



2013-2014

student information

910 Highland Court
Winston-Salem, NC 27101
Phone: 336.727.8181
Fax: 336.727.7607
www.wsfcs.k12.nc.us/cc

Welcome to Career Center

Contact Us

Telephone: 727-8181

Office Staff

Mrs. Anna Anders

Information / Student Parking

Ms. Marion Tuttle

General Information / Accounts

Ms. Tasha L. Hill

Attendance
Data Manager

Teacher messages may be left at this number. Teachers do not have voice mail. E-mail may be the most effective way to contact your teacher.

Teacher e-mail addresses are listed at the Career Center website.

Administrators

Dr. Dennis A. Moser

Principal

Mrs. Sharon Creasy

Assistant Principal
Students Last Names A-L

Mr. Ronnie Christian

Assistant Principal
Students Last Names M-Z

Guidance

Telephone: 727-8185

Ms. Laura Piner

Secretary

Mr. Greg Sims

Director

Mrs. Stefanie Jones

Counselor

Let me extend a warm welcome to you as you've chosen to join more than 2300 other students at Career Center for the 2013-2014 school year, CC's 37th year. You've chosen to be a part of a long and successful learning tradition in WS/FCS schools.

Whether you are here for one class or if you are here all day long, you've made a choice to challenge yourself, to stretch yourself, and to take charge of your own learning. I applaud your choice. I am glad you are here.

One of the challenges of attending Career Center is that we expect you to rise to a new level of self-direction and self-discipline. You will find less direct supervision of your daily activities here—a growing opportunity for our students. At the same time, you will have to accept responsibility for your own work and your own presence and being where you should be at the right time. Attendance at Career Center is critical. There is no alternative to being present and taking part.

Please pay careful attention to details we've included here in your student brochure. We expect for you to pay careful attention to your attendance, to your dress and to your behaviors while at Career Center. Also, note that we need you to always carry a copy of your student schedule with you.

Ask questions when you need help. Visit our website, www.wsfcs.k12.nc.us/cc. You will find useful information there as the website is constantly being updated and changing.

Finally, don't hesitate to ask any of your teachers for help on any subject regarding our school, or drop in to the main office for help from our office staff. You can e-mail me directly, dmoser@wsfcs.k12.nc.us. I'll do my best to help you.

Again, welcome. I'm looking forward to a great, productive school year.

Dr. Dennis Moser
Principal

Class Schedule

Period	Start Time	End Time	Notes
1st	8:00*	8:52*	* Indicates Bus Arrivals and Departures <ul style="list-style-type: none"> Students may ride back to home school after 1st period at Career Center—bus leaves Career Center at approximately 9:05 Block classes that meet 1st/2nd may begin at 8:30
2nd	9:10*	10:00	
3rd	10:03	10:50	
4th	10:53	11:40*	
5th	Travel		
6th	12:35*	1:25	
7th	1:28	2:17	
8th	2:20	3:10*	

Attendance

All students are expected to be in class and engaged in learning activities each day.
Any work missed must be made up.

Career Center attendance is kept completely separate from the home schools. Students and parents need to communicate with each school separately regarding attendance.

Six or more absences per quarter is considered excessive per WSFC School Board policy. Students with excessive absences can be denied credit for a specific course. To help the administration make the determination of whether or not to award credit for a student with excessive absences, the student must complete a grade waiver request form each quarter he/she has excessive absences. Information for this waiver process is distributed to students at the end of each quarter.

While we look most carefully at students with excessive absences, you do not have 5 "free" days to miss school. We will pursue undocumented absences from the first absence.

Following an absence, students should bring appropriate documentation in to teachers on the day they return to class for the absence to be coded excused. Notes brought after two days of return will not excuse the absence. A separate note for your home school and for Career Center will be required.

Pre-arranged Absences: Students should communicate with Career Center teachers and administration five days in advance of planned absences if students want those absences considered as excused.

Tardiness: Students are expected to be in their classes on time each day. Oral warnings are issued for 1st and 2nd tardies. Parent contact by teacher for 3rd tardy. Any tardy beyond the third, will warrant a D1 and referral to administration for disciplinary actions.

