



PRINCE WILLIAM REGIONAL TECHNOLOGY ACADEMY
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Welcome Message from the Director

Welcome to the Technology Academy!

To those entering our school for the first time, we welcome you and encourage you and your families to become actively involved in the traditions of taking "*the road less traveled.*"

To those returning to round out your Technology Academy experiences, we are eager to help you prepare for a life of personal success and service to the community.

On behalf of the staff of the Technology Academy, I would like to welcome you to the 2010-2011 school year. Our faculty is committed to excellence and will work to challenge you to perform at the highest level possible, both academically and in your extracurricular activities. We expect you to increase your level of success, which will result in your attaining the skills necessary to move into a post-secondary institution or the workplace. It is our hope that this agenda and attached handbook will be helpful to you and that it will prevent any misunderstandings regarding school policies and procedures. Despite our earnest efforts, it is impossible to cover every aspect of all school programs or contingencies that may develop. We reserve the right to change or adapt policies or procedures that are in the best interest of our students. I strongly suggest that you and your parents/guardians read the handbook together and keep it at hand for a quick reference. I want to encourage you not only to pursue academic excellence, but also to become involved in some of the many extracurricular activities offered at the Technology Academy. These activities are an integral part of the total high school experience and will provide excitement throughout the year and fond memories for the rest of your life. Become involved, pursue excellence, and have a great year.

It is essential for you as a family to understand the contents of this handbook. It contains information regarding the opportunities, expectations, and regulations which we expect students to know and observe. Student self-discipline and self-governance are our ultimate goals.

The administrators, staff, and support services personnel are committed to helping every student to grow and to learn the skills and knowledge necessary to be successful as we enter further into the 21st Century.

Best wishes for success. Good Luck!

John E. Chadwick

Director, Technology Academy

MISSION STATEMENT FOR THE TECHNOLOGY ACADEMY:

To provide an educational and career opportunity for junior and high school students, ages 13 to 21, who are out of school without having earned a diploma, and/or who have decided they cannot succeed in a regular high school setting after attempting to do so.

1. THE TECHNOLOGY ACADEMY accepts students regardless of prior identified or unidentified learning problems.
2. THE TECHNOLOGY ACADEMY accepts students who have been expelled from school unless they are deemed to be dangerous to other students and staff.
3. THE TECHNOLOGY ACADEMY serves students who need all high school credits or as few as one.
4. THE TECHNOLOGY ACADEMY develops productive citizens.
5. THE TECHNOLOGY ACADEMY develops individuals which are capable of performing meaningful tasks in the real world.
6. THE TECHNOLOGY ACADEMY helps students become proficient at performing the tasks they will encounter when they graduate
7. The Technology Academy requires students to perform meaningful tasks that replicate real world challenges to see if students are capable of doing so.
8. THE TECHNOLOGY ACADEMY accepts students ages 13 to 21.
9. THE TECHNOLOGY ACADEMY wants to help students learn to succeed so that they can return to their local schools when that is possible. Every year some students do return and succeed at their base schools. Most expelled students are readmitted to their schools.
10. THE TECHNOLOGY ACADEMY emphasizes and teaches work skills as well as academic skills. All students are required to work in the community at a paid or unpaid internship position. Technology skills are emphasized because these are young people who have often not had the opportunity to get into technology classes.
11. THE TECHNOLOGY ACADEMY also emphasizes the importance of becoming contributing citizens of the community. Students have the opportunity to interact with members of the business community, elected officials, and members of community organizations.

There are many students each year expelled from Prince William County Schools, Manassas Schools, and Manassas Park Schools as well as neighboring systems. There are also a number of students who wander away from high school without having graduated because they have given up and believe they cannot succeed. These students are often unable to function successfully in the community because they do not have the academic skills, career skills, or social skills to function independently. Many of them also lack a sufficient adult support system to help them get through the rough times in their lives. They are highly in danger of becoming young adults who resort to illegal activities in order to get by from day to day. Some become homeless before they reach age 21. Some become dependent on public funding for their daily existence. A number of these young adults have dependent youngsters and they cannot provide their children with a stable home life with satisfactory parenting and financial support.

