



816 S. Walter Reed Drive  
Arlington, VA 22204  
703-228-5800 (phone)  
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<https://careercenter.apsva.us/>

2019-2020

**Mission**

To instill a passion for learning by doing.

**Vision**

To be a united community of self-directed learners empowered through authentic academic, Industry, and life experiences to actualize our personal aspirations.

**Core Values**

Mindfulness, Integrity, Respect, Resiliency

### **Arlington Career Center Administrative Staff**

Ms. Margaret Chung	Principal	703-228-5730
Ms. Jessica Baker	Assistant Principal	703-228-5741
Mr. Erik Healey	Assistant Principal	703-228-5742
Mr. Louis Villafane	Director of Counseling	703-228-5731

### **Program Coordinators**

Ms. Madeline LaSalle	Academic Academy Coordinator	703-228-5790
Ms. Catherine Steinmetz	Arlington Tech Coordinator	703-228-5811
Ms. Amanda Trevino	HILT Institute Coordinator	703-228-5774
Mr. Micah Stein-Verbit	PEP Coordinator	703-228-5801

### **School Counselors and Support Staff**

Ms. Cristin Caparotta	School Counselor	703-228-8701
Mr. Frank DeRocco	School Counselor	703-228-5756
Ms. Monica Lozano	Equity & Excellence Coordinator	703-228-8702
Ms. Naghmeh Merck	School Social Worker	703-228-8666
Ms. Lisa Styles	School Counselor	703-228-5809
Ms. Claudia Vasquez	School Counselor	703-228-5800
Ms. Vanessa Zuniga	Substance Abuse Counselor	703-228-8706

### **Frequently Called Numbers**

Career Center Main Office	703-228-5800	Registrar	703-228-5816
Attendance Line	703-228-5746	School Resource Officer	703-228-5747
Attendance Specialist	703-228-5800	Transition Coordinator	703-228-5738
Clinic	703-228-5803	Transportation	703-228-6640
Psychologist	703-228-8699	Treasurer	703-228-5744

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## PRINCIPAL'S MESSAGE

Dear Students and Parents,

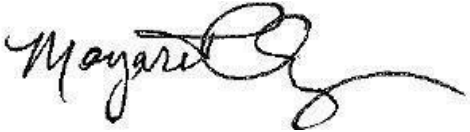
Welcome to the Arlington Career Center, a unique place of learning where we celebrate our inclusive and dynamic community through our mission to ***Instill a Passion for Learning by Doing*** and our core values of ***Mindfulness, Integrity, Respect, and Resiliency***.

Our vision is to be ***a united community of self-directed learners empowered through authentic academic, industry and life experiences to actualize our personal aspirations***. As the only Career and Technical Education (CTE) center for the district, we offer 24 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.

The Student Handbook is designed to provide students and families with helpful information. Please do not hesitate to reach out to me or our outstanding staff regarding questions you may have. I am looking forward to an amazing school year and getting to know our new students and families.

Sincerely,



Margaret Chung  
Principal

### **ARLINGTON PUBLIC SCHOOLS STUDENT HANDBOOK**

Arlington Public Schools (APS) Student Handbook is a 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. The handbook is available at the APS Publications Website <https://www.apsva.us/publications/>

### **ARLINGTON SCHOOL BOARD**

References throughout this document to School Board Policies (SBP) can be found on the School Board Policy site <https://www.apsva.us/school-board-policies/>

*The Arlington Career Center Student Handbook is aligned with the Arlington Public Schools Handbook and School Board Policies.*

## BELL SCHEDULES

Bell Schedules are not available to be posted online.

## GRADE REPORTING AND EXAMS

### Interim and Report Card Grades

Interim and report card grades can be accessed through Student Vue and Parent Vue.

