



2025-2026 Student Handbook

**325 Pleasant Valley Road
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Visit our Website at:
www.mtcva.com**

Updated August, 2025

WELCOME TO MASSANUTTEN TECHNICAL CENTER

We would like to welcome all students to Massanutten Technical Center for the **2025-2026** school year. MTC serves as an extension of the secondary schools of the City of Harrisonburg and Rockingham County.

Our purpose is to provide you opportunities to continue your preparation for the future, to broaden your knowledge into areas of your special talents and capabilities, and to build a solid foundation for your selected occupation.

Your educational experiences at Massanutten Technical Center will be only as successful, interesting and rewarding as you set out to make them. Hopefully, you will establish attitudes, behaviors, and values which, when combined with vocational skills, will enable you to enter a career that will be satisfying in every way.

Our programs will ensure that the majority of skills needed for success in the world of work will be achieved. Your learning expectations will be centered on practical applications, reasoning skills, and decision-making activities needed to achieve in today's society.

The flexibility and variety of programs at Massanutten Technical Center offer an exciting opportunity for those served by the Center. Our technical courses, integrated academics, tech prep and apprenticeship programs are the best in the region and recognized throughout the state of Virginia as outstanding and innovative. MTC offers 4 programs that are dual enrolled with either Blue Ridge Community College or JMU. We are pleased to have you enroll in our programs.

The help and support provided by parents and guardians are major factors in promoting a healthy attitude toward education. This handbook has been prepared so that all students and parents may become familiar with the policies and procedures of the Technical Center. By working together as students, parents, teachers, and administrators, we can provide an atmosphere in which each student will achieve success at Massanutten Technical Center. The Faculty and Administration wish for each of you a great year.

“Massanutten Technical Center – Imagine the Possibilities”

Kevin S. Hutton, Director

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Administration, Faculty, & Staff

Kevin Hutton	Director
Chris Dalton	Assistant Director
Bethany Cabbage	Assistant Director
Julie Riley	Guidance Counselor
Shannon Trabosh	Attendance Clerk/Administrative Assistant
Jill Glick	Bookkeeper/Administrative Assistant
Miranda Robertson	Bookkeeper/Administrative Assistant
Kim Guyer	Receptionist/Administrative Assistant
Heather Frady	LPN School Nurse
Chad Dofflemeyer	Resource Officer

Continuing Education

Sandy Rinker	Supervisor of Adult Programs
Clark Mason	Workforce Services Instructor
Debi Rhodes	Job Placement/Work-Based Learning Coordinator
Kristi Breeden	Administrative Assistant
Missy Cline	Bookkeeper/Administrative Assistant
Terri Whetzel	ABE Specialist
Toby Swortzel	Computer Network Specialist

Maintenance/Custodial

Randy Michael	Maintenance Supervisor
Cary Olinger	Head Custodian
Elizabeth Craun	Custodian
Greg Crawford	Custodian
Mark Gibson	Custodian
Jessica Robles	Custodian

Instructional Assistants

Rick Bowen	Collision Repair
Bethany Coleman	Culinary Arts
Elizabeth Hensley	Cosmetology
Lee Martin	Carpentry
TBD	Multiple Programs
Gordon Shantz	Electricity

Instructors

Kim Capasso	Architecture & Interior Design Instructor
Phillip Stroop	Auto Technology Instructor
Terry Taylor	Auto Technology Instructor
Brett Spiker	Aviation Instructor
Jerry Arbogast	Building Management Instructor
David Scott	Building Management Instructor
Travis Knight	Carpentry Instructor
Peg Martin	CNA Instructor
Eric McDorman	Collision Repair Instructor
Ashely Armstrong	Cosmetology Instructor/SkillsUSA Coordinator
Heidi Wheeler	Cosmetology Instructor
Rebecca Ellingson	Criminal Justice Instructor
Brandon Plogger	Criminal Justice Instructor
Tara Roberts	Culinary Arts Instructor
Sándor Tapolyai	Cybersecurity Instructor
Peggy Croy	Dental Careers Instructor
Sonya Stroop	P/T Dental Careers Instructor
Lee Smith	Diesel Technology Instructor
Jason Bear	Electricity Instructor
Laura Clark	Fire & Rescue Instructor
Glenn Jackson	Fire & Rescue Instructor
Rebekka Lindsay	Health Careers Instructor
Christine Pearson	Health Careers Instructor
Paul Goulart	Heating & Air Conditioning Instructor
Annette Martin	Practical Nursing I Instructor
Mary Crowe	Practical Nursing II Instructor
Stephanie Carpenter	Practical Nursing II Instructor
Lisa Jenkins	Practical Nursing II Instructor
Ben Bowman	Resource Teacher
Rachel Jenner	Resource Teacher/Instructional Coach
Cody Shifflett	VEP Program/Testing Coordinator
Laurie Damron	Veterinary Science Instructor
Tiffany Estep	Veterinary Science Instructor
Tabitha Daniel	Visual Effects & 3D Animation Instructor
John Louk Jr.	Welding and Metalwork Instructor

Mission & Objectives

Mission Statement

The mission of Massanutten Technical Center is to provide high school and adult students with the skills, knowledge, and workplace-based experiences necessary for them to attain success in their career and community.

Statement of Objectives

Consistent with the goals of vocational education in Virginia, the philosophy and objectives of the supporting school divisions, and the training needs of the area employers and employees, Massanutten Technical Center subscribes to the following objectives to successfully accomplish its mission and purposes as set forth in the preceding Statement of Philosophy:

1. To provide a sequential and comprehensive technical training program comprising basic manipulative skills, technical knowledge and other related instruction.
2. To expand the occupational and educational potential through specialized technical training.
3. To provide suitable training and equal educational opportunity without regard to race, sex, age, national origin, or any type of disadvantage or handicapping condition.
4. To provide an opportunity to obtain knowledge and to develop both salable and functional skills that will enhance their opportunities for initial and continuing employment.
5. To prepare for employment that is both needed and useful.
6. To promote cooperative interaction between school and community.
7. To be constantly aware of and responsive to the needs of both present and prospective business and industrial employers through interaction with various Trade Advisory Committees.
8. To provide an opportunity to experience success.
9. To provide incentives to achieve which will merit recognition by the school, the employer, and the community.
10. To provide a school atmosphere designed to foster the development of self-discipline, positive attitudes, a positive self-image, sound moral and ethical behavior, and an awareness of their role in a democratic society.
11. To develop and promote a better understanding of the free-enterprise system, the world of work, and the need for sound employer/employee relations.
12. To develop a pride in workmanship reflected in their job performance.
13. To provide counseling in all phases of school life.
14. To provide information on available occupational opportunities

15. To continuously monitor the progress of students currently enrolled.
16. To encourage students to seek continuing training and/or education.
17. To provide opportunities through participation in a variety of vocational student organizations.
18. To establish the importance of mastering clearly defined standards of quality as well as course specific competencies.
19. To provide for individual differences through the use of varied teaching methods, styles, materials, learning situations, and curriculum design.
20. To select content and methods of instruction to enable students to think.
21. To continuously up-grade the quality and effectiveness of training programs.
22. To provide physical facilities designed and equipped to create the best learning environment.

NONDISCRIMINATION

The Rockingham County School Board is committed to nondiscrimination with regard to sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, military status, genetic information or any other characteristic protected by law. This commitment prevails in all of its policies concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business.

Bell Schedule 2025-2026

Classes at Massanutten Technical Center are approximately two hours and twenty minutes long. Students are responsible for getting their own lunch, either at their home school, at RA, or while traveling. Class times may be adjusted as needed by MTC administration.

