



# CHESAPEAKE CAREER CENTER

## Student Information Guide

2020-21

*COVID-19 Edition*

**“We are Virtually Unstoppable!”**

This guide belongs to:

---

NAME

---

STREET ADDRESS

---

CITY, STATE, ZIP

---

TEACHER’S NAME

## Welcome to Chesapeake Career Center

Dear CCC Parents and Students,

As we begin a new and different school year, I want you to know that the faculty and staff at the Chesapeake Career Center (CCC) are committed to making the learning experience of our students one that is positive and meaningful. We will accomplish this by delivering exceptional instruction and maintaining a school environment where **Respect, Integrity, Safety, and Excellence** are highly evident. We have established a new identity for our school and strive to offer our students “the best of both worlds” by preparing them for careers directly out of high school or after additional postsecondary education.

Our school-wide theme is “CCC is who we are...RISE is what we do”. This theme supports our Positive Behavioral Interventions and Supports (PBIS) initiative that has been adopted by many Chesapeake Public Schools including the Chesapeake Career Center (CCC). As a Positive Behavioral Interventions and Supports (PBIS) school, our goal is to provide positive academic and behavioral outcomes for all students. The program is based on extensive research and utilizes a preventative and proactive approach to discipline that reduces the amount of time spent dealing with office referrals, thereby increasing time spent on teaching and learning.

During the first few weeks of school, students will learn about the behavior that is expected of all students attending CCC. The training sessions will be about behavioral conduct expectations in a variety of settings including: classrooms, hallways, lab, and common areas in our building.

The four behavioral expectations are: **Respect, Integrity, Safety, and Excellence**

Throughout the year, the staff of CCC will continue to review these positive behavioral expectations in order to increase students’ academic achievement and decrease behavior infractions. Students will be eligible for rewards and incentives throughout the year when they display that they have mastered the behavioral expectations. We will also continue to contact parents via phone or email when student behaviors of concern are observed. It is our hope that by informing parents of what is taking place at school, the behaviors can be corrected and students will not be referred to an administrator. The CCC matrix for our school, which outlines our behavioral expectations, is included in this handbook. Teachers also have classroom matrices that outline in-class behavioral expectations. If you have any questions or concerns about this initiative please contact your student’s teacher or a CCC administrator.

This handbook covers information on additional topics such as attendance, attire, expectations, and safety. It is every student and parent’s responsibility to read this handbook and discuss the content. We hope that you will find this guide to be a valuable tool for your success this year. If you have any questions after reading the handbook, please feel free to share them with your teacher, school counselor, or administrator.

Finally, I would like to ask that you follow us on twitter (<https://twitter.com/cpkcareercenter>) and instagram ([https://www.instagram.com/chesapeake\\_careercenter/](https://www.instagram.com/chesapeake_careercenter/)), and like us on Facebook (<https://www.facebook.com/chesapeakecareercenter1967/>) for up-to-date news and information about our school. Please indicate that you have read the the handbook by completing the lower portion of this letter and returning it to CCC.

With Kind Regards,

Dr. Windham, Program Administrator

-----Cut here and return bottom portion to CCC-----  
I have read the 2020-21 CCC Student Handbook and discussed the contents with my son/daughter.

---

Student Name	Teacher
Parent/Guardian Signature	Date

## Virtual Matrix

CCC is who we are.....	
<b>RESPECT</b>	<ul style="list-style-type: none"> <li>▪ We listen to and follow instructions from all staff members.</li> <li>▪ We accept appropriate feedback and consequences.</li> <li>▪ We use appropriate tone and language.</li> <li>▪ We comply with internet safety and etiquette guidelines during virtual learning.</li> </ul>
<b>INTEGRITY</b>	<ul style="list-style-type: none"> <li>▪ We refrain from talking on cell phones or to others around us during virtual learning.</li> <li>▪ We adhere to the honor code for in-person and virtual class assignments and assessments.</li> </ul>
<b>SAFETY</b>	<ul style="list-style-type: none"> <li>▪ We use technology appropriately.</li> <li>▪ We value the school's technology equipment and textbooks by keeping it safe at all times.</li> <li>▪ We abide by all health and safety protocols in place.</li> </ul>
<b>EXCELLENCE</b>	<ul style="list-style-type: none"> <li>▪ We are prepared with all materials needed for class.</li> <li>▪ We attend virtual classes every day and on time.</li> <li>▪ We help others in a positive way and work to solve problems collectively.</li> <li>▪ We participate as an engaged member of the classroom community.</li> </ul>
....RISE is what we do!	

## On-Campus Matrix

CCC is who we are.....	
<b>RESPECT</b>	<ul style="list-style-type: none"> <li>▪ We listen to and follow instructions from all staff members.</li> <li>▪ We accept appropriate feedback and consequences.</li> <li>▪ We use appropriate tone and language.</li> </ul>
<b>INTEGRITY</b>	<ul style="list-style-type: none"> <li>▪ We keep headphones and electronics out of sight, except at break time in the break area and when exiting the building; we use cell phones in the classroom only with explicit permission from your instructor for instructional purposes.</li> <li>▪ We adhere to the dress code at all times.</li> <li>▪ We have a visible hall pass when out of the classroom, except at break.</li> <li>▪ We refrain from talking on cell phones at all times.</li> </ul>
<b>SAFETY</b>	<ul style="list-style-type: none"> <li>▪ We obey the 10 mph speed limit on all school grounds.</li> <li>▪ We keep exterior doors closed; direct guests and students at external exits to the front entrance.</li> <li>▪ We remain in assigned locations at all times.</li> </ul>
<b>EXCELLENCE</b>	<ul style="list-style-type: none"> <li>▪ We report directly to class upon arrival.</li> <li>▪ We go immediately to our bus or vehicle upon dismissal.</li> <li>▪ We help others in a positive way and work to solve problems collectively.</li> <li>▪ We participate as an engaged member of the classroom community.</li> </ul>
....RISE is what we do!	

