



The College & Career Academy at Pruden

STUDENT HANDBOOK 2019-2020

*The **mission** of The College & Career Academy at Pruden is to provide students with career opportunities designed to promote personal and professional development, lifelong-learning experiences and enhanced quality of life via career and technical instruction for preparation and integration into the global economic community.*

*It is the **vision** of The College & Career Academy at Pruden to provide a rigorous program of studies to prepare students for success in a global economy through the attainment of high standard credentials, workplace readiness skills and applied learning.*





Parents and Students,

It is our honor, as your administrative team and staff, to welcome you to The College and Career Academy at Pruden (CCAP). Our goal is to create an educational experience that prepares students for a seamless transition to the workplace and post-secondary education. Through working together as a system including students, parents, educational staff, and stakeholders, we can collectively ensure that we are preparing students for entry into high-skilled, high-demand, and high-wage careers, which meet the ever-changing needs of our region and state.

We are providing this handbook to you in an effort to outline the rules and expectations necessary to ensure a safe, secure, disruption-free learning environment for our students and staff. A review of the handbook, along with the SPS Student Handbook and the SPS Student Code of Conduct, will be conducted with all students by our administrators and staff members during the first week of school. Additionally, we urge each parent to review the handbooks with their student. Each parent and student is required to sign the Suffolk Public Schools Student-Parent Acknowledgement of Rules and Regulations form. Not knowing the rules and expectations as outlined in the handbook is not a defense when student conduct violations occur. Parents and students should not hesitate to contact CCAP personnel for clarification regarding any rule or procedure outlined in this handbook.

The telephone number for CCAP is (757) 923-5254. Additionally, e-mail addresses for CCAP administration and staff can be accessed by visiting the CCAP web-site at www.ccap.spsk12.net and clicking on the staff link. We invite you to contact the school whenever there is a need or concern. We are also happy to meet and correspond with parents in an effort to build strong relationships between the home and CCAP.

The administration and staff of CCAP look forward to working with each student and parent to ensure a positive educational experience. With the support of parents and students, we feel that the 2019-2020 school year will be very successful and rewarding.

Sincerely,

Connie Burgess
Principal

Quick Reference Index

GENERAL INFORMATION	3
PERSONNEL.....	6
CONTACTS.....	7
FEEDER HIGH SCHOOLS	8
APPROPRIATE AND SAFE DRESS	9
ATTENDANCE POLICY	9
BUS TRANSPORTATION AND STUDENT DRIVING	11
CARE OF THE BUILDING AND GROUNDS	13
CARE OF TEXTBOOKS	13
CELL PHONES, PORTABLE COMMUNICATION DEVICES AND AUDIO EQUIPMENT	14
CRISIS MANAGEMENT	14
DUAL-CREDIT.....	14
EMERGENCY FORMS	15
GRADING PROCEDURES	15
HONOR ROLLS.....	16
ILLNESS.....	17
INDUSTRY CERTIFICATIONS AND LICENSES.....	17
JOB PLACEMENT.....	17
LUNCH.....	18
MEDICATIONS	18
MINUTE OF SILENCE/PLEDGE OF ALLEGIANCE.....	19
PARENT CONFERENCES.....	19
PROGRAM COMPLETION/CAREER AND TECHNICAL EDUCATION DIPLOMA SEAL	19
SAFETY DRILLS.....	20
SALES TO STUDENTS.....	21
SCHEDULE CHANGES	21
SHOP SAFETY	21
STUDENT FEES	22
STUDENT INSURANCE.....	22
STUDENT LOCKERS	22
STUDENT ORGANIZATIONS.....	23
STUDENTS' PERMANENT RECORDS	23
STUDENT POSSESSIONS.....	24
SUPERVISED STUDENT BREAKS	24
TELEPHONE.....	24
VIDEO SURVEILLANCE	25
VISITORS.....	25
WITHDRAWING FROM SCHOOL.....	25
BELL SCHEDULE.....	26

GENERAL INFORMATION

The College and Career Academy at Pruden (CCAP) serves high school students enrolled in Suffolk Public Schools. CCAP is owned, funded and operated by Suffolk Public Schools and serves three (3) feeder high schools, including King's Fork High School, Nansemond River High School and Lakeland High School. CCAP serves 11th and 12th grade students, offering 16 Career and Technical Education (CTE) programs, including:

School of Human Services:

The **Cosmetology and Barbering** programs are two (2) year course sequences that prepares students to take the **Commonwealth of Virginia Cosmetology/Barber** examinations in order to become a Licensed Practitioner. During the program, students gain daily practical experience providing services to patrons in a clinical setting.

The **Culinary Arts** program is a two (2) year course sequence that prepares students for entry-level employment in the Food Service and Hospitality industry and/or continue training through post-secondary education programs at the apprentice, associates, or baccalaureate level. As a component of the program, students will have the opportunity to earn NRAEF (National Restaurant Association Education Foundation) certification (**ServSafe** and **Pro-Start**).

The **Early Childhood Education (ECE)** program is a two (2) year dual-credit course sequence that prepares students to enter the workforce upon graduation in a variety of settings and/or continue training through post-secondary education programs to become Teachers, Counselors, Social Workers, Pediatric Medical Specialists or Child Care Center Directors. As a program component, students will have the opportunity to earn **NOCTI (National Occupational Competency Testing Institute) Early Childhood Education and Care-Basic** certification. The course also offers students the opportunity to earn (12) hours of **dual-credit** toward an Associate's Degree with the Virginia Community College System (VCCS).

School of Health Careers:

The **Emergency Medical Technician (EMT)** Program is a one (1) year course that prepares students for Virginia certification (**EMT-B: EMT-Basic**) and employment as an EMT, and/or for entry into post-secondary Paramedic or Public Safety programs. As a component of the program, students will complete a clinical rotation in a local hospital. The course offers students the opportunity to earn nine (9) hours of **dual-credit** toward an Associate's Degree with the VCCS.

