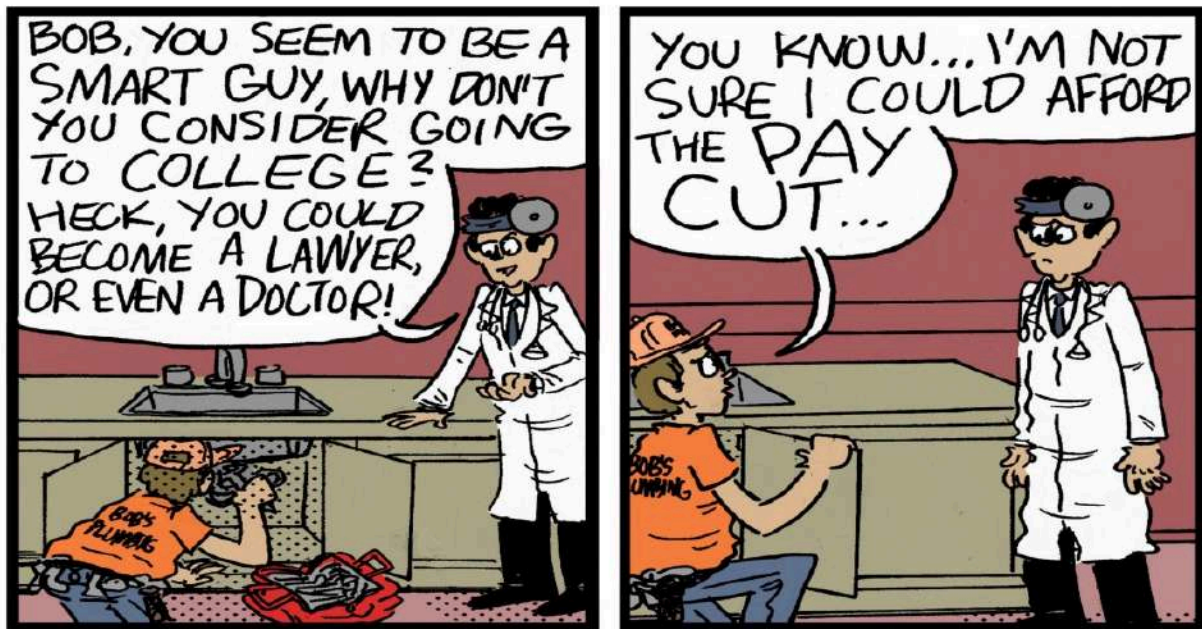


Jackson River Technical Center

Handbook For Students and Parents

2024 - 2025

VOCATIONAL EDUCATION VS COLLEGE EDUCATION



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The Alleghany Highlands School Board and Alleghany Highlands Public Schools do not discriminate on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, pregnancy, childbirth or related medical conditions, political affiliation, gender, gender identity, marital status, genetic information, disability, age, or military status in its programs and activities. The following has been designated as the contacts regarding compliance issues associated with this non-discrimination policy and compliance with Title IX: Fred C. Vaughan, Director of Human Resources and Pupil Personnel and Shannon L. Fuhrman, Director of Accountability and Technology. For questions and compliance with Section 504 and ADA, contact Jason B. Conaway, Director of Special Education. Alleghany Highlands School Board Office, 100 Central Circle/P.O. Drawer 140, Low Moor, Virginia 24457. 540-863-1800. The Alleghany Highlands Public Schools Title IX Coordinators are Fred C. Vaughan, Director of Human Resources and Pupil Personnel, 540-863-1800, fred.vaughan@ahps.k12.va.us and Shannon L. Fuhrman, Director of Accountability and Technology, 540-863-1800, shannon.fuhrman@ahps.k12.va.us. The Title IX Coordinators offices are located at 100 Central Circle, Low Moor, Virginia 24457.

A MESSAGE FROM THE PRINCIPAL

Greetings Students and Parents,

On behalf of the Alleghany Highlands Public Schools and the staff at Jackson River Technical Center, congratulations on your acceptance to our programs at JRTC. At the Center, you will have unique opportunities for personal growth and skill development that will benefit you tremendously as you prepare to enter the workforce after graduation.

Jackson River Technical Center plays a critical role within the Alleghany Highlands. The Center's staff, and the entire community take great pride in our school and the quality training that we provide to our students.

This handbook is an extension of the parent-student handbook provided by Alleghany High School, and for the most part, our policies are aligned with those at AHS. Due to the nature of our learning and training programs, there are specific regulations at JRTC that ensure safety and promote work ethics. This handbook has been developed to assist students' successful experiences at JRTC in explaining and outlining those extensions. It contains information about the Center, procedures, and expectations in addition to those established at AHS. Please read this entire handbook carefully and please ask questions about any part that you don't understand. It is extremely important that you are fully educated on the policies and practices herein so that you can be successful at the Center and know what is expected of you as a student.

As students of JRTC, just as within the workforce, it is expected that you will conduct yourselves with maturity, abide by all company rules, be mindful of the health and safety of all, and maintain a solid work ethic. All interactions with staff and adults in the building must be conducted with a high level of respect in which you will receive in return.

We are pleased and excited to have you as a member of the JRTC family. Pursue your training here with enthusiasm and a positive attitude, and you will have a successful year.

With regards,

A handwritten signature in dark ink, appearing to read "J.P. C. 2021", written over a horizontal line.

Principal



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OUR PHILOSOPHY

We believe that the purpose of education is to help students develop desirable moral, ethical, and academic preparation in order that each individual will have the skills necessary to assume a positive role in shaping the future of our community, state, and country.

We believe that all students have equal opportunities to obtain the skills they need to be successful in the adult world.

We believe that the school shares the responsibility with parents and community for keeping our school safe and encouraging students to become self-sufficient contributing members of society.

In accordance with these beliefs, Jackson River Technical Center endorses the following principles:

- Our staff aspires to help each individual to discover and enhance his/her unique abilities so that he/she may achieve vocational and civic success.
- We strive to develop a proper respect for honest work, pride in accomplishment, and awareness of the contributions for the individual worker to society and the economy.
- Our staff seeks to graduate "independent learners"--persons who have the necessary fundamentals to interpret and, in turn, utilize their ever-expanding knowledge and skills.
- Our staff also seeks to graduate "life-long learners." Through the experiences of student organizations, students learn their roles in the school, community, and the world of work. Students serve others and make vital contributions toward improving the quality of life in today's world and more importantly to influence and help shape tomorrow's world for the better.
- We strive to acknowledge that a student's greatest assets are individual skill and knowledge, personal initiative, self-confidence, dreams and ideas, with the persistence and determination to carry them to completion.
- Our staff provides to disadvantaged and individuals with disabilities a full range of vocational programs including occupationally specific courses of study, through recruitment, enrollment, and placement activities in the least restrictive environment.
- Our philosophy and objectives are communicated through multiple avenues including publicity activities of Alleghany Highlands Public Schools and through the Jackson River Technical Center Facebook page.

