



**2025-2026  
Student/Parent/Guardian  
Information Handbook**

[www.catec.org](http://www.catec.org)



**catechighschool**



**@catechs**



**CATEC High School**



**Charlottesville Area Technical Education Center**

**1000 East Rio Road  
Charlottesville, VA 22901  
(434) 245-2419 office  
(434) 245-2601 fax**

[www.catec.org](http://www.catec.org)

### **Our Vision**

The Charlottesville Area Technical Education Center (CATEC), in partnership with local community colleges and major employers, will serve as part of the regional training ladder across a range of Career and Technical Education (CTE) academies designed to lead to employment with regional businesses and promote access to continued post-secondary training.

### **Our Mission**

CATEC's mission is to develop workforce skills and careers for both high school students and adults. It is dedicated to preparing its students for quality career employment and lifelong learning.

The student will:

- Become skilled in a career area of personal choice.
- Develop creative and critical thinking skills.
- Accept personal responsibility for behavior and learning.
- Continue to learn and adapt to change.
- Learn to respect the rights of others.
- Gain self-esteem through achievement.
- Prepare for licensure/certification where appropriate.
- Learn to work in teams and develop leadership skills.

### **Preparation for College and Careers**

CATEC programs are offered in conjunction with those at area high schools to broaden the curriculum and to meet the needs of our students. The programs are competency-based and require that students gain new knowledge and skills. In order to complete a program at CATEC, a student must master specific competencies or tasks as identified by the Virginia Department of Education. Competencies for each program have been reviewed and approved by business, trade, and education representatives. This review ensures that CATEC students are adequately prepared to enter the workforce and are ready to continue further study in a specific technical area and/or college. State competencies are [here](#).

### **Workplace Readiness Skills Training**

There is one school-wide expectation at CATEC: "Be Professional." In support of our commitment to develop well-rounded, prepared, workforce-ready adults, CATEC students are provided the opportunity to hone soft skills. Twenty-two workplace skills are modeled, taught, and reinforced on a daily basis. These workplace skills are drawn directly from the Virginia Department of Education's Workplace Readiness Skills for the Commonwealth and support success on the WRS exam administered to all students. More information on the program is [here](#).

The twenty-two workplace readiness skills are listed below. You can learn more about them [here](#).

#### **Personal Qualities and Abilities**

1. Demonstrate creativity and innovation.
2. Demonstrate critical thinking and problem-solving.
3. Demonstrate initiative and self-direction.
4. Demonstrate integrity.
5. Demonstrate work ethic.

#### **Interpersonal Skills**

6. Demonstrate conflict-resolution skills.
7. Demonstrate listening and speaking skills.
8. Demonstrate respect for diversity.

9. Demonstrate customer service skills.
10. Collaborate with team members.

#### Professional Competencies

11. Demonstrate big-picture thinking.
12. Demonstrate career and life-management skills.
13. Demonstrate continuous learning and adaptability.
14. Manage time and resources.
15. Demonstrate information-literacy skills.
16. Demonstrate an understanding of information security.
17. Maintain working knowledge of current information-technology (IT) systems.
18. Demonstrate proficiency with technologies, tools, and machines common to a specific occupation.
19. Apply mathematical skills to job-specific tasks.
20. Demonstrate professionalism.
21. Demonstrate reading and writing skills.
22. Demonstrate workplace safety.

#### CATEC Community

In addition to being a school and a technical training center, CATEC is ***a professional community***. All members of the CATEC community are expected to abide by the following professional expectations:

- Attend and actively participate in their school program.
- Share in the commitment to learning in a safe environment.
- Accept responsibility for their own behaviors.
- Demonstrate respect for self and others as well as property.
- Demonstrate good faith efforts to resolve conflicts.

The success of our professional community depends on each of us. All students in CATEC programs are expected to abide by the rules and regulations found in this student handbook and demonstrate professionalism at all levels in all classes at all times.