The **Nurse Aide** program is a one (1) year course that prepares students for state licensure under the Virginia Board of Nursing and employment as a **Nurse Aide/Home Health Aide**, and/or for entry into post-secondary LPN and RN programs. As a component of the program, students will receive clinical training in a local nursing facility.

The **Veterinary Science I & II** program is a one (1) year, two (2) semester course sequence that prepares students to enter the workforce upon graduation as a Veterinary Assistant and/or continue training through post-secondary education programs to become a Veterinary Technician or Veterinarian. Upon completion of the program, students are eligible to take the **NOCTI (Small Animal)** industry credential test.

The **Medical Assistant I & II** program is a two (2) year course sequence that prepares students to enter the workforce upon graduation as a medical assistant and/or for entry into post-secondary education EKG, Phlebotomy, and Mental Health Technician programs. Upon completion of the program, students are eligible to take the **NCMA (National Certified Medical Assistant)** industry credential test.

School of Construction Trades:

The **Electricity I & II** program is a one (1) year, two (2) semester course sequence that prepares students to enter the workforce upon graduation and/or continue training through post-secondary education programs at the apprentice or associate's level. Training is received in the installation, operation, and repair of residential, commercial, and industrial systems. Students will have the opportunity to qualify for **NCCER (National Center for Construction Education and Research) Electrical Level I Certification**.

The **Utility/Heavy Construction** program is a one (1) year, two (2) semester course sequence that prepares students for entry-level employment, and/or for entry into post-secondary education programs. As a component of the program, students will have the opportunity to qualify for industry certifications including **Forklift** and **NCCER**

(National Center for Construction Education and Research) Heavy Equipment Operations-Level One Certifications.

The **Welding** course is a one (1) year, two (2) semester course sequence that prepares students for entry-level employment, and/or for entry into post-secondary education programs at the apprentice, certificate, or associate's level. As a component of the program, students will have the opportunity to qualify for **AWS (American Welding Society) SENSE Level 1-Entry Level Welder Certification**. The course offers students the opportunity to earn three (3) hours of dual-credit toward a Certificate of Career Studies with the VCCS.

School of Auto Technology:

The **Auto Body Technology** program is a one (1) year, two (2) semester course sequence that prepares students to enter the workforce upon graduation in a variety of settings and/or continue training through post-secondary education programs to become Specialists and Master Technicians. Participation in the program enables students to earn **A.S.E. (Automotive Service Excellence) Certification in Painting & Refinishing**.

The **Automotive Technology** program is a two (2) year course sequence that prepares students to enter the workforce upon graduation in a variety of settings and/or continue training through post-secondary education programs to become Specialists and Master Technicians. Participation in the program enables students to earn **A.S.E. (Automotive Service Excellence) Certification** in four (4) areas.

School of Technology:

The **Game Design and Development and Game Development and Design, Advanced** courses combine as a two-year program that prepare students to enter the workforce upon graduation and/or continue training through post-secondary education programs at the certificate, associate's or baccalaureate level to pursue careers in Arts, Audio/Video, Technology & Communications, Education & Training, and Information Technology. The second year of the course features a semester-long internship, which focuses on an industry problem/concern. Upon successful completion of the course, students will have the opportunity to qualify for **Unity Certified Associate Certification**.

The **Cybersecurity Systems Technology and Cybersecurity Systems Technology, Advanced** courses combine as a two-year dual-credit program that prepares students to enter the workforce upon graduation and/or continue training through post-secondary education programs at the certificate, associate's or baccalaureate level to pursue advanced-level careers. As a component of the program, students will have the opportunity to qualify for **CompTIA A+ (Computing Technology Industry Association) Certification**. The course offers students the opportunity to earn six (6) hours of dual-credit toward an Associate's Degree with the VCCS.

The **Cybersecurity Software Operations and Cybersecurity Software Operations, Advanced** courses combine as a two (2) year program that prepares students to enter the workforce upon graduation as network technicians, computer technicians, cable installers or help-desk technicians and/or continue training through post-secondary education programs at the certificate, associate's or baccalaureate level to pursue advanced-level careers. As a component of the program, students will have the opportunity to qualify for **Comp-TIA (Computing Technology Industry Association) Network+ Certification**.

CCAP is proud to offer numerous options for students to participate in enhanced learning opportunities through special programs including the **FIRST Governor's Career and Technical Academy (FIRST Academy)**, the **Hampton Roads Public Works Academy (PWA)**, and the **Microsoft Imagine Academy**. Consideration of special programs provides valuable learning experiences that compliment classroom instruction. Experiences prepare students to seamlessly transition to post-secondary employment and related educational programs.

The **FIRST Governor's Career and Technical Academy (FIRST Academy)** offers a program of study that designed to expand options for students to acquire Science, Technology, Engineering and Math (STEM) literacy and other critical skills, knowledge and credentials that will prepare them for high-wage, high-skill, and high demand careers. Students enrolled in the Cybersecurity Software Operations, Cybersecurity Systems Technology, and Game Design and Development programs may apply to become cadets of the FIRST Academy: School of Technology. Programs of study will provide enhanced STEM instruction through several avenues: *contextual application/course integration, monthly focus sessions/field trips, Career-Technical Student Organizations (CTSO) activities, and completion of a Completer Portfolio.*

The **Public Works Academy (PWA)** is a two-year program consisting of monthly seminars teaching the basics of the 32 major areas of work within the Department of Public Works. Each seminar is taught by a subject matter expert from a particular area of work. As a program component, student cadets are required to participate in a paid summer internship program with a member organization of the Hampton Roads Public Works Academy.

The **Microsoft IT Academy** is a technology education program that provides industry-leading IT training and Microsoft certifications to enhance college success and employability, and to encourage life-long learning. The program engages students with innovative courses and learning tools and offers them the technical courses that will prepare them for IT careers after graduation.