OUR MISSION

Jackson River Technical Center is committed to providing students with unique, hands-on learning experiences that will foster the skills required for workplace readiness in various trades and professions that will be carried outside of the school environment and into the community. We are also committed to providing quality instruction in a positive, safe and success-oriented environment so that all students have the opportunity to reach their full learning potential and have the tools to make sound decisions for their future.

OUR OBJECTIVES ARE TO:

- Assist students in selecting a vocation that coincides with their abilities and aspirations.
- Provide the instruction and practical experiences that will give students the opportunity to prepare for gainful employment.
- Expose students to current technical knowledge so that they may perform the job-related skills necessary for entry level in the workplace immediately after graduation.
- Develop students to the depth and quality of technical knowledge and skills for job retention.
- Educate students on associated job hazards and develop safety consciousness.
- Enhance awareness of job-related responsibilities and opportunities to exercise individual judgment in carrying out job assignments.
- Develop qualities that prepare the individual to adjust to an ever-evolving society that accompanies the advancement of a technology within the workplace.
- Encourage leadership through educational, vocational, civic and social activities.
- Promote high standards in work ethics, craftsmanship, scholarship, and safety.
- Recognize students with prestige on the basis of school and community achievements.
- Broaden students' perspectives through programs, publications and personal contacts in local, state, and national student organizations.
- Develop the student's physical, mental, and social well-being
- Cooperate with outside agencies in providing continuing education for adults in the community as the needs present themselves.

JRTC PROGRAMS AND COURSES

A listing of all programs and courses offered at Jackson River Technical Center are outlined, described and available for viewing in the latest edition of the JRTC Course Catalog and Career Pathways Guide. A hard copy can be obtained by request from the JRTC office or AHS Guidance office. A digital version can be viewed by clicking the title link on the JRTC website or our Facebook page.

ADMISSION REQUIREMENTS

The programs at Jackson River Technical Center are operated primarily for sophomores, juniors, and seniors seeking a high school diploma with program completion occurring at the end of a student's senior year. Special programs may be formulated according to the needs of other students.

- A. The enrollment of students will be a cooperative effort between Alleghany High School counselors and the JRTC Principal to ensure that students enroll in the program in which they have the most interest, are most appropriately suited and can most benefit by attendance at the Center. Completion of a JRTC Program/Course application is required for consideration of admission into a program by a soft date of April 1 prior to the upcoming school year. Applications will be accepted and reviewed after the soft deadline; however, enrollment priority is given to students who complete an application prior to April 1. The application process is simple and is available as a Google Form that can be accessed from the AHS Student dropdown menu on students' Chromebooks or from a link posted on the AHS, JRTC and AHPS websites. A paper application is also available from the JRTC and AHS guidance offices.
- B. Enrollment Criteria:
- must be enrolled as a full time student with Alleghany Highlands Public Schools and attending school as an in-person pupil
 - must be at the grade level required for the selected course
 - must complete a JRTC Program/Course application for admission consideration into initial program courses
 - must have successfully completed prerequisite courses or competencies from the previous level, if applicable
 - must meet acceptable attendance and academic criteria
- C. All enrollment activities are coordinated by the JRTC Principal. Final authority in the registration of all students will be the responsibility of the JRTC Principal.

THE APPLICATION PROCESS AND ACCEPTANCE INTO PROGRAMS

Completion of a JRTC Program/Course application is required for any students wishing to be considered admission into a program by April 1. As mentioned previously, the application process is simple and is available in both Google Forms and paper formats. Online applications can be accessed from the AHS Student dropdown menu on students' Chromebooks or from a link posted on the AHS, JRTC and AHPS websites.

- ALL students interested in enrolling in a CTE program at Jackson River Technical Center (JRTC) are required to complete an application to be considered for initial acceptance into the desired program at the entry level.
- JRTC program courses have limited availability and are capped at 20 students per course. Some courses may have reduced capacity due to special regulation or quality control. Priority is given to students who are able to complete the full 3 year program in good academic standing.

- When the number of applicants into an initial course exceeds the limit of available seats, consideration is given first to students in the chronological order in which they apply.
- Most JRTC programs require students to be in grade 10 with few exceptions. Students wishing to apply for acceptance into a three-year program as a 9th grader must attain special permission from the JRTC principal, and additional information or criteria may be necessary before an application is considered.
- Students needing assistance in completing an application can contact a teacher, guidance counselor or JRTC staff.
- Teachers and administrators review all applications and then rank the applicants for acceptance based on grade level, order of submission, quality of responses and/or reference checks.

ADMISSION OF POSTGRADUATE STUDENTS

Jackson River Technical Center may admit postgraduate students into its regular day programs under the following conditions:

- Postgraduate students must have been enrolled in Alleghany Highlands Public Schools during the previous year.
- Postgraduate students must be continuing with the third and final course of a regular program of which they were previously enrolled.
- Postgraduate student registrations will be scheduled for a desired course on a space-available basis and after priority has been given to undergraduates.
- Postgraduate students will be expected to adhere to all policies and guidelines governing regular student attendance.
- Final approval of registrations will be given by the Jackson River Technical Center's principal.

PROGRAM ADVANCEMENT

Regulatory educational statutes limit the number of students enrolled in any CTE courses in Virginia to 20. This means that out of a potential pool of 40 successful completers of the Level I or Introductory course, only 20 students are allowed to progress to the next level the following school year. In situations where more than 20 students want to advance to the next level, each student will be ranked by the instructor according to his/her performance throughout the class using criteria specific to the content area and course instructor. Please understand that due to the nature of an introductory course and exceptional classes, it is possible for a student to achieve a high final grade in the course and be ranked in the bottom half of the class.

Sophomores are given priority for Level I or Introductory classes followed by juniors, then seniors. Ranking at Levels II and III (if needed) also follows this line of priority respectively starting with juniors.

