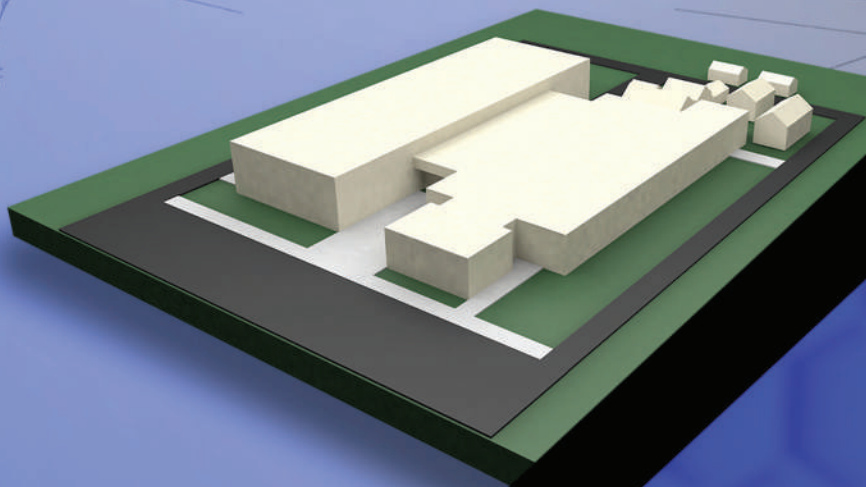


# Carver Career and Technical Education Center

## Secondary Student Handbook 2020-2021 School Year



# Table of Contents

<b>WELCOME.....</b>	<b>A</b>
<b>STAFF DIRECTORY .....</b>	<b>B</b>
<b>ADULT AND SECONDARY PROGRAM LIST.....</b>	<b>C</b>
<b>HISTORY .....</b>	<b>E</b>
<b>ACCREDITATION AND CERTIFICATION .....</b>	<b>E</b>
<b>VISION AND MISSION STATEMENTS.....</b>	<b>F</b>
<b>OBJECTIVES AND COMPONENTS OF TRAINING.....</b>	<b>G</b>

## **1000:SIMULATED WORKPLACE**

1001:STUDENT LED COMPANIES - PROTOCOL 1 .....	1
1002:SELECTIVE SERVICE REGISTRATION - PROTOCOL 2 .....	1
1003:FORMAL ATTENDANCE SYSTEM - PROTOCOL 3.....	2
1004:DRUG-FREE WORK ZONES - PROTOCOL 4 .....	2
1005:6S ENVIRONMENT - PROTOCOL 5 .....	2
1006:SAFE WORK AREAS - PROTOCOL 6.....	3
1007:WORKPLACE TEAMS - PROTOCOL 7 .....	3
1008:PBL AND STUDENT ENGAGEMENT - PROTOCOL 8.....	3
1009:COMPANY NAME AND HANDBOOK - PROTOCOL 9 .....	3
1010:COMPANY MEETINGS - PROTOCOL 10.....	4
1011:ONSITE BUSINESS REVIEW - PROTOCOL 11 .....	4
1012:ACCOUNTABILITY - PROTOCOL 12 .....	4

## **1100:ACADEMIC POLICIES**

1101:GRADING .....	5
1102:PROMOTION.....	6
1103:TECHNICAL CERTIFICATE .....	6
1104:ARTICULATION AGREEMENTS / DUAL CREDIT / EDGE.....	6
1105:LICENSURES AND CERTIFICATIONS.....	6
1106:PROBATION.....	6
1107:CONTRACT CLASSES .....	7

## **1200:SCHOOL SAFETY POLICIES**

1201:TOBACCO.....	7
1202:DRUGS AND ALCOHOL .....	7
1203:SAFE SCHOOLS.....	8
1204:CRIMINAL ACTIVITY.....	8
1205:SEXUAL HARASSMENT.....	8
1206:GRIEVANCE PROCEDURE FOR STUDENTS.....	9
1207:INFECTIOUS DISEASES.....	9
1208:CAMPUS SECURITY REPORT - 2020-2021 SCHOOL YEAR.....	10
1209:DRESS CODE.....	10
1210:EMERGENCY DRILLS.....	11
1211:BUILDING VISITORS .....	11
1212:THEFT .....	12
1213:TITLE IX .....	12

# Table of Contents

1214:STUDENT CODE OF BEHAVIOR.....	12
1215:CLOSED CAMPUS .....	12
1216:INSURANCE .....	12
1217:MEDICATIONS.....	13
1218:KANAWHA COUNTY BOARD OF EDUCATION BEHAVIOR POLICY .....	14

## **1300:ATTENDANCE**

1301:SCHOOL SCHEDULE.....	28
1302:ATTENDANCE POLICY .....	28
1303:KCS - EXCUSED/UNEXCUSED ABSENCES DEFINITIONS.....	29
1304:ATTENDANCE INCENTIVE .....	31
1305:TARDY PROCEDURE.....	31
1306:LEAVING SCHOOL EARLY PROCEDURE.....	31
1307:PERFECT ATTENDANCE.....	31

## **1400:STUDENT SERVICES**

1401:STUDENT CLUBS AND ORGANIZATIONS.....	31
1402:NATIONAL TECHNICAL HONOR SOCIETY.....	32
1403:COUNSELING AND SOCIAL SERVICES .....	32
1404:ERC - EDUCATION RESOURCE CENTER.....	32
1405:JOB PLACEMENT SERVICE .....	32
1406:ON-THE-JOB TRAINING AND/OR APPRENTICESHIP .....	33
1407:COSMETOLOGY AND BARBERING SERVICES TO STUDENTS .....	34
1408:AUTOMOTIVE SERVICES TO STUDENTS .....	34
1409:STUDENT FEES .....	34

