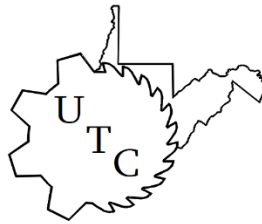




2023-2024

**UNITED TECHNICAL CENTER
SECONDARY STUDENT HANDBOOK**



TRAINING TODAY FOR TOMORROW!

251 Marietta Street; Clarksburg, WV 26301
Telephone: (304) 326-7580; Fax: (304) 622-6138
www.unitedtechnicalcenterwv.com

WELCOME

The Administrative Staff and Faculty of United Technical Center welcome you as a member of our student body. This student handbook has been prepared for you in hopes that it will provide the information necessary to gain full benefits as a student. In order for us to operate efficiently, rules and regulations must be adhered to by all. The policies written herein and in the United Technical Center Policy Manual maintained in the Administrative Office are provided to allow your maximum productivity while you are attending our facility. Please read this handbook carefully and keep it as a reference.

This Handbook belongs to _____.

DISCLAIMER

All policies in this handbook are subject to change. These changes may occur due to changes in WV state law, United Technical Center or WV State Board of Education actions. The policies, rules and regulations in these handbooks reflect the mission of the Administrative Council and the staff of United Technical Center.

United Technical Center does not discriminate on the basis of race, color, national origin, sex, religion, disability, age or any other basis prohibited by law in its programs, activities, or employment practices. For inquiries contact: Matthew Call, Title IX Director, 251 Marietta Street, Clarksburg, WV 26301, 304-326-7580.

UNITED TECHNICAL CENTER MISSION STATEMENT

United Technical Center will provide rigorous and relevant career and technical education that allows students to succeed and achieve to their highest potential in the workforce of the 21st Century.

UNITED TECHNICAL CENTER PHILOSOPHY

The philosophy of United Technical Center reflects a cooperative effort between the schools, business/industry and the community in order to prepare the secondary and post-secondary student with the necessary skills to meet the demands of an ever-changing job market.

Career Technical Education is an integral part of a comprehensive educational system. It is designed to enhance the academic program and serve as a stepping stone for students who seek further education and/or employment. The staff of this technical education facility will strive to meet the needs of the students by offering reading, writing and mathematics as applied to specific programs. The curriculum is also designed to assist the persons who want or need updating, retraining or self-improvement skills.

Learning is a dynamic process for each student. At United Technical Center, the intention is to enable students to achieve their individual goals by encouraging good work habits and developing critical thinking and problem-solving skills, as well as the traditional work ethic. Instruction is monitored and paced to meet the individual abilities of each student. Curriculum is designed to allow for a work-based component.

An atmosphere conducive to learning is maintained by the display of a professional attitude by *all* staff members at *all* times. Qualified professionals continue to develop their expertise in order to offer students the most current information available in the most efficient instructional manner.

United Technical Center will continually improve equipment and instruction in order to meet the needs of the technological job market. In addition, the school will strive to preserve a safe and orderly environment to maximize learning.

The foundation of United Technical Center's philosophy is a commitment that embraces excellence and a dedication to serving the diverse educational needs of our students and the community.

UNITED TECHNICAL CENTER CORE BELIEFS THAT DRIVE SCHOOL IMPROVEMENT

We believe.....

1. In a 21st Century learning environment that motivates and prepares students for lifelong learning.
2. We must strengthen community support, expand public awareness and enhance the lines of communication between the community and the faculty of UTC.
3. Qualified and concerned staff must be employed and provided with opportunities for professional development.
4. In providing a safe environment, 21st Century equipment, tools, technology and instruction to maximize learning, and in optimizing the use of all available resources.
5. That by conducting on-going evaluations of programs, policies and procedures, and by successfully meeting state standards on mandatory testing, we will ensure United Technical Center's commitment to excellence.
6. Students, staff, parents and community must actively share in the responsibility for learning.

