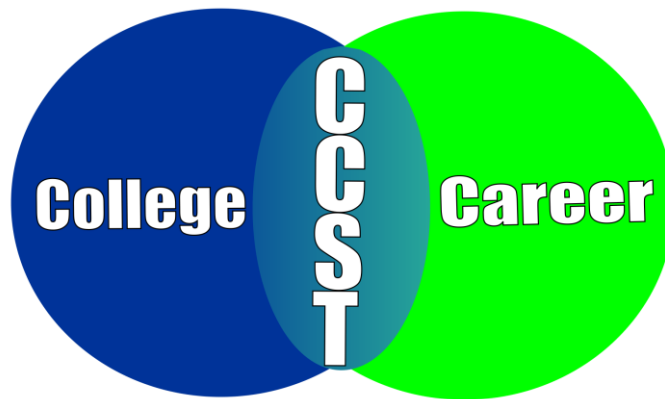


# Chesapeake Center for Science & Technology

*Student Information Guide*

**The BEST**



**of BOTH Worlds**

*Preparing Students for College and Careers*

This guide belongs to:

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NAME

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STREET ADDRESS

---

CITY, STATE, ZIP

---

TEACHER'S NAME

# Welcome to Chesapeake Center for Science and Technology

## *“The Best of Both Worlds”*

Welcome to the 2016-17 school year at the Chesapeake Center for Science and Technology. Whether this is your first experience at CCST or you are a returning student, each of you is an important part of our school family. We are dedicated to building a strong community within and around our school, and we encourage you to help us make this school year one of the best ever!

Here at CCST, we are proud to share that over 200 students earned an industry credential during the 2015-16 school year and that number continues to increase each year. We welcome you to a school that truly offers “the best of both worlds” to students by preparing them for both college and careers.

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

Please indicate that you have read the the handbook by completing the lower portion of this letter and returning it to the CCST.

With Kind Regards,

Shonda P. Pittman-Windham  
Program Administrator

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I have read the 2016-17 CCST Student Handbook and discussed the contents with my son/daughter.

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**Student Name**

**Teacher**

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**Parent/Guardian Signature**

**Date**

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**CHESAPEAKE CENTER FOR SCIENCE AND TECHNOLOGY FACULTY & STAFF**

<b>Instructor</b>	<b>Program</b>
Aubuchon, Robie	Health Care Technology
Babb, Richard	Supervisor
Basnight, Coretta	Cosmetology
Bass, Gloria	Cosmetology
Best, Jane	Nursing III
Blanchard, Melvin	Custodian
Bond, Jenise/Laurra Edmonds-Young	Guidance
Brooks, Monica	Head Custodian
Browne, Icenie	Custodian
Cochran, Jan	Special Education
Fager, Grace	Bookkeeper
Freeman, Chris	Automotive Technology II
Gardner, Melvin	Television and Media Productions
Givens-Tennessee, Rosilyn	Cosmetology
Hanger, Billy	CPS Video Production
Hollowell, Ray	Automotive Technology I
Jackson, Penny	Practical Nursing III
Jones, Kelley	Nail Technology
Manning, Nancy	Secretary
Miller, Kari	Computer Systems Technology
Nittinger, Deborah	Special Education Assistant
Pittman-Windham, Shonda	Program Administrator
Roughton, Annalisa	WFOS Radio
Ryder, Clark	Firefighting
Sommers, John	Welding
Spence, Daniel	Security
Thompson, Michael	Air Conditioning/Refrigeration
Walton, Michie	Nursing I
TBD	EMT

## INTRODUCTION

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

## MISSION

The mission of the Chesapeake Center for Science and Technology is to prepare students for life-long learning and successful entry into a global workforce or post-secondary institution by providing quality instruction and academic-based career and technical skills training in a safe and self-directed environment in partnership with its diverse students, parents, and business community.

\* \* \* \* \*

The Center for Science and Technology is one of the Chesapeake Public Schools; therefore, students are expected to adhere to the policy guidelines established by the Chesapeake School Board.

\* \* \* \* \*

## ATTENDANCE

Regular attendance is essential to success in school. Missing more than eighteen days (excused and unexcused) in a yearlong course or nine days in a semester course will result in academic failure of that course. All absences affect the total amount of learning that takes place in the classroom. Thus, students are encouraged to miss as little time from school as possible in order to assure the greatest opportunity for success. All absences must be verified in the following ways:

1. A note, written by the parent/guardian, must be presented to all teachers within 48 hours of the absence.
2. Parents may check Synergy for attendance information in each class.