MORNING ODD/EVEN DAY Schedule

- 8:15 Arrival of teachers
- 8:20 Teachers are in their departments
- 8:30 First Morning Bell

Teachers are in departments/students report to class

- 8:35 **Morning Programs Begin**
Students are counted\late
- 10:45 Clean up Bell
- 10:55 Dismissal of ALL Car Drivers/Riders
BHS, ERHS, EMHS, HHS, RHS, TAHS, & Home/Private School
Dismissal of BHS Bus Riders ONLY
- 11:00 Dismissal of ALL Remaining Students
ERHS, HHS, RHS RA, SHS, & TAHS Bus Riders

AFTERNOON DAILY Schedule

- 12:25 First Afternoon Bell
Teachers are in departments/students report to class
- 12:30 **Afternoon Programs Begin**
Students are counted\late
- 2:15 Clean up Bell
- 2:25 Dismissal of ALL bus riders
- 2:30 Dismissal of ALL drivers/riders

Bell Schedule for Early Dismissal

- 8:30 First Bell for AM Classes/Students report to class
Teachers are in departments/students report to class
- 8:35 AM classes begin
- 9:55 Dismissal of ALL Drivers/Riders
BHS, ERHS, SHS, & TAHS
Dismissal of BHS Bus Riders ONLY
- 10:00 Dismissal of ALL Bus Riders
ERHS, SHS, TAHS, and PM RA
- 10:55 Dismissal of ALL Drivers/Riders
HHS, Home School/Private School
- 11:00 Dismissal of ALL Bus Riders

Harrisonburg City School

NO PM MTC CLASSES ON EARLY DISMISSAL DAYS

Bell Schedule for Opening – 2 Hour Delay

NO AM MTC CLASSES

PM classes run regular schedule (12:25 PM – 2:25 PM)

Car drivers are not to arrive at MTC more than 15 minutes prior to the beginning of class.

General Information

Massanutten Technical Center offers programs in partnership with Broadway, Harrisonburg, Rocktown, Turner Ashby, East Rockingham, and Spotswood High Schools, as well as local private secondary schools. The Center's primary goal is to prepare youth and adults to become skilled, knowledgeable, and well-qualified for employment in commercial, technical, health, and industrial fields.

Governance

Massanutten Technical Center was established through an agreement between the City of Harrisonburg and Rockingham County in June 1969. The Center is governed by the Massanutten Technical Center Executive Board, which includes seven members from the Harrisonburg City School Board and six members from the Rockingham County School Board. The city and county superintendents alternate serving as the Administrative Head.

Breaks and Hallway Procedures

Parking lots and vehicles are off-limits during class time and breaks. Breaks are limited to ten minutes, scheduled at the teacher's discretion, and must be taken in supervised instructional areas. Students may not loiter in the hallways during breaks and should remain in their instructional areas unless given permission by their teacher.

Non-emergency errands should be handled before the school day begins. During instructional time, students must have a hall pass to be in the hallway.

Care of Facilities and Equipment

Massanutten Technical Center has made significant investments in its facilities, equipment, and materials. Students are responsible for replacing or repairing any equipment or materials they intentionally damage.

Students may not use facilities, tools, equipment, materials, or instructional time for personal use of unassigned projects without prior approval from their teacher.

Admissions

Massanutten Technical Center's day programs are primarily designed for students enrolled in public and private secondary schools in Harrisonburg City and Rockingham County. Students receive guidance in selecting programs that align with their interests, abilities, and career goals.

Admission is not denied based on race, sex, color, creed, religion, or disability. Adults may enroll in day programs on a space-available basis.

Massanutten Technical Center reserves the right to cancel classes due to low enrollment.

Illness Reporting

Students should report any personal illness immediately to their teacher or the nearest MTC staff member. The staff will refer the student to the school nurse or, in cases of serious illness, notify the main office.

Locker Policy

Lockers are the property of Massanutten Technical Center and are loaned to students for their use. As school property, lockers may be searched at any time by administrators, teachers, police with K-9 units, or other authorized officials.

MTC is not responsible for personal items stored in lockers; students are responsible for their belongings. Locker assignments may only be changed with administrative approval.

**STUDENTS ARE NOT TO MOVE TO EMPTY LOCKERS WHICH
HAVE BEEN VACATED BY STUDENTS WHO HAVE WITHDRAWN.
ALL EMPTY LOCKERS ARE TO BE USED FOR NEW STUDENTS
ENTERING SCHOOL.**

Medication Policy

All medications must be dispensed through the school nurse and require a doctor's note. Students must bring medications to the nurse's office to make proper arrangements. A completed medication form, located at the back of this handbook, must accompany all medications brought to MTC. Failure to follow these procedures may result in disciplinary action.

Reporting Injuries

Report all personal injuries to your teacher immediately. If an injury occurs outside the classroom, notify the nearest MTC staff member. Do not move the injured person unless it is safe and will not cause further harm. Always prioritize your safety and follow all safety procedures, including using safety equipment properly.

Immunizations and Medical Tests

If your class requires immunizations or medical tests, it is your responsibility to obtain them from your physician. A signed statement from your doctor confirming completion of the required test or immunization must be submitted by the first day of school. In some cases, the Public Health Department may provide services such as skin tests.

School Insurance

All students at Massanutten Technical Center, both adults and secondary students, have the option to purchase insurance through a third-party provider. It is strongly recommended that all students either have their own insurance coverage or be covered under a family policy.

To enroll in the optional school insurance, visit www.k12specialmarkets.com. A form will also be provided to parents/guardians for this purpose.

Parents/guardians are responsible for purchasing school insurance or ensuring private coverage if their child is not already insured. Proof of insurance must be submitted by **September 5, 2025**, and is required before a student may enter any shop or lab area.

Personal Items and Projects

Students must obtain prior approval from their teacher before bringing personal items (e.g., car parts, tractor parts, computers) to work on during instructional time. All personal items are brought at the student's own risk, and Massanutten Technical Center is not responsible for lost, damaged, or stolen items. All items must be clearly labeled with the student's name.

Personal items may not be left at MTC over holiday or summer breaks. Items must be claimed within 30 days unless an extension is granted by the teacher; unclaimed items will become the property of MTC.

Projects requiring parts, paint, or materials must be paid for in full before the item can be removed from school grounds.

Telephone

The office phone is for emergency use only. Students will only be called to the phone in case of an emergency.

Transportation

Transportation is provided for all high school students, and riding the school bus is strongly encouraged as the safest option. Students may drive to Massanutten Technical Center only if they follow traffic laws, comply with school policies, and have obtained permission from both their home school and MTC.

MTC is not responsible for private vehicles, their passengers, or their contents, and does not investigate theft, vandalism, or damage. Police will be notified in the event of an accident.

Visitor Policy

Parents are welcome and encouraged to visit Massanutten Technical Center at any time. Appointments are helpful but not required. For security reasons, all visitors must check in at the main office, sign in, and obtain a visitor's pass. Non-MTC students are not permitted to visit during the instructional day.

Moment of Silence

On July 1, 2000, the General Assembly of Virginia amended the Code of Virginia to require a minute of silence at the opening of each school day. The statute states the following:

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 each 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 will

Massanutten Technical Center Policies and Procedures

Cheating

Cheating is defined as any misrepresentation related to assigned learning activities, including but not limited to: copying another student's work, receiving oral help on tests or quizzes, using unauthorized notes or references, having someone else complete assignments, or failing to credit ideas or information from other sources. School-wide discipline procedures will apply to all cheating infractions. The Honor Code will be reviewed with students during the first week of school.

First Offense:

- Grade: Zero on the assignment, or the option to redo and average the grade with the zero.
- Communication: Teacher calls parents and sends a copy of the report form.
- Documentation: Teacher files report with the administrator.
- Discipline: One day in BASE.

Second Offense:

- Grade: Zero on the assignment, no opportunity to redo.
- Communication: Teacher calls parents and sends a copy of the report form.
- Documentation: Teacher files report with the administrator.
- Discipline: One day OSS.

Third Offense:

- Grade: Zero on the assignment, no opportunity to redo.
- Communication: Teacher calls parents and sends a copy of the report form.
- Documentation: Teacher files report with the administrator.
- Discipline: Three days OSS.