## CATEC Staff Roster 2025-2026

### Administrative Offices

Dr. Stacey Heltz	Principal
Ms. Alexis Mason	Assistant Principal
Ms. Shannon Tomlin	Work-based Learning & Adult Education Program Coordinator
Ms. Liz Wood	Office Manager & Registrar
Ms. Marianne Barbour	Finance & Reporting Specialist

### Instructors

Ms. Karen Brown	Cosmetology Instructor
Ms. Allie Bullivant	English Instructor
Ms. Kimberly Buonomo	Veterinary Science Instructor
Ms. Jessica Carter-Payne	Nurse Aide Instructor
Ms. Stephanie Corbin	Emergency Medical Technician Instructor
Mr. Bobby Elliott	Firefighting Instructor
Mr. Tommy Farrer	Electrical Instructor
Ms. Lori Mack	ISAEP Teacher
Ms. Kayla Mays	Culinary Arts Instructor
Mr. Darrell Morris	Carpentry Instructor
Mr. Matt Richardson	Automotive Service Technology Instructor
Mr. Bruce Van Dyke	Automotive Service Technology Instructor
Ms. Jacqueline Waller	Cosmetology Instructor
Ms. Sedriana Willis	Government/Economics & Personal Finance

### Support Staff

Ms. Adriane Butler	School Counselor
Ms. Amanda Jay	Career Development/Career Strategies
Mr. Anthony Smith	Student Support
Ms. Carol Tyler	Teaching Assistant
Ms. Micah Washington	Teaching Assistant
Mr. Cliff Via	Teaching Assistant

### Custodial Staff

Mr. Benji Ryder	Facilities Maintenance/Head Custodian
Ms. Mary Douglas	Custodian
Mr. Carlos Martinez	Custodian/Groundskeeper

# Important Dates

## CATEC follows the calendar for Charlottesville City Schools

2025-26 Charlottesville City Schools



### 2025-2026

July 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**Approved 12/5/2024**

#### Religious/Cultural Observances

Rosh Hashanah sunset 9/22 - nightfall 9/24
Yom Kippur sunset 10/1 - nightfall 10/2
Diwali 10/20
Hanukkah sunset 12/14 - nightfall 12/22
Christmas 12/25
Kwanzaa 12/26 - 1/1
Lunar New Year 2/17
Ash Wednesday 2/18
Ramadan sunset 2/17 - nightfall 3/18 and Eid al-Fitr sunset 3/19 - nightfall 3/20
Passover sunset 4/1 - nightfall 4/9
Maundy Thursday, Good Friday, and Easter 4/2, 4/3, and 4/5
Eid al-Adha sunset 5/26 - nightfall 5/27

**Other Observances:** Labor Day (9/1), Indigenous Peoples Day (10/13), Election Day (11/4), Veterans Day (11/11), Thanksgiving (11/27), New Year's Day (1/1), Martin Luther King, Jr. Day (1/19), Presidents' Day (2/16), Memorial Day (5/25), Juneteenth (6/19), Independence Day (7/4)

Approximately 1026 instructional hours

New Teachers: 3-Day Orientation (7/30-8/1)
Paid Holidays - 9/1, 11/27, 12/25, 1/1, 1/19, 2/16, 5/25
Professional Learning Days (no students): 8/6, 8/7, 11/3, 2/4
Teacher Workdays (no students): 8/4-5, 8/8, 8/11-12, 10/17, 11/4, 1/5, 3/20
Family-teacher conferences will be held on 10/3 (no students)
Student / Teacher Holiday
Student Half-Day / Teacher Workday
Mental Wellness Day (schools and division offices closed): 9/19, 3/6

#### End of 9-week Grading Period

Quarter 1 = 10/13 (41 days)	Quarter 3 = 3/16 (46 days)
Quarter 2 = 12/19 (43 days)	Quarter 4 = 5/29 (47 days)
8/13 - First School Day	
5/22 - Tentative date for CHS Graduation	
5/29 - Last School Day (students dismissed early/workday in afternoon for teachers)	

**Make-up days:** At the discretion of the School Board, snow days will be covered with banked time or made up in the case of excessive lost instructional time.

Updated 12/5/2024

## Inclement Weather

In the event of inclement weather, CATEC will follow the school opening and closing decisions of Charlottesville City Schools (CCS). If you have questions about closures, please visit [www.charlottesvilleschools.org](http://www.charlottesvilleschools.org) or [www.catec.org](http://www.catec.org).

# CATEC Policies and Procedures

## **Academic Integrity:**

CATEC students are professional. I am a CATEC student. I will demonstrate integrity and work ethic as defined by workplace readiness skills numbers 4 and 5.<sup>1</sup> I make the following truthful statements: I will “exhibit honesty, fairness, and respect toward self, others, and property” throughout the duration of this course.

