2026 – 2027
STUDENT HANDBOOK

Culpeper Technical Education Center

CTEC Culpeper Technical Education Center

Seize Opportunity

17441 Frank Turnage Drive
Culpeper, VA 22701

Table of Contents

A Message from the Principal

General Information **1**
- Introduction
- School Mission
- Contact Information

Instruction **2**
- Conferences
- Dual Enrollment Courses
- Examinations
- Fees
- Grade Point Averages
- Grades, Report Cards, and Interim Reports
- Honor Code
- Make-Up Work
- Promotion Requirements
- Work Release

Services **6**
- Lockers
- Specialized Educational Programs

Activities and Organizations **6**
- Assemblies
- Clubs and Organizations
- Student Publications

Student Conduct **7**
- Discipline

Policies and Procedures **9**
- After-School Policy
- Announcements
- Attendance Requirements
- Closed Campus
- Computer Use
- Early Dismissal and Bus Passes
- Emergency Early Dismissal
- Fire Drill/Emergency Procedures
- Fundraising Information
- Posting/Distribution
- Lost and Found
- Non-Discrimination Policy
- Off-limits Areas
- Portable Electronic Device (PED)
- Safety Notes
- School Closing Due to Inclement Weather
- Student Petitions and Demonstrations
- Student Valuables
- Tardy Procedures
- Telephone
- Use of School Facilities and Equipment
- Video Surveillance on Property
- Visitors
- Work Permits and Student Employment

Appendix **17**
- Bell Schedules
- CTEC Maps

Culpeper Technical Education Center

17441 Frank Turnage Dr
Culpeper, VA 22701
Phone: 540-423-6504

Dear CTEC Students and Families,

On behalf of our staff, faculty, and administration, I would like to welcome you to the Culpeper Technical Education Center community. We are excited that you and your child/children have chosen to begin a career path at CTEC. CTEC offers comprehensive and diverse academic programs, geared toward preparing students for their future through the quality hands-on instruction of experienced, caring, and committed staff members.

As members of our new community, we highly encourage parents and guardians to have an active role in supporting their students throughout their time at CTEC. Our courses are rigorous and based on the real life challenges our students will face in the workplace. Support from home will greatly increase your students chances of success in our programs.

The purpose of the CTEC student handbook is to ensure all students have the opportunity to find success in a supportive and safe environment. It is expected that parents and students read and refer to this handbook in their time as a member of our community. Should further questions arise about the topics covered in this handbook, please contact the school. We are always looking for ways to improve our students' educational experience. Your feedback will help us provide a community that allows our students to seize their opportunities!

Thank you for your support,

Shaun Summerscales
Principal

GENERAL INFORMATION

Introduction

The purpose of this material is to supplement the CCPS Student/Parent Information Handbook and Code of Conduct with items specific to Culpeper Technical Education Center.

The policies, rules, and regulations found in this material are for informational purposes and should not be construed as the only information needed between the student and the school. Policies, rules, and regulations are subject to change. The Virginia Code of Conduct and Virginia state laws also govern the students and staff of CTEC. It is the student's and parent's responsibility to keep apprised of graduation requirements and academic changes. Parents and students are encouraged to seek out the assistance of the school counselors and administrators when problems arise. Please refer to the CCPS Student/Parent Information Handbook and Code of Conduct as the main source of information. The CCPS website is www.culpeperschools.org.

School Mission

Career and Technical Education (CTE) prepares our students for their future. Students enrolled in our CTE courses graduate with an industry credential (s) and are prepared to enter directly into the workforce or to pursue further education and training after high school.

Our CTEC focus is to prepare our students for their future careers through hands-on instruction and authentic workplace experiences. Students will travel from their home high school (either CCHS or EVHS) to CTEC for two blocks of their day.

Faculty, staff, administrators, parents, and the community share the responsibility for advancing student learning; however, the ultimate responsibility for a student's education resides with the student.

Contact Information

Principal		
Shaun Summerscales	ssummerscales@culpeperschools.org	ext. 4801
CCPS Director of CTE		
Randi Richards Lutz	Richards@culpeperschools.org	ext. 4803
Workbase Learning Coordinator		
Ainsley Cockerille	acockerille@culpeperschools.org	ext. 4805
Front Office Administrative Asst.		
Jodi Stone	js5611@culpeperschools.org	ext. 4800
Bookkeeper		
Patricia Singleton	ps5611@culpeperschools.org	ext. 4802
School Security Officer		
Tasha New Penton	tpenton@culpeperschools.org	ext. 4824

INSTRUCTION

Conferences

Parent/teacher conferences are generally held during the first semester. If a parent wishes to meet with their student's teacher(s) at additional times, please contact the individual teacher(s) to make arrangements.