## **1500:GENERAL SCHOOL POLICIES**

1501:STUDENT RECORDS AND RIGHT TO PRIVACY.....	34
1502:PROCEDURE FOR ACCESS OF STUDENT RECORDS .....	35
1503:FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) .....	35
1504:STUDENT DIRECTORY INFORMATION.....	36
1505:SCHOOL CLOSED DUE TO WEATHER AND OTHER EMERGENCIES.....	36
1506:INTERNET USE .....	37
1507:DENTAL CLINIC SERVICES.....	37
1508:OFFICE RULES .....	37
1509:TELEPHONES .....	38
1510:MOBILE PHONES.....	38
1511:STUDENT PARKING.....	38
1512:USE OF BOOKS, MATERIALS, AND EQUIPMENT .....	38
1513:CITIZEN APPEAL PROCEDURE.....	39

**STUDENT FORMS AND AGREEMENTS ARE AT THE END OF THE HANDBOOK.**

## Welcome

Welcome to Carver Career and Technical Education Center (referred to as Carver)!

YOU have made decisions about your life. YOU have set career goals. YOU are planning for the future. YOU are working to make your dreams come true.

The staff at Carver is delighted to be a part of your plans. We hope that you learn the skills that will ensure your future success. You may enter the work force when you leave Carver. You may continue your education at another technical institution, or at a college, or in a military training program. Whatever your plans, we will work with you to make sure that you are well prepared.

The highest goal for students at Carver is to earn a Technical Certificate and a Recommendation for Employment. Students who demonstrate occupational skills and good work habits and attitudes are eligible. Read this handbook carefully so you will know how you can earn your certificate and recommendation.

Remember that Carver is a school for students who are serious about their careers. The staff and the other students at Carver will expect you to give your best and to respect the rules and regulations that make Carver a safe and effective school. In turn, we will give you our best!

Again, welcome and best wishes for a good school year!

## Carver Career and Technical Education Center Staff Directory

### Administrative Staff

Lisa Dorsey Principal  
Lori McNabb, Vice-Principal  
Meaghan Nelson, Counselor  
Micah Whitlow, Compliance and Job Placement Coordinator  
Kelly Ramsey, Purchasing Secretary  
Tracy Vealey, Financial Assistance Secretary

### Support Staff

Kenneth Burns, Evening Supervisor  
Orlando Dowell, Special Education Coordinator  
Brigitte Evans, Special Education Aide  
Katrina Taylor, Clerk

## TEACHING STAFF

### Adult Programs

Barbering Apprenticeship  
Cosmetology  
Culinary Arts  
HVAC Technician  
Respiratory Therapy

Surgical Technology  
Veterinary Technology

### Secondary Technical Programs

Plant Systems and Pet Grooming  
HVAC Technician  
Automotive Technology  
Carpentry  
Collision Repair Technology  
Pre Cosmetology  
ProStart Restaurant Management  
Allied Health Science/Dental Assisting  
Graphics Design  
Electrical Technician  
Hospitality & Tourism/Event Planning & Design  
Emergency & Firefighting Mgmt. Services  
Advanced Manufacturing  
Diagnostics Services  
MCAS/Legal/Marketing  
Plumbing  
Welding

### Secondary Academic Programs

Academics

Credit Recovery  
Embedded Credit  
Option Pathway  
Health/PE/FA

### Instructors

Jonathan Wriston	
Samantha Halstead	Tracy Roberts
Mandy Gum	
Kenneth Burns	
Donna Peters	Christopher Trotter
Dean Dickens	
John McIntyre	
Dawn DeMoss	

### Instructors

Reghan Daley	
Mark Postle	
Kevin Cornell	
Tom Bradley	
Yusuf Alqutub	
Laura Armsrong	Lori Mobley
Thomas Grant	
Alisha Saul	
Denise Dodson	
Greg Young	
Michelle D'Antoni	
Richard (Linc) Symns	
Bruce Hamrick	
Michelle Harper	
Jeff Gwinn	
Jimmy Halstead	
Tim Grigsby	

### Instructors

Dan Arbaugh	Meredith Haynes
Kathy Kress	Megan Johnson
Diana Warner	Cindy Johnson
Sara Hampton	Cyndi Nelson
Crystal Hackney	
Health Perry	



## **Adult and Secondary Program List**

Grouped by West Virginia Department of Education Clusters

### **Agricultural, Food & Natural Resources Cluster**

Plant Systems and Pet Grooming (Secondary and 14th year)

### **Architecture & Construction Cluster**

Carpentry (Secondary and 14th year)

Electrical Technician (Secondary and 14th year)

Adult HVAC Technician (Adult ACE)

HVAC Technician (Secondary and 14th year)

Plumbing (Secondary and 14th year)

### **Arts, A/V Technology & Communications Cluster**

Graphic Design (Secondary and 14th year)

### **Health Science Cluster**

Allied Health – Dental Specialization (Secondary and 14th year)

Diagnostic Services – Clinical Diagnostics Specialization (Secondary and 14th year)

Respiratory Therapy, BridgeValley - A.S. Degree – (Adult ACE Program)

Surgical Technology – (Adult Program)

Veterinary Technology, BridgeValley - A.S. Degree – (Adult ACE Program)

### **Hospitality and Tourism Cluster**

Culinary Arts (Adult ACE Program)

Hospitality & Tourism with specializations in Event Planning & Design  
(Secondary and 14th year)

ProStart Restaurant Management (Secondary)

### **Human Services Cluster**

Barbering Apprenticeship (Adult ACE Program)

Barbering Cross-Over (Adult ACE Program)

Cosmetology (Adult ACE Program)

