



STUDENT AND PARENT **Handbook**

Chesterfield Career and
Technical Center

2025-2026

WELCOME TO THE 2025-2026 SCHOOL YEAR!

Dear Students and Families of the Chesterfield Career & Technical Center,

We are excited that you have made the decision to participate in one of our Career Technical Education programs. Annually, we focus on career opportunities that align with the business needs of our community, as well as provide real-world career experiences for our students. Our goal is to ensure each student will receive the necessary skills to be career-ready and prepared for employment and or further education.

Students attending the Chesterfield Career & Technical Center will receive instruction from teachers that have had careers in the program of study that they now teach. This unique dynamic allows students to learn current implemented industry related skills using real world experiences in addition to the theory associated with the career field. Each program of study has the support of local business advisors to help maintain business practices to ensure instruction is current and relevant as well as potentially offer students that are interested in employment after they graduate from high school or college.

We encourage all students to become active members of the Career & Technical Student Organization associated with their program of study. The Career and Technical Student Organizations provide students with opportunities for further professional development as well as the ability to compete in leadership and industry level competitions. Annually, the Career and Technical Student Organizations at the Chesterfield Career & Technical Center receive state and national recognition with strong student performances in industry and leadership competitions.

On behalf of the teachers and staff of both campuses, we welcome you to the Chesterfield Career & Technical Center for the 2025-2026 school year.

Sincerely,

Brian Russell



Principal

Chesterfield Technical Center

Brian_Russell@ccpsnet.net

SCHOOL CONTACT INFORMATION

Chesterfield Technical Center Courthouse Road Campus

10101 Courthouse Road, Chesterfield, VA 23832
 Telephone: 804-768-6160 Fax: 804-768-6164
 Office hours: 8:00 a.m. - 4:00 p.m., Monday - Friday
 Website: <https://oneccps.org/ctc/>

Administrative Team

Principal: Brian Russell
Associate Principal: Dr. Ryan Devlin
Dean of Students: Dushunna Scott
Office Manager: Susan Saunders
School Counseling Coordinator: Karen Golden
School Counselor : Caroline Leone
School Counseling Technician: Andrea Vogel
Fiscal Technician III: Michelle Kimenhour
Instructional Designer: Christopher Kelly
Secretary: Elaine Robinson
Clinic Assistant: Cathay Boykins

Chesterfield Technical Center Hull Street Road Campus

13900 Hull Street Road, Midlothian, VA 23112
 Telephone: 804-639-8668 Fax: 804-639-6394
 Office hours: 8:00 a.m. - 4:00 p.m., Monday - Friday
 Website: <https://oneccps.org/ctc/>

Administrative Team

Principal: Brian Russell
Associate Principal: Angela Karousos
Office Manager: Karen Bayne
School Counseling Coordinator: Karen Golden
School Counseling Technician: Rosaland Jones
Fiscal Technician III: Pam Solferino
Instructional Designer: Christopher Kelly
Secretary: Andrea Garka
Clinic Assistant: TBD

BELL SCHEDULE

Period 1 (Home High School)	8:30 a.m.- 9:20 a.m.
Students Commute to Tech Centers	9:25 a.m - 10:00 a.m.
Period 2	10:00 a.m - 11:15 a.m.
Period 3	11:17 a.m. - 12:57 p.m. LUNCHES A 11:17 a.m. - 11:37 a.m. B 11:43 a.m. - 12:03 p.m. C 12:10 a.m. - 12:30 p.m. D 12:37 a.m. - 12:57 p.m.
Period 4	1:00 p.m. - 2:15 p.m.
Students Commute to Home High Schools (bus) or Home (student drivers)	2:15 p.m. - 2:50 p.m.

Chesterfield County Public Schools (CCPS) Strategic Plan for 2025-2028

IMAGINE BEYOND TOMORROW

Vision: Create a better tomorrow

Mission: Ignite passion in all through authentic and captivating experiences

Core Values

- **Integrity** - adherence to moral and ethical principles
- **Equity** - fair and unbiased access to all resources and opportunities
- **Teamwork** - cohesively working toward a shared goal
- **Ingenuity** - qualities of being clever, resourceful, and imaginative

Goals

- **Goal 1:** All students and staff will embody an infinite learner mindset.
 - Objective 1.1: Meet or exceed performance expectations on state assessments for all students
 - Objective 1.2: Master content and maintain high expectations for all students
 - Objective 1.3: Graduate students who are ready to engage as productive citizens
 - Objective 1.4: Increase levels of student engagement and personal growth
 - Objective 1.5: Increase staff impact and professional growth
- **Goal 2:** All students, staff, parents, and community members will exemplify a culture of safety, personal responsibility and supportive relationships.
 - Objective 2.1: Improve student, staff and campus safety
 - Objective 2.2: Improve student health, social readiness, well-being and citizenship
 - Objective 2.3: Increase levels of staff engagement, health, well-being and work satisfaction

- Objective 2.4: Promote diversity and improve equitable and inclusive environments
- Objective 2.5: Improve the equitable, efficient, effective and sustainable use of assets
- Objective 2.6: Increase meaningful partnerships and improve positive relationships with internal and external stakeholders

CHESTERFIELD TECHNICAL CENTER (CTC) Strategic Plan

Vision

CTC will continuously evolve as a model of Career and Technical Education (CTE) excellence, empowering CCPS students with workplace readiness skills, technical skills and content knowledge that reflect the current and emerging technologies of the future.

Mission

To provide CCPS students with state-of-the-art CTE instruction and work-based learning experiences that emphasize collaboration, communication, citizenship, critical thinking and creativity.

Values

- A belief in the unlimited potential of all students
- A caring environment where all are respected and valued as individuals
- Effective communication with students, parents and the community
- Enthusiastic and motivating instruction
- Honesty
- Safety

Commitments

- Emphasis on workplace skills for the 21st century
- Reliable and accurate career information
- Knowledgeable and competent instructors
- Respect for people and property
- State-of-the-art course content and equipment

- High expectations for all students

STUDENT ACADEMIC PROGRESS

To help ensure student success in school, frequent sharing of academic progress information by students' teachers and monitoring of that information by the students' parents is vital.