Dual Enrollment Courses

Dual enrollment is a unique enrichment program in which high school junior and senior students are given the opportunity to take college courses in their own school through Germanna Community College, J. Sargeant Reynolds Community College, and Southside Virginia Community College. Students can earn college credit while working towards their high school diploma. A student in dual enrollment classes must apply for admission to the community college, take the placement exam, complete required paperwork, and pay applicable tuition fees. To determine how a dual enrollment course will be counted at a university, check online at the university's website to determine how they will accept dual enrollment credits.

Examinations

The following regulations are in place for examinations. Courses may have midterm exams that are:

- Administered under a normal, daily operating schedule; and
- Are given approximately one-half of the way through the course.

Classes may have a final exam or culminating activity

- Exams/culminating activities may be given at the end of each semester;
- No student is to be dismissed or excused from an exam day unless they meet the exemptions listed;
- Students exempt from an exam, but still in attendance for the exam period must report to their class.

Fees

All instructional fees will be fully disclosed at the beginning of the course. Students who qualify for free and reduced lunch may qualify for reduced or waived instructional fees.

Grade Point Averages

Only the classes a student takes from 9th through 12th grade will be included in the calculation of GPA and class standing. If a student takes a math course, for instance, Algebra I, a Foreign Language, or World Geography in 7th or 8th grade, these classes ***will not*** be included in the calculation for GPA and class standing. Class standing will be reported in percentage bands—top 5%, top 10%, etc. Specific questions about particular situations should be addressed to the student's base school counselor.

Grade	Dual Enrollment	Academic
A+/A	5	4
A-	4.6	3.6
B+	4.3	3.3
B	4	3
B-	3.6	2.6
C+	3.3	2.3
C	3	2
C-	2.6	1.6
D+	2.3	1.3
D	2	1
F	0	0

Grades, Report Cards, and Interim Reports

Students are expected to present their report cards to their parents. Report cards will be printed and distributed by each student's base school. Since no report card format can adequately provide all the information necessary to explain a student's total performance, parents are encouraged to contact the school when questions arise. Parents/guardians should arrange to attend parent-teacher conferences as well. The grading system measures achievement within a course and is translated into a letter symbol as follows:

Grade	Description	Scale
A+	Excellent	98- 100
A	Excellent	93-97
A-	Excellent	90-92
B+	Above Average	87-89
B	Above Average	83-86
B-	Above Average	80-82
C+	Average	77-79
C	Average	73-76
C-	Average	70-72
D+	Below Average	67-69
D	Below Average	64-66
F	Failure	0-63

CTEC utilizes an interim report to notify parents/guardians of their student's progress or their student's substandard achievement (D or F) in credited course work. These interim reports are completed by the classroom teachers at the 4 1/2 week mark of each nine weeks. Interim reports are distributed directly to students. Parents/Guardians are urged to study the information that is contained on any interim reports received and to contact the classroom instructor sending the report to discuss the information in greater detail.
Parents/Guardians can also check their children's grades and progress at any time by accessing their Parent Portal account. For information regarding Parent Portal access, please contact the administrative assistant in the Counseling Office.

Honor Code

Culpeper Technical Education Center is committed to providing an atmosphere in which the values of truth, integrity, personal accountability and respect for the rights of others are modeled by our staff and demonstrated by all students. Students must conduct themselves according to the highest standard of personal integrity. Academic dishonesty is not tolerated.

During the first week of classes, teachers will clearly define honest and dishonest academic work in their classes by discussing expectations and the importance of honest effort. Teachers will inform students of procedures and practices relating to examinations, homework and class work. Students shall follow rules prohibiting dishonest academic behavior and must resist peer pressure to violate CTEC standards. Whenever students have a question about this procedure or any procedure they should ask their teachers and/or advisors. Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by procedures/expectations established by the teacher. Teachers shall guide students in understanding when collaborative efforts are not appropriate.
The following consequences for academic dishonesty and/or plagiarism are to be implemented by all CTEC teachers:

- The teacher shall discuss the incident with the student and the parent.
- The teacher shall assign the student no credit for the academic work or examination involved. The student will be required to re-do the assignment and this grade will be averaged with the zero to determine the final grade on the assignment.
- Disciplinary consequences will be assigned for issues of academic dishonesty and/or plagiarism.
- The information about the incident will be entered in the student's disciplinary record.

Make-Up Work

It is expected that students have good attendance and that students will make up all of the work missed because of absences. The following are guidelines to be used in carrying out this regulation:

- It is the responsibility of the student to obtain and complete make-up work.
- A teacher may determine that the best way for the student to make up the missed work is with an alternate assignment.
- It is the responsibility of the student to schedule make-up tests with the teacher.
- All students suspended are expected to make up missed work. If a student is suspended, a request for assignments from the parent/guardian must be made to the school administration or counseling office.
- The student must complete all missed assignments within the allotted length of time as indicated in the timetable below:

ABSENCES	ALLOTTED MAKE-UP DAYS
1	2
2	4
3	6
4	8
After 4 consecutive days of absences, the students and/or parent should contact the teacher about creating a plan for making up the missed work.	

