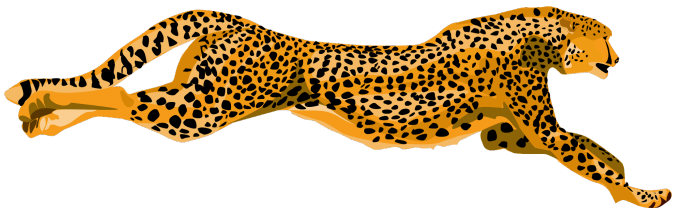
Career and Technical Education Center

Student/Parent Handbook

2026-2027



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Principal
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Burlington, North Carolina 27217
Phone: 336-570-6092/Fax: 336-570-6093

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In compliance with federal laws, the Alamance-Burlington School System administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law. Inquiries or complaints should be directed to Dr. Yolanda Anderson.

Introduction:

CTEC was established in 2012 to provide hands-on career and technical training. Courses are available to all high school students and require a half day commitment. Students can work with their school counselors at their home schools to register for courses at CTEC. Transportation is provided, but student drivers are also welcome.

This handbook provides both general information about our school and highlights important policies and procedures specific to CTEC. All ABSS policies and rules also apply, as CTEC is an extension of your child's home school. Please contact us at CTEC if you have any questions.

Mission Statement:

The Career and Technical Education Center is a caring, inclusive learning community committed to preparing students for success in an ever-changing workforce. We provide innovative learning experiences that empower students to explore their interests, develop expertise in career pathways, and build essential 21st-century skills. Through technology, hands-on learning, and opportunities beyond the traditional high school setting, students gain the knowledge, skills, and confidence needed for future success.

How CTEC's Schedule Works:

Students register at their home schools in February of each year. Students enrolled in CTEC will either attend in the morning for 1st and 2nd blocks or in the afternoon for 3rd and 4th blocks. Buses depart from each traditional high school to CTEC each morning between 8:30-8:45. Buses then bring students back to their homeschools between 12:00-12:15 to attend two classes at their home school. The buses then pick up afternoon students from their home schools between 12:15-12:30 and bring them to CTEC for afternoon classes. The buses return students to their homeschools for the 3:45 regular dismissal. Student drivers are also welcome, but will need to see the section on parking passes. Breakfast and lunch are served at the student's home school; but students do have access to snack foods at CTEC. Due to the nature of the courses, eating and drinking is not permitted around equipment or during labs.

Course Pathways:

Automotive Technology	Digital Design and Animation
Construction and Carpentry	Engineering
Computer Engineering, IT Fundamentals & Programming	Health Sciences and Nursing
Culinary Arts	Teacher Scholars

Bell Schedules

	Regular	1 Hr. Delay	2 Hr. Delay	3 Hr. Delay
1st Block	9:00 - 10:18	10:00 - 11:05	11:00 - 11:50	12:00 - 12:40
2nd Block	10:20 - 11:40	11:07 - 12:10	11:52 - 12:40	12:42 - 1:20
Lunch & Travel	***11:40 - 12:40***	***12:10 - 1:10***	***12:40 - 1:30***	***1:20 - 2:10***
3rd Block	12:45 - 2:05	1:10 - 2:15	1:30 - 2:28	2:10 - 2:48
4th Block	2:07 - 3:25	2:17 - 3:25	2:30 - 3:25	2:50 - 3:25

Students are expected to be in their seats when the bell to start each class rings. Students will need to consider travel time and the Open Gate Weapons Detection screening process when considering options for lunch. Students may bring their lunch and eat before class begins.

School Closings Due to Inclement Weather:

The decision to close school due to inclement weather is made by the Superintendent. Students and parents should listen to local radio and/or TV stations in the early mornings for school closing announcements. Announcements begin around 6:00 AM. In addition, the Thrillshare automated calling system from the district office and the ABSS website will be used to communicate school closings or delays due to weather conditions.

Attendance Policy:

The school system's attendance policy is designed to recognize the necessity for good attendance, to designate actions deemed appropriate to respond to excessive absences, and to promote student success in school. It is the expectation of the faculty and administration that each student shall be in attendance every day that school is in session. If a student is absent from school, he/she should bring a note to offices at both CTEC and his/her homeschool or upload a copy of the note via each school's webpage.

Students must be present for at least half of the class period to be counted present for the day. Student athletes need to mind athletic eligibility rules.