Despite their adolescent problems, it is much easier and more financially feasible to give these young people the assistance that they need while they are under 21 years of age. A year or two of educational and career assistance for a young person now can mean preventing many years of public financial assistance for an adult later in life. A year or two of assistance can also help that young people make the decision to become an asset to the community rather than a liability.

Every young person who is given another chance for success, and who finds that he/she can succeed, is a young person who is likely to be able to give back to community rather than taking from the community. Every young person who succeeds is also much more likely to be able to successfully parent children who can succeed in the community.

Over the past 21 years the Technology Academy has demonstrated that young people are often seeking another chance for success and they can succeed when given small group instruction, support and encouragement from an entire community, and when they experience success in an internship position.

ATTENDANCE

Violation of Compulsory School Attendance Notice

The policy of the Tech Academy is to call the parent or guardian of a student after each absence. If the student misses five days, the Tech Academy will notify the parent/guardian in writing. After the sixth absence an intervention conference with the director, parent, and student will be required. Upon the seventh absence, a referral will be made to the base school attendance officer with the recommendation for referral to the court intake officer.

Attendance for Credit

Every time the student attends the entire day, the student will receive 1.5 points toward their final grades. Students may earn up to 70 points toward their final grade.

Absences

The Technology Academy treats all absences the same, whether excused or unexcused. Absences are treated as time off. Students who miss a day of school will not be able to earn the credit of 1.5 points. Absences may not be made up.

Making up Work Missed Due to Absence

Students are required to make up assignments and tests missed after an absence. It is the responsibility of the student to check with the teacher in order to obtain missing assignments. A student shall receive credit for satisfactory make-up work after absence, including absences as a result of suspension, but shall receive a zero for any assignment or test not made up within the allotted two weeks after the assignment was originally given to the class.

CAFETERIA SERVICES

It is the philosophy of the food services department to serve wholesome meals of high nutritive value, carefully prepared under sanitary conditions, and sold at the lowest possible cost. The Technology Academy provides access to a microwave and refrigerator for students who wish to bring their meal from home. A snack machine and drink machine are also accessible.

DISCIPLINE GUIDELINES

VIOLATIONS

LEVEL I

1. excessive tardiness to class
2. minor unacceptable classroom behavior
3. inappropriate language to another student
4. inappropriate display of affection
5. left prior to dismissal without permission
6. failure to report to detention
7. pushing, shoving, throwing objects, endangering others
8. defacing school property

LEVEL II

1. theft - private property, school property, etc.
2. insubordination/inappropriate language to teacher/administrator
3. fighting/physical assault
4. possession/use of tobacco products
5. violation of drug/alcohol regulations

6. vandalism of school, school property (i.e... computers, desks, chairs)
7. possession/use of dangerous weapons/fireworks
8. arson/false alarms
9. verbal assault/threat toward teacher/administrator/others
10. use of electronic devices without staff permission (beeper, cellular phone, CD player, walkman etc.)
11. cheating, plagiarism, forging parent/teacher signature
12. harassment, racial/ethnic intimidation
13. failure to report to administrative detention
14. inappropriate materials (i.e. paintballs, lighters, matches)
15. failure to comply with search will result in recommendation of expulsion from school.
16. inappropriate use of computer (unauthorized use or inappropriate sites)

ACTION PLAN

LEVEL I VIOLATIONS

Handled by classroom teacher.

Documented repeated violations of Level 1 are referred to administration. Beyond the second offense, treated as one Level II. Parent will be notified of the offenses.

LEVEL II VIOLATIONS

Level II offense may involve criminal charges with police and/or expulsion recommendation.

1st offense detention (Tuesday or Thursday afterschool class)/in-school suspension/parent notification.