PERSONNEL

Administration

Connie Burgess, Principal
Shaka Miller, Assistant Principal

Student Services Staff

Lugonda Vann, Student Services Liaison
Mona Parker, Guidance Counselor
Laura Hickman, Vocational Evaluator

Instructional Staff

Christian Bagley	Cybersecurity Systems Technology Cybersecurity Systems Technology, Advanced Cybersecurity Fundamentals
Rhonda Culpepper	Early Childhood Education I & II
Reid Doughty	Emergency Medical Technician
Yvette Edwards-Brown	Game Design and Development Game Design and Development, Advanced Cybersecurity Fundamentals
Lewis Griffith	Auto Body Repair I & II
William Hallwig	Cybersecurity Software Operations Cybersecurity Software Operations, Advanced Cybersecurity Fundamentals
Rudean Harrell	Nurse Aide Medical Assistant I
Anne Hudson	Veterinary Science I & II
Justin Nemeth	Auto Technology I & II
Jawaun Porter	Utility/Heavy Construction I & II
Mona Rawls	Culinary Arts I & II
Angel Rouse	Cosmetology I Barbering I
Thomas Shirk	Welding I & II
Crystal Taylor	Cosmetology I & II
TBA	Electricity I & II Building Trades II

Clerical Staff

Jeannette Copeland, Secretary/Vocational Assessment Aide
Sonya Joyner, Secretary
Pamela Briggs, Secretary/Bookkeeper

Adult Education Staff

Robin Rose, Adult Education Coordinator
TBA, Adult Education Secretary

Support Staff

Lee Copeland, Safety Monitor

CONTACTS

Concern	Contact
Adult Education	Adult Education Coordinator Adult Education Secretary
Attendance/Absentee Note Concerns	Assistant Principal
Bus Concerns	Principal Assistant Principal
Catering	Culinary Arts Teacher
Discipline	Principal Assistant Principal
Early Dismissal/Tardy Notes	Secretary
FIRST Governor's Career and Technical Academy	Principal Assistant Principal
Grades	Program Teacher Assistant Principal
Instruction	Principal Assistant Principal
Lockers	Program Teacher Assistant Principal
Lost and Found	Secretary Bookkeeper
Maintenance Concerns	Head Custodian Assistant Principal
Medication	Assistant Principal
Microsoft Imagine Academy	Student Services Liaison
Parking	Assistant Principal
Public Works Academy	Guidance Counselor
Special Education/Special Needs	Student Services Liaison
Student Records Questions/Requests	High School Program: Secretary Bookkeeper Adult Education Program: Adult Education Coordinator Adult Education Secretary
Vocational Assessment	AC/CESS Vocational Evaluator
Work-based Learning	Guidance Counselor

FEEDER HIGH SCHOOLS



Lakeland High School

214 Kenyon Road
Suffolk, VA 23434
(757) 925-5790

Mr. Douglas Wagoner, Principal

Kings Fork High School

351 Kings Fork Road
Suffolk, VA 23434
(757) 923-5240

Dr. Ron Leigh, Principal

Nansemond River High School

3301 Nansemond Parkway
Suffolk, VA 23434
(757) 923-4101

Mr. Dan O'Leary, Principal



APPROPRIATE AND SAFE DRESS

CCAP respects a student's right to choose his or her style of dress or appearance. However, in preparing students for the professional work environment, CCAP wishes to promote student development of professionalism and good taste regarding dress. Helping students develop dress habits that ensure individual safety and respect for others is paramount to career success.

Students should be appropriately and decently clad while attending school and school functions. All clothing must additionally conform to standards of workplace safety.

If a student's dress is such that it constitutes a disruption to the educational environment or poses a threat to health or safety, the Principal/Designee will require that the student make arrangements for a change of clothing. Students will not be permitted to return to class until appropriate clothing is being worn.

CCAP has several programs that, by the nature of the work to be performed, as well as by state and/or local policy, require specific apparel. Students will be advised of these requirements early in the school year and will be given a reasonable amount of time to procure the needed items. If assistance is needed in obtaining such apparel, the Principal or Assistant Principal should be advised.

In some areas, a change of shoes is desirable or even necessary. Safety toe shoes are recommended and may be required in certain programs. Appropriate footwear should be kept in the student's locker, along with shop wear and worn as required. Students will not be allowed to go barefooted in any area, as this is both unsanitary and unsafe.

Additionally, shop students must wear appropriate protective equipment when performing hazardous operations. This includes not only safety glasses and shields, but also may include gloves, aprons, hard hats, etc.

Clothing that exposes the midriff or an undergarment is prohibited for obvious safety and sanitation reasons. Head coverings and sunglasses, unless required for safety, medical, or other extenuating circumstances are prohibited.

Parents of students requiring accommodations for religious beliefs, disabilities, or other good causes should contact the Principal.

In certain areas, loose clothing, long hair or jewelry (rings, necklaces, and earrings) may present a safety hazard. In such cases, the teacher will prevent the student from performing such hazardous operations until the problem is corrected.

All secondary students attending CCAP must be enrolled in one of Suffolk Public Schools' three (3) feeder high schools. This means that he/she must not only comply with the policies of Suffolk Public Schools, but also the policies of CCAP regarding dress and appearance. Often, what is appropriate and acceptable in an academic classroom setting may be inappropriate, or even unsafe, in a career and technical laboratory setting.

ATTENDANCE POLICY

Part of the mission of CCAP is to prepare students to make the important transition from school to post-secondary education and/or employment. Helping students develop good attendance habits is an important part of that mission.

Each time a student is absent from school, **he/she must provide a note from the parent or official documentation from a medical office, court or other organization within five (5) days of the absence.**

ALTERED OR FORGED EXCUSE NOTES WILL RESULT IN A STUDENT BEING RECOMMENDED FOR AN ADMINISTRATIVE OR EXPULSION HEARING.

Documentation submitted to the high school attendance office is **NOT** automatically forwarded to CCAP. Simply stated, documentation must be received by CCAP office staff to satisfy attendance requirements.

Missing the Bus from Home School:

It is the sole responsibility of the student to be on the bus that has been designated by the home school as the CCAP bus.

Students who miss the bus from the home school to CCAP are not automatically given permission to drive to CCAP. The student should report to the office of the home school to determine if other transportation can be arranged and/or to get permission to drive to CCAP. CCAP will be notified by the appropriate home school administrative personnel.



