



STUDENT HANDBOOK
2020-2021

WE INSPIRE & MOTIVATE EVERY DAY!

Career Center High School

Student Handbook

Interactive Table of Contents

School Communication

Vision, Mission, and Beliefs

Bell Schedule

Attendance

Signing Out Procedures

Study Period and Schedules

Grading and Grade/Attendance Appeals

Course Selection & Changes

Parking

Dress Code

Cell Phone & Electronic Equipment

Tobacco Usage

Student Conduct

Student Services

Media Center

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

Teacher messages may be left at this number; ask for the teacher's voicemail. E-mail, however, may be the most effective way to contact your teacher.

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

<u>Office Staff</u>	<u>Administrators</u>	<u>Student Services</u>
Mrs. Andrea Little Information / Student Parking	Dr. Nancy Martinez Principal	Telephone: 727-8185
Mrs. Anna Anders General Information / Accounts	Ms. Bridget Hayes Assistant Principal Students Last Names A-L	Ms. Laura Piner Secretary
Mrs. Julia Starkey Attendance / Data Manager	Mr. Brian Lee Assistant Principal Students Last Names M-Z	Mrs. Stefanie Jones Director
		Mrs. Catherine House Career Development Coord.

Career Center High School

Student Handbook

School Communication

Phone messages are sent out periodically about important information, school events, and posted grades. Also, stay up to date with us on Twitter [@CCwsfcs](#).

Vision, Mission, and Beliefs

Career Center Vision Statement

To create an environment where all students find success in pursuit of greatness!

Career Center Mission

To inspire, motivate, and prepare our students to successfully attain their future goals with confidence and pride.

Career Center Beliefs

At Career Center we believe that:

- The application of knowledge empowers our students.
- Building relationships with educators, peers and community professionals is extremely important for student success.
- Students thrive in an environment that fosters self-motivation through differentiated instruction.
- Diversity, academic rigor and positive peer influences strengthen our student culture.

Bell Schedule

Period	Start Time	End Time	Notes
1st	8:00*	8:50*	* Indicates Bus Arrivals and Departures - Students may ride back to home school after 1st period at Career Center — the bus leaves Career Center at approximately 9:00 - Block classes that meet 1 st /2 nd begin at 8:30
2nd	9:14*	10:00	
3rd	10:04	10:49	
4th	10:52	11:37*	
5th	<i>Travel Time</i>		
6th	12:45*	1:32	
7th	1:35	2:21	
8th	2:24	3:10*	

Click [here](#) for the printable bell schedule that includes the Inclement Weather/2-hr Delay Schedule.

Career Center High School

Student Handbook

1

Attendance

Students are expected to attend all of their CC classes each day. When a student has to be absent, it is expected he/she will bring a note for that absence within 2 days of his/her return to CC. **During Remote Learning, excuse notes must be emailed from a parent/guardian email account to the teacher(s) and Julia Starkey for proper documentation.** Students who do not submit an acceptable note within 2 days of their return from an absence, will have their absence coded as UNEXCUSED. An official note from a doctor, dentist, court appointment, etc. is preferred; however, a parent note is acceptable for an illness not requiring a doctor's visit. No more than 10 absences documented by a parent note in one semester will be accepted as excused absences. **A separate note for your home school and for Career Center will be required.** Students and parents need to communicate with each school separately regarding attendance. **Notes must include: student name, number, date of absence, parent signature and parent phone number.**

Excused Absences are classified as follows:

A. Excused: In accordance with the rules and regulations of the State Board of Education, the following conditions shall constitute valid reasons for excused absences.

Excused Absence	Required Documentation
1. Illness or injury	Parent Note or Doctor Note
2. Quarantine	Doctor Note
3. Death in the immediate family	Obituary with Parent Note
4. Medical or dental appointments	Official Documentation
5. Court or administrative proceedings	Official Documentation
6. Religious observances	Parent Note
7. Educational opportunity	Official Documentation with Prior Approval

B. Religious observances: Students, upon written request of their parents, will be granted an excused absence to observe a religious holiday or to participate in off-campus religious instruction or worship/devotional exercises.

