

# Student Handbook

## 2022 – 2023



### **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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Jeff Lacy, Assistant Principal  
Kevin Bolen, Adult Education Coordinator  
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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 2022

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
Denise Ballard	Adult Basic Education	111	
Kevin Bolen	Adult Education Coordinator	OFFICE	305
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
Heather Fogus	Dental Assisting	212	341
Charles Fuller	Counselor	202	328
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/Front Desk	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
Charles M. Pack, Jr.	Career Technical Education Director/Principal	OFFICE	306
David Pack	Diesel Equipment Technology	103	331
Scott Pack	Carpentry	302	327
TBA	Practical Nursing Secretary	211	353/301
Sarah Rahal	Vocational Specialist	106	338
Jeannie Ramsey	School Nurse	210F	352
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	Career Exploration	209	325
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	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
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
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
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. Adult and Technical Education
Hughes	James	Academic Math CTE	Bachelors	West Virginia University	Bachelor of Science in Education Major Mathematics 9-12 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, GTAW
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
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	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	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 2022-2023 Calendar

August 18, 2022	First Day of Employment Term for 200-day Staff; PM Day
August 19, 22-23, 2022	PM Days
August 24, 2022	Prep for Opening Schools; Faculty Senate Day
August 25, 2022	First Day for Students
September 5, 2022	Labor Day – Schools Closed
October 10, 2022	Professional Learning/Faculty Senate Day; No Students
November 8, 2022	Election Day – Schools Closed
November 11, 2022	Veteran's Day – Schools Closed
November 21-23, 2022	Out of Calendar Days – Schools Closed
November 24, 2022	Thanksgiving Day – Schools Closed
November 25, 2022	Out of Calendar Day – Schools Closed
December 22, 2022	Professional Learning/Faculty Senate Day; No Students
December 23, 2022	Out of Calendar Day – Schools Closed
December 26, 2022	Christmas Day Observed– Schools Closed
December 27-30, 2022	Out of Calendar Days – Schools Closed
January 2, 2023	New Year's Day Observed – Schools Closed
January 13, 2023	Professional Learning Day; No Students
January 16, 2023	Martin Luther King Jr.'s Birthday – Schools Closed
February 8, 2023	Faculty Senate Day – Three Hour Early Release
February 20, 2023*	OSE Day – Schools Closed*
March 17, 2023*	OSE Day – Schools Closed*
April 7, 2023	Professional Learning/Faculty Senate Day; No Students
April 10-14, 2023*	Out of Calendar Days – Schools Closed*
May 26, 2023	Professional Learning Day; No Students
May 29, 2023	Memorial Day – Schools Closed
June 7-9, 12, 2023*	OSE Days – Schools Closed*
June 13, 2023*	Prep for Closing Day; Faculty Senate Day*
June 14-16, 19, 21-23, 26-30, 2023*	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: [Governor's Workforce Credential Criteria](#).

## **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						
	17-18		18-19		19-20*	
	Completers	Placement Rate	Completers	Placement Rate	Completers	Placement Rate
<b>Certified Welder</b>	1	100%	6	83%	7	17%
<b>Commercial Driving</b>	-	-	13	100%	16	94%
<b>Cosmetology</b>	14	100%	19	100%	18	61%
<b>Electrical Technician</b>	12	100%	6	83%	4	100%
<b>Phlebotomy Technician</b>	22	74%	24	88%	8	71%
<b>Practical Nursing</b>	17	100%	20	95%	18	94%

\*Shut downs and remote learning due to COVID-19

### 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.

### **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/advanced-career-education/edge/> 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 EXCEPTIONALITIES**

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

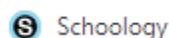
### Logging Into Your Chromebook For The First Time

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)

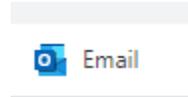
1. Open your internet browser Google Chrome as seen in the above picture.
2. Go to iGradePlus.com.
3. In the upper right corner click on the green Login button (See picture).
4. Then click Student.
5. Enter your username and password (this is set up by an email invitation you will receive from Ms. Crouse 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](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.
- For Cosmetology and Practical Nursing see Addendums at end of the [Work-Based Activity Plan](#).