Field Trips, Testing, and Other Home School Activities:

Students who are on legitimate home school field trips or who are detained in the home school for legitimate need are counted present at CCAP, ***provided CCAP is notified by the appropriate administrative personnel from the home school.*** These students are expected to make up any work missed to the satisfaction of the teacher upon returning to school.

Tardiness:

Being on time for class parallels being prompt for work and appointments. Promptness is a worthy habit that demonstrates both workplace readiness and consideration for others.

Students who are tardy for school, other than because of a late bus, must report to the office to sign the tardy register and receive an admit slip to class. In order for a tardy to be considered “excused”, a note must be submitted to the attendance office within five days of the tardy and approved by the office and/or administration.

Early Dismissals:

Students will be allowed to leave school early if a request for such is made **by the parent or guardian through CCAP.** If the student is to be dismissed early, the parent, guardian, or an adult approved by the parents must show identification and sign the student out of the office. For the student’s protection, he/she will not be permitted to meet adults at a car, wait outside the building, or walk home. In order for an early dismissal to be considered “excused”, official documentation must be submitted to the office within five (5) days of the early dismissal and approved by the attendance office and/or administration.

Make-up Work:

Regardless of the reason for the absence, tardy, or early dismissal, the student will be allowed a reasonable amount of time (determined by the **teacher** and based upon the number of days missed and the level of difficulty of the assignments) to make up any work missed, including class work assignments, homework, tests, lab work or other assignments. It is the **student's** responsibility to make arrangements with the teacher for make-up work. Such make-up may require take-home work and/or returning to school after hours. Students who fail to follow through on make-up arrangements may lose the opportunity to complete make-up work.



BUS TRANSPORTATION AND STUDENT DRIVING

Bus Transportation:

School bus transportation is provided daily for students to and from CCAP by the school division.

Riding a school bus is a privilege. Students who do not behave on the bus may be subject to both disciplinary consequences and revocation of riding privileges for a specified period.

Student Driving:

Students will be permitted to drive to and/or from CCAP only when a legitimate need is shown. Permission to drive must be secured and a **permanent** parking permit or **temporary** permit must be displayed PRIOR to driving to CCAP.

THE STUDENT DRIVING CODE OF CONDUCT WILL BE STRICTLY ENFORCED!

The Principal or designee will issue **permanent** driving permits to students when, in their judgment, the need for such permission is shown. A non-refundable fee of **\$35.00** will be charged for **permanent** driving permits. Permanent permits will be revoked when rules are violated.

PASSENGERS ARE NOT PERMITTED WITH ANY STUDENT DRIVER, WHETHER OR NOT A DRIVING PERMIT HAS BEEN ISSUED!

Student drivers are expected to apply safe driving practices when entering or leaving CCAP property, with regard to speed, obedience to signs, etc. Student drivers will always yield right of way to school buses and pedestrians.

Student drivers are expected to park in assigned parking spaces. *There will be no exceptions to this rule.*

Any student who is found in violation of driving regulations or who drives to CCAP without prior authorization will face disciplinary action. Repeat offenders will face additional disciplinary action, including, but not limited to revocation of the permit.

STUDENTS WHO DRIVE TO CCAP ARE SOLEY RESPONSIBLE FOR THEIR ATTENDANCE BEING MARKED AT THE HOME SCHOOL. CCAP WILL NOT ASSUME THIS RESPONSIBILITY!

Driving Rules and Regulations:

All student drivers must adhere to the following rules and regulations. Student drivers **must**:

1. Conduct themselves in a safe, orderly, and disciplined manner while on school property. Any act of misconduct (in and/or out of class) may result in the loss of driving privileges.
2. Secure an application for a permanent permit before driving to CCAP.
3. Have approval and a parking sticker displayed before driving to CCAP. The sticker must be displayed on the left corner of the rear bumper.
4. Park in the assigned space. Failure to do so will result in the vehicle being towed at the owner's expense.
5. Not bring/leave with passengers.
6. Apply safe driving practices. The speed limit of 10 mph will be strictly enforced.
7. Follow all signs posted around the building and parking lot areas.
8. Drive directly to CCAP without making any stops or side trips. Stopping for food from home, fast food restaurants, or convenience stores is not allowed.
9. Report to class ***immediately*** upon arrival. There will be no loitering in parked cars before, during, or after school hours. Students are not allowed to go to vehicles during the school day.
10. Enter and exit the building using the front entrance. Early Childhood Education student drivers are to report directly to Building 3.
11. Tardies to class will be enforced, recorded, and driving privileges revoked. AM/morning student drivers should not report before 9:20 a.m., but should arrive prior to 9:45 a.m.
12. Report immediately any changes, permanent or temporary, in regards to the information provided on the Parking Permit Application form. (Examples: change in vehicle, change in license number, change in employment status.)
13. Be regular in attendance. Students who are habitually tardy, or who habitually leave early, leave school grounds without permission, or skip school will lose their driving privileges for the remainder of the school year.

In addition:

- ✓ Student drivers will be dismissed after the school buses. Dismissal will be conducted in an orderly and safe manner.
- ✓ No one is allowed to walk on or off campus at any time.
- ✓ Student drivers assigned parking spaces in Lot A or Lot B will enter using the first entrance. When exiting, follow the signs and the arrows on the pavement.
- ✓ Student drivers assigned parking spaces in Lot C or Lot D will enter using the second entrance. When exiting, follow the signs and the arrows on the pavement.
- ✓ All student drivers must meet with an administrator at CCAP prior to driving privileges being extended.