Fourth Offense:

- Grade: Zero on the assignment, no opportunity to redo.
- Communication: Teacher calls parents and sends a copy of the report form.
- Documentation: Teacher files report with the administrator.
- Discipline: Five days OSS and referral to the student conduct committee.

Course Changes and Refund Policy

Course changes must be completed within the first two weeks of school. To request a change, students must meet with the center counselor and home school counselor and obtain parental permission.

Refunds: No refunds will be issued for dropped classes after the 10th day of school. All MTC textbooks and materials must be purchased and/or returned before any course change or withdrawal will be processed. Please contact the MTC office regarding unpaid balances or the return of textbooks and materials.

Dual Enrollment

Massanutten Technical Center offers dual enrollment opportunities through agreements with area colleges, allowing students to earn college credit in selected courses. Students must apply to the partnering college, meet all admission requirements, and pay both MTC class fees and the reduced college tuition rate.

Students who do not meet the partner college deadlines will not receive college credit. High school students enrolled in dual enrollment courses will receive weighted high school credit.

Student Fees, Fines, and Charges (RCPS Policy JN)

The School Board may charge student fees for consumable materials and recover costs for lost or damaged School Board property in accordance with the Code of Virginia. Only fees permitted by law or Board of Education regulations may be charged, and all fees must be approved by the School Board. Fees will be waived for students who qualify for free or reduced lunch.

Students and their parents may be held financially responsible for the loss, damage, or failure to return School Board property.

Textbooks and workbooks required for courses will be provided free of charge; however, students are responsible for the care of these materials and must pay for any lost, damaged, or defaced books, based on their condition when issued.

Students may be charged for field trips or educational programs that are not required activities.

The withholding of student grades, report cards, diplomas, or class schedules due to unpaid fees, fines, or charges is not permitted.

Material Fees: All students are required to pay a material fee before the first day of school. This fee must be paid in full before students may participate in lab activities. The cost of optional items varies by department based on textbooks and equipment used.

Year-Long Grading:

Grades will now be assessed on a year-long basis, providing a more comprehensive evaluation of student performance. This approach allows for a better understanding of a student's overall progress and learning journey throughout the entire academic year.

9-Week Snapshots:

- Since we no longer have four grading terms where we were averaging grades, we will now have 9-week snapshots that will be implemented instead.
- These snapshots will serve as a 9-week check-in to gauge student progress and identify areas that may need additional attention.
- Each 9-week snapshot period will still be reported on report cards to keep families informed of students' ongoing progress.
- Snapshot grades will be used for mid-year projected GPA and class rank, and the final grades will be used to determine final class rank and GPA.

Implementation Details:

- Grades Reporting: Report cards will continue to be available every 9 weeks, reflecting the snapshot grades. The final year-long grade will be

a cumulative representation of the student's performance over the entire year.

- Communication: Teachers will continue to provide ongoing communication regarding student progress, offering insights into both strengths and areas for improvement.

Course Failure

A student who earns an "F" as the final grade in a first-year program is not eligible to retake that program.

Adult Student Information

Adult Student Enrollment

Individuals 18 years and older who are not enrolled in school may be accepted into day classes at the Center on a space-available basis. Adult students will not take the place of high school students and are required to pay tuition in addition to regular class fees.

Adult students must follow all policies and regulations that apply to high school students, including the smoke-free environment policy and disciplinary procedures. They must also follow standard attendance procedures, and excessive absences may result in dismissal from the program.

Continuing Education

Continuing Education is an integral part of Massanutten Technical Center's vocational education program. In partnership with local agencies and institutions, MTC provides quality training programs to meet the employment needs of Harrisonburg and Rockingham County residents and to support local economic development.

Programs are offered in Technical Training, Apprenticeship Related Instruction, Health Occupations, GED preparation, Trade and Industrial, and Computer/Business.

Student Services

School Counseling Services **(RCPS Policy IJ)**

- **Academic Counseling:** Assists students and parents in understanding curriculum options, planning a program of study, arranging and interpreting academic testing, and exploring post-secondary opportunities.

- **Career Counseling:** Provides students with information and planning support related to employment, apprenticeships, and post-secondary education and career opportunities.
- **Personal/Social Counseling:** Helps students develop self-understanding, respect for others, conflict resolution skills, and individual goals aligned with their interests and abilities. Personal/social counseling records are confidential and kept separate from educational records, disclosed only with parental consent or as required by law. This counseling may occur in group settings addressing general social development or in structured individual or small group sessions focused on specific concerns.

Parents may opt out of personal/social counseling for their child by notifying the school in writing.

Role of the Center Counselor

The counselor at Massanutten Technical Center will:

- Collaborate with students' home schools to address student concerns and maintain communication.
- Assist with high and middle school recruitment, testing, and career counseling.
- Refer students to the Work-Based Learning Coordinator and other job placement services as appropriate.
- Be available for conferences with students, teachers, and others related to MTC.
- Promote the Pillars of Character Counts through events, recognition, awards, and displays.
- Equip all MTC students with the skills to develop a career portfolio.
- Support the administration with attendance referrals by maintaining communication with parents, staff, and students.

Third Year Program

Students interested in returning for a third year must have their instructor's recommendation and a final grade of "B" or higher in their second year. Third-year enrollment is only available if space permits.

Work-Based Learning Program

The Work-Based Learning Program connects high school students with business and industry in an organized, educational work-experience setting. This program combines career and technical classroom instruction with employment directly related to the student's coursework. Instruction and employment are planned and supervised by both the school and the employer to support the student's career goals and employability. This experience can assist students in securing full-time employment after graduation.

Participation Procedure:

1. Student completes the Application for Admittance (available from the instructor).
2. Instructor completes the Instructor Recommendation form.
3. Ms. Cabbage verifies that the student is passing all classes with a 75% or higher.
The program coordinator contacts the employer.
4. The coordinator conducts an interview evaluation with the student.
5. The Program Agreement is signed by all parties.
6. Parents accept full medical responsibility for any incidents during participation.
7. Students must follow the RCPS Acceptable Use Policy (AUP) while participating in mentorships or clinical experiences.

For questions, please contact Mrs. Debi Rhodes at Massanutten Technical Center at 434-5961.

Student Organizations

Massanutten Technical Center has two student organizations that promote skill development, leadership, and social growth through club activities. Students are encouraged to participate in regional, state, and national competitions when available.

HOSA

HOSA is a global, student-led organization recognized by the U.S. Department of Education and the Department of Health and Human Services. It empowers future health professionals to become leaders in the global health community through education, collaboration, and hands-on experience.

SkillsUSA

SkillsUSA is a national student organization available to students in various programs at MTC. It promotes leadership, teamwork, service, and competition at the district, state, and national levels. The mission of SkillsUSA is to help members become world-class workers and responsible American citizens.

Standards of Student Conduct

Code of Responsible Student Conduct

(RCPS Policy JFC)

At Massanutten Technical Center, we believe education should prepare all students to become lifelong learners and responsible, productive members of society. This includes developing marketable job skills and fostering positive behaviors and attitudes, including honesty, hard work, respect for family and environment, modesty, civility, wellness, and love for our country.

We seek to instill and cultivate in each student the Pillars of Character:

Respect

- Treat all individuals with fairness, tolerance, and care in thoughts, words, and actions.
- Behave in a manner that ensures uninterrupted learning.
- Follow directions from those in authority promptly.
- Safeguard and return school and others' property in good condition.

Trustworthiness

- Be honest in all school-related activities.
- Provide accurate and reliable information at all times.
- Use, give, and accept only authorized assistance in schoolwork.

Responsibility

- Know and follow school rules.
- Attend school and classes regularly and on time.
- Obtain proper authorization and provide documentation for absences or tardiness.

Citizenship

- Remain drug, alcohol, and tobacco-free, avoiding situations where these substances are used illegally.
- Dress in a way that promotes safety, cleanliness, modesty, and does not disrupt the learning environment.
- Avoid attire or actions that threaten or intimidate others or promote drugs, alcohol, tobacco, weapons, lewdness, or vulgarity. At school dances, refrain from sexually explicit dancing, including grinding.
- Report any violations of the Code of Responsible Student Conduct to a person in authority.