By making this commitment, I understand that if I violate the standards of integrity and an ethical work environment by cheating, plagiarizing, or falsifying information, I will receive a grade of “0”. If my violation of the standards of integrity becomes a pattern of behavior, I understand that my instructor will refer me to CATEC’s assistant principal or director.

I understand that “cheating” and “plagiarizing” look like:

- turning in someone else's work as my own;
- copying words or ideas from someone else without giving credit;
- giving incorrect information about the source;
- changing words slightly but keeping all the ideas of a source without giving credit; and
- copying so many words or ideas from a source that it makes up the majority of my work, whether I give credit or not.

I know I can avoid cheating and plagiarizing by

- putting quotation marks around direct quotations (where I didn’t change any words from the source);
- always citing where I got my information from – whether I quoted the source or slightly changed the words, which is called paraphrasing; and
- using my own words and ideas rather than relying on others – if I am stuck, I will contact my instructor for help.

## **Access/Disclosure of Student Records**

In compliance with the Family Educational Rights and Privacy Act (FERPA) and in accordance with School Board Policy *JO*, adult students and parents/legal guardians of students may review educational records at the school office upon request.

## **Adult Student Participation**

On a case-by-case basis, CATEC admits adult students into high school programs. Typically, these students are post-graduate high school students who are returning to CATEC after their senior year to complete a program through Adult Education Programming. Adult student admittance to, and removal from, CATEC programs are at the discretion of the Principal. Adult students are expected to

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<sup>1</sup> see Virginis’s Workplace Readiness Skills at [cteresources.org/resources/workplace-readiness-skills/](http://cteresources.org/resources/workplace-readiness-skills/)

complete all course and apprenticeship training requirements. All adult students will complete a mandatory Virginia State Police background check.

### **Alcohol/Drug Policy**

Students will not use, give, or sell to another, have in their possession, or be under the influence of drugs, alcohol, or marijuana. Possession of drug paraphernalia (pipes, etc.), controlled substances, or imitation controlled substances while on school property, at school-sponsored activities, or while going to or coming from school is prohibited. Possible consequences are long-term suspension and expulsion, and the police will be notified. Participation in a Region 10-provided substance abuse program could be required as part of the disciplinary process. All disciplinary action will be communicated with the student's base school.

### **Attendance**

A key factor for success on the job and in the classroom is dependability. Just as excessive absenteeism can adversely affect one's job performance and performance evaluation; it negatively impacts a student's education and training. All students are expected to attend classes promptly every day and to remain for the entire class period.

Excused Absences: An excused absence is one for which parents or guardians has prior knowledge, has consented to the absence, and is for a legitimate reason(s). Legitimate reasons may include: illness of the student (including mental health and substance abuse illnesses), injury, death in the family, doctor or dental appointment, observance of a religious holiday/cultural observance, legal obligations, military obligations or visit from a family member who has immediately returned from deployment, emergency conditions in the student's home, civic engagement, or another reason preapproved by the principal/designee.

***NOTE: It is the responsibility of the student and the parent/guardian to present documentation of absences to the CATEC Attendance Office immediately (within 2 school days; after 2 days it will remain unexcused) upon the student's return to CATEC.***

Unexcused absences: An unexcused absence is one for which the parents or guardians do not have prior knowledge, have not consented to, or for which there is no legitimate reason as stated above. Examples of reasons that are not justified and will result in an unexcused absence include: all day or period absence with no explanation, missed school bus/ride, or other reasons unacceptable to the principal/designee. The school administration may change an unexcused absence to an excused absence if it determines that the parent or guardian has provided an acceptable reason for the student's absence in accordance with the definition of excused absences above.

The following rules shall govern student attendance:

1. Unexcused absences, tardies, and early departures may result in a Workplace Readiness Skills (WRS) score of 0 (on a scale of 0 to 5) for the week in which the student was absent or tardy.
2. After three (3) unexcused absences in a semester, teachers will notify a parent or guardian to

discuss the reason for the absences.

3. After five (5) unexcused absences in a semester, a CATEC administrator will contact a parent/guardian as well as a base school administrator, school counselor, and caseworker, if applicable. The CATEC administrator, the student, the parent or guardian, and a representative from the base school will jointly develop a plan to resolve the non-attendance. WRS score will be impacted for students who fail to attend school regularly.