The following acts of misconduct will result in ***immediate*** and ***permanent*** loss of driving privileges:

- An accumulation of three (3) or more ***unexcused*** absences.
- Disciplinary referral resulting in suspension from school by CCAP.
- Leaving class/school grounds without permission.
- Skipping school.
- Any act of misconduct that results in a 10-day suspension, administrative hearing, and/or expulsion hearing by CCAP.
- Speeding, operating vehicle in an unsafe and/or reckless manner, including passing school buses, following another vehicle too closely, and/or squealing tires, etc.
- Failure to follow all signs posted around the building and parking lot areas.
- Misuse of automobile.
- Two or more driving violations



CARE OF THE BUILDING AND GROUNDS

Students should show respect for themselves, others, and CCAP building and grounds. Proper care and cleaning of the building and grounds is an extension of pride in oneself as a student of CCAP, is a gesture of respect for others, and shows respect and loyalty to CCAP. Students should show respect for the building and grounds of CCAP and are expected to make every effort to keep the building and grounds clean and neat. The following procedures are necessary to promote a professional, safe and sanitary work environment:

- Students should not place their feet on the furniture or walls.
- Posters/signs are not to be posted without permission from administration.
- Students should properly store tools/equipment/materials as necessary throughout class and at the culmination of instructional time.
- Students should report any equipment malfunctions or unacceptable building and grounds conditions to their instructor.
- Students should participate in activities designed to maintain a safe, orderly and sanitary environment.
- Students should participate in efforts directed toward keeping the building/grounds neat and clean (use trashcans, maintain cleanliness of locker room, refrain from eating in labs, etc.)

ANY STUDENT, WHO WILLFULLY DESTROYS, DEFACTS, OR CARRIES AWAY SCHOOL PROPERTY SHALL BE PROSECUTED TO THE FULLEST EXTENT IN ACCORDANCE WITH STATE LAW.

CARE OF TEXTBOOKS

Depending upon course format, textbooks may be issued to students, or students may have access to a classroom set of textbooks. Individual copies of textbooks from classroom sets may be issued to a student overnight. The student must sign the book out on an overnight issue sheet and sign it back in at the beginning of class on the next day. Use of textbooks does not carry with it rights of ownership. The student is responsible for the textbook(s) issued/signed out to him/her and is expected to take care of it. If a book is lost or damaged, the student will reimburse Suffolk Public Schools for damages or the replacement cost of the book.

CELL PHONES, PORTABLE COMMUNICATION DEVICES AND AUDIO EQUIPMENT

To avoid disruption of the educational environment, students shall not display, use, or activate cell phones or other portable communication devices during the instructional period, unless requested to do so by the teacher for educational purposes. The instructional day includes, but is not limited to, field trips and class breaks.

Additionally, use or display of audio equipment, headphones, or any other electronic media device is prohibited on CCAP property. No headsets may be worn around the neck or on the head unless approved by the teacher as part of instructional presentation.

It is the student's responsibility to ensure that cell phones and other electronic devices are turned **OFF** and **stored OUT OF SIGHT** while on CCAP property. The first violation of this regulation will result in confiscation of the phone/device until a parent is able to pick it up. The second violation will result in confiscation of the phone/device for the remainder of the school year.

FAILURE TO TURN IN A CELL PHONE OR OTHER ELECTRONIC DEVICE WHEN ASKED BY A STAFF MEMBER WILL RESULT IN DISCIPLINARY ACTION.



CRISIS MANAGEMENT

A crisis is any period of instability and/or any event, which may endanger the health, safety, and/or security of students, teachers, and staff. CCAP, in conjunction with Suffolk Public Schools, has planned proactively for safe school initiatives and crisis prevention, mitigation, and evaluation.

In the event of a crisis situation on CCAP's campus, information will be made available on the Suffolk Public Schools' and/or CCAP's websites.

DUAL-CREDIT

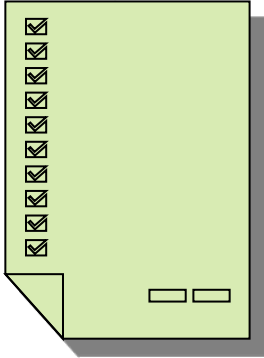
Dual-credit courses allow students to meet requirements for high school graduation and to earn college credit through various community college programs dependent upon the program in which the student is enrolled. Dual-Credit courses are approved annually by the school board.

Criteria and procedures for enrolling in Dual-Credit courses include:

- Students must be at least 16 years of age.
- Students must be high school juniors or seniors.
- The cooperating community college must accept the student for admission.
- College and high school credit shall be awarded upon successful completion of the course.
- Students must take the Virginia Placement Test (VPT) test and meet required scores.

EMERGENCY FORMS

Emergency forms are necessary so that the parents and/or doctor of a student can be contacted quickly in the event of illness or injury. The form should be completed in detail, signed by the parent/guardian and returned to the teacher on the next day that the student returns to CCAP, following the day that the form was issued.



Before a student may use any mechanical, electrical, air or gas powered equipment, an emergency form must be completed and on file in CCAP’s office. Students must make arrangements with the teacher to make-up assignments missed because an emergency form is not on file.

GRADING PROCEDURES

All instruction at CCAP is directed towards the achievement of specified tasks or job skills. Instructors are required to incorporate state-approved task lists and tasks from Virginia’s All Aspects of an Industry and Workplace Readiness Skills. The teacher will notify students of the tasks that must be attempted in a given grading period at the beginning of each grading period.

The types of grades used by CCAP in determining 9-weeks marking period averages and their respective weights are outlined below:

Course Component	Weight
Project Grades	20%
Related Grades	30%
Performance Tests	45%
Homework Grades	5%

To calculate semester grades, the following percentages are employed:

1 st Semester/Course*		2 nd Semester/Course*	
Course Component	Weight	Course Component	Weight
1 st 9-weeks	40%	3 rd 9-weeks	40%
2 nd 9-weeks	40%	4 th 9-weeks	40%
Exam	20%	Exam	20%

***Course Grades:** Auto Body Repair I/II, Welding I/II, Veterinary Science I/II, Utility/Heavy Construction I/II, Cybersecurity Fundamentals/Cybersecurity Software Operations, Cybersecurity Fundamentals/Game Design and Development, and Cybersecurity Fundamentals/Cybersecurity Systems Technology.