## Table of Contents

CHESAPEAKE CAREER CENTER FACULTY & STAFF.....	6
INTRODUCTION.....	7
MISSION .....	7
ATTENDANCE .....	7
BELL SCHEDULE .....	8
BREAK.....	8
BUILDING AND GROUNDS .....	9
BULLYING .....	9
CELLULAR PHONES, ELECTRONIC AND OTHER COMMUNICATIONS DEVICES.....	9
CHANGING AND DROPPING COURSES.....	9
COMMUNICATION PLATFORMS .....	9
COMPUTER TAMPERING.....	9
COVID RELATED SAFETY MEASURES.....	10
CUTTING CLASS .....	10
EMERGENCY SCHOOL CLOSING PROCEDURES .....	11
FALSE FIRE ALARMS .....	11
FIREARMS AND DANGEROUS ARTICLES.....	11
FIRE DRILLS.....	11
GRADING SYSTEM .....	11
GUIDANCE.....	12
HALL PASSES.....	12
HOMEWORK.....	12
HONOR CODE VIOLATION .....	12
ILLNESS AT SCHOOL .....	13
INTERNET ACCESS .....	13
LABORATORY SAFETY.....	13
LEAVING SCHOOL EARLY.....	14
MAKE-UP WORK .....	14
MEDICATION .....	15
POSSESSION OR USE OF ALCOHOL, DRUGS, OR DRUG PARAPHERNALIA .....	15
SEARCHES.....	15
SEXUAL HARASSMENT .....	15
SMOKING OR POSSESSION OF TOBACCO PRODUCTS .....	16
STUDENT DRESS CODE.....	16
STUDENT DRIVING AND PARKING .....	17
STUDENT'S HOME SCHOOL ACTIVITIES .....	19
STUDENT LOCKERS AND POSSESSIONS .....	19
STUDENT ORGANIZATIONS.....	19
SUSPENSIONS.....	19
SYNERGY.....	20
SCHOOLGY .....	20
TARDIES.....	20

TELEPHONE .....	20
TEXTBOOKS .....	20
THEFT OR VANDALISM .....	21
TORNADO PLAN .....	21
TRANSPORTATION .....	21
VENDING MACHINES .....	21
VIRTUAL LEARNING .....	21
VISITORS .....	23
WEAPONS .....	23
WITHDRAWING FROM SCHOOL .....	24

## CHESAPEAKE CAREER CENTER FACULTY & STAFF

Faculty/Staff	Title
Pittman-Windham, Shonda	Program Administrator/Principal
Collier, Karin	Assistant Principal
Edmonds-Young, Laura	School Counselor
Fager, Grace	Bookkeeper
Manning, Nancy	Attendance Secretary
Bernstein, Brian	Clinic Assistant
Blanchard, Melvin	Custodian
Brooks, Monica	Head Custodian
Spence, Daniel	Security
Teaching Staff	Title
Bynum, Charlene	Nail Technology Instructor
Farmer, Lucia	LPN III Instructor
Freeman, Christopher	Automotive Technology II Instructor
Givens-Tennessee, Rosilyn	Cosmetology Instructor
Hill, Deidre	Cosmetology Instructor
Jones, Kathleen	LPN I/II Instructor
Kello, Nysheena	Pharmacy Technology Instructor
Lomanno, Kari	Technology Integration Specialist (TIS)
Mobley, Ernie (Rob)	Automotive Technology I Instructor
Moritz, Mark	Firefighting Instructor
Nittinger, Deborah	Special Education Paraprofessional
Nyeanchi, Emmanuel	Cybersecurity Instructor
Perkins, Cammy	Special Education Teacher
Sells, Charles (Abe)	Auto Body Instructor
Shaffer, Chastity	Nurse Aide Instructor
Sommers, John	Welding Instructor
Speelman, Joy	Workforce Development Coordinator
Ulysse, Esther	Special Education Paraprofessional
Williamson, Lisa	LPN III Instructor
Yeates, Chris	HVAC Instructor

## INTRODUCTION

The purpose of this handbook is to inform students and their parents or guardians of the policies and procedures of the Chesapeake Career Center (CCC). It is the student's responsibility to read this handbook and to discuss the contents with his/her parent or guardian. **Failure to read this handbook does not constitute an excuse when a rule is violated.** Concerns or questions are always welcome and may be directed to an administrator, counselor, or teacher.

## MISSION

The Chesapeake Public School family promotes educational excellence by engaging all students in meaningful and innovative learning experiences that empower them to successfully fulfill their life's purpose.

The mission of the Chesapeake Career Center is to prepare students for successful entry into the modern workforce, to include post-secondary education by providing quality instruction in theory and practical skills in an equitable environment.

## ATTENDANCE

### **ATTENDANCE POLICY FOR VIRTUAL LEARNING**

CPS students will engage in teacher-led, synchronous instruction twice per week and asynchronous (virtual) instruction three days a week. Attendance for on-campus learning is extremely important for students to successfully complete practical (hands-on) instruction for program completion.

Meaningful interaction between a teacher and a student will count as daily attendance on asynchronous days. In order to accommodate the needs of our students and families, students may participate in any of the following meaningful interactions:

- Attendance at a synchronous teacher-led learning session (*with advance administrative approval only*)
- Collaborating with a teacher 1:1 or in a small group during teacher office hours
- Submission of an independent learning activity, assessment, or participation in an online discussion board in Schoology
- Two-way exchange of communication with a teacher via email, videoconferencing, or phone call
- Communicating with a teacher via email, videoconferencing, or phone call

**Regular attendance** is essential to success in school. To comply with the Code of Virginia §22.1-254, students are expected to attend school every day and be on time. In the event of an absence, parents/guardians are responsible for providing the school with a note (within 48 hours) indicating the reason(s) for the absence.

### **Absences are verified in the following ways:**

- A note, written by the parent/guardian, must be presented to the teacher or attendance clerk within 48 hours of the absence stating the reason for the absence. A written note is required for our school and the home high school.
- The computerized telephone calling system will notify parents of absences by calling home on the date of the absence.