Cosmetology Cross-Over (Adult ACE Program)

Pre-Cosmetology (Secondary)

### **Information Management Cluster**

Career and Work Skills Training (Secondary)

Microsoft Computer Application Specialist (Secondary and 14th year)

### **Law, Public Safety, Corrections and Security Cluster**

Emergency and Firefighting Management Services (Secondary and 14th year)

Paralegal Assistant (Secondary and 14th year)

## **Manufacturing Cluster**

Integrated Production Technology (Advanced Career) (Secondary and 14th year)  
Welding (Secondary and 14th year)

## **Marketing Cluster**

Marketing Management (Secondary and 14th year)

## **Transportation, Distribution, and Logistics Cluster**

Automotive Technology (Secondary and 14th year)  
Collision Repair Technology (Secondary and 14th year)

## **Student Status Definitions:**

### **Secondary Student:**

A student who is currently enrolled in a state approved high school curriculum.

### **14th Year Student:**

An adult student who is enrolled in the program with a “Secondary Student” status. This student does not pay tuition and is not entitled to personally receive any books, supplies, and/or tools. The student shall use the classroom set of these resources, just as a “Secondary Student” would. Seats are available on a limited basis, and students will follow the same rules and guidelines of a secondary student.

### **Adult ACE Student:**

An adult student who pays tuition to attend the program. These programs are adult only and have their own set of admissions processes and criteria. No secondary student may be enrolled in these programs.

Please visit [www.carvercareercenter.edu](http://www.carvercareercenter.edu) for more information.

## History

Carver Career and Technical Education Center was established in 1970 to serve high schools in the Kanawha County School System and adults from Kanawha County and other nearby counties. It is a large, modern, well-equipped facility accessible to the handicapped. Carver is designed to provide technical training and placement in a variety of occupational areas. Carver is located just minutes from Charleston, on old Route 60 at Malden. Parking is available on the large, well-lit lot. Public bus service is available and passes right in front of the school. Carver has twice been recognized as a West Virginia School of Excellence and twice recognized as a "Best School in the Nation" by REDBOOK magazine. Additionally, Carver was awarded an Exemplary Status by the West Virginia Board of Education for 2010-2011; an honor that Carver has received four of the last five years.

Carver Career and Technical Education Center is named after George Washington Carver. George Washington Carver was born in Missouri to slave parents, freed by the Civil War, and became a leading black scientist. Earning a degree at Iowa State Agricultural College, he became head of the Department of Agriculture at Tuskegee Institute at the invitation of Booker T. Washington, President of the school. He spent the rest of his life working with southern farmers to enrich the soil, resulting in more prosperous farming techniques. His fame as a scientist and educator grew throughout the world. When he died at Tuskegee in 1943, he was one of America's most honored scientists.

## Accreditation and Certification

Carver is operated by Kanawha County Schools. Carver is approved by the West Virginia State Department of Education, West Virginia Board of Education, Kanawha County Board of Education, the West Virginia Department of Employment Security, Vocational Rehabilitation, Job Corps, WIA, VA, and Workers Compensation.

Carver teachers are certified by the West Virginia State Department of Education, and all have actual work experience in the field in which they are teaching. They attend annual training sessions to stay current in their field.

### Adult Program Accreditation:

Carver Career and Technical Education Center is accredited by the Commission of the Council on Occupational Education. [www.council.org](http://www.council.org)

Council on Occupational Education

7840 Roswell Road

Building 300, Suite 325

Atlanta, GA 30350

Telephone (Local): 770-396-3898 Telephone (Toll-Free): 800-917-2081 Fax: 770-396-3790



## Vision and Mission Statements

### Vision Statement

We envision Carver Career and Technical Education Center as a school with a physical facility well-equipped and organized to promote learning; with a staff committed to students and the learning process; that offers programs that are meaningful to the world of work; that recruits students who are willing to learn, are active in the learning process, are proficient in the basic skills, and are well-trained and prepared for job placement; that graduates students who are successful, in demand, well-trained, and employable; that maintains its status as a leader in technological training by meeting and exceeding industry standards; and that ensures that the Carver community, those with a vested interest in Carver's programs, is represented, supportive and involved. A copy of the Vision Statement is posted in the classrooms.

### Mission Statement

The mission of Carver Career and Technical Education Center is to provide, certificate and short-term education programs designed to prepare secondary students from Kanawha County and adult students from Kanawha and surrounding counties for employment, career advancement, and/or continued education and to assist employers in meeting their employment and training needs. A copy of the mission statement is posted in each classroom.

## Objectives and Components of Training

### Objectives for Training Programs

Carver Career and Technical Education Center has three major objectives for our training Programs.

1. To help students develop the job skills and knowledge that will enable them to get good jobs.
2. To help students prepare for college or other post-secondary education and training.
3. To help employed adults keep up to date in their field and to develop new skills for advancement and promotion.

### Training Program Components

Each of Carver's training programs is made up of the following components:

**OCCUPATIONAL KNOWLEDGE:** Students will study subject matter knowledge through traditional classroom instruction methods such as discussion, lectures, small/large groups, and laboratory assignments.

**OCCUPATIONAL PERFORMANCE SKILLS:** Students will develop related performance skills through hands on applications with actual work performed according to industry standards.

**COMPUTER LITERACY:** Students will participate in a computer literacy training component in which they will learn valuable computer skills that will enhance their employability.

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

**SAFETY:** Students will learn to use tools and equipment in a safe and correct manner. Safety instruction is an integral part of each training program.

**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.

## Equal Opportunity

As required by federal laws and regulations, the Kanawha County Board of Education and Carver Career and Technical Education Center does not discriminate on the basis of sex, race, color, religion, disability, marital status, age, or national origin in its employment practices or in the administration of any of its education programs and activities.