At this point, remaining in a program becomes competitive. Students must put forth their best efforts to increase their chances of securing a spot in the next level. Unfortunately, all successful completers of Level I courses are not guaranteed admission into a Level II course due to the required enrollment cap of 20 in the Level II courses. As an example, it is possible for 40 exceptional students to complete a Level I course in the same year with a final grade of an A, however, only the top ranked 20 students will be admitted into the Level II course. Students have the opportunity to enroll in two Level I courses during their sophomore or junior year. This increases the probability of acceptance into at least one Level II course the following year.

In ALL circumstances, students must earn no less than a C in a prerequisite JRTC course and have no more than 5 absences for a semester course and 10 absences for a year long course in order to be eligible for advancement to the next level. Again, students who earn a final grade lower than a 70 are not eligible to advance. Attendance accountability is explained further in the section **ATTENDANCE ACCOUNTABILITY PRACTICES** on page 10.

SCHEDULE CHANGES

Voluntary schedule changes will be made only under extenuating circumstances. Students wishing to discuss a possible schedule change must contact the Principal during the first five days of class. Special circumstances up to day 10 can be considered. Transferring to another class can only be accomplished if space is available in the desired program and approved by the Principal. In some circumstances with justifiable cause, a student may request voluntary removal from a program after the drop date. In such circumstances, a coordinated effort between the student, his or her parents/guardians, JRTC staff and/or AHS staff will consider whether the reasons are justified and determine the most appropriate course of action.

WITHDRAWAL

A student's enrollment will be withdrawn from his or her JRTC course(s) upon official withdrawal from Alleghany High School. All withdrawals from the Center must have the approval of the Center's Principal. According to AHPS policy, after 15 consecutive absences from school, a student's enrollment is withdrawn, and he/she must complete the enrollment process upon return to school.

HOMEBOUND and VIRTUAL ACADEMY INSTRUCTION

Because of the hands-on and experience-based nature of the programs at JRTC, it is impractical to offer meaningful homebound or virtual academy instruction. Students transitioning to homebound instruction or participating Virtual Academy (not attending school in-person full time) are not permitted to enroll in a JRTC course or will be withdrawn from their current classes at JRTC while on homebound instruction. Upon return to regular on-site classes at Alleghany High School, students may re-enroll in their course of study at JRTC.

REQUIRED REGISTRATION FORMS

Students at JRTC are required to complete a few annual registration forms upon enrollment in a course. We realize that filling out beginning of year forms for school(s) can be tedious, so we have simplified our forms and kept duplication of information to a minimum. Please realize though that JRTC is a separate school that operates independently from the high school, and therefore we require additional information and agreements from students due to the nature of our programs.

Forms to complete upon enrollment include:

- Simplified Registration Form
- Emergency Care Authorization
- Agreements for Photo Release, Locker Assignment, Textbook and Acceptable Use of Technology.

ATTENDANCE ACCOUNTABILITY PRACTICES

The attendance accountability practices at Jackson River Technical Center are unique and specific to our school due to the nature of our workforce training programs and the critical need for a student to be present in order to learn and practice the skills and trades that we teach. An essential part of our mission is to prepare students for the workforce by instilling work habits that are conducive to employment, and the workforce does not generally tolerate chronic or frivolous absenteeism from the job. Students will be

held accountable for time out of class. Competency and skills-focused education is oriented to the actual performance of skills competencies, and many experiences and opportunities to learn and perform are lost when a student is absent or unable to participate in the class for any reason. In most cases, many of these experiences cannot be made up; therefore, students will be unable to achieve the desired competency skills and work habits needed without regular and punctual attendance to JRTC classes, and in some cases, instructional seat hours are required by credentialing agencies, so absences can compromise the student's eligibility to take a credential exam or earn a license.

At JRTC, students are held to the following attendance expectations:

- 1. For semester courses, students may acquire no more than 5 UNEXCUSED absences.**
- 2. Year Long Course: Students may acquire no more than 10 UNEXCUSED absences.**
- 3. If a student exceeds the number of allowable UNEXCUSED absences for a course, he/she will be dismissed from the program at the end of the course and ineligible to continue to the next level. Students enrolled in the final course of a program who exceed the allowable number of UNEXCUSED absences become ineligible to earn a JRTC Certificate upon graduation.**
- 4. In addition, teachers incorporate daily attendance and participation into their individual grading practices, and absenteeism will be reflected in a students' quarterly and final grades.**
- 5. After 10 absences are tagged as EXCUSED, resulting from written notes from a parent/guardian and other non-professional documentation, all subsequent absences regardless of documentation will be classified as UNEXCUSED. At this point, a student's absenteeism is considered excessive. (Professional documentation includes health care facilities, agents of the law or court system, and governmental or educational institutions. Non-professional documentation includes any notes that do not fit either of the three previous categories.)**
- 6. Tardies: Students who arrive late to a JRTC class (after the tardy bell) must have a note of admittance and check in with the office. The note must explain the reason why the student is late to class and signed and dated by the parent, professional, or school staff. No note = UNEXCUSED. An occasional unexcused tardy is understood and acceptable. Chronic tardiness will result in a penalty to the student's daily participation grade which will accumulate and negatively affect the student's final term grade in accordance with the teacher's daily grading policy.**
- 7. Please note that the bell schedule at JRTC between blocks is customized so that students are provided with one extra minute to allow for travel from AHS and one extra minute to allow for travel back to AHS. As such, travel time between AHS and JRTC will not be accepted as an excuse to be late for class.**
- 8. Assignments missed due to EXCUSED absences may be completed and accepted by the instructor at no penalty to the students' grade. Students have ONE day for each EXCUSED absence to complete and submit the assignments missed on the day he/she was absent. The acceptance of missed assignments for UNEXCUSED absences are at the discretion of the instructor, and grading penalties will apply. Whether an absence is tagged as EXCUSED or UNEXCUSED, teachers may reduce a student's daily participation grade in accordance with their program policies. The exception to such penalties is for school-sanctioned absences. (See rule 9.)**
- 9. Absences from class as a result of disciplinary action against the student (In-School Suspension, Out-of-School Suspension, etc.) are subject to the same 10-day EXCUSED absence rule outlined**

in rule number 4 above. (Under these circumstances, there is no grace period for missing assignments; all missed assignments are due to the instructor on the day the student may return to class. If a student fails to complete and turn in missed assignments on the day he/she returns, the teacher does not have to accept and can assign a grade of zero for the assignments not completed. Students must take responsibility for communicating with their teachers to acquire the class work they will miss during absences that result from disciplinary action.)