2nd offense homebound instruction for up to 10 days/parent conference prior to return.

3rd offense long term suspension/expulsion recommendation

DRESS CODE POLICY

At the Technology Academy, family, faculty and students make our school successful. We want an atmosphere that encourages learning and fosters self-esteem. These guidelines will enable us to keep our dress standards in proper perspective and help students take pride in their school and themselves. The standards conform to community expectations and should eliminate anything that may be disruptive to the educational process. It is believed that a student's appearance at school should not be any different from that required at a place of work.

The dress code is based on the following:

- Footwear must be worn at all times, as mandated by state law.
- There may be no bare midriffs, tube tops, clothing with open backs, or sleeveless shirts (tank tops or shirts with spaghetti string straps).
- Hats or any other headgear are not to be worn in the building.
- Sunglasses are not to be worn in the building, unless a doctor's prescription requires the need.
- No clothing, symbols, or devices associated with group intimidation or gang/cult affiliation may be worn. These items include:
 - bandanas of any color
 - shirts that are a majority black, white, gray, or blue in color
 - shirts with inappropriate graphics
 - multi-layered shirts of black, white, gray or blue
 - anything with the number 1,3, 4, 13, 14
 - anything with the letters m, s, l or any combination.
- Students may wear tailored, hemmed shorts of moderate length. Physical Education shorts, running shorts, and swimwear are not acceptable.
- No part of any undergarment should be visible.
- Pants must be worn above the hip.
- Skirts and dresses must be of moderate length.
- Other inappropriate attire will be referred to the Administration.

Students will be asked to correct the violation upon entering the school. Appropriate T-shirts will be provided for those students who wear inappropriate shirts. Students who continue to not follow the dress code guidelines will be sent home, and their parents/guardians will be notified.

Drug/Alcohol/Tobacco Policy

The Prince William Technology Academy dictates that the distribution (by sale, gift or otherwise), attempted sale or attempted distribution of drugs (illegal, prescription, and/or over the counter), look-alikes (placebos include diet pills, vitamins, amphetamines, etc.), alcohol, or inhalant intoxicants on school property, at school functions, or going to and from school shall result in a five (5) day out of school suspension and a recommendation for removal from the program. Distribution is any attempt and/or actual completion of the act of giving or selling alcohol, inhalant intoxicants, drugs, placebos, or look-alikes by one student to the another while on the way to school, during the school day, on the way home from school or while in attendance at a school function.

The purchase or attempted purchase of drugs, look-alikes (placebos), alcohol, or inhalant intoxicants on school property, at school functions or going to and from school may result in suspension, and recommendation for expulsion.

Students are required to sign the attached Parent/Student Agreement form. Mandatory drug testing is required. Students who fail the first drug test will be required to meet with the school counselor and director. Parents will not be notified unless the student has committed multiple offenses. Student's who fail a second drug test will have their parent's notified and will need to meet with the counselor, director of the school, and parents/guardians. Student's failing a third test will be cause to notify the proper authorities and the base school. Failing a third time may result in expulsion.

ELECTRONIC DEVICES

Electronic devices are classified as cell phones, pagers, beepers, PDAs, video cameras and CD players. The Technology Academy prohibits the use of cellular phones, pagers, beepers, and video cameras during the instructional school day. Such devices shall not be visible and shall remain off during the instructional school day. Any telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor during the school day shall be confiscated. Notice shall be give to the student's parent/guardian of the confiscation. The notice may be made by telephone or in writing. The device will only be returned to the parent.

ELECTRONIC SURVEILLANCE

Electronic surveillance may be used to monitor student behavior and school owned property for the purpose of safety, including the maintenance of order and discipline in common areas of the school or on buses. Student behavior recorded on electronic surveillance equipment may be subject to disciplinary consequences consistent with the Technology Academy Code of Conduct. Students, parents/guardians, and visitors to the Technology Academy are hereby given notice of the possible presence of video cameras in common areas of the school or on school buses. In addition, signs stating that students (and any other persons) may be recorded may be posted in the school. Students shall not be notified when equipment is turned on.