## 1000:Simulated Workplace

Thank you for the confidence you have shown in Carver Career & Technical Education Center by trusting us with the education of your child. We will do everything we can to make sure that your child succeeds, but we will need your help. You can support and encourage your student to learn and understand the Simulated Workplace Protocols listed below.

The West Virginia Department of Education has worked with committee experts from numerous businesses and industries throughout West Virginia to design Simulated Workplace. This new educational initiative has been created to assist schools in implementing workplace environmental protocols that align with West Virginia workforce requirements, including random drug testing, professionalism, attendance and safety. Simulated Workplace has not only enhanced instructional delivery of career education, but has created a more engaged career and technical student. The simulated workplace environment permits students the opportunity to take ownership of their individual performance as it impacts the overall success of their education, while thriving in an authentic workplace culture. Simulated Workplace also encourages local business and industry experts to join onsite review teams to assist schools in meeting their workforce needs and expectations.

The Simulated Workplace environment (WVBOE Policies 2510 & 2520.13) is governed by a set of protocols to assure consistency and quality in the local implementation of the concept. These protocols embrace the following requirements:

### 1001:Student Led Companies - Protocol 1

When a classroom operates with student led instruction, students and instructors share the focus. Rather than students just listening to the instructor exclusively, students and instructors work together equally. This creates a “student led culture”. “Student-led culture” refers to an educational philosophy or instructional technique that recognizes individual differences in learners. A “student-led culture” emphasizes each student’s interests, capabilities, and learning styles, placing the instructor as a facilitator of learning for individuals rather than for the class as a whole. Student led projects and tasks are one of the main focuses of Simulated Workplace (i.e. when an outside person walks in to the workplace, a delegated representative as required by certain job descriptions should immediately welcome them and provide necessary safety equipment). Students should also be provided with a meeting area to conduct student led meetings and/or conferences pertaining to his/her projects and tasks. Some workplaces will model, mirror, epitomize, emulate or embody training centers with the actual workplace off site (i.e. nursing could set up the classroom as a training center and the workplace would be the clinical site).

### 1002:Selective Service Registration - Protocol 2

The first step in the hiring process is, of course, the job application. Students will need to apply to their chosen CTE program during the school's designated scheduling time. Instructors accept applications from potential students. In order to narrow potential candidates down, instructors, counselors and administrators need to work collaboratively to arrange interview times and locations.

Notes:

- The application process is NOT intended to keep students out of their chosen CTE program. The intent is to get students who have an interest in the program and/or to require students to make informed decisions about their future goals.
- Those students who transfer in after the school year has begun must go through the application and interview process prior to being enrolled into a field of study. After they have successfully completed this process, students are then eligible to participate in the Simulated Workplace environment and complete safety training.
- Sample applications, interview questions and rubrics can be downloaded from the Simulated Workplace website. All templates can be modified to meet various program needs.

## **1003:Formal Attendance System - Protocol 3**

Attendance is an important part of being a career ready employee. Through Simulated Workplace, attendance is tracked using a time clock or a formal recording system such as WVEIS or vendor specific database. The instructor (expert in the field), will decide if a time clock is appropriate to best model, mirror, epitomize, emulate or embody an authentic workplace. All attendance procedures should be followed in accordance with county attendance policies, as well as WVBOE Policy 4110.

## **1004:Drug-Free Work Zones - Protocol 4**

Students enrolled in Simulated Workplace will be required to take part in drug testing. Each county will establish a drug testing policy and develop an agreement with an outside drug testing agency to test and/or validate student results. Students who test positive will be provided a second test to make certain the original test was valid. Upon a definite positive result, students will be provided assistance to deal with a potential drug abuse issue in accordance with local county policy. Creating drug free work zones should not become a "gotcha" perception. Rather, it is intended to ensure the safety of all students enrolled within Simulated Workplace, in addition to assisting students in receiving proper support and guidance if a drug issue arises.

## **1005:6S Environment - Protocol 5**

Developing a 6S Environment takes time and persistence. Every classroom in a school will and should look different depending on each individual business sector's definition of a 6S workplace environment. Therefore, it is up to the instructor to ensure his/her classroom best models, mirrors, epitomizes, emulates or embodies that of their profession. The overall culture in the classroom should allow both instructors and students to have shared obligations for creating and sustaining the 6S (sort, straighten, shine, standardize, sustain, and safety). Instructors must insist on students developing a productive workplace setting, which allows the safety manager to inspect and enforce the 6S standards. This ensures students are managing and learning in an environment wherein:

- expectations are clear
- work areas are safe and clean (i.e. 6S)
- training and skill set development support his/her career progression

- team work, creativity and leadership are encouraged

## 1006:Safe Work Areas - Protocol 6

All students enrolled in a Simulated Workplace site are required to receive safety training specific to their field of study. The safety training course may be chosen by the instructor. Instructors must ensure all students score 100% on the chosen safety test prior to allowing them access to laboratory and job site areas. Why is Workplace Safety Important? Workplace safety is about preventing injury and illness to students. Therefore, it's about protecting the Simulated Workplace's most valuable asset: students. By promoting student health and well-being, schools and counties reduce the amount of money paid out in accident insurance and workers' compensation benefits.

## 1007:Workplace Teams - Protocol 7

Organizational charts provide a framework for managing transformation and communicating current organizational structures. When implemented, they assist instructors and students in making focused decisions about specific areas and resources within the company, in addition to providing a framework for managing change and communicating information throughout company.

Notes:

- The number of positions and position titles are determined by the instructor.
- Best Practice: Rotate students through the leadership positions so all students can experience leadership roles.