Promotion Requirements

Please refer to your specific course syllabi to ensure that you maintain the standards necessary to be promoted from level one to level two.

Work Release

Students who have work release as part of their instructional day are required to attend their full schedule each day. If school is delayed and the release time for a student is later than usual, the student is required to attend the full amount of time for their schedule. (Example: If a student usually is released at the end of 2nd block, and the school' s opening is delayed one hour due to weather, the student will be released to go to work following his/her 2nd block class on the 1 hour delay schedule. This work release policy includes the No Return Schedule, Early Dismissal Schedule, 1-Hour and 2-Hour Delay Schedule and Pep Rally Schedule, or any other deviations that require class dismissal times to be altered).

SERVICES

Lockers

CTEC students are generally not issued school lockers. However, they may have storage spaces designated for them in their program classroom. These storage spaces are intended for students to utilize for storage of course specific personal protective equipment that is used on a daily basis in class. These storage spaces are not locked. Students are encouraged not to store any personal items of great value in these spaces. Some CTEC programs may provide their students lockers. Lockers and school-issued locks are the property of Culpeper Technical Education Center. Lockers should be locked at all times as the school assumes no responsibility for articles left in lockers or in classroom storage spaces. The administration reserves and exercises the right to periodically inspect the contents of all lockers and remove anything contrary to school rules or detrimental to the students or the school.

Students are advised against bringing articles of great value to school or leaving articles of great value in their lockers. Students are not allowed to exchange or share combinations, locks or lockers. Many problems can be avoided by ensuring that lock combinations are kept secret and by checking to see that the locker is securely locked after each closing. If a student has any problems with his/her lock or locker, he/she should speak with his/her instructor. Each student will be responsible for restitution for any damage to the locker. Any key or combination lock will be cut off of the locker.

Contents left in lockers are discarded within 48 hours after the conclusion of the school year or after a student withdraws or drops.

Specialized Educational Programs

Culpeper County Public Schools offers a continuum of special education programs and services to meet the needs of students with disabilities. Please refer to the CCPS Student/Parent Information Handbook and Code of Conduct for details.

ACTIVITIES AND ORGANIZATIONS

Assemblies

Assemblies of general interest to the school are held throughout the year. At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Students are assigned seats at most assemblies. Students' failure to behave or sit with their class is a discipline offense.

Clubs and Organizations

There are currently three co-curricular clubs that are available to CTEC students based on the program that they are enrolled in. Information on membership and participation in these clubs will be provided to the students by their teacher.

FCCLA - Culinary
HOSA - Emergency Medical Technician, Medical Assistant, Healthcare Technician
SkillsUSA - Automotive Technology, Cosmetology, Cyber-Security, Drafting/CADD, Firefighter and Electricity

Student Publications

Publications, such as annuals, school newspapers, and bulletins, or social media accounts representing CTEC or CTEC programs are encouraged at CTEC with proper faculty sponsorship. These publications exist to implement classroom instruction as well as to keep the citizens and parents/guardians informed. All materials distributed on school property or via a social media account representing CTEC must have the explicit permission and prior approval of the principal.

Student Conduct

The Code of Conduct of Culpeper County Public Schools outlines expectations for student behavior. Please refer to the Code of Conduct for specific issues relating to discipline procedures and policy. All students and parents are expected to review the Code of Conduct and to sign this form during the annual Online Registration Update with their base high school, thus verifying receipt of the Code of Conduct. A review of the Code of Conduct with CTEC students will occur during the first two weeks of school. **The CCPS Code of Conduct supersedes this handbook.**

Discipline

The discipline programs of CTEC are designed to deter negative school behaviors, to promote student/staff safety, and to obtain necessary resources for helping troubled students. While conduct is ultimately the responsibility of the individual, the implementation of an effective discipline program requires a cooperative effort on the part of students, parents and school personnel. Whenever possible, a preventive approach to discipline shall be taken in an effort to clarify standards of conduct, effectively assess a student's individual needs, and identify any significant factors that may be contributing to a student's misconduct.

Appeals (Discipline)

The appeal process is outlined in the CCPS Code of Conduct.

Applicability of School Rules and Regulations

Each student will be held responsible for conducting themselves in an appropriate manner while attending Culpeper Technical Education Center. In accordance with school board policy and the requirements of fair and equitable treatment of all students, students will be:

- Apprised of the nature and facts of the alleged misconduct;
- Given an opportunity to explain the circumstances of the alleged misconduct and to present evidence on his/her behalf;
- Informed of the conditions of the resulting disciplinary action where appropriate;
- Informed of appeals procedures.

A student has full rights and citizenship as defined by the Constitution of the United States and assumes the responsibility to take action relative to this Constitution, the laws of the Commonwealth of Virginia, and the policies, rules and regulations of the Culpeper County School Board.

