

# *Advanced Technology Center*

## *Student/Parent Handbook*



Dear Students and Parents:

The Advanced Technology Center is dedicated to providing its students with the best possible advanced education in Information Technology & Computer Sciences, Architecture, Engineering & Manufacturing, and Digital Design & Marketing. This handbook was developed as a guide to assist you during your educational journey while attending the ATC. In many instances, the information reflects established school division policies and regulations applicable to all Virginia Beach schools. In other cases, expectations reflect particular items unique to our facility. Please review the general and specific information to insure understanding of the elements of enrollment at the ATC.

Partnerships with local businesses, Tidewater Community College (TCC), Old Dominion University, and the City of Virginia Beach; truly make enrollment the ATC an exceptional opportunity and provides students with a variety of paths to choose from as they move from their lives as high school students to those of young adults. Whether the path leads to further post-secondary education, directly to the workforce, or both; our students will travel their chosen path armed with the knowledge and skills necessary to succeed.

Our students are selected from high schools located throughout Virginia Beach, and are truly privileged to have been chosen for this outstanding program. As such, much is expected of both our students and faculty. Should questions arise related to your experiences at the ATC, please do not hesitate to contact our staff. We look forward to working with each of you as we strive to ensure our nation's technological and economic future.

Sincerely,

Michael D. Taylor, Director  
Virginia Beach City Public Schools  
Advanced Technology Center

Our Mission

*The mission of the Advanced Technology Center is to provide each student with a quality education in advanced technologies and careers, placing emphasis on educating the whole student; fostering their imagination, innovation, and creativity, while preparing them for life-long learning.*

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VIRGINIA BEACH CITY PUBLIC SCHOOLS  
CHARTING THE COURSE

# ADVANCED TECHNOLOGY CENTER

## STAFF

### Administrative Support Team

Mr. Taylor ..... Director  
Mrs. Garvey ..... Assistant Director  
Ms. Hereema ..... Director of School Counseling  
Ms. Woodhouse ..... School Administrative Associate II  
Mrs. Baker ..... School Office Associate II  
Mrs. Franklin ..... Site Designated Substitute  
Mrs. Copeland ..... Bookkeeper  
Mr. Humes ..... Facility Assistant  
Mr. McMillan ..... Technology Support Technician

### Faculty

Mr. Baker ..... Engineering Technology (H137)  
Dr. Barger ..... Engineering Technology (H131)  
Mrs. Creamer ..... Marketing & Entrepreneurship @ Town Center (Pembroke Mall)  
Mr. Goldsberry ..... IT & Cyber Foundations (H278)  
Mrs. Hess ..... Engineering Design & Architectural Design (H106)  
Mrs. Lavender ..... Network Administration & Cybersecurity (H252)  
Mr. Nelson ..... Cisco Network Engineering (H277)  
Mr. Reich ..... Engineering Design & Naval Architecture & Ocean Engineering (H213)  
Mrs. Sargent ..... Web Design Foundations & Advanced Web Design (H260)  
Mr. Spruill ..... Computer Systems Technology (H276)  
Mr. Stevens ..... Modeling & Simulation (H130)  
Mr. Stover ..... Telecommunications (H121)  
Mr. Troxell ..... Digital Design (H102)  
Mr. Weber ..... Software & Game Development (H250)

## ATC Hours of Operations

Administrative Office ..... 7:00 am – 3:30 pm  
Faculty ..... 7:25 am – 2:45 pm

### On Site Students:

Session One ..... 7:40 am – 10:10 am  
Session Two ..... 11:30 am – 2:00 pm

### Hospitality Tourism & Marketing Management Students:

Management Classes ..... 8:30 am – 10:00 am  
Advanced Management Classes ..... 11:30 am – 1:00 pm

This guide is designed to serve as an addendum to the Virginia Beach City Schools Handbook for Students Grades 9-12.

(<http://www.vbschools.com/handbook/high/HSHandbook.pdf>)

## STUDENT INFORMATION SPECIFIC TO THE ATC

**INCLEMENT WEATHER SCHEDULE:** (VBCPS transportation will be provided.)

### A. Delayed Openings:

- **1 Hour Delay** – AM students will report to the ATC at approximately 8:40 a.m., and will be released to their home schools at the regular time (10:10 a.m.).
- **2 Hour Delay** – AM students will not report to the ATC for classes. PM students will report at the regular time (11:30 a.m.).

### B. Early Dismissals:

- In the event of an early dismissal due to inclement weather, students will be released at the time specified by VBCPS school administration. In many cases this will result in the cancellation of PM classes.
- When a previously planned early release is scheduled (holidays); AM students will attend as regularly scheduled and PM classes will be canceled.