If a student is tardy to CTEC, he/she must sign in at the front office. Students should be on time to each class. We encourage promptness to class and strive to eliminate unnecessary disruptions of the instructional process. Tardies will be marked for each class period and consequences will be upheld per the student code of conduct for three or more tardies that do not involve an appointment.

When any absence or tardy occurs, whether excused or unexcused, the student is expected to obtain and make up missed work. Students should refer to each teacher's syllabus for make-up work policies and they should communicate clearly with their teachers about make-up assignments and the due dates for these assignments.

Students with an excessive number of absences due to medical, or other unusual hardship, should consult with the principal. Students who are suspended from school will be allowed to access their work and communicate with teachers via email.

If a student is excessively absent from CTEC courses, CTEC faculty will reach out to the student's family and the student's homeschool. Disciplinary action may occur. Please consult Rule 5 of the ABSS Code of Conduct.

Students who need to leave school early for an appointment or any other reason during their classes at CTEC can bring a note or a guardian may call. The note must state the student's full name, reason for leaving, time of departure, parent's signature, and phone number where the parent may be contacted. The office will contact the parent to verify the reason. The student may then sign out at the indicated time. **If parents cannot be contacted, students <u>will not</u> be allowed to sign out.** At no time may a student sign him/herself out.

<u>School Safety:</u>
In order to prepare for the possibility of an emergency, we will conduct emergency drills periodically. The following information is provided for students and parents related to each drill. Students are expected to cooperate and follow the instructions of the adult they are assigned to at the time of the drill. If a drill is broadcast during a time when a student is not under the direct supervision of an adult, they should proceed promptly to the nearest area where an adult is present. ABSS School Safety

Fire Drill: An alarm will sound and students will leave the classroom under the direction of the teacher. A map is posted in each room showing the designated class route and area students should move to with the teacher. Teachers discuss the route with students during the first three days of school. Once outside, students should await instructions quietly. Under no circumstances should a student re-enter the building once a fire drill is in progress. If it becomes necessary to evacuate our campus in the event an actual fire or other emergency occurs, our students will be transported off site and the district will communicate reunification plans.

Tornado Drill: In the event that a tornado warning has been issued, or an approaching tornado has been sighted and verified, the tornado drill will be signaled by an intercom call. Students will proceed to their designated area (along an interior wall) and assume a crouched position. The students should point their faces towards their laps and then cover their heads and faces with their arms. Students will practice this position and teachers will let them know of the designated areas away from windows.

Lockdown Drills: Will follow a Standard Response Protocol that is part of the Sandy Hook initiative. A series of commands will be used based on the severity of the situation. Students should remember to get to the nearest teacher should the need for a lockdown arise.

<u>Open Gate Weapons Detection System:</u>
CTEC's entry doors are all locked during school hours. Students and visitors will need to walk through one of our unobtrusive Open Gate Weapons Detection Systems upon arrival. Keys, cellphones and chargers may remain in the students' bags or pockets. Please review these resources: Opengate Weapons Detection System Video and ABSS Website - Opengate System. Please also review ABSS's board policy on student searches.

Chromebooks, umbrellas and eye glass cases will need to be removed from bookbags. Spiral notebooks and binders with metal rings will also need to be removed from bags or another notebook choice should be made. Please make every effort to leave athletic bags containing sporting equipment and cleats at your home school.

The following items will be detected, and although they are not weapons, they do not need to be on campus:

- Eyelash curlers
- Curling or straightening irons

Say Something App:
Students may download the Say Something App or use the QR code posted around campus if they would like to report a safety or well-being issue anonymously. This app was developed as part of the Sandy Hook Initiative and is manned by a 24/7 crisis center with trained counselors. Those counselors will reach out to designated school and central office personnel. All reports will be investigated. Students should remember to check back in on the app, as the counselor may have follow-up questions or may need more information in order to help the person/people who have been reported. Please visit this link for more information.

Visitors:
All persons visiting campus must report to the main office, sign-in and obtain a visitor's pass. Individuals on campus without a visitor's pass may be charged with trespassing. CTEC students may not invite friends from the community or from other schools to visit the campus during the school day. Former students are not allowed to visit campus during the school day without permission from the office.

Off-Limits Areas:
No student is to be in the following areas unless he/she is under the direct supervision of a teacher or employee of CTEC:

A. bus, student, and faculty parking lots
B. wooded areas surrounding the school
C. Andrews Elementary School Campus

Students from CTEC are also prohibited from trespassing on homeowners' private property surrounding the center. Students that are reported to be in any of these areas can face both school and School Resource Officer consequences. Please review Rules 1 and 4 of the ABSS Student Code of Conduct.

