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PART I

SCHOOL OF PRACTICAL NURSING GUIDELINES
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Dear Students,

Welcome to another exciting year at The Academy of Careers and Technology!

The staff at Academy of Careers and Technology, (ACT) is pleased to be part of your educational plans. We trust that the skills you learn here will equip you with the necessary foundation for your future.

Whether you plan to enter the work force, continue your education at another technical institution, college, university, retraining program, or enter military service, we will work with you to ensure that you are well prepared.

We expect you to give your best and to respect the rules and regulations that make ACT a safe and effective school. In turn, we will give you our best!

This handbook is for your information. If you should have any questions pertaining to the contents, please feel free to inquire.

Again, welcome to ACT and best wishes for a good school year. Please do not hesitate to contact any member of the administrative staff if problems or questions arise. We shall make every effort to be of assistance.

Sincerely,

Kevin Bolen

Kevin Bolen
Adult Education Coordinator
kbolen@k12.wv.us
SECTION I
GENERAL INFORMATION

ACADEMY OF CAREERS AND TECHNOLOGY
SCHOOL OF PRACTICAL NURSING

WELCOME

Welcome to the School of Practical Nursing at the Academy of Careers and Technology. The faculty will challenge you to develop critical thinking skills and caring throughout the year. The knowledge and skills you acquire will depend upon you.

MISSION STATEMENT

“PREPARING STUDENTS FOR THEIR FUTURE”

CORE BELIEF

Students will acquire:
Academic Skills, Career Skills and Technical Skills

ACCREDITATION

The Academy of Careers and Technology (ACT) is approved and operated in cooperation with the West Virginia Department of Education and The Raleigh County Board of Education. ACT is a Candidate for Accreditation by the Commission of the Council on Occupational Education (COE), located at 7840 Roswell Road; Building 300, Suite 325; Atlanta GA 30350; www.council.org. Telephone: 770-396-3898. Prior to our current candidacy status with COE, ACT was accredited by North Central Association of Colleges and Schools.

The School of Practical nursing is accredited by the West Virginia State Board of Examiners for Licensed Practical Nurses

EQUAL EDUCATION OPPORTUNITY

The Raleigh County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Director of Pupil Services
Title IX and Title II Officer
105 Adair St.
Beckley, WV 25801
Telephone (304) 256-4500 ext. 3329
DEFINITION OF PRACTICAL NURSING
The term "practical nursing" means the performance for compensation of selected nursing acts in the care of the ill, injured, or infirm under the direction of a registered professional nurse or a licensed physician or a licensed dentist, and not requiring the substantial specialized skill, judgment and knowledge required in professional nursing. (Code of WV 30-7A-1)

The graduate licensed practical nurse is an essential member of the health care team who assists registered professional nurses and physicians. Practical nurses utilize professional collaboration and critical thinking to deliver competent individualized nursing care to clients in a safe effective environment. The nursing process is used to improve physiological integrity. Health is promoted even when multiple health problems exist. Cultural awareness and sensitivity enhance psychosocial integrity. Employment areas include acute care, long-term care, physicians’ offices, home health agencies, correctional facilities, clinics, personal care programs and industries.

HISTORY
The Academy of Careers and Technology (formerly the name of Raleigh County Vocational Technical Center) opened its School of Practical Nursing on February 1, 1957, under the direction of Virgie Davis Grimm, Coordinator/Instruction and Mr. William B. Conley, Director of Vocational Education. The Academy of Careers and Technology School of Practical is the oldest nursing program in the state.

The cost of the Practical Nursing Program in 1957 was $150.00 which included the cost of uniforms and books. Once the students began working in the hospital, they were given a stipend by the hospital for their service. Tuition currently is $3,500.00 and does not include fees, books or uniforms. The students do not receive a stipend from the hospital.

The pin worn by the students following graduation has also changed during the years. The pin used for many years was designed by Anna Montgomery Miller, class of 1974. Currently the pin reflects the name Academy of Careers and Technology.

Since its opening, the School of Nursing has been approved by the West Virginia State Board of Examiners for Licensed Practical Nurses, West Virginia Department of Education; Division of Career and Technical Education and the Raleigh County Board of Education. The school was the first Vocational School in West Virginia to have national accreditation through the National Association for Practical Nurse Education and Service, Inc. (NAPNES).

PHILOSOPHY
The philosophy of the Academy of Careers and Technology School of Practical Nursing is based upon beliefs of the faculty about humanity, health, environment, nursing and the role of the practical nurse in the health care arena. The faculty believes all individuals are holistic with unique characteristics that enhance their ability to be active participants in their personal health care throughout the wellness continuum.

Health maintenance, illness prevention and wellness promotion throughout the lifespan are integral components of the profession of nursing. Practical nursing education, in collaboration with the community, shall provide the student the opportunity to learn basic and technical
skills necessary to competently contribute to the provision of health care of each client. The student will develop his/her ability to implement principles of optimal physiological and psychological integrity with continual sensitivity to cultural diversity. Each student will adapt the use of clinical problem solving processes to organize and prioritize relevant health care data. Educational preparation shall provide an opportunity to obtain the knowledge and the motor skills to safely practice as a licensed practical nurse by promotion of a safe, effective care environment.

Professionalism shall be exhibited in conduct, appearance, relationships, communication, and confidentiality. In addition, the faculty fosters a supportive, harmonious instructor/student relationship that contributes to the personal and professional development of the student nurse and promotes a conceptual understanding of unity within the profession of nursing.

Practical nurses are required to continually gain knowledge through continuing education and community resources. Since nursing is a dynamic and ever-evolving profession, the faculty encourages students to strive toward achieving their highest level of potential as care providers by continuing the educational process as post-graduates. The practical nursing program exists to provide the community and the profession with qualified individuals to assist in delivering excellence in health care. The opportunity to prepare for an education in practical nursing shall be available to any individual regardless of race, color, national origin, sex, disability or age who meets the admission criteria.

The entry-level practical nurse, under defined supervision, graduates from the ACT School of Practical Nursing with the ability to provide competent client care. This competency implies knowledge and skills that are, and will continue to be, directed by a commitment to the principles of ethical and legal nursing practice.

**TERMINAL OBJECTIVES**

Upon graduation from the ACT School of Practical Nursing, under the direction of a registered professional nurse or licensed physician, will be able to perform the following nursing care activities:

- Provide for a safe, effective and coordinated care environment by:
  - Collaborating with other health care team members to facilitate effective, coordinated client care
  - Protecting clients and healthcare personnel from environmental hazards through adherence to safety and infection control policies
  - Documenting to reflect standards of practice
- Provide and assist in directing nursing care and promote health maintenance through incorporation of knowledge in the following areas:
  - Assisting the client and significant others during the expected stages of growth and development from conception through older adults
  - Providing client care related to prevention and early detection of health problems
- Provide nursing care to promote and support the psychosocial integrity of the client and significant others in the following areas:
  - Promoting the ability of the client and or significant others to cope, adapt and/or
problem- solve situations related to illness, disability and stressful events
  o Recognizing and providing care for clients with maladaptive behavior and assisting with behavior management or the client with acute and/or chronic mental illness and cognitive psychosocial disturbances

- Promote physiological integrity by providing care and comfort, reducing client risk potential and assisting to manage client health alterations by:
  o Providing basic care and comfort to clients by assisting in the performance of activities of daily living
  o Providing care related to the administration of medications and monitoring clients receiving parenteral therapy
  o Reducing the client's potential for developing complications or health problems related to treatments, procedures or existing conditions
  o Providing care to clients with acute, chronic or life-threatening physical health conditions
  o Assisting the client and significant others in physiological adaptations related to illness or disability

- Provide client care within the scope of practice as defined by laws governing nursing practice
- Identify resources available within the community to the client
- Accept responsibility and accountability for actions by:
  o Recognizing the practical nursing role within the health care delivery system
  o Validating client care to reflect standards of practice and accountability
  o Maintaining accountability for own practice within legal and ethical framework.
  o Serving as a client advocate
  o Maintaining and developing standards or practice in providing care to the client.
  o Participating in nursing organizations
  o Seeking further growth through educational opportunities by utilizing current technology
  o Exhibiting professional attitude and appearance

- Qualify for NCLEX-PN exam by maintaining at least an80% average in all areas of the program
- Become licensed to practice in the state of West Virginia
- Obtain employment in the healthcare field

CONCEPTUAL FRAMEWORK
The Conceptual Framework of the Academy of Careers and Technology School of Practical Nursing provides the foundation for the curriculum. The nursing curriculum includes activities in the classroom, classroom laboratory, and clinical setting to prepare the practical nurse graduate for beginning nursing practice in the 21st century global workplace. Planned educational activities teach students to provide client care in a professional manner and develop critical thinking skills. Students are supervised by an ACT clinical instructor in various clinical settings.

The Basic Skills Phase includes courses introducing the student to the art and science of nursing. The basic skills courses focus on historical, legal and ethical issues of the health care delivery system to assist the student in transitioning from lay person to nurse. Students begin to use the clinical problem-solving process (nursing process) with emphasis on
assessment, communication and documentation within the context of basic human needs and client problems. The student's knowledge is enhanced with other courses. Anatomy and Physiology is a study of body structure and function. Social Science II integrates understanding behavior and the relationship to health care. Pharmacology focuses on medication administration and drug interactions. Growth and Development covers the life span. Nutrition includes the food pyramid and basic diet therapy.