## STUDENT INFORMATION SPECIFIC TO THE ATC

### ADULT STUDENTS:

With certain exceptions, 18 year olds are considered adults under the law of Virginia. Those 18-year-olds that wish to act in lieu of their parents/guardians must sign a *Declaration of Adult Status for Students*. Parents/Guardians of such students shall be notified of their child's decision in this regard. School personnel will continue to contact the student's parents regarding the student's academic performance in school and any suspensions from school even though the student files a declaration. *Adult students are subject to all rules and regulations of the school.*

## ATTENDANCE PROCEDURES

- A. Parents will be notified by automated phone call when their student is absent from class.
- B. A student returning after an absence will report to the ATC office to obtain an excused absence pass.
- C. **In order to keep accurate attendance for both the home school and the ATC, it will be necessary for the student to provide a written explanation of absence, within three days, for each school.** If a student presents a satisfactory note of explanation for his or her absence, signed by a parent or guardian, the attendance office will provide an admittance note to the student and file the original excuse note. If a verifiable excuse is not received within three days, the student will be referred to school administration for further action.
- D. **Excused Absences**
  - Personal illness, illness or death in the family, exposure to contagious disease, religious holidays, extremely inclement weather, or school-related activities will be considered legitimate excuses for absence or tardiness. The parent or legal guardian will provide written notice to the school of the reason for the absence or tardiness.
  - Requests for pre-approved absences should be made in writing by the parent or legal guardian and should state the reasons for absence and the time of absence. *Such requests (out of town trips and court appearances) must be approved in advance by the director.*
  - Other verifiable reasons may be deemed excusable at the discretion of the Director. Such requests should be made in writing by the parent or legal guardian and should state the reasons for absence and the time of absence.

## ATTENDANCE PROCEDURES

### Excused Absences (cont'd)

- All absence notes will be preserved until the close of the school term, and the Director will be the judge of the validity of the notes.
- Students who receive excused absences will be allowed to make up all assignments that affect the course grade and will be made aware of these assignments. It is the student's responsibility to make up assignments within a reasonable amount of time.

### E. Unexcused Absences

- Absences for reasons other than those listed above, including out-of-school suspension, are unexcused.
- Students who receive unexcused absences may make up assignments at the discretion of the teacher subject to the requirements communicated (provided) by the teacher at the beginning of the course. It is the student's responsibility to be aware of the established guidelines and to follow those guidelines to make up the assignment.
- If the student fails to bring the parental explanation for an absence by the third school day, the absence will automatically become inexcusable.

### F. Excessive Absences

- All excused and unexcused absences will be included in computing excessive absences except as follows:
  - School-sponsored/related activities
  - Authorized visits of students with school personnel
  - Recognized religious holidays
- Students having more than twelve (12) absences from a class (excused or unexcused) within a given semester will be considered as having excessive absences.
- Resulting Actions
  - When a student's absences equal 8 days, the ATC will notify the parent in writing of the number of absences and will be responsible for working with the student and the parent in developing a plan of corrective action as appropriate. Such intervention may include, but is not limited to, the following: parent conference; scheduled contact with parent; referral to the guidance counselor or school social worker; loss of privileges and/or restricted participation in school activities; referral to alternative learning program; and recommendation to the administration for other consequences.

## ATTENDANCE PROCEDURES

### Excessive Absences (cont'd)

- When a student's absences are excessive, the teacher and Attendance Secretary will notify the Director. The Director or his designee will advise the parent by United States mail of the appropriate following action:
  - Students having excessive absences within a given semester will receive a failing grade (63/N) for that semester or the actual class grade, whichever is lower.
- Waiver of Grade Reduction
  - A parent may request a waiver of the attendance regulation for extenuating circumstances beyond the parent's and/or student's control. The ATC will have available in the main office the Virginia Beach Attendance Waiver Request Form.
  - A parent may submit a waiver request to the Director prior to the close of a semester, but no later than ten (10) days after the close of a semester. Teachers will provide attendance records and documentation of absences to the principal for review with the waiver request. A parent may provide additional documentation in conjunction with the waiver request.
  - Each waiver request will be considered on an individual basis taking into consideration documentation provided and extenuating circumstances beyond the parent's and/or student's control. The principal may request additional documentation from a medical professional when absences due to illness are excessive and/or a pattern appears to exist.
  - The Director shall act upon a waiver request within ten (10) administrative days after receiving it. The parent or guardian shall be notified of the decision in writing within five (5) administrative days after the administrative decision has been made.
- Appeal of Waiver Decision - A parent may appeal the decision of the principal by submitting to the Coordinator of Student Services a written appeal within three (3) days of receipt of the decision from the principal. A parent may appeal the decision of the Coordinator of Student Services to the appropriate Assistant Superintendent. The decision of the Assistant Superintendent is final.