UNITED TECHNICAL CENTER FIVE YEAR BROAD GOALS

- Goal/Objective #1:* All United Technical Center adult programs will meet or exceed all credentialing program requirements set forth by the Council on Occupational Education.
- Goal/Objective #2:* United Technical Center secondary programs will meet or exceed requirements for placement as outlined by the West Virginia Department of Education.
- Goal/Objective #3:* United Technical Center secondary programs of study will complete the NOCTI Audit to measure student growth and progress.
- Goal/Objective #4:* All United Technical Center completers will complete their portfolio highlighting content skill sets mastered and credentialing obtained during the course of their program.
- Goal/Objective #5:* United Technical Center administration and faculty will implement technology to enhance the instructional delivery of all CTE Programs.

UNITED TECHNICAL CENTER FACULTY AND STAFF – 2022-2023

Matthew Call	Director
Ray Frazier	Assistant Director
Kimberly Baughman	Allied Health (Medical Assisting) Instructor
Kendra Bland	Cosmetology Coordinator/Instructor
Curt Boylen	Automotive Technology Instructor
Ann Burkhammer	English Instructor
Alisa Compton	Mathematics Instructor
Ed Conch	Electrical Technician Instructor
Donald Cyphers	Support Services Instructor
Michael Daugherty	Law and Public Safety Instructor
Joseph DeFazio, Jr.	Carpentry/Masonry Instructor
Vanessa Haymond	Drafting (CAD) Technology Instructor
Brandon Headley	Computer Systems Repair Technology and Drone Robotics Instructor
Mary Hull	Practical Nursing Instructor
Robert Jones	Collision Repair Instructor
Jennifer McWhorter	Therapeutic Services (Health Occupations) Instructor
Pam Nussear	Practical Nursing/Therapeutic Services Instructor
Connie Olivito	Cosmetology Instructor
Kelli Rhoades	Practical Nursing Coordinator/Instructor
Doug Sands	Machine Tool Technology and Industrial Robotics Instructor
Steven Shaffer	Power Sports Technology Instructor
Doug Steele	Mathematics Instructor
Michael Taylor	Technology Systems Specialist
Eric Younkings	Welding Technology Instructor
Stephanie Ayoob	Secretary
Connie Kovach	Secretary
Kathy Fury	Secretary
Tara Stanley	Secretary
Joshua Harbert	Custodian
Wayne Martin	Custodian
Charla Pumphrey	Custodian

UNITED TECHNICAL CENTER

BELL SCHEDULE

MORNING SESSION

(Bell) 7:45 – Math & English Class Starts
(Bell) 8:00 - Teachers & Students to Class
(Bell) 8:30 - Math Class Dismissal
(Bell) 8:35 – Math Class Starts – 9:25 – Math Class Dismissal
(Bell) 8:35 - 9:25 - First Period
9:26 - 10:16 - Second Period
(Bell) 10:16 - 10:21 - Break
(Bell) 10:22 - 11:12 - Third Period
(Bell) 11:12 – Student Dismissal
11:12 - 11:44 - Lunch

AFTERNOON SESSION

(Bell) 11:45 – Math Class Starts – 12:35 – Math Class Dismissal
(Bell) 11:45 - 12:35 - Fourth Period
12:35 - 1:25 - Fifth Period
(Bell) 1:25 - 1:29 - Break
(Bell) 1:30 - 2:20 - Sixth Period
(Bell) 2:20 – Student Dismissal
(Bell) 2:21 – 3:11 – Teacher Planning
(Bell) 3:12 – Teacher Dismissal

PLEASE NOTE:

*****ALL STUDENTS INCLUDING ADULT STUDENTS
WILL FOLLOW ALL POLICIES CONTAINED IN THE UNITED
TECHNICAL CENTER HANDBOOK INCLUDING ALL OTHER
UTC AND WVDE POLICIES .**

