

**PARENT/STUDENT
HANDBOOK
2017-2018**

ARLINGTON CAREER CENTER

816 S. Walter Reed Drive
Arlington, VA 22204
MAIN OFFICE: 703-228-5800
FAX 703-228-5815

WEBSITE: www.apsva.us/careercenter

FREQUENTLY USED NUMBERS

Academic Academy	703-228-5790
Arlington Career Center	703-228-5800
Air Force JROTC	703-228-5791
Attendance	703-228-5746
Cosmetology (for Appointments).....	703-228-5799
Enrichment Programs	703-228-5742
HILT Institute	703-228-5774
Inclement Weather Line	1-866-322-4277
Infant Care Center	703-228-5767
PEP	703-228-5801
Police/Resource Officer	703-228-5747



OR SIGN UP FOR NOTIFICATIONS:

APS School Talk: GO TO: www.apsva.us

[EMERGENCY ANNOUNCEMENTS are also on this website]

OR

ARLINGTON ALERT @: <https://www.arlingtonalert.com/register.php>

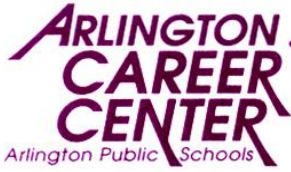


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816 South Walter Reed Drive
Arlington, Virginia 22204

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Mission	Vision	Core Values
<i>Instill a passion for learning by doing</i>	<i>A dynamic community of self-determined learners connected through authentic, client-based work</i>	<i>Mindfulness Integrity Respect Resiliency</i>

“Feed the Soil”

PRINCIPAL’S MESSAGE

Dear Students and Parents,

Welcome to the Arlington Career Center, a unique place of learning where we celebrate our inclusive and dynamic community by instilling a passion for learning by doing. As a community, our focus will be to “Feed the Soil” with our core values of mindfulness, integrity, respect and resiliency.

Our vision is to be a community of self-determined learners connected through authentic, client-based work which is strengthened by our partnerships with families and members of the larger business and local community. As the only Career and Technical Education (CTE) center for the district, we offer 23 unique CTE programs in our industry standard labs. Many of our programs and academic courses are dual enrolled which allow students to get a jumpstart to earning college credits. Our programs offer national and state approved industry credentialing tests which certify and license students. Our program specific internship opportunities provide students with invaluable real life work experiences.

With a rapidly changing workforce landscape, the programs at the Career Center are designed to equip our students with the most current skills and knowledge required to be ready for college and the world of work. Through our programs students are empowered to make informed decisions about their future careers based on real work experience.

It is with great enthusiasm that I welcome you to the new school year. I eagerly anticipate all the great learning that will happen!

Sincerely,

A handwritten signature in black ink that reads "Margaret Chung". The signature is fluid and cursive.

Margaret Chung
Principal

2017-2018 CAREER CENTER ADMINISTRATIVE STAFF

Principal Ms. Margaret Chung
 Assistant Principal.....Ms. Jessica Baker
 Assistant Principal..... Mr. Erik Healey

MAIN OFFICE STAFF

Administrative AssistantsMs. Virginia “Ginny” Barrow
Ms. Terry Bell
 Attendance Secretary Ms. Julie Frye
 TreasurerMrs. Terry Lau

COORDINATORS, COUNSELORS, & SECURITY

Academic Academy Coordinator.....Ms. Madeline LaSalle
 APT Infant Care Coordinator.....Ms. Yvonne Pettiford
 Arlington Tech Coordinator.....Ms. Catherine Steinmetz
 HILT Institute Coordinator.....Ms. Amanda Trevino
 Instructional Technology Coordinator.....Mr. Charles Randolph
 PEP Coordinator.....Mr. Micah Stein-Verbit
 School Testing Coordinator.....Ms. Lisa Pellegrino
 Counselor.....Ms. Bennie Webster-Mann
 Counselor.....Ms. Lisa Styles
 Counselor.....Mr. Frank DeRocco
 Resource Assistant/Security.....Ms. Patricia Shackelford
 Resource Assistant/Security.....Mr. Haley Garcia