### G. Early Release

- Students will not be released from class prior to the dismissal bell or leave the school premises without the approval of the school administration. [Notes from parents for early release should be taken to the ATC office prior to the beginning of class.](#) Parental verification of the note is required prior to the student's release from school.

## ATTENDANCE PROCEDURES

### H. Tardiness

- Tardy students are to report to the ATC administrative office where an admittance to class pass will be issued.
- Each student is to be in class and on time according to his/her schedule. A student who misses more than forty-five (45) minutes of any ATC class will be counted absent for that class. This interpretation in no way prohibits the administration from disciplining students who take advantage of this rule by arriving late to class.
- Unexcused tardies accumulated during any given grading period will be addressed in the following manner.

### I. Discipline and Consequences:

- *FIRST TARDY.....Teacher Warning*
- *SECONDTARDY.....TeacherwillcontactParent*
- *THIRD TARDY.....Teacher will take corrective  
action & notify parent*
- *FOURTH TARDY & SUBSEQUENT.....Referral to Administration  
Disciplinary Action*



## DISCIPLINE

A student unable to practice self-discipline successfully is referred to school administration for counseling, mediation, and/or disciplinary action. The director, or his designee, acting as an agent for the Superintendent, may suspend a student from school for sufficient cause. Disciplinary action may include assignment of detention, in or out-of-school suspension, or being recommended for long-term suspension or expulsion, depending upon the severity of the infraction. Possible disciplinary actions are explained, as follows:

***Detention*** - Teachers and/or administrators may detain students before/after school for breaking school or classroom rules.

***In-School Suspension*** - A student may be given In-School Suspension (ISS) for up to three days for breaking a school or classroom rule. In ISS, students are assigned to a classroom at their home school for the day, and given work to do under the direction of qualified school personnel serving as the school's ISS coordinator. Students are released from ISS only after successfully completing such work. Students are then given an excused absence from all classes missed while in ISS.

***Out-of School Suspension*** - A student may be assigned Out-of-School Suspension (OSS) for up to ten (10) days for violation of a school or classroom rule. A parent or legal guardian is required to accompany the student to the school for a readmission conference. For certain or habitual offenses, a student may be suspended for up to the duration of the school year.

***Expulsion*** - For violation of certain rules and regulations or for habitual offenses, a student may be expelled by the Virginia Beach School Board. (Expulsion means a prohibition from attending a regular program in a Virginia Beach public school.) Students may be disciplined as set forth in the appropriate Code of Student Conduct and the regulations provided for any disturbance to the learning environment. Any student committing any of the following offenses, however, shall be automatically recommended for expulsion and, when appropriate, referred for criminal prosecution.

- *Arson or attempted arson;*
- *Assault and/or battery of an employee or student for school related reasons;*
- *Possession, use or sale of a firearm or dangerous weapon on school property or at school-sponsored activities;*
- *Manufacturing, growing, distribution and/or sale of drugs or drug paraphernalia;*
- *Extortion, attempted extortion, robbery and/or larceny;*
- *Immoral conduct;*
- *Hazing;*
- *Unlawful assembly and/or riot;*
- *Possession, use, distribution, sale, lighting or discharge of explosive devices; or*
- *Found guilty or not innocent of a crime that resulted in or could have resulted in injury to others regardless of where the crime occurred.*

## DISCIPLINE

### *Other Behaviors Subject to Disciplinary Action*

Disciplinary procedures may include detention, suspension (out of or in school), or expulsion of students. Cause for use of these procedures shall include any conduct that causes disruption of the learning atmosphere or places any person or property in danger. These causes shall include, but not be limited to, the following:

- ***Smoking or possession of tobacco products & E-cigarettes*** — prohibited on school premises, buses, or at school-related activities.
- ***Alcoholic beverages and drugs*** — possession, use, transfer, being under the influence of, or sale of alcoholic beverages, drugs or any drug paraphernalia on school premises, buses, or at school-related activities.
- ***Weapons*** — possession, use, or transmission of a dangerous instrument, weapon, or explosive device, including any object which might inflict injury to another person or place another person in fear of his safety or well-being on school premises, buses, or at school-related activities.
- ***Theft*** — the unlawful taking or possession of another's property.
- ***Vandalism*** — injury, defacement, or destruction of school property or that of another person. Students guilty of vandalism shall be responsible for the full amount of the damage.
- ***Acceptable Use Agreement violations*** — unauthorized, prohibited, or illegal use of school division technology resources as defined by the Acceptable Use Agreement.
- ***Immoral conduct*** — use of indecent, obscene, or profane language, possession of indecent or obscene materials, or indecent behavior.
- ***Leaving school grounds*** — prohibition on leaving the school grounds after entering the school building without the approval of the principal or a parental request for early release submitted in advance to the principal.
- ***Travel to and from school*** — pupils are under the jurisdiction of the school in transit to and from school; the same level of discipline and behavior maintained in the school is expected to be maintained on school buses and at bus stops.
- ***Disobedience*** — failure to obey a reasonable request of a teacher, administration, or other school personnel and engaging in improper verbal responses, defiant actions, or refusal to act.
- ***Extortion*** — seeking or obtaining the property of another person by force, intimidation, or threat.
- ***Disruptive behavior*** — any behavior which interferes with the educational process of school activities.
- ***Fighting*** — any act of physical violence directed at another.

## DISCIPLINE

### *Other Behaviors Subject to Disciplinary Action*

- **Unauthorized absence** — failure to attend school (truancy), failure to attend selected classes (skipping), or failure to arrive to class on time (tardiness) without a valid excuse.
- **Trespassing** — unlawful entry upon school property or refusal to leave school property at the request of a school official.
- **Gambling** — participation in unauthorized games of chance for money and/or other things of value.
- **False fire alarms and bomb threats** — turning in a false fire alarm or bomb threat. These are criminal offenses and will be reported to the proper civil authorities.
- **Forgery** — unlawful use of signature or initials of another person to mislead the reader.
- **Verbal abuse** — use of profane, abusive, or threatening statements to another person.
- **Arson** — setting of fires for the purpose of damaging property or disrupting school activities
- **Dress Code Violations** — see “DRESS:”

## ETIQUETTE

The ATC takes great pride in being an institution for the professional education of students. Professional etiquette is a necessary ingredient for success in the world of work. Students shall conduct themselves in a manner acceptable for employment while on school grounds. The following are recommended guidelines for all students to follow:

- A. The professional environment is not the place for physical displays of affection.
- B. Clean, uncluttered classrooms, restrooms, hallways, and grounds maintain the professional atmosphere of the ATC, and are the responsibility of each individual.
- C. Please remember that we share the facility with TCC and the City of Virginia Beach; creating excessive noise in the hallways is disruptive and unprofessional, and disrespectful of the rights of our facility partners. The rights of others should be respected at all times.
- D. **Personal entertainment and communications** - Smart phones and other hand held personal communications devices are a fact of modern life and serve many beneficial purposes, however, as with any tool there are appropriate times and places for their use. **These devices are not to be used during ATC class hours without the approval of the administration or the student's instructor (an instructor's authorization is limited to that instructor's classroom).**

## BRING YOUR OWN DEVICE (BYOD)

### *Student/Parent Guidelines for use of a Privately Owned Electronic Device*

Virginia Beach City Public Schools will allow students to use privately owned electronic devices to access the VBCPS wireless network. This wireless access provided to the devices is designed to enhance the students' educational experience and outcomes.

Connecting to the VBCPS Wi-Fi network with personal devices is a privilege, not a right, and *it is not a requirement* for division students. Permission to bring and use privately owned devices is contingent upon adherence to VBCPS guidelines. If a privately owned device is used by a student to disrupt the educational environment, in the sole opinion of VBCPS, that student's privileges may be limited or revoked.

**Answers to frequently asked questions concerning BYOD are [available](#).**

## BRING YOUR OWN DEVICE (BYOD) --- GUIDELINES

- Students may use a privately owned electronic “Internet ready” device on the VBCPS wireless network with teacher or administrator permission.
- The use of a privately owned electronic device is to support and enhance instructional activities.
- Students should not access the Internet using any external Internet ~~service~~.
- No privately owned electronic device may be connected to the VBCPS network by a network cable plugged into a data outlet. Network access is provided via Wi-Fi access only.
- No student shall establish a wireless ad-hoc or peer-to-peer network using his/her electronic device or any other wireless device while on school grounds. This includes, but is not limited to using a privately owned electronic device as a cabled or wireless hotspot.
- Voice, video and image capture applications may only be used with teacher or administrator permission.
- Sound should be muted unless the teacher or administrator grants permission for use of sound associated with the instructional activities.
- A teacher or administrator may permit the use of ear buds or other types of headphones.