4. After seven (7) unexcused absences, assuming that a parent or guardian has been notified after five (5) unexcused absences, a CATEC administrator will schedule a conference with the parent/guardian and the student. Additionally, once a student has been marked absent unexcused seven times in a semester, the student may lose CATEC driving and parking privileges for the remainder of the semester.

5. Students are considered tardy if they are not in the classroom/lab when the tardy bell rings. All students that arrive tardy must sign-in at the front office and get a pass to class.

6. Students who arrive 30 minutes or less late to CATEC will be considered tardy. Students who arrive more than 30 minutes late to CATEC will be marked with an unexcused absence. However, there may be extenuating circumstances that should/could and will be considered. Job interviews, medical appointments, and court are examples of situations that may be considered excused. Students must provide documentation for all excused absences. Tardies will be arbitrated on a case-by-case basis. Due to the shortened time of zero-period classes, students who are more than 15 minutes late will be considered absent.

7. Student drivers who are tardy five (5) or more times within the semester may lose their parking/driving privileges for one (1) week. After ten (10) tardies, the student may lose CATEC driving and parking privileges for the remainder of the semester.

8. To be **dismissed early from class**, students must have written parent/guardian permission. Early dismissals will be verified by telephoning parents or guardians for students under 18 years old. Proper identification must be shown in order for parents/guardians to sign a student out of school.

### **Behavior that Fails to Meet CATEC Expectations of Professionalism**

CATEC has very high standards for student behavior. In the event of an incident that disrupts the safety, learning, or working in any CATEC space, the student or students involved will be removed from the classroom. Following Due Process and the CCS Policy for Student Conduct, students, teachers, parents, and staff will reach a solution that may involve disciplinary consequences, which are determined by the seriousness and frequency of the problem. Disciplinary action may include a conference, a warning, suspension (in-school or out-of-school), or a recommendation for mediation. Police become involved when laws are broken. Students may be invited to participate in Restorative



Conferences following each incident. Absences of any kind, including those due to suspensions of any kind, will follow the attendance and grading policies. More detailed information regarding Student Conduct can be found in Charlottesville City Schools Policy JFC, Student Conduct, at <https://charlottesvilleschools.org/policy>.

### **Bullying**

Bullying and harassment of any kind will not be tolerated. A student, either individually or as part of a group, shall not bully or harass others. Prohibited conduct includes, but is not limited to, physical intimidation, taunting, name-calling, insults and any combination of these activities whether face to face or via electronic device or social media. Students involved in these prohibited behaviors will be subject to appropriate disciplinary and/or legal action, as outlined in Charlottesville City Schools Policy JFC (Student Conduct).

### **Bathrooms**

*Students will use the bathroom/locker room in assigned areas*

- Office area bathrooms are reserved for Faculty and Staff only.
- Bathrooms in the labs are designated specifically for students enrolled in that class.

### **Cell Phones and Electronic Devices**

Studies have shown that overuse and misuse of cell phones are associated with increased rates of depression and anxiety among adolescents, negative academic outcomes, and negative effects on interpersonal relationships. CATEC's cell phone policies are consistent with and derived from the CCS Off and Away All Day Campaign adopted in 2023, as well as the most recent guidance that aligns with the state's plan for a Cell Phone-Free Education (Governor's Executive Order 33).

#### **Guidelines for Students**

1. Cell phone use is prohibited. Cell phones must remain silenced and out of sight from "bell-to-bell." School-provided technology will be used to support learning and accessibility needs.
2. All other communication devices (e.g., smart watches) shall be off or away during instruction.
3. Students may use cell phones before and after school.
4. Students may not use cell phones in the restrooms or in the locker rooms of the school.
5. Students may use cell phones for instruction when deemed necessary by a 504 plan or IEP team and for medical purposes.
6. In the event of an emergency or other unforeseen circumstance, students should notify their teacher of the need to use their phone. With the approval of the teacher, the student will be permitted to go to the main office or the counseling office to use their cell phone. Office staff will

- provide a confidential space for students to use the phone as needed.
7. Parents or guardians who need to be in touch with students should call the main office of CATEC (434-245-2419), and the student will be called to the office from class to speak with parents or guardians.
  8. CATEC is not responsible for providing phone chargers or charging stations.
  9. **CATEC is NOT responsible for the loss or theft of any electronic devices.**