Career and Technical Education Programs	
(DE) dual enrolled courses- college credits in high school *National/State Industry Licensure or Certification	
Engineering	IT/Digital Media
*Auto-Tech (DE) Auto Collision Repair *Aviation Energy & Power/Robotics Engineering *Engineering Drawing (DE) *Architectural Drawing (DE) *Networking/Electricity	*Cyber Security (DE) TV Production (DE) *Computer Graphics/Animation Computer Programming (DE) *Advanced Topics in IT (DE)
Health and Medical	Human/Public Services
Animal Science/Vet Tech *EMT (DE) Forensic Science Health and Medical Terminology (DE) *Pharmacy Tech Physical Therapy/Sports Medicine	*Culinary Arts *Cosmetology *Early Childhood Education (DE) AF-JROTC

ARLINGTON CAREER CENTER

2017-2018 SCHOOL YEAR

First Day of School.....	9/5
Career Center Back to School Breakfast	9/23
Columbus Day Holiday (no school)	10/9
PSAT for 10 th and 11 th Graders	10/11
Early Release – Teacher Training	10/18
Teacher Work Day (no school)	11/7
Second Quarter Starts	11/8
Veteran’s Day (no school).....	11/10
Thanksgiving Holiday (no school)	11/22 – 24
Early Release – Teacher Training	12/13
Winter Break (no school)	12/22 – 1/2
School reopens after Winter Break.....	1/3
ACC Open House.....	1/6
Martin Luther King Holiday (no school).....	1/15
End of 1 st Semester /Second Quarter	1/25
Teacher Work Day (no school)	1/26
Early Release – Teacher Training	2/14
Presidents’ Day Holiday (no school).....	2/19
Spring Break (no school).....	3/26-3/30
Third Quarter Ends.....	4/6
Teacher Work Day (no school)	4/9
Fourth Quarter Starts	4/10
Memorial Day Holiday (no school).....	5/28
Career Center Awards Ceremony.....	5/30
Career Center Last Day of School_.....	6/11
Teacher Work Days (no school).....	6/11-6/20
Graduation	6/14

Career Center Regular Bell Schedule				
Academic Academy/HILT Institute			CTE	
1A	1B	8:00-9:30	AM	8:00-9:30
2A	2B	9:35-11:05	Planning	9:30-11:05
3A	3B	11:10-12:30	MD	11:10-12:30
1st Lunch / CC Support 4AB		12:30-1:00	1st Lunch	12:30-1:00
2nd Lunch / CC Support 4AB		1:05-1:35	Planning	1:05-1:35
5A	5B	1:40-3:10	PM	1:40-3:10

Career Center Early Release Bell Schedule				
Academic Academy/HILT Institute			CTE	
1A	1B	8:00 - 9:05	AM	8:00 - 9:05
2A	2B	9:10 –10:25	Planning	9:10 – 10:28
3A	3B	10:30-11:35*	MD	10:28 -10:58* (bussed in students) 10:28 – 11:35** (full-time students)
5A	5B	11:40 -12:25	PM	11:45 – 12:25

CC Support Period / 4ab will not meet on early release days

*1/2 day Academic Academy students leave 3rd period at 10:58 to take busses to home school

**Fulltime/All Day Career Center students with a midday CTE class will remain in class until 11:35

Career Center 2-Hour Delay Bell Schedule				
Academic Academy/ HILT Institute			CTE	
1A	1B	10:00-11:05	AM	10:00-11:05
2A	2B	11:10-12:10	Planning	11:10-12:10
3A	3B	12:15-1:00	MD	12:15-1:00*
1st Lunch / CC Support 4AB		1:05-1:40	Lunch	1:05-1:40
2nd Lunch / CC Support 4AB		1:45 – 2:15	Planning	1:45 – 2:15
5A	5B	2:20- 3:10	PM	2:20 - 3:10

*1/2 day Academic Academy students leave at 1:00pm to take busses back to home school

ARLINGTON PUBLIC SCHOOLS STUDENT HANDBOOK

Guide for students and parents that includes general information about the school system and how the school system works, answers to frequently asked questions, student rights and responsibilities, and general school policies.

- [2017-2018 APS Handbook - English](#)
- [2017-2018 APS Handbook - Español](#)

ATTENDANCE

Regular attendance to school is directly related to academic achievement. It is important to attend school daily. Unexcused absences and/or tardiness can result in a failing grade and consequences mandated by State Code. The attendance office determines if an absence is excused or unexcused according to School Board policy. Parents should notify student's home school, as well as the Career Center, of all absences. Teachers are required to allow students to make-up work missed **IF ABSENCES HAVE A VALID EXCUSE**. You will be contacted if you are absent. You will be withdrawn after 15 days of consecutive absence.