## BRING YOUR OWN DEVICE (BYOD) --- GUIDELINES

- The privately owned electronic device owner is the only person allowed to use the device.
- No division-owned academic or productivity software can be installed on personal devices.
- No student shall use any computer or device to illegally collect any electronic data or disrupt networking services.
- Devices are brought to school at the students' and parents' own risk. In the event that a privately owned device is lost, stolen or damaged, VBCPS is not responsible for any financial or data loss.
- Violation of school policies, school division policies or regulations, local, state and/or federal laws while using a personal electronic device on the VBCPS wireless network will result in appropriate disciplinary and/or legal action as specified in the *Student Handbook* and *Code of Student Conduct*, School Board policy and regulation as well as by local, state and/or federal law.
- The School Division and School Division personnel cannot attempt to repair, correct, troubleshoot or be responsible for malfunctioning personal hardware or software.
- The School Division reserves the right to examine the privately owned electronic device and search its contents if there is reason to believe that School Division policies or regulations or local, state and/or federal laws have been violated. In the event that a student believes that his/her password has been compromised, he/she should immediately reset his/her password using a school division computer.
- Privately owned electronic devices may not be used during the instructional day to: access stored data; access private internet connections or other forms of electronic communications; or communicate with persons not authorized by the school during the instructional day.

## BRING YOUR OWN DEVICE (BYOD) --- GUIDELINES

- The School Division reserves the right to take a privately owned electronic device that is being used or suspected of being used in violation of these Guidelines, the Code of Student Conduct, School Board policy or regulation, or local, state, or federal law or regulation. The School Division may search privately owned electronic devices when reasonable, articulable suspicion exists that the device was used in violation of these Guidelines, the Code of Student Conduct, School Board policy or regulation, or local, state or federal law or regulation. Such searches are limited to the scope of suspected violation. The School Division may contact appropriate law enforcement agencies and provide information concerning the use of the device for suspected violations of law or regulations.

### Disciplinary Consequences for Conduct and Policy Violations:

- **1<sup>st</sup> Offense** – Teacher Warning & negative impact on the student's Workplace Readiness Evaluation (*Serious offenses will result in immediate Administrative Referral and disciplinary action*)
- **2<sup>nd</sup> Offense** – Teacher Communication with Parent
- **3<sup>rd</sup> Offense & Beyond** – Administrative Referral and Disciplinary Action in accordance with VBCPS Disciplinary Guidelines

## DRESS

**Dress for success!** A student will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low cut pants, low cut neck lines that show cleavage, tube tops, halter tops, backless blouses or blouses with ties in the back, clothing constructed of see through materials and head coverings unless required for religious or medical purposes. All students are expected to wear dress appropriate to the occasion; extreme or ostentatious apparel or appearance is to be avoided. Any article of clothing or accessory or tattoo which advertises alcohol or an illegal substance, depicts lewd graphics, displays offensive or obscene language or is gang-related is forbidden. Student dress that disrupts the school environment will not be tolerated. Dress standards shall be set by the principal [[S. B. Policy 5-41](#)/Rule 5]. As such, the following additional expectations are to be met by students attending the Advanced Technology Center in order to better prepare them for future employment:

**Dress:** Student dress that disrupts the school environment will not be tolerated. Dress standards shall be set by the principal/director [[S. B. Policy 5-41](#)/Rule 5]. As such, the following additional expectations are to be met by students attending the Advanced Technology Center to better prepare them for future employment:

Acceptable	Not Acceptable
<ul style="list-style-type: none"> <li>• Pants and shorts that are in good repair (<i>no rips or tears</i>)</li> <li>• Collared shirts or t-shirts (<i>shirts and blouses shall cover the midsection</i>)</li> <li>• Shorts, dresses and skirts (<i>hem of shorts, dresses and skirts should not rise above the tip of the extended longest finger of the hand when the arms are rested at one's side</i>)</li> </ul>	<p><b>Garments</b></p> <ul style="list-style-type: none"> <li>• Exposing               <ul style="list-style-type: none"> <li>◦ excessive cleavage</li> <li>◦ private parts</li> <li>◦ the midriff</li> <li>◦ undergarments</li> </ul> </li> <li>• transparent materials</li> <li>• sagging pants, or those cut below the hips</li> <li>• low cut necklines that show excessive cleavage</li> <li>• tank tops, tube tops/halter-tops/ backless blouses</li> <li>• head coverings (<i>unless required for religious or medical purposes</i>)</li> </ul> <p><b>Articles of clothing/accessories/tattoos that:</b></p> <ul style="list-style-type: none"> <li>• which advertise alcohol</li> <li>• illegal substances</li> <li>• depict lewd graphics</li> <li>• display offensive or obscene language</li> <li>• are gang-related</li> </ul>

### Professional Dress Days:

Students and instructors dress in a manner that one would expect of individuals interviewing for professional employment, *i.e. dress slacks, shirt, and tie for young men, while young women might wear a dress, skirt & blouse, pant suit, and/or other appropriate apparel (when in doubt, ask your instructor)*. Denim/jean material is not appropriate wear for professional dress day. Professional dress days are mandatory and may be assigned at the teacher's or director's discretion to meet the instructional needs of the program.