### **Cell Phone Disciplinary Action**

1. Teachers will remind students to put away their cell phones at the start of the period, as needed.
2. The first offense will result in a verbal warning. The teacher/staff member will remind the student to silence the phone and put it away out of sight.
3. For the second offense, teachers will give a verbal warning to the student. Teachers will also notify a parent/guardian of the student's cell phone use and the verbal warning. Teachers will notify administrators of the repeated infraction.
4. If a student refuses to put away the cell phone when requested by a staff member, the student may face further disciplinary action.
5. If a student possesses or uses such a device other than as permitted in this standard operating procedure, in addition to other disciplinary sanctions that may be imposed, the device may be confiscated from the student and returned only to the student's parent.
6. Leveled discipline will be applied by school administrators after the verbal warning to include parent/teacher/student conferences, referrals, cell phones being held in the main office, loss of phone privileges, or other leveled discipline following the CCS Students Rights and Responsibilities, which aligns with the model guidance provided by VDOE.
7. After repeated offenses and in consultation with the student and family, administration may require a cell phone contract to include cell phone "check-ins" at the main office or other designated space.

### **Certificate of Completion**

To receive a Certificate of Completion, a student must have mastered at least 80% of the program competencies and must satisfy CATEC's attendance requirement for credit.

Students who have *mastered at least 90%* of the program competencies and satisfied CATEC's attendance requirements for credit are eligible to be a *Completer with Distinction*.

### **Contract**

Each student will be issued a contract for learning and working at CATEC. The contract is an agreement between the student, the teacher, and the school that every student is committed to acting in a safe and responsible manner and performing at the highest level every day.

## **Credentials and Licensing**

Most of our programs assess students using state and national licensing exams or certification tests in their field. Many of these are required for employment in those respective areas. CATEC will pay the exam fee **once** for each student. If the student is not successful the first time and would like to retake the exam, they may be responsible to pay the exam fee. If a student does not show up for an exam that CATEC paid for, the student will be responsible for the exam fee reimbursement to CATEC.

## **CTE Diploma Seal**

Students who earn a Standard or Advanced Studies Diploma and complete their CATEC Program will earn a Career and Technical Education Seal on their high school diploma if they: maintain a "B" or better average in those courses; or (1) pass an approved national examination or (2) acquire a professional license in that career and technical education field from the Commonwealth of Virginia.

## **Daily Schedule**

All students are expected to attend CATEC daily. **Students are expected to report directly to class upon arrival, and no later than the tardy bell.** Please check the website or call the office if you have questions about cancellations or delays. We follow the CCS calendar.

### **AM Classes**

**9:35: Tardy Bell**  
**11:55: Dismissal**

### **PM Classes**

**1:25: Tardy Bell**  
**3:25: Dismissal**

## **Dress Code**

Students are expected to dress in a manner that is both professional and safe. Professionalism and safety are determined by industry standards. ***Each instructor will announce dress requirements and/or uniform specific to their program area.*** If students fail to comply with the dress code of the class/trade, they will be prohibited from participating in class and may face disciplinary action that may include removal from CATEC. *School staff are permitted to ask students to remove or cover certain apparel, if the item:*

- creates a substantial disruption to the school or classroom learning environment
- constitutes harassment or fighting words
- is vulgar, lewd, obscene, racially, or religiously intolerant
- references illegal activity
- promotes the use of alcohol, tobacco, or drugs

The appropriateness of wearing headgear (hats, head covering, and visors) is determined by the instructor based on safety and professional norms. If the classroom teacher does not allow headgear pursuant to class rules, then students are expected to take the headgear off as instructed.

*Students are expected to cooperate with their instructor to correct dress code violations and are subject to additional disciplinary actions if they do not. Students who repeatedly violate the dress code face more significant consequences, including parent contact and a conference. If the infractions continue, they may result in the student being removed from the course and from CATEC.*

### **Driving and Parking**

There is no fee for parking at CATEC.