C. Educational opportunity: A student may be granted an excused absence to take advantage of a valid educational opportunity such as travel, an internship or a legislative page. To be approved, the student or the student's parent must submit a written statement at least 5 days prior to the absence explaining how the experience will enhance the student's knowledge or understanding of one or more subjects contained in the North Carolina Standard Course of Study. In addition, the student must agree to write a paper or produce some other work product that evidences the knowledge he/she has gained from the educational experience.

Career Center High School

Student Handbook

For a more complete definition of each condition, reference should be made to the State Board of Education regulation.

Tardiness: Students are expected to be in their classes on time each day. A student who arrives late to class, or leaves the virtual instruction period prior to the being dismissed, will be subject to the tardy policy. Oral warnings are issued for 1st and 2nd tardies. Parent contact by the teacher will be made for the 3rd tardy. Any tardy beyond the third will warrant a D-1 and referral to administration for disciplinary action. **An accumulation of 5 unexcused tardies will count as one UNEXCUSED absence. To excuse a tardy, the student must present an acceptable note at the time of arrival that day.**

Attendance Violation: If a student exceeds 3 UNEXCUSED absences in a SEMESTER (including any unexcused absences due to unexcused tardies), then he/she has violated the CC Attendance Policy and may receive an FF/50 for his/her semester average in each course where he/she violated the policy. Students will be offered the opportunity to make up time (outside of class time) for each unexcused absence over 3 in order to receive their earned grade for the semester. All students who violate the policy must submit an Attendance Appeal form (with documented make up time included) in order to potentially receive their earned grade in the class. A waiver must be completed for each class in which the student violates the attendance policy.

Note that students are allowed to make up work when absent. It is the student's responsibility to get the make up work from their teachers. One day per absence is allowed for make up work to be turned in. Not all class activities, labs, etc. can be made up by the student. Alternate assignments and assessments may be used at the discretion of the teacher.

Exam Exemptions: [High School Exam Exemption Policy](#) (updated 11/17/2015).

Students are responsible for keeping track of their attendance via the web application and understanding attendance codes. Please use the chart below to determine your attendance codes.

Attendance Codes	
Excused	Unexcused
1A = Illness or Injury 1B = Medical/Dental Appt 1C = Death in Family 1D = Quarantine 1E = Court/Admin Procedure 1F = Religious Observance 1G = Educational Opportunity* 1H = Teacher-In-Treatment 1I = Local Sch Board Policy* 1M = Medically Fragile 1N = Deployment Activity	A = Unexcused Absence 2A = Unexcused Absence T2 = Unexcused Tardy 3 = Suspension
* 1G coded absences will count against Exam Exemptions; 1I coded absences will not count against Exam Exemptions.	

Career Center High School

Student Handbook

Signing Out Procedure

At no time may a student leave Career Center prior to the end of a class/schedule 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.

You must bring a note for missed classes the next day to excuse the absence.

Sign out procedures should be completed prior to the actual time of leaving, thus allowing maximum time in class.

Students may sign out early for the following reasons:

- Appointment – student must bring a note that has been written and signed by the parent. The note needs to have the student’s name, student number, 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 must 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 must 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.

Note: Students are not allowed to leave early from 8th period without a pre-approved note.

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.

Good attendance is essential for successful learning in school. Always come to school. When you cannot, always provide documentation the next day.

Career Center High School

Student Handbook

Study Period and Schedules *(When in the building)*

Some students have study periods in their schedules. Students with study periods will be asked to confirm their study period by showing a copy of their class schedule or Study Period Card to an adult when asked. **Any time a student is not in class, he/she should be prepared to show a schedule or card to confirm it is appropriate not to be in class. During study period students may gather on the 1st or 2nd floor lobbies or in the Media Center. Students are NOT to leave campus during study period. In the event of an emergency or drill Study Period students report to the Media Center and check in with Ms. Hinton and/or Mr. Gardner, Media Center staff.**

Grading and Grade/Attendance Appeals

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 do not.

