

# Student Handbook

## 2021 – 2022



### **Academy of Careers and Technology**

*“preparing students for their future”*

390 Stanaford Road

Beckley, West Virginia 25801

304-256-4615

<http://wvact.net>

<http://facebook.com/wvact>

Programs are provided under the administration of:

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105 Adair Street  
Beckley, West Virginia 25801  
(304) 256-4500

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Beckley, West Virginia 25801  
(304) 256-4615

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Jeff Lacy, Assistant Principal  
Kevin Bolen, Adult Education Coordinator  
Charles Fuller, Counselor  
Melani Hylton, Financial Aid Counselor  
Candace Crouse, Job Placement/Data Coordinator

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The Student Handbook is a working document and subject to change. For the most updated version of the Handbook, visit <https://www.wvact.net/resources-links>.

# *Academy of Careers & Technology*

390 STANAFORD ROAD  
BECKLEY, WEST VIRGINIA 25801  
(304) 256-4615

August 2021

Dear Students:

Welcome to the Academy of Careers and Technology, located in Beckley, West Virginia! Our center is a premier career and technical education institution serving secondary students from Raleigh County's four high schools and adult students from southern West Virginia. We offer a broad spectrum of innovative and challenging technical programs that provide the knowledge and skills necessary to excel in the ever-changing world of work and post-secondary education.

Opened in 1977, ACT has long been recognized as a primary work-force provider and a significant educational institution and recently received the West Virginia Department of Education's highest rating, the School of Excellence award. To attain and maintain such distinction, our administration, faculty, and staff work in close cooperation with our partnering secondary schools and through collaborative efforts involving students, parents, businesses, industry, labor, and higher education.

The curricula at ACT are diverse and challenging. Our students are encouraged to actively explore challenging technical studies that enable them to see the relationship between course content and future career plans. The career and technical instructional programs are rigorous and yet designed to adapt to the needs of diverse learners.

Our goal at ACT is to provide the citizens of Raleigh County, West Virginia, opportunities to find and attain a position in life which is personally productive, useful, and satisfying. I invite you to browse our website, accept our invitation to visit Academy of Careers and Technology, or contact us for additional information.

Sincerely,



Charles M. Pack, Jr.  
Director of Career Technical Education/Principal  
[cmpack@k12.wv.us](mailto:cmpack@k12.wv.us)

## **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 Education Center that serves adults and secondary students in Raleigh County and southern West Virginia. ACT provides students 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 represent nine of the sixteen career clusters, based on the [National Career Cluster Framework®](#), which identifies 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 accredited by the Council on Occupational Education (COE). The Council on Occupational Education accredits post-secondary occupational institutions that offer certificate, diploma, or applied associate degree programs. These institutions include public technical colleges, private career colleges (both for-profit and not-for-profit), Army, Navy, and Department of Defense institutions, and Job Corps Centers. The Commission of the Council on Occupational Education (COE) is located at 7840 Roswell Road; Building 300, Suite 325; Atlanta GA 30350; (770) 396-3898; [www.council.org](http://www.council.org).

### **EQUAL EDUCATION OPPORTUNITY**

The Raleigh County Board of Education does not discriminate based on 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:

Eric Dillon, Director of Pupil Services  
Title IX and Title II Officer  
105 Adair Street  
Beckley, WV 25801  
Telephone: (304) 256-4500 extension 3329

## DIRECTORY OF FACULTY AND STAFF

NAME	PROGRAM	ROOM	EXT
Lauren Adkins	Computer Aided Drafting & Design/Project Lead The Way	215	334
Kevin Bolen	Adult Education Coordinator	OFFICE	305
Gary Bremer	Truck Driving	110	342
Chad Cox	EMT-B/Emergency and Firefighting Management Services	111	354
Candace Crouse	Job Placement/Data Coordinator	OFFICE	304
Shawna Davis-Lilly	Therapeutic Services	216	319
Michelle Farmer	Communities in Schools	201G	357
Heather Fogus	Dental Assisting	212	341
Charles Fuller	Counselor	202	328
Richard Gauldin	Welding	301	330
Michele Harless	Practical Nursing Evening Coordinator	210	309
Jeff Harrah	Collision Repair Technology	107	345
Coralee Hatcher	Practical Nursing Coordinator	211	343
Melissa Hendrick	Evening Practical Nursing Secretary	OFFICE	301
James Hughes	Academic Math (CTE)	224	349
Melani Hylton	Financial Aid Counselor	OFFICE	302
Heather James	Academic English (CTE)	222	336
Dustin Jones	Evening Welding	301	330
Jeff Lacy	Assistant Principal	OFFICE	307
Robert Lahman	Custodian	OFFICE	---
Liz Lawrence	Practical Nursing	211	332
Tamie League	Option Pathway	207	339
Kelly Legg	Secretary	OFFICE	301
Beverley Mamone	Option Pathway	207	339
Andrea Martin	Medical Assisting	201	324
Carmen McGuire	Truck Driving	110	342
Michael Meador	Automotive Technology	105	321
Christy Moulder	Cosmetology	203-206	326
David Pack	Diesel Equipment Technology	103	331
Charles M. Pack, Jr.	Career Technical Education Director/Principal	OFFICE	306
Scott Pack	Carpentry	302	327
Debra Pendleton	Practical Nursing Secretary	211	353/301
Angela Priddy	School Nurse	210F	352
Ed Radford	Masonry	303	323
Sarah Rahal	Vocational Specialist	106	338
David Richmond	Law and Public Safety	108	333
Charity Riggs	Practical Nursing	210	308
Celeste Robinson	Cosmetology	203-206	326
Joyce Rollins	Phlebotomy Technician	225	347
Robert Schmid III	Power Equipment Systems/Career Exploration	209/102	325/361
Steve Simmerman	Custodian	OFFICE	---
Richard Snuffer	Electrical Technician	101	322
Ann Thomas	Cosmetology	203-206	326
Denise Thomas	Practical Nursing	211	320
Shane Treadway	Building Maintenance and Operations	219	329
Robin Walton	Accountant/Secretary	OFFICE	303
Nathan Wilburn	ProStart Restaurant Management	221	350
Mark Wray	Computer Systems Repair Technology	217	337

<b>FULL TIME FACULTY</b>					
<b>Last Name</b>	<b>First Name</b>	<b>Program</b>	<b>Degree/ Certificate</b>	<b>Institution</b>	<b>Industry Credentials (if applicable)</b>
Adkins	Lauren	Computer Aided Drafting & Design/Project Lead The Way	Associates	Bridgemont Community and Technical College	Computerized Drafting & Design Engineer Technology, Mechanical Engineering Technology, Civil Engineering Technology, ADDA-Certified Mechanical Drafter, Project Lead the Way Certified Teacher
Cox	Chad	EMT-B	Career Technical Certificate	West Virginia University Institute of Technology	MCCP; NAEMSE Instructor; PST Instructor
Davis-Lilly	Shawna	Therapeutic Services	Masters	West Virginia University	Registered Nurse, Certified Phlebotomy Technician, Certified EKG Technician
Fogus	Heather	Dental Assisting	Associates	Bridge Valley Community and Technical College	Registered Dental Hygienist
Gauldin	Richard	Welding	Career Technical Certificate	West Virginia University Institute of Technology	Certified Welder, National NCCR Certification
Harless	Michele	Practical Nursing	Bachelors	Mountain State University Concord University	Bachelors of Science in Nursing Bachelors of Arts in Psychology
Harrah	Jeff	Collision Repair Technology	Career Technical Certificate	West Virginia University Institute of Technology	ASE Master Certified, GM Certified Technician, I-Car Certification
Hatcher	Coralee	Practical Nursing Coordinator	Masters	Marshall University	Bachelors of Science in Nursing M.S. Continuing Adult Education
Hughes	James	Academic Math CTE	Bachelors	West Virginia University	Bachelor of Science in Education Major Mathematics 7-12 Minor Safety Studies

James	Heather	Academic English CTE	Bachelors	Concord University	Bachelor of Science in Secondary Education Major English 5-12
Jones	Dustin	Evening Welding	Career Technical Certificate	Marshall University	SMAW, GMAW
Lawrence	Liz	Practical Nursing	Masters	Marshall University	Masters of Science in Adult & Technical Education; Masters in Nursing-Education
League	Tamie	Option Pathway	Masters	Marshall University	K-6 Multi Subject, Mentally Impaired, Physically Handicapped, Special Education, Autism
Mamone	Beverley	Option Pathway	Masters	West Virginia University	K-12 LD, Mild impaired and Moderate Impaired, Preschool Special Needs
Martin	Andrea	Medical Assisting	Bachelors	Bluefield State College	Bachelors of Science in Nursing Registered Nurse
McGuire	Carmen	Truck Driving	Career Technical Certificate	Marshall University	Class A CDL Hydraulic Turret Mechanic Licensed Rigging Crane Signal
Meador	Michael	Automotive Technology	Career Technical Certificate	Marshall University	ASE Certified
Moulder	Christy	Cosmetology	Managing Cosmetologist	Carousel Beauty College	West Virginia Board of Barbers and Cosmetologist, Licensed Instructor
Pack	David	Diesel Equipment Technology	Masters	American College of Education	ASE; OSHA Certified Forklift Trainer; MSHA Qualified Diesel Instructor Education Leadership Curriculum & Instruction
Pack	Scott	Carpentry	Career Technical Certificate	West Virginia University Institute of Technology	National NCCER Certification
Radford	Ed	Masonry	Career Technical Certificate	West Virginia University Institute of Technology	National NCCER Certification, WV State Licensed Contractor
Rahal	Sarah	Vocational Specialist	Masters	Concord University	Education Cognate Special Education