The Medical Surgical Phase focuses on diseases and disorders while encompassing the human response to illness. Holistic emphasis promotes a caring attitude emphasizing documentation and client teaching. Anatomy, nutrition and pharmacology are integrated throughout medical surgical nursing in both theory and clinical.

The Specialty Phase is the study of Maternal-Child Health, Gerontology and Mental Health. Entry to Practice emphasizes the scope of practice of the practical nurse graduate and introduces continuing education responsibilities of the graduate nurse.

The Conceptual Framework of the Academy of Careers and Technology School of Practical Nursing implements the philosophy and represents the faculty's plan for organizing learning activities. Experiences are selected to fulfill phase and program objectives and to produce competent conscientious nurses with current technological skills. Dynamic interaction and interrelatedness between phases promote guidance for individual learning.

The major concepts of the philosophy, humanity, health maintenance, illness prevention, wellness promotion, safe environment, and nursing care to enhance physiological and psychosocial integrity, cultural sensitivity, and teaching /learning surround the student throughout the program. Sub concepts originate from the major concepts. The concepts and sub-concepts, essential to practical nursing education are introduced early in the curriculum and developed throughout the course with increasing breadth, depth, and complexity. Development of the concepts occurs concurrently and throughout the program with re-teaching if necessary.

Bloom’s Taxonomy of cognitive, affective, and psychomotor domains is utilized. Cognitive development progresses from self-directed thinking to independent judgment; affective development advances from identifying personal value systems to displaying acceptance of man as a unique being; psychomotor development evolves from replicating observed actions to performing skills spontaneously and accurately. This sequential concept provides direction for development of courses, objectives, instructional strategies, and evaluation methods.

Nursing is a dynamic discipline, requiring the faculty to ensure the curriculum meets the educational demands necessary for preparation in beginning practice. The practical nursing curriculum provides the foundation for the individual to continue education towards a higher degree. The faculty believes continued growth and development are essential for graduates.
DESCRIPTION OF COURSES FOR PRACTICAL NURSING

The Practical Nursing Program is a one-year program consisting of three phases. Each phase varies in length. The following phases are taught during the course of the year.

**BASIC SKILLS PHASE**

**Health Science Core**: Introduces basic health science in 3 components averaged for one grade.
- **Fundamentals of Nursing Component**: Introduces basic procedures of direct client care and safety.
- **Social Science I Component**: Assists the student in making initial adjustments to become a member of the health care team.
- **Gerontology Component**: Provides a basic understanding of aging as a continuum.

**Social Studies**: Taught as two classes averaged for one grade.
- **Social Science II**: Builds upon the concepts introduced in Social Science I to assist the student in evaluating and understanding behavior. The student will be able to comprehend the basic social, physical and emotional needs of the client; also teaches the student beginning skills of communication using verbal and nonverbal forms of behavior.
- **Growth and Development**: Provides the student with basic knowledge of growth and development of the individual through infancy to old age.

**Nursing Skills**: Builds on Health Science Core to teach the student through lectures, media and demonstrations, the technical procedures and medical terminology involved in caring for the hospitalized client.

**Introduction to Anatomy and Physiology**: Studies the structure and function of the framework and organs that comprise the human body.

**Introduction to Pharmacology**: Studies medications including methods of determining dosages of medications; purpose and categories.

**Introduction to Nutrition and Diet Therapy**: Studies nutrients necessary for normal growth and development including knowledge of the food pyramid and basic diet therapy.

**MED-SURG PHASE**

**Medical Surgical Nursing**: Studies diseases and disorders including symptoms, methods of diagnosis, prevention, treatment and nursing care of the individuals utilizing the nursing process.

**Integrated Anatomy**: Reviews physiological functioning of the body components.
Integrated Nutrition: Reviews diets utilized in treatment of various medical-surgical disorders or disease.

Integrated Pharmacology: Reviews specific medications utilized for treatment and prevention of various diseases and disorders.

SPECIALTY PHASE

Gerontology: Continues building understanding of aging and special considerations for elderly person’s health, social, economic and rehabilitation needs. Course includes leadership skills in long term care facilities.

Maternal Child Health
- Studies symptoms, diagnosis, treatment and nursing care of diseases and disorders that occur in children, including emotional aspects of care of the hospitalized child.
- Studies physiological and emotional aspects of pregnancy including physical development of fetus; importance of prenatal care; complications of pregnancy, progression of labor and delivery; and care of the newborn.

Psychiatric Nursing: Studies behavior exhibited as individuals move along the continuum of mental health and mental illness including personality development and the individual’s adjustment to society; provides the student with principles of mental hygiene and the ability to apply these to his/her life and familiarizes student with mental health agencies in our community.

Community Health: Clinical experiences for observation of the duties of the nurse in the home and community.

Entry to Practice: Studies LPN scope of practice and effective delegation.
SECTION II
ADMISSION REQUIREMENTS

PRE-ADMISSION REQUIREMENTS
To enroll in the Practical Nursing Program the students must:
- Complete application
- Become qualified by the Psychological Service Bureau Aptitude Examination for Practical Nursing and receive a 40 percentile or above in total Academic Aptitude and the Student Selection Guide, (Student selection guide utilized to rank applicants.)
- Have a High School Diploma and an official transcript or a High School Equivalency

Note: The class will be selected from the individuals completing the above requirements.

PRELIMINARY ADMISSION REQUIREMENTS
(After acceptance into program)
Once a student has been accepted into the program they must:
- Attend an orientation and interview with nursing faculty
- Receive two satisfactory personal references.
- Attend a basic mathematics class provided by ACT and receive at least 78%, this class is an additional fee
- Attend a computer proficiency computer class provided by ACT, this class is an additional fee
- Hold a current CPR card (Course C) prior to entering the class
- Obtain results of the Pre-admissions criminal history records check
  - Mandatory exclusion from clinical experience includes felony conviction related to controlled substance or health care fraud which occurred after August 21, 1996 or conviction of patient abuse or program-related crimes. Any applicant who has been convicted or a felony or misdemeanor and pleading guilty or no contest to an offense will be advised to call WVLPN Board office to discuss the potential impact of the prior conviction for taking exam and/or disciplinary action
- Have documentation of:
  - Medication list
  - Physical exam by health care provider indicating applicant has physical capability to perform nursing duties
  - A negative drug and alcohol screening
  - A negative serology
  - A negative PPD or chest x-ray
  - A dental exam
  - A Hepatitis B Vaccination
  - A MMR vaccination and titer
DRUG and ALCOHOL TESTING
CRITERIA FOR ADMISSION

The applicant understands and agrees that he/she shall submit to drug/alcohol screening as a part of the admission criteria for the Academy of Careers and Technology School of Practical Nursing. If drug/alcohol screening is performed on a urine sample rather than a blood sample, the individual shall provide the sample under observation. Appropriate chain of custody procedures shall be followed.

The results of the drug screening must be reported directly to the Academy of Careers and Technology School of Practical Nursing by the laboratory performing the test. Receipt of positive results of a drug/alcohol screen for any substance for which the student has NO legal, valid prescription or for a non-prescription substance not declared prior to the screen shall be grounds for denial of admission to the practical nursing program.

Any individual who is on methadone maintenance must disclose this to the coordinator of the program at the time of application. This individual will be instructed to contact the LPN Board Office to discuss implications of participation in Methadone maintenance on enrollment and progress through the nursing program, as well as implications with regards to disciplinary action by the Board at the time that the individual may request licensure by examination. Factors to be considered with regards to those individuals' acceptance into the program include the nature of the drug addiction which led to the methadone maintenance. Acceptance of these individuals by the clinical agencies for clinical experience, as well as the opinion of the individuals' treating physician with regards to his/her ability to function in the capacity of a student practical nurse.

Applicants will be tested as announced in the media with test results being good for one year only.

DRUG and ALCOHOL TESTING
FOLLOWING ADMISSION

The student understands and agrees that he/she may be requested to submit to random drug/alcohol screening during the course of the academic year. Screening may be requested at any time by the nursing faculty of the practical nursing program, and shall be performed in accordance with proper chain of custody procedures. If drug/alcohol screening is performed on a urine sample rather than on a blood sample, the student shall provide the sample under observation. Appropriate chain of custody procedures shall be followed. Random drug/alcohol screening shall be performed at the expense of the Academy of Careers and Technology School of Practical Nursing.

Upon request of the nursing faculty or administration of the practical nursing program, if reasonable cause exists, the student shall agree to submit to testing to determine whether alcohol, controlled substances or substances which are mood altering in any way are present in his/her blood and/or urine. Testing shall be performed as soon as possible. If a urine sample is collected it shall be under observation. Appropriate chain of custody procedures shall be followed. Drug/ alcohol screening pursuant to probable cause shall be at the
expense of the student. Failure to submit to such a reasonable request shall be prima facie evidence of the presence of the aforementioned sub-stances, and shall be grounds for immediate dismissal from the practical nursing program.

Any student who is prescribed any narcotic medication or medication which may be mood altering in any way shall cause his/her physician to document the prescribing of said medication. The student shall furnish documentation to the coordinator of the practical nursing program the next instructional day following the prescribing thereof.

