2026-2027

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 – 2026-2027

Matthew Call	**Director**
Ray Frazier	**Assistant Director**
Kendra Bland	**Cosmetology Coordinator/Instructor**
Curt Boylen	**Automotive Technology Instructor**
Ann Burkhammer	**English Instructor**
Lisa Cheeseman	**Sports Medicine Instructor**
Alisa Compton	**Mathematics Instructor**
Randy Corathers	**Mathematics Instructor**
Donald Cyphers	**Support Services Instructor**
Joseph DeFazio, Jr.	**Carpentry/Masonry Instructor**
Christopher Drake	**Electrical Technician**
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**
McKenzie Matheny	**Allied Health (Medical Assisting) Instructor**
Jennifer McWhorter	**Therapeutic Services (Health Occupations) Instructor**
Connie Olivito	**Cosmetology Instructor**
Kelli Rhoades	**Practical Nursing Coordinator/Instructor**
Doug Sands	**Machine Tool Technology & CWST Instructor**
Michael Taylor	**Technology Systems Specialist**
Travis Vance	**Power Sports Technology Instructor**
Eric Younkins	**Welding Technology Instructor**
Stephanie Ayoob	**Secretary**
Robin Haught	**Finance/Financial Aid**
Connie Kovach	**Secretary/Accounting**
Kathy Fury	**Secretary/COE Liaison**
Joshua Harbert	**Custodian**
Wayne Martin	**Custodian**
Charla Pumphrey	**Custodian**

UNITED TECHNICAL CENTER

BELL SCHEDULE

MORNING SESSION

(Bell) 7:45 – Early Math & English Class Starts
(Bell) 8:00 - Teachers & Students to Class, AM Classes Start
(Bell) 8:30 – Early Math & English Class Dismissal
(Bell) 8:35 – Math Class Starts – 9:25 – Math Class Dismissal
(Bell) 10:16 - 10:21 - Break
(Bell) 11:12 – AM Session Ends - Student Dismissal

11:12 - 11:44 - **Lunch**

AFTERNOON SESSION

(Bell) 11:45 – Math Class Starts – 12:35 – Math Class Dismissal
(Bell) 11:45 – Afternoon Classes Start
(Bell) 1:25 - 1:29 - Break
(Bell) 2:20 – Student Dismissal
(Bell) 2:21 – 3:15 – Teacher Planning
(Bell) 3:15 – Teacher Dismissal

PLEASE NOTE:

***ALL STUDENTS INCLUDING ADULT AND HOME SCHOOL STUDENTS IN SECONDARY PROGRAMS, 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, but not limited to, 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
- National Center for Competency Testing

Admission Policy

United Technical Center is considered a multi-county technical center and serves high school students from Doddridge, Harrison, and Taylor Counties. UTC serves adult and home school students if program space allows. In most instances high school juniors have scheduling priority, however individual student attendance, grades and discipline are all factors utilized in the admissions process. Only high school juniors are eligible for enrollment in the secondary Cosmetology Program. All students must fill out an application to start the enrollment process.

Attendance

Students are expected to be in class, clinicals, or on-the-job training every day. The instructor will keep the official record of attendance for each student. Attendance is a matter of critical importance to employers. Poor attendance records in school are a tremendous barrier to successful employment. Some programs have attendance requirements in order for students to continue and complete the program such as, but not limited to, Electrical Technician, Allied Health, Therapeutic Services, etc. Do not assume that the maximum absences are days that you may miss school, because they are "allowed". Attendance is mandatory on clinical or on-the-job training days because these experiences cannot be made up. Instructors will indicate which days are mandatory to their students. Absences related to school functions will not detract from time earned toward certification. Should you have any problems with associated absences, consult your instructor and/or the Assistant Director.

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 he student should possesses a pass issued by a member of the school staff. Each instructor has a pass for his/her class only.

Destruction of School Property & Trespassing

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. If there is reasonable suspicion to believe students are under the influence of drugs or alcohol they could be subject to drug and/or alcohol testing. **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. Medical Marijuana is not recognized as a valid explanation for a positive drug test. Marijuana is a drug listed in Schedule I of the Controlled Substances Act.

Early Dismissal

An adult or high school student wishing to be excused early from school must have this request approved through UTC's office. 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 and Grading Scale

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

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

Semester grades will be a numerical average of three (3) six week grading periods combined with a semester exam and an embedded credit grade, where applicable.

Embedded credit math and English grades will be transcripted upon completion of the CTE Program.

Students in Therapeutic Services and Allied Health CTE Programs must have a 75% average to advance from first to second semester courses. This is a WVDE recommendation for participation in a medical clinical experience.