Richmond	David	Law and Public Safety	Masters	Salem University	Education Leadership
Riggs	Charity	Practical Nursing	Bachelors	Mountain State University	Bachelors of Science in Nursing Registered Nurse
Robinson	Celeste	Cosmetology	Managing Cosmetologist	Beckley Beauty Academy	West Virginia Board of Barbers and Cosmetologist, Licensed Instructor
Schmid III	Robert	Power Equipment Systems/Career Exploration	Associates	Broward College	YANMAR Diesel Technician and Equipment
Snuffer	Rick	Electrical Technician	Bachelors	Bluefield State University	Master Electrician, WV State Electrical Contractor's License
Thomas	Ann	Cosmetology	Masters	Walden University	West Virginia Board of Barbers and Cosmetologist, Licensed Instructor Assessment & Curriculum
Thomas	Denise	Practical Nursing	Bachelors	Bluefield State	Bachelors of Science in Nursing, Registered Respiratory Therapist
Treadway	Shane	Building Maintenance & Operations	Career Technical Certificate	Marshall University	Career Technical Certificate
Wilburn	Nathan	ProStart Restaurant Management	Masters	Marshall University	Adult Continuing Education ServSafe Managers
Wray	Mark	Computer Systems Repair Technology/Coding, App & Game Design	Career Technical Certificate	West Virginia University Institute of Technology	CompTIA A+, Network+
<b>PART TIME FACULTY</b>					
Rollins	Joyce	Phlebotomy	Phlebotomy Technician	American Medical Technologists	American Medical Technologists
<b>ADMINISTRATION</b>					
Pack, Jr	Charles M.	Career Technical Education Director/ Principal	Masters	Marshall University	Education Leadership
Lacy	Jeff	Assistant Principal	Masters	Salem University	Education Leadership
Bolen	Kevin	Adult Education Coordinator	Masters	Salem University	Education Leadership

Hylton	Melani	Financial Aid Counselor	Masters	West Virginia University	Professional Student Support Pre K – Adult
Fuller	Charles	High School Counselor	Masters	Marshall University	K-12 School Counselor
Farmer	Michelle	Communities in Schools	Bachelors	Bellevue University	Bachelor of Science in Business
Crouse	Candace	Job Placement/Data Coordinator	Bachelors	Concord University	Bachelor of Science in Business Education; Microsoft Office Specialist in Word, PowerPoint, Excel, and Access

## **BUS AND BELL SCHEDULE**

### **MORNING ARRIVAL**

<u>TIME</u>	<u>SCHOOL</u>
7:25 AM	Woodrow Wilson High School/Drivers
7:30 AM	Woodrow Wilson Tardy Bell
7:50 AM	Shady Spring High School
7:50 AM	Independence High School
8:00 AM	Liberty High School

### **MORNING DISMISSAL**

<u>TIME</u>	<u>SCHOOL</u>
10:15 AM	Independence High School
10:15 AM	Liberty High School
10:15 AM	Shady Spring High School
10:15 AM	Woodrow Wilson High School/Drivers

### **AFTERNOON ARRIVAL**

<u>TIME</u>	<u>SCHOOL</u>
11:15 AM	Woodrow Wilson High School/Drivers
11:25 AM	Woodrow Wilson Tardy Bell
11:25 AM	Independence High School
11:40 AM	Shady Spring High School
11:50 AM	Liberty High School

### **AFTERNOON DISMISSAL**

<u>TIME</u>	<u>SCHOOL</u>
1:35 PM	Liberty High School
1:45 PM	Independence High School
1:55 PM	Shady Spring High School
2:23PM	Woodrow Wilson High School/Drivers





## Raleigh County Schools

### 2021-2022 Calendar

August 10, 2021	First Day of Employment Term for 200-day Staff; PM Day
August 11-12, 2021	PM Days
August 13, 2021	Prep for Opening Schools; Faculty Senate Day
August 16, 2021	Professional Learning Day
August 17, 2021	First Day for Students
September 6, 2021	Labor Day – Schools Closed
October 11, 2021	Professional Learning/Faculty Senate Day; No Students
November 11, 2021	Veteran’s Day – Schools Closed
November 22-24, 2021	Out of Calendar Days – Schools Closed
November 25, 2021	Thanksgiving Day – Schools Closed
November 26, 2021	Out of Calendar Day – Schools Closed
December 22, 2021	Faculty Senate Day – Three Hour Early Release
December 23, 2021	Out of Calendar Day – Schools Closed
December 24, 2021	Christmas Day Observed– Schools Closed
December 27-30, 2021	Out of Calendar Days – Schools Closed
December 31, 2021	New Year’s Day Observed – Schools Closed
January 3, 2022	PM Day; No Students
January 17, 2022	Martin Luther King Jr.’s Birthday – Schools Closed
February 2, 2022	Faculty Senate Day – Three Hour Early Release
February 14, 2022	OSE Day – Schools Closed*
March 14, 2022*	OSE Day – Schools Closed*
April 14, 2022	Faculty Senate Day – Three Hour Early Release
April 15, 2022	OSE Day – Schools Closed*
April 18-22, 2022	Out of Calendar Days – Schools Closed*
May 10, 2022	Election Day – Schools Closed
May 30, 2022	Memorial Day – Schools Closed
May 31, 2022*	OSE Day – Schools Closed*
June 1-2, 2022*	OSE Days – Schools Closed*
June 3, 2022*	Prep for Closing Day; Faculty Senate Day
June 6-10, 13-17, 21-24, 27-30, 2022*	Out of Calendar Days – Schools Closed*

\*Days may be converted to instructional days due to school cancellations (i.e., inclement weather).

## TRAINING PROGRAM COMPONENTS

**Occupational Knowledge:** Students will study subject matter through traditional classroom instructional 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 per industry standards.

**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.

**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 Raleigh County's Acceptable Use Policy before using a school computer or county- or school-assigned iPad.

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

## CERTIFICATE OF APPLIED STUDY

Criteria for awarding a certificate of applied study are:

- Attend a minimum of 90% of the training hours scheduled for each course\*
- Earn a 70% ("C") average in each course in the program of study<sup>+</sup>
- Receive a recommendation by the instructor

\*Course grades and high school credit are in no way affected by insufficient hours for certification.

<sup>+</sup>A student may still earn high school credit for a course with less than a 70% average.

Certain adult-only programs may have higher grading and attendance standards. Please refer to program-specific supplements.

## GOVERNOR'S WORKFORCE CREDENTIAL

West Virginia's Governor's Workforce Credential (WVGWC) was created to ensure that West Virginia's developing workforce have industry-ready skills to meet high quality business and industry expectations. WVGWC has been created to assess applicable real world skills of students. West Virginians who meet these rigid criteria have proven they can not only meet but exceed work readiness to potential employers.

Earning a WVGWC will allow employers to quickly identify those potential employees for high-quality job openings. The WVGWC verifies students' work readiness to potential employers and demonstrates their commitment to success.

To achieve the Governor's Workforce Credential, students must successfully meet all criteria within the appropriate educational level. Criteria is based on grades, portfolio scores, senior year attendance, NOCTI scores,

certifications, and successfully passing drug tests. Current criteria can be located <https://wvde.us/governors-economic-initiatives/student-opportunities/>.

### **GRADUATION**

Graduation exercises will be held in May. All graduates must attend practice. Students will wear their home school or ACT caps and gowns.

### **MULTICULTURAL EDUCATION PLAN**

The Academy of Careers and Technology strives to provide programs that address the ideals of quality and equity within the school. The mission is to guide all students to achieve high levels of performance in an attempt to bridge the achievement gaps attributed to cultural diversity, gender issues, rural/urban education, students with exceptionalities and socio-economic status.

### **TECHNICAL ASSESSMENTS**

**Technical Assessments:** The West Virginia Department of Education Career and Technical Education Division prescribes two types of technical assessments:

- Student portfolios are an electronic collection of documents and artifacts which showcase an individual's learning experiences, goals and achievements. Contents typically include several artifacts including resumes, applications, credentials earned, presentations, and projects. Portfolios are a way to assist students in marketing themselves in future interviews, by using the portfolio to illustrate his or her skills.
- Students will complete nationally-normed pre- and post- written assessment in their occupational area such as the National Occupational Competency Testing Institute (NOCTI) exams.

Scores on these technical assessments will be used as part of the semester examination grade for courses taken in the final semester.