Regular attendance is essential to success in school. Missing more than eighteen days (excused and unexcused) in a yearlong course or nine days in a semester course will result in academic failure of that course. All absences affect the total amount of learning that takes place in the classroom. Thus,

students are encouraged to miss as little time from school as possible in order to assure the greatest opportunity for success. All absences must be verified in the following ways:

1. A note, written by the parent/guardian, must be presented to the school secretary within 48 hours of the absence. A note is required for CCC and the home high school.
2. Parents may check Synergy for attendance information in each class.

### **Attendance Failure**

A student who misses eighteen days of any yearlong class, or nine days of a semester class, regardless of the reason, may fail the class due to poor attendance. If this happens, the student may contact the Program Administrator regarding extenuating circumstances.

### **Extenuating Circumstances**

Extenuating circumstances are usually defined as prolonged hospitalization, institutionalization for treatment, major surgery, or death in the student's immediate family. The reason will vary with each individual situation. A student must appear before the Program Administrator to request a waiver of absences because of extenuating circumstances. A waiver request must be accompanied by written medical documentation from a physician or hospital. Generally, a student who has any unexcused absences, truancies, class cuts, or OSS during the school term may not have any days waived for extenuating circumstances. Applications are available in the main office.

### **Absences**

The following reasons for absences are considered excusable:

- a. Personal illness
- b. Medical or dental appointments (with a written note from a doctor, nurse, or medical personnel on their letterhead)
- c. Legal appointments, court appearances
- d. Death in student's immediate family
- e. Religious holidays and extra-curricular activities approved by the administration or the school board

**A student who misses 30 minutes or more from any class is considered absent.** The Principal from that student's home school or the Program Administrator at CCC must approve, in advance, absences for any reason other than those stated above.

### **BELL SCHEDULE**

Unless the bus is late, students are expected to report to class on time.

9:15	Warning
9:20	Morning session
11:54	Morning session ends
12:49	Warning bell
12:54	Afternoon session
3:28	Afternoon session ends

### **BREAK**

Students receive 10 minutes of break time while onsite at CCC. Students may purchase food and drink items from the snack machine or bring a snack from home. Students are not permitted to leave campus during break time or have food delivered to CCC.

## BUILDING AND GROUNDS

The students and staff at CCC take pride in the building, facilities, and grounds. If students deface or destroy school property, they and their parents or guardians will be required by law to pay for the damages. Additional consequences may also be incurred.

## BULLYING

Bullying is a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Bullying can take the form of physical contact, words, or actions. Continued bullying can:

- Contribute to a negative learning environment
- Result in students skipping or dropping out of school
- Create a feeling of being unsafe and cause students to become unfocused
- Lead to verbal confrontations and escalate to physical altercations

Bullying in any form, in person or via any electronic or social media will not be permitted. Students who bully other students will be subject to disciplinary action by the administration.

## CELLULAR PHONES, ELECTRONIC AND OTHER COMMUNICATIONS DEVICES

Electronic devices are permitted on school property for the purpose of supporting and promoting the educational objectives of the Chesapeake Public Schools at the discretion of the Superintendent and building administration and consistent with the terms of School Board Policy P9-20.2. If the guidelines are broken, consequences will apply.

## CHANGING AND DROPPING COURSES

Students are expected to follow the schedule of courses for which they register. However, circumstances may arise which give valid reasons for changing a schedule or dropping a course. Adjustments will be made only when, in the judgment of the program administrator, the reason for change is valid. **Note: If a student requests to drop a course during the drop/add period, written notice must be received by the school's counseling department within the first five days of that class. A student may not drop a course and add a new course after the first five days of a class.**

## COMMUNICATION PLATFORMS

- Peachjar
- Synergy Blast
- Schoology
- Facebook, Twitter and Instagram
- Parent Alert System (PAS)

## COMPUTER TAMPERING

Any student who destroys or damages computer equipment or programs by inserting a virus, deleting information, or misusing any equipment will be subject to stern disciplinary action and will be REQUIRED to provide monetary compensation for damaged materials.

## **COVID RELATED SAFETY MEASURES**

Students are expected to comply with safety protocol set forth by Chesapeake Public Schools. A full description of Health Mitigation strategies is available at <https://indd.adobe.com/view/5df442f3-7954-460e-b018-6f3f3d94b4ed>. Current COVID related protocol includes:

### **Option 1: On-Campus Continuum (as much as possible)**

- **Masks/face coverings** - Face masks are required for all staff, visitors, and students when physical distancing cannot be maintained and will not be provided by the school. Elementary students are required to wear face masks during the instructional day and will be required to wear them when riding the school bus.
- **Physical distancing** - We will increase space between students during in-person instruction. To the extent possible, desks will be spaced 6 feet apart (but no fewer than 3 feet apart) and facing the same direction.
- **Student groups** - Elementary schools will aim to keep students in the same groups throughout the day and secondary schools are encouraged to minimize mixing student groups to the extent feasible.
- **Symptoms screening** - All visitors will be required to have their temperature taken via a non-contact thermometer upon entry in the school building. Staff should complete an assessment at home prior to reporting to work. Students should have a daily digital health screening completed in ParentVUE by a parent or guardian each child before they report to the building. Additionally, school staff should observe students throughout the day and refer students who may be symptomatic to the clinic.
- **Hand hygiene** - Students and staff are encouraged to exercise frequent hand hygiene (hand washing or sanitizing) throughout the school day. Hand sanitizing stations will be strategically placed throughout the school buildings.
- **Student supplies** - Students are responsible for providing their own face masks and school supplies. Staff will limit sharing of supplies and disinfect materials between use.
- **Facility cleaning** - Custodial staff will increase the frequency of cleaning and sanitizing facilities and high-touch surfaces throughout the school day. Robust cleaning and disinfecting procedures will be conducted nightly.

## **CUTTING CLASS**

For students to be successful in the classroom, regular attendance is mandatory. Students should attend all of their classes unless extenuating circumstances exist. If a student is out of class, there must be notification to the proper person and a legitimate reason for the absence. Please note that any student who is absent from school without the knowledge or consent of the parent/guardian will be considered cutting.