1. Excused absences: illness, death, quarantine, religious holiday, violent storm, court summons, state emergency, or severe family emergencies as supported by a telephone call and a note from the parent/guardian. The note must be received within two days of the students' return, and contain the student's full name, dates(s) absent, reason for absence, and the parent or guardian signature and telephone number. It is the student's responsibility to make up missed work.
2. Late arrivals: report directly to class (8:00-8:10) where the teacher will mark you tardy. After 8:10am, students should report to the main office to check in and receive a tardy pass.
3. Early departure: must be supported by a written note from the parent/guardian and presented to the main office at the time of departure. If the student returns that day, he/she should report to the main office before returning to class.

The State Legislature has enacted new laws related to excessive unexcused absences.

1. If a student has been absent, unexcused, up to five times, the Attendance Specialist will arrange a conference with the student and parent/guardian to develop a plan to resolve the unexcused absences.
2. If an additional unexcused absence occurs, a meeting will take place with county officials and the family.
3. If yet another unexcused absence occurs, a petition will be filed, and a hearing held in the court with the parent and student.

BICYCLES, MOPEDS, SKATEBOARDS, ROLLER BLADES

Parking areas are provided for bicycles and mopeds. You are not permitted to bring bicycles and mopeds inside the building at any time. Skateboards and roller blade use is not permitted at any time on school grounds.

CC SUPPORT PERIOD

The CC Support Period will be included on students' schedule and attendance will be taken. The purpose of the period is to help all students further their educational goals by providing time, access to school based resources, a one-to-one or small group environment, and a mentoring relationship with a staff member.

CELL PHONES

During scheduled class time, students should be utilizing their cell phones only for instructional activities with the expressed permission of the instructor. Otherwise, cell phones should be away to minimize distraction from instruction. It is the responsibility of the teacher to set the expectation for cell phone use in their classroom, and to conduct discussions with the student and/or parent if cell phones are being misused in the classroom. Students may use their cell phone freely during passing periods and lunch time.

CLINIC

Students who must take prescribed medication during the school day are required to register the medication in the Main Office with an administrative assistant. The parent must give the school public health nurse the medication in an original prescription bottle or container labeled with the child's name, medication name, dose and time of administration. All medication must be accompanied by the Authorization for Medication form available from the school clinic or online at www.apsva.us/schoolhealth. The form must be signed by both the parent/guardian and physician. Students should request the

assistance of a faculty member for referral to the office when they become ill. Please call the main office (703-228-5800) in cases of illness, injury or any emergency treatment.

DISCIPLINE & STUDENT CONDUCT

Behavior In School Areas:

Class Areas: All students are expected to come to class ready to engage in learning. Students are asked to respect their teacher, classmates, and the learning environment.

Building Common Areas (halls, etc.): You should show consideration for others using the building common areas. This includes a responsible attitude and maintenance of the building, furnishings, and grounds (clean, neat, and proper use of equipment, supplies, and the building).

The goal of the Career Center administration and its teaching staff is to ensure a high quality, rigorous education in a safe, supportive environment, whereby all students can achieve and succeed. When student behavior disrupts the learning environment and/or poses a threat to the general safety of any student or adult, disciplinary action will be taken for those individuals responsible.

In some cases the administration might counsel, warn, or detain the student, call or send letters, arrange a conference with the student, teacher, and counselor, or suspend a student from school. An attempt will be made to come to a clear understanding of expectations and gain the cooperation of the student to assume his/her responsibilities. Detention or suspensions (OSS, ISAP) may result from offenses and will be handled according to ASD 25-5.01. Suspension includes temporary removal from all school activities and exclusion from school grounds (violation of this is criminal trespassing). Appeals may be made through the Assistant Superintendent for Administrative Services office. When suspended, you are not permitted on ANY Arlington Public School property without prior administrative permission. Full copies of School Board policies are available in the School Board Office, schools, and online at www.apsva.us.

Out of School Suspension (OSS)

Students may be suspended for reasons outlined in accordance with School Board Policy (SBP 25-1.3). SBPs are available on the APS website. Out of school suspension may be appealed.

In School Alternative Program (ISAP)

The In School Alternative Program (ISAP) is a temporary placement of students who violate school rules to the point where the learning environment is interrupted. This program allows students assigned to ISAP to stay in school rather than at home. Regular ISAP will begin at 8:00am and end at 3:10pm. Reduction or Extended ISAP will be assigned at the discretion of an administrator.