### **HOMEBOUND INSTRUCTION**

Students receiving homebound instruction may not attend classes at ACT and may lose credit for their career technical classes. Alternate, computer-based CTE courses may be available if approved.

### **ALTERNATIVE EDUCATION PROGRAM**

Students assigned to the Alternative Education Program may not attend classes at ACT and may lose credit for their career technical classes. Alternate, computer-based CTE courses may be available if approved.

### **SIMULATED WORKPLACE**

All secondary programs at the Academy of Careers and Technology participate in the Simulated Workplace initiative through the West Virginia Department of Education. During their classroom experience, students will be treated like an employee of a company, learning about the importance of employee work ethics, safety, professionalism, teamwork, and customer service. Most students are or soon will be involved in the working world. Unfortunately, not all graduates are prepared for this daunting task. Therefore, our goal and vision is to give our graduates a true working experience by holding them accountable for their choices and actions just as they would be held accountable in the workplace.

The Simulated Workplace initiative has been designed in partnership with various West Virginia businesses and industries. To ensure your child is receiving the most current workplace instruction, we have developed our program's standards, safety measures, protocols and certifications to align with those of related business

and industry expectations. Throughout the year, your child will be required to clock in and out, attend classes regularly, and conduct themselves in a professional manner, as well as comply with all program-developed policies and procedures. All programs will adhere to a strict drug-free workplace policy and conduct mandatory drug testing. Drug testing procedures and consequences for one or more positive test results are outlined in the Raleigh County's Student Drug Testing Policy (Policy D.2.11).

To learn more about the Simulated Workplace initiative, visit <https://wvde.us/governors-economic-initiatives/simulated-workplace/>.

## SECTION II STUDENT SERVICES

### PLACEMENT DATA

Each year students completing a program during the previous twelve-month period are contacted to determine current employment status. State and Federal regulations require that placement information be recorded and made available.

ACADEMY OF CAREERS AND TECHNOLOGY						
Placement Data						
	16-17		17-18		18-19	
	Completers	Placement Rate	Completers	Placement Rate	Completers	Placement Rate
<b>Cosmetology</b>	29	96%	14	100%	19	100%
<b>Electrical Technician</b>	9	89%	12	100%	6	83%
<b>Phlebotomy Technician</b>	16	71%	22	74%	24	88%
<b>Power Equipment Systems</b>	-	-	-	-	1	100%
<b>Practical Nursing</b>	21	81%	17	100%	20	95%
<b>Truck Driving</b>	-	-	-	-	13	100%
<b>Welding</b>	11	73%	1	100%	6	83%

### CAREER TECHNICAL STUDENT ORGANIZATIONS

Career and Technical Student Organizations (CTSOs) are an integral part of the curriculum for all occupational programs. These organizations promote employability skills important for job success, leadership, cooperation, responsibility, positive attitude, and initiative.

These organizations include:

- **HOSA** - Health Occupations Students of America
- **SkillsUSA** - a national organization serving students in technical, skilled and service occupations

### NATIONAL TECHNICAL HONOR SOCIETY

The National Technical Honor Society (NTHS) recognizes students who have achieved excellence in their occupational 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 NTHS sends letters of recommendation to prospective employers.

To qualify for membership, students must have a 3.67 average (on a 4.0 scale) in their CTE program, demonstrate leadership ability, have excellent attendance, no disciplinary referral forms, and receive the recommendation of their CTE instructor. Teachers submit candidate's names to the administration, who will review the applications and approve 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.

### **EDGE CREDIT**

EDGE (Earn a Degree, Graduate Early) allows students to take high school courses for community and technical college credit. EDGE was created by the West Virginia Community and Technical College system to provide incentives for more students to continue their education beyond high school. Students who participate in the EDGE initiative can earn community and technical college credit, free of charge, for selected secondary and post-secondary courses identified during the curriculum alignment process. Refer to <https://wvde.us/governors-economic-initiatives/student-opportunities/> to learn more.

### **EXTRA TIME/EXTRA HELP**

An academic coach is available after school to provide students remediation, enrichment and the opportunity to make up time. Up to 3 days may be made up in the same semester days were missed.

### **SERVICE FOR STUDENTS WITH EXEPTIONALITIES**

The Academy of Careers and Technology employs a full-time special education resource specialist who is available to assist any student with exceptionalities. Update meetings ensure that students are receiving the most appropriate educational placements. Individual Education Plans (IEPs) and monitoring are utilized in the instructional aspect when necessary. ACT's resource specialist serves as a liaison between ACT and the home schools' Special Education Departments to ensure that an adequate level of instruction is being maintained. Raleigh County Schools works closely with the Department of Vocational Rehabilitation to ensure that the vocational and career needs of students with exceptionalities are met.

### **COUNSELING SERVICE**

The counselor is available to all students whenever they need assistance with school-related or personal problems. Teachers will make an appointment with the counselor for the student at his or her request.

### **MEDIA SERVICES**

The school library houses a variety of current and relevant educational material, such as but not limited to: fiction and non-fiction books; reference books; periodicals and manuals of a business, professional, technical, and industrial nature; audio-visual materials and equipment; internet access; and any other materials deemed necessary for educational purposes. The Library Media Specialist coordinates with each program instructor regarding his/her program's educational materials and is likewise responsible for procuring such materials through proper administrative channels. A media inventory as well as an equipment inventory is maintained by each individual program instructor and the Library Media Specialist with a copy maintained in the school office. Students shall be oriented to media resources by program instructors along with the Library Media Specialist. The evaluation and effectiveness of media services shall be performed by individual program Advisory Committee members along with a Library Advisory Committee through periodic meetings where such services are scrutinized for educational value, being the most current and up-to-date information, and meets current industry standards. Media services are also evaluated by students annually as part of the School Effectiveness Survey.

### **COMPUTING RESOURCES**

Raleigh County Schools provides devices to secondary students for their use in class and at home (with parent/guardian permission). ACT also maintains multiple computer labs for student use with access to the Internet and a printer and various productivity software packages installed including Microsoft Office. All students must sign the Raleigh County Acceptable Use Policy before using a school computer or county- or school-assigned device.

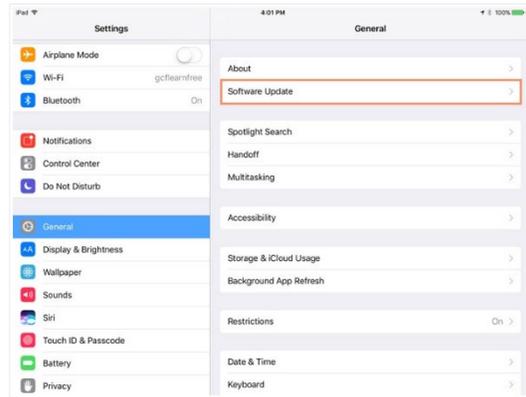
# ORIENTATION TO TECHNOLOGY

## Academy of Careers and Technology Orientation to Technology iPad Basics 101

### Updating Your Software

When your iPad alerts you there is a software update you do the following:

1. Tap Settings on your Home screen
2. Tap on General
3. Tap on Software Update
4. Tap on Install



will need

It is very important to keep your iPad software up-to-date.

### Installing Apps

If you want to install an App you will need to do the

1. Tap App Store on your Home screen
2. There are thousands of apps you can free
3. Search for the app you desire to download
4. Tap the app and then tap on Get
5. You will need to enter your Apple ID
6. The app will then be installed



following:

download for

### Updating Apps

Updates usually help an app run more smoothly and may even introduce features. It will be easier if you set all updates to install automatically.

1. Tap Settings on your Home screen.
2. Tap iTunes & App Store
3. Tap Updates
4. Make sure this feature is turned on

## Deleting Apps

Sometimes due to storage or when you no longer desire to have an app you will need to delete the app by doing the following:

1. Press and hold the app you wish to delete on your Home screen
2. Tap the X in the top-left-corner to delete the app

Note that built-in apps cannot be deleted

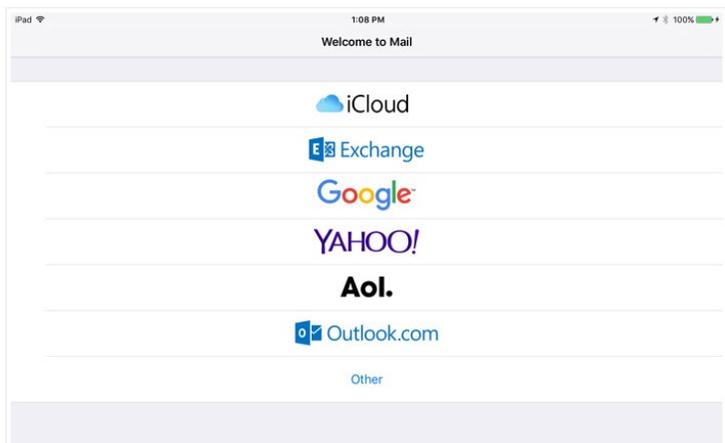
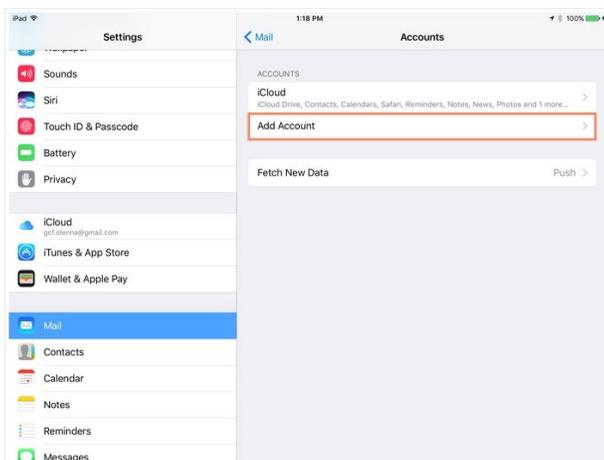
## Using the Camera