STUDENT ASSESSMENT

Earned grades represent a student's level of achievement and serve as feedback on the identification of specific academic areas of strength and those requiring improvement.

The school division's teachers use standards-based grading practices to measure a student's performance. Standards-based grading practices help to make grading practices more consistent among teachers.

PARENTVUE/STUDENTVUE

ParentVUE and StudentVUE are web-based programs that allow parents and students to track attendance and academic progress via a computer or mobile device. Using a confidential activation code provided by the school at the beginning of each school year, parents can access their individual ParentVue accounts at **parentvue.ccpsnet.net**. Using individual CCPS network login information, students can access their StudentVue account at **studentvue.ccpsnet.net**.

Teachers will update grades in ParentVUE and StudentVUE at least every two weeks, and specifically at the midpoint and end of each grading period.

CCPS GRADING SCALE:

LETTER GRADE	POINT RANGE	DESCRIPTOR
A+	97-100	EXCELLENT
A	90-96	
B+	86-89	VERY GOOD
B	80-85	
C+	76-79	SATISFACTORY
C	70-75	
D+	66-69	
D	60-65	MINIMUM PASSING
F	60 and below	FAILING

2025-2026 GRADING PERIODS

Reports on course progress are issued after each grading period ends.

Full Year Courses

Grading Period	Dates
Marking Period 1	8/19/2025-10/22/2025
Marking Period 2	10/23/2025-01/13/2026
Marking Period 3	01/14/2026-03/19/2026
Marking Period 4	03/19/2026-05/29/2026

Semester 1 Courses (Fall):

Grading Period	Dates
Marking Period 1	8/18/25 - 9/19/25
Marking Period 2	9/22/25 - 10/22/25
Marking Period 3	10/23/25 - 11/25/25
Marking Period 4	12/1/25 - 1/13/26

Semester 2 Courses (Spring):

Grading Period	Dates
Marking Period 1	1/14/26 - 2/13/26
Marking Period 2	2/17/26 - 3/19/26
Marking Period 3	3/23/26 - 4/28/26
Marking Period 4	4/29/26 - 5/29/26

SEMESTER PRACTICAL EXAMS

All students, regardless of grade level, dual enrollment status (high school and community college credits earned simultaneously), semester grade average, credentialing test success, or written semester exam exemption status, are required to complete a practical/project-based semester exam.

SEMESTER WRITTEN EXAMS

Written exams are required to be taken by seniors and non-seniors in courses offered for dual enrollment credits and in licensure and professional certification earning courses where teachers require all students to take a written semester exam.

WRITTEN EXAM EXEMPTION (4x4 and year long courses)

All students are eligible to earn an end-of-course, teacher made written exam exemption if they meet the attendance and grade requirements. There are no exemptions for the practical portion of final exams.

COURSE WITHDRAWAL

A student will have until the midpoint of the first grading period to drop a Tech Center course and have it removed from his/her permanent grade transcript; avoiding a possible academic penalty. If a student drops a Tech Center course after the midpoint, a grade of "WF" (Withdraw Fail) will be recorded on the permanent grade transcript. If extenuating circumstances, such as severe medical, emotional or family hardships, cause the need for a student to drop a Tech Center course after the midpoint of the first grading period, he/she may appeal the grade of "WF" to the home high school's principal or his/her designee. If a waiver is granted, the student will receive the grade designation of "AW" (Administrative Withdrawal) on his/her academic record. No "F" will be recorded in such cases, and the "AW" designation will carry no points to lower a student's cumulative grade point average.

FEES AND CHARGES

The specialized and unique nature of the program offerings at CTC require additional fees for tools, consumable materials, uniforms, personal safety equipment, etc. Many of these costs are for items students will take with them when they start their careers. Students who have not met their financial obligations by the second Friday following the start of the new school year can be withdrawn from their CTC course(s). This does not apply to students whose fees have been waived.

STUDENT LUNCH

The CCPS lunch account shares information between schools, so whatever your established lunch status is, it will carry through the home high school to the Technical Center. If you add funds so your student can purchase lunch, it will be accessible at both schools.

FOOD DELIVERY

Please be advised that students are strictly prohibited from receiving deliveries from DoorDash, Uber Eats, GrubHub, or any similar delivery services while on school premises. These items will not be distributed to students during school hours. Repeat offense may result in disciplinary action.

STUDENT ACTIVITIES

Career and Technical Student Organizations (CTSOs)

CTSOs play a vital role in Career and Technical Education (CTE) programs by offering students opportunities beyond traditional classroom learning. Here's a breakdown of how CTSOs function and their benefits:

Purpose and Activities

CTSOs are designed to enhance students' development in various areas such as interpersonal skills, workplace readiness, community service, and leadership.

Additionally, students can participate in extracurricular activities like skills contests and leadership conferences at district, state, and national levels.

Membership Requirements

Each CTE course is aligned with a co-curricular CTSO and students have the opportunity to become a paid member of their designated CTSO.

To receive the benefits of membership, students must be a paid member of the CTSO to participate in local, state, and national competitions and leadership conferences. If a student advances to higher level competitions, additional fees may be associated in order to travel and compete.

Some activities (such as meetings, planning sessions, event preparations, etc.) are held during regular class periods and are considered co-curricular. Other CTSO activities, such as participation in leadership conferences and skills contests, are held outside of regular class time and are considered extra-curricular. A student who wishes to participate in any extra-

curricular CTSO activity must meet the minimum eligibility requirements of the organization, this includes completing an application and paying the costs associated with the event.

Participating and Attending Competitions

In order to attend competitions at the local, state and national level, students must be a member of their designated CTSO (Career and Technical Student Organization) and students are required to be registered to compete in a CTSO competition. Advancement to local, state and national competitions is determined by the judges at each respective competition. Students who are members of a CTSO and choose not to compete in competitions are not eligible to attend the competitions.

Employer Support and Recognition

Many employers recognize the value of CTSO participation as it demonstrates skills such as teamwork, leadership, and commitment. Participation should be included on a student's resume and college applications.