Dress Code:
Students are expected to be dressed for safety and community outreach opportunities. Many of our courses require the handling and preparation of food, the operation of machinery or they require interactions with the community in venues such as the hospital. Therefore, students should have all midsections and shoulders covered. Bottoms should be long enough to comfortably cover the student whether sitting or standing. Footwear is dependent on the course, but many courses will need closed-toed shoes for safety. Wearing any advertisement for drugs, alcohol or weapons is not permitted. Bandannas, chains or spikes are also prohibited. Please see Rule 2 of the ABSS Student Code of Conduct.

Student Cell Phones and Electronic Devices:
In an effort to ensure protected instructional time and per state law, students will not access their cell phones, smartwatches, tablets, personal laptops, etc. during instructional hours. Each teacher has a box for each student to leave their devices in at the start of class. Students will be able to have their devices in between classes and during travel to and from CTEC. Students may be contacted for emergencies via the main school phone line. Students may also make calls from the landline at CTEC should the need arise. Violations of this rule fall under Rule 8 in the ABSS Student Code of Conduct.

Chromebooks and Internet Use:
Student use of laptops and software is designated as a learning or research activity and tool. This use shall be determined by the Career and Technical Education Centers' faculty and staff and/or by said faculty/staff member's discretion based on the North Carolina Standard Course of Study.
Student abuse of computers or internet access on computers at CTEC is defined as, but not limited to, the use of AI or other platforms to create unoriginal products, vulgar language; profanity; written or graphic sexual connotations; insults; pornography; cyberbullying,; destruction of computers, peripherals, and/or software. Payment for repairs or replacement of equipment and/or software will be requested of the student/student's family. Violations of this rule fall under Rule 8 in the ABSS Student Code of Conduct.

Outside Food:
Students may not use DoorDash or UberEats during the school day. Deliveries will be turned away. Food and non-water beverages are not permitted in the classrooms due to machinery, equipment and safety. Students may eat food at the outdoor picnic tables or in our cafe area near the front office before class. Students may also get a snack from the vending machine in between classes. Likewise, students are not permitted to sell any items, such as snacks, during the school day that are not a part of an approved school fundraiser. Please visit the district's School Nutrition page if you need assistance with meals or need to add funds to your student's account.

Campus Cleanliness:
The Career and Technical Education Center is proud of the campus and it takes all of us to keep it clean. While we partner with MFM for cleaning services, it is our expectation that students will help maintain the cleanliness and quality of the building and its equipment. Everyone should see that halls and restrooms are free of debris and should treat each area with its intended purpose. Vaping or smoking, Rule 7 of the ABSS Student Code of Conduct, of any kind is not permitted anywhere on this campus. We ask students to report any issues to the nearest adult.

Focus on Instruction:
Students are expected to be on-time and prepared for class each day. Teachers are available by email throughout the day and can be reached on the main line between 8:00-8:45, 11:40-12:30 and 3:25-3:50. Teachers will have grades updates in Infinite Campus and parents/guardians are welcome to set-up parent observer accounts in Canvas. Progress and report cards will be available via Infinite Campus throughout the year. Should a concern arise about academics, a teacher, school counselor, or the principal will reach out to the students' home and an in-person conference may be set-up. Please visit the district's academic page for more information on programs.

Should a student cause a disruption to class or any learning environment, the student will be redirected, but ultimately may be removed from the classroom and a guardian will be contacted. A classroom disruption is defined as any behavior that obstructs or interferes with the normal operation of the classroom. Each teacher has classroom rules which students are expected to follow. Continuous or severe class disruptions will result in removal of the student from class and referral to the principal for disciplinary action. Consequences may range from a conference to ISS to OSS. Please review the ABSS Student Code of Conduct.

Tutoring:
Students who find themselves in need of assistance with a course during any part of the school year may receive help from their teachers or other staff. Tutoring will need to be scheduled by appointment with the teacher.

Support Plans:
If your student receives services or support through an IEP, 504 or Multi-Language Plan, our staff will be notified and will provide the necessary accommodations. Ms. Ellen Prescott or Ms. Sonya Pemberton-Rush provide support for students while they are at CTEC. Your student's case manager at his/her homeschool also communicate with the staff at CTEC.