When creating your portfolio you will desire to take pictures of projects on your iPad by doing the following:

1. Click on the Camera app
2. Click on the circular white button at the bottom of your screen
3. Your photo will then be stored on your camera roll until you desire to delete the photo
4. These pictures can then be uploaded to your Google Site you will use to create your Portfolio if your program requires you to create a Portfolio before you complete your program

## Setting Up Email

1. Click on the Mail app
2. Choices will appear and you will select the type of email account you desire to connect to Ex: Yahoo or Google
3. Select your email provider and then follow the instructions to connect your account
4. Once you're done you'll be able to send and receive email from that account on your iPad



## **Technical Support**

Technical support is available during the school year from 7:00 a.m. to 3:00 p.m. from Candace Crouse, Job Placement and Data Coordinator. Evening hours are available if needed.

Contact info:

304-256-4615 ext. 304

[cncrouse@k12.wv.us](mailto:cncrouse@k12.wv.us)

## **CAREER SERVICES**

The goal of the Career Services Office is to help students bridge the gap between the classroom and the world of work by providing programs and services that assist students with their career life planning. The Career Services Office works closely with businesses and industries in the area to ensure that occupational programs continue to adequately prepare students for the local and national job market. The Career Services Office also collaborates with institutional faculty and staff to identify potential employers and provide students with multiple opportunities to hone their job-seeking skills prior to graduation.

### **Cooperative Work Experiences**

The Career Services Office works with program instructors to arrange cooperative work experiences (on-the-job training) for students in the last semester of their occupational training program. The co-op experience is a valuable training tool that helps students understand industry standards and procedures. The assignment is considered a curricular activity; attendance will be monitored and a grade given. The assignment may be paid or unpaid.

To be eligible for a cooperative work experience through the Career Services Office, a student must complete three semesters with a minimum of 729 program hours, maintain a 2.0 grade point average, and receive approval of the program instructor.

To apply for a cooperative work experience/internship through the Career Services Office:

- A student must secure an offer of an internship from an approved employer.
- The program instructor must agree that the job is directly related to the program area and that the student is job-ready.
- Secondary students must have permission from their home high school administrator or counselor and their parent/guardian.
- A training agreement detailing the responsibilities of the student, parents or guardians, teacher, and work-site supervisor must be signed and on-file.
- A training plan must be developed by the instructor and the worksite supervisor describing the duties and activities to be completed by the student while at work.
- The student will submit a calendar of days and hours worked to the instructor. Students must work a minimum of 12 hours per week.
- The instructor must periodically check the student's progress during the training period.
- The work-site supervisor will complete an evaluation of the student at the end of the period.
- The student will complete an evaluation of the experience at the end of the period.

- In the event of an absence, the student is to notify the employer and the instructor. Students absent from work are considered absent from school.
- Students must report one day per week to their class at ACT.

### **Portfolio Building**

The Career Services Office will assist whole classes and individuals by appointment, as necessary, to develop individualized portfolios in accordance with the Simulated Workplace Initiative sponsored by the West Virginia Department of Education Division of Career and Technical Education (<https://wvde.us/governors-economic-initiatives/technical-assessment/>).

### **Job Search Strategies**

The Career Services Office will provide job search strategies, including resume and cover letter writing assistance and interview readiness, to whole classes and individuals by appointment, as necessary. Sometimes an employer will ask for information about a student's attendance and grades. If a student does not want this information given to potential employers, he may request, in writing, that the information not be released. However, this action may result in the loss of a job opportunity.

### **Job Board**

The Career Services Office will assist employers by posting job information and opening to the school's Facebook account to reach current students as well as past graduates.

### **Career Fair**

The Career Services Office periodically hosts career fairs featuring local companies and national firms. The purpose of a career fair is to provide students the opportunity to explore various career paths, conduct company research, gather information from potential employers, and make personal contacts that can lead to a job. We can also assist companies that have openings by posting job openings to our Facebook page to reach graduates and current students.

### **Employer Surveys**

Each spring, the Career Services Office distributes an annual Employer Survey to local employers, trade organizations, and workforce development agencies regarding the effectiveness of career and technical education. Survey responses are compiled and analyzed to identify industry trends and in-demand skill sets. Results are shared annually with program instructors, program advisory committees, the institutional Leadership Team, and the Local School Improvement Council.

The Career Services Office is also responsible for performing a variety of follow-up activities that collect information from graduates and employers to measure the effectiveness of the institution's occupational training programs and student services. These activities include:

- **School Effectiveness Survey**

Each spring, students are asked to complete a survey that solicits their opinions on the institution's facilities, safety, faculty, curriculum and services including financial aid, counseling, and career services. Survey responses are compiled and analyzed to identify trends and areas that need to be addressed. Results are shared annually with program instructors, program advisory committees, the institutional Leadership Team, and the Local School Improvement Council. Results are also posted on the school's website.

- **Follow-Up**

Program completers are surveyed six months after graduation. Respondents are asked to report their placement status and to identify their job title, duties and responsibilities, employer, and salary. Survey responses are compiled and analyzed to identify trends and areas that need to be addressed. Results are shared annually with program instructors, program advisory committees, the institutional Leadership Team, and the Local School Improvement Council.

## SECTION III SCHOOL POLICIES AND REGULATIONS

*Program-specific and adult supplements to this handbook supersede the policies of this section.*

### 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 Student Handbook will be the basis for communicating the proper mechanism for problem resolution and for resolving disputes.

Students are expected to demonstrate the following:

- Desire to learn and develop their professional skills.
- Regular and prompt class attendance.
- Willingness to receive constructive feedback.
- Preparedness for class.
- Consideration for others.
- Respect for school property, staff and students.
- Readiness to participate in class.

### ACADEMIC PROGRESS

Academic progress is evaluated on a nine-week term basis. Periodic student/instructor conferences and/or timely grade reports keep the students informed of their progress. Students and parents/guardians may review their record of academic progress and attendance at any time by logging into Raleigh County's electronic gradebook at <https://rcsd.schoology.com>. User names and passwords can be obtained from program instructors or the Career Services office.

ACT adheres to the WV Department of Education's Uniform Grading Scale, below:

90 - 100%	=	A
80 - 89%	=	B
70 - 79%	=	C
60 - 69%	=	D
below 60%	=	F

### 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. Attending a minimum of 90% of the training hours scheduled for each course is a requirement for clinical and/or co-op placement and for earning a Certificate of Applied Study.

Attendance is reviewed on a regular basis. The teacher's gradebook will be the official record of absences and tardies.

In the event of an absence:

- Following an absence, students must provide a written excuse that is signed and dated by parent/guardian.
- 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.
- Assignments not made up may result in loss of credit, a failing grade, failure to earn a certificate, and no job recommendation.

#### **EXCUSED ABSENCES\***

- Illness or injury of the pupil requiring physician's verification.
- Medical and/or dental appointment which cannot be scheduled outside the school day when the absence is verified in writing by the physician or dentist.
- Illness of pupil verified by parents/guardian, not to exceed three (3) consecutive or five (5) total days per semester. When a student is absent from school, a note from the students' parent/guardian or physician must be presented within three (3) school days after the absence(s) for the absence(s) to be excused.
- Illness or injury in family when pupil absence is verified as essential by a physician
- Documented chronic medical conditions that may require multiple or regular absences. The conditions must be documented annually with a valid physician's note that explains the condition and anticipated impact on attendance. The necessity for the absences must be approved and reviewed quarterly by the SAT, IEP, or 504 team.
- Participation in homebound or hospital instruction due to an illness or injury or other extraordinary circumstances that warrants home or hospital confinement.
- Documented disabilities consisting of any mental or physical impairments that substantially limit one or more major life activities and are documented annually with a valid physician's note that explains the disability and the anticipated impact on attendance. The necessity for the absences must be approved and reviewed quarterly by the SAT, IEP, or 504 team.
- Calamity, such as a fire in the home, flood, or family emergency upon approval by the school principal.
- Death in the family, limit three (3) days for each occurrence except in extraordinary circumstances. "Family" is defined as mother, father, brother, sister, grandmother, grandfather, aunt, uncle, brother-in-law, brother's children, sister's children, pupil's child(ren), or any person living in the same household.
- School approved curricular or co-curricular activities.
- Judicial obligation or court appearance involving the student with verification.
- Failure of bus to run or extremely hazardous conditions.
- Observance of religious holidays.
- Absences of students with special needs shall be addressed in accordance with the Individuals with Disabilities Education Improvement Act of 2004 and West Virginia Board of Education Policy 2419, Regulations for the Education of Exceptional Students
- SAT plan, IEP or 504 plan meetings.
- Military requirements for students enlisted or enlisting in the military.
- Personal or academic circumstances approved by the principal.
- Any and all other absences to be excused will be at the discretion of Raleigh County Board of Education.