EMERGENCY MEDICAL TREATMENT

Parents or guardians of students are required to complete an emergency form for each student each year. This form provides space for a telephone number where parents or guardians may be reached during school hours in the event of a severe accident or illness. By law, permission for school officials to act on the student's behalf when the parents cannot be reached, and consent for the student to receive medical treatment must be accompanied by written parental or guardian consent.

Procedures for emergency medical care of the seriously ill or critically injured student.

1. A responsible person will remain with the sick or injured student at all times.
2. The parents will be notified by the Director's office.
3. If 911 must be called and a parent or designated family member cannot be located, the enrollment form will indicate consent for transfer of student to receive medical attention.
4. The parent or designated family member will accompany the student to the hospital if emergency transportation is needed. If a relative cannot be located a school faculty member will accompany the student and remain at the hospital with the student until a responsible family member arrives.

EMERGENCY SCHOOL CLOSING INFORMATION

In the event of weather or other conditions that make it necessary to close the school, students and parents will be notified through announcements made on local radio and television stations. If Manassas Park **or** Manassas City schools are closed, the Technology Academy will also be closed. If the school systems are only delayed, The Technology Academy will open on time. Parents should use their discretion as to letting the students drive.

FIELD TRIPS

Students who are scheduled to participate in school-sponsored field trips need administrative approval and a signed parental permission slip. Academic/attendance/discipline eligibility is also required. The classroom teacher or administrators will issue field trip permission slips. Failure to follow Technology Academy guidelines while on the fieldtrip will result in a Level two disciplinary action.

FUNDRAISING

The Technology Academy participates in several fundraisers throughout the school year. The purpose of the fundraisers is to raise funds for special projects such as fuel cell cars, hydrogen rockets, and fieldtrips. Fundraising projects include the collection of Campbell Soup labels, Box Tops for Education, MVP and Bonus Card usage, Pizza/Cookie Kit Sales, and Murder Mystery Dinners. Information about upcoming fundraisers will be sent home with your student

GRADING

General Grading Information

Alphabetic grades will be issued in all courses. Grade ranges are as follows:

- A = 90 - 100
- B = 80 - 89
- C = 70 - 79
- D = 60 – 69
- F = Below 60

Grade Reporting/Parent Conferences

At the end of the first nine weeks of each semester, parents/guardians of students whose grade average in any class is below 70 or whose average is deemed borderline shall be so notified. The school will give written notice to parents/guardians of a student's grades. The report shall include the number of times the student has been absent.

MEDICINE AT SCHOOL

Whenever possible, all medication should be given at home. Most prescription medications students receive can be given before and after school and at bedtime. If a student needs medication while at school the parent/guardian must bring the prescribed medication in its original pharmacy container labeled with the date, student's name, name of the medication, and times the medication is to be given.

A signed parent letter requesting the medication to be given at school and indicating the time the last dose was given must accompany the medication.
Non-prescription medication such as aspirin, cough syrup, ointments, cold tablets, etc. are not given at school, unless there is a written order from a physician or dentist and written permission from parent/guardian. Non-prescription medication must be in the original packaging.
Students may not carry or self-administer medications themselves at school, except by physician and parent request for an inhaler for asthma
Any medication that must be taken during the school day may be administered by the director.