Caring

- Treat everyone as an individual of worth.
- Listen to others' opinions, even when different from your own.
- Participate in service activities and look for opportunities to help others.

Fairness

- Act fairly toward others in all situations.
- Avoid taking advantage of situations to gain an unfair advantage.

Acceptable Computer System Use

(RCPS Policy IIBEA/GAB)

The School Board provides a computer system, including internet access, to support education, research, and legitimate school business. The system includes all hardware, software, networks, internet services, and devices connected to the division's network.

Use of the computer system is a privilege, not a right. Inappropriate use may result in loss of privileges, disciplinary action, and/or legal action. All use may be

monitored, read, and archived by division staff, and users have no expectation of privacy, including on personal devices while connected to the division network.

Users must follow the Technology Use Guidelines established by the superintendent, which include:

- Using the system only for educational, instructional, or authorized administrative purposes.
- Protecting login information and not sharing passwords.
- Following laws and policies, including prohibitions on illegal or inappropriate content and unauthorized online activities.
- Adhering to internet safety guidelines, including cyberbullying prevention and appropriate online behavior.
- Prohibiting unauthorized disclosure of personal information or photos of minors.
- Obtaining prior approval before installing software or services.
- Prohibiting the use of TikTok, WeChat, and related websites/apps on division devices.

The division's computer system is not a public forum, and its use must align with the educational mission and the needs of students.

Student-Owned Electronic Devices

(RCPS Policy AD JZK)

Rockingham County Public Schools is committed to maintaining a safe, healthy, and focused learning environment. While personally owned electronic devices can support learning, they may also cause distractions, disruptions, and safety concerns.

Definitions:

- Personally owned electronic device: Any non-school-issued device used to receive or transmit electronic information (e.g., phones, tablets, laptops, smartwatches, headphones, gaming devices).
- School day: From building entry until final dismissal.

Regulations:

- RCPS is not liable for loss, theft, or damage of student-owned devices.
- Use during the school day is not permitted for elementary, middle, and high school students.
- High and middle school students may use devices after school, at extracurricular activities, and on buses per Transportation guidelines.
- Use on field trips requires principal permission.
- Devices must remain off, muted, and stored in bags or purses during the school day.

- Only wired headphones may be used with RCPS-issued devices.
- Exceptions require principal approval unless legally required.
- Violations will be addressed per Administrative Directive AD-JZK.

Usage Expectations:

- Students must comply with local, state, and federal laws, the RCPS Acceptable Computer System Use Policy (IIBEA), and school rules (including no cheating, bullying, or unauthorized sharing).
- Recording, transmitting, or posting images or videos of others is prohibited.
- RCPS reserves the right to monitor and control student device activity on its network, determine permitted usage, and regulate access to ensure alignment with instructional goals and safety standards.

Consequences for Unauthorised Use of Personal Electronic Devices

(RCPS Policy AD JZK)

Rockingham County School Board Policy JZK restricts the use of student-owned electronic devices on school property. Violations will result in the following consequences:

First Offense:

- Device confiscated and turned in to an administrator. Student conference and warning. Parent notified; student may pick up the device after school.

Second Offense:

- Device confiscated. Student conference. Parent notified; parent must pick up the device. Student assigned BASE, lunch detention, or after-school detention.

Third Offense:

- Device confiscated. Student conference. Parent notified; parent must pick up the device. Student assigned up to 3 days of BASE and 10 days of Poor School Standing. Student loses the privilege to have a device at school.

Fourth Offense:

- Device confiscated. Student conference. Parent notified; parent must pick up the device. Student assigned up to 10 days of BASE and 30 days of Poor School Standing.

Dress Code

(RCPS Policy JCFI)

Rockingham County Public Schools' dress code supports a safe, respectful, and focused learning environment while promoting dignity, modesty, and readiness for future education and employment.

General Expectations:

Student dress must not interfere with learning, cause disruption, threaten safety, or damage property. Students are expected to dress in a way that aligns with the educational environment.

Dress Code Prohibits:

- Exposed undergarments, midriff, lower back, cleavage, or bare chest.
- Strapless tops or tops with spaghetti straps.
- Dresses, skirts, pants, or shorts shorter than mid-thigh.
- See-through clothing.
- Hats, hoods, or head coverings indoors (unless for religious/medical reasons).
- Sunglasses indoors (unless for medical reasons).
- Spiked accessories or wallet chains.
- Extremely tight pants (leggings, yoga pants, compression shorts, etc.) without mid-thigh coverage.
- Disruptive or hazardous jewelry, including facial/body piercings.
- Clothing promoting drugs, alcohol, violence, profanity, or sexual content.
- Clothing with discriminatory or denigrating messages.

Consequences for Violations:

- **First Offense:** Warning, change of clothes, parent notification.
- **Second Offense:** Change of clothes, parent notification, and one day of BASE, lunch detention, after-school detention, or Saturday school.
- **Third Offense:** Change of clothes, parent notification, and up to three days of BASE or out-of-school suspension.
- **Further Offenses:** May result in additional BASE, suspension, Poor School Standing, or a change in educational placement.

Home School Activity Participation

MTC students are encouraged to stay involved in home school activities; however, attendance guidelines must be followed.

To attend a home school activity (assemblies, pep rallies, etc.), students must:

- Notify their MTC instructor of the upcoming activity.
- Notify the MTC office of the activity.
- Ensure the home school administration contacts MTC administration to request attendance.

MTC and home school administrators will decide together if it is necessary for the student to miss MTC classes to attend the activity.

Students are responsible for their attendance if these guidelines are not followed.

Sexual Harassment **(RCPS Policy JFHA-GBA)**

The Rockingham County School Board is committed to maintaining an educational environment and workplace that is free from sexual harassment and other unlawful forms of harassment. The School Board therefore prohibits harassment against students, employees, or others on the basis of sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, status as a veteran, genetic information or any other characteristic protected by law or this policy, as well as on a belief that such characteristic exists, (referred to in this policy as “Prohibited Harassment”), at school or any school sponsored activity.

It is a violation of this policy for any student or school personnel to engage in Prohibited Harassment at school or any school sponsored activity. Further, it is a violation of this policy for any school personnel to tolerate Prohibited Harassment at school or any school sponsored activity, by students, school personnel, or third parties participating, observing or otherwise engaging in school sponsored activities. It is also a violation of this policy for any student or school personnel to retaliate against anyone who files a complaint of Prohibited Harassment, participates in such proceedings, or otherwise opposes harassment of any student or school personnel.

School personnel includes School Board members, employees, agents, volunteers, contractors, or other persons subject to the supervision and control of the school division.

The Rockingham County Public School Division (“RCPS” or the “Division”) shall:

- promptly investigate all complaints, written or verbal, of Prohibited Harassment at school or any school sponsored activity;
- promptly investigate all complaints, written or verbal, of retaliation against anyone who files a complaint of harassment, participates in such proceeding, or otherwise opposes harassment of any student or school personnel;
- promptly take appropriate action to stop any Prohibited Harassment or retaliation;
- take appropriate action against any student or school personnel who
- violates this policy and provide appropriate remedies to restore equal access to the educational environment, educational activity, and/or

- workplace; and
- take any other action reasonably calculated to end and prevent further harassment and/or retaliation of school personnel or students.

Stealing and Vandalism

Students involved in stealing or vandalism may face suspension, expulsion, and criminal prosecution. The Center will pursue court action against anyone who steals or damages school property, and victims may choose to press charges independently.

Students should take care of their personal belongings, as the school is not responsible for lost or stolen items.

School Property and Searches

(RCPS Policy AD JFG)

All lockers and school-related property remain the property of the school, and students have no expectation of privacy regarding:

- Lockers, desks, cabinets, vehicles, computer equipment, and other school facilities.
- Articles or items brought onto school property or to school events, including book bags, purses, briefcases, folders, and vehicles.