Marking Period	Interim Report Window	Grading Window	Reports Issued
Quarter 1	Oct 1, 2, 3	Nov 4, 5, 6	Nov 15
Quarter 2	Dec 10, 11, 12	Jan 30, 31, Feb 1	Feb 10
Quarter 3	Mar 2, 3, 4	April 3, 13, 14	April 21
Quarter 4	May 13, 14, 15	June 1-17	June 26

## Grading Scale

Letter Grade	Percentages	Quality Points	AP & DE Quality Points
A	90,91,92,93,94,95,96,97,98, 99, 100	4.0	5.0
B+	87, 88, 89	3.5	4.5
B	80, 81, 82, 83, 84, 85, 86	3.0	4.0
C+	77, 78, 79	2.5	3.5
C	70, 71, 72, 73, 74, 75, 76	2.0	3.0
D+	67, 68, 69	1.5	2.5
D	60, 61, 62, 63, 64, 65, 66	1.0	2.0
E	0 – 59	0.0	0.0

## Final Exams

Final exams will be scheduled prior to the last day of school. All students are expected to be present for and take final exams on the day they are scheduled. Makeups for exams must be preapproved by the Principal and are for extenuating situations only.

## STUDENT RIGHTS AND RESPONSIBILITIES

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. Students are expected to conduct themselves in a manner that is respectful towards themselves, peers, and staff at all times.

### Computer and Network Use

All students are issued a MacBook Air for instructional use and have access to the APS and Career Center networks to access instructional materials only. Students agree to follow the APS Acceptable Use Policy (SBP and PIP I-9.2.5.1). Students are expected to use the network appropriately, not install additional software, or circumnavigate the network or filters. Students who are found to use their device or access the network inappropriately will lose access to the device and/or network for a period of time based on the infraction. Students are expected to take care of their devices and protect them from damage. Cost of repairs and the full AUP can be found through the APS Digital Device Website <https://www.apsva.us/digital-learning/damage-to-devices/>.

### Dress Code

Students are expected to dress appropriately for the learning environment that reflects professionalism. Attire that interferes with, disrupts, or does not reflect a professional learning environment is not acceptable. If a student arrives at school dressed inappropriately, the student will be directed to change clothes. The school will loan the student alternative clothing, or the parent will be called to bring the student appropriate clothing.

- Clothing that promotes or mentions profanity, weapons, violence, drugs, alcohol, sexual references or gangs, or disparages any group is not allowed.
- Clothing should not be unduly revealing, including exposing of chest, midriff, back, or undergarments. All undergarments should be covered at all times.
- Clothes should be of an appropriate length.
- Hats and sunglasses (unless for medical reasons) will not be worn inside the building.
- Shoes must be worn at all times.

### Cell Phones and Electronic Devices

During scheduled class time, students should be utilizing their cell phones and electronic devices only for instructional activities with the expressed permission of the instructor. Otherwise, cell phones and electronics should be away to minimize distractions from instruction. It is the responsibility of the teacher to

set the expectation for cell phone and electronic device use in their classroom, and to conduct discussions with the student and/or parent(s)/guardian(s) if cell phones or electronic devices are being misused in the classroom. If cell phones or electronic devices are found to cause a distraction/disruption during instruction, they may be confiscated by the teacher or administrator. Students may use their cell phone or electronic device freely during passing periods and lunch time.

### **Hall Passes**

Students are expected to be in class at all times. If leaving a classroom, a student is expected to get permission and a pass from their teacher. Students are expected to return to class promptly. When in the hallways, students are expected to identify themselves to any staff member who asks and show their pass. Staff will accompany any student who is out of class without a pass back to their class or to the office.

### **Non-instructional Equipment**

To avoid the loss of instructional time and expensive items, students are encouraged to avoid bringing non-instructional items such as cell phones, digital cameras, and large amounts of cash to school.

### **Off Campus Privileges**

All students are expected to remain on campus at all times. Only seniors and students aged 18 or over, with a signed off-campus lunch privilege form will be allowed off campus for lunch. This privilege can be removed for inappropriate behavior on or off campus.