Senior Exemptions: Seniors who have qualifying attendance and grades may be exempt from the final teacher-made exam. Please see the CC webpage www.wsfc.k12.nc.us/cc regarding senior exemptions.

Grading and Grade Attendance Waivers

Good attendance is essential for successful learning. Career Center data indicates a clear connection between student performance and attendance. Students who attend consistently perform better than students who did not.

Each teacher will make clear the grading policies for each individual classroom. Students are responsible for understanding the evaluation structure in each course and for completing all work in a timely fashion. In some instances, an incomplete for a quarter is necessary. Work to remove a quarter's incomplete needs to be completed within the first ten days of the next quarter.

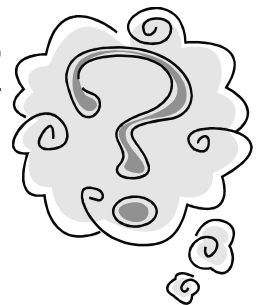
Excessive absences from class can result in a student's failure. At the end of each quarter, **students with excessive absences (6 or more per quarter)** will receive a grade of F unless the student submits a Grade Waiver Request form to the designated administrator and has it approved by that administrator. In general, two or more unexcused absences in a quarter results in a denied grade waiver.

Appropriate documentation of absences is essential. At Career Center, we ask that a note be brought in within a day or two of a student returning to class from an absence in order for the absence to be counted as excused.

Media Center

The Media Center is open from 7:00 am until 4:00 pm - Monday through Thursday, closing at 3:30 on Fridays for student use. Materials may be checked out as needed. Our librarians can help you with research and materials.

We have an excellent print collection, extensive on-line resources, and computers and printing service available for student use.



Free Period and Schedules



Some students have free periods in their schedules. Students with free periods will be asked to confirm their free period by showing a copy of their class schedule to an adult when asked. **Any time a student is not in class, he / she should be prepared to show a schedule to confirm it is appropriate not to be in class.**

Signing Out From School

At no time may a student leave Career Center prior to the end of a class without having permission and **signing out in the office**. In order to leave school once the day has begun, students must sign out officially through the main office by **(1) presenting appropriate documentation and (2) recording sign-out on the official "sign-out sheet."** Without these two steps, students' absences may be considered skipping.

Notes should be routed to teachers of missed classes the next day to excuse the absence.

Sign out procedures may be completed prior to the actual time of leaving, thus allowing maximum time in class. Students may sign out early for the following reasons:

- **Parent or Doctor's Note** – student should bring an official appointment card from the doctor's office or a note that has been written and signed by the parent. The note needs to have the student's name, the date, the time the student needs to be released, the reason for leaving early, and a phone number where we can call to let the parent know the student is getting ready to leave campus.

- **Student has an emergency or extenuating situation** – student should report to the office where an administrator will confer with the student and then contact a parent or

guardian if the student needs to sign out.

- **Student becomes sick or injured** – student should report to the office where a parent or guardian will be contacted by office personnel and arrangements made to allow the student to sign out.

In addition please remember:

- **All telephone contact with parents should be made on the office phones, not classroom phones or cell phones.**

- Students may sign out two times per quarter for doctor appointments without a written statement from the doctor's office. A written statement from the doctor's office will be required after the 2nd appointment in one quarter. When possible, students' appointments should fall outside school hours.

- Except for confirmed doctor's appointments, students may not sign out the last twenty-five minutes of class. Please remember that students must be present at least ½ a class period in order to be marked present.

Home School Activities:

Students are allowed to attend home school activities without attendance penalties when the home school requests that Career Center release them – either as an entire group or individual or specific group release. Signing out for such authorized events is not necessary.



Student Conduct

All students are requested to read the current High School Policies handbook issued to each student at the home school. Special emphasis should be given to **student rights, responsibilities, and conduct policy - Code of Student Conduct (AR 5131) and Board Policy 5131 and Guidelines for Student Discipline.**

Career Center follows the same discipline rules as all Winston-Salem/Forsyth County high schools. Rule violations sometimes mean suspension from school. **Out-of-school suspension** from either the home school or Career Center excludes the student from attending both schools. **In-school suspension** issued at Career Center affects classes at Career Center only.

