Student Handbook
2025 – 2026

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:

RALEIGH COUNTY BOARD OF EDUCATION
105 Adair Street
Beckley, West Virginia 25801
(304) 256-4500

BOARD MEMBERS
Larry Ford, President
Richard V. Snuffer II, Vice-President
Dr. Charlotte Hutchens
Marie Hamrick
Masha Smith

ACADEMY OF CAREERS AND TECHNOGY
390 Stanaford Road
Beckley, West Virginia 25801
(304) 256-4615

ADMINISTRATIVE STAFF
Charles M. Pack, Jr., Director of Career Technical Education/Principal
Adrienne Brellahan, Assistant Principal
Kevin Bolen, Adult Education Coordinator
Cathy Moore, Counselor
Melani Hylton, Financial Aid Counselor
Candace Crouse, Job Placement/Data Coordinator

WEST VIRGINIA DEPARTMENT OF EDUCATION
1900 Kanawha Boulevard East
Charleston, West Virginia 25305-0330
1(833) 627-2833

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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.

August 2025

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

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.

NOTICE OF NON-DISCRIMINATION

The Raleigh County Board of Education does not discriminate on the basis of sex, race, color, age, religion, disability, marital status, or national origin in its educational practices, activities, or employment practices.

RCBOE Policy: C.1.3 Racial, Religious, Ethnic Harassment
RCBOE Policy: C.1.3A Sexual Harassment and Discrimination

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Theresa Lewis
Director of Pupil Services
Title IX Coordinator and Title II Officer
105 Adair Street
Beckley, WV 25801
Telephone: (304) 256-4500 extension 3307

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DIRECTORY OF FACULTY AND STAFF

NAME	PROGRAM	ROOM	EXT
Lauren Adkins	Computer Aided Drafting & Design/Project Lead The Way	215	334
George Avis	Carpentry	302	327
Denise Ballard	Adult Basic Education	111	363
Kevin Bolen	Adult Education Coordinator	OFFICE	305
Adrienne Brellahan	Assistant Principal	OFFICE	307
Savannah Callison	Cosmetology	203-206	326
Cassie Carr	Cosmetology	203-206	326
Chad Cox	EMT-B/Emergency and Firefighting Management Services	109	354
Candace Crouse	Job Placement/Data Coordinator	OFFICE	304
Shawna Davis-Lilly	Therapeutic Services	216	319
Michelle Farmer	Communities in Schools	201G	357
Melody Finch	Practical Nursing	210	308
Heather Fogus	Dental Assisting	212	341
Michele Harless	Practical Nursing Evening Coordinator	210	309
Jason Hatfield	Welding	301	330
Melissa Hendrick	Evening Practical Nursing Secretary/Front Desk	OFFICE	301
Debbie Helmondollar	Secretary	OFFICE	301
Melani Hylton	Financial Aid Counselor	OFFICE	302
Heather James	Academic English (CTE)	222	336
Liz Lawrence	Practical Nursing	211	320
Tamie League	Option Pathway	207	339
Jon Lester	ProStart Restaurant Management	221	350
John Lynch	Plumbing	102	361
Andrea Martin	Medical Assisting	201	324
Michael Meador	Automotive Technology	105	321
Cathy Moore	Counselor	202	328
Frederick Moore	Custodian	OFFICE	---
Harold Newsome	HVAC Technician	303	323
Charles Northrop	Collision Repair Technology	107	345
Charles M. Pack, Jr.	Career Technical Education Director/Principal	OFFICE	306
Dave Pack	Diesel Equipment Technology	103	331
Michael Peck	Truck Driving	110	342
Sarah Rahal	Vocational Specialist	106	338
Josh Reeve	Academic Math (CTE)	224	349
Katlyn Richardson	Practical Nursing Secretary	211	353/301
David Richmond	Law and Public Safety	108	333
Celeste Robinson	Cosmetology	203-206	326
Joyce Rollins	Phlebotomy Technician	225	347
Robert Schmid III	Career Exploration	209	325
Steve Simmerman	Custodian	OFFICE	---
Richard Snuffer	Electrical Technician	101	322
Denise Thomas	Practical Nursing Coordinator	211	343
Shane Treadway	Building Maintenance and Operations	219	329
Claire Vargo	Option Pathway	207	339
Robin Walton	Accountant/Secretary	OFFICE	303
Mark Wray	Computer Systems Repair Technology	217	337
School Nurse	School Nurse	210F	352

