

# **Wise County Career & Technical Center**



## **Student Handbook**



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**WISE COUNTY CAREER & TECHNICAL CENTER**  
**Staff**

Austin, William ..... Principal/WCCTC

Whitt, Karen ..... Secretary/Bookkeeper  
Igo, Tamra ..... Secretary

Addington, Joyce ..... School Nurse  
Bowen, Jodie ..... Guidance Counselor  
Buchanan, David “Joe” ..... Electricity/HVAC  
Buchanan, Dora Long ..... Health & Medical Sciences  
Butler, Steven ..... Auto Services Technology  
Colley, Tina ..... Business  
Hood, Juanita ..... Special Ed. Collaborative  
Kilgore, Andrew ..... Physical/Drivers Education  
Kilgore, Tammy ..... Special Ed. Collaborative Teacher  
Lawson, Ashley ..... Cyber Security  
Miller, Tom ..... Drafting  
Mills, Brian ..... History/Teachers for Tomorrow  
Mullins, Darren ..... Building Trades  
Mullins, Dennis ..... Auto Service Technology  
Mullins, Jill ..... Cosmetology  
Mullins, Matthew ..... Small Engine Technology  
Mullins, Travis ..... Criminal Justice  
Phillips, Hassel ..... Building Trades  
Robinette, Melinda ..... Cosmetology  
Robinson, Derek ..... Welding  
Roop, Jake ..... Student Resource Officer  
South, Cathy ..... Math  
Stallard, Debbie ..... Culinary Arts

Large, Debbie ..... Custodial Staff  
Adkins, Anthony ..... Custodial Staff

## **PHILOSOPHY**

The Wise County Career-Technical Center staff and faculty recognize that we are living in a highly technological, industrialized, complex, and ever changing society. The school reaffirms its belief in the democratic way of life and equal educational opportunities for all. We believe there are differences in interests, needs and learning abilities of students. To address these differences, we must tailor the program of instruction to meet the distinct needs of each student.

We recognize that individual worth, dignity and uniqueness must be addressed in the total physical, mental, emotional and career development of a student. Through appropriate education and training, students will become responsible participants in their ecologic, economic, social and civic environments. Our view is that the school's program should be flexible and compatible with the surrounding area. The program should address the educational needs of the community it serves.

Through co-curricular activities, we believe that students will become more involved in developing and expanding their initiatives, interests and leadership activities.

Students upon completing a course of study should have attained basic job entry skills necessary to acquire and keep a job. Additionally, students should be prepared for further educational pursuits in their chosen career.

## OBJECTIVES

**The overall objective is to assist the students in the development of skills, attitudes and abilities that will assist them in becoming responsible participants in society.**

**Based on the stated philosophy, the educational objectives include the following:**

To provide instructional programs that contains theory, basic laboratory and/or practical experience, and manipulative skills necessary for entry level employment.

To provide Competency Based Education for all career-technical students.

To provide a variety of teaching techniques to compensate for various student ability levels and rate of learning.

To integrate academic skills and SOL (Standards of Learning) into the career-technical curriculum.

To develop a plan for student improvement based on student achievement and standardized test results.

To foster attitudes of safety and safe working habits consistent with local, state, federal and industrial standards.

To provide an information program to make students aware of vocational opportunities.

To work cooperatively with the community to assess the strengths and weaknesses of existing programs and to identify new programs as necessary.

To continue programs to involve business and industry in partnership with the school.

To provide assistance to the instructional staff.

To continue a program to identify, counsel and encourage students who are prone to leave school prior to graduation.

To provide opportunities for all students to become involved in co-curricular activities.

To provide pre-employment counseling and placement services.

## **STUDENT ELIGIBILITY**

Student eligibility for attending the Career and Technical Center is determined by the following criteria:

1. Cosmetology Grades 11 -12
2. All other programs Grades 10 -12
3. Appropriate placement for students' ability, interest and skill.
4. Available class space.
5. A strong math and science background is recommended for students attending the Career and Technical Center. (i.e. Pre-Algebra, Algebra I, Physical Science, Earth Science)
6. Students must be 16 years of age by January 1.