At no time shall the student engage in direct patient care in the clinical agency while he/she is under the influence of alcohol, a narcotic drug or other mood altering medication, without a statement from his/her attending physician indicating the student's ability to perform nursing functions is not impaired and following evaluation by the coordinator or her designee to determine the student's functional ability.

Any student who utilizes any non-prescription substance which may contain alcohol, cause drowsiness, or in any way impair the ability to perform nursing functions shall inform the coordinator or her designee on any instructional day on which the substance is utilized, and prior to the student's submission to any drug/alcohol screen which may be requested in accordance with the above policies. At no time shall the student engage in direct patient care if the ability to perform nursing functions is impaired as determined by the coordinator or her designee following the use of a non-prescription substance.

Any student on Methadone maintenance shall agree to random drug/alcohol screening at their expense which may be on a more frequent basis than other individuals enrolled in the program. Any drug screening on these individuals, whether at the time of admission or after enrollment in the nursing program, shall specifically test for Methadone and differentiate any positive results for Opiates and other substances. Further, these individuals must cause their treating physician to submit a written statement to the program coordinator on a monthly basis verifying their compliance with treatment and ability to function safely as a practical nursing student.

Any individual on Methadone maintenance will cause results of any drug screening conducted by the individual's treating physician to be copied to the coordinator of the nursing program. Any evidence of non-compliance with treatment and/or any drug screen which is positive for any substance other than Methadone for which the individual has no valid prescription and has not declared prior to the drug screen shall be grounds for immediate dismissal from the nursing program.

Receipt of results indicating the presence of any amount of any substance for which the student has no legal, valid prescription or for any non-prescription substance not declared prior to the drug-alcohol screening shall be grounds for immediate dismissal from the practical nursing program.

Prior students who have been dismissed due to client abuse or a positive drug screen are ineligible for admission.
9.1. b.4. An applicant shall meet the requirements of the West Virginia Board of Examiners to be eligible to take the licensure examination.

9.2. The board may refuse to admit an applicant to the licensure examination that has been convicted of a felony, is habitually intemperate or addicted to the use of habit forming drugs, who is mentally incompetent or who is guilty of professional misconduct including conviction of a misdemeanor with substantial relationship to the practice of practical nursing. West Virginia State Board of Examiners for Licensed Practical Nurses Policies Regulating Licensure, of the Licensed Practical Nurse 10 CSR 2. The sponsoring agency should require that students accepted into the program have pre-admission criminal history records check. The sponsoring agency shall develop written policies which relate to admission of students with a criminal history.

The written policy shall include a statement advising the applicant to contact the board office to discuss the potential impact of a criminal conviction on the board application and licensure process as a practical nurse at the completion of the practical nursing program. (2010)

WITHDRAWAL POLICY
Any student withdrawing from the program is required to:

- Complete exit interview with the practical nursing coordinator
- Complete a resignation form and resignation report
- Consult with financial aid office on status of payment record

READMISSION POLICY
Students withdrawing from the program after completing the basic skills phase will be considered for readmission.

If approved by the faculty and administration the student will:

- Be readmitted into next class providing space is available in classroom and clinical groups (available space is determined by specialty clinical limitations)
- Adhered to the school's attendance policy at the time of withdrawal date
- Have had satisfactory clinical evaluations, a good conduct record, and followed all school policies and regulations during previous school term
- Agree to repeat all theory and clinical in the phase if they withdrew during medical surgical nursing (specialties are separate, they may be completed individually)
- Complete both theory and clinical hours during the same school term
- Meets all admission requirements
- Pay the re-entering fee plus the appropriate charges for any hours that must be re-taken (payment in full is required before re-entering the program)
- Be responsible for taking any added courses or changes in the program
- Retake pre-entrance physical exam is readmitted past one year
- Understand that re-entering after 18 months of original admission will be considered a new student
- Be enrolled in the program for a minimum of one phase immediately prior to
graduation before a diploma may be granted
- Be required to reapply if withdrew during the basic skills phase (the application will be considered in light of the applicant pool at that time)
- Be considered using re-entry criteria
SECTION III
SCHOOL POLICIES AND REGULATIONS

STUDENT RETENTION STRATEGIES
In order to improve the attrition rate in the Practical Nursing Program at the Academy of Careers & Technology, the following strategies will be followed:

Screening to enhance student retention will include:
- The Psychological Service Bureau test for Practical Nurses
- Background check
- Drug and alcohol laboratory testing
- Reference letters
- Math and computer classes

After passing these requirements, an applicant is considered qualified for the Practical Nursing program at the Academy of Careers & Technology. Qualified applicants have a better chance of success than an individual failing any of these requirements.

Orientation Process
- Emphasis on attendance and grades
- The student is responsible for maintaining required attendance and grades

Monitoring of Academic Progress and Remediation
- Grade report sheets and counseling sessions with instructor will be utilized throughout the year whenever a student fails to maintain an 80% on any subject
- Students are responsible to monitor their own grades consistently and seek instructor input when a weakness is identified

Absences
- When a student misses 13 hours in the Basic Skills or Med-Surg Phase, student will be counseled by faculty and coordinator
- Student is required to schedule an appointment with a school administrator after 13 hours missed per phase and return the signed attendance report to the nursing coordinator

Faculty Advisors
- Student's faculty advisor will be the assigned clinical instructor
  Advisor will identify students at risk for leaving the program and provide tutoring when necessary
HOURS OF OPERATION

Class Hours: 8:00 A.M. - 3:00 P.M., Monday through Friday

Clinical Hours: 7:30 A.M. - 3:00 P.M., basic skills and medical-surgical phases
8:00 A.M. - 3:00 P.M., specialties

Lunch: Forty (40) minutes only with last ten minutes reserved for conferences with instructors as indicated. Cafeterias are located in all hospitals. Students must eat in the cafeteria when in the clinical area unless otherwise specified by the instructor, but may bring lunch if desired.

Breaks: Ten (10) minute morning and afternoon will be given at the discretion of the instructor in the classroom. No breaks other than lunch are scheduled during clinical.

LOCATION OF FACILITIES

CLASSROOMS: Practical Nursing Classrooms and Nursing Lab

CLINICAL AREAS: Appalachian Regional Hospital
Beckley Raleigh County Health Department
Heartland of Beckley
Hospice of Southern West Virginia
Raleigh General Hospital Veterans Administration Hospital
Raleigh County WVU Extension Service
Jackie Withrow Hospital
The Hilltop Center
The Villages at Greystone
YMCA Happy Kids Preschool

METHODS of INSTRUCTION

Clinical Experience  Computer
Critical Thinking Exercises  Demonstrations
Discussion  Journaling
Lecture  Multicultural Activities
Multimedia  Nursing Care Plans
Power Point  Projects
Responder System  Role Playing
Student Organizations, HOSA  Student Reports

METHODS of EVALUATION

Clinical Evaluation  Comprehensive Examination
Instructor Evaluation  Rubrics
Self-Evaluation  Student Participation
Written Examination
MEDIA CENTERS

Library Locations
Raleigh General Hospital
Veterans Administration Hospital
Raleigh County Public Library

Books and periodicals are available for use in the hospital library, but are not to be checked out.

School
The Academy of Careers and Technology School of Practical Nursing provides a media center. This facility is the responsibility of the faculty with student assistance. The media center contains references, periodicals, magazines, textbooks and computers.

Please observe the following guidelines:

- All books other than reserved books may be checked out for two weeks. Media may be checked out for three days.
- The media center is available at 7:30 A.M. on classroom days. Required readings from magazines should be reviewed at this time.
- The condition of the media center is the responsibility of each student. Magazines and books are to be replaced in appropriate designated areas.
- Books and media are to be returned to faculty library personnel.
- Dictionaries and periodicals are not to be removed from the media center.
- All students must adhere to the guidelines stated in the technology use consent form when using a computer at ACT.

ACADEMIC POLICIES

Student must maintain a "C" average in each course including the theory and clinical areas.

The following grade scale is applicable:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>94 - 100%</td>
<td>A</td>
</tr>
<tr>
<td>86 - 93%</td>
<td>B</td>
</tr>
<tr>
<td>80 - 85%</td>
<td>C</td>
</tr>
</tbody>
</table>

Comprehensive testing will be used selectively throughout the year and will be counted as at least one tenth of each course's final grade.

TESTING PROGRAM AND TEST INFORMATION

This year the testing for the School Of Practical Nursing will be changing. This information will be given to you as soon as it is finalized and the dates are scheduled.

ATTENDANCE POLICY

Attendance is mandatory to fulfill the requirements for graduation and obtain a recommendation to take the State Licensure Examination.

The following list describes legitimate absences:

- Illness
- Death in the immediate family (in carrying out the provision of this law, the Raleigh County Board of Education designates "the immediate family" to include: the student's

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spouse, parent, child, brother or sister, father-in-law or mother-in-law, grandparents, grandchildren, brother-in-law or sister-in-law, son-in-law or daughter-in-law, stepparents, stepchildren, relatives or significant others residing in the same household.) The student will present documentation of the death. The student is allotted 3 days bereavement leave

- Court subpoena with documentation.

All absences will be documented. References for employment will reflect the number of absences.

The student may miss a maximum of twenty one (21) hours in Basic Skills phase and twenty one (21) hours in Med-Surg phase. Exceeding these hours in Basic Skills or Med-Surg phase will result in termination from the program.