## SECURITY AND SAFETY

- Building security is managed through Security Officers employed by Tidewater Community College. These officers are to be treated with respect and their directions are to be complied with wherever possible. Concerns regarding officer actions should be addressed to ATC administration.
- Violation of teacher or administrative safety regulations may result in disciplinary action.



## GRADING ASSESSMENT GUIDELINES

<b>Grading Expectations/Policy</b>	Each instructor shall exercise informed professional judgement to design a system of grading that clearly shows how a nine-week grade is determined. Grades may be calculated by any of a variety of methods to include total points, weighted categories, or different methods of central tendency. However, to ensure consistency each instructional strand has collaborated and agreed to ensure consistency of practice in the following areas:
<b>Classwork</b>	<ul style="list-style-type: none"> <li>• Student assessments (formative and summative assessments, projects, etc...) conducted during school hours shall count for no less than 90% of a student's grade.</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• If assigned, will count no more than 10% of the total grade. Assignments will either preview curriculum content or reinforce classroom learning.</li> </ul>
<b>Explanation of Grading Codes MI, EX</b>	<ul style="list-style-type: none"> <li>• <b>MI</b> - missing assignments will calculate as a zero in Synergy until the missing assignment is completed.</li> <li>• <b>EX</b> – The assignment is excused from grading. Make up is not required.</li> </ul>
<b>Make-up Policy</b>	<ul style="list-style-type: none"> <li>• Plans for make-up work will be made collaboratively between the teacher and the student.</li> <li>• Consideration of the length of, and reason for the absence, will be factored into determining which assignments will be assessed and when they are due.</li> <li>• Make up work not turned in on time will be considered late work.</li> </ul>
<b>Late Work Policy</b>	<ul style="list-style-type: none"> <li>• Late work will be accepted up to the date in which the instructional unit has been completed. A penalty of up to 10 points per day could be assessed to any late assignments.</li> </ul>

## GRADING ASSESSMENT GUIDELINES (CON'T)

<b>Zero Policy</b>	<ul style="list-style-type: none"> <li>• Zeros may be assigned at last resort if all attempts to collect this late work fails. Initially, an “MI” (missing) indicator (current 0 value) will be assigned in Synergy to alert students and parents of the potential penalty for work that was not turned in by the due date. <i>(This is a teacher created grading code)</i> The “MI” will ultimately be replaced by a “0” if the work is not submitted by the agreed upon date.</li> </ul>
<b>Reassessments</b>	<ul style="list-style-type: none"> <li>• Depending on the unit and time constraints, reassessments may be offered at the classroom teacher’s discretion. Prior to re-assessing student work the teacher shall consider the following:               <ul style="list-style-type: none"> <li>○ Student class attendance and level of participation.</li> <li>○ All previous unit assignments must have been completed and submitted.</li> </ul> </li> </ul>
<b>Extra Credit</b>	<ul style="list-style-type: none"> <li>• Extra Credit work, if allowed by the instructor, will be curriculum related and may be completed using resources available to all students.</li> </ul>

## VIRGINIA BEACH CITY PUBLIC SCHOOL’S MODIFIED 10 POINT GRADING SCALE

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

## TRANSPORTATION

- **Morning Bus Transportation:**

- *Morning ATC students will ride neighborhood buses to their local high schools. Students should then ride the following buses to the Advanced Technology Center:*

<i>Bayside High</i>	<i>351</i>
<i>Cox</i>	<i>588</i>
<i>First Colonial</i>	<i>415</i>
<i>Green Run</i>	<i>279</i>
<i>Kellam</i>	<i>438</i>
<i>Kempsville</i>	<i>1</i>

<i>Landstown</i>	<i>250</i>
<i>Ocean Lakes</i>	<i>474</i>
<i>Princess Anne</i>	<i>42</i>
<i>Renaissance Academy</i>	<i>580</i>
<i>Salem</i>	<i>215</i>
<i>Tallwood</i>	<i>582</i>

- *Students will catch the following buses from the ATC back to the home schools:*

<i>Bayside High</i>	<i>293</i>
<i>Cox</i>	<i>11</i>
<i>First Colonial</i>	<i>439</i>
<i>Green Run/GRC</i>	<i>456</i>
<i>Kellam</i>	<i>16</i>
<i>Kempsville</i>	<i>1</i>