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 – (3-5) 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 2026-2027 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 Driving, 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 during the morning and afternoon session and are not to be released early. Student drivers are not allowed to linger in the parking lot and must come into the building upon arrival. Student drivers must follow the parking lot procedures established by our UTC personnel and must wait until all buses have left the school grounds. UTC administration has the right to revoke or refuse anyone's parking privileges.

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 be in an appropriate student organization. UTC's CTSO's are:

SkillsUSA

Advisor – Mr. Eric Younkins and TBA

SkillsUSA is a partnership of students, teachers, and industry working together to build America's workforce through personal, technical, leadership, 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. Alisa 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, Cell Phones, and Other 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.

Pursuant to WV Code §18-2-46, cellular telephones and electronic devices shall be turned off (not just placed into vibrate or silent mode) and stored per teacher directives. 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 WVDE Policy 4373.

Doddridge, Harrison, and Taylor County Schools provide electronic devices for high school students. All high school students should have access to a device issued through their respective high school. UTC does not provide electronic devices for any students, including high school, homeschool, or adult students individual use or for use outside of the educational environment.

SCHOOL CALENDAR - 2026-2027 School Year

For (UTC) United Technical Center

WVEIS: 33701

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	Monday	Tuesday	Wednesday	Thursday	Friday	Instructional Days	Compensated Not Taught Days	Total Employment Days
First						Aug			FS 13	PM 14	P 17	18	19	20	21	24	25	26	27	28	31	Sep 1	2	3	4	H 7	8	9														17	3	20
Second									10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	Oct 1	2	5	6	7														20	0	20
Third				8	9	PM 12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	Nov 2	E 3	4																		18	2	20
Fourth									5	6	9	10	H 11	12	13	16	17	18	19	20	OS 23	O 24	O 25	H 26	O 27	Dec 30	1	2	3	4	7													17	3	20
Fifth								8	9	10	11	14	15	16	PM 17	O 18	O 21	O 22	O 23	O 24	H 25	O 28	O 29	O 30	O 31	H 1	PM 4	Jan 5	6	7	8	11	12	13	14							16	4	20
Sixth											15	H 18	19	20	21	22	25	26	27	28	29	Feb 1	2	3	4	5	8	9	10	11												19	1	20
Seventh											12	OS 15	16	17	18	19	22	23	24	25	26	Mar 1	2	3	4	5	8	9	10	11												19	1	20
Eighth						12	15	16	17	18	19	22	23	24	25	26	O 29	O 30	O 31	O 1	O 2	FS 5	Apr 6	7	8	PM 9	12	13	14	15												19	1	20
Ninth											16	19	20	21	22	23	26	27	28	29	30	May 3	4	5	6	7	10	11	12	13												20	0	20
Tenth											14	17	18	19	20	21	24	25	26	27	28	H 31	Jun 1	2	FS 3	P 4	OS 7	OS 8	OS 9	OS 10												14	6	20

First and Last Dates

08/13/26	First day employment term
08/18/26	First day instructional term
10/07/20	Last day of second month
01/12/27	Last day first semester
06/03/27	Last day instructional term
06/10/27	Last day employment term

Faculty Senate Meetings

08/14/26	1st meeting
10/12/26	2nd Meeting
12/18/26	3rd Meeting
01/04/27	4th Meeting
04/05/27	5th Meeting
06/03/27	6th Meeting

School Holidays Within Instructional Term

(West Virginia Code §18A-5-2)

September 7, Labor Day
November 3, General Election Day
November 11, Veteran's Day
November 26, Thanksgiving Day
December 25, Christmas Day
January 1, New Years Day
January 18, Martin Luther King Jr.'s Birthday
May 31, Memorial Day

No Students - PL Day

Noninstructional Days - Recap

		FS - Early Dismissal
CD	0	Curriculum Development
P	2	Preparation for Opening/Closing Schools
C	0	Continuing Professional Development
TP	0	Teacher-Pupil-Parent Conference
OS	6	Outside School Environment
SE	0	Special or Bond Levy Election
E	1	Primary/General Election
H	7	Holidays
PM	5	Professional Meeting
MU	0	Make-up Day
FS	8	Faculty Senate
S	0	Snow Day
	20	Total Noninstructional Days

Totals	Instructional Days	Compensated Not Taught Days	Total Employment Days
	180	20	200

Out-of-Calendar (Non-paid) Days

O 18 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.

School	United Technical Center	Graduation date	5/13/2027
School		Graduation date	
School		Graduation date	
School		Graduation date	
School		Graduation date	
School		Graduation date	
School		Graduation date	
School		Graduation date	

5/13/2026
Date

Matthew Call
Name of MCVC Director

WVDE 11-20-35 (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 2026 – 2027 SCHOOL YEAR FOR UNITED TECHNICAL CENTER.

THANK YOU FOR YOUR COOPERATION!