10. Students will not be held accountable for school-sanctioned absences such as field trips, athletic events, extra-curricular competitions, testing, organizational meetings, etc. Alleghany High School will provide JRTC with dates of such events and a list of participating students. It is advised that students communicate directly with their JRTC teachers in advance of such events. Students will be responsible for completing any assignments and/or tasks that they miss while participating in school sanctioned activities as outlined in rule number 7. An official participation note will still be required upon a students' return.

Also very important to note is that students' attendance in classes at JRTC is directly connected to their attendance records at Alleghany High School; therefore, all absences accrued at JRTC affect attendance and academic consequences that may include truancy.

SAFETY FIRST...ALWAYS!

The safety of all students and personnel at JRTC comes first and is the number 1 priority of EVERYONE. Programs at JRTC involve the use of equipment with many moving parts which can cause severe injury or even death if not operated with safety at the forefront by the user. Accidents can happen instantly, especially when students are not thinking about safety or behaving inappropriately in a working environment with potential hazards, but almost ALL accidents that *could happen* at JRTC are preventable. Teachers must be able to completely trust students to conduct themselves in a safety-conscious manner at ALL times while in a working environment so that preventable accidents do not occur.

Students who are participating in activities that require the use of safety glasses must wear approved Z87 ANSI rating protective eyewear that must include protective side shields. Clear lens safety glasses must be worn in all areas except in welding. JRTC will provide students enrolled in construction and automotive courses with ONE pair of safety glasses at no charge at the beginning of the course. It is the responsibility of the individual student to keep up with his/her safety glasses and wear them at all appropriate times. Replacement safety glasses may be purchased from the JRTC office at \$2.00 per pair if the first pair is lost.

Specific footwear, work pants, hairnets or hair ties, hard hats, leather attire, safety shields, etc. are also required for lab activities in many industrial trade programs. A student is expected to provide his/her own appropriate footwear each day that it is needed to participate in specific activities. Soft or open toed shoes such as bedroom-type slippers or flip flops are **NEVER** acceptable in any construction or automotive labs.

Failure to comply with or blatant disregard of safety requirements can result in individual or group sanctions including, but not limited to, deductions to daily participation grades, temporary shutdown of all lab activities, mandatory review/testing of safety practices and protocols, temporary removal from class, disciplinary action or even permanent dismissal from a program in extreme cases when disregard for the safety of self and/or others occurs.

OCCUPATIONAL SAFETY AND HEALTH AWARENESS (OSHA)

Students enrolled in the introductory level courses within Construction and Automotive career-cluster programs (Auto Technology, Building Management, Carpentry, Electricity and Welding) are required to complete a module-based workplace safety program. For the construction programs, this will be the OSHA-10. For the automotive program, this will be S/P2. These learning modules are individual and online-based. Each student will have his/her own username and password to access the course which

he/she may do at any time from any internet-connected device. For a number of days at the beginning of the course, teachers will provide students adequate in-class time to complete these online modules; however, students who do not use their time wisely and fail to complete the modules in the allotted class time provided must do so on their own time. The course consists of quizzes that follow each module and a final exam that the student must pass. Students will have 10 days from the time the first module is started to complete the course. Students who do not complete the OSHA-10 within the 10 day period or who do not pass the final exam after the maximum number of attempts will not be allowed to continue with the JRTC program and must drop the class. Accommodations will be provided to all students who require such. Students who successfully complete the online modules and pass the final exam will earn their OSHA-10 card.

HEALTH INSURANCE COVERAGE

JRTC does not offer insurance policies for students; however, considering the nature of the curriculum, it is highly recommended that students obtain health care insurance protection through Allegheny High School offerings or have coverage through a family health insurance plan or private individual insurance provider.

TEXTBOOKS & MATERIALS

In some JRTC courses, students will be assigned textbooks. Such textbooks are school-issued and must be returned at the end of the course in a condition in which they can be reissued to the next students. Textbooks that have been worn beyond normal wear and tear will be assessed a fee to cover the cost for repair. If a textbook is beyond repair or was lost during the year, the student must pay the replacement cost for the textbook. A student's teacher will check textbooks for damage, and the Principal will determine the fee for repair or replacement. The student must pay assessed fees before the student's last day for the school year. Textbooks are the property of JRTC.

Students are responsible for paying fees to cover the cost of consumable materials like workbooks and other required materials used in lab activities. All students will be expected to pay for consumable workbooks by the end of the second week of school. Applications for time-payments or assistance are available from the office. Students not securing the required books, equipment, and materials will receive an incomplete and/or failing grade. Other materials can include but are not limited to safety glasses, ear protection, leather soled boots, tools, aprons, hairnets, etc. A list of program specific items required for courses are included in the teacher's syllabus.

LOCKERS

When appropriate or upon request, JRTC students may be assigned a locker to use while on the premises. All lockers are the property of Jackson River Technical Center. The issued locker may be searched by the JRTC principal or designee at any time there is a reasonable suspicion to believe that anything of an illegal or dangerous nature is contained within. In addition, students will be responsible for the cost to repair any damages to the locker as a result of neglect, intentional/accidental damage or improper use by the student) up to replacement if damaged beyond repair. Students are responsible for removing all items from lockers prior to the end of school. JRTC will not be responsible for items left in lockers after the last day of school.

All personal valuables should be placed inside the locker for safety. Lockers must not be shared, and please remember your locker combination when it's assigned to you.

CAREER AND TECHNICAL STUDENT ORGANIZATIONS

Career and Technical Student Organizations (CTSOs) provide opportunities for students to take a more active part in the education experience including, but not limited to, leadership development, collaborative working experiences, community service, and opportunities for advancement. These organizations operate under guidelines in accordance with the values of JRTC and affiliated national student organizations guidelines.

Students may participate in any of the four organizations at Jackson River Technical Center. Student Organizations include Distributive Education Clubs of America (DECA), Health Occupations Students of America (HOSA), Family, Careers, Community Leaders of America (FCCLA), and SkillsUSA. These organizations are considered an integral part of the curriculum for JRTC students. Student organizations meet on a regular basis during class time under the supervision and sponsorship of their teacher. The sponsor(s) and the Principal must approve all club activities in advance.

JRTC has recently acquired a charter affiliated with the National CTE Honor Society. Members accepted into this organization will be selected based on stringent organizational and locally developed criteria. We hope to induct our first class of members during the upcoming spring semester.