During Specialties, only seven (7) hours in each area may be missed (either clinical or theory). More than seven (7) absences in these areas will result in termination from the program.

The student must notify the school office and clinical instructor each day of the absence by 7:30 A.M.

Following any clinical absence, the student will report to the nursing office to verify his/her attendance record by signing the attendance record.

Following an absence in the classroom the student is responsible for making arrangements for makeup work the day of return to school. All assignments and make-up exams must be completed within three days. If these policies are not met, the test or assignment grade will be zero.

All absences will be documented on the final evaluation by hours.

Any student not meeting attendance requirements becomes ineligible to graduate.

Students, who wish to be readmitted the following year, must follow the Readmission Policy.

Exceptional attendance will be awarded to students who are absent less than seven (7) hours.

Faithfull attendance will be awarded to who are absent between seven (7) hours and twenty one (21) hours.

**STUDENT CLASSROOM BEHAVIORS**

All students are required to:

- Maintain cleanliness of classroom and media center
- Request permission from the instructor to leave the room
- Possess a hall pass in when outside the classroom
- Wear name tags while in the school environment
• Remain in the classroom until 3:00 P.M. unless specifically dismissed by the instructor
• Participate in learning actively.
• Follow the Raleigh County Board of Education Dress Code while in the classroom setting
• Students who sleep or lay their head on the desk will have a verbal warning for the first offense. On any subsequent offenses, the student will have a conference and 2 points deducted from the next test in the subject being taught. The instructor and/or school administrator will counsel the students with problematic or disruptive behaviors.

STUDENT GUIDE FOR TAKING EXAMINATIONS

Students must:
• Utilize provided cover sheet.
• Not write on the cover sheet (instructor discretion)
• Have an additional #2 pencil on the desk for use during test

Make additional marks are to be made on the answer sheet except those indicating students’ answers to test questions.

Students must record name on all answer sheets.

Make-up tests will be given for a student absent the day of the original test. The faculty has the option to give a different test as a make-up test.

Specific review for exams will be given only at the discretion of the faculty.

Test results will be returned at the discretion of the instructor.

ACADEMIC DISHONESTY

The following recommendation was received from the State Department of Education in conjunction with Lanette Anderson, the Executive Secretary of the WV LPN Board:

Plagiarism is defined as submitting work created by another as your own work. You may not copy and paste information from an internet site in any of your written assignments. You may also not include words, images, or ideas verbatim from a book, journal, or other publication or media unless properly referenced using APA style guidelines. There will be zero tolerance of such actions. The student's grade will be penalized if plagiarism is evident in any written work submitted. Establishing credibility as a professional practical nurse is important. If the student has questions regarding assignments, he/she should consult the instructor, the current APA Manual, or the tutorial on the APA website at http://apastyle.org/learn/tutorials/basics-tutorial.aspx

STUDENT GOVERNMENT

Each year the students are required to organize and elect class officers. Elections will be held to fill the positions of President, Vice President, Secretary and Treasurer. Class meetings will be held at least once a month.
STUDENT HEALTH ISSUES
A student may request counseling for school problems or school related problems at the Academy of Careers and Technology. Appointments may be made by contacting the coordinator of the program or by contacting the counselor.

Each student is responsible for his/her own required medical care if she/he becomes ill during the school year. Each student should carry medical-hospital insurance. The school is not responsible for any illnesses or injury contacted by the student while performing school/clinical assignments. If a student becomes ill or is injured when in the clinical area, she/he may be seen by a house physician in the emergency room. The student is responsible for any fees charged for this service.

To remain in the program, a pregnant student must present documentation from her physician each month stating she is physically capable of clinical performance. The student is required to sign a waiver releasing the school and its affiliating agencies from liability should activities be detrimental to her or the child. The student must follow the physician’s policies regarding returning to work in the clinical area following delivery. The attendance policy will still apply.

PROFESSIONAL LIABILITY INSURANCE
Professional Liability Insurance is provided for the student through the State of West Virginia

CLINICAL PERFORMANCE
While at clinical the students are to:
• Attend assigned clinical area
• Notify school in advance of any absence. If you are assigned to the hospital area, call instructor by 7 A.M.
• Arrive on time for pre and post conference
• Confirm to uniform standards per school and hospital dress code
• Exhibit and maintain good health
• Operate within role and responsibility as a nursing student.

Student will receive a copy of expected clinical objectives prior to clinical experience.

Student will become ineligible to continue in clinical setting if the theory grade is below 80% at the completion of each phase or subject.

A student will be terminated immediately if any client abuse occurs.

CLINICAL PROFESSIONAL CONDUCT
The student will:
• Not establish or maintain a personal/ social relationship with any client(s) on the unit(s) which they are assigned while a student in the Academy of Careers and Technology School of Practical Nursing
• Not receive any monetary gain from client(s) during the school year
• Not allow unauthorized access to medical or personal information by divulging information verbally or allowing reading of documentation
• Understand that disciplinary measures with possible termination from the program will
result from any inappropriate relationships established or breach of confidentiality

UNIFORM REGULATIONS AND DRESS CODE FOR CLINICAL AREA

The student will:
- Wear selected by the school is white with gold/black monogram identification
- Wear picture identification
- Wear a watch with a sweep second hand and carry scissors, penlight and stethoscope
- An approved lab jacket will be worn with the uniform to and from the clinical as advised by the instructor
- Make certain that their hair not touch the collar or be in an extreme styling when in uniform. This is to meet accepted health standards in providing patient care. Side curls should not extend into the face. Pins or barrettes used to keep long hair off the collar or away from the face should be inconspicuous. This hair style is to be maintained at all times while the uniform is being worn.
- Not wear jewelry, other than a wedding band and watch with sweep second hand, one small post earring in each ear if the student has pierced ears
- Show any tattoos or body piercing
- Have their uniform laundered and pressed daily and to complete the appearance of a well-groomed individual
- Not wear perfume or excessive makeup
- Wear the dress uniform length of 2 inches below the knee cap of the student
- Wear clean white shoes
- bathe daily, use deodorant and be well-groomed
- Not wear artificial nails
- Keep nails short and clean

CLINICAL EVALUATION

During clinical evaluations the student will:
- Receive a clinical objective book prior to clinical experience to be used as an evaluation tool.
- Be supervised and evaluated during clinical experience by instructor
- Meet the clinical requirements of each phase before progressing to next phase
- Be counseled and receive a written description of clinical problems if they are experiencing clinical deficiencies
- Be given a period of 6 probationary clinical days to demonstrate that they are clinically competent in the deficient area documented
- Complete nursing care plans and written assignments
- Be terminated if clinical deficiencies result in a failing grade

Clinical deficiencies include:
- Engaging in any activity which is unsafe to the patient/client
- Engaging in insubordination to the instructor or hospital staff
- Engaging in unprofessional conduct
- Exhibiting negligent and/or incompetent behavior
- Failing to maintain a 80% in either/or clinical and classroom
- Failing to demonstrate progressive competence utilizing the nursing process.
- Violating client privacy
- Violating client confidentiality
- Students with documented clinical deficiencies resulting in a failing grade shall be terminated upon consensus of the faculty and the adult coordinator
- Nursing care plans and written assignments as assigned by instructor will become a part of the clinical grade

Clinical evaluations are individualized and are not to be compared with fellow classmates.

Clinical evaluations assist each student in improving clinical performance.

**REQUIREMENTS FOR DIPLOMAS**

To receive a diploma from the Academy of Careers and Technology School of Practical Nursing the student must

- Complete 1350 hours required by the West Virginia Board of Licensed Practical Nurses
- Pass with a minimum grade of C (80%) in all components of each phase of Basic Skills, Medical Surgical and Specialties
- Pass the Medical Surgical Nursing with a minimum grade of C (80%) in both clinical and theory
- Achieve at least 19 theory quality points at the completion of the Medical Surgical phase. Medical Surgical theory consists of 26 weighted points. Nineteen of these points must be passed with at least 80%.

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**Total** 26

The program design is simple to complex; therefore, each subject must be completed with an 80% during that specific phase before progression to the next subject area or phase.
Upon completion of these above requirements, a student will be awarded a diploma and a recommendation of program completion will be sent to the West Virginia State Board of Examiners for Licensed Practical Nurses. The graduates will be eligible for the licensure examination of the WV State Board of Examiners for Licensed Practical Nurses. (House Bill 609, Section 30-7A-10).

**ARTICULATION**

Articulation is available for Registered Long Term Care Nurse Aid (RLTCNA) for 120 hours Health Science Core (65 theory and 55 clinical) with documentation of education, one year’s experience and current certification.