## **STUDENT ELIGIBILITY FOR 2<sup>ND</sup> and 3<sup>RD</sup> YEAR COURSES**

Students must successfully complete all grading and attendance policies for the first and second semesters of a first year program (ex. Drafting I) to advance to a second year program (ex. Drafting II.) The same policy is applied to 2<sup>nd</sup> year students advancing to 3<sup>rd</sup> year.

## **COURSE OFFERINGS**

Auto-Service Technology	Economics & Personal Finance
Building Trades	Electricity
Business	HVAC
CNA	Health & Medical Science
Cosmetology and Nail Technology	Physical/Drivers Education
Criminal Justice	Small Engine Technology
Culinary Arts	Teachers For Tomorrow
Cyber Security	U. S. History
Drafting	Welding

### Dual Enrollment

Students in the following CTE courses may obtain Dual-Enrollment credit:

Drafting, Early Economics & Personal Finance, Electricity, HVAC, and Welding.

Students desiring Dual Enrollment Credit must complete the application process (have taken the placement test) and pay the required fees at the onset of each semester.

## GRADING

It is very important that students, parents and school officials understand the grading system used to inform parents/guardians about students' progress. The grading system for the Wise County Public Schools is as follows:

		Quality Points
A	94-100	4
B	86-93	3
C	78-85	2
D	70-77	1
F	Below 70	0

Grades are reported each Nine Week Session to the students' parent or guardian. Each grade at the Career-Technical Center is computed by the following:

Competency Grading Scale as stipulated by the Virginia Department Education:

- 1 - Can Teach Others
- 2 - Can perform without supervision
- 3 - Can perform with limited supervision
- 4 - Can perform with supervision
- 5 - Cannot perform

The competency grade will include the competency rating and the following three (3) broad categories: Safety, Punctuality and Work Habits.

### Assignments/Test (Written and Practical)

**Written assignments** are a part of the instructional process which addresses the content of the technical area. Notebooks, workbooks, outside reports or other assignments are to be considered part of this instructional process.

**Practical assignments** are conducted daily in the lab setting and could weigh a substantial percentage of the student's overall grade. Consequently, attendance is necessary to successfully complete these practical applications. These practical assignments are an integral part of the competency attainment for successful completion of the course.

Both written and practical tests will be given periodically as appropriate to check students' progress.

## ATTENDANCE

**Student attendance is a cooperative effort and the School Board shall involve parents and students in accepting the responsibility for good attendance. The Wise County Career Technical Center will follow all tenets of the Student Absences/Excuses/Dismissals, File JED, as outlined in the Wise County Public School Board Policy Manual.**

At the Wise County Career Technical Center, **PRACTICAL APPLICATION LEARNING** is vital to student achievement. Practical Application is the hands-on educational experience that students receive on a daily basis and *cannot* be obtained from a textbook. This is the daily learning that students receive in the lab (or shop) setting.

For students to successfully obtain the required practical application, develop the necessary skills, and complete the course requirements and competencies, it is crucial that they attend class each day. When absent, students can make-up any book work that is taught that day, but are unable to take home make-up work for practical application. Make up work for practical application can be done before or after school.

Therefore, to be successful at the Career Technical Center, attendance is crucial.

### Make-Up Work

All students will be permitted to make up textbook work missed. Unfortunately, any missed practical application is lost and can be made up only before or after the school day.

It is the student's responsibility to see the teacher when he or she returns to school to obtain their make-up assignments.

Students will have 3 school days from the day the student returns to school to make up missed assignments or tests.

Students turning in missed assignments within the required three days will receive full credit for all work.

Assignments will be accepted after the three days, but the maximum credit a student will receive for the work will be a grade of 70.

A student must be present at least one-half of the class time in order for the class to not be counted as an absence.

## **ATTENDANCE AWARDS**

Students may earn an exemplary attendance award in one of the following three categories:

- 1: Perfect Attendance – No absences, tardies or early check-outs
- 2: Excellent Attendance – No absences, with all tardies and/or early check-outs excused because of medical or emergency situations.
- 3: Outstanding Attendance – Maintained 97% attendance throughout the school year.