Because of the laboratory setting and individual approach to learning in Career Center classes, students have increased responsibility for their own behavior. Good conduct is required in all school situations. Safety precautions in shops and laboratories require special regulations and rules of conduct as established by the instructor. Dressing and behaving with safety in mind is not negotiable in our shops and labs. All classroom and safety regulations and rules will be strictly enforced.

Parking

Park only in the areas designated as student parking. Spaces marked with yellow lines are **not student spaces**. Students park only in white lined spaces, not along curbing. You may not park on CC campus without a CC sticker.

CC staff members direct parking in all of our student lots and student drivers are obligated to follow the staff members' directions. Failure to follow directions or policies can result in revocation of driving privileges at Career Center.

You do not pay for parking at CC if you first purchase a parking sticker from your home school. Bring your home school receipt and we'll give you the CC sticker for free. If you only park at CC, pay \$115.00 to CC for a sticker. Stickers must be adhered directly to the right front (passenger's side) windshield - lower corner.

Replacement stickers are \$1.00 if you turn in the old sticker purchased within the current school year; \$5.00 if you do not have an old sticker, or as a result of lost or stolen stickers.

Student drivers may pick up complete information in the Career Center office. **All vehicles must have a Career Center parking sticker displayed by September 6th.**

Student Services

The Student Services staff provides counseling services for students at Career Center. Services include: career and personal counseling, career and college information, and job placement. Counselors assist students in developing a positive self-image, in understanding their aptitudes, interests, personal aspirations, and in learning to relate effectively with others. Counselors are available to work with students in gathering, assessing, and utilizing information needed for decision-making. Counselors will also assist with student attendance issues.

See Mr. Sims or Mrs. Jones
Student Services

Cell Phone and Electronic Equipment

Students are allowed to have cell phones and other electronic equipment at Career Center; however, their use should not disrupt student learning. **Cell phones and other electronic equipment should be powered off during class time or when in academic areas (classrooms, computer labs, and media center).** Student use of devices during class or in restricted use areas will result in disciplinary action:

1st offense – Detention 2nd offense – ISS 3rd offense – OSS

Devices are to be given to faculty when a violation occurs; device will be sent to the office for parental pickup or returned to student the next school day. Students refusing to surrender electronic devices to school personnel, when requested to do so, risk an out of school suspension for insubordination.

Appropriate Dress at School

In general, proper clothing at Career Center is safe and appropriate for school. Career Center follows the WSFC Schools dress code Policy 5131.

Specifically, shoulders and midribs should be covered; shorts or skirts should be an appropriate length (no shorter than mid-thigh); no headgear allowed in the building (hats, rags, etc.), no sagging pants (outer pant is to rest on hipbones with no underclothing showing), no prohibited advertisements on clothing and no pajama bottoms or tops. Don't bring headgear to school. Shoes should have protective soles—no bedroom shoes. Students inappropriately dressed may not attend class and are counted as absent, unexcused.

In some programs, students wear special uniforms or observe special safety regulations concerning dress. The teachers in these programs will give detailed information to the class members. Students are responsible for purchasing special attire if the course in which they are enrolled requires it.



The Career Center proudly joins Harris Teeter's Together In Education program to help raise funds for our school. It's easy and it's FREE.

Simply give the cashier our code, **4952** and your VIC card when you check out, and your card will be linked for the entire school year. Or you can do it online by visiting www.harristeeter.com/community and click on the Together In Education link to do it online. That's it!

The Career Center is linked to your VIC card until May 31 (you must re-link your card each school year). You can link your VIC card to up to five schools. Harris Teeter will evenly distribute funds to schools.

Once your card is linked, the Career Center will receive a percentage of your Harris Teeter brand purchases credited back to our account! The program does not interfere with your VIC savings or cost you any money!

Academic Misconduct

Academic integrity is taken seriously at Career Center. All forms of academic misconduct at Career Center are suspendable offenses, including the first offense. **Do your own work.**

Tobacco Usage

Winston-Salem/Forsyth County Schools are tobacco-free areas. No tobacco product usage is permitted anywhere, by anyone, at any time. This includes field trips, sporting events, dances, etc.



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