<i>Landstown</i>	<i>258</i>
<i>Ocean Lakes</i>	<i>351</i>
<i>Princess Anne</i>	<i>415</i>
<i>Renaissance Academy</i>	<i>733</i>
<i>Salem</i>	<i>106</i>
<i>Tallwood</i>	<i>426</i>

- **Afternoon Transportation:**

- *Students will catch the following buses from their home schools to the ATC:*

<i>Bayside High</i>	<i>293</i>
<i>Cox</i>	<i>11</i>
<i>First Colonial</i>	<i>439</i>
<i>Green Run</i>	<i>456</i>
<i>Kellam</i>	<i>16</i>
<i>Kempsville</i>	<i>1</i>

<i>Landstown</i>	<i>258</i>
<i>Ocean Lakes</i>	<i>351</i>
<i>Princess Anne</i>	<i>415</i>
<i>Renaissance Academy</i>	<i>733</i>
<i>Salem</i>	<i>106</i>
<i>Tallwood</i>	<i>426</i>

## TRANSPORTATION

- Upon dismissal from class students who attend **Green Run HS and GRC** will catch **shuttle bus 258** to Green Run, where they will transfer to their regular bus that will return them to their neighborhood.  
All other students will board shuttles: **285, 418, or 472** to **Landstown H.S.**  
At Landstown HS: Landstown HS students will transfer/board their regular bus to home. All others will transfer/board a Landstown Academy bus for transport to their neighborhoods. Students can look up their Landstown Academy bus information in WebQuery (<https://busroute.vbcps.com/eduweb/webquery/>) by entering their home address, grade, and selecting “LANA” in the program drop-down box. This will show the two closest bus stops to their residence and the bus number they should board. If a student is unsure where their bus is located at Landstown HS or are unable to find it, they should ask a Landstown High School transportation aid before the buses depart. These aids will be stationed along the sidewalks at the school. WebQuery will be live on August 22<sup>nd</sup> but, parents should check it again over Labor Day Weekend to be sure the information has not been updated.
- **Marketing & Entrepreneurship @ Town Center students, and/or their parents are responsible for their own transportation to and from the M&E @TC program.**

## OPERATION OF MOTOR VEHICLES AND PARKING LOT PROCEDURES

Students will be allowed the privilege of driving to and from the ATC provided that they secure and display a parking decal (\$10.00 fee) and follow all state laws and school regulations. Parking decal applications are available in the ATC office. Students who purchase a parking decal at their home school should notify the home school representative at the time of purchase that they are an ATC student. The home school representative will verify this information and charge a reduced \$30.00 fee for the home school decal.

### Regulations:

- A. Students should park in the lot located directly in front of the ATC. Should that lot be full, students may park in the other lots located on the TCC campus. No student parking is permitted in those lots controlled by the ODU/NSU Virginia Beach Higher Education Center.
- B. Once a student arrives at school, he or she is expected to lock his or her vehicle and not return to it until he or she is ready to leave for the day, unless provided a parking lot pass by the administration or a teacher.
- C. Students are not permitted to remain in vehicles or in the parking lot once they have arrived at school.
- E. Students must not exceed the 10-mph speed limit on school grounds.
- F. Students must yield to buses as they leave the school grounds.
- G. Bus transportation to and from school is provided for all students. ***Students who choose to drive to school, and as a result arrive to school late, will receive an unexcused tardy for that day.***
- H. ***Students who abuse their driving privileges may have their parking privileges revoked and face disciplinary action.***

## OUTSTANDING OBLIGATIONS

Any outstanding obligations owed to the Virginia Beach ATC such as money, textbooks, fund raising items or monies, etc., are the responsibility of the student/parent. These obligations must be taken care of before the end of the school year or administrative action may be taken.

## SCHOOL CLUBS

Each student is encouraged to participate in the Career & Technical Student Organization related to their program of study (SkillsUSA, DECA, FBLA). The clubs are designed to expand the student's growth in his/her specific area, and facilitate the development of leadership skills. Additionally, the ATC offers opportunities to participate in Women in Technology, ESports, and National Technical Honor Society organizations.

## SCHOOL INSURANCE

Students may participate in voluntary scholastic and dental accident insurance programs arranged by the school division. Application forms are available in the school office.

**ATC students are encouraged to take the scholastic accident insurance.**

If insurance is purchased at the student's home school, it is not necessary to purchase insurance at the ATC.