In summary, CTSOs provide students with a structured platform to enhance their CTE experience through hands-on activities, competitions, and leadership opportunities. By participating in these organizations, students not only develop technical skills but also build crucial soft skills that are highly valued in the workforce.

Career and Technical Student Organizations (CTSOs) are part of every CTE program. The purpose of a CTSO is to provide students with experience in planning and conducting activities that help develop the student, including his/her interpersonal, workplace readiness, community service and leadership skills.

Many employers support CTSO activities and value student participation information listed on job applications and resumes, which might give a student an employment advantage.

Educators Rising

A national CTSO that cultivates highly skilled educators by guiding young people on a career path that

begins in high school and extends through college into the teaching profession. The program associated with Educators Rising is Virginia Teachers for Tomorrow.

Family, Career and Community Leaders of America (FCCLA)

A national CTSO organization for students in family and consumer science programs. The overall goal of the organization is to help individuals improve personal, family and community living, to contribute to employability and to develop leadership ability. The CTC programs associated with FCCLA are Culinary Arts, Baking and Pastry Arts, and Early Child Development.

Future Business Leaders of America (FBLA)

A national CTSO organization for students in business, marketing, and information technology programs. The purpose of FBLA is to provide incentive, guidance, and opportunities for students to make wise career decisions based on knowledge, experience and association with professionals in the field.. CTC programs associated with FBLA include Networking Systems, and Medical Systems Administration.

Future Farmers of America (FFA)

A national CTSO for agriculture programs. Since the founding of the national FFA organization in 1928, it has been an important part of the public school program. Through its activities, FFA encourages entrepreneurship, helps make better employees and develops responsible citizens by preparing them to accept leadership roles. CTC programs associated with FFA include Plant Systems, Advanced Biotechnology, and Veterinary Science.

Health Occupations Students of America (HOSA)

A national CTSO for secondary and post-secondary health occupations students. Through HOSA activities, the local, state and national organizations promote and encourage the development of leadership abilities, citizenship responsibilities, personal growth, and health career awareness and competencies. CTC programs associated with HOSA include Dental Occupations,

Nurse Aide, Medical Assisting, Emergency Medical Technician, and Physical and Occupational Therapy.

National Technical Honor Society (NTHS)

A national CTSO dedicated to recognizing and honoring outstanding student-citizens who have excelled in a CTE program. To be eligible for membership, students must have a 3.0 cumulative grade point average and a minimum “B” average in their course at CTC. Students must also meet the following criteria:

- Earn 20 hours or more of community service
- No office referrals or suspensions
- Be an active member in the CTSO associated with their CTC program
- Receive one or more faculty or staff member's recommendations.

SkillsUSA

A national CTSO for individuals involved in trade and industrial education. CTC programs associated with SkillsUSA include Automotive Collision Repair & Refinish, Automotive Technology, Carpentry, Electricity, Heating, Ventilation and Air Conditioning, Plumbing and Pipefitting, Digital Visualization, Commercial Photography, Cosmetology, Barbering, Nail Technician, Criminal Justice, Mechatronics, and Precision Machining Technology.

Technology Student Association (TSA) is a national CTSO that fosters personal growth, leadership, and opportunities in Science, Technology, Engineering, and Mathematics (STEM); members apply these concepts through co-curricular activities, competitions, and related programs. The program associated with TSA is Advanced Engineering and Manufacturing

STUDENT ADVISING

School counselors at the high schools and at CTC are available to discuss and assist students with educational, social and personal challenges. The CTC counseling office is located within the main school office at each campus.

COLLEGE AND CAREER PLANNING

College and career planning services and information are available to all students. A school counselor at each campus can answer students' questions regarding career choices, college, financial aid, employment, apprenticeship, and transitioning into the workforce. Teachers can also provide information regarding further education, apprenticeship, job placement and current career information related to their CTC programs.

WEAPONS DETECTION SYSTEM PROCEDURES AND EXPECTATIONS

Weapons detection systems are bringing an additional layer of security to every Chesterfield County middle school and high school. Starting in August 2025, when school opens, students and school visitors (including CCPS staff members who do not have badge access to a building) will enter through OpenGate scanners, which are similar to those used at amusement parks, concerts and sporting events.

Weapons detection will be active from the start of the school day until dismissal, working to improve safety while maintaining a welcoming school environment. The system is designed to detect a variety of weapons. But no system is perfect, so it will sometimes alert on acceptable metal items and may sometimes miss items that should not be in school.

Here's how the automatic, noninvasive screening will work:

- Students and school visitors will pass through freestanding pillars that use advanced technology to detect weapons that may be concealed on a person, in backpacks or in other bags.
- Some safe items may cause nuisance alerts, therefore students should remove them from their bags and place them in a designated bin or hand them to a school staff member before going through the scanner. Chromebooks, three-ring binders, musical instruments, umbrellas, metal lunch boxes, metal pencil cases, and metal eyeglass cases are the most common items that can trigger nuisance alert

- After going through the scanner, students should retrieve their belongings and head to class.
- If a potential weapon is detected, the system will flash red and beep. When that happens, the student or school visitor will step to one side so a closer search can be conducted.
- If a weapon or other contraband is found, then school administrators, the school safety officer and/or the police will be notified, and the person may face both school and legal consequences.

Courthouse Road Campus

To ensure the safety and efficiency of the system:

- Students must enter through one of the following locations:
 - Student drivers will report to door #3 between the Tech Center and L.C. Bird High School
 - Bus riders will enter through door #1 in the front entrance of the building.
- Students must not open any door to allow others to enter the building under any circumstances. Students who open a door for someone else or who enter the building through an unauthorized door could face serious disciplinary consequences.

Hull Street Road Campus

To ensure the safety and efficiency of the system for the **Hull St. Road Campus**:

- Students must enter through one of the following locations:
 - Student drivers will report to door #20 in the rear of the building.
- Bus riders will enter through door #9.
- Students must not open any door to allow others to enter the building under any circumstances. Students who open a door for someone else or who enter the building through an unauthorized door could face serious disciplinary consequences.

More information about weapons detection and other school safety measures is available on oneccps.org.