Bringing or placing items on school property or at school-related events implies voluntary consent to inspection. These items are subject to search at any time, without notice or reason.

The school may also use canine detection on school-controlled property and for articles brought onto school property or to school-related events.

Student Search and Seizure

(RCPS Policy JFG)

To maintain a safe and orderly learning environment, Rockingham County Public Schools (RCPS) may conduct reasonable searches of students and property to deter weapons, drugs, alcohol, and contraband on school property or at school activities, consistent with the law.

Expectation of Privacy: Students have no expectation of privacy regarding lockers, desks, computer equipment, vehicles, or items brought onto school property or to school events. All may be searched at any time without notice or consent.

Student Searches: Students and their belongings (e.g., book bags, purses, personal devices) may be searched with individualized reasonable suspicion of rule or law violations. Searches should be conducted privately when possible,

with consent initially requested. If necessary, uncooperative students may be searched immediately for safety, with parents and/or law enforcement notified as appropriate.

Scope: Searches must be related to the suspected violation and not excessively intrusive, considering the student's age and gender.

Vehicles: Student vehicles on school property may be searched without notice or consent when there is reasonable suspicion of illegal or unauthorized items.

Canine Detection: Trained canines may inspect lockers, desks, and other property; alerts provide reasonable suspicion for a search. Dogs will not sniff students directly.

Metal Detectors: May be used with reasonable suspicion or for all individuals during security checks.

Random Searches: May occur with superintendent approval to prevent dangerous situations, using truly random selection methods.

Seizure of Contraband: Illegal items will be documented and turned over to law enforcement. Other items will be retained by administration or the SRO until no longer needed.

Cameras: Surveillance cameras are used for evidence gathering and do not guarantee continuous monitoring.

Notice: Schools are not required to notify parents before searches but will notify parents afterward as soon as practical.

Alcohol and Drugs in School **(RCPS Policy JFCF)**

Rockingham County Public Schools prohibits the use, possession, or distribution of controlled substances, imitation controlled substances ("look-alikes"), and drug paraphernalia on school property or at school-related activities. **Violations may result in expulsion**, which is the permanent denial of access to RCPS.

Definitions

- **Controlled Substance:** Includes any illegal drug, imitation drug, or marijuana as defined by Virginia law.
- **Imitation Controlled Substance:** Items resembling or claiming to act like a controlled substance.
- **Drug Paraphernalia:** Any item used to produce, conceal, or consume controlled substances.

Procedures for Violations

If a student is suspected of possession, use, or distribution:

- The principal will investigate and notify parents, the Superintendent, and law enforcement as appropriate.
- Any suspected substances will be turned over to law enforcement.
- The student and parents will meet with the principal to discuss findings and disciplinary actions.

Penalties for High School Students (Grades 9-12):

First Offense (Possession/Use):

- Up to 10-day suspension (in-school or out-of-school).
- Placement on Poor School Standing (PSS) for at least 180 days, restricting extracurricular participation and driving privileges.
- Required completion of a substance abuse course to regain privileges.
- Option to reduce PSS days through community service (1 PSS day removed per 4 service hours).

Subsequent Offenses (Possession/Use):

- 10-day out-of-school suspension.
- Recommendation for long-term suspension or expulsion.

Distribution or Attempted Distribution:

- Immediate 10-day out-of-school suspension.
- Recommendation to the Superintendent and School Board for expulsion.

Poor School Standing (PSS):

"Poor School Standing (PSS)" is a consequence that limits students' privileges to participate in extracurricular activities. A student assigned to Poor School Standing may NOT:

- attend or participate in any extracurricular activities (including field trips, all VHSL activities, and school dances, etc.) nor be on school property other than the regular school day;
- participate in extracurricular activities that occur during the school day. Examples; field trips, pep rallies, field days, etc.; or
- be permitted to drive to school during that time.

Athletic Eligibility

Students found using anabolic steroids without a prescription are ineligible to compete in high school athletics for two school years.

Counseling

Students seeking help with substance abuse are encouraged to contact school counselors for confidential support and referrals.

Tobacco & Nicotine Vapor Products **(RCPS Policy JFCH)**

All Rockingham County Public Schools are **tobacco-free and drug-free zones**. The **use, possession, and distribution of tobacco products, nicotine vapor products, and look-alikes are prohibited for students on school property at all times**.

Definitions:

- **School property:** All RCPS-owned, leased, or used buildings, grounds, and vehicles.
- **Tobacco:** Includes cigarettes, cigars, pipes, snuff, chewing tobacco, cloves, and all products prepared for smoking or chewing.
- **Nicotine vapor products:** Includes e-cigarettes, vapes, and related devices or cartridges.
- **Smoking:** Carrying, holding, lighting, inhaling, or exhaling from any smoking device.

Consequences:

First Offense: Confiscation and up to 3 days of BASE, out-of-school suspension, or both.

Second Offense: Confiscation and up to 5 days of BASE, out-of-school suspension, or both.

Third Offense: Confiscation and up to 10 days of BASE, out-of-school suspension, or both, plus Poor School Standing. May result in referral to the Discipline Hearing Officer for additional disciplinary actions. Substance abuse counseling may be recommended.

Disciplinary action will also apply to the use or possession of imitation tobacco products.

Weapons in School **(RCPS Policy JFCD)**

Students are prohibited from carrying, bringing, using, or possessing firearms, dangerous devices, or weapons in any school building, on school grounds, in school vehicles, or at school-sponsored activities without authorization from the principal or superintendent.

Prohibited Items Include:

- Firearms (loaded or unloaded), pistols, shotguns, rifles, BB guns, air rifles, stun weapons, and look-alike/toy guns.
- Knives (dirks, bowie, switchblades, ballistic knives, razors, machetes).
- Slingshots, brass/metal knuckles, blackjacks.
- Martial arts weapons (nunchucks, throwing stars).

- Explosives, destructive devices, and other dangerous articles.

Consequences:

- Students **may be expelled for at least one year** for possessing a firearm or destructive device on school property or at a school activity, per Virginia law.
- The School Board may consider “special circumstances” to adjust disciplinary actions based on individual cases.
- The superintendent or designee will conduct a preliminary review to determine appropriate disciplinary action.

Students with Disabilities:

- Students with disabilities are subject to this policy. Discipline will align with IDEA regulations, including manifestation determination.
- Students with disabilities may be removed for up to 45 school days to an interim alternative setting for weapons violations, regardless of manifestation, if the weapon is capable of causing death or serious bodily injury (excluding pocket knives under 2.5 inches).

Attendance Information

Student Absences/Excuses/Dismissal **(RCPS Policy JED)**

Regular, on-time attendance is essential for academic success, career readiness, and personal growth. Parents/guardians are legally responsible for ensuring their child attends school daily and on time. Students must be in class, prepared for instruction, and may not leave campus during the school day without administrative permission.

Absences and Notification

- Parents/guardians must notify the school by phone, email, or note with the reason for a student’s absence.
- If no notification is received within 5 days, the absence will be unexcused.
- Absences due to illness, medical appointments, legal obligations, funerals, and religious observances may be excused at the principal’s discretion.

Students who are absent may make up missed classwork and receive full credit. Students will have the same number of days to complete make-up work as the number of excused days absent (e.g., a student absent for three days will have three days upon return to complete the work).

Attendance Monitoring and Interventions

Schools will contact parents on days when a student is absent without notice.

- 3rd Unexcused Absence: Notification to parent.
- 5th Unexcused Absence: Parent conference and attendance plan

- created.
- 7th Unexcused Absence: Attendance conference with parents and school staff; additional interventions planned if attendance does not improve.

Continued unexcused absences may lead to referrals to the attendance officer, community agencies, court action, and consequences including:

- Suspension of driving privileges.
- After-school detention or attendance recovery.
- Suspension from extracurricular activities.
- In-school suspension or Poor School Standing.