Students who miss individual classes or more than 30 minutes of a class will be considered cutting if previous permission has not been granted by a teacher or an administrator. It is the responsibility of the student to be able to account for an absence if a class has been missed. Students who cut class will be assigned consequences including ISS or OSS.

## **DISCIPLINE/POSTIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)**

In an effort to highlight positive student behavior, the Center has instituted the Positive Behavior Intervention System (PBIS). PBIS is a system of clear expectations and positive reinforcements mixed with tiered interventions when students find it difficult to meet behavioral expectations. Students will be instructed through PBIS of their specific expectations and CCC's intervention and incentive structure. A matrix outlining the expectations for student behavior can be found at the very front of this handbook.

## **EMERGENCY SCHOOL CLOSING PROCEDURES**

When school is closed due to inclement weather, extended power failure, or other emergencies, parents, students, and school employees are notified by the Chesapeake Public Schools radio station (WFOS-FM 88.7). When schools are closed due to weather conditions, the following codes will be used:

**CODE RED:** Schools and offices will be closed for all personnel except those designated as essential.

**CODE YELLOW:** Schools are closed. Administrators and twelve-month personnel should report.

**CODE GREEN:** Schools are closed for students only. All other personnel should report to work.

## **FALSE FIRE ALARMS**

Any student who is responsible for a false fire alarm will be subject to immediate suspension or expulsion from school and a referral to the proper law enforcement officer will be made.

## **FIREARMS AND DANGEROUS ARTICLES**

Students are prohibited from having in their possession at school or on a school bus any firearm, weapon, or other dangerous articles. Any student who brings a firearm to school shall be subject to expulsion for a minimum of one year unless an individual exception is allowed by the superintendent. Students shall not supply, use, or carry on their person, pepper gas, mace, or similar substances on school property or at school-sponsored activities.

## **FIRE DRILLS**

When the fire alarm sounds or when an announcement regarding a fire drill is made, the fire drill procedures should be followed:

- Procedures for leaving the building are posted in all classes and labs. Students should familiarize themselves with these.
- Before leaving the building, all lights and equipment should be turned off and all doors closed.
- Students are to leave the building in an orderly fashion and go to their designated areas. Students are to remain with their class. No students may come back into the building until given instructions to do so by their teacher or an administrator.
- All fire drills are to be treated as real emergency situations.

## **GRADING SYSTEM**

The grading system used is the 4.0 alphabetical system that is used throughout Chesapeake Public Schools. The method used by each teacher to determine a grade may differ, but the numerical equivalent will be consistent throughout the school. Numerical grades and quality points are calculated in the following manner:

**Chesapeake Public Schools Grading Scale  
Modified 10 Point Grading Scale**

<b>Range</b>	<b>Letter Grade</b>	<b>Points</b>
<b>93-100</b>	<b>A</b>	<b>4.0</b>
<b>90-92</b>	<b>A-</b>	<b>3.7</b>
<b>87-89</b>	<b>B+</b>	<b>3.3</b>
<b>83-86</b>	<b>B</b>	<b>3.0</b>
<b>80-82</b>	<b>B-</b>	<b>2.7</b>
<b>77-79</b>	<b>C+</b>	<b>2.3</b>
<b>73-76</b>	<b>C</b>	<b>2.0</b>
<b>70-72</b>	<b>C-</b>	<b>1.7</b>
<b>67-69</b>	<b>D+</b>	<b>1.3</b>
<b>64-66</b>	<b>D</b>	<b>1.0</b>
<b>Below 64</b>	<b>E</b>	<b>0.0</b>

**Final Grades**

Final grades are always established using the 4.0 scale. Numerical averages may not be used to determine the final grade unless such use benefits the student.

**GUIDANCE**

Guidance services to assist students with personal and educational growth are available at CCC. This includes individual and group counseling, career counseling, and help with postsecondary options. Any student or parent or guardian wishing to talk with the guidance director is encouraged to do so.

**HALL PASSES**

Whenever students leave a classroom, shop, or laboratory for any reason during the class period, they must have permission from the teacher and a hall pass that indicates the destination. During instructional time, students are not allowed outside their classrooms or labs without passes.

**HOMEWORK**

Chesapeake Public Schools considers homework to be an important component in the learning process. Parents expect homework to be a natural link between the home and the school. Appropriately planned homework assignments extend the time in which formal learning can take place. Correctly monitored, homework gives students an opportunity to learn to work independently and to be accountable. Also, it provides the teacher another option to individualize instruction to the needs of the students in the class. The amount of homework assigned should be planned so that it is appropriate to the needs of the student.

**HONOR CODE VIOLATION**

Violation of the honor code is giving or receiving assistance on work which is to be graded as the individual's own effort. If a student is found guilty of cheating, a zero shall be assigned and the student will not be allowed to make up the work for credit.

### **ILLNESS AT SCHOOL**

Students who become ill and feel the need to leave school should tell their teachers. The student should be sent to the main office to contact their parent/guardian.

In cases of emergencies, if the nursing instructors are in the building, they will be called to offer immediate first aid and appropriate recommendations.

### **INTERNET ACCESS**

Anyone using a school's Internet connection will be required to sign the Acceptable Use Policy (AUP). The AUP is a written agreement which establishes the rules of online behavior, access privileges, penalties for violations, including security violations and vandalism of the system. Based upon reasonable suspicion that something illegal exists, files located in the division storage area may be reviewed by network and school administrators to ensure that students are using the system responsibly. Any student who violates this policy will be subject to suspension and/or recommendation of expulsion.