Any staff member has the right to correct any student at any time and in any place within the school or on school property. A student may be disciplined for off-campus and out-of-school behavior. Each classroom teacher will deal with disruption by taking in-class disciplinary action, by making personal contact with the parents/guardians when feasible and/or by scheduling a conference with the parents/guardians. Only when the action taken by the teacher is ineffective, or the conduct is severe, should the student be referred to the principal or his designee.

Student conduct codes are in effect during the following times and in the following places:

- En route to (including bus stops) and from school on a school bus or other school vehicle;
- On school grounds before, during, or after school hours;
- Off the school grounds at a school activity, function, or event, and while traveling to and from such events;
- Field trips or on campus of any other school and at any school sponsored activity, function, or event;
- Certain illegal activities that occur outside of school events or activities may result in the school taking disciplinary action (§22.1-277.2:1).

Bus Transportation

A serious violation of the Code of Conduct is a sufficient reason for denying students the privilege to ride the bus without a prior warning being necessary. Less serious violations of the Code of Conduct (e.g., out of seat while bus is in motion, loud or boisterous talk) will be addressed by bus drivers first, and only after a warning to stop is disobeyed or if the misbehavior continues over time, will a student be referred to the school administration.

The supervision and safety of children to and from the bus stop is the sole responsibility of the parent or caregiver. The bus stop is an area where student misbehavior can lead to serious injury or death. Bus drivers observing inappropriate behavior or receiving reports of such behavior are required to take action.

More specific information about behavior on school buses and at bus stops can be found in the CCPS Code of Conduct.

Consequences for Violating Standards of Student Conduct

It is recognized, however, that there may be an occasional case when all efforts seem to fail to produce acceptable behavior whereby one or more forms of the following enforcement procedures may be used:

- Confiscation
- Student or parent/guardian conference
- Loss of school, social or academic privileges
- Loss of parking privileges
- Temporary removal of a student from classroom or activity
- Lunch detention
- School-based stay-away orders
- In-school suspension
- Short-term suspension
- Referral to discipline hearing
- Student services intervention
- Referral to outside agency
- School/Community service
- Restitution
- Probation
- Bus suspension
- Reporting of certain offenses to law enforcement authorities
- Mediation
- Remediation
- Loss of privileges/access to the school division’s computer system
- Parental notification
- Overnight suspension
- Loss of privilege to participate in graduation ceremonies

Certain behaviors addressed at a CCPS Discipline Hearing may result in placement in an Alternative Education Program, long-term suspension, or expulsion by the School Board.

Students whose misbehavior results in their being placed on social probation may not participate in or attend any extracurricular event sponsored by CTEC or their base school. As a result, students are to report to school to complete their coursework and must leave school promptly at the end of their class day.

Drug-Free and Weapon-Free Zone
Culpeper Technical Education Center is a Drug-Free (including alcohol and tobacco) and a Weapons-Free Zone as established by the Commonwealth of Virginia and/or school board,

Due Process
Students shall not be deprived of their liberty, property, or right to attend school without due process of law. Therefore, school personnel must protect a student's due process rights when the student is accused of violating the Code of Conduct and in the administration of discipline. These include:

- The student's right to know what rule was violated by oral or written notice.
- The student's right to speak in their own defense, and/or present a written statement addressing the accusation and their version of the incident.
- The student's right to present witnesses or evidence for their defense.
- The student's right to be subject to discipline only if the evidence shows it is likely or probable the student violated the rule.
- The right to appeal discipline decisions as determined by school board policies and regulations, and state laws.
- The right to have the discipline process applied in a timely and fair manner without prejudice, bias, or discrimination.

Suspensions
When a student is suspended from school an administrator will send notification home notifying the parent/guardian of the suspension and the events that caused the suspension. A conference with a parent/guardian may be necessary before the student returns to school. The student is not permitted to participate in or attend any school function during the time of the suspension or to be on any Culpeper County Public School property. Additional disciplinary consequences may result in the event of a trespassing violation. A student's parent has the right to appeal the suspension. The student is expected to make up work missed during the suspension and must contact their CTEC Instructor and their base school Counseling Office to secure this make-up work. When the student returns to school he/she must check with teachers to coordinate the completion of make-up work.

POLICIES AND PROCEDURES

After-School Policy
In order to promote school safety, students who stay after school must be involved in a faculty supervised activity. If students are not in a supervised activity, they are expected to leave the building and school grounds within 15 minutes of the conclusion of their class/school day. Students who loiter at school without specific need or supervision will be subject to disciplinary action that can include charges of trespassing. Transportation home after school-supervised activities must be arranged by students/parents/guardians in advance.

Announcements

The daily announcements will be broadcasted at the beginning of both the AM and PM sessions. As required by the Code of Virginia, the Minute of Silence (§22.1-203), not to exceed one minute, and the Pledge of Allegiance (§ 22.1-202 (C)) will be observed during the AM announcements.