PARENTAL INVOLVEMENT AND RESPONSIBILITIES

Education succeeds best when there is a strong partnership between home and school. This partnership thrives on communication. Parents, teachers, administrators, and the Board collaborate as partners to ensure a quality education for all students. As a key constituent of this partnership, parents are encouraged to:

- read and discuss the student handbook with your child before signing and returning to the school the written statement affirming that you understand and consent to the responsibilities outlined in the Student Code of Conduct;
- emphasize the importance of education to your child and encourage your child to participate in a variety of activities;
- learn about the curriculum, student support services, and activities offered by the District;
- attend Board meetings to learn more about the ongoing operations of the District;
- become familiar with the academic program offered by the District and ask the principal any questions, including concerns about placement, assignment, or early graduation. Review your child's school records when necessary and your right, under certain circumstances, to consent or deny their release;
- review teaching materials, textbooks, other instructional aids, and tests that have been administered to your child;
- the state and local testing and promotion requirements;
- be aware of your right to temporarily remove your child from an instructional activity that conflicts with your religious or moral beliefs. Such removal cannot be for the purpose of avoiding a test and may not prevent the student from attending for an entire semester, however. Removal does not exempt the student from satisfying grade level or graduation requirements as determined by the school and the Texas Education Agency;
- contact teachers as needed. If you have concerns, talk to the appropriate teacher, counselor, or principal. If you would like schedule a conference, call the office for an appointment during the teacher's conference period;
- stay informed of your child's activities by attending parent conferences and other parent meetings;
- volunteer at your child's school.

RACIAL, ETHNIC, RELIGIOUS, GENDER / SEXUAL ORIENTATION HARASSMENT

The Technology Academy expressly prohibits racial, ethnic, religious, gender, or sexual orientation harassment of its students, employees, and those who seek to join the school community in any capacity. Racial, ethnic, religious, gender, or sexual orientation harassment includes, but is not limited to:

Verbal, written, or physical conduct, and any other demonstrative actions based on race, color, ethnic origin, nationality, religious preference, gender, or sexual orientation that has the purpose or effect of substantially interfering with the learning environment.

All allegations of racial, ethnic, religious, gender or sexual orientation harassment where a student is involved in any way shall be reported to the director. School officials shall promptly investigate all allegations of racial, ethnic, religious, gender, or sexual orientation harassment, and will

recommend action as deemed appropriate pursuant to school policy. Filing allegations without substantive cause is strictly prohibited and may result in disciplinary action. Any person who files a false claim may be subject to any and all available State and district penalties.

SCHOOL BUSES OR OTHER VEHICLES

Students who reside in Manassas Park City that have not been expelled are eligible for school bus transportation to and from the school as provided by Manassas Park City Schools. Any student who violates the established rules of conduct while on school transportation may be denied transportation services and will be disciplined. Students outside of Manassas Park or who have been expelled from Manassas Park may be dropped off or picked up at the school, or ride the Omni Link.

Students wishing to drive to school must have prior written permission from the director. Proof of a valid driver's license and vehicle registration, and auto insurance is required. Permission form must be signed by the parent/guardian, student, and director. Form must be in the vehicle driven at all times.

Students may not give other students rides without the written permission from the parents/guardians of the driver and passenger. **Absolutely no loitering in the parking lot at any time.** Failure to comply with Technology Academy policy will result in loss of driving privileges. Driving privileges may be revoked as a disciplinary measure.

TELECOMMUNICATIONS TECHNOLOGIES STANDARDS

This regulation governs the use of all telecommunications technologies, including telephones, facsimile machines, and other wire or wireless telecommunication. The relative newness of the Internet and related technology requires a fairly comprehensive outline of acceptable and unacceptable uses. This regulation therefore applies specifically to use of local area networks, wide area networks, the Internet, and other similar networks. To the extent this regulation can apply to other telecommunications technologies, it shall be interpreted to apply to them as well.

The instructional purpose of the **Technology Academy LAN**, which is the backbone to the Internet, is to support student research and the educational development of the faculty. All use shall be intended to facilitate the exchange and access of information, intellectual property, and services to promote research, instruction, and technology diffusion. Use of the Internet and/or electronic mail is a privilege and not a right.

Activities in direct support of this purpose, such as professional development, administrative communications, grant applications, new project announcements, and student product publishing, are acceptable. It is the general policy that Technology Academy network facilities are to be used in a responsible, efficient, ethical and legal manner in accordance with the instructional mission of the school. Faculty and students must acknowledge their understanding of the general policy and guidelines as a condition of receiving access to the network.