## INDUSTRY CERTIFICATION/ASSESSMENT, ATC CERTIFICATES & AWARDS:

- A. Qualified students may be provided the opportunity to sit for a nationally recognized ***Professional Certification or Assessment*** free of charge. Qualification requirements and procedures are as follows :

### General Procedures for all tests:

- Students must have at least a “C” in the course for which they wish to take the certification test.
- Students must score at least 85% on a teacher provided pre-test.
- Students must take the scheduled tests during the school year.
- Students must register for certification tests related to their program through their ATC teachers and complete the student registration request.
- Testing will be limited to the funding allocated for each area of certification, and to those assessments approved by the Office of Technical & Career Education for each course/program area.
- Students who fail to show up for a scheduled test at the ATC will be charged for the cost of the test.
- Students wishing to retake a test through the school system must reapply and may be required to pay for the test.
- Test results that count as verified credit will be forwarded to the home school.

### Student Procedures:

- Obtain a Student Registration Request from your ATC teacher; completely fill out the Student Registration Request. Be sure to have it signed by your parent/guardian.
  - Turn in all required forms to your ATC teacher.
  - Your ATC teacher will arrange the test date.
  - If you pass the certification exam, be sure to check with your ATC teacher and guidance counselor who will advise you as to diploma seal eligibility.
- B. An ***ATC Certificate of Completion*** is awarded to students successfully completing their individual program.
- C. The ***Program Specialist Award*** is awarded by classmates to those students who demonstrate the following traits:
- Regular attendance
  - Wise use of scheduled work periods
  - Cooperative, courteous, and dependable behavior
  - Satisfactorily completed the course competencies

## INDUSTRY CERTIFICATION/ASSESSMENT, ATC CERTIFICATES & AWARDS (CON'T):

- D. The *ATC Student of the Year Award* is awarded to one exceptional student each, from the morning and afternoon sections, who exemplify all that is expected of the ideal ATC student. Individual students are nominated for the award by their instructors. The selection is then made by members of the ATC Alumni Association. Selections are based upon consideration of the following criteria:
- Student industry certification
  - Participation in a co-curricular student organization
  - Program area and general academic achievement
  - Student participation in extra-curricular activities
  - Regular attendance

## COLLEGE CREDIT

### *National College Credit Recommendation Service (NCCRS)*

The National Occupational Competency Testing Institute (NOCTI) has collaborated with the National College Credit Recommendation Service (NCCRS) to evaluate all of its assessments. Experienced industry experts and professors evaluated the rigor of the NOCTI assessments to translate the content into college credit equivalencies. Please inquire with your instructor to determine if a NOCTI exam related to your ATC course of study can be administered.

### **How Does it Work?**

- Students must meet a 70% benchmark on an approved NOCTI multiple-choice credential to be eligible.
- A College Credit Recommendation Report will be generated for each eligible student at no additional cost.
- Communicate with the college the student plans to attend to see if an "official" transcript is needed or if the free "College Credit Recommendation Report" generated as part of the NOCTI score report package will suffice.
- An "official" transcript may be obtained through Excelsior College for \$60.00 per test per student. Because each college is different, confirm the college will accept a transcript from Excelsior prior to completing an application.

[www.nocti.org/nccrs.cfm](http://www.nocti.org/nccrs.cfm)

**Opportunities for Dual Enrollment with Tidewater Community College** may exist for students enrolled in select ATC's programs. Interested students should contact their instructor or ATC administration for more information.



## WORK BASED EXPERIENCES

Work Based Experiences (WBE) are hands-on, real-world work experiences related to a student's course of study at the ATC. Students will participate in a learning plan and will accomplish the designated tasks utilizing specific career skills as agreed upon by the ATC and the company. Failure to complete the assigned tasks may result in the temporary suspension, or permanent termination of the WBE. The program is voluntary and offered at the discretion and recommendation of the teacher. Opportunities for WBE's are subject to the availability of placements. In order to be considered for a WBE students must be...

- Recommended by their ATC instructor, demonstrates satisfactory completion of the Virginia's Workplace Readiness Skills competencies, and has passed their industry certification exam(s) if the internship involves excused classtime.
- In good academic standing, and in compliance with guidelines of this handbook.
- Responsible for excellent attendance and behavior.
- Able to provide their own transportation to and from the WBE location.
- Able to demonstrate a positive work attitude.
- Responsible for adhering to an appropriate business dress code.
- WBEs which result in release from normally scheduled classes are taken into consideration when assessing a student's academic performance.

More specific information regarding the Work Based Experience program may be obtained from individual instructors, or Mrs. Garvey, Assistant Director, Student Programs and Business Development.



**VIRGINIA BEACH CITY PUBLIC SCHOOLS**  
CHARTING THE COURSE