FULL TIME FACULTY					
Last Name	**First Name**	**Program**	**Degree/ Certificate**	**Institution**	**Industry Credentials (if applicable)**
Adkins	Lauren	Computer Aided Drafting & Design/Project Lead The Way	Bachelors	West Virginia University Institute of Technology	Computerized Drafting & Design Engineer Technology, Mechanical Engineering Technology, Civil Engineering Technology, ADDA-Certified Mechanical Drafter, Project Lead the Way Certified Teacher, NIMS, Autodesk Certified User
Avis	George	Carpentry	Career Technical Certificate	West Virginia University Institute of Technology	National NCCER Certification
Bailey	Shannon	Adult Basic Education	Masters	Concord University	West Virginia Welcome, Bloodborne Pathogens, CSM High Performance Coaching, Bring You're "A" Game Anywhere, Apple Teacher
Ballard	Denise	Adult Basic Education	Masters	Marshall University	Bachelors in Business Administration in Computer Information Systems; Masters in CTE
Callison	Savannah	Cosmetology	Career Technical Certificate	West Virginia Department of Education	Regency Beauty Institute; West Virginia Board of Barbers and Cosmetologist, Licensed Instructor
Carr	Cassie	Cosmetology	Bachelors	Marshall University	Regents Bachelor of Arts West Virginia Board of Barbers and Cosmetologist, Licensed Instructor
Cox	Chad	EMT-B	Career Technical Certificate	West Virginia University Institute of Technology	National Registry EMT-P NRP; MCCP; NAEMSE Instructor; PST Instructor
Davis-Lilly	Shawna	Therapeutic Services	Masters	West Virginia University	Registered Nurse, Certified Phlebotomy Technician, Certified EKG Technician
Finch	Melody	Practical Nursing	Bachelors	Mountain State University	Bachelors of Science in Nursing
Fogus	Heather	Dental Assisting	Bachelors	Pennsylvania College of Technology	Registered Dental Hygienist

Harless	Michele	Practical Nursing	Bachelors	Mountain State University Concord University	Bachelors of Science in Nursing Bachelors of Arts in Psychology
Hatfield	Jason	Welding	Career Technical Certificate	West Virginia University Institute of Technology	SMAW, GMAW, GTAW, FCAW
James	Heather	Academic English CTE	Bachelors	Concord University	Bachelor of Science in Secondary Education Major English 5-12
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
Jon	Lester	ProStart Restaurant Management	Career Technical Certificate	Marshall University	ServSafe-Manager
Lynch	John	Plumbing	Career Technical Certificate	WV Department of Education	WV Master Plumber
Martin	Andrea	Medical Assisting	Bachelors	Bluefield State College	Bachelors of Science in Nursing Registered Nurse
Meador	Michael	Automotive Technology	Career Technical Certificate	Marshall University	ASE Certified
Newsome	Harold	HVAC Technician	Career Technical Certificate	Marshall University	HVAC Tech Universal Refrigeration License
Northrop	Charles	Collision Repair Technology	Career Technical Certificate	WV Department of Education	ASE Certified
Pack	David	Diesel Equipment Technology	Masters	American College of Education	ASE; OSHA Certified Forklift Trainer; MSHA Qualified Diesel Instructor; Education Leadership Curriculum & Instruction
Peck	Michael	Truck Driving	Bachelors	Bluefield State	Class A CDL; WV DMV CDL Class A Examiner; AAMVA International Driver Certified Commercial Examiner (CCE)