In order that the right of every pupil to the free exercise of religion be guaranteed within the schools and that the freedom of each individual pupil be subject to the least possible pressure from the Commonwealth either to engage in, or to refrain from, religious observation on school grounds, the school board of each school division shall establish the daily observance of one minute of silence in each classroom of the division. During such one-minute period of silence, the teacher responsible for each classroom shall take care that all pupils remain seated and silent and make no distracting display to the end that each pupil may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract, or impede other pupils in the like exercise of individual choice.

During such Pledge of Allegiance, students should stand and recite the Pledge while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform; however, no student shall be compelled to recite the Pledge if he, his parent or legal guardian objects on religious, philosophical or other grounds to his participating in this exercise. Students who are thus exempt from reciting the Pledge shall remain quietly standing or sitting at their desks while others recite the Pledge and shall make no display that disrupts or distracts others who are reciting the Pledge. School boards shall provide appropriate accommodations for students who are unable to comply with the procedures described herein due to disability. The school board's Code of Conduct shall apply to disruptive behavior during the recitation of the Pledge in the same manner as provided for other circumstances of such behavior.

Attendance Requirements

It is the responsibility of the student to be present at school every scheduled school day for the entire day unless meeting the criteria for an excused absence. It is the parent's or guardian's responsibility to notify the school office staff the reasons for the absence of their child by written communication or phone call within three days of their child's return to school. It is also the parent's or guardian's responsibility to promote the proper attendance of their child by adhering to the Culpeper County Public Schools attendance policies and supporting school officials in their efforts to enforce these policies.

Upon the tenth absence that is excused by the parent without third party documentation, the principal or designee will require that any subsequent absences will need third party documentation in order to be excused. All school absences not properly documented will be considered unexcused, and the unexcused absences policy and regulations will apply. Refer to CCPS Board Policy JED and the CCPS Student/Parent Information Handbook and Code of Conduct for further details.

Automobiles and Parking

Students are prohibited from driving their own vehicle to CTEC. Students **must** ride a transfer bus from their base school to CTEC for each session morning and afternoon. Therefore, no CTEC parking passes will be issued. Students may be given specific permission to drive their vehicle to CTEC for special circumstances (ex. doctor's appointment). Students must be given prior permission from the CTEC Principal to be eligible to drive to CTEC. Students who drive to CTEC without permission from the CTEC Principal will face disciplinary consequences commensurate with the nature of their actions.

Closed Campus

Culpeper Technical Education Center is a closed campus. A closed campus means that once students arrive on school grounds, they must remain on school grounds until their regular dismissal time. Students are to report to

the appropriate assigned locations once they are on school property. Leaving school grounds any time without permission or being out of their assigned area is a violation of discipline regulations. Students who have base school parking permits will lose their parking permits for violation of these rules.

Computer Use

Students who have turned in their computer use agreement form and who have not previously violated that policy may use the Culpeper County Public School division's computers for the purposes of education and/or research. Usage that is considered unacceptable may be found in the Code of Conduct.

Early Dismissal and Bus Passes

Students applying for an early dismissal from school must present a note, signed by their parent or guardian, to Mrs. Stone in the main office upon arriving at CTEC. After the note is verified by a call to the parent/guardian, the student will be given a white dismissal pass. This pass must be presented to the appropriate teacher before leaving the classroom at the designated dismissal time.

Once excused by the teacher, the student will proceed to either Mrs. Stone in the CTEC Main Office or to the Attendance Office at their base school to check out. **All students, including declared 18- year-olds, must comply with the established release procedure and must present the white dismissal pass to be released from the classroom.**

Early dismissals during Standards of Learning tests and CTEC exams should be avoided except in extreme emergencies. For these dates please refer to the school calendar and/or important dates in the CCPS Code of Conduct.

A student driver who returns to school on the same day of an early dismissal must report directly to the Attendance Office at their base school for re-admittance to school. If the return to school is during the student's session at CTEC and the student has received **prior permission** from Mr. Summerscales, the student may drive to CTEC and report to Mr. Stone in the office for re-admittance to school and receive a pass to class.

A returning student that is being dropped off by a parent may come directly to CTEC without prior permission. The student must check in with Mrs. Stone in the Main Office to be readmitted to school and get a pass to class.

Students who have work release as part of their instructional day are required to attend their full schedule each day. If school is delayed and the release time for a student is later than usual, the student is required to attend the full amount of time for their schedule.

Any parent or guardian who signs out his or her student must present a valid ID. The valid ID will be verified during the check-out process.

Bus passes **will not** be issued at CTEC. This needs to be handled at the base school.

Emergency Early Dismissal

Should an emergency arise which makes it necessary for the student to leave school before it closes, he/she should go to the CTEC office to request an early dismissal. The student's parents will be called and arrangements made for the student to receive an early dismissal. Should the student return to school before dismissal, he/she should report immediately to the office to sign in and report to the appropriate class.