EXPECTATIONS FOR STUDENTS

One of the main purposes of a public school education is to prepare students for success outside the school setting, now and in the future. Students at CTC apply their knowledge, technical, and workplace readiness skills at school and in the workplace to secure a pathway to success in their area of chosen content. During the first week of school, every public school student in Chesterfield County will receive a copy of the Chesterfield County Public Schools' (CCPS) Standards for Student Conduct and Attendance. The Standards outline the expectations for student conduct and attendance and include the potential consequences when students make decisions that are contrary to the Standards. Both the Standards and the school's student rules and procedures described in this handbook can be summarized in the following three basic guidelines:

Respect people.
Respect property.
Be on time.

In conjunction with the Standards of Student Conduct and Attendance and in support of the above three CTC guidelines, students are to always follow the expectations listed below while at CTC and when representing the school in the community:

- Be respectful, cooperative, polite and courteous to all staff, students and visitors to CTC
- Take care of the school building and equipment
- Follow all classroom and school rules
- Use appropriate language and tone at all times
- Follow all safety procedures when using tools, materials and equipment. Following guidelines prevents injury!
- As directed by staff, wear appropriate clothing for the CTC program and for special occasions at on- and off-campus activities
- Follow directions and ask questions if unsure
- Stay on task and meet deadlines
- Seek the help of a staff member when issues arise with a fellow student
- If something is seen or heard that could lead to someone being hurt, placed into danger or could

damage property, report it to a staff member immediately

- Be present each day when school is in session
- Make decisions that result in positive outcomes
- Always come to CTC prepared to learn

The above is a summary of the rules and expectations for student success at CTC. Please familiarize yourself with the Standards for Student Conduct and Attendance, the information in this handbook, rules established by your teacher(s), and listen for announcements and bulletins throughout the school year that concern expectations for students and the following of school procedures.

CONSEQUENCES

The rules of CTC are designed to ensure the safety and welfare of all members of this school and to provide an environment that is conducive to the educational process. Therefore, all rules and regulations of this school and the Chesterfield County School Board will be enforced. A range of conduct infractions and associated consequences, some of which require the involvement of county police, are described in the CCPS Standards for Student Conduct and Attendance received by students at the home high schools at the beginning of each school year.

Infractions of CTC school procedures and rules for students, as well as teacher classroom/laboratory rules can result in disciplinary consequences. Outlined below are some of the consequences that can be applied by the school's administrators when classroom teacher interventions are not sufficient or when serious infractions warrant. Additionally, more serious or repeated infractions can result in a referral to the CCPS Office of Student Conduct for possible assignment to a long-term suspension or permanent expulsion from school.

OUT OF SCHOOL SUSPENSION (O.S.S.)

Whether issued at the home school or at CTC, an O.S.S. can bar the student from attending both schools. For instance, if a student receives an out of school suspension from their home high school, the

student cannot attend classes at CTC until they are allowed to return to their home high school.

Student disciplinary infractions that warrant O.S.S. are aligned with the current Standards of Student Conduct and can be found on Chesterfield County Public Schools webpage under Publications and Forms.

IN SCHOOL DETENTION (I.S.D)

A student can be removed from his/her regular schedule of classes and assigned to a classroom for the entire day or for a reasonable period of time. I.S.D. assignments will be made when the frequency, similarity, or severity of an infraction calls for a consequence beyond classroom interventions applied by a teacher and less than an O.S.S.

- Students will work on assignments provided and graded by their teachers.
- Additional days may be assigned if continuity is broken by unexcused absences or failure to do assigned work.
- Failure to comply with I.S.D. rules may result in an O.S.S.
- I.S.D. may be the last penalty imposed before an O.S.S. assignment is made.

LOSS OF PRIVILEGES

For any conduct violation, including but not limited to those described in this Handbook, the CCPS Standards for Student Conduct and Attendance or included in teacher class expectations and procedures, a student, in addition to any punitive disciplinary consequence, can be excluded from participation in any on- and/or off-campus co-curricular or extracurricular school-sponsored activity, including loss of position as a youth organization officer and/or school representative in any capacity, loss of written exam exemption, parking on campus, possession of a cell phone and field trip participation privileges. The loss of privileges can also be extended to those available at a student's high school and vice-versa.

ATTENDANCE

While in school, students are developing work habits that will follow them into the world of work. Those habits include attendance.

There is a direct link between attendance and success in school. Class time at CTC involves the development and practice of skills in a learning laboratory containing tools, materials and equipment not normally available outside the school, making it difficult to make up the time and work missed when absent, whether for an excused or unexcused reason. Therefore, it is extremely important that good work habits are developed, including regular attendance.

Students attend CTC for three block periods every other school day. For a student to be considered present for all three block periods, he/she has to attend more than 50% of the scheduled school day when at CTC. Therefore, a full day of absence will be included in a student's attendance record when half or more of the class meeting time is missed for a late arrival occurring at 12:00 PM or after or for an early dismissal occurring at or prior to 12:00 PM, whether or not for excused reasons. In addition, when less than half of the class meeting time is missed, whether or not for excused reasons, a full day of absence will be recorded in a student's attendance record for every four times he/she is late to class, including late returning from lunch, or leaves school early.

For students in certain CTC programs unexcused absences from class must be made up in order to remain eligible for professional licensure examinations. Your time is managed by the attendance secretary. When unexcused absences exceed four class meeting days at CTC, the student becomes immediately obligated to communicate with his/her teacher to make arrangements for doing seat-time makeup and complete the makeup within six school days of return to school following the absence. Two hours of seat-time makeup is required for each day of absence beyond four. No grades are earned for completing seat-time makeup hours. However, seat-time makeup can include grade earning assignments for course work missed because of time missed from class.

REPORTING A STUDENT ABSENT OR LATE

When there is a need for a students to be late or absent, whether planned in advance or unexpected, the parent or guardian shall communicate directly with CTC office staff via telephone or written note and provide the following information:

- The student's full name
- Parent's/guardian's full name
- The reason time was or will be missed from class
- When the time was or will be missed
- The name of the student's CTC teacher or course
- A phone number for possible follow-up
- Parent/guardian signature if providing a note

PARENT NOTIFICATION OF STUDENT ABSENCE

Daily automated phone calls, text messages and/or email messages are sent to parents notifying them of their students' absences. Therefore, it is very important that the school have accurate parent phone numbers and email addresses for home and work.