Incomplete for Course: 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 an incomplete grade needs to be completed within the first ten days of the next quarter.

All students who violate the Attendance Policy must submit an Attendance Appeal form (with documented make up time included) in order to potentially receive their earned grade in the class. An Appeal form must be completed for each class in which the student violates the attendance policy.

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

Students are expected to periodically check their grades and attendance via the PowerSchool Student Portal using the web application.

Course Selection & Changes

Career Center High School

Student Handbook

Parking *(When in the building)*

PARKING PERMIT INFORMATION

In order to purchase a parking permit from Career Center, a student must provide:

1. Receipt from the home school showing the purchase of the student's school parking sticker.
2. This form signed by a parent/guardian and the student.
3. Copy of the student's class schedule for 2019-2020 school year.
4. There is no charge for Career Center parking sticker with proof of purchase of a full price home school sticker (\$115.00). There is a \$10.00 fee for home school parking passes paid at a reduced rate. If you are an all-day Career Center student, the cost is \$115.00 paid to Career Center office.
5. Replacement, lost or stolen stickers are \$10.00 each once the student has paid the \$115.00 fee. If a student brings in the old sticker to roll it over to a new vehicle, the cost will only be \$1.00.
6. REMOVE any old Career Center/ Home School parking stickers from windshield.

ALL STUDENT DRIVERS MUST HAVE A CC PARKING STICKER BY AUGUST 28th. Students are NOT ALLOWED to park on campus after Aug. 28th without a CC parking sticker. There is no guarantee a student will receive a parking sticker. Once all stickers have been assigned, students can be placed on a waiting list. If spots become available, students will be contacted in the order of being placed on the list.

Parking Charges & Fines			Parking Violations
	Student with parking sticker	Student without parking sticker	\$10 parking violations will be issued to students if they: - Park in the wrong lot at CC - Park without a CC parking sticker - Incorrectly park at CC (in faculty / visitor spaces, etc.) - NOTE: This is your warning about parking at CC. All parking violations will be assessed a \$10 fine. Unpaid fines will be entered on the student's debt list.
Temporary Parking Pass	Free	\$5 per Day* <i>(Up to 5 days)</i>	
Parking Violation	\$10 parking fine	\$10 parking fine + \$5 day pass	
Sticker Replacement	\$1 w/ old sticker returned or \$10 for lost sticker		

Temporary Parking Passes are issued to students (who have a CC sticker) who need to change automobiles for a short period of time or who need preferential parking due to medical need.

*Students who DO NOT purchase a sticker but need a 1-day pass should purchase that pass BEFORE parking on the CC campus. There is NO guarantee that there will be space for a morning student wanting a 1-day pass. After 5 days students must purchase a sticker to continue parking at CC.

ALL students (with sticker or with 1-day pass) MUST park in the correct lot at CC. Failure to do so constitutes a parking violation with a \$10 fine.

AVOID THE FINE...PARK CORRECTLY at Career Center!!