### **Respectful and Considerate Behavior**

All students are expected to come to class, on time, ready to engage in learning. Students are asked to be respectful of their teacher, classmates, and the learning environment. This includes a responsible attitude and maintenance of the building, furnishings, and grounds (clean, neat, and proper use of equipment, supplies, and the building). Students will be charged fines and referred to the police for damages that they cause to school property.

Students' language and actions must not be offensive to others. It is a function of the school to provide a proper atmosphere for learning. Conduct that encourages and supports teaching or learning is expected of all students and staff. Bullying or harassment of students, through verbal, physical, or electronic means, based on an actual or perceived characteristic, such as race, religion, sex, creed, national origin, disability or intellectual ability, sexual orientation, or for any other reasons is strictly prohibited and will not be tolerated.

Any forms of dishonesty (such as cheating, lying, forgery, plagiarism or stealing) or activity that involve trespassing on the rights of others will not be condoned. Cheating results in harm to the cheater as well as to his or her classmates. Any form of cheating may impact academic results. Anyone committing forgery will be referred to an assistant principal.

The school must be concerned for the health and welfare of the entire student population. Therefore, students buying, selling, possessing or being under the influence of alcohol or illegal drugs will be excluded from the school until such time as their return is considered advisable by the school administration.

Arlington Public Schools prohibits smoking or use of tobacco products, including e-cigarettes, Juuls, vapes, etc., on school property by anyone or at any time. Arlington Public Schools work cooperatively with other county agencies to provide awareness activities aimed at avoiding student use of tobacco products. The school division shall take appropriate disciplinary action when students are found to be in violation of this policy. (Please refer to the School Board Policy 25-1.3, 25-1.7).

Students are expected to respect the building, grounds and greenery. For safety reasons, skate-boards, roller blades, bicycles, scooters, and other riding objects are not to be used within the building. Bicycles should be parked in the front of the building at the bike racks.

### **Student Parking Regulations**

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 use the school bus. Street parking is available surrounding the Career Center, a map is available in the kiosk at the front doors. The parking lot will be routinely monitored by our Resource Officer to issue tickets for those cars not displaying the stickers or passes.

### **Student Supervision**

Teachers are available to supervise students from 7:45 AM to 3:15 PM. Students who arrive prior to 7:50 AM should remain in common spaces until the 7:50 bell rings. Students who stay after school MUST be supervised by a staff member. Administration reserves the right to revoke a student's ability to remain on campus after 3:10 PM.

## **CODE OF BEHAVIOR**

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 SBP J-7.4. Parents will be notified by phone and mail of the reasons for disciplinary action in as timely a manner as possible to the incident. Suspension includes temporary removal from all school activities and exclusion from school grounds (violation of this is criminal trespassing). Actions requiring immediate OSS, referral to the Second Chance Program, and/or referral to law enforcement authorities include the sale, possession, or use of controlled substances; possession of firearms, weapons, or look-alikes; assaulting a student or a member of the school staff; setting fires on school property; sounding false fire alarms; telephoning bomb threats; inappropriate use of technology; and other activities which involve violations of law. Appeals may be made through the Assistant Superintendent for Administrative Services office.

### **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 stay in school rather than at home. Regular ISAP will begin at 8:00 AM and end at 3:10 PM. Reduced or Extended ISAP will be assigned at the discretion of an administrator.

### **Out of School Suspension (OSS)**

Students may be suspended for reasons outlined in accordance with SBP J-7.4. Out of School suspensions may be appealed through the Assistant Superintendent for Administrative Services office.

### **Saturday School Alternative Program (SSAP)**

Saturday School Alternative Program (SSAP) is an alternative to suspension to allow students to remain in classes when possible. SSAP will be assigned by administrators when appropriate based on the infraction that occurred. Students are expected to arrive on time and remain for the duration of the session assigned. Transportation and food services are not available for SSAP. Sessions will run from 9:00 AM – 12 Noon or 9:00 AM – 3:00 PM based on the infraction.