To calculate final course grades for year-long courses, the following percentages are employed:

Course Component	Weight
1 st Semester	50%
2 nd Semester	50%

***Course Grades:** Auto Technology I/II, Cybersecurity Software Operations, Advanced, Game Design and Development, Advanced, Cybersecurity Systems Technology, Advanced, Emergency Medical Technician, Cosmetology I/II, Barbering I, Culinary Arts I/II, Nurse Aide, Medical Assistant I, and Early Childhood Education I/II.

A six-letter scale is used to report students' scholastic progress:

Range	Grade	Explanation
90-100	A	Outstanding Progress
80-89	B	Good; Better Than Average
70-79	C	Average Progress
60-69	D	Fair or Poor, But Passing
59 or Below	F	Failing; Unsatisfactory Progress
	I	Incomplete

Exams and Exam Exemptions: A student who is classified as a 12th grader may be exempted from the written portion of the final course exam dependent upon his/her grade average and attendance. The following will determine exemption:

- a. An “**A**” average and no more than **two (2)** absences
- b. A “**B**” average and no more than **one (1)** absence

In the event of exemption, the practical exam grade will be used as the exam grade.



HONOR ROLLS

Principal's List: A certificate is given at the end of the year for students who have maintained an average of “A” for the year.

Honor Roll: A certificate is given at the end of the year for students who have maintained an average of “B” or better for the year.

ILLNESS

If a student experiences an accident or becomes ill during the school day, parents will be notified immediately. In case of emergencies, CCAP staff will assist with emergency care until the student can be picked up by the parent or transported to the hospital by Emergency Medical Services.

INDUSTRY CERTIFICATIONS AND LICENSES

The *Virginia Board of Education* has approved several industry certifications and licenses as options for students to earn the verified credits required for receiving a high school diploma. Students who pass a board-approved certification or licensure examination may earn one or more student-selected verified credits in career and technical education.

CCAP offers sixteen (16) instructional programs with industry certifications or licensure programs that satisfy the requirements for the *Virginia Board of Education's* Student-Selected Verified Credit and/or the Career and Technical Education Graduation Seal.

Academy Program	Certification/License	*Verified Credit?	Graduation Seal
Auto Service Technology	ASE	Yes	Career & Technical
Auto Collision Repair	ASE	Yes	Career & Technical
Barbering	State Board	Yes	Career & Technical
Cybersecurity Software Operations	Comp-TIA Network+	Yes	Career & Technical
Cosmetology	State Board	Yes	Career & Technical
Culinary Arts	Pro-Start/ServSafe	Yes	Career & Technical
Early Childhood Education	NOCTI	Yes	Career & Technical
Electricity	NCCER	Yes	Career & Technical
Emergency Medical Technician	State Board VWRS	Yes	Career & Technical
Game Design and Development	Unity Certified Associate VWRS	Yes	Career & Technical
Medical Assistant	NCMA	Yes	Career & Technical
Nurse Aide	State Board VWRS	Yes	Career & Technical
Cybersecurity Systems Technology	CompTIA A+	Yes	Career & Technical
Utility/Heavy Construction	NCCER	Yes	Career & Technical
Veterinary Science	NOCTI	Yes	Career & Technical
Welding	AWS SENSE	Yes	Career & Technical

* These programs can be used to satisfy the student selected verified credit. Attainment does not replace the verified credits required for core subjects.

JOB PLACEMENT

The Guidance Counselor assists students in locating full or part time job opportunities in the occupations for which they are trained. Any parent and/or student wishing to meet with the Guidance Counselor should arrange an appointment by visiting the main office or by calling (757) 923-5254.

LUNCH

Lunch will be available daily. Lunch selections will be prepared by Suffolk Public Schools Food and Nutrition Services. Lunch price and menu selections will be set by Suffolk Public Schools Food Services. Lunch status (free or reduced price) will be honored.



MEDICATIONS

If at all possible, medication administration should be scheduled outside of school hours. Recognizing that this is not always possible, CCAP staff will cooperate in administration of medication provided that the below outlined regulations are observed by parents.

Students required to take prescription or over-the-counter medication while at CCAP will be required to report the medication and associated medical condition on the Student Emergency Form and will additionally supply a copy of the written documentation on file at the home school (Medication Form and Individualized Health Care Plan) identifying the prescribing physician, medication and dosage. Medication, in the original container, must be delivered to the office by the parent/guardian. Medication will be administered by an authorized school staff member only after the above guidelines have been met.



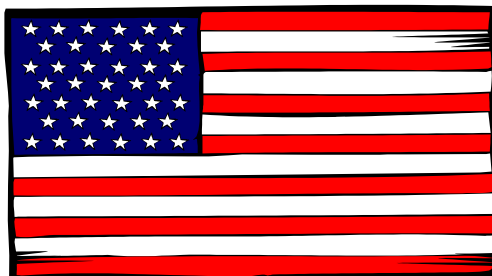
Students with a diagnosis of asthma are permitted to possess and self-administer inhaled asthma medications during the school day, at school-sponsored activities, on CCAP bus, or on school property. In order for a student to possess and self-administer asthma medications, the Medication Form and Individualized Health Care Plan must be on file at the home school, with a copy being provided to CCAP office.

Students with a diagnosis of anaphylaxis (life-threatening allergic reaction) are permitted to possess and self-administer self-injected epinephrine during the school day, at school-sponsored activities, on the CCAP bus, or on school property. In order for a student to possess and self-administer anaphylaxis medications, the Medication Form and Individualized Health Care Plan must be on file at the home school, with a copy being provided to the CCAP office.

Students who do not follow regulations and procedures will be subject to disciplinary measures.

MINUTE OF SILENCE/PLEDGE OF ALLEGIANCE

The observance of the minute of silence and the Pledge of Allegiance will be initiated at the student's assigned high school, prior to departure for CCAP.



PARENT CONFERENCES

Open communication with parents is essential to promoting student success. Parent conferences are an important vehicle in promoting open communication and are encouraged by administration. Parents may receive an invitation by the school to attend a conference or may request a conference as necessary. Parents wishing to schedule a conference should contact the appropriate teacher or administrator to make an appointment. While conferences are typically scheduled either before or after school or on scheduled conference days, efforts will be made to meet scheduling needs of the parent whenever possible. Unscheduled conferences may interfere with instruction and must be employed only if extenuating circumstances exist.