Rahal	Sarah	Vocational Specialist	Masters	Concord University	Education Cognate Special Education
Reeve	Joshua	Academic Math CTE	Masters	Marshall University	Associate Degree in Auto/Diesel Technologies; Bachelors of Science in Mathematics and Science; Masters in Secondary Education
Richmond	David	Law and Public Safety	Masters	Salem University	Education Leadership
Robinson	Celeste	Cosmetology	Bachelors	West Virginia University Institute of Technology	Regents Bachelor of Arts West Virginia Board of Barbers and Cosmetologist, Licensed Instructor
Schmid III	Robert	Career Exploration	Associates	Broward College	YANMAR Diesel Technician and Equipment
Snuffer	Rick	Electrical Technician	Masters	Marshall University	M.S. Continuing Adult Education, National Board Certified Teacher-Engineering, Design, and Fabrication Master Electrician, WV State Electrical Contractor's License
Thomas	Denise	Practical Nursing	Bachelors	Bluefield State	Bachelors of Science in Nursing, Registered Respiratory Therapist
Toney	Tammy	Adult Basic Education	Masters	Concord University	Bachelor of Science in Business Administration Major Management; Masters in CTE
Treadway	Shane	Building Maintenance & Operations	Career Technical Certificate	Marshall University	Career Technical Certificate
Vargo	Claire	Option Pathway	Bachelors	University of Akron	Early Childhood Education; Multi-Cat K-AD

Wray	Mark	Computer Systems Repair Technology/Coding, App & Game Design	Career Technical Certificate	West Virginia University Institute of Technology	CompTIA A+, Network+
PART TIME FACULTY					
Rollins	Joyce	Phlebotomy	Phlebotomy Technician	American Medical Technologists	American Medical Technologists

ADMINISTRATION					
Pack, Jr	Charles M.	Career Technical Education Director/ Principal	Masters	Marshall University	Education Leadership
Brellahan	Adrienne	Assistant Principal	Masters	Western Governors 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
Moore	Cathy	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

TIME	SCHOOL
7:25 AM	Woodrow Wilson High School/Drivers
7:30 AM	Woodrow Wilson Tardy Bell
7:35 AM	Shady Spring High School
7:40 AM	Independence High School
7:50 AM	Liberty High School

MORNING DISMISSAL

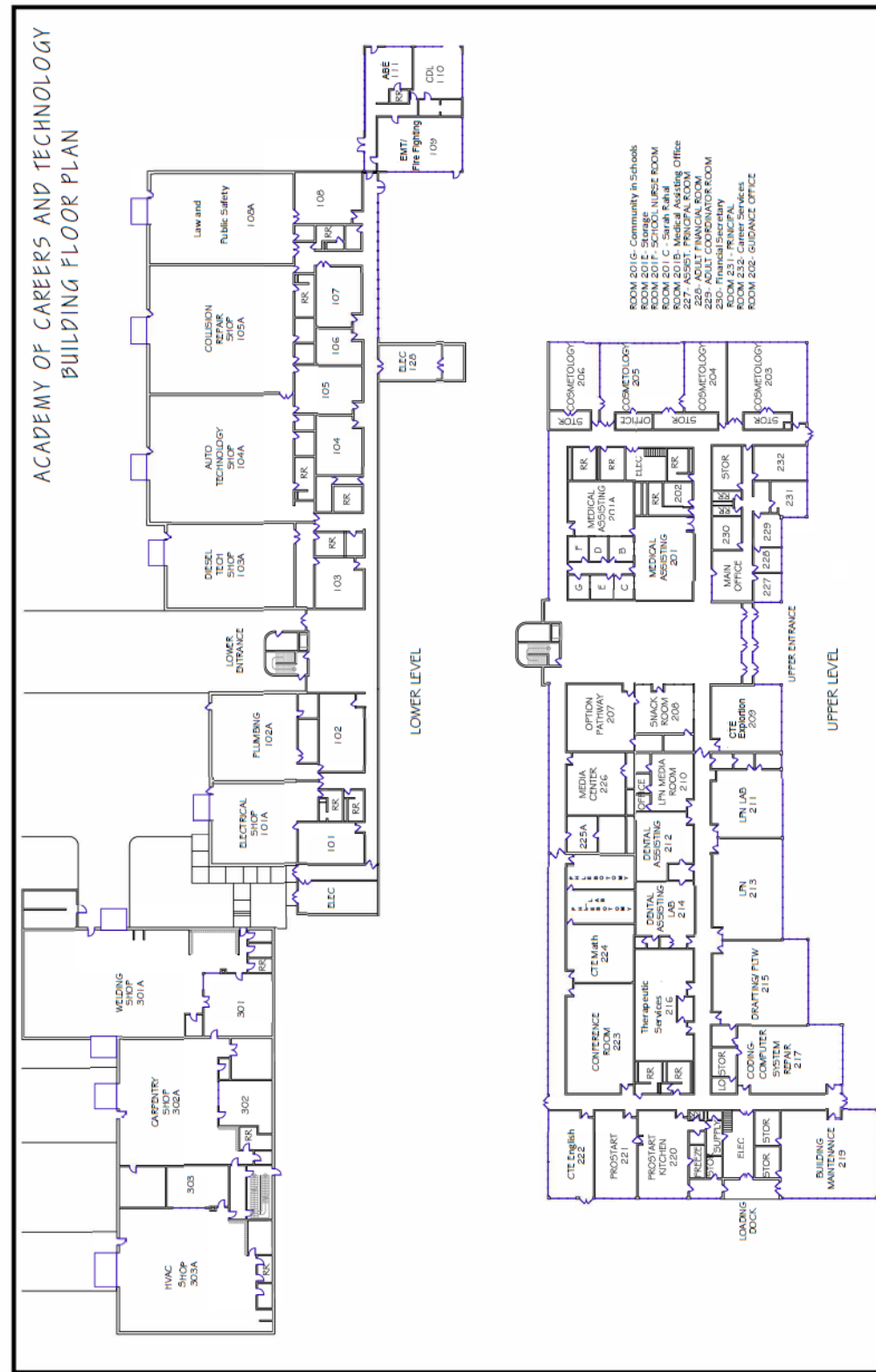| TIME	SCHOOL
10:15 AM	Independence High School
10:15 AM	Liberty High School
10:15 AM	Shady Spring High School
10:15 AM	Woodrow Wilson High School/Drivers