## **UNEXCUSED ABSENCES\***

Any absence not meeting the above requirements shall be considered an unexcused absence.

\*All absences, whether excused and unexcused, reduce the total number of contact hours earned toward program certification.

## **TARDY/EARLY DISMISSAL PROCEDURES**

All students not using county transportation must report to class on the first bell (7:15 AM for morning classes; 11:15 AM for afternoon classes). A student who is not in his/her seat or engaged in appropriate teacher assigned tasks when the tardy bell rings or five minutes or more after his/her bus has arrived is considered tardy.

Unexcused late arrivals to school will be considered tardies to class. An excused tardy will be issued for medical appointments and circumstances beyond the control of the student. All other tardies are unexcused. Students arriving more than an hour late will be marked absent for the block.

The following policy refers to the number of tardies accumulated per block/class. Tardy accumulation starts over every nine weeks. Students who are tardy for class must report to the office and obtain a tardy slip before admission to class will be granted. Teachers are required to record tardies for accurate record keeping.

Level 1 - Tardy 1: Tardy recorded by teacher  
Tardy 2: Teacher/student conference  
Tardy 3: Teacher contacts parent/guardian by phone  
Tardy 4: DRF completed – Administrator student conference and call parent/guardian

Level 2 - Tardy 5: DRF completed – 1 day ISS  
Tardy 6: DRF completed – 1 day ISS  
Tardy 7: DRF completed – 1 day ISS

Level 3 - Tardy 8: DRF completed – 2 days ISS and referral to SAT team  
Tardy 9: DRF completed – 2 days ISS  
Tardy 10: DRF completed – 2 days ISS

Level 4 - Tardy 11: DRF completed – 1 day OSS (habitual violation of school rules)

Level 5 - Tardy 12: DRF completed – 2 days OSS

Level 6 - Tardy 13: DRF completed – 3 days OSS

Level 7 - Tardy 14: DRF completed – Consequences at the discretion of administrator.

In addition, ACT will work with home schools on students who are late to the high school and miss the ACT morning bus and drive to ACT and arrive late. Below are possible consequences.

Four 1st block tardies – 3 days loss of driving privileges.

Eight 1st block tardies – 2 weeks loss of driving privileges.

Twelve 1st block tardies – Loss of driving privileges for entire semester (no less than four months).

Any secondary student, regardless of age, who needs to leave the building early (e.g., for a doctor's appointment) must present to the instructor a written excuse signed and dated by parent/guardian. The instructor will sign the excuse and give the student permission to leave class. The student then brings the written excuse to the office and, after verification by phone to parent/guardian, signs out at the front desk. Permission must be sought with enough time for verification (minimum of two hours before a student leaves campus).

Parents or guardians from the student's approved list with proper identification can personally sign out their student(s). Emergency situations will be handled on an individual basis by the school administration.

Adult students who need to leave class early must come to the office and sign out.

Any student serving with a volunteer fire department that needs to leave the building to participate in a fire emergency must have the fire chief notify the school and must sign out before leaving the building.

Contact hours toward the Certificate of Applied Studies will be reduced proportionate to the time absent from the scheduled class due to tardies, early dismissals, and absences.

#### **CLOSED CAMPUS POLICY**

All Raleigh County schools maintain a closed campus. This policy allows adequate property control and appropriate security measures to protect students, employees, visitors and school property. The Superintendent along with district level administrators and building level administrators shall enforce this policy. Students are to remain on campus throughout their scheduled school day. Secondary students may NOT leave campus during school hours. Students wishing to leave during scheduled school hours must be signed out by a parent/guardian or approved emergency contact person over 18 years of age. Secondary students are granted permission to sign out when a note from a parent/guardian is verified by a principal/principal's designee. Limited to two (2) times during a semester. Adult students may leave with the permission of their instructor.

#### **VISITORS**

Any person not on an official class roster is considered a visitor. To properly monitor the safety of students and staff, all visitors who wish to enter classrooms must report to the office, sign in, and present a photo ID in exchange for a visitor's pass. Visitors are not to contact students, stand in hallways, visit classrooms or areas of the building without approval from office staff.

Raleigh County Board of Education employees must show their official county photo ID upon entering the building. They will not be required to exchange their ID for a visitor's pass, but will receive a school visitor's pass which will be left in the school office upon leaving the building.

School personnel should notify the office if expecting any visitors or presenters. Those visitors should report to the office upon arriving at the school and sign in and out.

Anyone in violation of this policy may be reported to the appropriate police department or to emergency services. When visitors are found on school property without office clearance, the appropriate authorities will be notified.

#### **LOITERING**

Persons not enrolled or employed by the Raleigh County Board of Education shall not loiter on or about any school, school building, or school grounds without permission from a building level administrator.

Per WV Code 61-6-14A, any person who violates the loitering law shall be guilty of a misdemeanor, and upon conviction for the first offense thereof, shall be fined not more than one hundred dollars, or imprisoned in the county jail not more than thirty days, or both such fine and imprisonment. Upon a second conviction, any such person shall be fined not more than five hundred dollars, or imprisoned in the county jail no more than one year, or both such fine and imprisonment.

#### **SCHOOL CRISIS PLAN**

Any member of the public that wished to see the redacted copy of any Raleigh County Public School's Crisis Plan may visit the Superintendent's Office at the Raleigh County Board of Education at 105 Adair Street, Beckley, West Virginia or arrange an appointment to view the redacted document by calling 304-256-4500.

#### **SCHOOL ACCESS SAFETY PLAN**

ACT has implemented the Raleigh County School Access Safety Plan. All doors are locked at all times. Entrance to the school will be at the front entrance and may require buzzing the front desk and producing identification. Students who leave their assigned area may find themselves locked out of the building.

[Plan for Assuring the Health and Safety of the Institution's Employees, Students, and Guests](#)

### CAMPUS SECURITY

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.

ON-CAMPUS CRIME STATISTICS						
	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Murder	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
ARREST						
Liquor Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Weapons Violations	0	2	0	0	0	0

### SAFETY REGULATIONS

The Academy of Careers and Technology 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 including hard-toe shoes and safety glasses.

The Academy of Careers and Technology promotes and enforces safety rules and regulations per standards set up by the Occupational Safety and Health Administration (OSHA). Safety rules will be reviewed by the instructors at the beginning of the year 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 working in lab areas and operating equipment. It is the student's responsibility to follow

the safety regulations established for their career and 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.

### **SAFETY DRILLS**

Periodically, fire and lockdown drills are 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.

### **DRUG TESTING**

Random drug testing is a required protocol of the Simulated Workplace initiative. Each year, 10% of the student population enrolled in secondary career and technical education programs will be randomly tested. All students must be tested at least once prior to CTE program completion. Per Raleigh County Schools' Student Drug Testing Policy (D.2.11), a student with a positive test verified by a Medical Review Officer (MRO) is removed from the classroom and/or shop, on-the-job training or clinical site for one week (five school days) at which time the student may return but may be limited to classroom activities. The parent or custodial guardian will be contacted and a private conference will be scheduled. To continue participation in the program, the student is required to successfully complete substance abuse education/counseling provided by the school. After the first offense, the student must voluntarily submit to all regularly scheduled drug screenings within the current school year that follows the provisions of this policy. If the student tests positive a second time, he or she will be removed permanently from the classroom, shop, on-the-job training or clinical site and enrolled into an online course to complete Career Technical Education credits. At the end of the semester, the student's schedule will be changed.

### **SEXUAL HARASSMENT AND OFFENSES**

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 52000e, et seq. Title IX of the Education Amendments of 1972, 20U.S.C. 51681, et seq. and WV Code S 5-11-1, et seq. The West Virginia Human Rights Act.

It is the policy of the Raleigh County Board of Education to maintain a learning and working environment that is free from sexual harassment. Raleigh County's Sexual Harassment & Discrimination Policy (D.3.19) and Bullying, Harassment, and Intimidation Policy (D.3.20) prohibit any form of sexual harassment, bullying, harassment, and intimidation. 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.

### **CRIMINAL ACTIVITIES**

Any student who engages in the possession or use of tobacco, vape devices, alcohol, and drugs, theft, or any other illegal activities is subject to disciplinary action and/or removal from the program.

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.

### **STUDENT INSURANCE**

Students are covered by an insurance plan through the West Virginia Board of Risk and Insurance Management (WV BRIM). Students are required to provide information regarding their personal health coverage on the Personal Information Form, which will be filed in the appropriate classroom/lab area and the assistant principal's office.