Prearranged Absences

Requests must be submitted in writing at least 14 days in advance. Approval is at the discretion of the principal, considering prior attendance and academic standing. Students are responsible for arranging make-up work with teachers.

Leaving School Early

Students must follow proper checkout procedures, with parental communication indicating the reason, time, and transportation details. Habitual early dismissals may result in an attendance improvement plan.

On-Campus During Absence

Students absent from school may not be on school grounds without administrative permission and may face disciplinary action if present without approval.

Skippping Class/Leaving Campus Without Permission

Students may face disciplinary actions such as loss of driving privileges, detention, suspension from extracurricular activities, and in-school suspension.

Make-Up Work

Students are responsible for completing all missed work due to absences, whether excused or unexcused, within the time frame arranged with their teachers. Failure to request or complete make-up work may result in a zero.

Extracurricular Participation

Students must be present for at least half of the school day to participate in extracurricular activities that day. For weekend activities, students must attend the last four hours of school on Friday unless prior approval is obtained from administration.

Programs with Additional Attendance Requirements

Massanutten Technical Center, dual enrollment, and honors courses may have stricter attendance requirements, including mandatory seat time for certification

or credit. Students are expected to meet these requirements to receive credit.

Work Study Students

Students in approved work-study programs may qualify for early dismissal or late arrival with administrative approval and an on-file work-study agreement. They may not remain on campus during work-study periods unless approved.

MTC Attendance Policy

Massanutten Technical Center is committed to preparing students for a competitive workforce, and good attendance is essential for success. Frequent absences result in missed instruction in key concepts and skills.

An excused absence is an absence for which appropriate documentation is provided. While a parent note may be accepted, a doctor's note or professional documentation is preferred when applicable. Valid reasons for an excused absence include:

- Student illness (doctor's note if absence is beyond two days).
- Contagious disease in the student's home (doctor's note)
- Death in the immediate family or of a close friend (obituary documentation)
- Legal obligations (court documentation required).
- Observance of a religious holiday.
- Medical or dental appointments (doctor's note required).
- Pre-arranged college or university visits (verification from the institution required).
- Suspension or in-school alternative placement.
- School-sanctioned activities (field trips, club activities, athletic events, District-approved events).
- Emergency situations as determined by the principal.
- Mental or behavioral health reasons (documentation from a licensed professional preferred).

Providing professional documentation helps ensure accurate record-keeping and support for the student's attendance needs.

Consequences for Unexcused Absences

3 Absences:

- Parents/guardians will receive a written notification outlining the absences and compulsory attendance requirements. Administration will be informed.

5 Absences:

- Administration will meet with the student and contact parents/guardians to discuss attendance concerns. Reasons for nonattendance will be documented, and consequences explained. An attendance improvement plan will be created.

7 Absences:

- Administration will meet jointly with the student and parents/guardians to address attendance concerns. Reasons for nonattendance will be documented, and consequences explained. Referral to the RCPS central office multi-disciplinary team will be considered, and a Level Two attendance improvement plan will be developed.

Students who accumulate 14 unexcused absences in a school year will be ineligible to return to the program for a second year at Massanutten Technical Center.

Students who accumulate 20 unexcused absences in a school year in a second-year program will be ineligible to receive their certificate from Massanutten Technical Center.

MTC Tardy Policy

Students must be in class on time, as class activities begin immediately at the first bell.

- Students arriving after 8:35 a.m. for morning classes or after 12:30 p.m. for afternoon classes will be marked tardy and must report immediately to the attendance office.
- Tardies due to school-sponsored activities (field trips, club meetings, pre-arranged activities) will be marked as participation in a school activity, not a tardy.
- Parents/guardians are encouraged to notify MTC if their student will be late.
- Transportation issues will not be excused as buses are provided daily for all MTC students.

Being on time is essential for full participation in instruction and reflects the expectations of the workplace.

Tardy Count	Action Taken	Additional Consequences
3rd Unexcused Tardy	Student referred to administration for discussion	Attendance expectations reviewed; recovery plan developed
5th Unexcused Tardy	Student referred to administration for discussion	Parent/guardian contact; recovery plan updated; loss of specific privileges for 1 week
7th Unexcused Tardy	Student referred to administration for discussion	Parent/guardian contact; recovery plan updated; loss of specific privileges for 2 weeks
10th Unexcused Tardy	Student referred to administration for discussion	Parent/guardian contact; recovery plan updated; loss of specific privileges for 4 weeks

Possible Privileges Lost:

- Driving privileges
- Participation in school-sponsored extracurricular activities
- May not attend activities, assemblies, clubs, dances, sporting events, SkillsUSA, or CTSO events, regardless of location.
- May not participate in classroom rewards or parties in any class.
- May not participate in MTC's picnic day activities
- May not participate in job shadowing experiences offered through their MTC program; an alternate assignment will be required.

An unexcused tardy of 15 minutes or more will be counted as one (1) unexcused absence.

Disciplinary Information

To maintain a positive and productive educational environment at Massanutten Technical Center, clear expectations for student conduct are essential. Students are expected to respect the rights and privileges of fellow students and staff, understanding that school rules and disciplinary actions are in place to protect the welfare of the entire school community.

Disruptive behavior will not be allowed, and disciplinary measures will be taken when students fail to follow school and safety rules, as one student's behavior will not be permitted to disrupt the learning environment for others.

MTC has zero tolerance for bullying and harassment. These behaviors will not be tolerated.

Students are expected to treat faculty, staff, and fellow students with respect at all times and to model the Pillars of Character Counts in their conduct.

Out of School Suspension (OSS)

If a student is suspended from Massanutten Technical Center (MTC), they are automatically suspended from their home high school. Likewise, a suspension from the home high school results in suspension from MTC.

Procedures:

- Upon referral, the student will have the opportunity to explain their side of the issue to the Assistant Principal/Director.
- The Assistant Principal/Director will gather information, provide due process, and determine whether a policy or rule violation has occurred.

If a violation is confirmed, appropriate disciplinary action will follow, which may include:

- Counseling with the Assistant Principal/Director
- Behavior Improvement Program (BIP)
- Saturday school
- Short-term suspension (less than 10 days)
- Long-term suspension (more than 10 days)
- Recommendation for expulsion from the Harrisonburg City/Rockingham County school system.

The home school principal, superintendent, and parents will be notified promptly in the event of a suspension. Students and parents will have the opportunity to meet with the Assistant Principal/Director to discuss the issue. If the matter is not resolved, they may appeal to the MTC Principal/Director and then to the Division Superintendent.

Harrisonburg City School students follow Rockingham County Public Schools' disciplinary policies while attending MTC; however, they may also be subject to additional disciplinary action under Harrisonburg City Schools policies.

Safety

Safety Rules/PPE

Massanutten Technical Center expects all students to follow all classroom and lab/shop safety rules. Students are also required to wear Personal Protective Equipment (PPE) at all times in lab and shop areas.

Lab and Shop Safety

Massanutten Technical Center prioritizes safety in all lab and shop environments.

All students are required to follow these guidelines:

- Safety zones will be clearly marked around all dangerous equipment.
- Machine safety guards and devices must be used at all times.
- Safety goggles/glasses and required PPE must be worn by all persons engaged in lab activities.
- Students may not operate equipment until they have received safety and operating instructions and have successfully completed a written safety and machine operation instructional unit. Quizzes, tests, study guides, and documentation will be kept on file in the instructor's office while the student is enrolled.

Before working in the lab, students must:

- Complete all required safety tests for specific equipment and skills.
- Pay all materials fees.
- Complete insurance forms, emergency forms, and the handbook agreement.

Operating Procedures

Break & Hallway Procedures

- Parking lots and vehicles are strictly off-limits during class time and breaks.
- Breaks will be taken in supervised instructional areas and will not exceed ten minutes, scheduled at the teacher's discretion.
- Students may not loiter in the halls during breaks and should remain in their instructional areas unless given permission by the teacher.
- Non-emergency errands should be handled before school; students must have a hall pass to be in the hallway during instructional time.
- Cell phone use is not permitted during breaks or the instructional day.