**REASONS FOR IMMEDIATE DISMISSAL**

In addition to the Raleigh County Board of Education Policies, violation of any of the following may be grounds for immediate dismissal from ACT School of Practical Nursing:

- Violation of The Drug Or Alcohol Abuse Policy
- Violation of Raleigh County Schools weapons policy
- Violation of Social Media Policy
- Violation of Professionalism and Professional Conduct Policy
- Breach of confidentiality
- Insubordination
- Theft
- Violent acts or threats of violent acts against a school employee or another student
- Fraud or academic dishonesty
- Misconduct or unprofessional behavior during clinical rotations
- Discontinuing rotation of clinical experience
- Habitual offenders of the attendance policy
- Unreasonable absences or tardies
- Non-payment of tuition
- Persistent safety violations
- Illegal or improper use of the Internet
- Any infraction that could harm or threaten a student/staff in any way
- Failing theory grade, upon completion of a subject with the exception of Med-Surg which will be averaged at the end of the phase.
- Failing the clinical progress evaluation
- Failure to inform a faculty member of prescription medication that may impair judgment or
- Vandalism or willful destruction of property.
- Profane or obscene language, malicious gossip, or any communication causing harm to others.
- Endangering a patient or others through unsafe practices (verbal or physical)

**EMERGENCY PROCEDURES**

Fire Drill:

Fire extinguishers are located in each section of the building. A copy of the floor plan is posted in the hall near the office. A fire alarm box is located near the classroom. When fire alarm sounds the students are to:
- Stop work immediately
- Close all windows
- Exit the room in single file from each classroom door, with double file in hall toward designated exits
- Will leave before the instructors, who will turn off lights and close doors
- Return to building and resume classes upon notification

**Evacuation:** For use when conditions outside are safer than inside)

**Students are to:**
- Take the closest and safest way out of the building as posted (use secondary route if primary route is blocked or hazardous)
- Assist those needing special assistance
- Do not stop for belongings
- Go to designated assembly area
- Check for injuries and report to instructor
- Wait for further instructions

**Reverse Evacuation:** (For use when conditions inside are safer than outside)

**Students are to:**
- Move inside as quickly as possible
- Assist those needing special assistance
- Report to classroom
- Check for injuries
- Wait for further instructions

**Severe Weather Safe Area:** (For use in severe weather emergencies)

**Students are to:**
- Take the closest, safest route to shelter in designated safe areas (use secondary route if primary route is blocked or dangerous)
- Assist those needing special assistance
- Not stop for belongings
- Close all doors
- Remain in safe area until the "all clear" is given
- Wait for further instructions

**Shelter in Place:** (For use in external gas or chemical release)

**Students are to:**
- Clear the halls immediately
- Report to the nearest available classroom or other designated location
- Assist those needing special assistance
- Close and tape all windows and doors and
- Seal the gap between bottom of the door and the floor(external gas- chemical release)
- Not allow anyone to leave the classroom
- Stay away from all doors and windows
- Wait for further assistance
**Lockdown:** (For use to protect building occupants from potential dangers in the building)
Students are to:
- Clear the halls immediately
- Report to the nearest available classroom or other designated location
- Assist those needing special assistance
- Close and lock all windows and doors
- Not leave the classroom for any reason
- Cover all room and door windows
- Stay away from all doors and windows and move to interior walls and drop
- Shut off lights
- BE QUIET!
- Wait for further assistance

**Drop, Cover and Hold:** (For use in earthquake or other imminent danger to building or immediate surroundings)
Students are to:
- DROP to the floor, take cover under a nearby desk or table and face away from the windows
- COVER their eyes by leaning their face against your arms
- HOLD to the table or desk legs, and maintain present location/position
- Assist those needing special assistance
- Wait for further instructions
Appendices
SUBSTANCE ABUSE POLICY

If cause exists for screening or for random screening for drugs/alcohol the student will be accorded privacy and confidentiality.

A breathalyzer test, a urine and/or blood test may be done for alcohol/drugs. If urine specimen, the individual shall provide the sample under observation.

The above procedure(s) must be done in a timely and prompt manner.

Failure to accept testing will be treated as reason for dismissal from the program.

According to West Virginia State Board of Examiners for Licensed Practical Nurses, any alcohol or non-prescription drugs found in body substances is reason for dismissal from a practical nursing program in the state of West Virginia.

Appropriate interview(s) will follow. Students should be clear about the seriousness of a drug-alcohol abuse problem and know that it is reason for dismissal.

I have read and agree to the above policy statement:

_________________________________________  ___________________________
Student Practical Nurse                          Date
STUDENT AGREEMENT

The following agreement is made between the Academy of Careers and Technology School of Practical Nursing and the students

I have read the student handbook and have had an explanation of items I did not understand by the Coordinator of the school. I understand and will abide by the policies therein. I also understand that I will be required to:

- Participate in appropriate field trips.
- Be responsible for my own transportation
- Participate in student associations
- Participate in class activities including payment of dues
- Schedule any appointments (physician, dentist, etc.) after class time
- After an absence, assume the responsibility to contact the instructor the next theory day and make arrangements for any assignments missed
- Assume responsibility for transportation to and from assigned areas
- Understand special schedule considerations cannot be made
- Notify the school office and clinical instructor if I am ill or unable to attend class/clinical for any reason.
- Notify the school office and clinical instructor each day in the event of an extended illness or absence
- Maintain my health to protect myself and others of the health team
- Attend class and clinical lab in compliance with attendance policy
- Exhibit conduct appropriate to the nursing profession
- Understand that if my work or conduct is of such a nature to either endanger any patient or lower the standards of the practical nursing program, I may be asked to leave the program following a conference with the faculty and adult coordinator.
- Exhibit consideration and respect for fellow classmates, co-workers and faculty members of the practical nursing program
- Avoid defacement or engaging in any activity that causes damage to school/affiliating agency property
- Understand that cheating will result in termination from the program
- Submit a letter of resignation and complete a resignation report if becomes necessary to withdraw from the program
- Complete an exit interview with the program and financial coordinator
- Assume responsibility for any health care needed due to illness or injury contracted while performing school/clinical assignment
- Adhere to the Clinical Professional Conduct Policy

PARENTAL SIGNATURE IF UNDER AGE 18: __________________________________________

STUDENT SIGNATURE: __________________________________________

DATE______________________________ DATE______________________________
PART II

ADULT STUDENT HANDBOOK

2014-2015
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SECTION I
GENERAL INFORMATION

MISSION STATEMENT

“PREPARING STUDENTS FOR THEIR FUTURE”

CORE BELIEF

Students will acquire:
Academic Skills, Career Skills and Technical Skills

The Academy of Careers and Technology (ACT) is a West Virginia School of Excellence. It is a Career and Technical Center that serves adults and secondary students for Raleigh County and West Virginia. ACT provides high school students and adults with the academic and technical skills, knowledge and training necessary to succeed in future careers and develop skills they will use throughout their lives. The programs at ACT have been organized into eleven of the sixteen National Career Cluster Framework, that identify the knowledge and skills students need as they follow a pathway to their goals. ACT prepares students for the world of work by introducing them to workplace competencies, and makes academic content accessible to students by providing it in a hands-on context.

ACCREDITATION

The Academy of Careers and Technology is approved and operated in cooperation with the West Virginia Department of Education and The Raleigh County Board of Education. ACT is a Candidate for Accreditation by the Commission of the Council on Occupational Education (COE), located at 7840 Roswell Road; Building 300, Suite 325; Atlanta GA 30350; www.council.org. Telephone: 770-396-3898. Prior to our current candidacy status with COE, ACT was accredited by North Central Association of Colleges and Schools.

EQUAL EDUCATION OPPORTUNITY

The Raleigh County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Director of Pupil Services
Title IX and Title II Officer
105 Adair St.
Beckley, WV 25801
Telephone (304) 256-4500 ext. 3329
PROGRAMS OFFERED

Detailed descriptions of the following programs can be found in the Program of Study Guide found in the appendices.

Automotive Technology
Careers in Education
Carpentry
Collision Repair
Computer System Repair Technology
Cosmetology
Dental Assisting
Diesel Equipment Technology
Drafting
Early Childhood Education
Electrical Technician
Graphic Communications
Law and Public Safety
Marketing Management
Masonry
Medical Assisting
Pharmacy Technician
Phlebotomy
Practical Nursing
ProStart Restaurant Management
Surgical Technologist
Therapeutic Services
Travel and Tourism Management
Welding
TRAINING PROGRAM COMPONENTS

Occupational Knowledge: Students will study subject matter knowledge through traditional classroom instructing methods such as discussion, lectures, small groups, and laboratory assignments.

Occupational Performance Skills: Students will develop related performance skills through hands-on applications with actual work performed according to industrial standards.

Computer Literacy: Students will participate in a computer literacy training component in which they will learn valuable computer skills that will enhance their employability. All students must sign the county’s Acceptable Use Policy before using a school computer.

Employability Skills: Students will participate in an employability skills training component in which they will learn how to get and keep a job.

Leadership Skills: Students will develop leadership skills through participation in a student organization. These skills teach how to be a team leader and a team player.

Clinical Training: Students may participate in clinical training or work based learning. The school will schedule the training in local hospitals, clinics, businesses and schools.