### **ILLNESS/PERSONAL INJURY**

If a student becomes ill or is injured while attending the Academy of Careers and Technology, every possible effort will be made in contacting parents or guardians.

If a parent or guardian cannot be located, information provided on the mandatory Personal Information Form will be followed in seeking medical treatment. If a student becomes ill or is injured in class, he or she should notify the instructor immediately.

### **MEDICATION ADMINISTRATION POLICY**

The Raleigh County Board of Education provides health services to students with chronic health conditions, acute health problems, classroom observations, and other services as requested by parents or school personnel. A written health care plan and intervention guide are completed by the school nurse based on an assessment of the student, a parental interview and physician orders. Relevant health information necessary for educational planning and student safety can be shared among school personnel who serve the student. If the need for medical records arises, the parent must provide written consent for copies of records.

Whenever possible, a student's medication should be administered at home, prior to or at the end of the school day. However, students may have health conditions which require the administration of medication during the school day. Raleigh County's Medication Administration and Storage Policy (D.3.10) governs the administration of medications in school.

Students requiring medications at school, whether prescription or over-the-counter, must bring to school a medication form completed by the doctor (form is available from the school). Any medication which remains at school should be picked up by the parent or an adult at the end of the school year. Any medications remaining at school after the student's last day will be destroyed.

A school nurse is accessible to staff and students during school. Though housed off-campus, the school nurse can be easily reached in case of emergency during school hours

### **STUDENT RECORDS AND RIGHTS TO PRIVACY**

Records of student grades, attendance, 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., Assistant Principal for secondary students; Adult Coordinator for adult students)

### **TRANSCRIPT REQUESTS**

Students needing an educational verification or transcript must complete a transcript request form. The fee for transcript research and processing is \$8.00. Request forms can be found on the school's webpage at <https://www.wvact.net/resources-links> or in the office. Please allow 10 business days for processing.

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:

Transcript Request  
Academy of Careers and Technology  
390 Stanaford Road  
Beckley, WV 25801

### **EXPECTATIONS FOR COMMON AREAS**

The term "common area" refers to all areas other than classrooms and includes hallways, lobbies, restrooms, parking lots, and entrance ways.

- Students are to report directly to class when they enter ACT unless the teacher allows quick stops to purchase snacks.
- No loitering in halls or snack machine areas.
- Student breaks are scheduled for each class. Any other time students are in common areas, they should have a pass.
- Students must take breaks and visit machines on the floor level of their class unless otherwise assigned by the teacher.
- No running or horseplay in common areas.
- No profane language.
- Only those with an injury or disability may ride the elevator.

### **USE OF BOOKS, MATERIALS AND EQUIPMENT**

Secondary students are supplied most of the books, tools, and equipment needed for their classes. Students have the use of these items during their enrollment in the program. Students are responsible for the care and safe return of books and tools. Items that are damaged, stolen or destroyed must be replaced by the student involved. Certificates will be held until all items are accounted for.

### **LIVE WORK PROJECTS**

Students may have the opportunity to work on a project of personal importance (e.g., 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 live work projects must:

- Receive permission from the instructor.
- Agree that the instructor may inspect all projects to ensure that school tools and supplies are being properly used and not removed from the premises.
- Furnish all materials necessary for the project.
- Sign the appropriate Live Work Order Form and Release of Liability Form.

Students also may have the opportunity to complete approved projects for members of the community. The Live Work Order Form and Release of Liability Form must be completed and on-file before work can begin.

### **USE OF ELECTRONIC COMMUNICATION DEVICES**

Raleigh County's Use of Cell Phones and Electronic Signaling Devices in School Policy (D.3.21) strictly prohibits the unethical use of electronic communication devices of any kind, including cell phones. Violation of the policy will result in appropriate disciplinary action.

### **SOCIAL MEDIA POLICY**

In Raleigh County's Acceptable Use of Technology by Students and Employees Policy (E.13), social media is defined as but not limited to any online publication. Students are not allowed to publish photos or text or comment in any way concerning activities, other students, ACT staff, ACT facilities, clinical sites, or on-the-job training facilities. Violation of the social media policy will result in appropriate disciplinary action.

### **SCHOOL DRESS CODE**

The Academy of Careers and Technology 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 must "dress up" or be formally attired. Everyday 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 including special items of clothing (e.g., hard-toe shoes, gloves, and hard hats) and eye- and ear-protection devices. Students will obtain these items and be required to use them. No shorts, sandals, or tennis shoes are permitted in the lab areas. Noncompliance will result in disciplinary action.

Uniforms are required for health occupations programs, the cosmetology program, and Simulated Workplace programs.

### **STUDENT DRIVING**

The following procedures govern secondary student driving privileges:

- Parking permits are required and are available at the office. Window tags must be prominently displayed in the front window.
- Students who have a need to drive must complete the Parking Regulations form and attain advance approval of home school and ACT administration. Temporary parking passes must be prominently displayed in the front window.
- Students who are given permission to drive are not allowed to transport riders.
- All vehicles driven by students must be parked on the lot at the rear of the building. Front row is reserved for faculty, staff, and visitors.

- Handicapped students with the appropriate seal on the West Virginia Vehicle tag may park in one of the reserved parking spaces if attending a program housed on the first floor of the building.
- Students must enter the building immediately upon arriving at ACT. Students who drive will report to class on the first bell (7:25 AM for morning classes; 11:15 AM for afternoon classes) and leave at the final dismissal bell (10:15 AM for morning classes and 2:23 PM for afternoon classes).
- Students are not to congregate in cars on the parking lot.
- Students may not return to their vehicles during class time without permission.
- The parking lot and entry drive are designated school zones with a speed limit of 15 MPH. All laws regarding speeding and recklessness are in effect for the ACT campus. Individuals driving at excessive speeds or exhibiting poor judgment in the operation of their vehicles on campus are subject to legal prosecution and/or retraction of their privilege to drive a car on campus.
- Student drivers who violate any of the above rules will have their driving privilege revoked.
- The Raleigh County Board of Education and the Academy of Careers and Technology assumes no responsibility for damaged or stolen property. All violators will be towed.

#### **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**

Found items should be turned in at the school office. 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.

#### **APPEALS PROCEDURE FOR CITIZENS**

The Raleigh County Board of Education recognizes the need to resolve differences and seek solutions to problems which may arise with citizens and/or parents while providing a high quality, thorough and efficient education. The West Virginia State Board of Education recognizes this need and in State Policy 7211, has created the appropriate vehicle for such resolution of differences.

Therefore, the Raleigh County Board of Education adopts West Virginia State Board of Education Policy 7211 as the County's appeals procedure for citizens. Included in this adoption are all procedures, timelines, protocol, and forms outlined in the State Policy.

The Raleigh County Board of Education further recognizes that any changes to West Virginia State Board of Education Policy 7211 shall become part of this County policy upon adoption by the West Virginia State Board of Education.

## **ADULT STUDENT SUPPLEMENT**

# ACADEMY OF CAREERS AND TECHNOLOGY

390 Stanaford Rd.  
Beckley, WV, 25801  
304-256-4615

July 2021

Dear Students:

Hello and welcome to the Academy of Careers and Technology (ACT). We are ready and excited for this new and possibly unusual year.

All of us at ACT are pleased to be part of your educational plans. We trust the skills and knowledge you acquire during your time with us will equip you with the necessary foundation for your future. Whether your plans are to enter the workforce, continue your education or to become a member of the military, we will work with you to ensure you are well prepared.

Every student is expected to give their best, respect the rules and regulations that make ACT a safe, effective and amazing school. In return, we will give you, our best!

The handbook is for your information. If you should have any questions pertaining to the contents, please consult your instructor.

Again, welcome to ACT for a great year!

Sincerely,

A handwritten signature in blue ink that reads "Kevin Bolen". The signature is written in a cursive style with a large initial "K".

Kevin Bolen  
Adult Education Coordinator  
kebolen@k12.wv.us

## **SECTION I ADMISSION AND FINANCIAL AID INFORMATION**

### **ADMISSION REQUIREMENTS**

To enroll in a program applicant must:

- Must be 18 years old (within 6 weeks of the first day of school)
- Have a high school diploma or WV approved equivalent
- Complete the pre-entrance exam (TABE) and required basic skills instruction prior to applying.
  - Go to <https://www.wvact.net/request-tabe-exam> to schedule your exam
- Follow Admission Check Sheet for your program of interest.
  - Go to <https://www.wvact.net/checksheet> to view or print admission check sheet.
- Pay a non-refundable \$100.00 application fee.
- Pay a \$25.00 registration fee.
- Pay a \$50.00 background check fee.
- Apply for financial aid
  - Go to <https://www.wvact.net/financial-aid> to apply for PELL and/or HEAPS WD
  - Go to <https://www.wvact.net/financial-aid> submit the form “I Have Applied”

Any adult who has been convicted of a felony or submitted a guilty plea or a plea of no contest to a felony charge will not be admitted into any secondary program.