### **Second Chance Program**

Second Chance is a three-day substance use prevention and early intervention education program for Arlington middle and high school students who are caught for the first time at school or by the police in possession or under the influence of alcohol, marijuana, drugs, or e-cigarettes to prevent future prohibited 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 prohibited substance use 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 SBP J-7.4.

## **ATTENDANCE**

### **Absences**

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 call the Career Center Attendance Line (703-228-5746) to notify the school of student absences. If the student attends the Career Center for CTE class only, the student's home school should also be notified of the absence.

If your child has been absent for any reason, you must notify the school within two days of the students' return in writing. The notification is subject to monitoring and verification. If a note is not received within two days, absences will be marked and remain as unexcused.

### **Excused Absences will be considered for:**

- Illness, quarantine of student, doctor, or dentist appointment
- Death in the family
- Observance of a religious holiday
- Summons to a court of law
- Violent storms or state emergencies
- Suspensions
- Severe family emergencies

### **Extended Absences**

All absences greater than five days require approval at least 10 days prior to the absence. Frequent absences or recurring absences may require documentation and approval by the Principal.

### **Late to School**

Students arriving to school after 8:10 AM must sign-in with the Attendance Clerk in the main office. CTE only students arriving tardy must sign-in with the Attendance Clerk in the main office if arriving more than 10 minutes late to class.

### **Tardy Policy**

Students are expected to come to school on time and be on time to all classes. When students have three unexcused tardies from a class the teacher will provide a warning and call home to notify the parent/guardian. After three more unexcused tardies teachers will complete a discipline referral, call home to notify the parent/guardian, and assign an after-school detention. Consequences will repeat and escalate for every three additional tardies.

### **Unverified Absences**

If a student has five unexcused absences, the Attendance Specialist will arrange a conference with the student and parent/guardian to develop a plan to resolve the unexcused absences.

If an additional unexcused absence occurs, a meeting will take place with school staff, county officials, and the family.

If yet another unexcused absence occurs, a petition will be filed, and a hearing held in the court with the parent and student.

Students missing 15 school days will be withdrawn from school and will need to re-enroll with the school registrar.



### **Make-Up Work**

When a student is absent they are expected to have previously assigned work (homework, papers, projects, etc.) ready to submit the day of their return. If there was an assessment or presentation due on the day missed, they will need to arrange the make-up time with the teacher but should be prepared to take the assessment or present at the start of the next class they attend. Work assigned on the day missed will be communicated to the student by the teacher and a due date will be established. Based on APS policy, credit for make-up work is only given when the absence is excused.

### **Leaving School Early**

All students are expected to sign out in the main office prior to leaving the building. Students must have a note from a parent/guardian to submit prior to being allowed to leave. In order to ensure student safety, the Attendance Clerk may call a parent/guardian to verify that the student is approved to sign out. If the Attendance Clerk cannot reach a parent or guardian, the Attendance Clerk will seek approval from an administrator for the student to sign out. A student who leaves school without signing out will have an unexcused absence. There will be no exceptions to this procedure. If the student returns that day, he/she should report to the main office before returning to class.

## **SAFETY AND SECURITY**

### **Lockers**

Students who wish to use a locker during the school year should request a locker from their program coordinator. Lockers will be assigned on a first come first served basis. Students will receive a lock for the year. Locks are \$5.00 if damaged or need to be replaced. Students must bring a lock to use during physical education classes and must remove the lock at the end of the class period. Career Center is not responsible for items left inside locked or unlocked lockers. Personal locks on hallway lockers will be removed at the expense of the student.

### **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.

### **Incident Report**

If something is stolen from you or you are involved in a serious incident a report must be made to a school administrator. If appropriate, the administrator will include the School Resource Officer in the investigation.