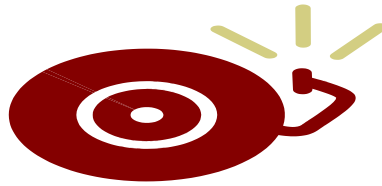
PROGRAM COMPLETION/CAREER AND TECHNICAL EDUCATION DIPLOMA SEAL

Students who successfully complete a program at CCAP will receive high school credit as determined by Suffolk Public Schools. Successful program completion involves earning a minimum average grade of **60** and mastering at least **80%** of tasks outlined on the state-approved list.

Students who complete a prescribed sequence of courses in a career and technical education concentration or specialization that they choose, along with meeting requirements for a Standard or Advanced Studies diploma will be awarded the Virginia Board of Education's Career and Technical Education Seal provided that the student: (I) maintains a "B" or better in those courses or (II) passes an occupational competency exam or industry exam in those courses, or (III) earns a professional license in the field from the Commonwealth of Virginia

SAFETY DRILLS

The teacher will provide specific instruction regarding procedures for each type of safety drill. Additionally, instructional materials and evacuation/posting maps will be posted in the classroom/lab areas to guide actions in the event of an emergency.



Fire Drill:

The objective of the fire drill is to vacate all buildings in the shortest time possible in a safe, orderly manner. There should be a reasonable quietness during the drill so that instructions can be heard and understood. Students who are out of the room at the time of the drill should join the nearest class; once outside of the building, communication can be made to the student's teacher.

General safety procedures for fire drills include:

- a. Procedures for leaving the building are posted in all classrooms and laboratories. Students should familiarize themselves with emergency procedures.
- b. Before leaving the building, the lights and all equipment should be turned OFF and all doors CLOSED, and unlocked.
- c. Students are to leave the building in an orderly fashion and go to the area designated by the teacher. Each student is to remain with his/her teacher and class.
- d. No student is to reenter the building until given word to do so by his/her teacher.
- e. No student should leave by the back doors into the enclosed area at the back of the building. This area is used to store potentially hazardous materials.

Tornado Drill:

An annual Extreme Weather Drill will be held in conjunction with the state-held drill. Upon sounding of the emergency signal and placement of the building in "**Code Blue**" status, students are to move upon teacher direction to designated interior rooms and hallways in an orderly fashion. Students and staff will locate themselves near a concrete wall that will support or deflect debris, as far as possible from windows and doorways. Students and staff will crouch as low as possible to the floor, facing down with the head nearest the supporting wall, and cover their heads with their hands. Students and staff will remain positioned until a "**Code Green**" signal has been initiated by the building administrator(s).

SALES TO STUDENTS

Students must be protected from the almost unlimited number of solicitations, sales, and charity drives. Any solicitations, sales or charity drives to be conducted within CCAP must have prior approval and align with SPS finance policies. Fund raising drives, which have been approved with the home schools, will be allowed on a reciprocal basis, provided such drives do not result in disruption of instructional time.

SCHEDULE CHANGES

Students wishing to change their schedules should first report the matter to their assigned CCAP teacher. The teacher will report the matter to the Guidance Counselor, who will work with high school guidance staff to mitigate the concern. Students must follow feeder school procedures regarding schedule changes. Students should understand that class changes might not be granted due to unavailability of enrollment slots.

5:00 BW		BEW T10 (30222) CHEM T01			
7:00 BW	JF Y5 FEC Y5 (31878) BOC T00	HC F 4 FEC Y5T (38887) ENGR T55	JF Y5 FEC Y5 (31878) BOC T00	HC F 4 FEC Y5T (38887) ENGR T55	JF Y5 FEC Y5 (31878) BOC T00
7:50 BW					
11:00 WM	ELF ET 00T FEC W0T (35834) BIOG T03	JF B 5 FEC K1 (31581) WVLM T13	ELF ET 00T FEC W0T (35834) BIOG T03	JF B 5 FEC K1 (31581) WVLM T13	ELF ET 00T FEC W0T (35834) BIOG T03
10:00 WM		C ET 60 FEC HT (30244) CHEM T01		C ET 60 FEC HT (30244) CHEM T01	CVB 558 FVB K3 (31358) WVLM T13
8:00 AM					BB Q 178 SEN ET5 (38221) BIOG T03
8:00 AM	FVB HT (30214) CHEM T01		BB CW T05 FVB D13 (30288) BIOG T03		
3:00 PM	yebnmt	yebnmt	yebnmt	yebnmt	yebnmt

SHOP SAFETY

Certified teachers must supervise all lab activities involving the use of machines and equipment. When the teacher must leave the shop area (even for a short period of time) the use of all dangerous equipment shall be discontinued until he/she returns.

Students must pass a Safety Test, respective to program safety issues and equipment use/operation, prior to participating in lab activities.

Safety zones shall be painted around all dangerous equipment. The maximum number of students to be allowed in each zone when the machines are in use must be plainly indicated and enforced. All safety guards and devices must be used at all times. All persons engaged in work that involves the following shall wear safety goggles:

- Hot molten metals
- Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials
- Gas or electric arc welding
- Caustic or explosive materials
- Chemicals (cleaning, painting, etc.)

STUDENT FEES

Parking \$35.00

Uniform Cost Determined by Program

(Nurse Aide, Culinary Arts, Utility/Heavy Construction, Auto Technology, Auto Body Repair, Electricity, Building Trades II, EMT, Veterinary Science, Welding, Early Childhood Education, Cosmetology, Barbering)

Certification Exams Cost Determined by Program

Equipment Kits Cost Determined by Program

(Cosmetology, Barbering, Nurse Aide, Medical Assistant, EMT, Early Childhood Education)

Notes:

- Make checks payable to **The College & Career Academy at Pruden**.
- The charge for lost textbooks will be the current replacement cost. A charge will be assessed for damage to textbooks.
- Students who do not return school-assigned locks will be assessed a replacement fee of \$5.00. A charge will be assessed for damage to student lockers.
- While efforts are made to reduce costs to families, CCAP understands that program fees may place an undue financial hardship on families in some situations. If there is a concern involving program fees, please call the Principal/Assistant Principal so that accommodations can be researched and planned.