On - The - Job - Training (OJT): Students may be placed in on approved worksites. The OJT experience is a valuable training tool that helps students understands industry standards and procedures. The assignment is considered school. Attendance will be monitored and a grade given. The assignment may be paid or unpaid. The procedures are as follows:

- Adult students must be in the last quarter of training before being assigned OJT
- The teacher must agree that the job is directly related to the program area and that the student is job ready
- Proof of insurance must be shown to the job placement coordinator before the OJT contract is written
- A training plan must be developed by the teacher/coordinator and the employer describing, in detail, the competencies to be learned by the student at the worksite
- The teacher/coordinator must use the training plan to check the student’s progress during the training period
- Students must sign the training contract. The contract is not valid until it is signed and returned to the job placement coordinator
- Students absent from work are considered absent from school

Live Work Projects: Students may have the opportunity to work on a project of personal importance. Examples include: automotive students working on their cars, computer repair students working on their computers. These projects are subject to the approval of the instructor and must coincide with specified curriculum. Students who wish to work on personal projects must:
• Receive permission from the instructor
• Agree that the instructor may inspect all projects to ensure that school tools and supplies are not being improperly removed from the premises
• Furnish all materials necessary for the project
• Sign the appropriate Work Order Form and Release Of Liability Form

CERTIFICATE OF APPLIED STUDY

Criteria for awarding the certificate of applied study are:

• Attending a minimum of 90% of the training hours scheduled for each course and the total program of study
• Earning the minimum requirement of units for each course
• Maintaining a "C" average for all course work attempted
• Possessing a high school diploma, high school equivalency, or be enrolled in a Test Assessing Secondary Completion (TASC) preparation class (G.E.D. preparation) as a component of their educational program
• Receiving a recommendation by the instructor

Certificate, grades, and job placement assistance will be withheld until all tuition and fees are paid.
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SECTION II
ADMISSION AND FINANCIAL AID INFORMATION

ADMISSION REQUIREMENTS
To enroll, applicants must:
- Have a High School Diploma, High School Equivalency, or be enrolled in a Test Assessing Secondary Completion (TASC) preparation class
- Complete the application and enrollment forms
- Pay a non-refundable $100.00 application fee
- Pay a non-refundable $25.00 registration fee
- Pay a non-refundable $50.00 background check fee
- If desired, apply for financial assistance grants online through Free Application for Federal Student Aid (FAFSA), www.FAFSA.ed.gov
- Receive enrollment instructions for specific programs requirements from the ACT office staff
- Meet any additional requirements specified in the program enrollment instructions

TRANSFER POLICY
The Academy of Careers and Technology (ACT) does not accept transfer of credits earned at other institutions.

Students who wish to transfer from one Academy of Careers and Technology program to another must meet with the Adult Coordinator to determine course options, space availability, and financial responsibility.

CLASS CANCELLATION
You are encouraged to register for classes early. If there is insufficient enrollment the school reserves the right to cancel a class. If a class is cancelled for any reason, students will be notified prior to the scheduled class by telephone.

TEXTBOOKS
Textbooks and testing fees are not included in the tuition and are the responsibility of the student. Purchased books cannot be returned.

iPADS
Adult students that are in programs that use iPads for instruction will receive them when class begins. These iPads remain the property of ACT until the student completes the program.

TUITION AND FEES
A tuition payment schedule must be arranged with the Adult Coordination prior to the first class of each term and a cost sheet must be signed. Students who have not paid their tuition or made arrangements for payment with the Adult Coordination will not be allowed to attend class.

All tuition and fees must be paid before participating in clinical experience or receiving a Certificate of Applied Study. Students completing a program with an outstanding balance will not be eligible to receive a transcript.
THIRTEENTH -YEAR STUDENT
A 13th year student is given free tuition in a secondary program for one year or until they complete their program of study. They also will receive an iPad to use or the length of the program. This iPad remains the property of ACT. The student must pay for books, test fees, student organization dues, insurance, and any other cost normally charged to adult student excluding tuition.

To qualify as a 13th year student you must:

- Have attended ACT as a senior
- Graduated the previous school term
- Wish to complete a program of study

This policy excludes The ACT School of Cosmetology.
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<th>Tuition</th>
<th>Registration</th>
<th>Application</th>
<th>Technology</th>
<th>Lab</th>
<th>Books</th>
<th>Background Check</th>
<th>Test</th>
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FINANCIAL AID

Financial assistance is available to students who qualify. The primary source of financial aid at The Academy of Careers and Technology is the Federal Pell Grant.

Federal Pell Grant: A Pell Grant is money available through the Federal Government and does not require repayment. It is available to assist eligible students with tuition and school related expenses. Students who are interested in applying for the Pell Grant should use the following filing procedures:

- Complete the Pell Grant Application found online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Please document the school code as 015748
- Call the financial aid representative at the school at 304-256-4615 extension 302 if you need help in completing the application
- Schedule an appointment with the financial aid representative at ACT to discuss their possible award once the student receives the Satisfactory Academic Progress (SAR) report from the federal government

Veterans Benefits: Many programs offered at The Academy of Careers and Technology are approved to accept and train veterans who qualify.

HEAPS Workforce Development: When a student who is attending ACT is awarded HEAPSWD, it is divided into two Awards; one for each enrollment period. Each award cannot be applied to the enrollment period until at least 60% of the enrollment period hours have been completed and ACT has received the funding from the state. ACT will work to apply these awards as soon as possible, this is a group process not completed individually. The financial aid office must first confirm that each student is maintaining Satisfactory Academic Progress (SAP).

Example 1: Most classes at ACT are 1080 hour classes
- First enrollment period = 540 hours. Second enrollment period = 540 hours.
  - Once funding has arrived:
    - **1st** Heaps Award cannot be applied until at least 60% of 540 which is 324 hours
    - **2nd** Heaps Award cannot be applied until at least 60% of 540 which is 864 hours

Example 2: LPN class is 1350 hours
- First enrollment period = 675 hours. Second enrollment period = 675 hours.
  - Once funding has arrived:
    - **1st** Heaps Award cannot be applied until at least 60% of 675 which is 405 hours
    - **2nd** Heaps Award cannot be applied until at least 60% of 675 which is 1080 hours

Workforce Investment Act (WIA): Eligible residents of Raleigh County and several neighboring counties have received training at ACT through this federally funded program. For more information contact:

West Virginia Job Service
200 Value City Center
Beckley, WV 25801
304-256-6972
The Academy of Careers & Technology also accepts financial aid from the following agencies:

- Bureau of Vocational Rehabilitation
- Worker's Compensation Fund
- Council of Three Rivers
- Higher Education for Adult Part-time Students
- Individual Scholarships
- Student Payment Plan

**REFUND POLICY**

Students are charged tuition and fees by enrollment periods. If a student withdraws during an enrollment period tuition will be refunded as follows:

<table>
<thead>
<tr>
<th>WITHDRAWAL DATE (last date of attendance)</th>
<th>REFUND*</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or before the first day of class</td>
<td>100%</td>
</tr>
<tr>
<td>On or before 10% of the enrollment period</td>
<td>75%</td>
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<tr>
<td>On or before 25% of the enrollment period</td>
<td>50%</td>
</tr>
<tr>
<td>After 25% of the enrollment period</td>
<td>No refund</td>
</tr>
</tbody>
</table>

*All refunds exclude fees and other additional cost. Refunds will be processed within 60 days of withdrawal.

**RETURN OF TITLE IV FUNDS**

The Academy of Careers and Technology complies with the Federal Return of Funds policy for all full-time students. The *Return of Title IV Funds* (Return) regulations do not dictate an institutional refund policy. Instead, a statutory schedule is used to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. The amount of Title IV program assistance earned is based on the amount of time the student spent in academic attendance; it has no relationship to the student’s incurred institutional charges.

Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. **After the 60% point** in the payment period or period of enrollment, a student has earned 100% of the Title IV funds.

This policy is based upon clock hours completed divided by (1) the clock hours in the payment period; and/or (2) the clock hours scheduled to be completed in the payment period. The resulting percentage determines the amount of funds to be returned, if any. Any cash balance owed to the school becomes the responsibility of the student.
SECTION III
STUDENT SERVICES

EMPLOYABILITY SKILLS
All full time programs offer instruction in employability skills appropriate to the specific program of study. Students prepare a resume, fill out a job application, and practice interviewing skills. In addition, they study how to succeed and advance on the job.

PLACEMENT AND FOLLOW-UP
When a student obtains employment, either by early placement or following program completion, the student is requested to provide the following information to the Career And Technical Instructor: employer name, employer address and phone number, immediate supervisor, job title, hourly wage and hours per week worked, job duties, and start date. This form can be completed online at http://wvact.net/followup.html. Between February 1 and March 30 of each year, students completing a program during the previous 12-month period are contacted to determine current employment status. State and Federal regulations require that placement information be recorded and made available.

COMPLETION AND PLACEMENT DATA

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<thead>
<tr>
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<tbody>
<tr>
<td></td>
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<td>Number of Students Placed</td>
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<tr>
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<tr>
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<tr>
<td>Diesel Equipment Technology</td>
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<td>Practical Nursing</td>
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</table>
CAREER TECH STUDENT ORGANIZATIONS
Career and Technical Student Organizations (CTSO’s) are part of the curriculum (not clubs) for all Career and Technical Education (CTE) programs. These organizations promote employability skills important for job success, leadership, cooperation, responsibility, positive attitude, and initiative. These organizations include:

- **DECA**, a national association of marketing education students
- **FEA**, Future Educators Association
- **FCCLA**, Family Career and Community Leaders of America
- **HOSA**, Health Occupations Students of America
- **SkillsUSA**, a national organization serving students in technical, skilled and service occupations.
- **(TSA)** Technology Student Association

NATIONAL TECHNICAL HONOR SOCIETY
The Academy of Careers and Technology Chapter of the National Vocational Technical Honor Society (NVTHS) recognizes students who have achieved excellence in their CTE program. Each year, eligible students are honored during an induction ceremony held at ACT as well as special honors given at their high school graduation. The national office of the NVTHS sends letters of recommendation to prospective employers.