### **FOURTEENTH-YEAR STUDENT**

The Academy of Careers and Technology defines a 14th year student as an adult student who has graduated high school or earned an approved high school equivalency and is admitted to ACT to begin or finish a high school program. Because a 14th year student is an adult in a class with high school students, they must follow all guidelines, policies, assignments and activities that the high school students do. 14th year students are also subject to the adult policy that relates to reasons for immediate dismissal.

### **TRANSFER POLICY**

The Academy of Careers and Technology 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 Education 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, ACT will attempt to notify students prior to class.

### **TEXTBOOKS**

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

### CHROMEBOOKS

Adult students that are in adult only programs are permitted to sign-out Chromebooks once all proper forms and responsibility documents are signed and returned to your instructor. Students are responsible for the replacement cost or repair cost if lost, stolen or damaged. If students drop or withdraw from their program, they must return the Chromebook or it will be considered stolen school property.

### TUITION AND FEES

A payment plan must be arranged with the Adult Education Coordinator prior to the start of class and a cost sheet must be signed. Students who have not paid their tuition or made arrangements for payment with the Adult Education Coordinator will not be allowed to attend class. All tuition and fees must be paid before participating in clinical experience. Certificates and transcripts will be withheld until all tuition and fees are paid.

Academy of Careers and Technology															
TUITION AND FEES PROGRAMS															
P r o g r a m	T u i t i o n	R e g i s t r a t i o n	A p p l i c a t i o n	T e c h n o l o g y	L a b	B o o k s	S u p p l i e s	G r o u n d C h e c k	T e s t	A d m i n D o c	D r u g T e s t	P a r k i n g	C T S O	I - D -	T o t a l
Cosmetology	7,560.00	51	100	0	1400	250	800	50	200	50	75	25	200	25	10,786.00
Electrical Technician	4,320.00	25	100	0	1300	630	0	50	135	50	75	25	40	0	6,750.00
Phlebotomy Technician	1,050.00	25	100	0	300	125	0	50	150	50	75	25	0	25	1,975.00
Power Equipment	2,160.00	25	100	0	670	365	0	50	340	50	75	25	40	0	3,900.00
Practical Nursing	5,400.00	25	100	0	1000	1650	0	100	410	50	0	25	175	25	8,960.00
Truck Driving	400.00	25	100	0	995	0	0	50	605	50	0	25	0	0	2,250.00
Welding	4,320.00	25	100	0	1730	0	0	50	0	50	75	25	40	0	6,415.00

## TESTING AND TUTORING SERVICES

ACT has an adult education specialist who provides Testing and Tutoring services to our students. This person administers the TABE pre-entrance exam and is available for tutoring. ACT is partnered with the Raleigh County Adult Learning Center to provide these services.

## FINANCIAL AID SERVICES

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 <https://fafsa.ed.gov/>. Document the school code as 015748
- Call the financial aid representative at the school at 304-256-4615 x302 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 Student Aid Report (SAR) 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.

Please go to <https://wvact.net/financial-aid> and scroll to the Veterans Benefits section and review.

Any student wishing to use VA Benefits must:

1. Supply a VA Certificate of Eligibility
2. Supply all official transcripts related to all previous post-secondary education or training
3. Complete ACT's VA Student Prior Credit Evaluation form

Once all documents are complete VA benefits will be estimated and placed on student's cost sheet. Once VA funding is received the student will be notified of any award differences and if needed a new cost sheet will be developed and signed.

VA students will not:

- Be prevented from enrolling
- Be assessed any late penalty fees
- Be required to secure alternative or additional funding
- Be denied access to any school resources that are available to other students

ACT will accept, review, and maintain a written record of previous education and training submitted from students using VA educational benefits. Such materials will be reviewed to determine if credit toward completion of the desired program is possible.

VA will only pay benefits retroactive one year from the date of claim. Students are encouraged to apply for VA benefits as soon as possible.

**HEAPS Workforce Development:** As of the 2016-17 academic year, HEAPS WD is the last funding source applied to a student's account. Institutions are to subtract all scholarships and grants the student is receiving in the award year or payment period the student is awarded HEAPS WD funds towards the program cost for the award year, or payment period. If there is a remaining balance of direct costs, then a student can utilize HEAPS WD up to the direct cost of their program.

Due to HEAPS WD being a program designed for short-term certification programs, each award will be looked at only based on that individual year in which the student begins the program. HEAPS WD in combination with other scholarships and grants should never exceed a student's direct costs. Students are not able to receive the West Virginia Higher Education Grant Award, HEAPS Part-Time or HEAPS WD during the same payment period or during overlapping payment periods (W.Va. Code §133-42-8-4).

**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

#### **ACE ADVANTAGE FUNDING**

This last-dollar-in program (while funds are available) will pay no more than 75% of tuition and mandatory fees of your program of choice. The last-dollar-in means all other aid including but not limited to other state grants, federal grants, or scholarships must be applied first.

#### **STUDENTS WITH FINANCIAL AID**

It is the student's responsibility to make appointments with the financial aid office to check on and finalize all student financial aid. Once a student's financial aid has been finalized, it will be placed on his or her cost sheet, which in turn re-adjusts the payment plan. (The student will know their financial aid is finalized by the signing of the award letter and/or the cost sheet).

#### **SELF-PAYING STUDENTS**

ACT works hard to keep program costs low and has developed payment plans for all programs. Students who have no financial aid or whose financial aid has not been finalized by the start of class must pay the first

payment to be enrolled in their desired program. (The student will know his or her financial aid is finalized by the signing of the award letter and/or the cost sheet)

Verification is the confirmation through documentation that the information provided on a student’s Free Application for Federal Student Aid (FAFSA) is correct. Students who are chosen for verification must have all required documentation submitted to the school no later than seven days before the scheduled first day of class. Financial Aid cannot be finalized before the start of class for students who submit documentation later than seven days prior to the scheduled start of class. Students who do not or cannot make the first payment may reapply for the next scheduled program start.

The payment plan is the student’s responsibility to maintain. Every student is given a copy of his or her cost sheet, which includes the amounts and dates on which payments are due. Any student who is two payments behind MUST make an appointment with the Adult Coordinator within ten days of missing the second payment to make arrangements for payment. After the ten-day period and without approved arrangements, the student will be prevented from attending class and will be counted absent. These absences will count toward the student’s attendance record and the allowable 10% absenteeism.

Any amount over the required payment will be applied to the ending balance on the account, not the next payment. Students wishing to make advanced payments must make an appointment with the adult coordinator or the financial aid advisor.

#### **REFUND POLICY**

**I. For Classes Canceled by ACT**

Students will be refunded 100% of tuition and fees.  
This refund will be made within 45 days of the planned start date.

**II. For Students Who Withdraw On or Before the First Day of Class**

Students will be refunded 100% of tuition and all fees except the \$100 Application fee.  
This refund will be made within 45 days of the planned start date.

**III. For Students Who Enroll Prior to Visiting ACT**

This is not applicable to ACT as students must register in person.

**IV. For Students Who Withdraw After the Start of Class**

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

<b>WITHDRAWAL DATE (last date of attendance)</b>	<b>Tuition</b>	<b>Fees</b>
Before the first day of class	100%	All fees except \$100 Application
During the first five days	100%	0%
On day 6 or by day 10	50%	0%
After day 10	0%	0%

If a student withdraws during the second enrollment period there is No refund.

Refunds will be processed within 45 days of withdrawal.

**V. For Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction**

If class is canceled by ACT, the student will be refunded 100% of tuition and fees. Otherwise there is no refund or transfer.

\*\*All Refunds will be processed within 45 days with or without the student's request.

**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 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.

**WITHDRAWAL POLICY**

Any student wishing to withdrawal from a program must schedule an appointment with the Adult Coordinator and complete all necessary paperwork including discussing the refund policy.

## **SECTION II SCHOOL POLICIES AND REGULATIONS**

### **SATISFACTORY PROGRESS**

To successfully complete a program at ACT, adult students must meet the Satisfactory Academic Progress (SAP) requirements.

To meet SAP, a student must:

- Maintain a continuous “C” average
- Attend at least 90% of the program hours for each grading period
- Maintain a continuous 90% attendance rate for the program
- Complete the course within the originally scheduled course hours

SAP will be reviewed each grading period by the instructor and each payment period by the financial aid office. For short term programs, instructors will report students failing to meet SAP to the Adult Coordinator weekly. If a student is not making SAP at the end of a 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 Education Coordinator during which 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. Students who are dismissed due to SAP; can re-apply and resume at their last successful completion point with the next class as long as they have paid any debt to the school for the prior period.

### **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 for the remainder of the year. The student, teacher, and adult education 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.

### **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 to enter the class

### **STUDENT DRIVING**

All adult students are to park on the rear parking lot, excluding the front row and areas 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 decal or tag. Violators may be towed. The Raleigh County Board of Education and Academy of Careers and Technology are not responsible for damage to vehicles while parked on campus.

### **EMERGENCY CLOSINGS AND DELAYS**

Emergency closings and delays vary by program. Many programs use REMIND to communicate with students. Please follow all guidance from your instructor or administration about your programs procedures.