School Counseling/Nurse:
Ms. Kim Davis is CTEC's school counselor. Her office is located on the second floor and she is available to assist students with social, educational, vocational, and career development. Ms. Davis can help students improve study habits, plan student class schedules, provide assistance with college applications and scholarship information, provide vocational awareness opportunities and provide confidential counseling services with regard to personal situations. Ms. Davis is also trained in crisis intervention and management and will implement protocols for any situations that may impact a student's safety or well-being. Please visit the district's school counseling page for more information.

CTEC has an assigned school nurse. Please contact the nurse if your student requires medication throughout the day or if your student should have emergency medication at the school. Should an injury arise, the school nurse will work with staff to complete an accident form. Parents/guardians will be notified by CTEC of any injuries or illnesses.

Schedule Changes:
Student schedules should be complete and accurate upon the first day of school. Should the need arise to change a schedule involving CTEC; the student should contact Ms. Davis or follow their home school's procedure for requesting a schedule change. Since courses at CTEC are paired and are often dependent on when core classes are offered at home campuses, sometimes a schedule cannot be altered. Students should follow their Infinite Campus schedule until a counselor or administrator confirms the change has been made.

Announcements:
Announcements are posted on tv screens throughout the building. Most of these are about opportunities for students and school activities. Opportunities and program highlights will also be posted on our media outlets and through Thrillshare, the district's messaging system.

Student Drivers:
Students are required to use the school parking lot in a safe and responsible manner. The following guidelines must be strictly adhered to in order to maintain parking privileges:

A. Permits issued by the school must be properly displayed on all vehicles parked on the school grounds.
B. Students must complete an application for a CTEC parking pass. CTEC passes may be purchased for $20.00.
C. **Students are to park their vehicles upon arrival to school, and all passengers and drivers are to leave the parking lot immediately and proceed into the building**.
D. Students are not allowed to be in the parking lots during the school day.
E. Vehicles must be parked properly within the existing lines established as parking spaces.
F. Neither driveways, access roads, nor other vehicles can ever be blocked or obstructed in any way.

G. The school does not provide liability for vehicles parked in the school lots or for vehicle contents.

H. Any student in violation of driving/parking policies or procedures may have privileges revoked and will need to ride the provided buses or receive transportation from a guardian.

I. Violations may result in being towed. The school is not responsible for any expenses incurred by the tow company.

J. Students who are late more than five (5) times may have their driving privileges revoked by the principal.

Bus Riders:

Riding the school bus is a privilege extended to school-age children by the North Carolina Legislature. All ABSS bus policies also apply to buses transporting students to/from CTEC. Students who miss the bus to/from CTEC should alert a school administrator for next steps. Students need to ensure they are following instructions from their home schools on when to be in the bus lots for the commuter bus. It should be fully understood by all students and parents that if infractions occur at any time, the student may be suspended from riding the bus. Notification will be sent to parents if such action is taken. Please review Rule 9 of the ABSS Student Code of Conduct.

ABSS Student Code of Conduct:

While many of the school system's rules have been referenced throughout the handbook, please take a moment to familiarize yourself with all 26 categories. Below is a brief description of suspension types.

In School Suspension (ISS):

At the discretion of the principal, this may range from a class period, to a number of days depending on the infraction or it is a repeated offense. Students will be assigned to an alternate room on campus that will be under the supervision of the principal. ISS is most often used for classroom disruptions, tardies, dress code and failure to follow rules.

Short-Term Out of School Suspension (OSS):

At the discretion of the principal, a student may be assigned out-of-school suspension. A principal may suspend a student for up to ten (10) days at a time. The number of days an out-of-school suspension is assigned to a student is left to the judgment of the principal. If a student is suspended out of school for a violation at CTEC, this will be communicated to the home school, and students will not be allowed to attend classes at CTEC **or** at the home school, and vice versa, on the days assigned as out-of-school suspension.

Long-Term Out of School Suspension (OSS with Recommendation for LTS):

At the request of the principal and with the consent of the Superintendent and the Board of Education, a student may be given long-term suspension from school. This measure is defined as suspension of over ten days. Families will be given information on an appeals process and Ray Street Academy through Mr. Gregory Holland's office, should the need for a Long-Term Suspension arise.