- CATEC will provide parking passes upon completion of an application; parking passes must be displayed and visible from the outside of the car.
- Students are to park in assigned student spots and not Visitor or Staff parking areas.
- Students must comply with all motor vehicle laws and regulations set forth by the Commonwealth of Virginia.
- CATEC is not responsible for the enforcement of these laws and regulations.
- CATEC is not responsible for stolen items from vehicles. Locking vehicles is the responsibility of the students.
- Student driving privileges may be suspended or revoked due to student attendance, tardiness, and reckless behavior while on CATEC grounds (see Attendance section above).

### **Equipment, Tools, and Materials**

Students will be learning to use and operate equipment, tools, and materials, which, if operated unsafely, could cause harm or injury. Students are expected to learn the proper procedures to work safely and maintain these tools and materials in good condition; safety for themselves and others is their top priority. Failure to adhere to all safety rules and regulations will result in disciplinary action that may include removal from CATEC.

### **Field Trips**

Field trips are an extension of the school program and are designed to enhance the curriculum. Field trip forms must be signed by parents or guardians and returned to the instructor. ***Students are NOT allowed to drive to the field trip location.*** Students are expected to abide by the community expectations and all CATEC rules and regulations while on field trips, including the following:

- Students on field trips must conduct themselves in a professional manner.
- Students must promptly follow all instructions given by the teacher, bus driver, and trip chaperones.
- No loud music or music with any profanity or sexually explicit lyrics is permitted.
- No R or NC-17 videos, pictures, or literature on electronic devices are permitted.

Should an individual not follow CATEC rules or the guidelines and expectations of their field trip, his/her parent or guardian will be contacted and asked to pick up the student at the place of the misbehavior, and the student may face additional school-based or legal consequences. Participants detained by law enforcement agencies may be left in the custody of that agency and parents/guardians notified of their location.

**NOTE:** Students with excessive disciplinary referrals may not be allowed to participate in field trips or may be required to have a personal adult chaperone.

### **Firearms/Dangerous Weapons**

Students are prohibited from carrying or possessing firearms or other dangerous weapons (e.g., box cutters, folding knives, batons, or objects modified to look like a weapon) on school grounds, school

buses, and at school-sponsored events. *This includes leaving these items in a car in the school parking lot.* Using, distributing, selling, lighting, or discharging any explosive device, including fireworks, on school property violates Virginia law and School Board policy. Police notification is mandatory for these offenses, and students may be recommended for expulsion. More information is available in School Board Policy JFCD.

### **Fire/Emergency Drills and School Safety**

CATEC is committed to providing a safe environment for students, staff, and visitors. The school's Crisis Plan covers a wide variety of emergencies and serves as a guide to help staff and public safety partners respond swiftly should a crisis occur. Fire and emergency drills, including four required lockdown drills, are conducted by the school staff periodically during the school year. Students must follow all instructions provided by their instructor or school staff during these drills. Students must be silent during drills unless otherwise directed by school staff to ensure everyone's safety.

*It is not our intention to frighten or alarm students. Practice drills are necessary to prepare our faculty, staff, and students in the case of a true emergency situation.*

### **Grading**

CATEC uses a standards/competency-based grading system to report a student's skill or proficiency on their course-related competencies/tasks. Grades are based on a five-point rating scale (see below). Students will have opportunities over the course of each semester to demonstrate mastery of assigned competencies/tasks. In order to earn grades, students must be present, learning, and working (see Attendance section above). Part of each student's grade will be based on their performance of CATEC's Workplace Readiness Skills (WRS), a set of 22 skills identified by Virginia employers as necessary for success in the workplace. These include a positive work ethic, integrity, teamwork, conflict resolution, critical thinking, and problem-solving skills (a full list is at the beginning of this handbook).

#### **Competency Rating Scale**

5	Can teach others or fully explain the skill to others
4	Can perform or explain the skill without supervision or prompting
3	Can perform all elements of the skill with supervision or prompting
2	Can perform some elements of the skill with supervision or prompting
1	Cannot perform or explain the skill despite attempts
0	No evidence; did not attempt

### **Harassment**

All members of the CATEC community shall treat each other and the public with respect and courtesy. Violent, profane, insolent, or suggestive language or gestures, or language which is intended to demean a person because of race, color, religion, age, sex, disability, national origin, pregnancy, sexual orientation, or marital status shall not be tolerated. Any and all instances of verbal or physical harassment (whether in person, social media, or electronic device) will be dealt with through appropriate disciplinary action and will be treated as a major offense. These occurrences are reported

to the State Department of Education and may be reported to the police. Any student who witnesses or receives harassment or bullying of any kind should report the information to their teacher, the Assistant Principal, or the Principal.