Accident Insurance for Health Related Injuries

United Technical Center, being a career technical facility in which students perform “hands on” tasks, understands the necessity for students having health insurance in case of an accident. United Technical Center purchases insurance coverage for every student. Even though the strictest safety procedures are continually enforced, accidents do occur. In the event that a student is injured, they need to notify the instructor and/or office and ensure an accident form is completed. Incidents dealing with student insurance claims will be handled through the United Technical Center Office. **All injuries must be reported on the day the accident occurred to the program instructor and office/administration for insurance documentation and processing.**

Accreditation

United Technical Center is accredited by the following agencies:

- Council on Occupational Education
- United States Department of Education (Pell Grants)
- West Virginia Board of Barbers and Cosmetologists
- West Virginia Department of Education
- West Virginia State Board of Examiners for Licensed Practical Nurses
- West Virginia Workforce Development (HEAPS)
- American Welding Society (AWS)
- National Institute for Metalworking Skills (NIMS)
- ASE Education Foundation
- West Virginia Office of Health Facility Licensure & Certification

Admission Policy

United Technical Center is considered a multi-county technical center and students are admitted by priority (in most instances) in the following order:

- High School Juniors
- High School Seniors
- High School Sophomores
- 13th Year High School Graduates
- Adults & Home School (in any program areas where openings occur)
- **Note:** Each class has a maximum and minimum student enrollment number.

Articulation

Several United Technical Center course offerings have articulation agreements with West Virginia colleges and other state and/or out-of-state higher education institutions. UTC is proud to be a participant of the West Virginia EDGE program. Students can receive credit in other higher learning facilities by successful completion of courses at UTC and end of program assessments in the chosen area. Students who are enrolling in their selected program need to consult the instructor or administration for further articulation information. Applications must be completed by students for articulation credit or EDGE credit from their programs. Please see Mr. Frazier for more information concerning EDGE credit.

Breaks

Breaks are a privilege. Stay in your break-area and abide by the schedule. Do not abuse your break. The United Technical Center Staff has the authority to discontinue student break time if the time is being abused. **Students should not visit other classrooms during break time. Each class has safety regulations that must be met. If you have an emergency and must see or talk to someone in another area, contact the class teacher first and ask for permission.**

Certifications (State/National)

To keep pace with high technology requirements in the modern world, students need to broaden their chances for employment by becoming certified in their fields of study at United Technical Center. The majority of the courses offered at our facility have some type of state or national certification. The instructors provide training for and access to certification tests upon completion of the various programs. **(See catalog descriptions or brochures of courses or instructors to get information about individual course certification opportunities.)**

Conduct

Display of affection between students is prohibited. Any form of body contact is not permitted. Swearing, obscene language, or obscene gestures on clothing are not permitted. For further clarification and other items pertaining to conduct see WVDE policy 4373.

Corridors & Hallways

Students should not be in the hallways during class time without permission. The student should possess a pass issued by a member of the school staff. Each instructor has a pass for his/her class only.

Destruction of School Property

It shall be declared trespassing for any unauthorized person, without official reason, to loiter around school buildings and on the school campus. The school administration is authorized to seek aid from police agencies as necessary in the event unauthorized persons are apprehended on school property. The Administrative Council shall prosecute to the fullest extent of the law all acts of vandalism. Students who destroy school property (textbooks, lockers, equipment, etc.) will be responsible for payment of damages. Students caught stealing or caught with stolen items will be responsible and/or the authorities will be contacted.

Discipline

All students at United Technical Center are governed by WVDE Policy 4373, Student Code of Conduct. In addition, programs at UTC have individualized restrictions concerning attendance, behavior, alcohol, drugs, etc. Students found to be under the influence of drugs or alcohol may be required to obtain a drug test in order to return to the technical center. **Please remember that weapons of any kind are not allowed on school property.**