### **LABORATORY SAFETY**

Safe work habits are emphasized and expected in all programs at CCC. Students must abide by the following safety rules as well as any additional rules that the teachers have deemed necessary:

- Appropriate safety guards and devices must be used at all times
- Safety goggles/glasses must be worn by all personnel in a laboratory where the following are present:
  - Hot molten metals
  - Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials
  - Heat treatment, tempering or kiln firing of any metal and/or other materials
  - Gas or electric arc welding
  - Repair of any vehicle
  - Caustic or explosive materials
- Safety rules and regulations must be followed as prescribed by the teacher for all course procedures and projects
- Students who do not pass safety tests and who do not follow proper safety procedures will not be allowed to participate in laboratory experiences
- Students working around machines, metals, and welding equipment must be fully and properly clothed at all times. This may include not only safety glasses and shields, but also gloves, aprons, and hats. Clothing must cover legs and arms as required. Steel toe shoes are highly recommended for some labs.
- Students who have long hair must control it so that it does not present a danger when operating lab equipment. If loose clothing and long hair present a danger, the instructor will not allow the student to operate certain machines or be involved in other hazardous operations until the problem has been corrected.
- Jewelry that may interfere or be a safety factor, in the judgment of the instructor, must be removed while in the lab.

### **LEAVING SCHOOL EARLY**

***Once students arrive at school, they must remain on school property until they are dismissed at the end of the session or check out through the main office.***

If a student must leave school early, because of a medical appointment or family emergency, the student must present a written request from the parent/guardian, to the secretary in the main office.

The following procedures will be used:

1. A student must present the written request to the secretary before the session begins. The secretary will issue a permit to leave school at the allotted time. The request must contain the exact reason for early dismissal and a telephone number at which the parent/guardian can be reached to verify the request.
2. A student who fails to check out, presents a false note, and/or leaves school grounds without permission, will be subject to disciplinary action.
3. A student, who has checked out early, must leave the building and grounds immediately or be subject to disciplinary action.

### **MAKE-UP WORK**

The expectation is for all students to complete assignments on time. Students shall be permitted to make up work because of excused or unexcused absences, including in-school or out-of-school suspensions (6-44R).

1. When a student is absent for more than three consecutive school days, the school work should be sent home upon request of the parent. Twenty-four hours' notice for the request must be given. Students that miss one to three consecutive days should make up the work within five school days after the student is well enough to return to school.
2. When a student is absent due to personal reasons and has received prior approval from the principal, school work should be sent home with the student upon request after a twenty-four hour notice has been given. Assignments provided in advance are due upon the student's return to school.
3. When a student is absent the day of an assessment (a test or project due date), but was in school the day before the test or project due date, the student will be expected to take the test or turn in the project upon return to school.
4. Students who are present but fail to complete an assignment may receive a 10% deduction per day it is late.
5. It is the student's responsibility to complete all work missed when absent. The students have up to five school days to complete the work for full credit. Exceptions may be made for extended absences. Penalties for work turned in after the five school day make-up period may be imposed, but should not be more than 10% per day.
6. In the case of an intentional absence (e.g., skipping class or school) students shall not be permitted to make up work for credit and should receive a zero for any work assigned on the day/class period of the absence.
7. Teachers should use a zero in Synergy for all missing work with a comment of either "absent" or "missing." This will compute as a zero until work is made up so as to not inflate grades in ParentVue and/or StudentVue.

## **MEDICATION**

See the health advisor in the main office regarding any medications. Prescription drugs must be registered with the health advisor in the clinic at CCC, as well as at the home high school with the school nurse.

## **POSSESSION OR USE OF ALCOHOL, DRUGS, OR DRUG PARAPHERNALIA**

Students will not use, be under the influence of, or have in their possession any alcoholic beverages, marijuana, anabolic steroids, or other controlled substances on school grounds.

For the first offense, the administration shall suspend a student for a minimum of five days and shall refer the student to the Office of Pupil Discipline. Such referral shall include the recommendation that the student remain suspended until written proof is provided to the PDSA indicating that the student has received a substance abuse assessment by a licensed public or private substance abuse agency/counselor approved of by the Chesapeake Public Schools. Failure to follow the recommendations provided in the assessment shall result in a recommendation of immediate expulsion from Chesapeake Public Schools. It shall be the responsibility of the parent, legal guardian, or student if emancipated or 18 years of age to provide the PDSA, at intervals determined by the Department, with evidence of compliance with the recommendations of the assessment.

For a second offense, the administration shall suspend the student from school, pending a hearing, and shall refer the student to the PDSA with the recommendation that the student be expelled.

In all cases, the proper law enforcement officials shall be notified and appropriate charges shall be filed.

## **SEARCHES**

We all share the same concerns related to keeping our schools safe for students, staff, and community. At CCC, we have added concerns of assuring safety around equipment and machinery. A student and/or his/her personal belongings (i.e., purse, backpacks, etc.) may be searched whenever a school authority has reasonable suspicion that the student is in possession of illegal or unauthorized materials or that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Automobiles or other vehicles parked on the school premises or in the school parking lot are subject to search when officials have reason to believe weapons, drugs, or objects prohibited by school policy or state law are contained therein.

Random searches may be conducted on school property using metal detectors or dogs capable of detecting drugs, bombs, and firearms. These are authorized searches conducted by specially trained law enforcement agencies under the supervision of school personnel.

## **SEXUAL HARASSMENT**

Sexual harassment is defined as any unwelcome sexual conduct that has the purpose or effect of unreasonable interference with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Students who harass other students in this manner will be subject to disciplinary action by the administration.

Sexual harassment, specifically, occurs when a student, male or female, is the recipient of unwelcome sexual advances or requests for sexual favors; when the student experiences offensive verbal or physical conduct of a sexual nature creates an intimidating, hostile, or threatening environment.

Unwanted sexual behaviors that could constitute sexual harassment may include, but are not limited to, the following: inappropriate touching, use of sexually suggestive comments, jokes, and other language, spreading sexual rumors, sexually suggestive cartoons and pictures, leering, cornering/blocking movements, and pulling at clothes.

All charges of sexual harassment will be investigated and dealt with according to the law and Chesapeake School Board policy.

### **SMOKING OR POSSESSION OF TOBACCO PRODUCTS**

Smoking or possession of tobacco products, including e-cigarettes, on school property is prohibited by school board policy. An administrator will search any student who is suspected of smoking or possessing tobacco products. Any student who is caught smoking or possessing tobacco products or paraphernalia (matches or lighters) will receive one or more days of ISS or OSS.