DRESS CODE

Students are expected to dress at all times in keeping with the best learning situation.

Examples of Unacceptable Dress:

1. Clothing that promotes or mentions profanity, weapons, violence, drugs, alcohol, sexual references or gangs.
2. Clothing that disparages any group
3. Clothing which is unduly revealing, including exposing of chest, midriff, back or undergarments. Boy's pants and shorts must not sag to show underwear.
4. Visible underwear, including "muscle" undershirts.
5. Skirts or shorts that are shorter than mid-thigh
6. Head wear to include hats, bands, scarves, and bandanas unless worn for religious purposes.

If a student arrives at school dressed inappropriately, the student will be directed to change clothes. The school will loan the student an appropriate T-Shirt, or the parent will be called to bring the student appropriate clothing.

DRUGS AND ALCOHOL

The use or possession of any alcoholic beverages or drugs is strictly prohibited. The Arlington School Board prohibits the use of defined substances on school property, while walking to and from school, on school buses, during off-campus lunch privileges, and at school-sponsored or school-supervised activities. The rule regarding alcoholic beverages applies to all students, **regardless of age**. The breaking of this rule may cause the local law enforcement personnel to become involved.

Violations of this policy may result in expulsion, suspension or referral to an alternative substance abuse program. First time offenders of the policy who have been involved in marijuana or alcohol use may be eligible for placement in the Second Chance program in lieu of suspension. This is an intensive, early intervention program designed to educate students and their parents and to prevent future substance abuse. An eligible student who successfully completes that program, including all requirements for follow-up assessments and good behavior, will not be subject to suspension for that particular violation of the substance abuse policy. However, if a student placed in the program in lieu of suspension fails to successfully complete the program, including all requirements for follow-up assessments and good behavior, that student will be suspended pursuant to this policy, 25-1.16, and to School Board Policy 25-1.3.

DUAL-ENROLLMENT

The Arlington Public Schools and the Northern Virginia Community College (NOVA) have forged a partnership which benefits the students of the Arlington Public Schools and the Arlington Career Center. Students are able to register for NOVA classes and take the admission exam during their regular school day at the Career Center. Students during their junior or senior year may take a college course and may receive college credits by successfully completing a Career and Technical course or selected Academic Content Courses. For more information please see our NOVA Counselor in room 232A.

FIELD TRIPS

Field trips are an extension of the school program. Respectful and cooperative behavior is required. You are to be responsive and **responsible** to the teacher and adults in charge as to dress, travel, and schedule. Prior to the field trip, these procedures will be followed:

1. A "Parental Authorization for Field Trip" form must be signed by the parent or guardian (under 18 years old) or the student (over 18 years old) and returned on time to the teacher in charge.
2. You are to stay with the class for the duration of the field trip and return to the school with the group. Any variation to this policy must be approved by administration prior to the field trip.
3. Manner of dress, formal or informal, and appearance are at the discretion of the teacher or person in charge. It should be appropriate to the activity attended.

FIRE (AND OTHER) DRILLS

For your safety it is important that you know the fire drill instructions posted in all rooms. At the sound of the fire alarm, walk quietly and quickly to the exits and get away from the building, away from areas for emergency vehicles, and following instructions from staff. During a drill or an actual emergency, you are to follow directions given by your teachers or other school personnel. Drills will be held at various times throughout the school year.

FOOD SERVICES

We provide breakfast (7:30-8:00am) and lunch (12:30-1:35pm) to students applying and qualifying for free or reduced priced (\$0.40/lunch) meals, and others wishing to purchase food. To qualify, students must complete applications each school year. If not approved as reduced or free, breakfast costs \$1.65, and lunch costs \$2.95. Milk a la carte is \$0.75.

Lunch

Only seniors, or students 18 years or older, who return a signed permission slip will have access to lunch outside of school. Those students who do not comply in returning on time may be subject to disciplinary action or have their off-campus privilege revoked. Students in grades 9-11 will not be allowed to leave the building during lunch. No students can order food for delivery to the school building at any time during the school day.

Cafeteria Behavior

Students are expected to follow appropriate behavior during lunch:

- Food and lunch beverages are to be consumed only in the cafeteria, commons, and other designated areas.
- Quiet behavior and conversation is expected during lunch time in all public areas
- There will be no cutting or holding places in the lunch line
- Students will remove their trash from the table after eating
- Acceptable manners are expected.