Dismissal Procedures

The doors to all departments and classrooms are to be kept closed until the diClassroom and department doors must remain closed until the dismissal bell sounds. Students will not be dismissed early and are not permitted to loiter or congregate in hallways, doorways, or other departments before the bell. For safety reasons, running is not allowed. When the bell sounds, students are expected to

walk directly to the buses or parking lot in an orderly manner and should remain alert when crossing between parked buses. Only bus riders are permitted to leave on the first dismissal bell, while car riders and drivers must remain in the classroom until the second dismissal bell sounds. Students who fail to follow these procedures may face disciplinary action, including placement in the Behavior Improvement Program (BIP), Saturday School, out-of-school suspension (OSS), social probation, and/or loss of driving privileges.

Crisis and Emergency Procedures

In the event of a crisis, such as a fire, tornado, chemical spill, or any other dangerous situation, it may be necessary to evacuate or lockdown the school building to ensure student safety. Please understand that schools are often the safest place for your child during an emergency, and their release will depend on the specific situation. Students will remain at school until emergency personnel authorize their release to a parent or guardian. We ask parents not to call the school during a crisis, as phone lines must remain open for emergency communications. If someone other than a parent comes to pick up a student, the building administrator will verify with the student, document the pickup, and, if parental consent cannot be obtained, the student will remain at school. Parents should listen to local radio and television stations for instructions regarding when, where, and how to pick up their child once students are released. Upon arriving at the school or designated site, please follow the instructions of school personnel patiently to ensure a safe and orderly process. Regular bus transportation will continue to operate and is the recommended method for safely and efficiently getting students home after an emergency.

Fire Drill Procedures

Fire drills are conducted to teach students how to evacuate the building quickly and safely in the event of a real fire. Calm, orderly behavior is expected at all times. Students must leave the building using their assigned routes and remain outside until the return signal is given. During break times, students in the corridors should keep to the right and exit through the nearest available exit. All doors and windows should be closed before leaving, and students should file out quietly. At the sound of the fire alarm, the building must be evacuated immediately.

Hall Passes

Students are not permitted to visit other departments, use the phone, or be in the hallways during instructional time without a hall pass issued by a teacher or administrator. Students must request permission from their classroom teacher and present a signed hall pass at the main office before entering the parking lot.

Student Parking

Students may park only in white-lined parking areas; parking in yellow-lined areas is prohibited and will result in a ticket. (Note: areas with no lines are not designated for student parking.) Students who drive must use the designated student parking area in front of the Main Building. High school student vehicles are not permitted behind the Main Building, between the Main and East Buildings, or below the East Building. Students who need to bring vehicles to these areas for instructional purposes (e.g., Automotive Technology, Diesel Technology, Collision Repair) must receive prior permission from their instructor and the main office. Any student arriving after the bell must report to the office with a hall pass before entering the parking lot. Parking in the bus lane is prohibited for students and parents. Students may not sit in vehicles, loiter in the parking lot upon arrival, or return to their vehicle before dismissal without office permission. Failure to follow these rules may result in parent notification, revocation of driving and parking privileges, or suspension from school.

Student Transportation of Other Students

Approved student drivers may transport other students between their home school and MTC only with written parent permission for both the driver and the passenger. Transportation permission forms are available in the main office and must be completed and kept on file at MTC. Students who transport other students without the required permissions will face disciplinary action, which may include placement in the Behavior Improvement Program (BIP), out-of-school suspension (OSS), and/or loss of driving privileges to and from MTC.

Security Cameras

Massanutten Technical Center uses a security system, including cameras, to monitor school buildings and grounds. Cameras are used as evidence-gathering devices only and do not guarantee or warrant continuous monitoring, crime detection, or prevention. Any video or images captured are the property of the school and are not considered scholastic or student records under state or federal laws, including the Family Educational Rights and Privacy Act (FERPA).

Student Driving Regulations

Driving to and from Massanutten Technical Center is a privilege. Any violation of state law, reckless driving, or failure to follow MTC policies or safe driving practices will result in the loss of driving privileges.

Students must:

Obey all traffic rules on MTC property, including:

- Stopping completely at stop signs.
- Following all posted parking signs.
- Obeying one-way traffic patterns.
- Maintaining the 12 M.P.H. speed limit.

- Be courteous, allow cars to merge, and never pass a stopped bus with flashing lights.
- Yield to pedestrians at all times.
- Keep all passengers seated inside the vehicle while moving; students may not ride on the back of trucks.
- Park only in designated student parking areas.

Follow all safety regulations, including:

- No cell phone use while driving.
- Wearing seatbelts.
- Wearing helmets on mopeds/motorcycles.
- Not exceeding passenger limits.

Other Items:

- Arrive no more than 15 minutes before class begins, unless prearranged with a teacher.
- Report directly to class upon arrival and do not loiter in the parking lot.
- Remain in class until the dismissal bell before returning to vehicles.

Student Transportation of Other Students

Students may only transport other students between home school and MTC with written parental permission for both the driver and the passenger on file in the MTC office.

- Failure to follow this rule will result in loss of driving privileges.

Student Vehicle Registration & Parking Permits

- All students must register all vehicles they plan to drive to MTC by the end of the first week of school.
- One hanging mirror tag will be issued to each student upon registration.
- Students may add or remove vehicles from their registration at any time by reporting changes to the main office secretary; there is no charge for updates.
- If a student drives an unregistered vehicle for one day only, they must report the vehicle's make, model, and license plate number to the main office secretary.
- Students should keep vehicles locked at all times to protect personal property and the parking permit from theft.

The mirror tag:

- Is transferable between vehicles owned by the student or their parents, provided all vehicles displaying the tag are registered with MTC.
- Is not transferable to other students or non-family members.
- Mirror tags must be displayed from the front center rear-view mirror with the tag number visible from outside the vehicle.

School Calendar and Closings

Massanutten Technical Center follows the Rockingham County Public Schools calendar. When Rockingham County and Harrisonburg City school schedules do not align, the Rockingham County schedule will be followed, and students are expected to attend according to this calendar. Students who do not follow the RCPS calendar will be counted absent. Any adjustments to the calendar will be announced as needed. Harrisonburg High School students should pay close attention to attendance instructions provided by their teachers. When Rockingham County schools are closed, MTC day classes will not be held. School closings will be announced on local radio stations.

Please see the RCPS calendar on the next page.

Rockingham County Public Schools 2025-2026 School Year - Approved 1/13/2025

M T W T F M T W T F

August - 2025					February - 2026				
				1	2	3	4	5	6
4	5	6	7	8	9	10	11	12	13
11	12	13	14	15	16	17	18	19	20
18	19	20	21	22	23	24	25	26	27
25	26	27	28	29					

September - 2025					March - 2026				
1	2	3	4	5	2	3	4	5	6
8	9	10	11	12	9	10	11	12	13
15	16	17	18	19	16	17	18	19	20
22	23	24	25	26	23	24	25	26	27
29	30				30	31			

October - 2025					April - 2026				
		1	2	3	1	2	3		
6	7	8	9	10	6	7	8	9	10
13	14	15	16	17	13	14	15	16	17
20	21	22	23	24	20	21	22	23	24
27	28	29	30	31	27	28	29	30	

November - 2025					May - 2026				
3	4	5	6	7	4	5	6	7	8
10	11	12	13	14	11	12	13	14	15
17	18	19	20	21	18	19	20	21	22
24	25	26	27	28	25	26	27	28	29

December - 2025					June - 2026				
1	2	3	4	5	1	2	3	4	5
8	9	10	11	12	8	9	10	11	12
15	16	17	18	19	15	16	17	18	19
22	23	24	25	26	22	23	24	25	26
29	30	31			29	30			

January - 2026					July - 2026				
			1	2					
5	6	7	8	9	6	7	8	9	10
12	13	14	15	16	13	14	15	16	17
19	20	21	22	23	20	21	22	23	24
26	27	28	29	30	27	28	29	30	31