## 1008:PBL and Student Engagement - Protocol 8

Project based learning (PBL) / student engagement becomes an instructional method, which intrigues a student's inquiring mind, while inviting him/her to collaborate with others to solve real world problems and discover unique ideas. Instructors become facilitators by providing guidance and resources to students. Therefore, students drive the discussions while applying project management techniques, team building skills, and problem solving processes, which in turn contribute to the company's overall productivity and success.

## 1009:Company Name and Handbook - Protocol 9

Company Name

Each Simulated Workplace company will establish a company name. The company name may change from year to year based on current employees' feedback and discussions. The company name shall be displayed on the door/window of the company or within the company's workplace.

Company Handbook

Each Simulated Workplace company will develop and review annually a company policy and procedures manual/ handbook. An online template has been created to assist companies with the development of a detailed manual. The template has been created in Word format and may be downloaded and edited. Please keep in mind that each company policy manual will not look the same and may be re-worded and/or re-organized to best meet specific coursework and company expectations. Additional policies and procedures may be added to the company's manual as necessary. (Reminder: No company policy will supersede a county or state policy). Note: ☐ If a company has developed the Company Handbook in a prior year, time should be given during the

first weeks of school for new students to review and discuss needed changes to accommodate the current class composition and structure.

## 1010:Company Meetings - Protocol 10

Company meetings are essential to ensure employees are focused on the same weekly, monthly and yearly goals. Company meetings are student led to address upcoming events, projects, safety and any other topic deemed necessary by the company leaders and/or instructors. Company meetings can be held daily or weekly, depending upon the workplace environment and/or company schedule.

### Student Led Meeting Examples

1. Company manager meets with his/her team members to discuss the daily or weekly agenda (instructor's lesson plan).
2. Safety director meets with his/her entire class once a week to discuss a safety topic or issue of concern that may have happened.
3. Information manager meets with the entire class bi-monthly to discuss portfolio topics or to assist students with portfolio evidence collection.
4. Company leaders meet with the building administrator to discuss pertinent issues or provide data.

## 1011:Onsite Business Review - Protocol 11

Onsite business reviews are opportunities for Simulated Workplace companies to showcase their products/services to outside Business and Industry experts from within the local community. The goal of the onsite reviews is to assist Simulated Workplace companies, by offering professional advice to address equipment, safety, current business trends, certifications, etc. Onsite reviews give students the opportunity for value-added learning experiences within their companies, as well as helping local employers become more familiar with student achievements and skill sets. Onsite business reviews provide a win-win experience for both the student and the employer. Simulated Workplace companies shall be evaluated by outside business and industry inspectors and given a rating similar to how a Health Department rates a restaurant.

- Simulated Workplace companies who rate at (85% or >) will be recognized as a West Virginia Industry Endorsed program.
- Simulated Workplace companies who rate at (84% or <) will be offered technical assistance and are eligible for another visit after all deficiencies have been corrected.

## 1012:Accountability - Protocol 12

(data review, reporting, & technical assessments)

### Data Reporting

Simulated Workplace Accountability consists of various data collection systems and processes  
WVEIS DATA COLLECTION: Private student data will be collected via WVEIS and input at the local level.



**STUDENT REPORTS:** Student semi-annual and annual reports will be submitted to the WVDE twice a year. These reports are student generated and are to be used by the Simulated Workplace companies to assist in developing company meeting topics, as well as company goals. These reports will be collected January 15th and June 15th. \*If a reporting due date falls on a weekend or holiday, the report is then due the next official work day. \*\* When reporting, please remember that if you are teaching various classes, all students assigned to your CTE program makeup the entire company. Each class would be considered a different division within one company.

**MAKE SURE YOUR CHILD ATTENDS REGULARLY).** It is very difficult for students to make up work missed here. It is also very important that students learn the good work habits that will make them successful employees. Dependability and good attendance are among the most important of these.

**MAKE SURE YOUR CHILD DOES WELL IN ALL CLASSES.** Basic English and math skills are critical for those entering the work force today. There will be no jobs in the future for those who can't read, write, communicate with others, perform basic math, and solve problems. There are embedded math and English opportunities in some of our programs.

**MAKE SURE YOUR CHILD FOLLOWS ALL SCHOOL RULES.** They have been established to insure the safety of the students and the success of our technical programs.

**AND FINALLY, WE NEED YOU TO TAKE AN ACTIVE INTEREST IN YOUR CHILD'S PROGRAM HERE AT CARVER CAREER & TECHNICAL EDUCATION CENTER.** We would love to have you visit our school, to spend some time with your child in the classroom, to help us with student activities, and to advise us as to how we can make our school better.

Please contact us at 348-1965 if you would like to come to the school or if you have a question or concern about your child.

End of Simulated Workplace

## 1100:Academic Policies

### 1101:Grading

Teachers will assign points for class work assignments, quizzes, tests, and skills activities. Student grades will be based on points earned. The teacher will compute the percentage of student points earned compared to points possible. The following grading scale is used for the permanent record and for the purpose of reporting:

Grade		Grade Average Percent
A	mastery of subject	90-100
B	above average work	80-89
C	average achievement	70-79
D	below average work	60-69
F	poor work, non-mastery	0-59

I	incomplete	makeup needed no credit
W	withdrawal from class	no credit

Grades are submitted every nine weeks and students receive a grade card at that time. Students will have an individual conference with the teacher at that time.

## 1102:Promotion

Factors such as grades, attendance, behavior, teacher recommendation and availability of space in a program will determine a Carver student advancing from first to second year status.