FUNDRAISING ACTIVITIES

Fundraising activities that are not JRTC sponsored are not to be conducted on JRTC premises without prior permission from the Principal. As with all club activities, any JRTC fundraising activities must receive advance approval through the student organization sponsor and Principal. Fundraising sales and solicitations are not to be conducted during class time. Students are responsible for submitting all generated funds and unsold items from fundraising activities should be promptly returned to the organization's sponsor. Students will be held financially accountable for any loss of generated funds or items unaccounted for.

CELL PHONES & PERSONAL COMMUNICATION DEVICES

In accordance with Alleghany Highlands Public Schools Policy, students in grades 6-12 may be in possession of a cell phone or other communication devices; however, such devices must be kept out of sight and set on silent or Do Not Disturb mode at all times during the allotted instructional class period. This includes when leaving the classroom or lab for any reason during the instructional period.

Headphones, earbuds, AirPods, Bluetooth headphones and other connectable accessories cannot be used by students during instructional periods. At the teacher's discretion, connectable accessories may be connected to school-issued chromebooks for instructional purposes only.

Devices may be used during transitions between class periods.

Use of personal devices are restricted in restrooms, locker rooms, clinics, testing situations, and in most Career and Technical Education classes/work-based learning experiences due to safety and privacy violations that use of a device in those situations may breach.

A note to individual students: The use of personal devices by employees is often restricted by employers in industrial and corporate workplaces. When issued a classroom consequence for a cell phone infraction, do yourself a favor and comply with your teacher's instructions, even if it means temporary separation between you and your device. Consequences for arguing and refusal to comply are much harsher than those issued for the original offense. Keep in mind that insubordination in the workplace is grounds for dismissal. We are not "the enemy" when it comes to you and your device, and we believe that personal devices are very useful in daily life; however, limits are necessary for the safety and efficiency of the work environment, and self regulation skills are essential to develop in training for the workforce.

STUDENT DRESS CODE

The student dress code at Jackson River Technical Center is aligned with the policies established by Alleghany High School as outlined in the AHS parent-student handbook in its entirety. In addition, students involved in laboratory or professional off-site activities (such as clinicals or work-based learning experiences) may also be required to follow additional regulations regarding student dress as it relates to their individual program's needs or teacher requirements. Such additional requirements may include, but not be limited to specific footwear, long pants, safety/protective clothing and equipment, protective eyewear, and headwear i.e., hairnets. Students who refuse to comply with dress code rules or requirements can result in disciplinary action and/or dismissal from his/her JRTC program.

EMERGENCY DRILLS OR SITUATIONS

JRTC students will follow the directions of their instructors for any drill or emergency situations that may occur. In compliance with Virginia Code, all public schools are required to conduct routine fire evacuation, lockdown situations and severe weather drills. Parents will be notified by School Messenger at least 24 hours in advance of all lockdown drills. Students and teachers follow protocol of emergency drills and situations in accordance with the Alleghany Highlands Public Schools Crisis Management Plan.

VISITORS AT JRTC

Parents and other interested persons are invited and encouraged to visit JRTC. All visitors must report directly to the school office and complete the check-in process. Groups planning to visit the Center will present requests at least one week in advance for approval by the Principal. Students are not permitted to invite friends to visit them during their class period.

STUDENT DRIVERS

JRTC has limited parking availability for students. Parking spaces are dedicated only for JRTC staff, school officials, temporary visitors, service customers, vendors and law enforcement/emergency services may park a vehicle in the JRTC parking areas. Student drivers who attend JRTC must park in his/her designated parking space at Alleghany High School. **A student must obtain a temporary parking permit from the JRTC principal prior to parking in a JRTC parking area.** Any student bringing an automobile without permission, allowing other students to ride without permission, riding with another student or another person without permission, or driving in an unacceptable manner will be subject to disciplinary action.

Students must report directly back to AHS at the end of their classes at JRTC. **Only parents are permitted to pick up students at JRTC after the approval and notification from Alleghany High School.**

TEMPORARY PARKING PERMITS

A student may request a temporary pass to allow him/her to utilize a parking space on a short-term basis. Granting of such requests will be very limited in scope. Requests must be made in writing to the JRTC principal. All requests must include a justifiable reason for the need to utilize a JRTC parking spot and the short-term time frame requested. No long term parking permits will be issued. Upon review of the written request and determination that the student's reason is justified, the JRTC principal will issue a temporary parking pass to be placed in the driver's side dashboard or hung from the rearview mirror with the information visible while parked. All reasons will be validated and passes issued at the sole discretion of the JRTC principal. The principal will also collect vehicle information including make/model and license plate number. All passes are to be returned to the office at the expiration of the temporary time frame issued. Any students who park in a JRTC parking space without displaying a temporary parking pass OR who use a parking pass without authorization will be subject to towing and or citations issued by a law enforcement officer.

MODES COMMUNICATION WITH PARENTS REGARDING ACADEMICS

Course Syllabus: Teachers provide a course syllabus on the very first day of class. Syllabus information includes at minimum a course outline, course-related safety requirements including dress code, the teacher's grading policies, and means of communicating with the teacher (email address, telephone extension, hours of availability, etc.).

Report Cards: Students will receive a term grade each nine weeks for each enrolled JRTC course. These grades will be included in the student's report card issued by Alleghany High School. Parents may monitor their students progress in JRTC courses at any time through the PowerSchool Parent Portal. Please be aware that teachers are required to update their gradebook on a once-weekly basis. Parents who have questions or concerns regarding their students' class performance should contact the instructor as soon as a concern arises. Putting off communication does not a problem solve.

Parent-Teacher Conference: Dates for formal Parent-Teacher conferences are scheduled periodically throughout the school year. We encourage parents to reach out to our teachers at any time for purposes of communicating and understanding their student's academic progress at JRTC.

Grading Scale: The grading scale at JRTC is aligned with the 10 point scale established by Alleghany Highlands Public Schools.

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 0-59

*Failure to complete all course requirements or clear all JRTC obligations will result in a grade of INCOMPLETE (I).

JRTC students are required to maintain a specific level of academic performance in order to advance to the next level and to earn a JRTC program completion certificate upon graduation. See CERTIFICATE REQUIREMENTS for details.

JRTC HONOR ROLL CRITERIA

JRTC recognizes students at the close of each semester who have performed exceptionally in their classes. In order to qualify for **A Honor Roll** recognition, students must achieve a final grade of an A in both grading periods and acquire no more than 3 absences for any reason. To qualify for **AB Honor Roll**, students must achieve a final grade of no less than a B for both grading periods and absent no more than 5 days for any reason. JRTC Honor Rolls are published in January and May/June through local media and social media outlets utilized by Alleghany Highlands Public Schools.