AFTERNOON ARRIVAL

TIME	SCHOOL
11:10 AM	Woodrow Wilson High School/Drivers
11:20 AM	Woodrow Wilson Tardy Bell
11:25 AM	Shady Spring High School
11:30 AM	Independence High School
11:55 AM	Liberty High School

AFTERNOON DISMISSAL

TIME	SCHOOL
1:42 PM	Liberty High School
1:42 PM	Independence High School
1:42 PM	Shady Spring High School
2:15 PM	Woodrow Wilson High School/Drivers

BUILDING FLOOR PLAN

ACADEMY OF CAREERS AND TECHNOLOGY
BUILDING FLOOR PLAN

LOWER LEVEL

UPPER LEVEL

ROOM 201G - Community in Schools
ROOM 201E - Storage
ROOM 201F - SCHOOL NURSE ROOM
ROOM 201C - Sarah Rahal
ROOM 201B - Medical Assisting Office
227. ASST. PRINCIPAL ROOM
226. ADULT FINANCIAL ROOM
225. ADULT COORDINATOR ROOM
230- Financial Secretary
ROOM 231- PRINCIPAL
ROOM 232- Career Services
ROOM 202- GUIDANCE OFFICE

SCHOOL SCHEDULE

The Academy of Careers and Technology is part of the Raleigh County School System and follows the Raleigh County School calendar. We observe all holidays, school closings, delays, and other scheduled days off as et by the Raleigh County Board of Education. Adult students attend school in accordance with approved program calendars.

SCHOOL CALENDAR   2025-2026 SCHOOL YEAR   For Raleigh County Schools   Using Equivalent Time Option: YES   WVEIS: 0074

Month	Instructional Days	Compensated Not Taught Days	Total Employment Days
first	16	4	20
second	20	0	20
third	19	1	20
fourth	18	2	20
fifth	17	3	20
sixth	20	0	20
seventh	19	1	20
eighth	20	0	20
ninth	19	1	20
tenth	12	8	20