### **Safety 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. Students are expected to remain with their teachers during all drill. Drills will be held at various times throughout the school year. During all other drills follow the instructions provided by your teacher and remain quiet and calm.

### **Visitors and Parking**

All visitors must enter through the visitor entrance directly into the main office. All visitors must sign in and receive a parking pass if not in a 2-hour visitor spot. All visitors must wear their visitor badge when in the building. Any unauthorized person in the building or on school property will be considered a trespasser and will be subject to prosecution. Appointments should be arranged with school staff and teachers prior to arriving at the school or going to a classroom.

## ACTIVITIES

### Clubs

Clubs and activities are encouraged to be formed to foster a sense of community at Arlington Career Center. The Club Handbook is available on the ACC website. Students who wish to form a club will need to find a staff sponsor and together will complete the application form. Club descriptions will be posted on the ACC website.

### Participation in Activities

When participating in clubs and activities students are expected to follow all ACC and APS rules and behavioral expectations. Failure to do so may result in disciplinary action, suspension from events, or removal from the club or activity.

## CAFETERIA AND FOOD SERVICES

We provide breakfast (7:30-8:00 AM) and lunch (11:00-11:30 AM or 12:30-1:00 PM) to students. Breakfast costs \$1.70 and lunch costs \$3.00. Milk al la carte is \$0.75. Students must complete applications each year for free and reduced lunch prices. If approved for free and reduced pricing, breakfast and lunch are free of charge.

### 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 are 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 and recycling from the table and dispose of items into appropriate receptacles
- Acceptable manners are expected

### Ordering of Food

Given the schools responsibility to federal regulations, students are not permitted to order food from local restaurants for delivery to school, including UberEats, GrubHub, etc. Should this occur, food items will be held in the main office until the end of the day and then returned to the student.

## HEALTH SERVICES

The school health program at Career Center is administered by a Public Health Nurse and Clinic Aide who may be reached at 703-228-5803. Any student reporting to the clinic (room 101) must have a pass from a teacher, counselor, or an administrator unless an emergency exists.

### Screening Program

State mandated hearing and vision screenings are conducted by Arlington County school health services for all 10th grade students. Hearing and vision screenings are conducted for all students new to Arlington Public Schools.

### Illness and Injury

First Aid is rendered to ill or injured students by the Clinic Aide and/or the Public Health Nurse. Should conditions necessitate, students may be transported by ambulance to the Virginia Hospital Center. Students who are ill will not be permitted to go home without the permission of a parent, legal guardian or persons listed on the emergency card. Except in cases of emergency, students should report to the clinic where a medical assessment will be made by the school clinic staff and a parent notified. Students should not call parents to be picked up when they are ill.

**Medication**

Prescription medication must be accompanied by a medical authorization form that has been signed by both the parent/guardian and the physician. Prescription medication other than Epi pens and inhalers must be kept in the clinic and administered by clinic staff. High school students may carry and self-administer no more than two doses per day of non-prescribed over the counter medication in the original container when the appropriate forms have been completed and are on file with the clinic. Medication may not be shared with others.

**Insurance**

Information on enrollment in a student accident and dental insurance program will be included in the first day packet. This program provides coverage for all school activities. An additional policy can be purchased through student insurance for football participation.

\* A more detailed explanation of School Health Services is in the APS handbook\*

**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 Monday-Thursday, leaving the Career Center at 4:15 PM taking students to the home schools. Violation of School Board Transportation policies may/will result in suspension of transportation privileges. Students are expected to be respectful of the driver and the vehicle and follow all rules stipulated by the driver. Failure to follow rules or behave appropriately may result in disciplinary consequences and revocation of bus privileges temporarily or permanently. Bus routes are determined by Transportation Services and route letters are mailed home by Transportation Services. If you have transportation questions, call the Transportation Call Center at 703-228-8670 or 703-228-6640.