### **STUDENT DRESS CODE**

Chesapeake Career Center's mission is to prepare you for successful entry into the modern workforce. This includes not only giving you knowledge and skills, but preparing you for the requirements you will face in the adult workplace. One of those requirements will be a dress code. The dress code is enforced in virtually every work environment. The faculty and staff takes dress code seriously and expect the same of you.

The Chesapeake School Board expects all students to dress in a manner appropriate for the promotion of learning. Student appearance must not be disrespectful, indecent, dangerous to health and welfare of students, or disruptive to the school environment.

Protective clothing is required in some of the programs at CCC. Specifications can be obtained from the teachers, and students are expected to be properly attired. Failure to comply with the uniform requirements may result in hindering the students' class performance since they will not be allowed to participate in the laboratory work without proper and safe dress. If assistance is needed in securing the proper apparel, the teacher or guidance director should be advised.

Protective eye wear will be given to students who are required to wear it in their laboratories. Students are not charged for this, but if the eyewear is lost, there will be a replacement cost.

***Students are required to also follow the program guidelines for dress as discussed by their teachers.*** Costumes and other dress approved for "Spirit Week" during Homecoming at the home schools may be worn as long as the student's appearance **does not disrupt the learning process at CCC.**

### **Prohibited Dress**

- Any clothing that reveals skin below the armpits or more than four (4) inches above the knee (this includes but is not limited to short shorts, short skirts, and pants with rips or holes)
- Tops without straps or with straps less than three (3) inches in width
- Bare feet, bedroom slippers and footwear that is unsafe in any CCC setting (flip-flops and slides will be worn at the student’s own risk; they may not be allowed in some CCC settings)
- Headwear that covers the entire head; any other headwear exceeding two (2) inches in width; bandanas
- Pajama tops or bottoms
- Clothing that promotes violence, hate, alcohol, or drugs
- Clothing displaying profanity or sexually suggestive verbiage or images
- Clothing that depicts, suggests or promotes gang affiliation, including bandanas
- Pants that are worn below the waist or that expose skin or undergarments
- Any tight-fitting pants that aren’t covered by a top that hangs no higher than four (4) inches from the knee (both in front and back)

Students will not be permitted in class wearing clothing that violates the dress code. Consequences for violating the dress code will be as follows:

First Offense:	Detention or Change of Clothes and Administrative Warning
Second Offense:	Detention or Change of Clothes and Parent Contact
Third Offense:	Detention or Change of Clothes and 1 Day ISS
Fourth Offense:	Detention or Change of Clothes and 2 Days ISS

### **STUDENT DRIVING AND PARKING**

1. Students are encouraged to use Chesapeake Public School’s bus transportation. Driving any motorized vehicle to school is a privilege. Permits will be issued to juniors and seniors who are in good standing on a first come first served basis. The parking decal is \$10.00. Applications will be available in the main office of CCC.
2. Students must secure a parking decal prior to driving or parking a vehicle on school property.
3. Students will operate motor vehicles in a safe, careful manner at all times and in accordance with the laws of the City of Chesapeake and the Commonwealth of Virginia. Everyone in the car must wear a seatbelt at all times.
4. A valid parking decal should be placed on the lower, inside of glass, right corner of the rear window of any vehicle parked on school property. Parked vehicles must be listed on the Parking Permit Application. One decal will be issued for the student’s primary vehicle. On a day when a student drives a vehicle other than the primary tagged vehicle, the student must notify the security staff in writing (clipboard located on the security desk at the front entrance) before class. If the student needs to drive a different car for a long period of time, the vehicle must be registered with the bookkeeper.
5. Students will not falsely represent, counterfeit, photocopy, etc. decals.
6. Students will not share, loan, or give decals to other students, as decals are non-transferrable. Should the decal become lost, stolen, or misplaced, immediately report its loss to security in writing.

7. Students will lock their vehicle.
8. Students will leave the parking lot and enter the school building in a timely manner.
9. Students will not return/go to any vehicle or parking lot without written administrative permission until they leave school, promptly, at their scheduled departure time.
10. Students will use Elementary Drive, when exiting the parking lot.
11. Students will adhere to the 10 miles per hour speed limit in all parking/driving areas.
12. Students will obey all signs and pavement markings, as well as, directions from school staff.
13. Students will not park in faculty spaces or visitor's spaces.
14. Private vehicles are prohibited in the bus lane! Buses only!
15. Students will not engage in such activities as:
  - a. reckless driving
  - b. speeding
  - c. spinning wheels
  - d. driving over curbs
  - e. blowing horns needlessly
  - f. passing other vehicles on school property
  - g. cutting in front of line
  - h. playing excessively loud music
16. Students will yield the right of way to all buses (as soon as they begin moving) each day.
17. Students will report to the main office, security monitor, or administrator all accidents on school property involving personal or property damage.
18. Student handicapped parking is available for those who have been issued a DMV handicapped permit.
19. Vehicles parked on CCC property are subject to random searches by the canine units of the Chesapeake Police Department and/or the Virginia State Police.
20. CCC assumes no responsibility for the care or protection of any vehicle or its contents at any time.

Failure to comply with these regulations will result in having your privilege to drive, use, or have any vehicle on school property revoked. The following are possible additional consequences concerning a violation of any of the regulations or expectations pertaining to the use of a vehicle:

(More than one consequence may be given)

1. Suspension from school (ISS/OSS, parents contacted)
2. Chesapeake Public Schools Office of Pupil Discipline will be notified
3. Police notified

Drivers and/or passengers who leave school without prior administrative authorization will face the following consequence:

- OSS, parent notification, and revocation of the privilege to park (possibly up to 90 days), drive, or use any vehicle on school property by every person in the vehicle at the time of the violation
- Parking privileges may also be revoked for excessive tardies to school, absences or other discipline concerns

Any area not covered by the above regulations will be resolved by the school administration, whose decision will be final.