In addition to the above, teachers have the professional obligation to communicate with parents/guardians when absences are detrimentally affecting a student's success in a CTC program.

EARLY RELEASE GUIDELINES

Because of the variable distance between CTC and each high school, it is necessary to release students on a staggered dismissal schedule so they arrive back by school bus at their home schools by 3:00 p.m. Students have a transition time and begin arriving at school by 9:35 a.m and leaving beginning at 2:10 p.m.. An early release prior to regular dismissal from the Tech Center will require parent and school administration approval via the above procedures, which includes being picked by an individual whose name is included on the student's Emergency Information card, or leaving campus in the student's personal vehicle.

When sending in written requests for a student's early release from school, please provide the same information as outlined above for absence notes.

STUDENT DRIVERS AND UNEXCUSED TARDIES

Student drivers who arrive late and accrue 3 unexcused tardies to their class will lose their CTC parking permit for two weeks (5 class days). Students accumulating 6 unexcused tardies will lose the privilege to drive to CTC for one month (10 class days).

Excessive tardies may result in the total loss of driving privileges for the remainder of the school year.

STUDENT ATTENDANCE REMINDERS

- By the second class meeting day following return to CTC after an absence, the student is to provide the attendance office with either a parent/guardian excuse note or an admittance slip issued by the home high school. The student will then be given an admittance slip to class.
- It is the student's responsibility to request make-up for work and time missed on the day of return to school. Tests and other work covered and assigned prior to a student's absence will be due the day of return to school.
- When arriving late or in need of an early release from school, the student must report directly to the CTC main office upon arrival and ask for an admittance slip or early release slip.
- For students in certain CTC programs to remain eligible for professional licensure examinations, unexcused absences from class must be made up and your time is managed by the attendance secretary.

For further information on student attendance and guidelines for makeup work, please refer to the CCPS Standards for Student Conduct and Attendance.

HONOR CODE

The primary function of an honor code is to instill a common sense of honor and morality among the

school's students. This system revolves around the concept of respect; the respect one has for honest work and the respect for the words, the work, and the possessions of others. It is important, therefore, that no student commit an integrity violation (lying, cheating, forgery, plagiarism, stealing). It is equally important that no student tolerate such behaviors by others. Each student must accept the responsibility to abide by and uphold the Honor Code.

HONOR CODE PLEDGE

At CTC, a violation of the Honor Code is defined as any form of dishonesty, including that regarding school work. Therefore, teachers might ask students to write and sign an acknowledgment of the following Honor Code Pledge.

STUDENT PLEDGE

**I pledge on my honor that I have neither
given nor received aid on this**

(homework, project, test, etc.)

A violation of the Honor Code is a serious offense at CTC. Students are expected to work diligently and honestly and are to direct questions to their teachers or an administrator if unsure of particular actions that would be considered Honor Code violations. Lastly, students are expected to learn, and learning can only occur if students individually complete assigned tasks.

Conduct that may constitute an Honor Code violation will include, but is not limited to, the following:

- Copying another student's work, whether to be graded or not, includes but is not limited to in-class work, homework, workbook assignments, etc.
- Allowing another student to have access to one's school work, whether or not to be graded, that includes but is not limited to in-class work, homework, workbook assignments, etc.
- Giving or receiving any form of assistance to or from another student during quizzes, tests, exams and/or other types of evaluative activities.
- Using unauthorized materials to complete any form of school work including, but not limited to, open notebooks, cheat sheets, open texts, notes written on desks, hands, text messages, etc.
- Submitting, as original work, any form of assignment that has been created by another person.
- Plagiarism: Presenting school work for credit which is not the original work or idea(s) of the student, except where research papers and related writing projects are properly cited.
- Unauthorized use of computer hardware and/or software is also a violation of the Honor Code.

HONOR CODE VIOLATION CONSEQUENCES

At CTC, the consequences for violation of the Honor Code will generally follow these guidelines:

- **1st offense:** To be determined by the teacher
- **2nd offense:** 1-4 days of O.S.S., school contract and parent conference
- **3rd offense:** 4-8 days O.S.S. with review of school contract and parent conference
- **4th offense:** 10 days O.S.S. and referral to the CCPS Office of Student Conduct

CELL PHONES

Students are allowed to possess a cellphone or other personal electronic communication device while on school property during the instructional day.

However, the phone or other personal electronic communication device should be turned off and stored in their backpack.

- If the procedures are violated, it may result in confiscation of the cellphone or other personal electronic communication device. Repeated violation of these procedures could result in the loss of these privileges and may result in in-school detention.
- A student found using a cellphone or other personal electronic communication device during any testing situation will have the cellphone or other personal electronic communication device

immediately confiscated and will lose the privilege for the remainder of the school year

- Any student who uses a cellphone or other personal electronic communication device for unlawful activity while on school property, or while attending any school function or activity, will be subject to disciplinary action.
- If a student is found in violation of cellphone or other personal electronic communication device, the following consequences will be issued:

1st Violation

- Cellphone or electronic devices are confiscated and given to administration.
- Cellphone or electronic devices are returned to the student at the end of the day.

2nd Violation

- Cellphone or electronic device is confiscated and given to administration.
- Cellphone or electronic device is returned to the parent at the end of the day.
- Students are subject to appropriate disciplinary consequences which may include in-school or out of school suspension.

3rd Violation and Subsequent Violations

- Cellphone or electronic device is confiscated and given to administration.
- Parents must schedule a parent/student/administrator conference between 8:00 a.m. and 3:45 p.m. Cellphone or electronic device is returned to the parent. Additional violations of the appropriate cell phone school-use expectations may result in the loss of the privilege to have a cellphone on school grounds.
- Students are subject to appropriate disciplinary consequences which may include in-school or out of school suspension.

If a student refuses to hand over a cellphone or electronic device, it will be considered insubordination. Discipline for insubordination will

be added to discipline for use of the cell phone or electronic device in school.

STUDENT DRESS CODE

At CTC, students are engaged in academic, social, business and career-related learning activities. Students are expected to wear uniforms and attire appropriate for safe participation for their CTC course.