Dress

All students are urged to develop good habits of dress and grooming. Acceptable dress at the worksite is also a consideration of the dress code. Provocative or deviant dress, hair styles, or grooming can be disruptive to the point where the student involved and/or peers are distracted or otherwise interfered with, thus resulting in an impairment of normal educational opportunities. When, in the judgment of the school administration, this occurs, the student will be directed to correct the provocation of deviant dress, hair style, or grooming immediately. Shorts, dresses, and skirts must be at least at fingertip level when arms are extended downward at sides. Student clothing cannot be such that undergarments are exposed or midsections are bare. Tank tops, spaghetti tops, etc. are not permitted. No clothing or tattoos that evidence gang membership or that contain depictions of or references to, or is suggestive of violence, sex, alcohol, drugs, tobacco, obscenities, or profane language. No articles such as chains or spiked jewelry that could be used as weapons shall be allowed. Failure to comply with this directive will result in suspension from class, and the student will not be re-admitted until there is compliance. If students are in need of assistance with clothing issues, please see staff in the main office.

DRESS WILL BE CONSISTENT WITH SAFETY REGULATIONS FROM INDUSTRY. LEATHER WORK SHOES, PREFERABLY STEEL TOES MUST BE WORN IN DESIGNATED AREAS. LONG HAIR MUST BE IN A NET OR TZIED BACK. JEWELRY AND TATTOOS MAY NOT BE VISIBLE IN SOME CLASSROOMS, SHOPS AND/OR EXTERNSHIP SITES. SAFETY GLASSES ARE REQUIRED IN ALL DESIGNATED AREAS. BAGGY CLOTHING THAT IS CONSIDERED A SAFETY HAZARD IS NOT ALLOWED.

Refer to the UTC Discipline/WVDE Policy 4373 for further clarification and information.

Drug Testing and Criminal Background Check Policy

Due to health care industry requirements, students enrolled in Allied Health and Therapeutic Services must have a negative drug test and a criminal background check (finger printing) that may disclose any criminal record. These requirements must be completed as designated by the program regulations during the school year for health/medical program students. Electrical Technician program students must also have two negative drug tests due to state mandated requirements through the WV State Fire Marshal. All programs at UTC are involved in the Simulated Workplace Program and will participate in random drug testing throughout the school year.

Early Dismissal

An adult or high school student wishing to be excused early from school must have this request pre-approved before class begins. All high school students, regardless of age, will not be permitted to sign themselves out without parent/guardian permission.

Excessive Absences

A written excuse from the parent /guardian or a medical doctor must be sent in with each absence when a student returns to school from an absence. You have five (5) days after returning to school to submit an absence excuse. Truancy notices are sent after (3 & 5) days of unexcused absences. A personal conference will be scheduled with the parent/guardian, the building principal, and the sending county Attendance Officer to determine what must be done for the student to comply with the West Virginia state attendance laws after 5 days of unexcused absences. A determination will be made at that time if a bona fide case of truancy exists. Adult students who miss more than twelve (12) days will be terminated from their program. Adult students must sign a contract and remediate the attendance problem or be dismissed from the program in which they are enrolled after receiving a (10) day notice. Attendance issues may cause students to be unable to test for certification in their respective areas or complete their program of choice at internship/externship sites. Please see the attendance policy in the Administrative Policy Guide for United Technical Center located in the main office for further information.

FERPA, WVBE Policy 4350, and Annual Directory Information

Parents and eligible students (that is, students who are 18 years of age or older) have certain rights with respect to their children's (or their own) education records. These rights are guaranteed by laws and regulations including the Family Educational Rights and Privacy Act (FERPA) and West Virginia Board of Education (WVBE) Policy 4350. For a full explanation of these rights and to see the annual directory information notice, please go to UTC's website (www.unitedtechnicalcenterwv.com), under the resources tab.

Fire and Other Emergency Drills

Fire and other emergency drills will be held at unannounced times throughout the school year so that students know how to evacuate the building in case of a fire or other emergency. Classroom instructors will explain the exit procedures from their respective classroom and/or shop area to their students. Whenever the fire alarm sounds, students will walk quickly to their designated exits and remain outside until the bell rings to signal them to return to their classes. Under no circumstances shall they re-enter the building until the bell rings or until they are instructed to do so by the proper authority. Emergency procedures must be followed by all for the specific CODE related drills that are mandated yearly. Instructors will monitor students at all times during these practice sessions.