### **Home School**

CATEC welcomes the opportunity to serve students from our local homeschool community. Families interested in enrolling students who participate in homeschool education must enroll their students through their base school. Homeschool students will not attend the base school, but must register there as a student and provide all required documentation, including residency and vaccination information. Transportation is only provided from base schools, so homeschool students will have to provide their own transportation if they choose not to go to their base schools.

### **Inclement Weather**

In the event of inclement weather, CATEC will follow the school opening and closing decisions of Charlottesville City Schools. *School Closing Info*: **434-245-2419**, [www.charlottesvilleschools.org](http://www.charlottesvilleschools.org)

### **Internships**

Students in many CATEC programs are required to work in internships with local businesses. Schedules and pay guidelines for these internships are worked out in advance (e.g., internships during school hours where students earn class credit are usually unpaid), and all required paperwork must be completed before a student can start their internship. All school rules are applicable during internship times, and students are expected to follow the Student Code of Conduct. Students must follow their internship schedule; absences from school-hour internships count as absences from school. Students are responsible for notifying their instructor of absences while on internships or work-study.

### **Insurance**

CATEC requires that *all students* be covered by accident insurance. Student insurance information must be provided in the beginning-of-year documents. If a student is identified as not having insurance coverage, they may purchase accident-only insurance as described in the student forms handout.

### **Leaving School Grounds**

Once students arrive on school grounds, they must remain on school grounds. To be dismissed early from class, students must have written parent/guardian permission. Early dismissals will be verified by telephoning parents or guardians *for students under 18 years old*. Proper identification must be shown in order for parents/guardians to sign a student out of school. In order to be successful in their program area, students need to spend the required hours in class. Early dismissals are discouraged.

### **Lockers**

Students may be assigned lockers in their program areas. These lockers are considered the property of the school, and the administration reserves the right to inspect lockers and all items contained within at any time. Students are responsible for making sure lockers are locked during their time at CATEC if they have belongings in them; CATEC is not responsible for lost or stolen items in student lockers.

### **Meals**

Students are not permitted to order food or have it delivered to CATEC. Students are expected to eat at the base school or **before** arrival to or after departure from CATEC.

- Bringing food into individual classroom/lab areas is prohibited.
- Ordering food or having food delivered is prohibited.
- Vending machines are limited to before school, during breaks, and after school.

### **Media Publishing**

CATEC reserves the right to use the names and likenesses of students in publications, advertisements, and social media, per a one-time parent approval form in the beginning of the year student forms packet.

### **Medicine and Medical Care**

CATEC does not employ a school nurse or medical professional assigned to student care. As such, students and parents are strongly encouraged to coordinate these services through school nurses at base schools. When necessary, medication is administered to students by office staff, in accordance with CCS policy JHCD and the associated regulation (JHCD-R). Should your student require medication to be administered at CATEC, please call the front office at 434-245-2419 or have your student see Ms. Wood in the front office for the required forms.

### **Non-Discrimination Policy:**

CATEC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1691 et seq., prohibits discrimination on the basis of sex in educational programs or activities receiving federal funds, including discrimination in employment and student admissions. All CATEC students, applicants, and employees are covered by this law.

### **Parent/Guardian Involvement**

The positive interaction and communication among students, parents/guardians, faculty, and staff is valued and welcomed. We seek parent/guardian and community assistance throughout our operation with the goal of involving every parent/guardian. To encourage this involvement, we publish important dates and information on our website [www.catec.org](http://www.catec.org), in the school newsletter, and through Twitter ([@catechs](https://twitter.com/catechs)) and Facebook (CATEC). Please contact the administration if you are interested in volunteer opportunities.

### **Parent Portal**

All parents/guardians can monitor their student's progress through the online parent portal. *Our parent portal is separate from your student's portal at the base school.* If you would like this information, please call CATEC at (434)245-2419, and we will provide you with your login information. Parents and students have access to CATEC PowerSchool Student/Parent Portal and Parent Square for updated information on student academic progress and school communication.

### **Passes/Authorized Areas**

Students should have a pass whenever they are in the hallway.