Clothing at all times shall fit properly, be neat and clean, and conform to standards of safety, appropriateness, and decency as determined by each program teacher. Any clothing that interferes with or disrupts the educational environment is prohibited. Because of safety considerations and the occupational nature of the courses, special clothing restrictions and/or requirements may be necessary.

Violators of the Student Dress Code can be directed by any staff member to change, cover, remove or alter the item(s) being worn that are causing the violation. In addition, staff can direct students to wear required clothing and to use personal safety equipment. Failure to comply with a directive or repeated violations can result in disciplinary action.

The CTC Student Dress Code includes, but shall not be limited to, the following items that must be worn daily by a student to be eligible for representing CTC in any capacity and participating in any school-related activity unless an exception is made by his/her teacher:

- The teacher of each course will establish standards of dress that are appropriate to the field of study and the students of the class are to abide by those standards.
- Shoes, uniform and all personal safety equipment must be worn at all times both on and off campus.

The CTC Student Dress Code includes, but shall not be limited to, the following items that, if worn, can cause a student to lose eligibility to represent CTC in any capacity and to participate in any school-related activity unless an exception is made by his/her teacher:

- Tube tops, halter tops, tank-tops, spaghetti strap blouses and dresses, backless blouses and blouses

with only ties in the back, pajamas, slippers, sleepwear, undergarments or vests used as outer garments, see-through clothing, spandex clothing, leggings, yoga pants, clothing with revealing necklines, armholes, hemlines or midriffs.

NOTE: The parent/guardian of any student required to wear a head covering based on religious beliefs, doctor's orders or for other good cause needs to contact the school's principal as soon as the need arises and prior to the student's next day of attendance at CTC.

- Clothing advertising and/or depicting illegal and/or inappropriate substances and/or items such as, but not limited to, drugs, alcohol, tobacco, or drug paraphernalia.
- Clothing advertising and/or depicting anything of a sexually suggestive or vulgar nature, anything indicating discrimination toward others on the basis of sex, race, color, age, religion, disability or national origin, nor clothing that promotes or depicts illegal and/or inappropriate behaviors both violent and non-violent.
- Chains, studs or any item that could possibly be used to hurt someone or damage property are not to be worn or carried.
- Sagging or low cut pants or skirts that reveal other clothing underneath. To correct such clothing inappropriateness, be sure to do the following before coming to CTC:
- Objects, symbols and/or colors attached to, hanging from or on clothing or on any possession that represent a gang are prohibited.

ENTERTAINMENT ITEMS

Electronic entertainment items such as, but not limited to, gaming systems, hand-held gaming computers, etc. and nuisance items such as, but not limited to, water pistols, balls, have no purpose at CTC and are to be kept at home. Items of this nature provide behaviors and an environment that creates disruption. If brought to school, these items will be kept in the school's main office until retrieved by a parent/guardian.

The CCPS School Board and CCPS employees assume no liability or responsibility in any circumstance for the

loss/destruction/damage or theft of personal property, including, but not limited to, electronic entertainment devices.

LOCKERS

Lockers are provided for the convenience of students in each course where storage of materials is necessary.

The use of lockers by students is governed by the following guidelines:

- Lockers are the property of Chesterfield County, and the school administration reserves the right to inspect the contents thereof when necessary.
- Personal locks are not to be put on lockers without the permission of the principal.
- Students are to only use lockers and combination locks assigned to them.
- Students are not to share lockers, unless directed by the teacher.
- Lockers are to be kept neat and clean at all times.
- Combinations to locks are to be kept secret.
- Lockers are to be kept locked when not in use.
- Locks must be returned to the teacher at the end of the year or when the student withdraws from the course.
- Any student who misplaces, loses, damages, or does not return a lock in usable condition must pay a replacement.
- Students are to report any damaged or broken locks or lockers to their teacher.

MEDICATION

Students are not to have in their possession any type of prescription or over-the-counter medications, even if recommended or prescribed by a medical professional. This includes, but shall not be limited to, any medication or substance used in treating diseases, healing, or relieving pain, including all over-the-counter drugs such as pain relief, cough syrups, gargles, caffeine pills, and the like.

If a student must take medication at school,

parents/guardians are to contact the school to arrange for medicines to be kept on hand, in their original containers, and dispensed from the clinic at the CTC. The school's administration realizes that this is often an inconvenience to parents and appreciates their cooperation. The medication guidelines are set by the Chesterfield County School Board, and all schools are required to follow those guidelines.

PASSES

No student will be released from class without a written pass from his/her teacher. Students using passes are required to go directly to their destinations as recorded on the pass and return promptly to their classrooms/laboratories. Students found out of class or out of the commons during lunch without passes may be assigned disciplinary consequences.

RESTROOMS/LOCKER ROOMS

Restrooms and locker rooms are not places for students to loiter. Those areas are to be kept clean and orderly at all times.

SAFETY

All CTC students are expected to be safety conscious and maintain good safety practices at all times, including when engaged in school events and activities on or off campus.

Teachers will establish safety standards (rules) for their programs and are required to test the students to ensure that all know the rules at 100% accuracy before each of them can fully participate in hands-on learning activities. Since safety regulations are made to ensure the well-being of all, they will be strictly enforced.

Students who do not display good safety skills may have it reflected in their grades. In addition, students who continuously violate safety rules may lose placement in their CTC programs.

In general, students are obligated to abide by the following safety guidelines:

- Follow all instructions given by the teacher.
- Protect the eyes, face, hands, and body while participating in class activities, on or off campus.

- Do not inhale or ingest anything unless directed to do so by the teacher as part of a learning activity.
- Learn and remember the location of first aid and fire safety equipment.
- Learn and remember what to do in an emergency, and where to get help fast.
- Notify the teacher immediately of any problem, accident, or injury, no matter how small.
- Make sure directions are understood thoroughly and ask questions if in doubt before starting work.
- Keep lab stations clear of all unnecessary materials and observe good housekeeping practices.

In addition to the above, every student and teacher in certain CTE courses are required, by state law §22.1-275, to wear industrial quality eye protective devices that provide side protection and meet the standards of the American Standards Association Safety Code for Head, Eye, and Respiratory Protection, Z2.1-1959.