Grading Scale

A grading scale has been set forth by the State Board of Education regardless of the grade level of the student at the time the course is taken. This scale is as follows:

<u>Average</u>	<u>Grade</u>
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Harassment

All students have the right to study and learn in an environment free from racial, sexual, religious, or ethnic harassment or violence. Report any incidents immediately to the director. For further information, see the Student Rights and Responsibilities Handbook in the main office at UTC. All harassment and violence incidents will be addressed per WVDE Policy 4373.

Leaving the Grounds; Use of Cigarettes, Vaping and/or Smokeless Tobacco Products

No student is allowed to leave the grounds except with early dismissal approval from the office. State law prohibits smoking on school grounds. Adult students only with ID Badges may leave the school grounds to smoke. High School students cannot smoke or carry on their person cigarettes, cigarette paraphernalia, nicotine products and/or smokeless tobacco products during the regular school day and cannot leave school grounds to use these items. Cigarettes, cigarette paraphernalia, nicotine products, smokeless tobacco, and/or vapes cannot be visible at any time on school grounds or school buses, etc. Violations involving tobacco products, etc. are covered by the Level III Discipline Policy for United Technical Center.

Lunch

United Technical Center does not have a lunch program. Students who attend the technical center for a full day must bring their own lunch. High school students cannot leave the grounds to purchase lunch at area restaurants and local stores without administrative permission.

Nondiscrimination

United Technical Center does not discriminate on the basis of race, color, national origin, sex, religion, disability, age or any other basis prohibited by law in its programs, activities, or employment practices. For inquiries contact: Matthew Call, Title IX Director, 251 Marietta Street, Clarksburg, WV 26301, 304-326-7580.

North Central West Virginia Community and Technical College Career-Technical Education Consortium

United Technical Center is a member of the North Central WV CTC CTE Consortium which is working to encourage more students to continue their education at the post-secondary level by providing a transition from career technical education programs that include EDGE college credits for work completed during high school or at the career technical centers. The consortium is working to provide a better prepared workforce for West Virginia to fill the positions throughout the state in the oil and gas industry, manufacturing, healthcare, etc.

Physical Altercation

Regardless of the reason, fighting between students will not be tolerated. Fighting requires as a minimum: First offense – (5) days of out of school suspension; Second offense – (5 - 10) days of out of school suspension; and Third offense – referral to the Superintendent of the sending county for possible referral to the Board of Education for expulsion. In addition, a student will not attack or instigate a battery upon another student. Battery shall require (10) days out of school suspension.

Safety Testing

All students who attend United Technical Center must pass a Safety Test within the first ten days of school. Students must earn a 100% on the safety test for their area. Each student will be given three chances to pass the safety test after safety instruction is given. There are NO EXCEPTIONS to this rule. Safety must be the first consideration for anyone at United Technical Center. High school students who fail the safety test must return to their home high school for classes. Adult students who fail the safety test will be removed from the school program.

School Schedule Changes Due to Weather Conditions

United Technical Center follows a school schedule approved by the WVDE. When school is canceled in Harrison County for the entire day, classes at UTC are also canceled including all evening programs. Delays and early dismissals also occur.

Security Video Surveillance and Resource Officer

Video surveillance occurs twenty-four (24) hours a day, seven days a week, both inside and outside the building. This is for the safety of the students and the staff. Tape evidence may be used for legal purposes. United Technical Center also has the services of the Resource Officer at United High School.