GRADES
INTERIM REPORTS

Interim progress reports are issued at the midpoint of each grading period.

Interim Report Issued

October 6
December 14
February 23
May 14

REPORT CARDS

Report Period Ends

November 6
January 25
April 6
June 15

Report Cards Issued

November 17
February 13
April 25
June 27

GRADING SCALE:

Letter Grade	Percentages
A	90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100
B+	87, 88, 89
B	80, 81, 82, 83, 84, 85, 86
C+	77, 78, 79
C	70, 71, 72, 73, 74, 75, 76
D+	67, 68, 69
D	60, 61, 62, 63, 64, 65, 66
E	0 – 59

HILT GRADING: HILT classes earn letter grades on assigned work, however, the final grade is based on the exit exams which also determines the next placement in the HILT course sequence. Students getting a U (unsatisfactory) or S (satisfactory) on the exam grade will get a U or S as their final grade and remain in the same HILT English level for the next term. If students earn a P (proficient) on their exit exams, they will earn an appropriate letter grade from their work (A, B, C, D, E) as their final grade, earn a credit (if passed the course), and advance to the next HILT English level for their next course.

Exit exams	Final exam grade	Final course grade	Credit earned
Passed the exit exams	P	Grade average of work in the course	1 or 0 (if E)
Did not pass the exit exams, but did well in the course	S	S	0
Did not pass the exit exams, did not pass the coursework	U	U	0

GRADUATION REQUIREMENTS

Detailed graduation requirements are listed and explained in the “*Program Of Studies*” for high school classes. Requirements change depending on your first year in 9th grade and your age. Talk with your counselor for your specific individual requirements TO GRADUATE!

Generally, for a standard diploma you need to earn 22 credits in the following: 4 English, 3 math, 3 science, 3 specific history, 2 PE, 1 fine or practical art, a personal finance/economics, and 5 elective credits (2 of these in a specific area providing a sequence of rigor). One course must be in the virtual/online format. In addition you must earn 6 specific *verified credits* (SOL tests). The advanced studies diploma requires one additional credit in math, science, and history, 3 foreign languages, and 3 additional *verified credits* (SOL tests).

HAZARDOUS WEATHER PROCEDURES

When hazardous weather or poor road conditions exist, decisions affecting morning schedules will be made by 6:00 A.M. Check local radio or TV channels for information or call the INCLEMENT WEATHER INFORMATION LINE at: 1-866-322-4277 or www.apsva.us for emergency announcement postings.

DELAYED OPENING - If the opening of Arlington Public Schools is delayed, our classes will start at 10:00 AM. No field trips will be held.

EARLY DISMISSAL - If schools are closed early, the time of dismissal will be announced by 12:00 noon. All afternoon and evening activities/ classes may be cancelled. Listen carefully to announcements.

HONOR ROLL

At the end of each reporting period the “HONOR ROLL LIST” is published. Students who have all A’s or all A’s & B’s qualify for this list.

INCIDENT REPORT

If something is stolen from you or you are involved in a serious accident, please come to the main office and see Ginny Barrow, Administrative Assistant so that an incident report can be completed. It will be followed up by an Assistant Principal and/or the School Resource Officer.

INDUSTRY CREDENTIALING

The Career Center Program focuses on providing opportunities for our students so they can be prepared for life beyond high school and/or college. Industry credentialing is available in various Career and Technical Education course offerings. Teachers will detail specific certification options during their course instruction.

LEAVING THE CLASSROOM OR SCHOOL PREMISES

Students are expected to be present in their scheduled room at the start of class. Students are not permitted to leave their class area without permission of their instructor. Students are not permitted to leave the Career Center premises during their Career Center class period unless they have parental and administrative approval. Students who have permission to leave early must sign out in the Main Office. (PIP 25-1.6)

LOST AND FOUND

All lost items are turned in to the main office. After a period of time, unclaimed articles are turned over to charitable organizations. Please see that articles are recovered as soon as possible.

OFF CAMPUS PRIVILEGES

All students must remain on campus at all times, including breaks and lunch period. Only seniors have off-campus privileges at lunch only. Underclassmen are expected to stay on campus at all times. Underclassman 18 years or older may check-out with permission from their program coordinator or administrator. Students are reminded that their conduct off campus reflects on our school. Reported inappropriate behavior of a student or any other abuse of the privilege may result in the privilege being revoked. To ensure the safety of all students, any student who transports or rides with an underclassman off school property during school hours, without proper authorization, will be subject to the same disciplinary penalties (i.e. ISA) that the underclassmen have for being off campus. The school’s primary responsibility is the safety of all students, and no senior or over 18 year old student should take an underclassman (under 18 years old) off school property during lunch or any time during the school day.