TOOLS AND MATERIALS USE

Some items required for student use in certain courses might be considered weapons if used inappropriately. In addition, transporting these items by school bus or onto school property or to activities held off-campus can result in school and/or legal consequences.

To help protect students from experiencing such consequences, they are to always do the following:

- Not remove school and/or personal tools and/or materials from the classroom or laboratory without permission from the school's instructors.
- Personal tools must be transported to and away from the school by students or parents/guardians outside of regular school hours as arranged in advance with the students' instructors.

STUDENT USE OF TECHNOLOGY

CCPS strives to provide equitable access to and encourages the use of technology, whenever possible and appropriate, to support the curriculum and student

learning objectives. Technology includes, but is not limited to, computers, other hardware and electronic devices, including cell phones, software and Internet

Acceptable use of technology and electronic information systems by students is described in the CCPS Standards for Student Conduct and Attendance. Penalties for improper use of technology by a student, including violations of the school division's student acceptable use agreement may include, but shall not be limited to, the following:

- Warning
- Conference with student and his/her parent
- In-school detention
- Before or after school detention
- Suspension or termination of computer privileges
- Out-of-school suspension
- Recommendation for long-term suspension or expulsion
- Legal action
- Restitution

REMOVABLE DATA STORAGE DEVICES

A data storage device must be used ONLY for specific educational purposes under the direct supervision of a teacher and can be collected and reviewed to ensure it contains appropriate content, is in compliance with copyright laws, and does not contain inappropriate software and/or data.

CHROMEBOOKS

To maintain the use of a Chromebook and avoid disciplinary consequences, a student is expected to follow the technology use guidelines contained in the school division's Standards for Student Conduct and Attendance. At CTC, this also includes the expectation that students will stay on task, using the Chromebooks to do school work assigned by CTC teachers whether the work is being done on or off campus.

TRANSPORTATION

A shuttle bus is available for all CTC students that routes students to and from the home school and the tech center. Students are expected to display maturity and responsibility in their conduct at all times, and any misconduct or violation of school bus rules may result in suspension from the bus.

SCHOOL BUS RULES AND REGULATIONS

- Students must be ready to board the bus at the designated bus stop. Drivers cannot wait for students.
- Bus drivers may assign seats. Students will remain in seats while the bus is in motion and be responsible for any damage to seats.
- Students shall not extend any part of their body or any other articles out of the bus window.
- Students shall not throw any object inside the bus or out of the window.
- Students are under the authority of Chesterfield County Public Schools while on the bus.
- Conduct should be similar to that of the classroom.
- Students will be allowed off the bus only at CTC or their home high schools.
- Unauthorized stops will not be made.
- Students must ride the same bus both morning and afternoon. Exceptions may be permitted in an emergency with the approval of the principal.
- Students shall not carry any weapons, explosives (such as fireworks), knives, glass objects or any dangerous objects on the school bus.
- Scuffling, fighting and use of profane language will not be tolerated.
- Students will not eat or drink while on a bus going to or from the home school.
- Use of tobacco, vaping devices, or drugs in any form will not be allowed.
- Students must not make any loud or unusual noise or attempt to distract the driver in any way.
- Students must keep aisles clear.
- Any article too large to be held on the lap or placed under the seat cannot be carried on the bus.
- Live animals or insects cannot be carried on the bus.

- The emergency door of the school bus is not to be used to enter or exit except in an emergency. In case of an emergency, students should follow the instructions of the driver.
- The driver and school officials are not responsible for articles left on the bus.
- The bus driver is required to report any misconduct that jeopardizes the safety of the bus to the principal for disciplinary action.
- The administration has the authority to suspend riding privileges for anyone violating these rules.

STUDENT DRIVING AND PARKING

Students are permitted to drive to both tech center campuses. Students must have a parking pass. The [parking pass application](#) must be submitted to the office along with proof of insurance, student's valid driver's license, vehicle registration, and exact payment via cash or check of \$5.00. **All CCPS rules and regulations regarding search and seizure apply to any concerns regarding illegal items in the car while on school property.**

All student-operated vehicles parked at both campuses must display a CTC parking tag issued by the school's office staff.

Students must abide by the following procedures:

- Students are to park only in designated parking lots.
- Permanent parking tags must hang on the rearview mirror when parking at CTC with the information on the tag facing the windshield.
- To help keep vehicles secure, the parking lot is off-limits until dismissal time.
- The speed limit on school grounds is 5 mph.

VIOLATION OF LAWS, RULES AND SAFE DRIVING

All students at both campuses who violate state and county driving laws, display unsafe driving practices and/or school driving rules, or parking procedures are subject to revocation of driving and parking privileges.

STUDENT INSURANCE

Health/accident insurance is recommended for all students who participate in the CTC programs and required before participating in some programs. Teachers will advise students and parents if insurance is required. Students in programs where insurance is required must provide proof of health insurance or purchase a 24-hour student accident insurance plan such as that available through K & K Insurance at the following web address: [K-12 Student Accident Insurance](#)

TOBACCO & VAPE FREE SCHOOL SYSTEM

Chesterfield County Public Schools is a tobacco & Vape-free school system. Students, employees, parents and visitors are prohibited at all times from smoking or using tobacco products in schools, on school grounds, in offices, facilities, buses and other school vehicles. This ban includes electronic cigarettes and similar devices. For more information, see School Board policy 5390.

FACILITY SECURITY

To help protect individuals and property from threat or harm and to help keep the school's learning environment free from disruption, remember that if something is seen or heard that presents a possible danger to someone, something or the school environment, please report it to a school employee or Chesterfield County Police school resource officer immediately.

In addition, to help ensure a safe, secure facility, the following systems and procedures have been put into practice:

VIDEO SURVEILLANCE

As a way to help maintain the security of students, staff members and visitors, a 24-hour video camera surveillance system is used in the building and outside.

Video recordings can be used for disciplinary purposes and, in criminal investigations, law enforcement representatives may view video surveillance recordings.