Fire Drill/Emergency Procedures

Fire drills are required by state law. Fire drills are conducted for two reasons: (1) to train students to leave the building in an orderly manner and as quickly as possible during an emergency alarm and (2) to teach self-control during emergency situations. Fire drill instructions are posted in each classroom. Fire drill procedures are listed below:

- The fire alarm is a continuous sounding of the alarm. If the alarm becomes inoperative, the assigned personnel will deliver the signal;
- Stop work immediately upon hearing the fire signal;
- Windows and doors should be closed and lights turned off. Leave classroom doors locked.
- Stay with your class and walk briskly to the exit assigned for that particular classroom. Do not run, push, or shove;
- If your assigned exit is blocked, proceed in the same orderly fashion to your alternate exit;
- Keep quiet. A direction not heard may cost a life;
- Upon leaving the building, keep moving until you are away from the building. Stay with the class or designated group;
- Once safely outside the building, classroom instructors will take a roll count to ensure that all students are present. Students should assemble with their teacher or designated group;
- Teachers are required to maintain a roll of students and to make sure that the students adhere to procedures such as staying out of roadway areas;
- Students will be informed when to return to the building, either by verbal instructions or by a sign.

Other drills, including Lockdown Drills, Tornado Drills, Bus Evacuation Drills, and Earthquake Drills, are conducted throughout the school year. Teachers address school crisis and emergency plans with all students during the first week of the school year.

Fundraising

Fundraising efforts shall be authorized under conditions that do not conflict with instructional programs. Fundraising refers to the raising of non-appropriated money for the educational benefit of students and their schools. Fundraising shall be permitted by students attending middle and high schools, provided such activities are approved in writing and carefully monitored and regulated by Mr. Summerscales.

Information Posting/Distribution

Students may only place items on the walls of the school with permission from the principal. The principal will also designate the locations of such items. Unauthorized items will be removed and discipline may follow. All signs must be removed within 24 hours of the completion of the activity. Groups that are unable to take down signs may be restricted from putting up signs.

Lost and Found

All articles that are found should be turned in to the office. Students should check with the main office for lost articles. Students should report the loss of all articles to their teachers and CTEC's School Security Officer at the time the loss is discovered. Students are expected to maintain their possessions. CTEC is not responsible for items lost by students. Students are advised against bringing articles of great value to school.

Non-Discrimination Policy Statement

Culpeper County Public Schools does not discriminate on the basis of age, sex, race, religion, national origin, or handicapping conditions in its educational programs, activities, or employment policies. Matters relating to this policy may be addressed to Dr. Russell Houck, Culpeper County Public Schools at 540-825-3677.

Off-Limits Areas

Off-Limits areas include, but are not limited to, the following:

- All mechanical, loading dock and storage areas

- Loitering in restrooms, hallways or corridors
- The Hub, unless under direct supervision by teacher/sponsor
- Parking lot during school day without permission
- Outside building unless direct teacher/sponsor supervision

POSSESSION AND USE OF CELL PHONES AND PERSONAL ELECTRONIC DEVICES

The Culpeper County School Board recognizes that cell phones and other personal electronic devices (hereafter "PEDs")such as smart watches, earbuds, headsets, and other audio/video devices are a primary means of communication, an information source, and a form of entertainment in today's society.

The Culpeper County School Board also recognizes that the use of the cell phones and PEDs by students cause distractions to teaching and learning, and can lead to power struggles between staff and students. Cell phones contribute to a negative school climate for students when used to bully, harass, or threaten others. Cell phones are also factoring in the facilitation of fights and substance use among students. Lastly, public health officials have cited the addictive attributes of social media and the unhealthy feelings they can create as contributors in the alarming increase in mental health disorders affecting youth. Therefore, the Culpeper County School Board is restricting the possession and use of cell phones and PEDs in the manner described below:

- Students in grades 6 through 12 are prohibited from using a cell phone or PEDs upon entering the school building after the start of the school day bell until exiting the building at the dismissal bell.
- Students in grades pre-kindergarten through 5 are prohibited from using a cell phone or PEDs at school. If a student has a cell phone or PED, it shall remain off, and stored in a bookbag placed away from the student.
- Cell phones and PEDs may be used on school buses provided the use of the phone or PED does not distract the driver or contribute to a violation of the Code of Conduct.

To facilitate compliance with this policy, the School Board shall provide each student in grades 6 through 12 a locking pouch for the storage of their cell phone and PEDs upon arrival at school. Students will remain in possession of their cell phone when using the locked pouch. The cell phone shall be powered off, in "do not disturb" mode or in "airplane" mode inside the pouch. The locked pouch will be unlocked upon leaving the school by using the appropriate unlocking station. When circumstances warrant, the pouch may be unlocked by a school administrator for temporary use by the student.

The limited use of a cell phone or PED for the purpose of enabling health services will be accommodated in accordance with the student's health care plan, 504 plan, or Individualized Education Plan (IEP).