First month (08/19–09/15): Codes — 08/19 P/FS, 08/20 PM, 08/21 PL, 08/22 PM, 08/25 PL, 09/01 H.
Third month: 10/22 TP/FS.
Fourth month: 11/11 H; 11/24 O, 11/25 O, 11/26 O, 11/27 H, 11/28 O.
Fifth month (12/15–01/19): 12/19 PL/FS, 12/22 O, 12/23 O, 12/24 H, 12/25 O, 12/26 O, 12/29 O, 12/30 O, 12/31 O, 01/01 H, 01/02 PL, 01/16 H, 01/19 H.
Seventh month: 02/24 TP/FS.
Eighth month: 03/30 O, 03/31 O, 04/01 O, 04/02 O, 04/03 O, 04/06 PL/FS.
Ninth month: 05/12 E.
Tenth month (05/19–06/15): 05/25 H; 06/01 OS, 06/02 OS, 06/03 OS, 06/04 OS, 06/05 OS, 06/08 OS, 06/15 P/FS.

Totals: 180 Instructional | 20 | 200

Important Dates
08/19/2025	First Day Employment Term
08/21/2025	First Day Instructional Term
08/26/2025	First Student Instruction
01/16/2026	Last Day First Semester
06/04/2026	Last Day Instructional Term
06/15/2026	Last Day Employment Term
10/13/2025	Last Day Second Month
01/06/2026	82nd Instructional Day
03/17/2026	130th Instructional Day
05/28/2026	175th Instructional Day

Faculty Senate   FS   6
08/19/2025	1st Meeting
10/22/2025	2nd Meeting
12/22/2025	3rd Meeting
02/24/2026	4th Meeting
04/06/2026	5th Meeting
06/15/2026	6th Meeting

Prof. Learning   PL(H)   5
08/21/2025	Full Day (1.0)
08/25/2025	Full Day (1.0)
12/22/2025	Full Day (1.0)
01/02/2026	Full Day (1.0)
04/06/2026	Full Day (1.0)

School Holidays
West Virginia Code 18A-5-2
- September 01, Labor Day
- November 11, Veterans Day
- November 27, Thanksgiving Day
- December 25, Christmas Day
- January 01, New Years Day
- January 19, Martin Luther King Jr.'s Birthday
- May 12, Election Day
- May 25, Memorial Day

Non-instructional Days - Recap
Code	#	Description
CD	0	Curriculum Development
P	2	Prep. for Opening/Closing Schools
TP	2	Teacher-Pupil-Parent Conference
OS	6	Outside School Environment
E	1	Primary/General Election
H	7	Holidays
PM	2	Professional Meeting
	20	Total Non-instructional Days

Out-of-Calendar (Non-paid) Days
O	15	Out-of-Calendar Days

Dates of Graduation
School		Graduation Date	School		Graduation Date
School	Independence High School	05/30/2026	School	Academy of Careers and Technology	05/28/2026
School	Shady Spring High	05/29/2026	School		
School	Woodrow Wilson High School	05/30/2026	School		
School	Liberty High	05/30/2026	School		

04/01/2025   Dr. Serena L. Starcher
Date   Name of County Superintendent

Raleigh County Schools
2025-2026 Calendar

August 19, 2025	First Day of Employment Term for 200-day Staff; Prep for Opening Schools; Faculty Senate Day
August 20, 2025	Professional Meeting
August 21, 2025	Professional Learning
August 22, 2025	Professional Meeting
August 25, 2025	Professional Learning
August 26, 2025	First Day for Students
September 1, 2025	Labor Day – Schools Closed
October 22, 2025	Teacher-Pupil-Parent Conference/Faculty Senate Day; No Students
November 11, 2025	Veteran's Day – Schools Closed
November 24-26, 2025	Out of Calendar Days – Schools Closed
November 27, 2025	Thanksgiving Day – Schools Closed
November 28, 2025	Out of Calendar Day – Schools Closed
December 22, 2025	Professional Learning/Faculty Senate Day; No Students
December 23-24, 2025	Out of Calendar Days – School Closed
December 25, 2025	Christmas Day – Schools Closed
December 26, 29-31, 2025	Out of Calendar Days – Schools Closed
January 1, 2026	New Year's Day – Schools Closed
January 2, 2026	Professional Learning Day; No Students
January 19, 2026	Martin Luther King Jr.'s Birthday – Schools Closed
February 24, 2026	Professional Learning/Faculty Senate Day; No Students
March 30- April 3, 2026*	Out of Calendar Days – Schools Closed*
April 6, 2026	Professional Learning/Faculty Senate Day; No Students
May 12, 2026	Election Day – Schools Closed
May 25, 2026	Memorial Day – Schools Closed
June 5, 8-12, 2026*	OSE Days – Schools Closed*
June 15, 2026*	Prep for Closing Day; Faculty Senate Day*
June 16-18, 22-26, 29-30, 2026*	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.