### **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.

[Plan for Assuring the Health and Safety of the Institution's Employees, Students, and Guests](#)

## **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, 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.

### **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:

- Possession or use of tobacco or tobacco-related products including vape devices (in violation of the Raleigh County Expected Behavior in Safe and Supportive Schools—Policy D.3.22).
- Possession or use of drugs or alcohol on campus (in violation of the Raleigh County Expected Behavior in Safe and Supportive Schools—Policy D.3.22). 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 the same as a positive testing result. Students who are found using drugs or alcohol on school premises are subject to immediate dismissal. 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.
- Possession or use of weapons on campus (in violation of the Raleigh County Expected Behavior in Safe and Supportive Schools—Policy D.3.22).
- Inappropriate use of cell phones (in violation of the Raleigh County Use of Cell Phones and Electronic Signaling Devices in School Policy—Policy D.3.21).
- Inappropriate use of social media (in violation of Raleigh County’s Acceptable Use of Technology by Students and Employees Policy—Policy E.13).
- Violation of ACT’s 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, including unreasonable absences or tardies
- Non-payment of tuition
- Persistent safety violations, including any infraction that could harm or threaten a student/staff in any way

## **DRUG TESTING**

Many programs require drug testing and even multiple drug tests for the student to obtain clinical rotations, certifications and/or licensures. Also, random drug testing is performed at ACT (students absent on the day of testing will have 24 hours to submit to testing). 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 or a possible false reading, a chain-of-custody test is required for the student to remain in class (during which time the student shall not participate in any lab/shop assignment/project). 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 re-admittance to that program or any medically related program. A positive result is recorded for any student not able to complete the test or who leaves the testing area without permission from the testers or administration.

## **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 the Adult Education Coordinator.
- The Adult Education Coordinator must provide a written response within 5 school business days.

### **LEVEL 2**

- If a student wishes to appeal the Level 1 decision, they must submit a written appeal to the Raleigh County Director of Career Technical Education within 5 school business days.
- The Raleigh County Director of Career Technical Education must provide a written response within 5 school business days.

### **LEVEL 3**

- If the student wished to take further action after the final appeal has been made, he or she may contact ACT's 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](http://www.council.org)

**SCHOOL OF PRACTICAL NURSING SUPPLEMENT**

## **SECTION I GENERAL INFORMATION**

### **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 Raleigh County Vocational Technical Center) opened its School of Practical Nursing on February 1, 1957, under the direction of Virgie Davis Grimm, Coordinator/Instructor and Mr. William B. Conley, Director of Vocational Education. The Academy of Careers and Technology School of Practical Nursing 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 Practical 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
    - 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:
  - Providing basic care and comfort to clients by assisting in the performance of activities of daily living
  - Providing care related to the administration of medications and monitoring clients receiving parenteral therapy
  - Reducing the client's potential for developing complications or health problems related to treatments, procedures or existing conditions
  - Providing care to clients with acute, chronic or life-threatening physical health conditions
  - 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:
  - Recognizing the practical nursing role within the health care delivery system
  - Validating client care to reflect standards of practice and accountability
  - Maintaining accountability for own practice within legal and ethical framework
  - Serving as a client advocate
  - Maintaining and developing standards or practice in providing care to the client.
  - Participating in nursing organizations
  - Seeking further growth through educational opportunities by utilizing current technology
  - Exhibiting professional attitude and appearance
  - Qualify for NCLEX-PN exam by maintaining at least an 80% 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 and 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.

**Fundamental Nursing Skills II:** 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 the treatment of various medical-surgical disorders or disease.

**Integrated Pharmacology:** Reviews specific medications utilized for the 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.

**Mental Health:** 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
- Complete the pre-entrance exam (TABE) and required basic skills instruction prior to making application to the program (call the school at 304-256-4615 to schedule your free exam.)
- TABE exam scores will be used to determine which individuals will be selected to take the TEAS entrance examination.
- Become qualified by the TEAS Exam and receive a 54 percentile or above in individual total score.
- Have a High School Diploma and an official transcript or a High School Equivalency
- Interview will be required
- Two satisfactory personal references

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

### **PRELIMINARY ADMISSION REQUIREMENTS**

(After Acceptance in the Program)

Once a student has been accepted into the program they must:

- Attend a basic mathematics class provided by ACT and receive at least 78%, this class is an additional fee
- Attend an orientation
- 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 of 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. Applicants must disclose any misdemeanor or felony.
- 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 and titer
  - A MMR vaccination and titer
  - Varicella titer

- Meningococcal vaccine
- COVID-19 vaccine
- Must have computer and internet at home or access somewhere to complete work

## **CRITERIA FOR ADMISSION**

### **Drug and Alcohol Testing**

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/Suboxone 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/Suboxone 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/Suboxone 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/Suboxone 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/Suboxone 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/Suboxone 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/Suboxone 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 starting in the phase prior to withdrawal
- 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:
- TEAS Test
- Background check
- Drug and alcohol laboratory testing
- Reference letters
- Math classes
- Tutoring

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**

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.

### **FACULTY ADVISORS**

Student's faculty advisor will be the assigned clinical instructor and the advisor will identify students at risk for leaving the program and provide tutoring when necessary.

### **HOURS OF OPERATION**

#### **Daytime:**

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

#### **Evening:**

Class Hours: 5:00 P.M. - 9:00 P.M., Monday through Friday

Clinical Hours: 5:00 P.M. - 10:00 P.M., basic skills and medical-surgical phases  
5:00 P.M. - 10:00 P.M., specialties

Clinicals for evening program are typically Wednesday, Thursday, and Friday. Clinical groups are on a rotating schedule. Clinical hours vary according to clinical group. Each evening clinical group will be scheduled for approximately 10 Saturday clinicals over the course of the program. Saturday hours are 7:30 A.M.-3:30 P.M.

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
- Harper Mills
- Hidden Valley
- Raleigh General Hospital
- Veterans Administration Hospital
- Raleigh County WVU Extension Service
- The Villages at Greystone
- Access Health
- Jackie Withrow Hospital

### **METHODS OF INSTRUCTION**

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

### **METHODS OF EVALUATION**

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

### **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.

The Academy of Careers and Technology School of Practical Nursing provides references, periodicals, magazines, textbooks, and computers through the use of media center and library.

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:

94 - 100%	=	A
86 - 93%	=	B
80 - 85%	=	C

ATI Comprehensives:

Level 3=	100%
Level 2=	90%
Level 1=	80%
<Level 1=	70%

Comprehensive testing will be used selectively throughout the year and will be counted as at least one tenth of each course's final grade. Homework and quizzes will be 5% of each course's final grade.

### **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 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) hours 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. for the Daytime program and by 3:00 P.M. for the Evening program.

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.

Perfect attendance will be awarded to students who are absent zero (0) hours.

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

### **STUDENT CLASSROOM BEHAVIORS**

All students are required to:

- No cell phones during classroom and clinical time.
- Maintain cleanliness of classroom and media center
- Request permission from the instructor to leave the room
- Wear name tags while in the school environment (collected upon graduation)
- 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 be dismissed and the time counted as an absence. The instructor and/or school administrator will counsel the students with problematic or disruptive behaviors.

### **STUDENT GUIDE FOR TAKING EXAMINATIONS**

Students must:

- No cell phones or smart watches.
- 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 and time 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.

Some tests will be taken on computers.

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 Michelle Mayhew, 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. for the Daytime program and by 3 P.M. for the Evening program
- Arrive on time for pre and post conference
- Conform 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, breach of confidentiality, or violation of the social media policy 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
- The dress uniform length must be below the student's knee cap
- 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 to improve clinical performance.

### **REQUIREMENTS FOR DIPLOMAS**

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

- Student's account must be paid in-full
- Complete all written assignments for both theory and clinical practicum

- 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%.

<u>Course</u>	<u>Quality Points</u>
Introduction to Medical/Surgical Nursing	2
Surgical Client	2
Oncology	1
Urinary and Renal Disorders	2
Gastrointestinal Disorders	3
Respiratory Disorders	2
Neurological Disorders	2
Cardiovascular Disorders	3
Reproductive Disorders	2
Endocrine Disorders	2
Sensory Disorders	1
Musculoskeletal Disorders	2
Integumentary Disorders	1
Hematopoietic/Lymphatic Disorders	1
<b>Total</b>	<b>26</b>

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).

#### **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)

1. Evacuate—If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
  - Have an escape route and plan in mind
  - Evacuate regardless of whether others agree to follow
  - Leave your belongings behind
  - Help others escape, if possible
  - Prevent individuals from entering an area where the active shooter may be
  - Keep your hands visible
  - Follow the instructions of any police officers
  - Do not attempt to move wounded people
  - Call 911 when you are safe
2. Hide out—If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
  - Be out of the active shooter's view
  - Provide protection if shots are fired in your direction
  - Not trap you or restrict your options for movement (i.e., an office with a closed and locked door)

To prevent an active shooter from entering your hiding place:

- Lock the door

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. Take action against the active shooter—As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
  - Acting as aggressively as possible against him/her
  - Throwing items and improvising weapons
  - Yelling
  - Committing to your actions blockade the door with heavy furniture

**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