## 1103:Technical Certificate

A student who satisfactorily completes a technical program will receive technical credits. However, the Carver technical certificate is awarded only to those students who satisfactorily complete a training program and meet the following qualifications:

1. Recommendation by the instructor. This recommendation may be withheld on the basis of instructor evaluation.
2. Students must receive a grade of "C" or better for each semester of attendance for each of the three (3) last semesters.
3. Students may have no more than 5 unexcused absences per semester.
4. Students must clock 1080 hours.

Students who do not complete certification requirements will not walk at Carver Career and Technical Education Center's Graduation and will not receive a completion certificate.

## 1104:Articulation Agreements / Dual Credit / EDGE

Articulation Agreements are in place for several programs. Students that complete one of these programs are eligible to receive credit hours awarded toward an Associate Degree at a local community college. For further details, see your instructor. Students enrolled in the Welding program may also elect to simultaneously enroll in WVU-P for dual credit (must also meet WVU-P enrollment criteria).

## 1105:Licensures and Certifications

Successful completers of certain programs are eligible to take state or national certification tests or licensure examinations. These programs include HVAC, Automotive Technology, Carpentry, Collision Repair Technology, Pro-Start, Electrical Technician, Microsoft Computer Application Specialist (MCAS), Plumbing, Welding.

## 1106:Probation

Carver students who do not successfully complete their work at the end of the first and third nine weeks will be placed on probation until the end of the semester. Students who do not pass their Carver class at the semester will return full-time to their home schools. Students may also be

placed on probation for violation of the attendance guidelines.

## 1107:Contract Classes

Carver students may contract a maximum of 2 credits per year. The curriculum for contract classes will be the same as classes taken at the home school. Contract students are required to meet with their contract teachers a minimum of once a week (to pick up and turn in assignments). It is the responsibility of the home school counselor to complete the contract with the following information:

- The correct contract classes needed in accordance with the student's transcript
- The parent signature
- The student signature

End of Academic Policies

## 1200:School Safety Policies

### 1201:Tobacco

Adult students 21 or older may have tobacco products in their possession but may not use tobacco products within the school or on school grounds. Adult students under the age of 18 are forbidden to have tobacco products in their possession anywhere within the school or on school grounds. Students under the age of 21 found with tobacco products in their possession will be subject to the normal school discipline procedures. This includes e-cigarettes, vapor cigarettes, or any other form.

### 1202:Drugs and Alcohol

All programs will be subject to drug testing. See Drug Screen Form at the end of this handbook.

As part of the Drug-Free Work Zones, students enrolled in Simulated Workplace will be required to take part in drug testing. Here are our rules, regulations, and policies relating to the use of or possession of illegal drugs or alcohol:

1. Specifically, everyone present in this school is prohibited from the unlawful possession, use or distribution of illegal drugs and alcohol while on school property or while attending a school activity.
2. It has been shown that the use of illegal drugs and/or alcohol abuse is a detriment to one's health and is a threat to the safety of others. Health threats are severe, and drug/alcohol abuse can lead to serious physical or emotional injury or may even lead to death.
3. It is the clear intent of this school to impose penalties upon anyone found in violation of drug/alcohol abuse policies. Any student violating these policies will be terminated from his/her program and will be referred to the appropriate law enforcement agencies for prosecution. Students receiving Title IV and/or government agencies will be notified of the student's termination and of his/her violation of drug/alcohol abuse policies. Secondary students will follow KCS Drug Policy J25.

## 1203:Safe Schools

Safety is your responsibility! Safety is a major concern to parents, students, teachers, staff and the administration of any school. All staff, students, parents and members of the community must be part of creating a safe school and community environment. ALL KCS school employees are required to complete online staff development sessions related to safety training.

There are several drills completed each year to prepare students for Fire Drills, Lockdown Drills, Active Shooter Drills, Severe Weather Drills.

Everyone has a personal responsibility for reducing the risk of violence. We must take steps to maintain order, demonstrate mutual respect and caring for one another, and ensure that students who are troubled get the help they need.

If you become aware of any behavior, activity, or situation that could pose a safety risk, please notify the school administration immediately.

## 1204:Criminal Activity

To insure the safety and well-being of staff and students, Carver Career and Technical Education Center cooperates with local law enforcement agencies in regard to criminal activity. The following violations will be immediately reported to local law enforcement agencies and may result in termination from your training Program:

1. Possession of controlled substances, substances represented to be a controlled substance or paraphernalia that has obviously been used with controlled substances;
2. Possession of firearms, weapons, ammunition or explosive devices;
3. Bomb threats/false alarms;
4. Serious physical assaults, including student/teacher assaults;
5. Sexual abuse or assaults.

Additionally, Carver Career and Technical Education Center has the right to search students, their cars, or their lockers if there are reasonable grounds to suspect that the search will turn up evidence that a student has violated or is violating either the law or rules of the school. Any contraband property discovered as a result of a search may be confiscated.

## 1205:Sexual Harassment

Sexual harassment is strictly prohibited and illegal. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a student's education; (2) submission to or rejection of such conduct by a student is used as a basis for academic decisions affecting the student; or, (3) such conduct has the purpose or effect of substantially interfering with a student's academic performance or creating an intimidating, hostile, or offensive education environment.

Examples of Sexual Harassing Behavior: Sexually suggestive or obscene letters or notes; sexual rumors or name calling; unwelcome touching, grabbing or punching; inappropriate comments about

one's body; dirty jokes or stories; dehumanizing graffiti; display of suggestive pictures, cartoons, or objects; threats or demands for sexual favors; and, assault or attempted assault which is gender based.

**Reporting Sexual Harassment Complaints:** A student (or his/her parent/guardian) who believes he/she has been subject to conduct that constitutes unlawful sex discrimination, including sexual harassment is encouraged to report the incident to the building principal as soon as possible. A student may also report incidents/violations to any teacher, coach/advisor, counselor, or administrator. A complaint may also be filed with the Title IX Coordinator at 200 Elizabeth Street, Charleston, WV 25311, Telephone Number 304-348-1379.