Students who fail to follow these rules are subject to disciplinary actions to include, but not limited to: Confiscation of the cell phone or PED until a parent conference with the school administration to retrieve it; loss of social privileges at school; temporary revocation of the legal permission to have a cell phone or device on school property to include buses; removal from participation in or attendance at curricular or extracurricular activities; or restitution for lost or damaged pouches due to neglect or intentional acts. Repeated violations of the cell phone policy will be interpreted as a willful failure to comply and will result in disciplinary actions beyond those previously listed to include a short-term suspension. Use of the cell phone or PED when committing another violation of the Code of Conduct will be considered an aggravating factor in which a more severe disciplinary action will be taken.

If a cell phone or other electronic device is confiscated to investigate other possible violations of the Code of Conduct (e.g., bullying) or violations of law (e.g., evidence of drug distribution), then school officials and/or law enforcement shall keep the device until the investigation is complete. The confiscated device will be returned to the owner in accordance with the laws and/or policies of the Commonwealth of Virginia.

The School Board, its employees or agents are not responsible for any loss, theft, damage to, or safety of any cell phone or PED brought onto school property at any time. The student or parent who brings or allows a cell phone or PED assumes the risk of all such damage or losses.

Students and parents who use or consent to the use of a cell phone or PED at school and in compliance with the rules for use established by this policy expressly understand that no cell phone or PED will be configured for use on the CCPS computer network and, therefore, any student use of a cell phone or device to access the internet while at school will not be subject to or affected in any way by CCPS network filters. Accordingly, students and parents who use or consent to the use of a cell phone or PED at school assume all risk that student use may expose the student to inappropriate, obscene, or harmful content and that it shall not be the responsibility of the School Board or its employees to monitor student use of the internet when using a cell phone or PED at school or to protect or prevent students from accessing inappropriate or harmful internet content.

Safety Notes

The safety of staff and students is a primary concern of Culpeper Technical Education Center. The following steps have been taken to enhance personal safety and the security of our school grounds:

- School Resource Officer
- Partnerships with law enforcement and community agencies
- Random drug searches using law enforcement dogs
- Classroom telephones, walkie-talkies, and cell-phones
- Signage around school property
- Locked exterior doors with posted signage
- I.D. badges for staff and visitors
- Video cameras
- Emergency evacuation procedures
- Secure lockers with combination locks

Parents and/or students are encouraged to contact the School Security Officer, Tasha New Penton, with any information concerning school safety at 540-423-6504.

School Closing Due to Inclement Weather

The decision to close school or open late due to snow or inclement weather will be made as near to 6:00 a.m. as possible. The announcement will be made over the local radio stations, TV stations, and an automated phone call from the school division. When no information is given about Culpeper County Public Schools, school will be open.

Student Petitions and Demonstrations

Culpeper County Public School students possess a range of free-expression rights under the First Amendment. Students can speak, write articles, take part in demonstrations, and petition school officials on issues of concern. The U.S. Supreme Court has said that students "do not shed their constitutional rights to freedom of speech and expression at the schoolhouse gate." Though students do possess First Amendment freedoms, the courts allow school officials to regulate certain types of student expression. For example, school officials may prohibit speech that substantially disrupts the school environment or that invades the rights of others.

Student Valuables

Students are encouraged to take proper care in securing their valuables. Valuables should not be left in lockers, book bags should not be left unattended, and automobiles should be locked. Additionally, students should not bring large amounts of cash or expensive items to school. If a student's valuables are stolen, the student is

expected to report this to the security officer. Students are responsible for personal property; the school will not be held responsible for lost/stolen items or money.

Students who do not exercise appropriate caution with their valuables may have them stolen or lost. If this occurs, the student's teacher and the school security officer should be notified as soon as possible.

Tardy Procedures

- If a student misses the bus to CTEC for either the AM or PM session they must notify the main office at their base school immediately. The base school will work with Transportation to get the student bused to CTEC as quickly as possible. Student drivers are not allowed to come directly to CTEC. However, a parent may drop off a late student.
- If a student arrives late for the AM Session, they must report directly to Mrs. Stone in the Main Office to check in and obtain a tardy pass. Mrs. Stone will send the student to class and notify the teacher that the student is on their way.
- If a student arrives late for the PM Session, they must report directly to Mrs. Stone in the Main Office to check in and obtain a tardy pass. Mrs. Stone will send the student to class and notify the teacher that the student is on their way.
- Mrs. Stone will track all student tardies on a spreadsheet for any necessary consequences per Administration.
- Questions regarding attendance procedures may be addressed to Mrs. Stone in the Main Office.

Telephone

A phone is available in the main office for student use in case of an emergency. Permission must be obtained from the Administrative Assistant prior to making a call. Student cell phones are prohibited from being used during the school day. All student personal electronic devices must be kept locked securely in their Yondr pouch from bell to bell. Please see the Personal Electronic Devices (PED) policy. Parents/guardians who need to contact their child should do so through the main office at 540-423-6504.