### **Portfolio Building**

The Career Services Office and ESL 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 [Portfolio-Guidance-7 13 2021.pdf \(wvde.us\)](#).

### **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.

#### **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.

<b>ON-CAMPUS CRIME STATISTICS</b>						
	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
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
<b>ARREST</b>						
Liquor Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Weapons Violations	2	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 will 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 seq. Title IX of the Education Amendments of 1972, 20U.S.C. S1681, 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

Dear Students:

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

All of us at ACT is please 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 have any questions pertaining to the contents, please consult you instructor.

Again, welcome to ACT!

Where our mission is Preparing You for Your FUTURE

Sincerely,



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/adult-only-programs> 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	A T I	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	1464	400	700	50	200	50	75	25	200	25	10,900.00
Phlebotomy Technician	1,050.00	25	100	0	350	150	0	50	150	50	75	25	0	25	2,050.00
Practical Nursing	5,400.00	25	100	900	1090	1100	0	100	410	50	0	25	175	25	9,400.00
Commercial Driving	2,000.00	25	100	0	1500	0	0	50	450	50	0	25	0	0	4,200.00
Certified Welder	4,320.00	25	100	0	2015	0	0	50	0	50	75	25	40	0	6,700.00

## 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 [FAFSA® Application | Federal Student Aid](#). 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

## 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. Click here to read more information on [ACE Advantage funding](#).

**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

### **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.

**RETURN OF ACE FUNDS**

The Academy of Careers and Technology applies the following return policy to any student withdrawing from a program or not maintaining ACE Advantage eligibility.

This policy is based on the scheduled clock hours to last day of attendance or the date of non-eligibility determination divided by the number of hours in the payment period. The resulting percentage determines the amount of ACE Advantage funding earned.

The student is responsible for any balance remaining.

Ace advantage funding is earned Percent for percent if the percentage is less than 50%. If the calculated percentage is greater than 50% the student earns 100% of ACE Advantage funds for that payment period.

Examples:

The student has completed 200 scheduled hours of the 450 payment period hours upon withdraw.  $200/450 = 44\%$  The student would receive 44% of the ACE Advantage funding for this payment period.

The student has completed 225 scheduled hours of the 450 payment period hours upon withdraw.  $225/450 = 50\%$  The student would receive 50% of the ACE Advantage funding for this payment period.

#### **WITHDRAWAL POLICY**

Any student wishing to withdraw 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 each Course
- 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.

### STUDENT TIME CLOCKS

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. Class schedules can be found in the catalog on our school website WVACT.NET under the resources tab.

#### **Students must:**

Clock in and out to receive credit for class time each day. Students attending 6 hours or more must clock out for lunch; these students must have a clock in and out for the first and second part of the day to receive credit for both.

Students must attempt three times, at each clock if assigned to multiple clocks, to clock in or out. If the student is unable to clock either in or out and has made three attempts the student can email Mr. Bolen at kebolen@k12.wv.us. The email must contain the following information for correction to be made:

Student:

Full name

Program

Date and time of failed attempt

Forgetting to clock is not a correctable issue.

**Fraud:**

Leaving school property while clocked in is considered submitting fraudulent time (this will not be tolerated); funding sources pay students based on in seat clock hours. Fraud is a reason for immediate dismissal from your program.

Note: Due to Federal Regulations **NO** Instructor has authority to give permission to leave school property while clocked in. This is the student's **responsibility**.

**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 areas by the shops. After completing the parking permit application, 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 at the owner's expense. 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 including fraudulent time clock
- 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 the Academy of Careers and Technology (ACT). Students who are 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 before completing the test. ACT does not accept any prescriptions, that is the responsibility of the Medical Review Officer (MRO). ACT uses the report from the MRO as the results.

### **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)