## **CERTIFICATES**

### Certificate of Completion

A student must pass the entire program (four consecutive semesters) in order to receive a Certificate of Completion.

### Certificate of Merit

A Student will receive a Certificate of Merit if they complete the program with a “B” average and maintain at least 95% attendance rate.

## **TEXTBOOKS**

Textbooks are furnished by the Wise County School System. Students are required to obtain their textbook during the first week of instruction. Students are assigned numbered books and are responsible for the set of books assigned to them. If books or other materials issued are damaged or lost, the student's parent(s) will be required to pay for the books or materials.

## **SAFETY**

State and federal safety laws require everyone to wear goggles to protect their eyes while doing hazardous work. Protective goggles or safety glasses are provided to all students free of charge. It is the students' responsibility to care for these safety glasses. There is a \$3 replacement fee for each pair of glasses lost or damaged.

Students are to observe all safety signs and use proper safety equipment while on campus. The use of any portable audio device, such as radios, stereos, tape players, etc., not associated with the instructional program, is prohibited.

## **EMERGENCY**

In case of an accident and/or emergency, parents are asked to sign an emergency permission form granting permission for school authorities to seek medical attention at a nearby hospital. If necessary, a 911 call will be placed to seek medical assistance.

## **CELL PHONES, BEEPERS AND COMMUNICATION DEVICES**

All cellular phones, beepers and other communication devices are not to be activated while on school premises, to include school bus to and from the Wise Co. Career Technical Center. Violation in uses of these devices will result in the following consequences:

- School personnel will confiscate cell phone or device and give to school administrator.
- Parents will be required to come to school to pick up the device.
- Subsequent violations will result in suspensions and referral to Discipline Committee.

## **FIRE DRILLS**

All schools are required, by law to have periodic fire drills. Therefore, students are expected to proceed as quickly and orderly as possible to their assigned assembly area upon the sounding of the fire alarm system.

## **ACCIDENTS**

All accidents are to be reported to the instructor immediately. Instructors will report incidents to school administration.

## **INSURANCE**

The school board provides secondary insurance for students, which covers student accidents at school or school sponsored activities. Students must secure claim forms from the office. The forms must be completed by parent or guardian, attending physician and returned to the office to be filed with the insurance company.

## **BUS REGULATIONS**

The Wise County Public School System provides all necessary transportation for students enrolled in courses at the Career-Technical Center. Students are expected to observe all rules of good behavior to include the following:

- Obey the bus driver.
- Obey the following State Bus Laws:
- Do not put any part of your body outside the bus.
- Remain seated while bus is in motion.
- Do not throw or toss any object(s) out of the bus windows.
- No smoking on the bus or use of other forms of tobacco.
- The use of stereo units and radios to and from the Career Center will be determined by student's home school and bus driver.
- Students that are assigned a seat on the bus must remain in the assigned seat until re-assigned.
- Foul Language and Horse-play are prohibited.
- Any Student not obeying these rules will lose the privilege of riding the bus.

## **STUDENT CODE OF CONDUCT**

Students are expected to conduct themselves in an orderly, courteous, dignified and respectful manner at all times. Additionally, all students are to observe and comply with all student conduct policies as stated in Wise County Public Schools, STUDENT CONDUCT AND ATTENDANCE CODE which can be found at <http://www.wise.k12.va.us/>.

Violation(s) of these student conduct policies will determine the proper procedural policy for dealing with "said" violation(s), as described by the CODE.

## **DISCIPLINE**

Students are expected to follow all classroom, school and Wise County Public Schools' rules, policies and procedures. School administration and teachers will work in conjunction to insure the rights of all individuals are safeguarded. Teachers will follow their classroom discipline plan which may result in a referral to the office. Every attempt will be made to notify parents by telephone of the situation and disciplinary action.

In cases of severe discipline offenses, classroom rules and consequences may be bypassed and administrative action taken.

## **SCHOOL DRESS**

School personnel have the responsibility to protect the health and safety of students and to maintain proper and appropriate conditions which promote learning. Based on the belief that school is a place of business where students are learning both academic and social skills, the School Board requires that students dress appropriately. In accordance with the purpose of the dress code, no student shall present himself or herself to school in a manner which is likely to cause disruption. The school, in its discretion, shall prohibit any clothing, jewelry, or similar attachments which it deems to have a substantial and material disruptive effect on the school atmosphere. School clothing should be appropriate as to time, place and weather.