STUDENT INSURANCE

Student insurance is not handled through CCAP. All students of CCAP are encouraged to take advantage of student insurance offered through Suffolk Public Schools to serve as primary coverage or to supplement family coverage.

STUDENT LOCKERS

Student lockers are placed in CCAP for the use and convenience of the student. To assist in maintaining a safe and sanitary environment, lockers will be kept neat and free of rubbish and perishable items at all times. Periodic inspections of lockers will be made by the administration if it is felt that there is locker abuse.

Students will be assigned lockers in those programs that require changing clothes for lab work. In some instances, two students will be assigned to each locker and a combination will be given only to the students assigned to the locker. The combination should not be given to any other person.

Lockers are provided for the students' use to secure and care for clothing and personal items needed for class. Students should not use the lockers to store valuable items that are not necessary for class.

STUDENT ORGANIZATIONS

Career-Technical Student Organizations (CTSO's) are co-curricular clubs offered to students as part of CCAP instructional program. CTSO's provide students with the opportunity to:

- Participate in informal contextual learning opportunities.
- Participate in competitive events.
- Develop leadership skills.
- Develop employability skills.
- Apply for scholarships and recognition.

Membership in CTSO's is determined by the instructional program in which the student is enrolled. CTSO's offered as part of CCAP instructional program include:

Career-Technical Student Organization	Instructional Program(s)
<i>SkillsUSA</i>	Cosmetology Barbering Auto Body Repair Auto Technology Industrial Welding Utility/Heavy Construction Electricity Building Trades II Cybersecurity Systems Technology Cybersecurity Software Operations
<i>Family, Career and Community Leaders of America (FCCLA)</i>	Early Childhood Education Culinary Arts
<i>Technology Student Association (TSA)</i>	Game Design and Development
<i>Health Occupations Students of America (HOSA)</i>	Emergency Medical Technician Nurse Aide Veterinary Science Medical Assistant

The **National Technical Honor Society** is an honor society reserved for students who merit distinction because of their achievements. Students are invited to join the honor society based upon the recommendation of their teacher(s), in regards to academic and technical achievement, attendance, work ethic, character, and other criteria. An induction ceremony will be offered annually.

STUDENTS' PERMANENT RECORDS

Permanent records for all students are maintained at CCAP, as well as at the home school. Student Competency/Task Lists and internship/employment documents are maintained on site. Upon program completion from CCAP, students may be contacted to be offered assistance with job placement and to aid in completion of follow-up records.

STUDENT POSSESSIONS

Student possessions are to be placed in lockers or spaces provided by teachers. **CCAP accepts no responsibility for security of students' personal possessions.** Students should not bring large sums of money, valuable items, laser pointers, and electronic media devices to CCAP. Valuable administrative time will not be used pursuing lost or stolen personal property. Parents and students need to understand that when students bring valuables onto CCAP property that they do so at their own risk.

SUPERVISED STUDENT BREAKS

At the discretion of the teacher, students may be offered a supervised ten-minute break each day. *The teacher has the authority to suspend break privileges at any time for good reason.* The break is a privilege for students and should not be abused. The following rules apply during break time:

- a. Eating/drinking in hallways is forbidden. Students may bring a snack from home, but such snacks are to be eaten in the area designated by the teacher during the scheduled break time. Beverages in glass bottles, cups, or plastic bottles with broken seals/caps are NOT allowed. Chewing gum is NOT allowed at CCAP at any time.
- b. The break is not to be considered free time for roaming around the building. Students will remain in the area designated by the teacher during the break time, unless excused by the teacher to use the restroom or to get water. *Hall passes are required when leaving the laboratory/classroom during break.*

Failure to abide by the above rules may result in suspension of privileges and/or disciplinary action.

TELEPHONE

The telephone is an essential instrument for school operation. Students may use the office telephone for emergency purposes only. Parents should limit requests for delivery of reminders or messages to only those of an urgent nature.



VIDEO SURVEILLANCE

Video surveillance equipment will be used to enhance security and maximize student safety in high-traffic areas of the school and on school buses.

VISITORS

All visitors must report to the security kiosk where they will be issued a visitor's pass. Proper identification may be required before a visitor's pass is issued.

Parents/visitors are welcome at CCAP before and after instructional time, (between 8:00 a.m.- 9:20 a.m., and 3:00 p.m.-3:30 p.m.). Parents/visitors may arrange to visit classes providing they do not cause a disruption to instruction. Parents/visitors wishing to visit classrooms should contact CCAP administration in advance of the proposed visit and arrange an appropriate visitation schedule.

Students are *NOT* to bring or invite friends, brothers, sisters, or children to CCAP to visit in classes. Students from other schools inside or outside the cooperating districts (not enrolled as a CCAP student) are forbidden to come onto the CCAP campus without a specific reason approved by school administration.

WITHDRAWING FROM SCHOOL

Any student planning to withdraw from CCAP should notify the guidance counselor of his/her home school, who will then notify CCAP. Before withdrawing, students must be sure that all school owned items have been returned to the teacher and that all debts to CCAP have been paid. Course credit is lost when a course is dropped, unless the student transfers to another school.



THE COLLEGE AND CAREER ACADEMY AT PRUDEN
BELL SCHEDULE
2019-2020

Arrival

Approximate Arrival Times

AM student drivers and drop-offs should not arrive before 9:30 a.m.

9:30 a.m. King's Fork High School student arrive.

9:40 a.m. Lakeland High school students arrive.

9:45 a.m. Nansmond River High School students arrive.

Lunch

11:20 a.m. 1st Lunch

11:50 a.m. 2nd Lunch

Dismissal

2:35 p.m. NRHS dismissed to buses.

2:40 p.m. LHS dismissed to buses.

2:45 p.m. KFHS dismissed to buses.

2:50 p.m. Student drivers dismissed