2026-2027 CTEC Staff Directory

Andrews, Terri	**Health Science**	**Terri_Andrews@abss.k12.nc.us**
Barnes, Adara	**Health Science**	**Adara_Barnes@abss.k12.nc.us**
Bothwell, Josh	**Technology, Engineering & Design (TED)**	**Joshua_Bothwell@abss.k12.nc.us**
Boyd, Krista	**Teacher Cadet Instructor**	**Krista_Boyd@abss.k12.nc.us**
Brigman, Ryan	**Automotives**	**Ryan_Brigman@abss.k12.nc.us**
Davis, Brent	**Digital Media & Animation**	**Brent_Davis@abss.k12.nc.us**
Davis, Kimberly	**School Counselor**	**KimberlyS_Davis@abss.k12.nc.us**
Gonzalez, Carlos	**School Resource Officer (SRO)**	**Carlos_Gonzalez@abss.k12.nc.us**
Hofberg, Jodi	**Teacher Scholars Coordinator**	**Jodi_Hofberg@abss.k12.nc.us**
Hurdle, Dustin	**Online Facilitator for ACC, NCSSM & NCVPS**	**William_Hurdle@abss.k12.nc.us**
King, Tiffanie	**Culinary**	**Tiffanie_King@abss.k12.nc.us**
Lynch, Shannon	**Python Programming**	**Shannon_Lynch@abss.k12.nc.us**
Meade, Marie	**Health Science**	**Marie_Meade@abss.k12.nc.us**
Miles, David	**Carpentry**	**David_Miles@abss.k12.nc.us**
Mills, Kristy	**Principal**	**Kristy_Mills@abss.k12.nc.us**
***Moser, Robin**	**Leadership & ACC English**	**Mary_Moser@abss.k12.nc.us**
***Prescott, Ellen**	**Special Education Teacher**	**Ellen_Prescott@abss.k12.nc.us**
Regalado, Sandra	**Data Manager**	**Sandra_Regalado@abss.k12.nc.us**
Smith, Tonya	**Health Science**	**Tonya_Smith@abss.k12.nc.us**
Stanfield, Linnett	**Treasurer**	**Linnett_Stanfield@abss.k12.nc.us**
Taylor, Brodie	**Computer Engineering**	**Jonathan_Taylor@abss.k12.nc.us**
Williams, Ty	**Adobe Visual Design**	**Ty_Williams@abss.k12.nc.us**

Please reach out to us to partner with us about student grades, attendance or behavior.** Our goal is for each student to be successful and fulfilled during their high school careers.**

CTEC Student Expectations & Parent/Guardian Acknowledgment Form

1. ABSS Student Dress Code:
Students are expected to dress in a manner that supports a safe and respectful learning environment. Many of our courses require students to interact and participate in events that are open to the community, whereas others require specific clothing for safety.

- Clothing must cover the torso, midriff, shoulders and backside completely.
- Undergarments must not be visible.
- Clothing with offensive language, images, or advertisements for drugs/alcohol is not permitted.
- Head coverings (hats, hoods, bandanas) are not allowed inside the building unless for religious or medical reasons.
- No chains or spikes.
- Footwear should be course appropriate.

2. North Carolina Cell Phone Policy (Effective 2025–2026):
The NC Department of Public Instruction has implemented a statewide policy limiting student cell phone use during instructional time.

- Cell phones and personal electronic devices must be **off and put away** during class unless used for a teacher-approved activity.
- Unauthorized use will result in confiscation until the end of class or the school day, depending on the violation.
- Repeat offenses may lead to further disciplinary action. Please see the Cell Phone Policy.

3. Outside Food Policy:
To protect instructional time, maintain safety and not violate visitor or child nutrition policies:

- Students may not order food of any kind to be delivered.
- Students may bring food that has to be consumed in the picnic or cafe areas prior to the start of class.
- Students may get a snack from the vending machine outside of instructional time.

4. Tardy and Absentee Policies:
To protect instructional time and instill workplace habits:

- Students will be on time to all classes.
- Students will sign-in at the front office if they are tardy.
- Students will bring or upload a note via the website when they are absent.
- Excessive tardies and absences may lead to conferences, ISS time or loss of parking pass.

Parent/Guardian & Student Acknowledgment:
I have read and understand the CTEC Student Expectations regarding dress code, cell phone use, and outside food and attendance. I understand that these policies are in place to ensure a safe, respectful, and focused learning environment. While these are the big four concerns, your signature below indicates that you have reviewed the entire CTEC Student Handbook.

Student Name (Printed): _____

Student Signature: _____ **Date:** _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ **Date:** _____