Any form of dress or appearance which disrupts or distracts from the purpose or conduct of school, considered contrary to good hygiene, or threatens the safety of one's self or others will not be permitted.

**Decisions regarding the appropriateness of clothing, footwear, and accessories will be made by the building principal or a designee. Items initially deemed inappropriate will be called to the parent's attention for corrective action. Students may be required to call home for a change of clothes and/or will be assigned to In-School-Suspension for the remainder of the day. Repeated violations of the dress code will result in further disciplinary action.**

### Guidelines

Guidelines include but are not limited to:

1. Any item of clothing, jewelry, etc. which is distracting or dangerous will not be permitted.
2. Any article of clothing that represents potential danger to one's self or others will not be permitted.
3. Footwear must be worn at all times and should be appropriate for normal activities. Tennis shoes are appropriate.
4. Caps, hats, visors, head scarves, bandanas, and sunglasses (unless required by physician) may not be worn inside the building.
5. Shorts/dresses/skirts must be of appropriate length; very short shorts, such as the thin nylon, athletic type shorts with side slits, are not acceptable. The hem of shorts/dresses/skirts must hang below the extended fingertips when

standing. The following are not acceptable: biker, jogging, swimming trunks, cut-off, gym shorts (except in gym class).

6. Shirts or blouses should be sufficient length so that they may be tucked in the waistband.
7. No undergarments (including boxer shorts) should be showing or worn as outer garments.
8. Strapless tops, tops with “spaghetti” straps, tank tops, tube tops, bare back or bare midriffs style, mesh or “fish net” style apparel are not permitted. If sleeveless garments are worn, underwear may not show.
9. Clothes with holes in areas exposing skin or underwear is not permitted.
10. Pants or shorts shall be appropriately sized and worn and secured at the natural waistline. Clothing which hangs on the body below the waist will not be allowed even if covered by a shirt. The crotch of the clothing must fit at the natural crotch of the person.
11. T-shirts or any other articles of clothing that have imprints of writing, symbols, slogans, or pictures that clearly relate to alcohol, drugs, sex, profanity, vulgarity, violence, or promotion of (or interpreted a promotion of) racial prejudice may not be worn.
12. Clothing usually worn outdoors such as heavy coats, jackets or gloves should not be worn in the building.
13. Accessories, typically referred to as “animal jewelry,” such as heavy chains, dog collars, or spiked collars are not permitted.

***\* The Wise County Career-Technical Center provides lockers for students to change into appropriate lab clothing as prescribed by the instructor.***

### **STUDENT CLASS ADMIT SLIP**

Students either absent or tardy from class must secure the proper admit slip from the office before being admitted to class.

Excused admit slips will only be issued to those students who verify an illness, death in the family, a doctor or dental appointment, or whenever a school official considers the absence was in the best interest of the student. Verification of absences may be presented in person, by telephone, or in writing from a parent or guardian. Documentation will not be accepted after the fifth day of returning to school

## CHECKING OUT

Students are never to leave the school premises unless proper approval has been secured. However, students who need to be excused early must bring a written request from a parent or guardian or Doctor's appointment notice. All students are responsible for signing out on the school's check out sheet in the office before leaving school grounds.

## TOBACCO-FREE SCHOOL FOR STAFF AND STUDENTS

Smoking, chewing or any other use of any tobacco products by staff and students shall be prohibited on school property to include buses, school building and grounds, and school sponsored events.

Tobacco shall include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. Tobacco shall include cloves or any other product packaged for smoking.

Use shall mean lighting, chewing, inhaling or smoking any tobacco product.

Staff and students found to be in violation of this policy shall be subject to appropriate disciplinary action.

## VEHICLE REGULATIONS

High School students enrolled in classes at the Career-Technical Center are transported by school buses from their respectful home high school. Therefore, high school students shall not drive a private vehicle to the Career-Technical Center unless prior approval has been granted from the Career Center office. Once this approval has been granted and the vehicle properly registered along with a parking identification sticker obtained, (which must be placed in the front window of the vehicle), the student must park in the student designated **UPPER LEVEL STUDENT PARKING AREA**.