In order to qualify for membership, students must have a 94% average in their CTE program, demonstrate leadership ability, have good attendance, and no disciplinary referral forms. Teachers submit candidate’s names to the administration that reviews the applications and approves the final selection of members. A copy of the by-laws is available in the school office. Membership dues are the responsibility of the student. Students are urged to strive to attain this high honor.
SECTION IV
SCHOOL POLICIES AND REGULATIONS

Program-specific handbooks supersede the policies of this handbook.

STUDENT CODE OF CONDUCT
All students are expected to know, understand and follow the policies of the student code of conduct at The Academy of Careers and Technology. Each student is required to sign the student acknowledgment form. This contract is implemented to ensure that all students receive information on expected behavior and student performance. Information in the contract and student handbook will be the basis for resolving disputes and for communicating the proper mechanism for problem resolution.

Students are expected to demonstrate the following:
- Desire to learn and develop their professional skills
- Attend class regularly
- Willing to receive constructive feedback
- Be on time
- Be prepared for class
- Be considerate
- Show respect for school property, staff and students
- Actively participate in class discussions

Violation of the Student Code of Conduct will result in temporary removal, written reprimand, and/or dismissal from the program.

SATISFACTORY PROGRESS
To successfully complete a full-time program at ACT students must meet the Satisfactory Academic Progress (SAP) requirements.

Satisfactory Academic Progress is measured by the following criteria:
- Maintaining a "C" average
- Attending at least 90% of the program hours each 6 six-week grading period
- Completing the course within the originally scheduled course hours

Satisfactory Academic Progress will be reviewed each grading period by the instructor and on payment period bases by the financial aid office. If a student is not making SAP at the end of each payment period they will be placed on financial aid warning for the payment period following the payment period in which the student did not make SAP. The student must meet with the program Instructor and Adult Coordinator at which time the requirements and academic plan for the warning period will be determined. The student must agree to the requirements to remain in the program. If the requirements are not met the student will be dismissed from the program.
ACADEMIC PROGRESS
The instructor evaluates academic progress on a term basis. Periodic student/instructor conferences and/or timely grade reports keep the students informed of their progress.

The following grade scale is applicable:
- 93 - 100% = A Excellent
- 85 - 92% = B Above Average
- 75 - 84% = C Average
- 74 - 65% = D Unsatisfactory
- Below 65% = F Failure

To maintain satisfactory progress, a student must achieve a minimum of 75% cumulative average each term. Failure to achieve a minimum standard may result in probation or dismissal from the program.

ATTENDANCE
Each student has the primary responsibility for tracking individual absences and tardiness. Every student is expected to establish an excellent attendance record that will be an asset when applying for a job. Students are expected to arrive on time and stay until the end of the class.

Attendance is reviewed on a regular basis. Certain programs may have higher attendance standards. Please refer to program-specific handbooks. The following are general minimum standards.

- The minimum attendance requirement to maintain satisfactory progress is 90% for the term and for the overall program. A student may miss no more than 10% of the scheduled clock hours per term.
- Absences exceeding 10% of the scheduled term hours will lead to the student being placed on warning. The warning will be for the remainder of the year. The student, teacher, and adult coordinator will receive the warning form. Failure to complete warning requirements will result in dismissal from the program.
- Students who have missed more than 10% of classroom hours will not be allowed to advance to clinical or on-the-job training.
- Students are required to notify the instructor either by phone, phone message or e-mail that they will be absent from class.
- Any student absent for more than three days without notice will be dismissed from the program.
- Students must provide a written excuse following an absence.
- Arrangements for makeup work are the joint responsibility and cooperation of the teacher and student on the first day that the student returns to school.
- Students having prior knowledge of any scheduled testing or assignment may be required to make up work on the first day of returning to class, this includes both excused and unexcused absences.
TARDY AND EARLY DISMISSAL PROCEDURES
All students who are not in class on time will be considered tardy. Three tardies will count as an absence for one block of classroom time. This includes tardies from break. Adult students in day classes who leave early must sign out at the office. Adult students in evening classes must sign out with the instructor.
The following actions will be taken for tardies or leaving class early:

- Any tardy or early dismissal exceeding 30 minutes will be counted as one block absent from class
- Any tardy or early dismissal for more than ½ of the class time will be considered absent for the entire class
- Three tardies or three early dismissals for less than 30 minutes will be counted as one absence
- All adult night students arriving over 30 minutes late should report to the office for a pass or for admission to enter the class

STUDENT RECORDS AND RIGHTS TO PRIVACY
Records of student grades, competencies, behavior, etc. are made and retained at ACT. These records are open to students over eighteen years of age and to the parents of those students under eighteen. The privacy of these records is assured and information contained in them will not be divulged to unauthorized individuals or agencies.

The collection, maintenance and disclosure of these records will be in accordance with guidelines established by the West Virginia Department of Education and the Raleigh County Board of Education. Students who have questions about their records or policy guidelines should see the counselor or administrator for their program level (i.e., Vice Principal for secondary students; Adult Coordinator for adult students)

TRANSCRIPT REQUESTS
Students needing a transcript must complete a transcript request form. These forms can be found on the schools webpage or at the ACT office.
Requests for transcripts of students who completed programs before 1997 should be sent to:
   Records Clerk
   Raleigh County Board of Education
   105 Adair Street
   Beckley, WV  25801
   Transcript fee, call (304) 256-4521

Requests for transcripts of students who completed programs from 1997 to present should be sent to:
   Transcripts
   Academy of Careers and Technology
   390 Stanaford Road
   Beckley, WV 25801
   Transcript fee: $8.00

Please allow 7 to 10 business days for processing from the date the request was received.
VISITORS
Any person not on an official class roster is considered a visitor. In order to properly monitor the safety of students and staff, all visitors who wish to enter classrooms must report to the office, sign in, and obtain a visitor’s pass/name tag from the office. No adult student may have visitors at school without first obtaining written permission from the Program Supervisor or designee. Students may not bring their children to class.

USE OF ELECTRONIC COMMUNICATION DEVICES
The unethical use of electronic communication devices of any kind is strictly prohibited. Raleigh County Schools has a cell phone policy which will be followed by ACT. This policy is available on line at www.boe.rale.k12.wv.us.

SOCIAL MEDIA POLICY
This policy governs student publication of commentary on social media platforms. For the purpose of this policy, social media is defined as but not limited to any online publication. Students are not allowed to publish or comment in any way concerning activities, other students, ACT staff, clinical sites, or on-the-job training facilities.

FIRE DRILLS and LOCKDOWN DRILLS
Periodically, drills will be held to acquaint students with the proper procedures for evacuation or lockdown in an emergency. Each student should cooperate with his/her instructor in learning the proper techniques for evacuation and clearance of the building or lockdown.

SCHOOL DRESS CODE
ACT exists to prepare students for the world of work; therefore, the clothes and hairstyles worn by students should reflect this concern. Students should dress as they would in performing on the job. This does not mean that one has to “dress up” or be formally attired. Every day school clothes are appropriate. The instructors in each area will prescribe specific personal safety devices and protective clothing, students may be required to purchase and wear special items of clothing (hard toe shoes, hard hats, eye protection devices, gloves, etc.). Students will obtain these items and be required to use them. No shorts, sandals, or tennis shoes are permitted in the lab area. Noncompliance with this will result in disciplinary action. All students will follow the adopted Raleigh County School Dress Code.

Uniforms are required for health occupations programs and cosmetology.

STUDENT DRIVING
All adult students, including evening students, are to park on the rear parking lot, excluding front row and by the shops. Adult students will be issued parking permits as part of their program cost. Handicapped parking is available in front of the school to those with the appropriate seal or tag. Violators may be towed. Day students that drive will leave at the final dismissal bell only. The Raleigh County Board of Education is not responsible for damage to vehicles while parked at ACT.
THEFT
Students are responsible for personal items that are brought to the school and left from day to day. ACT is not responsible for the replacement of lost or stolen items.

LOST AND FOUND
Lost items should be reported at the main office. Students who have lost items should check at the school office and may retrieve their items if they give a proper description.

EMERGENCY CLOSINGS AND DELAYS
Adult classes will follow the Raleigh County Board of Education inclement weather decisions.

SAFETY REGULATIONS
ACT makes every effort possible to provide a safe working environment in all its instructional programs. Every student will be required to demonstrate and practice safe work habits at all times. In instructional areas where potentially dangerous machines and/or materials are used, all students, instructors and visitors must wear appropriate protective equipment. This includes appropriate shoes in all shop areas.

ACT promotes and enforces safety rules and regulations according to standards set up by the Occupational Safety and Health Administration (OSHA). Safety rules will be reviewed by the instructors at the beginning and throughout the program. Each student is to follow all safety rules. Safety tests are administered in every technical program. One hundred percent (100%) success is required of all students before operating equipment. It is the student’s responsibility to follow the safety regulations established for their career-technical program. Students are to report all accidents/injuries to their instructor immediately and complete a Student Accident Report. Failure to abide by all safety regulations will result in disciplinary action.