### **Attendance Failure**

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

### **Extenuating Circumstances**

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

## **Absences**

The following reasons for absences are considered excusable:

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

In cases where the student's absence is excused, teachers will assign or schedule make-up work at a time and place convenient to the teacher and within a 72-hour period after the student's absence. Make-up work assigned but not completed in the time established will be recorded as a failing grade.

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

## **BELL SCHEDULE**

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

8:55	Warning bell
9:00	Morning session begins
11:34	Morning session ends
12:29	Warning bell
12:34	Afternoon session begins
3:08	Afternoon session ends

## **BUILDING AND GROUNDS**

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

## **BULLYING**

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

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

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

## CELLULAR PHONES, ELECTRONIC AND OTHER COMMUNICATIONS DEVICES

Electronic devices are permitted on school property for the purpose of supporting and promoting the educational objectives of the Chesapeake Public Schools at the discretion of the Superintendent and building administration and consistent with the terms of School Board Policy P 9-20-2. If the guidelines are broken, the following consequences shall apply.

- 1<sup>st</sup> offense: Device will be confiscated and returned at the end of the day
- 2<sup>nd</sup> offense: Device will be confiscated and returned after parent conference
- 3<sup>rd</sup> offense: Device will be confiscated and returned to a parent; student assigned ISS
- 4<sup>th</sup> offense: Device will be confiscated and returned to a parent; student assigned OSS

Confiscated devices (except 1<sup>st</sup> offense) will only be returned to a parent who comes to the CCST main office. Students found using devices (except as noted above) or refusing to relinquish devices will receive OSS. Students using one of these devices during a test or quiz will be considered cheating and will be turned in to the Program Administrator. CCST assumes no responsibility in any circumstance for loss, destruction, damage, theft, or charges made on monthly statements for a cellular telephone, portable telecommunication device, or electronic device. Students will be responsible for locating such items.

## CHANGING AND DROPPING COURSES

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

## CHEATING

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

## CLUBS AND ACTIVITIES

All students enrolled at CCST are encouraged to join the co-curricular clubs that represent their program area of study. **Students must be a member of their co-curricular club to participate in district, state, and national competition events or participate in the workforce development program.**

**Health Occupations Students of America (HOSA)** is a national vocational organization for secondary and post-secondary health occupation students. In March 1978, HOSA was officially designated as one of eight vocational education student organizations recognized as an integral part of the educational process by the United States Department of Education. HOSA activities provide occupational skill and leadership development opportunities.

**SkillsUSA** is the national organization serving trade, industrial, technical, and health students with leadership, citizenship, skill, and character development programs and activities. SkillsUSA teaches its



members how to live and work with others and relate school experiences to a young person's personal search for meaning, identity, and achievement. In SkillsUSA students learn to understand their role and contribution in a technological age.

### **COMPUTER TAMPERING**

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

### **CONTACT US**

#### **Chesapeake Center for Science and Technology**

1617 Cedar Road

Chesapeake, Virginia 23321

757-547-0134 (office)

757-547-2391 (fax)

<http://www.cpschools.com/Schools/CCST/>

### **CUTTING CLASS**

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

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

### **DISCIPLINE GUIDELINES**

Student behavior is extremely important to the well-being of the school. It is the goal of CCST to have an environment that is conducive to learning in order to have every student to perform at optimum level. Any student who displays disruptive behavior that is not in the best interest of the school will be referred to the administration for review.

#### **Disrespect**

Disrespect to a teacher or staff member by any student will not be tolerated at CCST, whether it happens in the classroom or outside the classroom setting. If disrespect is shown, teachers will refer students to administration and each case will be handled on an individual basis and may result in the student being suspended.

#### **Inappropriate language and behavior**

Students are expected to use appropriate language at all times while on school property or at school

functions. Students are expected to use language that is not vulgar or inappropriate in the classroom, hallway, break area, or any other area of the school. Teachers who are aware of students using language that is not appropriate will refer students to the office. All cases will be dealt with on an individual basis by the administration.

Students should conduct themselves in a manner that is appropriate to the school environment. Each teacher will have specific classroom guidelines for which students will be held accountable. Students are to adhere to the guidelines or be subject to disciplinary action by the teacher or the appropriate administrator.

### **Fighting**

Because the safety of students is a primary responsibility of the school, fighting in school or at any school function will not be tolerated. Fighting of any nature will warrant an out-of-school suspension (OSS) from 3 to 10 days or possible expulsion, depending on the situation and circumstances involved.