### **Pledge of Allegiance/Moment of Silence**

The Virginia General Assembly has mandated a daily recitation of the Pledge of Allegiance and a moment of silence. This takes place during our morning session. Students are expected to be respectful and silent during this time. (Charlottesville City Schools School Board Policy IEA and IE)

### **Scholarships**

Every year, graduating students have the option to apply for multiple CATEC scholarships for post-secondary studies provided by the Career & Technical Education Foundation, The Rotary, Blue Ridge Homebuilders Association, and the Walton Foundation. Information is shared with students as it becomes available.

### **Special Education**

CATEC has a special education program designed to meet the needs of students deemed eligible for services. Resource teachers are available to help students who have an Individualized Education Plan (IEP) or a Section 504 Plan. For more information, please contact the Special Education Coordinator at your student's base high school.

### **Student Expenses**

CATEC will provide uniforms and/or personal tools (e.g., cosmetology kits, nursing scrubs, safety glasses) necessary for each program area at no cost to the student.

### **Student Organizations**

Student clubs are an important part of CATEC. Students are encouraged to participate at the school, district, regional, and national levels. Skills USA provides opportunities for leadership development, community service, and participation in regional, state, and national competitions. Your teacher will review with you the organization's benefits, dues, and calendar. CATEC student organizations may include Skills USA, HOSA, & FCCLA.



### **Technology Policy (including desktops, laptops, iPads, tablets & phones)**

All members of the CATEC community are expected to follow the CCS Acceptable Use of Technology Policy (GAB/IIBEA). This policy is available on the CCS website and is included in the packet of beginning-of-year documents.

#### ***Expectations for Using School Technology***

- Students will exercise personal responsibility when using technology.
- Students will exhibit ethical uses of technology.
- Students will avoid computer activities that interfere with the learning process for themselves or others.
- Students will use school and personal technology in an acceptable professional manner at all times.

#### ***Personally Owned Computer or Technology Devices***

- Personal technology devices will not be supported by CCS or CATEC staff.
- CATEC is not responsible for theft or damage to a personal device (e.g., laptop, tablet, or cell phone).

#### ***Monitoring the Use of Technology***

- There is no guarantee of privacy granted to users of school technology. The normal operation and maintenance of the school's technical infrastructure and services requires that usage and activity are monitored, data and electronic communications are routinely backed up, and programs or other devices are employed to maintain the functionality, integrity, or security of the network infrastructure.
- CCS reserves the right to monitor any activity, communication, or file creation or storage that utilizes CCS technology resources. An individual student account or activity may be monitored without notice.
- CATEC may provide students with access to online educational services and websites through contracts with educational companies and vendors. Students may be provided with a username and password to access educational content on these websites.

### **Tool Safety & Sanitation:**

Safety must be the primary responsibility and concern for everyone at CATEC.

- Most programs at CATEC involve the frequent use of tools and equipment, which carry a high potential for injury if used improperly.
- All students must pass safety tests with perfect scores before using lab equipment, and students must observe all safety rules and regulations established by the teacher.
- Students are expected to follow all safety procedures and arrive to class with the proper materials (proper shoes, coats, safety glasses, apparel, hard hats, harnesses, etc.).
- Students in violation of safety procedures subject themselves to disciplinary consequences, which may include removal from CATEC.

**Sanitation and health regulations are equally important for all.**

Teachers will advise students of specific sanitation and health regulations related to their fields of study. Students are expected to adhere to those guidelines, and those in violation will receive appropriate consequences.

**Transportation**

Bus transportation is provided to CATEC students to and from their base school. All students on CATEC shuttles must adhere to all bus safety and behavioral rules and regulations or be subject to disciplinary action. *Bus drivers are to be respected at all times.* When students get off the bus at CATEC, they are to proceed directly into the building and proceed to their class.

**ALL Visitors**

**All visitors must report to the main office, where staff will be glad to assist them in signing in.**

- All visitors or parents / guardians must present a valid ID to the front office staff.
- Approved visitors will be given an ID badge that must be worn during the entire visit.
- Students may not bring visitors to school unless those visitors are attending a public CATEC activity or unless the visitor has prior approval from the Principal. All visitors are subject to a background screening.
- It is unlawful for persons to enter or remain on school property when an administrator has prohibited such persons from school grounds.
- Violation of this order subjects the person to trespassing charges.