**Investigation/Sexual Harassment:** All complaints will be promptly and thoroughly investigated. A written report of the investigation and its findings will be prepared and submitted to the Title IX Coordinator. Absent exceptional circumstances, the investigation shall be completed, and a report submitted within ten (10) school days. Complaints involving sexual harassment of a student by an employee must be reported immediately to the superintendent. The privacy of the complaining student and the persons accused of sexual harassment will be kept strictly confidential to the extent permitted by law, as will all reports, documents, statements, and other information generated by the investigation.

## 1206:Grievance Procedure for Students

**Purpose:** This standard procedure will provide the student a mechanism for resolving complaints related to school conditions, policies, or practices.

**Procedure:**

**Level 1:** The student should ask for an appointment with the instructor and attempt to resolve the complaint through informal discussion.

**Level 2:** If the complaint is not resolved at level one, the student may present the complaint to the principal in writing within five days of the Level 1 discussion. The principal will note the date that the complaint is received and will respond in writing to the complainant within five school days. This time period may be extended by mutual agreement between the complainant and the principal.

**Level 3:** The complainant may appeal a Level 2 decision to a faculty committee by notifying the principal in writing within five school days of receiving the Level 2 decision. The principal will note the date that the appeal is received. The faculty committee may or may not interview the complainant and other parties, depending on the nature of the complaint. The committee will render a decision within ten school days unless this period is extended by mutual agreement between the student and the committee.

## 1207:Infectious Diseases

Kanawha County Schools' policy requires that students with certain infectious diseases or conditions such as head lice that can infect other students or teachers will be excluded from school until they present a statement from a doctor that they are no longer infectious or self-report that they meet certain other criteria. If you are in doubt as to whether your infection or condition is on the list of

infectious diseases, please call the Principal. Students excluded from school will not be counted absent if they present evidence that they are actively pursuing treatment that will allow them to return but they will have to make up hours and work missed. The instructor will tell you when you can make up the time. Different infectious diseases have differing exclusion periods. If it is necessary for you to be excluded beyond this period, you must take a leave of absence.

## 1208:Campus Security Report - 2020-2021 School Year

The Principal is responsible for school security. All incidences of emergencies and crimes on this campus should be reported either directly to the Principal or to the Evening Supervisor or Classroom Teacher, who will report it to the Principal. In an emergency situation, students may call local law enforcement authorities directly by dialing 911.

During the period from July 31, 2019, to the end of the school year 2020, there were no occurrences of murder, sex offenses (forcible and non-forcible), robbery, and aggravated assault, as reported to campus security personnel or local law enforcement authorities. There were no incidents of vandalism and no burglaries.

## 1209:Dress Code

Carver Career and Technical Education Center exists to prepare students for the world of work. Therefore, the clothes and hairstyles worn by students should reflect this concern. Students should dress as they would in performing on the job. This does not mean that one has to “dress up” or be formally attired. Everyday school clothes in line with Kanawha County Schools Student Dress Policy are appropriate (policy follows this paragraph). In programs that have special safety considerations, students may be required to purchase and wear special items of clothing. Uniforms are required for some programs (Cosmetologist/Barbering, Culinary, Respiratory Therapy, Surgical Technology and Veterinary Technology).

## Kanawha County Board of Education Dress Policy

Student Dress Policy Series: J36

Issued: 11.17.2000

Revised: 05.15.2008; 11.21.2019

### 36.1 Policy and Purpose:

*The appropriateness of a student's dress for the school environment should dictate the student's appearance on each given day. No attempt will be made to dictate fashion styles as long as they are in keeping with district policies. It should be noted, however, that it is the responsibility of the student and parent that the student adhere to the Dress Code.*

*All students are expected to adhere to common practices of personal hygiene and dress that contribute to the academic atmosphere, not detract from it.*

*Clarification regarding apparel should be obtained prior to wearing it to school; this can be obtained from the School Administration. School Administration shall have the right to consider any current fashion to determine its acceptability for school wear. School Administration will also allow for reasonable accommodations in dress and appearance for religious reasons or medical need, which will be provided upon request.*

*Students in violation of this policy may be asked to change, sent home, and/or otherwise be subjected to disciplinary actions as determined by the School's Administration. School Personnel*



*shall follow building procedure for discipline referrals regarding dress code violations.*

*General Prohibitions:*

- a. Clothing which may present a safety hazard must not be worn. This includes any clothing, jewelry, accessories, etc., that may be used as weapons or present a risk of injury to the student or school personnel. Additionally, Students may be prohibited from wearing or required to change out of shoes that present a safety concern during recess, gym class, or during the regular school day and School Administration determines.*
- b. Any clothing, accessories, symbols, jewelry, or other paraphernalia, which depicts or suggests association with a gang shall not be brought to school, worn at school, or in any way be present at any school related event.*
- c. Any clothing, jewelry or accessories with decorations, patches, lettering, advertisements, etc., that may be considered obscene or offensive are not to be worn to school. This includes any clothing, jewelry, accessories, etc., which have drug emblems; contain obscenities; tobacco or alcoholic beverage references; which may be considered derogatory towards a race, culture or religion; which may be considered any form of harassment.*
- d. Transparent and/or see through material is considered unacceptable. Shirts or blouses must cover the entire midsection at all times, even in movement.*
- e. No undergarments or body parts of a personal or private nature may be exposed plainly or by way of tears, rips, holes, etc. in clothing. These personal and private body parts include male and female chests, buttocks, and genitalia, etc.*
- f. Any type of head covering is unacceptable unless for religious purposes or otherwise approved by School Administration.*

*End of KCS Dress Policy*

## 1210:Emergency Drills

Fire, Sheltering-in-Place, Active Shooter, and Lockdown

Periodically, there will be drills held to adjust you to the proper procedures for evacuation if emergencies should occur. Each student should cooperate with his instructor in learning the proper techniques for evacuation and clearance of the building.