Academic Skills: Students will learn academic skills related to their program and will participate in an embedded Math or English Language course for credit. The course will be a combination of embedded and/or pull out.

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[+]
- Receive a recommendation by the instructor

[*]Course grades and high school credit are in no way affected by insufficient hours for certification.
[+]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: Governor's Workforce Credential Criteria.

GRADUATION
Graduation exercises will be held in the spring at the conclusion of the school year. 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 a 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/academics/career-technical-education/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						
	20-21		21-22		22-23	
	Completers	Placement Rate	Completers	Placement Rate	Completers	Placement Rate
Commercial Driving	46	91%	34	97%	24	96%
Cosmetology	21	85%	21	80%	24	88%
HVAC Technician	-	-	-	-	-	-
Phlebotomy Technician	36	88%	23	85%	17	71%
Plumber Technician	-	-	-	-	-	-
Practical Nursing	26	100%	24	100%	29	96%
Welding	6	100%	2	100%	5	100%

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 or colleges.

To qualify for membership, students must have a 3.5 average (on a 4.0 scale) in their CTE program, demonstrate leadership ability, have excellent attendance, have 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. Members are required to complete 20 volunteer hours.

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 uses a variety of current and relevant educational material, such as but not limited to: 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. Each program instructor is 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 a copy is maintained in the school office. Students shall be oriented to media resources by program instructors. The evaluation and effectiveness of media services shall be performed by program Advisory Committees and 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
As technology changes this section will be updated.

Logging Into Your Chromebook For The First Time

1. Power on device by hitting button in back left corner on side of device (#1 on picture).
2. Let device power on.
3. Once it powers up click in lower left corner of screen on Add Person.
4. Enter your raleighcountyschools.org email and password as supplied by Raleigh County Schools. (If you need this information see your instructor or Mrs. Crouse).

Bookmarking Schoology (high school students only)

1. Open your internet browser Google Chrome as seen in picture.
2. Go to rcsd.schoology.com.
3. A Microsoft Sign In screen will appear.
4. Enter your k12 email account and password as supplied by Raleigh County Schools. (If you need this information see your instructor or Mrs. Crouse).
5. Click on the three dots in the upper right corner of your browser (see picture).
6. Click on Bookmark and then Bookmark This Tab. Name your bookmark Schoology. This will allow you when you open your Chrome browser to have a shortcut to get to Schoology faster and it will remember your login information for you.
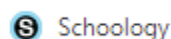
Bookmarking iGradePlus (adult students only)

1. Open your internet browser Google Chrome as seen in the above picture.
2. Go to iGradePlus.com.
3. In the upper right corner click on the green Login button (See picture).
4. Then click Student.
5. Enter your username and password (this is set up by an email invitation you will receive from Ms. Crouse when you first start your program).
6. Click on the three dots in the upper right corner of your browser (see picture).
7. Click on Bookmark and then Bookmark This Tab. Name your bookmark iGrade. This will allow you when you open your Chrome browser to have a shortcut to get to iGradePlus faster and it will remember your login information for you.
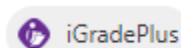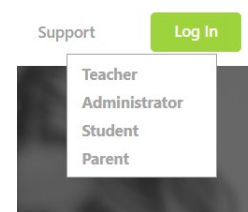
Bookmarking Email

1. Open your internet browser Google Chrome as seen in the above picture.
2. Go to office.com.

3. Click on Sign In.
4. Enter your k12 email and password. (If you need this information see your instructor or Mrs. Crouse).
5. Click on the three dots in the upper corner of your browser (see picture).
6. Click on Bookmark and then Bookmark This Tab. Name your bookmark Email. This will allow you when you open your Chrome browser to have a shortcut to get to your email faster and it will remember your login information for you.