Career Center High School

Student Handbook

Career Center Parking Plan:		
Students are assigned a specific lot based on their CC schedule and when they leave the CC campus.		
SILVER STICKER	ORANGE STICKER	
<p>All-Day Students and/or leave after 1st period Parking Area: South Lot Sticker Color: SILVER</p> <p>Note: South Lot is the parking area directly in front of South Building. Students can park in any of the WHITE outlined spaces in South Lot. Students CANNOT park in front of Carter High School.</p>	<p>Students who leave after 4th period Parking Area: North Lot 2 Sticker Color: Orange</p> <p>Note: North Lot 2 is the parking area behind Shiloh Church and in front of the North Building. Students will enter the lot from the side street. However, students will exit the lot through the side street, through the Church lot onto 12th street and onto Highland Ave.</p> <p>Morning students in North Lot 2 will be required to “ferry park” once all the spaces are used. Teachers will assist students with the ferry rows. Ferry rows are only used after all of the spaces in that section are occupied.</p> <p>Students cannot leave early from North Lot 2. If a student has an appointment or other need to leave early they need to alert the teacher on duty so that they can be directed to a different area of the lot.</p>	
LIGHT GREEN STICKER	DARK GREEN STICKER	PINK STICKER
<p>Students who leave after 2nd or 3rd periods Parking Area: North Lot 1 Sticker Color: Light / Dark GREEN</p> <p>Note: North Lot 1 is the parking area behind the KFC and in front of Kennedy School. Students enter the lot from the side street. Students will also exit the lot via the side street.</p> <p>Morning students in North Lot 1 will be required to “ferry park” once all spaces are used. Teachers will assist students with ferry rows. Ferry rows are only used after all of the spaces in that section are occupied.</p> <p>Students cannot leave early from North Lot 1. If a student has an appointment or other need to leave early they need to alert the teacher on duty so that they can be directed to a different area of the lot.</p>	<p>Afternoon Students Parking Area: North Lot 1 or North Lot 2 Sticker Color: Pink</p> <p>Note: Afternoon students may use either North Lot 1 or North Lot 2. Students should utilize the parking spaces in either lot. Students should enter either lot through the side streets.</p> <p>At dismissal, students in North Lot 1 will exit via the side street. Students in North Lot 2 will exit via Highland Ave.</p>	
Students are NOT to park in Staff or Visitor spaces. Students are NOT to park in front of Carter High School.		
<i>Students should check the CC website for parking lot maps.</i>		

Career Center High School

Student Handbook

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), 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 may only affect classes at Career Center, but can extend to the home school in certain situations.

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.

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.**

Dress Code

In general, proper clothing at Career Center should be 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 (pants are to rest on hip bones with no underclothing showing), no prohibited advertisements on clothing and no pajama bottoms or tops (unless authorized by a school event). Do not bring headgear to school. Shoes should have protective soles—no bedroom shoes. Students inappropriately dressed may not attend class and are counted with an unexcused absence.

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.

Tobacco Usage

Winston-Salem/Forsyth County Schools are **tobacco-free** areas. No tobacco product (or E-product) usage is permitted anywhere, by anyone, at any time. This includes field trips, sporting events, dances, etc. Possession or use of vaping products will be addressed as a drug violation, per WS/FCS policy.

Career Center High School

Student Handbook

Cell Phone & Electronic Equipment

When on campus, students are allowed to have cell phones and other electronic equipment at Career Center; however, their use should only be for educational purposes and 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, media center) unless otherwise instructed by the teacher.

Students' unauthorized use of cell phones during class time or in restricted use areas will result in the following disciplinary action when submitted to administration:

1st offense - Phone Confiscated and Parent Contact

2nd offense - +Period ISD

3rd offense - +ISS

4th offense - +OSS

Devices are to be given to faculty when a violation occurs; the device will be sent to the office and held for next school day student pick up or held for same-day parental pickup. Students refusing to surrender electronic devices to school personnel, when requested to do so, risk an escalated disciplinary action for insubordination.

Student Services

The [Student Services](#) staff provides counseling services for students at Career Center. Services include: personal and social counseling, academic support, and college and career planning. Counselors assist students in developing a positive self-image; in understanding their aptitudes, interests, and 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. For assistance, see Ms. Piner or Mrs. Jones in Student Services on the 1st floor of South Building. Students needing support when school is not in session may find this list of [Student Resources](#) helpful in addition to one's parents/guardians and our community emergency and medical personnel.

Media Center

More details about the process of how students can access resources from our Media Center are forthcoming (As of 8/13/20).