For the safety of the entire student body, the following disciplinary policy was created:

1. Any student involved in a fight may receive indefinite OSS.
2. Any student at the scene of a fight is subject to suspension.
3. Any student who refused to obey a faculty directive at the scene of a fight will be given OSS.
4. All students must report to their assigned classes and clear the hallways. This means no telephone or bathroom privileges.
5. Disciplinary action may be taken against a student if he or she:
  - a) refuses to move from the scene of a fight
  - b) leaves but returns to the scene of a fight
  - c) is verbally abusive toward a faculty member, and or displays a belligerent attitude (e.g., refusing to tell a faculty member where he or she belongs, using foul language, walking away when approached or being spoken to, etc.)

### **DRUGS AND ALCOHOL**

Any student possessing, distributing, or using illegal drugs or drug paraphernalia on school property will be subject to immediate suspension, and or expulsion. The proper law enforcement agency will be notified in all cases. Section 18,2-225,2 of the Virginia State Law states that any student manufacturing, distributing, and or possessing with intent to give or distribute drugs on school property, if convicted, will be imprisoned for a term of not less than one year nor more than five years and fined no more than \$100,000.00.

Any student who is under the influence of illegal drugs or alcohol will be subject to suspension or possible expulsion. Any student in the immediate vicinity of illegal drugs or alcohol activity will be subject to suspension. Any student suspected of being in possession of illegal drugs will be searched by the administration.

### **EMERGENCY SCHOOL CLOSING PROCEDURES**

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

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

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

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

### **FALSE FIRE DRILLS**

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

### **FIREARMS AND DANGEROUS ARTICLES**

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

### **FIRE DRILLS**

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

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

## GRADING SYSTEM

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

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

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

### **Final Grades**

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

## GUIDANCE SERVICES

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

## HALL PASSES

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

## HOMEWORK

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

### **ILLNESS AT SCHOOL**

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

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

### **INTERNET ACCESS**

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

### **LABORATORY SAFETY**

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

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

### LEAVING SCHOOL EARLY

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

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

The following procedures will be used:

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

### MAKE-UP WORK

Teachers shall assign or schedule make-up work at a time and place convenient to the teacher and within the schedule established by the school. Make-up work assigned and not completed in the time established shall be recorded as a grade of E. **Students are allowed 5 days following an absence to make up any work.**

If a test is announced ahead of time, students are expected to take the test if they are only absent the day before.

Work missed that cannot be made up at home (e.g., laboratory experiments direct teaching) shall be made up at the discretion of the teacher through alternative assessment, before and after school or during lunch.

In extreme cases, it may be necessary to allow the work to remain un-graded and to average the student's grade based on the work submitted. In such cases, the student's grade shall reflect the degree to which the student met the goals and objectives of the course. In the case of unexcused or intentional absences (e.g., skipping an individual class or an entire school day), students shall not be permitted to make up work for credit and shall receive a zero for any graded work assigned on the day of the absence.

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

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

For the first offense, the administration shall suspend a student for a minimum of five days and shall refer the student to the Office of Pupil Discipline. Such referral shall include the recommendation that the student remain suspended until written proof is provided to the PDSA indicating that the student has received a substance abuse assessment by a licensed public or private substance abuse agency/counselor approved of by the Chesapeake Public Schools. Failure to follow the recommendations provided in the assessment shall result in a recommendation of immediate expulsion from Chesapeake Public Schools. It shall be the

responsibility of the parent, legal guardian, or student if emancipated or 18 years of age to provide the PDSA, at intervals determined by the Department, with evidence of compliance with the recommendations of the assessment.

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

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

Prescription drugs must be registered with the Director of Nursing in Room 11 at CCST.

### **SEARCHES**

We all share the same concerns related to keeping our schools safe for students, staff, and community. At CCST, we have added concerns of assuring safety around equipment and machinery. A student and/or his/her personal belongings (i.e., purse, backpacks, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials or that the search will turn up evidence that has violated or is violating either the law or the rules of the school.

Automobiles or other vehicles parked on the school premises or in the school parking lot are subject to search when officials have reason to believe weapons, drugs, or objects prohibited by school policy or state law are contained therein.