Failure to adhere to this regulation and the standards below will result in disciplinary action, including revocation of the offender's network access privilege by the administrator. Willful misuses will lead to serious disciplinary action and/or to criminal prosecution under applicable state and federal law.

The standards do not attempt to articulate all permitted or prohibited behavior by users, and require application of common sense in light of the purpose and general policy for net access.

Standard 1: Acceptable uses of the network are activities that support learning and teaching. Network users are encouraged to develop uses which meet their individual needs and which take advantage of the network's functions: data bases, Internet resources, conferences, and publishing.

Standard 2: All access to the Internet or e-mail requires student and parental consent prior to the Technology Academy's interception and review of contents. Students and parents shall be required to sign an Acceptable Use Policy Release and Consent Statement.

Standard 3: Unacceptable uses of telecommunications technologies include:

1. Violating the rights to privacy of any student or employee;
2. Transmitting profanity, obscenity, or other language which may be offensive to the recipient, or transmitting profanity, obscenity, or offensive language to any web site, newsgroup, mailing list, or similar forum;
3. Transmitting graphics (including still or moving pictures) or sound files which are pornographic, obscene, or offensive to another user, or transmission of such files to any forum where the graphics or sound files are accessible by others;
4. Downloading, storing, or printing files or messages (text, sound, still or moving graphics, or any combination thereof) that are pornographic or obscene or that use language, sounds, or imagery which offends or tends to degrade others (the administration invokes its discretionary rights to determine suitability in particular circumstances);
5. Harassment by computer, which includes transmitting any material which is threatening to another person, with the intent to coerce, intimidate, or harass any person to communicate obscene, vulgar, profane, lewd, lascivious, or indecent language, or make any suggestion or proposal of an obscene nature, or threaten any illegal or immoral act, whether or not such material is transmitted to that third person;
6. Copying proprietary information, including software, in violation of applicable law;
7. Using the network for personal financial gain, business activity not on behalf of the Technology Academy, or any illegal activity;
8. Knowingly or negligently transmitting computer viruses, or failing to scan downloaded files for viruses;
9. Deliberately trying to degrade or disrupt system performance (such acts will also be viewed as criminal activity under applicable state or federal law);
10. Re-posting personal communications without the author's prior consent;
11. Transmitting product advertisement or political lobbying; and
12. Personal use not related to educational purposes.
13. Fundraising purposes.

Standard 4: All users will abide by prevailing etiquette rules for net usage, including etiquette rules specific to a web site, newsgroup, mailing list, or other forum.

Standard 5: Students are bound to the same standards as employees for use of telecommunications technologies. Failure to adhere to these standards will result in disciplinary action, up to and including expulsion.

TEXTBOOKS

Textbooks are provided free of charge for each subject or class. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the student.

WEAPONS

Students are prohibited from possessing, carrying, storing or using weapons or dangerous instruments including explosive and incendiary devices (fireworks and the like) while on school premises, on the way to or from school, and while attending school sponsored activities. For purposes of this policy a weapon is defined as anything readily capable of lethal use and possessed under circumstances not manifestly appropriate for lawful uses it may have. The term "weapon" includes a firearm, knife, dagger, razor, other cutting or stabbing implement or club, including any item which has been modified or adapted so that it can be used as a firearm, knife, dagger, razor, other cutting or stabbing implement or club. The term "firearm" includes an unloaded firearm and the unassembled components of a firearm.

Violations of this policy shall result in disciplinary action consistent with due process ranging from suspension to expulsion. The policy does allow the director to modify such expulsion requirements for a student on a case-by-case basis. Additionally, at the time of such violations, local police authorities shall be notified when possession or use of weapons or dangerous instruments by a student constitutes a probable

violation of criminal statute as summary, misdemeanor or felony offense. Parental or guardian notification shall also be made in timely fashion