### STUDENT'S HOME SCHOOL ACTIVITIES

A student must receive prior approval from his/her CCC teacher to attend home school activities, such as assemblies, pep rallies, etc. and sign in with the attendance clerk at the home school on the day of the activity. Failure to do so will result in an unexcused absence. The home school attendance clerks will e-mail the names of the students to CCC. Any student, whose names do not appear on the list, will be counted as absent-unexcused.

### STUDENT LOCKERS AND POSSESSIONS

Student lockers will be assigned by the teacher. They exist for the use and convenience of students and are to be kept clean and free of perishable items. Student lockers are school property and remain, at all times, under the control of the school. However, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

### STUDENT ORGANIZATIONS

All students enrolled at CCC are encouraged to join the co-curricular student organization (HOSA or SkillsUSA) that represents their program area of study. **Students must be a member of their co-curricular club to participate in district, state, and national competition events or participate in the workforce development program.**

- **Health Occupations Students of America (HOSA)** - HOSA is a co-curricular organization for students enrolled in courses for Future Health Professionals to become leaders in the global health community through education, collaboration, and experience.
- **SkillsUSA** - SkillsUSA is a co-curricular organization for students who are preparing for careers in trade, technical and skilled service occupations. SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce.
- **National Technical Honor Society (NTHS)** - Students who meet specified criteria for membership in this organization will receive the NV-THS pin, a certificate, and be part of a group photo displayed in the main hall/online.
- **Student Ambassadors** will be chosen on an annual basis by school administration. The role of the student ambassador is to work closely with the CCC administrators and home school administrators to offer feedback and promote the programs at CCC.

### SUSPENSIONS

**In-School-Suspension (ISS)** will be assigned by the administration when appropriate. CCC does not have a room designated for ISS, therefore, students will report to their home schools to serve ISS for the time he/she would normally be at CCC. While attending in-school suspension at their home schools, students will be required to complete a packet of work that the ISS monitor assigns. ISS is not considered an absence from class. Your CCC teacher may assign work for the student to complete in ISS in order to fulfill the requirements for returning to regular classes.

**Out-of-School Suspension (OSS)** Students who are suspended are not allowed on any school property and may not attend school sponsored events until the suspension is completed. An OSS is considered an unexcused absence.

### SYNERGY

Parents and students should use Synergy to communicate with teachers and monitor course information, grades, and attendance. Synergy will simplify home-to-school and district communication for parents, offering access to near real-time information. It is strongly advised that all parents and students log in regularly. An app for ParentVue and StudentVue is available for both Apple and Android devices. Parents can elect to receive individual alerts and even set a threshold for the percentages. Students and parents can receive an activation code to log on if they do not already have one.

### SCHOLOGY

Schoology is the learning management system through which teachers will access curriculum, build courses, engage students in learning, communicate with students and families, and collaborate with colleagues.

### TARDIES

**When a student arrives more than 30 minutes late to school**, he/she should report to the main office, give a note from the parent or guardian to the secretary and sign in. If a student reports to class first, he/she must take the teacher's admittance slip to the office so the student's name will not be reported to his/her home school as absent.

Car problems, traffic, oversleeping, and personal reasons are not acceptable reasons for being tardy to school and will be recorded as an unexcused tardy. **\*Students must be in class two hours to be counted present for the day.**

The consequences for unexcused tardies are as follows:

First unexcused tardy:	Administrative Warning
Second unexcused tardy:	Break Time Detention and Parent Contact
Third unexcused tardy:	One Day ISS and Parent Contact
Fourth and subsequent unexcused tardies:	Additional Days of ISS and Potential Revocation of Driving Privileges Temporarily or Permanently

### TELEPHONE

Telephones are not available to students. If a student becomes ill at school or an emergency arises, a teacher, health advisor or staff member in the office will call the parent or guardian.

### TEXTBOOKS

Chesapeake Public Schools provide textbooks and curriculum materials to be used by students as directed by the teacher. Students who are assigned textbooks are responsible for their care and will be required to pay for lost or damaged items.

### **THEFT OR VANDALISM**

Any student who willingly takes another person's property or is involved in the destruction of school property will be subject to immediate suspension or expulsion. Students are asked to bring items that have been misplaced by other students to the office where items may be claimed. Students who destroy or damage school property will be required to reimburse the school for all damages incurred.

### **TORNADO PLAN**

Tornados are unique in that they are not restricted in their paths of destruction. Students will be advised of the proper procedure to follow in the event of a watch or warning.

### **TRANSPORTATION**

Riding a school bus is a privilege granted by the School Board. Students are expected to follow all the rules set by the driver, the school, and the School Board. Rules are set to ensure the safety of all students. Students must promptly obey any request of a school bus driver. Violations of the rules may warrant a loss of the privilege to ride a school bus or other disciplinary action. The following behaviors are considered inappropriate: fighting; indecent or profane language; loud talking that is distracting to the driver; extending arms, legs, head, or objects from the windows or doors; throwing items out the window; vandalizing or damaging the bus. Students are expected to be at the proper stops prior to the arrival of the bus and must catch the bus only from their appointed bus stops. A student who wishes to take another bus must have written permission from home and approval from an administrator.

The school has a responsibility to maintain proper student behavior whenever students are en route to or from school property. Thus, students going to and from school grounds are under the guidelines of school conduct until they arrive at their particular destinations. Any rule infraction that occurs at the school bus stop in the morning or afternoon or en route to or from the bus stop will be dealt with as if the infraction occurred on school property.

### **VENDING MACHINES**

Vending machines may be used by students before and after school and during breaks. Food and drink are to be consumed in designated areas as determined by the instructor. Misuse of the machines or break period may result in the loss of this privilege. The break should be kept to a maximum of ten minutes. Instructors are to be present at the vending area during breaks.

Please see the bookkeeper in the main office to request a refund for loss money. If food items get stuck in the machine during the break, students should request the assistance of their teacher.