Simulated Workplace Program

Beginning as a pilot project in 2013-2014 and continuing in the 2023-2024 school year, the West Virginia Department of Education has implemented an initiative called the Simulated Workplace Program. The program has enhanced the delivery and changed the culture of career and technical education throughout the state. The Simulated Workplace Program will continue to transform traditional classrooms to emulate business structures, processes and expectations. Notes: CTE classes at United Technical Center will be involved in the following activities: applications for enrollment to programs; interviews; time clock use for attendance purposes; uniforms; random drug testing; student projects; formative and summative assessments; establishment of program/company names, procedure manuals, teams, quarterly and annual reports; portfolios; resumes; letters of application, etc. Please see individual company operation manuals for specific program operation.

Student Parking and Release Times

All students driving to United Technical Center must purchase a UTC nonrefundable parking permit for a fee of \$20.00 at the time the application is processed. Applications will be available during the first week of school. All vehicles on school property must be identified at all times. **(Students cannot transport other students away from United Technical Center.)** Students who are disciplined for this situation lose parking privileges at UTC. All students are released when the dismissal bell rings daily during the morning and afternoon session. Student drivers (high school and adult) are not to be released early. Student drivers must follow the parking lot procedures established by our UTC personnel and must wait until all buses have left the school grounds.

Career Technical Student Organizations (CTSO's)

Career Technical Education Programs include opportunities through student organizations supervised by career technical education personnel, as an integral part of the instruction offered. Every student enrolled in a career technical education program in West Virginia has the opportunity to become associated with an appropriate student organization. The following are recognized as CTSO's:

SkillsUSA

Advisor – Mr. Shaffer

SkillsUSA is a partnership of students, teachers, and industry working together to build America's skilled workforce. SkillsUSA build leadership ability through personal, technical, and workplace skills.

As the year progresses, SkillsUSA as well as individual classes will be involved in different activities competitions. Each program may have requirements to participate. Check with your instructor for details.

Representing United Technical Center in local, state, and national competitions is an honor and a privilege. Any student who violates the UTC or WV SkillsUSA Code of Conduct while representing UTC will not be eligible to participate in any current or future student competitions. Any unacceptable behavior may result in being dismissed from SkillsUSA.

National Technical Honor Society (NTHS)

Advisor – Mrs. Compton

NTHS recognizes exemplary students in Career Technical Education. NTHS strives to build relationships through leadership, scholarship, skills, honesty, citizenship, service, and responsibility.

As the year progresses, students will learn more about NTHS. NTHS has requirements to participate. Check with your instructor or the NTHS advisor, for details. Representing United Technical Center is an honor and a privilege. Eligibility is based on overall grade point average, career technical concentration grade point average, attendance, and recommendations.

Student Services

There should always be a channel of communication open when various student problems arise or when a student has a need regarding such things as career counseling, higher education facilities and financial needs. UTC provides non-teaching personnel who are available to handle these needs that may arise. Main office staff are available to assist. There are also support personnel available to help in regard to resources, brochures, and other information concerning their course of study.

Textbooks

You are responsible for your textbook(s). You will be required to pay for textbooks if they are not returned at the end of the school year in acceptable condition.

Use of Telephones and Electronic Devices

Pupils will not be called to the telephone unless it is an emergency call. In an emergency, please have a parent/guardian call (304) 326-7582. The office will contact the teacher in order that these calls may be answered at the proper time. A student will not utilize and/or display an electronic/communication device during the school day without express approval from the school staff. A student may possess a cellular telephone or other electronic device on school property, at after school activities and at school-related functions.

During certain school activities, when directed by the administrator or sponsor, cellular telephones and electronic devices shall be turned off (not just placed into vibrate or silent mode) and stored out of sight. The use of cellular telephones and other electronic devices shall be strictly prohibited in any areas where individuals have a reasonable expectation of privacy, including but not limited to, locker rooms, classrooms, and bathrooms. Possession of a cellular telephone or other electronic device by a student is a privilege, not a right, and this privilege may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Cellular telephones and electronic devices are not permitted, in any way, to disrupt the educational setting of the school. Violation of this section of the student code of conduct may result in confiscation of the cellular telephone or electronic device for an extended period of time. Parents/guardians may be required to retrieve a confiscated electronic device at the discretion of the school administration.