A fee of \$5.00 will be required before obtaining a parking identification decal. If lost or stolen, students will be responsible for purchasing a replacement decal.

Driving privileges will be granted by priority to:

- Second (2<sup>nd</sup>) year students,
- First (1<sup>st</sup>) year students at Administration discretion.

**Students who choose to drive are to report to class at 8:40 a.m. for morning classes and 12:30 for afternoon classes. Students arriving after these times will be considered tardy. *Driving privileges are subject to being revoked upon 3<sup>rd</sup> tardy and/or 3<sup>rd</sup> absence.* Attempt will be made to notify parents of excessive tardies or absences.**

All students issued a valid parking permit shall:

1. Hold a valid driver's license and be covered by the necessary vehicle insurance.
2. Have a legitimate reason for bringing a vehicle on campus as determined by school officials due to limited parking area.
3. NOT transport other students unless prior approval has been granted by school officials and parents.
4. Observe and demonstrate all safe driving rules and regulations.
5. Observe the 10 MPH speed limit while on school property.
6. Remain until all buses have loaded and en-route to home high schools.
7. Park only in designated parking lot as previously noted.
8. Must stop for all buses loading and unloading on campus.

The Career-Technical Center cannot be held responsible for the vehicle or its contents.

## **WORK ORDERS**

Due to the controlled work experience in the shops, a student and/or patron must have a work order form properly completed, number assigned, and on file in the office before he/she becomes eligible to have work performed in and/or by desired class. Work Orders in Auto Service Technology will be limited to Wise County Public Schools personnel and students.

*All* work orders must be related to lab instruction and linked to course competencies.

*Students* who fail to follow the work order process before bringing a vehicle could result in disciplinary action.

### Vehicle Repair:

In order to have a vehicle repaired and/or refinished in the Auto Body Repair Class or Auto Service Technology the following must be complied with:

1. Verification of proper state vehicle regulations. The vehicle must be registered in the student's or parent's name.
2. Work order and patrons' agreement must be properly signed by the person to whom the vehicle is registered.
3. The proper vehicle parking permit must be properly completed and signed by the driver when applicable.
4. All repair charges are to be paid in full before the vehicle can be removed from the school premises.
5. The vehicle must remain on school premises while repairs are being made unless otherwise approved by the school officials.

### **VISITORS**

Students are not to bring visitors to school during regular school hours unless a visitor pass has been obtained from the office prior to or at the time of such visitation. All visitors are to report to the office.

### **VALUABLES**

It is suggested that valuables be left at home and that only sufficient money to meet daily needs to be brought to school. Most losses of personal property result from lack of care in locker room. The school cannot be held responsible for articles that are lost or stolen.

### **MEDICATION**

If a student is under the care of a doctor and requires medication during the school day, he/she should bring the prescription bottle and a statement from the parent or guardian advising the school of this medication and directions for administering. All prescriptions must be checked in at the office.

### **PUBLIC SHOW OF AFFECTION**

Public show of affection will not be tolerated.

## HARASSMENT and DISCRIMINATION

It is the policy of the Wise County School Board to maintain a working and learning environment for all its employees and students which provides for fair and equitable treatment, including freedom from harassment. It is prohibited for any employee or student, male or female, to harass another employee or student by making unwelcome sexual nature verbal or physical actions.

Discrimination against any person shall be prohibited in recruitment, examination, appointment, training, promotion, retention, discipline, and any other aspect of personnel administration for the above-listed reasons, because of political or religious opinion or affiliation, or because of other non-merit factors.

The use of racial epithets, slurs, sexual in nature or any other conduct of a verbal, physical, or written nature which is harassing, intimidating, abusive, degrading, or threatening, and which causes or contributes to a hostile working and/or learning environment *will not* be tolerated. It is also a violation of this policy for any teacher, administrator, or other school personnel to tolerate harassment because of a student's race, color, national origin, gender, or disability.