### **VIRTUAL LEARNING**

#### **Classroom Environment during Virtual Learning**

When attending virtual class meetings, activities, and/or discussions, students should participate as if they were attending class in a face-to-face traditional classroom. Students are to attend class in an environment that is conducive to learning with minimal classroom distractions.

Only the student enrolled in an assigned teacher's virtual classroom should be visible and able to participate. While we know our students are learning from home, siblings, pets, parents, etc. should not be in view of the class nor should they interrupt the learning environment. While in the virtual classroom, students should adhere to the dress code policy outlined for their prospective school while in view of the class.

Students should, as much as possible, ensure that they are in a quiet setting free of unnecessary household noises such as background conversations, televisions, cell phone noises and radios. In addition, students should be aware of their background views while participating in a virtual setting. Images displayed that would be in violation of the Student Code of Conduct are subject to disciplinary action.

### **Interactions with CPS Faculty, Staff, and Students**

While in virtual classrooms, students should address all CPS faculty and staff members with the courtesy expected by education professionals. They are to use both the appropriate title (Mr., Mrs., Ms., or Dr.) and last name only.

Students should phrase communications with CPS faculty, staff, and students in a polite and courteous manner to support a positive learning environment. The tone of emails, posts to discussions, and phone conversations should remain respectful.

Since our online environment is a learning environment, students should not use excessive "slang" or language that might be used in other settings. Students should communicate with teachers in complete sentences.

Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with CPS faculty, staff, and students. These actions are prohibited as indicated in our Acceptable Telecommunications and Internet Use for Students Policy (AUP) which can be found in the Student Code of Conduct and Policy Handbook.

Students must use the CPS email account and other CPS sanctioned communication methods. Emails that use profanity or may otherwise be construed as offensive, shall not be permitted in correspondence with CPS faculty and staff. CPS G-Suite profile pictures should be a head-shot of the student only and may not be offensive or inappropriate in any manner. CPS reserves the right to determine if a profile picture is inappropriate.

All communications with faculty, staff, and students enrolled in CPS should be of a course-related nature. Sending any unsolicited email to other CPS classmates is prohibited. Inappropriate emails are flagged and sent to the appropriate administrator to address. In addition, students should only participate in activities/meetings for courses in which they are enrolled. Students are not to share course links or facilitate the involvement of students who are not enrolled in the course. Links to courses should only be generated by the teacher.

All communications with other students in any forum, course related email, discussion posts, etc., must be polite, courteous and respectful. Content shared virtually should be used for educational purposes only. Capturing content, screen shots, or pictures in any form, including audio, is only permitted with the written consent of the teacher. In addition, posting inappropriate pictures or comments on any platform is strictly prohibited.

The integrity and authenticity of student work is something that we take seriously and check using a variety

of technologies. Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the Internet could result in removal from courses with a failing grade. Students are expected to abide by the CPS Honor Code and all CPS School Board Policies and Regulations.

Collaboration with other students on your CPS assignments is only permitted when directed to do so by your teacher. Working together is useful in the traditional classroom; however, it is only permitted in our online environment when specified by the teacher. Parents should not login to a student account and complete coursework on behalf of the student. In addition, parents are asked not to login to student accounts to attend any video-conferencing sessions unless with express permission from the teacher.

### **Consequences in Virtual Learning Environment**

Violations to the CPS School Board Policies will follow the same procedures outlined in the Chesapeake Public Schools Student Handbook. Here, under the discipline section, you will find the consequences students are subject to for violating the CPS AUP, School Board Policies, and the Student Code of Conduct. Students violating these guidelines and policies will be subject to disciplinary action that may result in termination of network privileges including CPS-provided tools such as, but not limited to, G-Suite and other tools provided by the district. Such violations may result in students being unable to complete and receive credit for the virtual learning course(s) in which the student is enrolled, as well as other disciplinary and/or legal action.

CPS students are subject to all local, state, and federal laws governing the Internet. Consequently, administrators will cooperate fully with local, state, or federal officials in any investigation when illegal activities have been conducted through Internet access.

In the event there is a claim that a student has violated this policy, he/she will be notified of the suspected violation and disciplined according to CPS School Board Policies, Regulations, and the Student Code of Conduct.

All students are expected to comply with the Chesapeake Public Schools Student Code of Conduct and are subject to further disciplinary actions outlined in the Chesapeake Public Schools Student Code of Conduct.

### **VISITORS**

Upon entering the building, visitors should sign in with Raptor® to secure a visitor's pass from the security officer before reporting to the office or any other destination in the building. Prospective students wishing to visit CCC to learn about the programs are encouraged to talk with the career counselor in their home school.

### **WEAPONS**

Weapons and or look-alike weapons of any kind will not be permitted on school property. Students found with weapons on their personal on school property or en route to and from school will be subject to suspension resulting in expulsion. Expulsion will be the only consideration by the School Board in such matters.

## WITHDRAWING FROM SCHOOL

Any student who plans to withdraw from CCC must first notify CCC's school counselor. All requests will be reviewed by an administrator and the student will be notified of the final decision. **Requests should be made within the first 5 days of school.** Books must be returned and any money owed must be finalized with CCC. Students are not able to withdraw from CCC after the 5 day deadline unless there is an extenuating circumstance. If an extenuating circumstance is determined, the CCC school counselor/administration will collaborate with the home school counselor/administration to present the best option available to the student.

### **Chesapeake Career Center**

1617 Cedar Road

Chesapeake, Virginia 23322

757-547-0134 (office)

757-547-2391 (fax)

<https://cpschools.com/ccc/>

Follow us on Twitter <https://twitter.com/cpkcareercenter>

Like Us on Facebook <https://www.facebook.com/chesapeakecareercenter1967/>

Follow us on Instagram [https://www.instagram.com/chesapeake\\_careercenter/](https://www.instagram.com/chesapeake_careercenter/)

*The Chesapeake Public School System is an equal educational opportunity school system. The School Board of the City of Chesapeake also adheres to the principals of equal opportunity in employment on the basis of race, sex, national origin, color, religion, or disability.*