United Technical Center shall not be responsible for lost, damaged, or stolen cellular telephones or electronic devices. Parents/guardians are advised to contact their child during the school day by calling the school office. Violations involving cellular telephones or electronic devices are covered by the Level I Discipline Policy for United Technical Center.

SCHOOL CALENDAR - 2023-2024 School Year																																								
Using Equivalent Time Option <u>Yes</u>										For <u>United Technical Center</u>										WEIS: <u>33701</u>																				
Month	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Instructional Days	Compensated Not T aught Days	Total Employment Days		
First						Aug	PM	PM	CD	P											Sep	H																16	4	20
Second						Sep															Oct																	20	0	20
Third						Oct															Nov																	20	0	20
Fourth						Nov					H										Dec																	18	2	20
Fifth						Dec										PL	H	O	O	O	H	PL	Jan														18	2	20	
Sixth						Jan	H															Feb														19	1	20		
Seventh						Feb	PL								OS							Mar														19	1	20		
Eighth						Mar										PL						Apr														20	0	20		
Ninth						Apr																May														20	0	20		
Tenth						May	E									H	PL	PM	P	OS	OS	OS	OS	OS	OS	Jun											10	10	20	
First and Last Dates		Faculty Senate Meetings				2023-2024 School Holidays Within Instructional Term				Noninstructional Days - Recap				Totals				180	20	200																				
08/15/23	First day employment term	1st meeting				(West Virginia Code §18A-5-2) September 4, Labor Day				CD	1	Curriculum Development	O				14	Out of Calendar Days	Maximum number of out-of-calendar days possible is 40 in order that the 200 day employment term does not exceed 48 weeks. Out-of-calendar days must be used to make-up canceled instructional days, if non-instructional days are not adequate, however, since June 20th is a school holiday, it cannot be used for make-up if its use causes the total number of holidays to exceed seven.																					
08/21/23	First day instructional term	2nd Meeting				November 10, Veteran's Day				P	2	Preparation for Opening/Closing Schools																												
10/09/23	Last day of second month	3rd Meeting				November 23, Thanksgiving Day				PL	5	Professional Learning																												
12/22/23	Last day first semester	4th Meeting				December 25, Christmas Day				TP	0	Teacher-Pupil-Parent Conference																												
05/28/24	Last day instructional term	5th Meeting				January 1, New Years Day				OS	6	Outside School Environment																												
06/07/24	Last day employment term	6th Meeting				January 15, Martin Luther King Jr.'s Birthday May 27, Memorial Day				E	1	Primary/General Election																												
				May 14, 2024 Primary Election Day								H	7	Holidays																										
												PM	3	Professional Meeting																										
												ET	0	Equivalent Time																										
												FS	0	Faculty Senate																										
												NT	0	Non-Traditional Instruction																										
													20	Total Noninstructional Days																										
School <u>UTC</u> Graduation date <u>5/16/2024</u>										School _____ Graduation date _____										School _____ Graduation date _____																				
School _____ Graduation date _____										School _____ Graduation date _____										School _____ Graduation date _____																				
School _____ Graduation date _____										School _____ Graduation date _____										School _____ Graduation date _____																				
School _____ Graduation date _____										School _____ Graduation date _____										School _____ Graduation date _____																				
										5/3/2023										Matthew Call																				
										Date										Name of MCVC Director																				

WVDF 11-20-15 (Revised 1-17)

HANDBOOK VERIFICATION FORM

I, _____, do

acknowledge that I have received a copy of the United Technical Center's Student Handbook.

I understand that as a student of the United Technical Center, I will be required to abide by the school policies and procedures that are stated herein.

Date _____

Student Signature _____

Date _____

Parent Signature (for High School Students) _____

**THIS FORM MUST BE RETURNED FOR THE
2023 – 2024
SCHOOL YEAR FOR UNITED TECHNICAL
CENTER.**

THANK YOU FOR YOUR COOPERATION!