PARKING

There is no student parking in the Career Center parking lot. Only cars with county stickers, staff parking passes or guests with parking passes will be allowed to use the parking lot. It is highly recommended that all students taking Career Center classes use the school bus. The parking lot will be routinely monitored by our Resource Officer to issue tickets for those cars not displaying the stickers or passes.

SCHOOL SAFETY

The number one priority at the Career Center is to provide a safe, orderly and inviting environment for all students and staff. Students are expected to demonstrate appropriate behavior throughout their time at the Career Center.

Students are required to follow all safety precautions and requirements in each of their programs. Instructors will supervise students at all times and ensure that they are aware of the guidelines and requirements in each program.

SMOKING / TOBACCO POLICY

THERE IS NO SMOKING ANYWHERE ON SCHOOL/BUILDING GROUNDS AT ANY TIME as stated in ASD 25-12.01. Violation of this policy may result in out-of-school suspension or police involvement (if under 18 years of age). Assistance is available through the Substance Abuse Counselor to stop the use of tobacco products.

STUDENT EXPENSES

Some Career Center programs require a student fee for materials, uniforms and kits. Specific fees information will be provided to students at the beginning of the program.

Textbooks

Textbooks that are assigned, are supplied free of charge to students in all courses. If books are damaged or lost, the student will be held responsible for the cost of replacement. The return of the textbook or fee for damage or loss must be satisfied before credits for the courses are given. Each student should keep a record of the number of each textbook issued to him or her.

STUDENT SUPERVISION

Teachers are not in the building before 7:50 AM and after 3:20 PM. If any student is in the building after 3:20 they should be under the supervision of a teacher.

TECHNOLOGY USERS GUIDELINES-CODE OF ETHICS

The use of the technology in the school is a privilege that can be taken away if it is misused. *Technology Users Guidelines* provide the expectations, responsibility, and consequences for use and/or misuse of the computers and other technology within the school.

USER EXPECTATIONS:

- Students will use all technology responsibly.
- Students will not use the division's computer equipment and communication services for sending, receiving, viewing, or downloading illegal or inappropriate material.
- Students will only connect to the APS network using approved methods.
- Students will respect intellectual property and copyright laws.
- Students will not tamper with or alter the system in any way that disrupts the network.
- Students will report suspected computer viruses and other problems immediately.
- Students will understand that all messages and files sent, accessed or received on or through APS equipment are subject to inspection.
- Students who connect to the APS network using a personal device must comply with all applicable policies.
- Use of APS technology is for school-related instructional and APS business activities.

INTERNET SAFETY TIPS:

- Students should be careful not to disclose information that could lead to the discovery of their identities.
- Students should use only their assigned user names and/or passwords.
- Internet filtering software is in place in schools to protect students from accessing inappropriate materials. Students should not attempt to get around the filtering system. Parents may want to consider installing some type of content filters on home computers.
- Students should be courteous and use appropriate language, understanding that their message will be read.
- Cyberbullying is a crime. Students should not view, send or display profanity, obscenities, sexually explicit or offensive materials. If students receive a threatening message, they should immediately report it to an adult they trust. Copies should be kept to provide to authorities. If students receive messages at school, they should notify their teacher immediately; at home, report the problem to the home Internet service provider (ISP).
- Meeting someone via the Internet can be dangerous. Before agreeing to any kind of meeting, students should discuss it with a parent or other trusted adult.

TRANSPORTATION

By School Board Policy, students living one and one-half miles or more from the school may ride a school bus. There are late buses Tuesday through Thursday, leaving the Career Center at 4:30pm taking students to the home schools. From the home schools students will be transported home. Violation of School Board Transportation polices may/will result in suspension of transportation privileges.

VISITORS

All Visitors must report to the school office. Groups desiring to visit should contact the school in advance so appropriate plans may be made to provide for their particular interests. Individuals wishing to visit classes must obtain a pass from the Main Office.

WEAPONS

Weapons of any kind, including look-a-like weapons, are illegal on school grounds. Students are subject to prosecution and possible expulsion by the School Board if they have any weapon whatsoever on school grounds.