CERTIFICATE REQUIREMENTS

To earn and receive a certificate from Jackson River Technical Center upon graduation, a student must successfully complete all required courses within a certificate program sequence with cumulative grade average of not less than 77% and must have earned a grade of not less than 77% in the last course of the program sequence. The student must also meet the requirements of graduation at Alleghany High School or have passed the GED exam.

STUDENT CONDUCT

The Code of Conduct at Jackson River Technical Center is aligned with the descriptions, regulations and consequences established at Alleghany High School as outlined in its entirety within the AHS parent-student handbook.

This is the most important thing to remember when choosing to not comply with school rules at Jackson River Technical Center: JRTC provides a learning environment and unique experiences for students that are unconventional and often include working with and around specialized equipment and small children. Such a learning environment requires students to conduct themselves in a mature and often professional manner towards staff and peers. Here at the Center, we expect a higher degree of self-control and self-discipline due to the nature of courses of study and learning environments. **Students presenting chronic discipline problems or committing serious offenses (including possession and/or use of controlled and illegal substances) will be permanently removed from his/her enrolled technical program(s) and may be recommended for expulsion.** The most commonly used disciplinary action is in-school detention which will affect a student's class participation and attendance, both requirements for successful completion of a technical program. It is essential that students and parents are aware of our expectations and understand the potential consequences of program dismissal. In such cases, the student, parent, Alleghany High School administration and counselors will be formally notified and a change of schedule will be issued. Such changes in schedule will be permanent.

Any behavior resulting in the issuance of Out of School Suspension is mutually defined at both JRTC and Alleghany High School. This means if a student is issued an OSS for an offense at JRTC, he/she is also suspended from attending classes at AHS until the assigned period of suspension has been satisfied, and vice versa.

IN-SCHOOL DETENTION AT JRTC:

In-school detention only affects a student's status at JRTC. Students receiving in-school detention are to obtain assignments from their teacher and report to the office immediately upon reporting to the Center. In-school detention will be served in a special study carrel area under the supervision of the administrative office. Students will be expected to work with no talking or other disruptive behavior, and no unauthorized use of a device. A student serving in-school detention must leave his/her cellphone on the secretary's desk upon arrival and may pick it up when he/she leaves. Students violating this requirement will receive additional time in in-school detention. Students who have been assigned to in-school detention will earn a daily grade of zero (0) for participation in their enrolled class(es). Written work will be graded and recorded as an assignment grade. ISD rules are posted in each study carrel for students to read and ponder carefully during their time out of class. Failure to follow ISD rules may result in additional disciplinary action. The most common reasons for ISD are incomplete or overdue classwork preventing a student from participating in lab activities and failure to be adequately prepared for a working environment (i.e. lack of appropriate attire or footwear). **Rule of Thumb: Accept responsibility for your actions/behavior, serve your time with dignity and respect, and get back to work.**

DRUGS/ALCOHOL AND MEDICATION

The possession, use, evidence of prior use, or distribution of illegal chemicals, alcohol, "look-alike" drugs (including alcohol), anabolic steroids, any drug not prescribed for the student by a physician, or any substance considered a drug or alcohol on school property or at any school activity is prohibited. Likewise, the possessing or using of drug paraphernalia on school grounds or at any school-related event is also prohibited. Publications or other printed matter that advocates the use of illegal drugs as acceptable social behavior are prohibited from possession, sale, or distribution on school property.

To maintain control of drug trafficking within the school and to ensure the health and safety of students, the School Board requires any student who is taking a prescribed or patent medicine for illness or other medical needs must work through the appropriate procedural steps through the school nurse at Alleghany High School and report such medications to the JRTC Principal or other designated staff member. (There is a section on the Emergency Care Authorization form to include this information.) This information will be maintained with confidentiality and only shared with those participating in emergency or medical care that involve the student. Any such medication that is required to be taken or administered during classes at JRTC, must be placed in the care of the principal or his designee.

TOBACCO PRODUCTS, LIGHTERS/MATCHES & VAPES

Students shall not use or possess tobacco in any form including e-cigarettes and vapes while on the school premises, on any school trip, or at any school affiliated function or event sponsored by a school organization. The possession of a lighter, matches, cans/pouches or vaping devices is also a violation of school rules. Likewise, the disposal of vaping devices, snuff cans, lighters, drug paraphernalia or any other object by means of a toss and flush of a toilet in all cases is considered vandalism. All incidents will be fully investigated. Perpetrators will face disciplinary action in accordance with the code of conduct as well as legal action in the form of destruction of property charges and financial obligation for all cumulative costs associated with repair, replacement, hourly wages, and any collateral damage to the restroom facilities and/or sewer system that directly result from such choices. Matters that result in litigation will also include reimbursement of any legal fees accrued by the school or division.

ILLEGAL SUBSTANCES VIOLATIONS (USE, POSSESSION AND DISPOSAL)

Violation of policies regarding Drugs, Alcohol, Medication, Tobacco products, Vapes and the paraphernalia associated with use of such substances will result in disciplinary action in accordance with the Alleghany High School Discipline Policy and laws of the Commonwealth of Virginia. In addition, such violations will result in an evaluation of the student's continued enrollment in his/her technical program(s) at JRTC. **Again, It is important that students understand that chronic disciplinary problems or committing serious offenses (including, but not limited to, the possession and/or use of controlled and illegal substances) will be permanently removed from his/her enrolled technical program(s).**

UNPAID INVOICES

Students often purchase goods or utilize services that JRTC programs provide. Auto Tech and Culinary Arts are popular ones. If the associated costs of these goods or services are not paid and receipted at the time of purchase, an outstanding balance is generated and students will be billed on a monthly basis until paid in full. Students are responsible for paying their bills at JRTC. If unpaid invoices are not satisfied within a reasonable amount of time, the student's parent and AHS administration will be notified and activity and privilege restrictions at Alleghany High School will be enacted. Furthermore, a student with an unreasonable outstanding balance will be denied any additionally requested services unless such services are pre-paid. Outstanding balances at the time of a student's graduation will result in the withholding of a diploma and certificate until the bill is paid.

STUDENT RECORDS

A student file is maintained for each student at JRTC that contains academic information for JRTC courses only. All files will contain the following documents as applicable:

1. An academic transcript (title and year of courses taken, attendance and final grades)
2. A copy of the student's OSHA-10 card, if earned.
3. A copy of the student's JRTC program completion certificate, if earned.
4. Copies of other certificates or accolades, if earned.