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

### **SEXUAL HARASSMENT**

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

Sexual harassment is illegal and prohibited, according to Federal law and Chesapeake School Board's policy. Sexual harassment related to students can be any of the following: teacher to student, student to teacher, male to female, female to male, male to male, female to female. Sexual harassment may consist of the following, but not limited to:

- Visual - ogling, posters, gestures, magazines
- Verbal - lewd comments, dirty/sexual jokes, personal questions
- Non-Verbal- love letters/poems, obscene letters or graphic illustrations
- Power - retaliation, using position to request favor or influence grades

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

## SMOKING OR POSSESSION OF TOBACCO PRODUCTS

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

## STUDENT DRESS CODE

To ensure an atmosphere of order, discipline and safety, CCST reserves the right to modify or addendum any item of the dress code. Example: Any item that would link an individual to gang, secret society, or organization that violates School Board policy.

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

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

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

***Students are required to also follow the program guidelines for dress as discussed by their teacher.***

Costumes and other dress approved for "Spirit Week" during Homecoming at the home schools may be worn as long as the student's appearance **does not disrupt the learning process at CCST.**

The following guidelines should be followed to ensure proper dress:

### **Male Students**

- Young men must wear shirts, trousers, walking shorts, shoes, or sandals.
- Walking shorts may be worn but not short shorts.
- Shirts are not to be worn opened so as to expose the chest and should be free of holes and tears.
- No tank shirts are permitted.
- Pants must be buckled or fastened around the waist.
- Hats or head covering may **not** be worn inside the building before, during or after school hours.
- Belts must be buckled or fastened.
- PJs (pajamas) tops or bottoms are not to be worn in school.
- Hair setting devices, rakes, hats, head coverings/scarfs, and/or combs are not to be worn in school.



## **Female Students**

- Young ladies may wear blouses (must be complete blouses that do not expose the back or midriff or front and not see through), skirts, dresses, slacks, or walking shorts (below fingertip length).
- Dresses and skirts must be of sufficient length to avoid distraction and embarrassment (below fingertip length).
- Backless dresses and are not to be worn in school.
- Tank tops may not be worn.
- Young ladies must wear shoes or sandals: bare feet are not permitted.
- Hair setting devices, rakes, hats, head coverings/scarfs, and/or combs are not to be worn in school.
- Jeans may be worn; however, no jeans or slacks with holes, slits or tears (above the fingertips) may be worn without a non-see through garment underneath.
- PJs (pajamas) tops or bottoms are not to be worn in school.

Students will not be allowed to wear inappropriate clothing which would include any apparel that may be revealing or that portrays any lewd, immoral, offensive racial or sexual message. (This includes words, pictures, flags, emblems, or symbols).

Clothing should not be altered so as to draw attention (this includes rolled up pants leg or legs).

## **STUDENT DRIVING AND PARKING**

1. Students are encouraged to use Chesapeake Public School's bus transportation. Driving any motorized vehicle to school is a privilege. Permits will be issued to juniors and seniors who are in good standing on a first come first serve basis. The parking decal is \$10.00. Applications will be available in the main office of CCST.
2. Students must secure a parking decal prior to driving or parking a vehicle on school property.
3. Students will operate motor vehicles in a safe, careful manner at all times and in accordance with the laws of the City of Chesapeake and the Commonwealth of Virginia. Everyone in the car must wear a seatbelt at all times.
4. A valid parking decal should be placed on the lower, inside of glass, right corner of the rear window of any vehicle parked on school property. Parked vehicles must be listed on the Parking Permit Application. One decal will be issued for the student's primary vehicle. On a day when a student drives a vehicle other than the primary tagged vehicle, the student must notify the security staff in writing (clipboard located on the security desk at the front entrance) before class. If the student needs to drive a different car for a long period of time, the vehicle must be registered with the bookkeeper.

5. Students will not falsely represent, counterfeit, photocopy, etc. decals.
6. Students will not share, loan, or give decals to other students, as decals are non-transferrable. Should the decal become lost, stolen, or misplaced, immediately report its loss to security in writing.
7. Students will set their parking brake and lock their vehicle.
8. Students will leave the parking lot and enter the school building in a timely manner.
9. Students will not return/go to any vehicle or parking lot without written administrative permission until they leave school, promptly, at their scheduled departure time.
10. Students will use Elementary Drive, when exiting the parking lot.
11. Students will adhere to the 10 miles per hour speed limit in all parking/driving areas.
12. Students will obey all signs and pavement markings, as well as, directions from school staff.
13. Students will not park in faculty spaces or the visitor's spaces.
14. Private vehicles are prohibited in the bus lane! Buses only!
15. Students will not engage in such activities as:
 

a. reckless driving	e. blowing horns needlessly
b. speeding	f. passing other vehicles on school property
c. spinning wheels	g. cutting in front of line
d. driving over curbs	h. playing excessively loud music
16. Students will yield the right of way to all buses (as soon as they begin moving) each day.
17. Students will report to the main office, security monitor, or administrator all accidents on school property involving personal or property damage.
18. Student handicapped parking is available for those who have been issued a DMV handicapped permit.
19. Vehicles parked on CCST property are subject to random searches by the canine units of the Chesapeake Police Department and/or the Virginia State Police.
20. CCST assumes no responsibility for the care or protection of any vehicle or its contents at any time.