Any administrator, teacher, other employee or student who is found, after appropriate investigation to have engaged in harassment based on race, color, national origin, gender, or disability will be subject to disciplinary action appropriate to the offense from a warning up to expulsion or discharge.

## BULLYING POLICY

The Wise County Career-Technical Center has adopted a no bullying policy. Bullying may be defined as deliberate, hurtful behavior which is either **physical** (hitting, kicking, taking belongings), **verbal** (name calling, insulting or racist remarks), **indirect** (spreading nasty stories, excluding from groups), or **intimidation** (threatening to use power, coercion, force, or control to get others to do what you want them to do.)

Our school staff will not tolerate bullying. Teachers and staff are trained about bullying and encouraged to be very observant for bullying incidents.

Our curriculum will include materials and activities to decrease bullying behavior and learn more appropriate ways to interact with peers. Students who are victims of bullies will receive help in learning strategies to avoid being a victim. Reporting or “telling” will be encouraged so that interventions may be implemented so that both the bully and the victim receive help.

A range of strategies for dealing with bullying incidents will be used. Students who display bullying behaviors will be disciplined as follows: conference with the teacher, office referral; parent conference; guidance referral; referral to violence prevention specialist; behavior intervention plan; and /or referral to court services. Students who are repeat offenders will receive the more serious consequences. All consequences and interventions have a goal of modifying bullying behavior.

## **STUDENT ACTIVITIES**

### Skills USA

Skills USA is an organization set up for the students enrolled in Career Education Courses. The annual dues are \$12.50 per student giving the student membership in the local, district, state, and national organization. Various contests are held at the local district, state, and national level each year. To participate in these contests, the student must belong to the local Skills USA Club.

## **STUDENT SERVICES**

Student Services is part of the total educational program which assists the individual student in developing a realistic concept of themselves and society and in setting and achieving goals consistent with their potential. All students are provided these student services.

### Individual Inventory Services

The individual inventory is the service in guidance which provides knowledge about each individual student. At the Career-Technical Center, all career information obtained about a student is recorded on appropriate forms and filed in each student’s cumulative folder.

### Informational Services:

The information service provides a collection of materials to be used by students and all school personnel. The materials include information in such broad areas as understanding one's self, personal and social development, and education and career planning. This material can be obtained from the Counseling and Placement Office.

### Counseling Services:

Counseling services at the Career-Technical Center are designed to assist students achieve educational, career, personal and social goals. These services are directed toward increasing one's self-understanding and optimum use of one's abilities. Both individual and group counseling are available.

### Testing Services:

Tests may provide significant information for the students' understanding of their abilities, achievements and interests in their educational and career decisions. Although no record of student's test results (Achievement, Aptitude, Ability, etc.) are filed at the Career-Technical Center, access to these results are available at each student's respective school

### Certification, Credentialing and Verified Credit

Testing accommodations will be either provided or made available for students obtaining industry certification or licensure examinations.

A student-selected verified credit is a credit for a course that includes a test approved by the Virginia Board of Education. A student seeking a CTE Verified Credit must successfully complete

- A course or course sequence that prepares him or her to earn a Board-approved credential, and
- The assessment required by the certifying or licensing agent.

### Placement Services:

Placement services at the Career-Technical Center are two-fold. First, high school Guidance Counselors, Career-Technical Center Administrators, the Vocational Evaluator, and Instructors will assist students to enter the skills training that are most appropriate for them. Second, Placement services will also aid employees in selecting properly trained personnel. Students will be advised and counseled in how to prepare for and to make the most of the employment interview. Arrangements will be made for company representatives to interview graduating students.

**WISE COUNTY CAREER TECHNICAL CENTER  
2017-18 Bell Schedule**

<b>Block 1</b>	<b>8:45 – 9:55 a.m.</b>
<b>Block 2</b>	<b>10:00 Class Begins</b>
	<b>11:10 a.m. Union, Burton, Eastside, Central dismissal</b>
<b> </b>	
<b>Block 3</b>	<b>12:20 – 1:40 p.m.</b>
<b>Block 4</b>	<b>1:45 p.m. Class Begins</b>
	<b>2:55 p.m. Dismissal Central, Union, Eastside, Burton</b>