CONTROLLED ENTRY POINTS

Exterior doors to the school are all locked and will only be unlocked at a controlled entry point. To help maintain the security of all within the building, exterior doors are to remain closed even if someone inside the building recognizes someone outside trying to get in.

Individuals outside the building are only to enter at the front of the building; the entrance marked. The entrance is monitored, via video camera with two-way communication, by office staff who control the unlocking of an electric door lock.

VISITORS

The safety and security of our students and staff is vitally important, requiring that each visitor to the school's property be approved by the school's administrative staff.

The following screening process is required of each visitor to avoid being considered by the administration as a trespasser:

- Upon arrival onto the school's property, the visitor is to promptly enter the building at the entrance and go directly to the school's main office.
- In the main office, the visitor is to state the nature of his/her business to the school's administrative staff to see if the reason for the visit meets with approval.
- If the reason is approved, the visitor then goes through the Raptor visitor screening system that requires a photo identification such as a driver's license.
- If cleared through Raptor, a visitor's pass will be issued for travel directly to the location of the individual with whom the business is to be conducted.
- Once the business is concluded, the visitor is to return to the school's main office to check-out.

PARENT/GUARDIAN VISITORS

Students are not permitted to have visitors during the school day unless the visitors are parents/guardians.

STUDENT IDENTIFICATION

CTC students participating in a school sponsored activity are required to wear their school uniform, this includes field trips (unless otherwise noted by the instructor), CTSO competitions, or WBL (work based learning activities) experiences at school, or off campus at school sponsored functions.

SAFETY DRILLS

All building occupants are expected, at any given time, to cooperatively participate in safety drills, applying procedures as if real conditions exist for any particular type of drill, which include fire, tornado, earthquake, lock-down, bomb threat, etc. In addition to the drills taking place within the building, students are expected to cooperate positively in all school bus evacuation drills.

IMPORTANT DATES**FALL SEMESTER****AUGUST**

8/19/2025 - First Day for Tech Center Students

8/29/2025 - Student/Staff Holiday

SEPTEMBER

9/1/2025 - Student/Staff Holiday

9/19/2025 - Student 3 hour early release

OCTOBER

10/2/2025 - Student/Staff Holiday

10/3/2025 - State Fair HOSA Trip

10/22/2025 - Student 3 hour early release

10/25/2025 - Fall Festival -CTSO Fundraiser

NOVEMBER

11/2/2025 - River City Cruizers Car Show

11/3/2025 - Student Holiday-Parent Teacher Conference Day

11/4/2025 - Student Holiday- Teacher Work Day

11/6/2025 - Opportunities Day

11/7/2025 - Opportunities Day

11/8/2025 - Open House

11/14/2025 - Student 3 hour early release

11/26/2025 - 11/28/2025- Student Holiday

DECEMBER

12/22/2025 - 12/31/2025 -Student/Staff Holiday

SPRING SEMESTER**JANUARY**

1/1/2026-1/2/2026 - Student/Staff Holiday

1/13/2026 - Student 3 hour early release

1/14/2026 - NTHS Induction

1/19/2026 - Student/Staff Holiday

FEBRUARY

2/6/2026 - Student 3 hour early release

2/16/2026 - Student/Staff Holiday

MARCH

3/11/2026 - Trades Interview Day

3/12/2026 - Trades Interview Day

3/19/2026 - Student 3 hour early release

3/20/2026 - Student/Staff Holiday

3/30/2026-3/31/2026 - Spring Break

APRIL

4/1/2026-4/3/2026 - Spring Break

4/17/2026 - Student 3 hour early release

4/22/2026 - Career Signing Day

MAY

5/25/2026 - Student/Staff Holiday

5/28/2025 - Student 3 hour early release

5/29/2025 - Last Day of School



Adopted June 4, 2024; revised April 2025.

JULY 2026						
M	T	W	T	F	S	S
		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		

⌋ Last day of summer school



2025-26 Student Calendar

First day for elementary schools

- ☐ Students in grades 1-5 start school **Aug. 18.**
- ☐ Prekindergarten and kindergarten students start on different days:
 - ☐ Some students attend Aug. 18-19; others attend Aug. 20-21. Schools will assign students to specific days. This will allow students to become more familiar with their new surroundings in a smaller classroom setting.
 - ☐ Starting Aug. 22, all prekindergarten and kindergarten students attend daily.

First day for middle and high schools

- ☐ **Aug. 18** is the first day for sixth grade students and ninth grade students. This will help students successfully transition to a new school and will help staff members begin to build relationships and share expectations.
- ☐ **Aug. 19** is the first day for grades 7-8 and 10-12.

Instruction for students = 178 days

45 days in first quarter (Aug. 18-Oct. 22)	45 days in third quarter (Jan. 14-March 19)
44 days in second quarter (Oct. 23-Jan. 13)	44 days in fourth quarter (March 23-May 29)

Important dates

AUGUST 2025

18: first day of school for grades 1-5, 6 and 9; see details at the top of this page for prekindergarten and kindergarten students

19: first day of school for grades 7-8 and 10-12

29: holiday

SEPTEMBER 2025

1: holiday

19: three-hour early release for students

OCTOBER 2025

2: holiday

22: three-hour early release for students; end of first quarter

NOVEMBER 2025

3: student holiday; parent-teacher conference day

4: student holiday

14: three-hour early release for students

26-28: holiday

Additional information

The superintendent determines makeup time.
The School Board retains the right to modify the calendar.

DECEMBER 2025

22-31: winter break

JANUARY 2026

1-2: winter break

5: schools reopen after winter break

13: three-hour early release for students; end of second quarter

19: holiday

FEBRUARY 2026

6: three-hour early release for students

16: holiday

MARCH 2026

19: three-hour early release for students; end of third quarter

20: holiday (CCPS will review this holiday date and adjust if necessary)

30-31: spring break

APRIL 2026

1-3: spring break

17: three-hour early release for students

MAY 2026

25: holiday

28: three-hour early release for students

29: three-hour early release for students; end of fourth quarter; last day of school

JUNE 2026

22: first day of summer school

JULY 2026

2: holiday

16: last day of summer school

Chesterfield County Public Schools is committed to nondiscrimination with regard to sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, military status, genetic information or any other characteristic protected by law.