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

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

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

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

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

### **STUDENT'S HOME SCHOOL ACTIVITIES**

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

### **STUDENT LOCKERS AND POSSESSIONS**

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

### **STUDENT RECOGNITION**

The following opportunities exist for students to be recognized for various accomplishments during the school year:

- **CCST Citizenship Award** (Quarterly) one student from each class who best represents the ideals of CCST will have his/her name posted on the board in the main hall.
- **National Technical Honor Society** (Annually) students who meet specified criteria for membership in this organization will receive the NV-THS pin, a certificate, and be part of a group photo displayed in the main hall/online.
- **Student Ambassadors** will be chosen on an annual basis by school administration. The role of the student ambassador is to work closely with the CCST administrators and home school administrators to offer feedback and promote the programs at CCST.

## STUDENT RULES OF CONDUCT

1. Students will not wear hats or caps in the building except in lab areas when approved by their instructor.
2. When the students arrive at CCST, they report to class immediately. Students should be seated in the classroom or laboratory ready to work when the second bell rings.
3. The bell at the end of the class period is a signal to the teacher- not the student! Students should remain in the classroom or lab until the teacher dismisses them.
4. Objects of any type are not to be thrown at any time in the classroom, laboratory or other areas of CCST.
5. Horseplay is not permitted. Horseplay is defined as pushing, shoving, clowning, or any activity which might result in any accident or injury.
6. Students are not allowed to smoke or have any tobacco products anywhere at CCST.
7. Students will be attentive and responsive to all announcements and directions from the staff of CCST.
8. Students at CCST are expected to conduct themselves as ladies and gentlemen and, in turn, can expect to be treated as such.
9. Students will read and acknowledge understanding of the student's handbook and the rules and regulations.
10. Failure to read these rules of conduct will not suffice as excuse when a rule is violated.
11. No weapons of any kind will be allowed on school grounds.
12. Students are not allowed to bring radios, phones, beepers or other paging devices to school.
13. Students are prohibited to possess and/or use any type of laser pointers on school property. Violations of this policy will result in suspension.
14. Bullying of any kind (physical emotional, verbal, electronic etc. will not be tolerated.

## SUSPENSIONS

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

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

## TARDIES

When a student arrives late to school, he/she should report to the main office, give a note from the parent or guardian to Mrs. Manning and sign in. If a student reports to class first, he/she must take the teacher's admittance slip to the office so the student's name will not be reported to his/her home school as absent. Car problems, traffic, oversleeping, and personal reasons are not acceptable reasons for being tardy to school and will be recorded as an unexcused tardy. **\*Students must be in class two hours to be counted present for the day.**

During a nine-week grading period, the consequences for unexcused tardies are as follows:

- First unexcused tardy:** The teacher has a conference with the student.  
**Second unexcused tardy:** The teacher has a conference with the student and contacts the parent.  
**Third unexcused tardy:** The teacher refers the student to the office, and an administrator contacts the parent.  
**Fourth and subsequent tardies:** The teacher refers the student to the office and consequences are determined by the CCST administrator. *Driving privileges may be revoked for a number of days to be determined by an administrator.*

### **TELEPHONE**

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

### **TEXTBOOKS**

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

### **THEFT OR VANDALISM**

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

### **TORNADO PLAN**

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

### **TRANSPORTATION**

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

The school has a responsibility to maintain proper student behavior whenever students are en route to or from school property. Thus, students going to and from school grounds are under the guidelines of school conduct until they arrive at their particular destinations. Any rule infraction that occurs at the

school bus stop in the morning or afternoon or en route to or from the bus stop will be dealt with as if the infraction occurred on school property.

### **VENDING MACHINES**

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

Loss of money or product at any other time is at the risk of the student. Please see the bookkeeper in the main office to request a refund for loss money. If food items stick in the machine during the break, students should request the assistance of their teacher.

### **VISITORS**

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

### **WEAPONS**

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

### **WITHDRAWING FROM SCHOOL**

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