ACCESS TO GROUNDS AND FACILITIES
The Academy of Careers and Technology, as a "public and open institution," has no physical barriers delineating its property boundaries. The school’s administrative staff controls access to grounds and the building and assistance is provided through patrol activity by local law enforcement agencies.
PROHIBITED ACTIVITY

1. Federal, state, local laws, the Raleigh County Board of Education, and ACT prohibit the use, possession, distribution, sale, and/or manufacture of illicit drugs. The administrative staff and local law enforcement agencies freely exchange information and cooperatively work to maintain a drug-free environment at this school.

2. ACT rules and regulations and state laws prohibit the use and possession of alcoholic beverages on Board of Education-owned or controlled property.

3. Students who are suspected of alcohol or drug abuse may be required to submit to drug testing. Refusal to submit to drug testing will be considered as positive testing results.

4. Random drug testing occurs at ACT. A positive test will result in immediate dismissal from the program. If the student has reason to believe the positive test is a result of a prescription medication, a chain-of-custody test is required for the student to remain in class. The student may be required to pay the additional cost. A positive result from the chain of custody will result in immediate dismissal from the program and the student is not eligible for readmittance to that program.

5. Students who are found using drugs or alcohol on school premises are subject to immediate dismissal.

6. Students who are dismissed from a program due to alcohol or drug abuse will not be eligible to return to that program or any medically related program.

7. The Raleigh County Board of Education and ACT recognize that the use of tobacco represents a health and safety hazard, which can have harmful consequences for both its tobacco user and non-user. By legislative mandate and policy set by the Board of Education, all students, parents, employees and visitors are prohibited from using any form of tobacco in schools or on its grounds.

8. Federal, state, local laws, The Raleigh County Board of Education, and ACT prohibit the possession of firearms or other dangerous weapons on Board of Education-owned or controlled property.

9. When visitors are found on school property without office clearance, the appropriate authorities (the police) will be notified.
POLICY ON PROFESSIONALISM AND PROFESSIONAL CONDUCT

Purposes of Policy
Professional conduct and professionalism are important in every career. Individuals seeking service from professionals must be able to trust their provider. This policy establishes standards of professionalism and professional behavior for students while attending ACT and continuing with their career.

The policy is meant to be consistent with ACT’s policies regarding student conduct.

STANDARDS FOR PROFESSIONAL CONDUCT
Professional behaviors and professionalism are critical to the effective education of students and the practice of their respective professions. All students at ACT are expected to demonstrate high standards of professional behavior in all educational settings, including classrooms and laboratories, professional and clinical sites, and in non-educational settings. Examples of such behavior include, but are not limited to:

- Honesty, integrity, trustworthiness, empathy, cultural diversity, communication, punctuality, professional behavior, ethical standards, social contracts, negotiation, compromise, conflict resolution, lifelong improvement and professional competence, time management, decision-making and appearance.

Adherence to professional standards is an academic requirement for graduation from ACT and a performance standard for students. Failure to meet these standards will result in disciplinary action, which may include dismissal from the program and ACT.

CRIMINAL ACTIVITIES
Any adult requesting admission into a day program at ACT, who has been convicted of a felony or submitted a guilty plea or a plea of no contest to a felony charge, may not be admitted into any day program. Any student who engages in drug or alcohol abuse, theft or any other illegal activities is subject to disciplinary action and/or removal from any adult program.

REPORTING CRIMINAL ACTIVITIES
School personnel and students are strongly advised and encouraged to report crimes and/or suspicious behavior or activity to the school's administrative staff by calling the school at 304-256-4615. Any person may also report crimes by:

- Dialing 911
- Reporting incidents directly to any school official including administrators, counselors, or teachers

CAMPUS SECURITY
The protection of property and personnel at ACT is a priority of the Raleigh County Board of Education and of the administrative staff of this school. ACT is equipped with observation cameras that are monitored and taped daily. The school has an excellent working
relationship with local, state and federal law enforcement agencies, and will use these agencies to see that property and personnel are protected from hostile, illegal, or threatening situations.

Faculty and staff at ACT make every effort to keep students safe, secure, and free of harassment. If, at any time, a student feels they need to report a problem, they should do so immediately by speaking with the teacher, counselor, or administration. In addition, Raleigh County Schools provides a 24-hour hotline for all students. Call 1-866-723-3982, to report confidentially and anonymously any activity that may hurt students or the school.

The Campus Security Act requires all schools receiving certain federal funds to disclose campus crime statistics to employees, students, and potential students.

<table>
<thead>
<tr>
<th>ON-CAMPUS CRIME STATISTICS</th>
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<tbody>
<tr>
<td>Murder</td>
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<tr>
<td>Sex Offenses</td>
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<tr>
<td>Aggravated Assault</td>
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<td>Robbery</td>
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<td>Burglary</td>
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<td>Motor Vehicle Theft</td>
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<th>ARRESTS</th>
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<tr>
<td>Liquor Violations</td>
</tr>
<tr>
<td>Drug Violations</td>
</tr>
<tr>
<td>Weapons Violations</td>
</tr>
</tbody>
</table>

SEXUAL HARASSMENT AND OFFENSES

It is the policy of the Raleigh County Board of Education to maintain learning and working environment that is free from sexual harassment. The Board prohibits any form of sexual harassment.
It shall be a violation of this policy for any student or employee of the Raleigh County School District to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. The Raleigh County Board of Education will act to investigate all complaints, formal, informal, verbal or written, of sexual harassment and will discipline any student or employee who sexually harasses a student or employee of the school district.

The Raleigh County Sexual Harassment Policy is on file at the Raleigh County Board of ACT.

**REASONS FOR IMMEDIATE DISMISSAL**

In addition to the Raleigh County Board of Education Policies, violation of any of the following may be grounds for immediate dismissal from ACT:

- Violation of The Drug Or Alcohol Abuse Policy
- Violation of Raleigh County Schools weapons policy
- Violation of Social Media Policy
- Violation of Professionalism and Professional Conduct Policy
- Breach of confidentiality
- Insubordination
- Theft
- Violent acts or threats of violent acts against a school employee or another student
- Fraud or academic dishonesty
- Misconduct or unprofessional behavior during clinical rotations
- Discontinuing rotation of clinical experience
- Habitual offenders of the attendance policy
- Unreasonable absences or tardies
- Non-payment of tuition
- Persistent safety violations
- Illegal or improper use of the Internet
- Any infraction that could harm or threaten a student/staff in any way

**ADULT STUDENT COMPLAINT PROCEDURE**

The purpose of this standard procedure is to provide the student a mechanism for resolving complaints related to school conditions, policies, or practices.

**LEVEL 1**
- Within 5 days of an incident, the student must submit a written complaint to Adult Education Coordinator.
- The Adult Education coordinator must provide a written response within 5 days.

**LEVEL 2**
- If a student wishes to appeal the Level 1 decision, they must submit a written appeal to the Assistant Principal within 5 days.
- The Assistant Principal must provide a written response within 5 days.
LEVEL 3
- If a student wishes to appeal the Level 2 decision, they must submit a written appeal to the Career Technical Education Director within 5 days.
- The Career Technical Education Director must provide a written response within 5 days.

LEVEL 4
- If a student wishes to appeal the Level 3 decision, they must submit written appeal to The Superintendent of Raleigh County Schools within 5 days.

LEVEL 5
If the student wishes to take further action after the final appeal has been made, they may contact ACTs accrediting agency. The Council on Occupational Education will require all documentation that the student has followed the stated grievance policy of the institution.

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta GA 30350
Telephone: 770-396-3898/ FAX: 770-396-3790
www.council.org
APPENDICES
## Raleigh County Schools 2014-2015 School Calendar Year

### For Raleigh County Schools

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<th>Month</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>First Day Employment Term</th>
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### First and Last Dates

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<tr>
<th>Faculty Senate Meetings</th>
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<th>Noninstructional Days - Reap</th>
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<td>09/16/14 Labor Day</td>
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<tr>
<td>09/20/14 First day instructional term</td>
<td>10/17/14 2nd Meeting</td>
<td>11/11/14 Veterans day</td>
<td>180</td>
</tr>
<tr>
<td>11/12/15 Last day before Thanksgiving</td>
<td>12/19/14 3rd Meeting</td>
<td>12/25/14 Christmas Day</td>
<td>180</td>
</tr>
<tr>
<td>06/06/15 Last day instructional term</td>
<td>03/13/16 4th Meeting</td>
<td>03/02/14 Opening/Closing Schools</td>
<td>180</td>
</tr>
<tr>
<td>06/12/15 Last day employment term</td>
<td>06/22/15 5th Meeting</td>
<td>06/23/15 Closing Schools</td>
<td>180</td>
</tr>
</tbody>
</table>

### Out-of-Calendar (Non-paid) Days

- **20** Out of Calendar Days

Maximum number of out-of-calendar days possible is 40 in order that the 200 day employment term does not exceed 48 weeks. Out-of-Calendar days must be used to make-up non-instructional days. If non-instructional days are not adequate, however, since June 20th is a school holiday, it cannot be used for make-up if it is not included in the total number of holidays to exceed seven.

### Dates of Summer School or Intersessions

- First Session: Beginning Date Ending Date
- Second Session: Beginning Date Ending Date
- Third Session: Beginning Date Ending Date

March 21, 2014 James G. Brown

Name of County Superintendent

WVDE 11-20-35 (Revised 12-13)