- School Led Inservice
- Teacher Workday
- School Led Inservice / Teacher Workday
- Division Holiday for Teachers and Students
- Division Inservice
- Division Inservice / Parent Teacher Conferences
- 3 Flex Teacher Workdays (Aug. 4-8, 14-15, Jan. 2)
- Early Dismissal

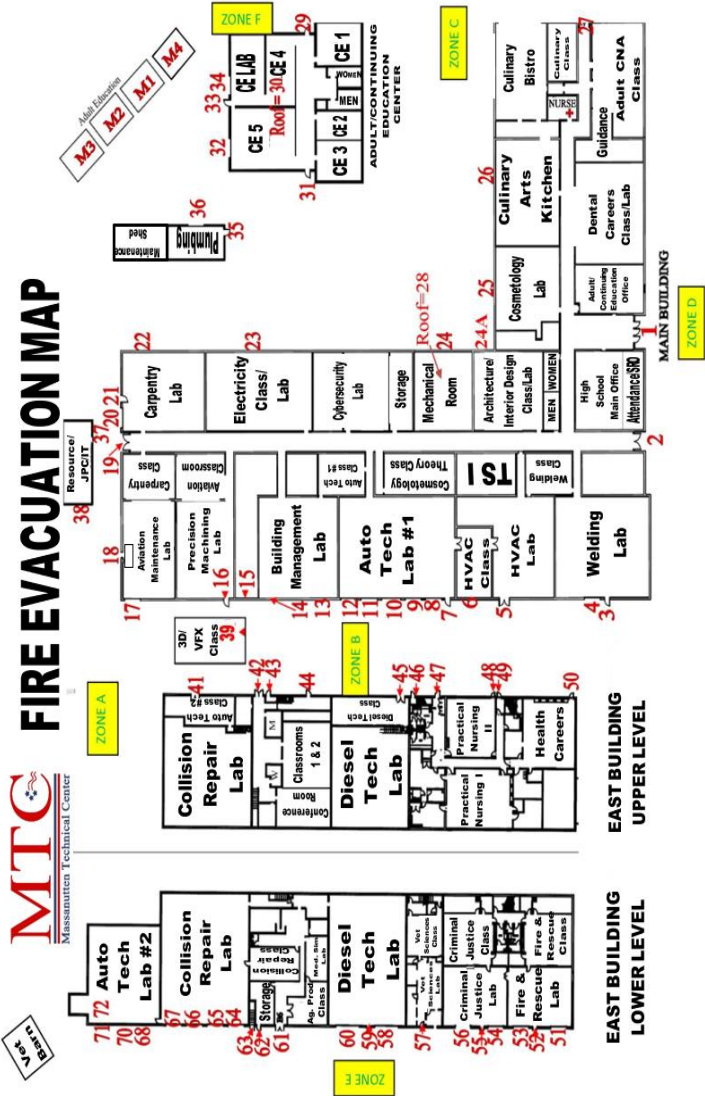
NOTES

- 195 designated days: 173.5 instructional days and 21.5 workdays
- Anticipated SOL Test Window: May 4-22
- The Superintendent, in consultation with School Board, determines make-up days
- The last week may be shortened if no days are missed
- Other flex days may be coordinated with your administrator
- A teacher's work day is 7.5 hours

AUGUST	
4-8, 14, 15	3 Flex Teacher Workdays (August 4 - 8, 14, 15; January 2)
6, 7	Early Career Teacher Meetings with Mentees
8	Division New Teacher Orientation
11	School Led Inservice
12, 13	Division Led Inservice
18	Teacher Workday / Open House for Elementary Schools and MTC
19	Teacher Workday / Open House for Secondary Schools
20	School Led Inservice / Teacher Workday
21	First Day of School
SEPTEMBER	
1	Division Holiday: Labor Day
23	Interim Reports Issued
OCTOBER	
13	No School for Students - School Led Inservice / Teacher Workday
23	End of 1st Grading Period
24	No School for Students - Teacher Workday
31	K-12 Report Cards Issued
NOVEMBER	
3, 4	Conferences: No School for Students
3	Parent Conference Day: Elementary 12:00-7:00 pm
3	Division Led Inservice: Secondary
4	Parent Conference Day: Secondary 12:00-7:00 pm
4	Division Led Inservice: Elementary
26, 27, 28	Division Holiday: Thanksgiving
DECEMBER	
3	Interim Reports Issued
22 - 31	Division Holiday: Winter Break
JANUARY	
1, 2	Division Holiday: Winter Break
2	Flex Teacher Workday
16	End of 2nd Grading Period
16	End of 1st Semester
19	Division Holiday: Martin Luther King Day
20	No School for Students - Teacher Workday
30	K-12 Report Cards Issued
FEBRUARY	
16, 17	Conferences: No School for Students
16	Parent Conference Day: Secondary 12:00-7:00 pm
16	Division Led Inservice: Elementary
17	Parent Conference Day: Elementary 12:00-7:00 pm
17	Division Led Inservice: Secondary
20	Interim Reports Issued
MARCH	
19	End of 3rd Grading Period
20	No School for Students - Teacher Workday
30, 31	Spring Break <i>Possible Make-up Days</i>
APRIL	
1 - 3	Spring Break <i>Possible Make-up Days</i>
6	No School for Students - School Led Inservice / Teacher Workday
10	K - 12 Report Cards Issued
30	Interim Reports Issued
MAY	
1	No School for Students - Teacher Workday <i>Possible Make-up Day</i>
25	Division Holiday: Memorial Day
JUNE	
1	End of 4th Grading Period
1	Early Dismissal-1:00 pm ~ Last Day of School
3	End of 2nd Semester
3	Elementary Report Cards Issued
4, 5	Teacher Workday <i>Possible Make-up Days</i>
19	Division Holiday: Juneteenth
JULY	
3	Division Holiday: July Fourth
6 - 24	Summer School

MTC
Massachusetts Technical Center

FIRE EVACUATION MAP





2nd Year Program Admission Requirements

Massanutten Technical Center is committed to preparing students to enter the workforce and succeed in higher education. To ensure students have the work ethic and determination to complete their programs successfully, students must meet the following requirements to be eligible for the second year of their chosen program.

Student Name: _____

MTC Program: _____

Base High School:

BHS

ERHS

TAHS

SHS

RA

HHS

RHS

Criteria:	Description:
Attendance	Students may not miss more than 14 school days during the year to remain eligible for a second year at Massanutten Technical Center. Exemptions may be considered for school-related absences and excused, documented absences as outlined in the student handbook. Students who accumulate 14 absences in a school year will be ineligible to return to the program the following year. • Four (4) unexcused tardies of 15 minutes or more will equal one (1) unexcused absence.
Discipline	Students are expected to maintain appropriate behavior at MTC and their base school. Any disciplinary issues may result in a student being disqualified from returning for a second year.
Grades	The student must earn a passing final grade in their first-year program at Massanutten Technical Center to be eligible for enrollment in the second year of the program. This demonstrates that the student has successfully learned the foundational skills necessary to continue in advanced coursework.
*Graduation Track	The student must be on track for graduation at their base high school and must be passing all classes deemed necessary for graduation by the Virginia Department of Education by the end of May to remain eligible for a second year at Massanutten Technical Center.

♦ Any student who did not qualify for a second-year class in a previous year should contact MTC administration to discuss available options for possible admission.

♦ **Summer School Option:** Students who may fail a single required course can regain eligibility for a second-year program at Massanutten Technical Center by completing the course through summer school. This does not guarantee placement but provides a pathway to remain eligible for enrollment. Students and parents should contact their school counselor for details regarding summer school credit recovery options.

Student Signature: _____

Parent Signature: _____

It is the policy of the Rockingham County School Board to comply with all applicable state and federal laws regarding non-discrimination in employment and educational programs and services. It is an equal opportunity employer and educational agency.