Student records are retained in the school office. Copies of transcript items can be requested from the school office through completion of a transcript request form.



JRTC Registration Forms

Jackson River Technical Center
Student Information Form

Check applicable semester(s):

- ☐ Fall
☐ Spring

Grade level _____

School Year: 2024-2025

Full Name _____
Last First Middle

Street Address _____

City _____ State _____ ZIP _____

Primary Contact Number _____ Second Contact Number _____

☐ Mother/Guardian: _____

Mother/Guardian Contact Number: _____

Address (if different from above): _____

☐ Father/Guardian: _____

Father/Guardian Contact Number: _____

Address (if different from above): _____

(If applicable, please indicate the parent with whom the student has primary nighttime residence by checking the appropriate box above. If the student lives with both parents/guardians in the same household, please leave boxes blank.)

All Enrolled JRTC Courses this year. (Do not list any previous courses taken.)

1. _____ Semester(s) _____

2. _____ Semester(s) _____

3. _____ Semester(s) _____

☐ Check here if you are a returning JRTC student and have taken previous JRTC courses.

Jackson River Technical Center
Emergency Care Authorization Form

Student's Full Name _____
Last First MI

In case of an emergency, the following may be contacted to authorize medical treatment:

First Call _____
Name Contact Number Relationship to Student

Second Call _____
Name Contact Number Relationship to Student

Third Call _____
Name Contact Number Relationship to Student

Primary Care Physician or Provider _____
Name Contact Number

Additional emergency contacts may be listed on the back as necessary.



In incidents of serious injury or extreme emergency medical situations when time is critical, JRTC personnel will call 911 before contacting the parent/guardian and/or designated emergency contacts. A staff member will accompany the student to the hospital and remain with him or her until a parent or designee arrives.

- ☐ I give permission to the JRTC principal or his designee to make emergency medical decisions regarding my child until I, the parent(s), or designee listed above, have been notified and can authorize further medical treatment. I acknowledge that neither JRTC nor its staff is responsible for the cost associated with medical care or treatment of my child. (Please check the box and sign below.)

Signature of Parent/Guardian Date

Helpful Medical Information. Check all that apply.

- ☐ Allergies (List) _____
☐ Epi-Pen _____
☐ Prescribed Medications (List) _____
☐ Epilepsy/Seizures _____
☐ Contact Lenses _____
☐ Diabetes (If yes, are you insulin dependent? YES (insulin pump or injection) NO (medication) _____
☐ Respiratory condition (List) _____
☐ Heart condition (List) _____
☐ Other Health Issues _____

FORM CONTINUES ON THE BACK OF THIS PAGE. ➡

Medical Insurance Coverage

Since supplemental/accidental medical insurance is made available to students through Alleghany High School, as an extension of Alleghany High School, Jackson River Technical Center does not offer insurance to students participating in its programs. We highly recommend that parents secure medical insurance for their child. Please check the applicable box below that indicates the current status of your child’s medical insurance coverage and sign (one more time) below.

- ☐ My child is medically insured through a private insurance policy.
- ☐ My child is medically insured through a supplemental policy associated with Alleghany High School.
- ☐ My child is medically insured through another agency.
- ☐ My child is NOT medically insured, but I am aware that JRTC does not provide insurance coverage for my child, and I accept this responsibility.

Signature of Parent/Guardian

Date

List any prescribed or OTC medications that the student takes on a regular basis

for

for

for

for

Additional Emergency Contacts If Applicable:

Name	Contact Number	Relationship to Student
Name	Contact Number	Relationship to Student
Name	Contact Number	Relationship to Student

Jackson River Technical Center

Student's Full Name _____
Last First MI

IMAGE AND INFORMATION RELEASE AUTHORIZATION

- ☐ I grant permission to Jackson River Technical Center and its staff to use photographed images of the student named above participating in educational activities.
- ☐ I grant permission to Jackson River Technical Center and its staff to share these images with the student's name listed for use in local newspaper publications.
- ☐ I grant permission to Jackson River Technical Center and its staff to use photographed images of the student named above in online or paper publications, promotional or informational presentations, and in other public relations projects and activities such as the Alleghany Highlands Public Schools website and associated social media platforms.
- ☐ I do not want images of the student named above shared for any reason.

Please note that students enrolled in specific programs may have to have their photos taken and their names shared with corporate entities with whom we partner in providing required educational experiences. For example, students enrolled in year 3 of the Nurse Aide program will have an identification badge that includes name and photo created by the nursing facility where they are assigned to complete clinical experiences.

LOCKER ASSIGNMENT AGREEMENT

When appropriate or upon request, JRTC students may be assigned a locker to use while on the premises. In accepting this assignment, the student named above understands that the locker is the property of Jackson River Technical Center. The issued locker may be searched by the JRTC principal or designee at any time there is a reasonable suspicion to believe that anything of an illegal or dangerous nature is contained within. In addition, the student named above will be responsible for the cost to repair any damages to the locker as a result of neglect, intentional/accidental damage or improper use by the student) up to replacement if damaged beyond repair.

TEXTBOOK AGREEMENT

Some courses at JRTC require the students to use an issued textbook. All textbooks are property of JRTC and must be returned at the end of the course in similar condition minus normal wear and tear to its condition when it was issued. Damage to the textbook beyond normal wear and tear will be assessed a fee to cover repairs. If the textbook is damaged beyond repair or is lost, the student will be responsible for the cost of replacement. Damage will be assessed by the teacher and the fee amount will be determined by the principal. The assessed fee must be paid before the student's final day of enrollment in the course.

- ☐ I have read the content of agreements listed on this page and agree to all terms including acceptance of responsibility for damages and associated fees for items assigned to the student named above.

Signature of Parent/Guardian

Date

Signature of Student

Date

Jackson River Technical Center

Extended Agreements and Special JRTC Understandings

Student's Full Name _____
Last First MI

Acceptable Use Agreement

Alleghany High School is the home school for all students enrolled in courses at Jackson River Technical Center; therefore, the Acceptable Use Policy Agreement that students agree to at AHS in its entirety is extended to JRTC; however, due to the nature of courses and programs of study at JRTC, there are certain understandings that apply to JRTC that go above the home school policy that students must agree to as students of JRTC.

- Students participating in educational experiences (such as clinicals, internships, externships) with corporate partners will not violate the terms of the Acceptable Use Policy Agreement on external computers/devices owned or controlled by the associated corporate partner(s).