Use of School Facilities and Equipment

The unauthorized use of school equipment (computer, cameras, copy machines, TV's, VCR's, telephones, etc.) is prohibited. Personal video recording on school property must be authorized by the administration. This includes the use of video cell phones or any video recording device.

Video Surveillance on Property

CCPS authorizes the use of overt video surveillance cameras and monitors on district property to promote health, safety and welfare of all students, staff and visitors, and to safeguard district facilities and equipment. The content of video recordings may be produced as evidence in student administrative discipline conferences and hearings or other proceedings.

Visitors

Visitors are welcome; however, to keep a safe, secure and disruption-free environment, students are not allowed to have visitors during school. Parents and legal guardians are encouraged to visit on scheduled days for conferences with teachers and other school programs. All visitors must report to the main office, identify themselves, and state the purpose of their visit. All authorized visitors will be given an identification pass to indicate that they are administratively approved visitors and have checked in at the office. Failure to report to the office to obtain a visitor's pass constitutes trespassing. Unauthorized persons, including suspended students, will be requested to leave school grounds by a building administrator and may be charged with trespassing and

subjected to prosecution. Students that do not attend Culpeper Technical Education Center are not permitted in the school building during school hours (no student visitors). Babies or small infants may not be brought to school unless a parent is coming to pick up a student. It shall be prohibited for any person, whether or not a student, to enter upon or remain upon any school property after (1) being directed to vacate the property by an individual authorized to give such direction, or (2) any posted notice which contains such information is posted at a place where it reasonably may be seen. The principal or his designees have the authority to refuse admittance or remove any person on school property for reasonable cause.

Work Permits and Student Employment

Students under 16 years of age who are employed for any type of work at any time are required by State Law to secure a work permit. Information and application may be obtained at https://www.doli.virginia.gov/labor-law/youth-employment/.

CTEC Bell Schedule SY 2026-2027

AM Session	
Bus arrives at CTEC:	8:00 am
Tardy Bell	8:05 am
Dismissal Bell	10:20 am
Bus departs CTEC:	10:25 am
PM Session	
Bus arrives at CTEC:	11:15 am
Tardy Bell	11:20 am
Dismissal Bell	1:50 pm
Bus departs CTEC:	1:55 pm

CTEC Shuttle Bus Schedule Worksheet

AM Session	
Bus departs CCHS & EVHS:	7:45 am
Bus arrives at CTEC:	8:00 am
Bus departs CTEC:	10:25 am
Bus arrives at CCHS & EVHS:	10:35 am
PM Session	
Bus departs CCHS & EVHS:	11:05 am
Bus arrives at CTEC:	11:15 am
Bus departs CTEC:	1:55 pm
Bus arrives at CCHS & EVHS:	2:05 pm

CTEC Activity Block Bell Schedule SY 2026-2027

AM Session	
Bus arrives at CTEC:	**8:00 am**
Tardy Bell	**8:05am**
Dismissal Bell	**10:00am**
Bus departs CTEC:	**10:05am**
PM Session	
Bus arrives at CTEC:	**11:35am**
Tardy Bell	**11:40am**
Dismissal Bell	**1:50pm**
Bus departs CTEC:	**1:55pm**

CTEC Pep Rally/Assembly Bell Schedule SY 2026-2027

AM Session	
Bus arrives at CTEC:	**8:00am**
Tardy Bell	**8:05am**
Dismissal Bell	**9:50am**
Bus departs CTEC:	**9:55am**
PM Session	
Bus arrives at CTEC:	**10:35am**
Tardy Bell	**10:40am**
Dismissal Bell	**12:45pm**
Bus departs CTEC:	**12:50pm**

CTEC 2hr Delay Bell Schedule SY 2026-2027

AM Session	
Bus arrives at CTEC:	**10:00am**
Tardy Bell	**10:05am**
Dismissal Bell	**11:00am**
Bus departs CTEC:	**11:05am**
PM Session	
Bus arrives at CTEC:	**11:55am**
Tardy Bell	**12:00pm**
Dismissal Bell	**1:50pm**
Bus departs CTEC:	**1:55pm**

CTEC Early Dismissal Bell Schedule SY 2026-2027

AM Session	
Bus arrives at CTEC:	**8:00am**
Tardy Bell	**8:05am**
Dismissal Bell	**9:05am**
Bus departs CTEC:	**9:10am***
PM Session	
Bus arrives at CTEC:	**9:15am***
Tardy Bell	**9:20am**
Dismissal Bell	**11:20pm**
Bus departs CTEC:	**11:25pm**

Notes: * - There will need to be 4 buses in use for this schedule to work. Two buses to pick up students from each base school at 9:10 to bring them to CTEC for the PM Session. While the other two buses are picking students up from CTEC at 9:10 am to take them back to their respective base schools for their 4th block classes.

CTEC Culpeper Technical Education Center

202-27 CTEC Supervision Map