Signing Out or Powering Off Chromebook

1. If you need to turn off your Chromebook or sign out you just need to hit the button in the back left corner of your Chromebook once (#1 in picture).
2. You can then select on your screen whether you want to Shut Down or just Sign Out.

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

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.
- For Cosmetology and Practical Nursing see Addendums at end of the Work-Based Activity Plan.

Portfolio Building
The Career Services Office and English Teacher 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.

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 within three days of return.
- 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 DISMASSAL PROCEDURES

All students not using county transportation must report to class on the first bell (7:25 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 each semester. Students who are tardy for class must report to the office and obtain a tardy slip before admission to class will be granted. Every 5 tardies will result in the loss of 3 hours toward the student's program completion. Teachers are required to record tardies for accurate record keeping (Schoology and Classroom log).

Tardy 2:   Teacher/student conference
Tardy 5:   Student loses 3 hours
Tardy 8:   Teacher contacts parent/guardian by phone
Tardy 10:   Student loses additional 3 hours
               DRF completed – 1 day lunch detention
Tardy 12:   DRF completed – 1 day ISS
Tardy 15:   Student loses additional 3 hours
               DRF completed – Consequences at the discretion of administrator

ACT will work with home schools on students who are late to the high school and miss the ACT morning bus. Permission must be granted by home school, ACT, and parent/guardian for student to drive to ACT.

Possible consequences:

1st Block Tardies
Tardy 5:   Loss of 3 hours for ACT program
Tardy 8:   2 weeks of driving privileges (at high school)
Tardy 10:   Loss of additional 3 hours for ACT program
Tardy 12:   Loss of driving privileges for entire semester (no less than 4 months)

SIGN-OUTS/EARLY DISMISSALS
- Students must bring a note from home stating the time they need to depart, the reason, and the phone number where the parent can be reached for verification OR the parent must come into the building to sign out the student.

- Phone calls for early dismissals will only be permitted in extenuating circumstances.

- The parent must verify the note.

- The student is to leave the note with the office when they arrive.

- The student is to report to the office and sign-out at the time they are approved to leave.

- Students are permitted 2 notes before a parent must come in to sign them out.

- Five early dismissals/sign-outs will result in the loss of 3 hours toward a student's program completion.

- 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.

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.

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 they are expecting any visitors or presenters. Those visitors should report to the office upon arriving at the school and sign in and out.

Food delivery by parents or vendors is prohibited.

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						
	2019-2020	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2024-25**
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	0	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 protocol of the Simulated Workplace initiative. Each year, a percentage of the student population enrolled in secondary career and technical education programs could be randomly tested. 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 may 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. S2000e, et seg. Title IX of the Education Amendments of 1972, 20U.S.C. S1681, et seg. and WV Code S 5-11-1, et seg. 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.

SECONDARY STUDENT DRIVING RULES & PROCEDURES

The only secondary students who will be issued a permanent parking pass are students who are homeschooled, attend private, or virtual school.

Students must have at least a 1-day prior approval to drive from ACT and their parent. This is only for appointments, and other special circumstances. Students MUST get our temporary parking pass to show their high school. The high schools have been informed to not let a student leave their parking lot without one.

AM times are 7:15-10:15. PM times are 11:15 and 2:15. <u>Any student that drives OR is picked up must arrive and leave at these times.</u> They are tardy or leaving school without permission otherwise.

<u>If a student misses the bus at their high school, they must check in with their school. The high schools have been informed to let ACT and a parent know before the student leaves their school</u>. The student is to report to the office here at ACT as soon as they arrive.

If a student oversleeps and wants to drive directly here, they must call and also have a parent to ok it. <u>These instances will be limited and if frequently abused the student will be required to have a parent/guardian drop them off.</u>

<u>No student that drives is allowed to have another student ride with them.</u>

<u>If any of these regulations are not met, students are at risk of discipline referral/losing home high school parking privileges</u>.

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.