _____ Phone No. _____

Parent/Guardian _____ Date _____ Phone No. _____

Training Sponsor _____ Date _____ Phone No. _____

School Administrator _____ Date _____ Phone No. _____

HANDBOOK STUDY VERIFICATION

I, _____, have read the Bedford Science & Technology Center student handbook and the Bedford County Code of Student Conduct and understand all the rules and regulations contained within them.

Student's Signature _____ Date _____
Grade _____ BSTC Program _____

Bedford County Public Schools MEDIA RELEASE (Student)

I consent to the photographing of myself by Bedford County Public Schools, news media, and other school-approved agencies for news stories and promotional materials for Bedford County Schools. I authorize interested agencies and persons to exhibit still photographs, videotape, and/or television presentations of my image, and to use the same with written or oral narratives.

I consent to the recording of my voice and the use of my name with photographs, videotape, television presentations, and other related uses.

I hereby release the above named organization, their agents, associates and other assignees from any and all claims for damages, libel, slander, invasion of the right to privacy, or any other claim based on the use of said material.

Student Name _____
Student Signature _____
Parent/Guardian Signature _____
Date _____

BEDFORD SCIENCE & TECHNOLOGY CENTER

Use of Mechanical/Electronic Devices

The Bedford County Schools Code of Student Conduct describes expectations concerning cell phones at school. The Use of Mechanical/Electronic Devices is discussed under the heading Disruptive Behavior. As stated, Cell phones are not to be visible or used during school hours at Bedford Science & Technology Center. Use includes, but is not limited to, making/receiving calls and text messages as well as audible

signals indicating an incoming text or phone message. Please remember that schools are not responsible for the loss, theft, or damage of personal items brought to school.

Cell Phone Procedures

As stated herein, cell phone policies are dependent on industry and program standards. Therefore, they may vary across program areas.

We acknowledge that we have received, reviewed, and understand these procedures.

Student Signature _____ Date _____

Student Printed Name _____ BSTC Program _____

Parent Signature _____ Date _____