Dress Code Agreement

The Dress Code for students established at Alleghany High School is extended to JRTC in its entirety; however, due the nature of courses and programs of study at JRTC, there are certain understandings that students enrolled in JRTC courses must agree to.

- Some programs of study require students to wear protective or professional attire. All students must wear clothing that complies with safety standards or rules established by his/her JRTC teacher in accordance with the occupational trade and use of equipment. Students who fail to comply will not be able to participate in activities which will result in a minimum of a deduction in daily participation grades.
- Generally, students are expected to provide their own required protective attire in order to participate in lab activities. Teachers will provide a comprehensive list of requirements at the beginning of the course. Some accessories may be provided for a minimal fee (i.e. safety glasses).
- Hats may not be worn in learning environments in situations where head covering is not appropriate or presents a safety hazard. Students must be prepared to remove a hat or head covering in these situations and/or at the teachers' discretion without question or dissent. As a general rule of thumb, casual hat wearing and head covering is discouraged while participating in classes at JRTC. On the other hand, a hat or head covering MAY be required in some learning environments due to safety and regulations associated with the trade (carpentry, welding and culinary).

Program Advancement

Students who complete a course within a program are not guaranteed automatic admission to the next level. Criteria exists based on academic performance, attendance, successful completion of state mandated competency skills. Details can be viewed in the "Program Advancement" section of Student-Parent Handbook on page 6.

- ☐ I have read the content of agreements listed on this page as well as the Terms of Acceptable Use of Technology and Dress Code policies at Alleghany High School and understand that the terms presented above are extensions of those policies. I agree to all terms as outlined.

Signature of Parent/Guardian

Date

Signature of Student

Date



Apply to JRTC

Paper application on next page

OR

Apply online (preferred method)

A link to the application can be found on the AHS Student dropdown menu on your Chromebook or on the JRTC homepage. Or you can type this address into your internet browser:

<https://forms.gle/z9zputggKLQHkh979>

Jackson River Technical Center

Program/Course Application

FOR OFFICE USE ONLY	
Date Received	
_____ / _____ / _____	
Time _____	

Equal educational opportunities shall be available for all students, without regard to sex, race, color, national origin, gender, ethnicity, religion, disability, ancestry, or marital or parental status. Educational programs shall be designed to meet the varying needs of all students. No student, on the basis of sex or gender, shall be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege or advantage or be denied equal access to educational and extracurricular programs and activities.

Before filling out and submitting this application, please read and understand the following information:

- ALL students interested in enrolling in a CTE program at Jackson River Technical Center (JRTC) are required to complete this application to be considered for initial acceptance into the desired program at the entry level.
- Students previously enrolled in a CTE program at JRTC who earned a final grade of less than 70 in the prerequisite course OR acquired more than 7 absences throughout the entire course (for whatever reason) MUST REAPPLY for acceptance into the previously enrolled program.
- If a student earns an F in a JRTC course, he/she is not eligible to advance to the next level or enroll in a JRTC course within the same completion sequence. The student may complete an application for acceptance into the entry level course in a different program.
- JRTC program courses have limited availability and are capped at 20 students per course. Priority is given to students who are able to complete the full 3 year program in good academic standing.
- Most JRTC programs require students to be in grade 10 with few exceptions. If you are applying for acceptance into a program as a 9th grader, special permission must be acquired by the JRTC principal, and additional information may be necessary before your application is considered.
- JRTC students are expected to attend all scheduled classes, participate fully in the instructional program AND follow all expectations outlined in the course syllabus including code of conduct. Successful candidates have a strong work ethic, an exceptional attendance record, are motivated to learn new skills and have a demonstrated ability to work collaboratively with others to achieve common goals.

Directions for Completing the Application:

1. Only completed applications will be considered.
2. A separate application must be submitted for each program of interest.
3. Students should be prepared to answer all questions and provide the email address of a teacher or counselor who can attest to your work ethic and desire to learn.
4. Applications must be submitted before February 15 of each school year. Current JRTC students who will be (or may be) required to reapply due to grades or attendance must do so by May 1. Applications received after those respective deadlines will be placed on a waiting list and will only be considered if space allows.
5. If you need assistance in completing the application process or have any questions, please see your school counselor.

Today's Date

____ / ____ / ____
MO DA YEAR

1. Last Name _____

First Name _____ Middle Name _____

2. Select your current grade level

- ☐ 9
- ☐ 10
- ☐ 11
- ☐ 12
- ☐ Postgraduate

3. Date of Birth _____
MO DA YEAR

4. Reason for Applying (Select ONE)

- ☐ I am applying for acceptance into a program as an entry level student.
- ☐ I am reapplying for acceptance into a program in which I was previously enrolled.

5. Which program are you applying for in this application? (Select ONE)

If you are applying for acceptance into additional programs, you must complete a separate application.

Programs with an asterisk* have specific clothing requirements needed for safety and require an OSHA 10 training that will be completed by the student in the first weeks of the introductory course.

- | | |
|--|--|
| <input type="checkbox"/> Automotive Technology* | <input type="checkbox"/> Early Childhood Occupations |
| <input type="checkbox"/> Building Management* | <input type="checkbox"/> Electricity* |
| <input type="checkbox"/> Carpentry* | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Culinary Arts | <input type="checkbox"/> Nurse Aide |
| <input type="checkbox"/> Drawing (Technical, Architectural,
Mechanical) | <input type="checkbox"/> Welding |

6. Is this your FIRST or SECOND choice of program? (Select ONE)

- ☐ This is my FIRST choice.
- ☐ This is my SECOND choice.

7. In 75 words or less, explain the reasons why this program is of interest or important to you.

8. Please provide the school email address of a teacher or counselor who would serve as a good reference for you.

9. Please read and acknowledge the following statements.

- ☐ I understand that this is an application process and that not all students are accepted to Jackson River Technical Center. I also understand that I am not guaranteed acceptance into my first choice of programs.
- ☐ Equal educational opportunities shall be available for all students, without regard to sex, race, color, national origin, gender, ethnicity, religion, disability, ancestry, or marital or parental status. Educational programs shall be designed to meet the varying needs of all students. No student, on the basis of sex or gender, shall be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege or advantage or be denied equal access to educational and extracurricular programs and activities. To view a current list of compliance officers and how they can be reached, visit the Alleghany Highlands Public Schools website at <http://www.ahps.k12.va.us>
- ☐ By submitting this application, I understand that JRTC programs may have special requirements for manner of dress, the use of technology including personal devices, professional activities and public interactions as appropriate to safety, workplace agreements, and/or current industry requirements.

Student Signature