When the fire alarms sounds or an evacuation announcement is made, do the following:

1. Turn off equipment.
2. Close all windows and doors except the exit you will be using.
3. Leave all tools, books and personal belongings in the room.
4. Leave the building quickly and quietly (NO TALKING) by the route designated for your area.
5. Stay with your class.
6. Once you are out of the building, proceed to the portion of the front parking lot nearest the highway. Do not go off in the grass or on the highway.
7. Remain with your group/class and pay attention for roll call.
8. Remain in your designated class location until the signal to re-enter the building is given.

## 1211:Building Visitors

All visitors must register in the office. Visitors must wear a name tag during their visit.

If a student wishes to bring a visitor to class, he/she must get permission in writing from the instructor and from the home school in advance (see your teacher for a permission slip). On the day of the visit the visitor must bring the permission slip and sign in at the front desk in the office. Visitors must

wear a nametag that has been issued by the front office.

Allowable visitors are parents/guardians of current students and students who are considering enrolling in the program. Under no circumstances will children under junior high age be allowed unless accompanied by a parent or home school teacher.

## **1212:Theft**

Students are responsible for personal items that are brought to the school and left here from day to day. Carver Career and Technical Education Center is not responsible for the replacement of lost or stolen items. Students who have personal items stolen should report the theft to the office.

## **1213:Title IX**

### **Notice of Nondiscrimination**

**Applicants for admission and employment, students, parents, employees, and sources of referral of applicants for admission and employment are hereby notified that the Kanawha County School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Kanawha County School District's compliance with the regulations implementing Title IX or Section 504 is directed to contact: Title IX: Title IX Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-1379; Section 504: Section 504 Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 304-348-7740 #347. These persons have been designated by the Kanawha County School District to coordinate the efforts to comply with the regulations implementing Title IX and Section 504.**

## **1214:Student Code of Behavior**

Secondary students are required to follow the rules described in this publication and in the Kanawha County Schools Code of Conduct. If you have not received a copy of the KCS booklet, please come to the office and ask for one. Keep in mind that the KCS booklet was written primarily for K - 12 students. While the rules are the same for adult students, the consequences of violating those rules may vary. For instance, Carver Career and Technical Education Center does not suspend adult students. For serious violations or for minor violations that persist, including those behaviors that interfere with the orderly operation of the program or school, adult students are subject to immediate termination.

Since Carver Career and Technical Education Center is a school that prepares you for a job, you are expected to follow the same good behavior habits here as you would on a job.

## **1215:Closed Campus**

You may not leave the school grounds at any time for any reason unless permission is granted from the office. If you leave without permission, you will be suspended.

## **1216:Insurance**

The school does not carry accident insurance to protect students who may be injured while at

school. Secondary students are encouraged to purchase insurance if they are not covered under their parents' policy. Students must have insurance coverage to participate in on-the-job training. The school does not carry insurance on students' personal belongings that are lost or stolen.

## 1217:Medications

Students should not bring medications, whether prescription or over-the-counter, to school unless it is absolutely necessary. If it is absolutely necessary to take medication during the school day, the student must bring the medication to the office as soon as they arrive at the school. It will be stored in the office. When it is time to take the medication, the student must come to the office and take the medication under the observation of school staff. If the medication will have to be taken for a period in excess of 21 days, the prescribing physician must fill out a form and send it to the school. If the medication is for fewer than 21 days, the student must bring a written order from the physician. Prescription medication must be labeled clearly and accurately by a pharmacist or physician. Only one kind of medication may be included in a single bottle or container. Non-prescription medication must be sent to school in the manufacturer's container labeled with the student's name.

### KANAWHA COUNTY BOARD OF EDUCATION POLICY

Administration of Medication by School Personnel

Series: C50

Reference: Basic and Specialized Health Care Procedures Manual for

West Virginia Public Schools; W. Va. Code 18-5-22a

Issued: 08.18.1994

Revised: 03.21.1996; 05.20.2004

250.01 Role of School. The administration of medication to students is the primary responsibility of the parent, guardian, or student. If a student is unable to take his or her own medication and such medication is required to be administered during school hours to facilitate the student's health

and regular school attendance, an employee with appropriate training shall be designated to administer required medication. If a student is able to take his or her own medication, then designated personnel will only observe the procedure.

50.02 Physician's Order. No medication, either prescription or nonprescription medication, shall be administered at school except by written order and dosage instructions from the student's physician. If the administration of medication is scheduled for a period in excess of 21 days, Form ECMA-1 must be completed by the student's physician and filed with the school. If the administration of medication is scheduled for a period of 21 days or less, an order from the student's physician and a note of permission from the parent/guardian must be submitted to the school. Standing orders from the Kanawha County Schools Medical Consultant will allow the administration of a very limited list of predetermined nonprescription medications to be given for a period of up to three days with specific written instructions from the parents. No other medications will be administered without an order from a licensed healthcare provider with prescriptive privileges.

50.03 Prescription Medication Container. Prescription medication must be labeled clearly and accurately by a pharmacist or physician. Only one kind of medication may be included in a single bottle or container.

50.04 Non-Prescription Medication Container. Non-prescription medications must be delivered to school in the manufacturer's container, clearly labeled with the student's name.

50.05 Storage of Medication. All medication must be stored in a locked cabinet located in a suitable area designated by the principal. Any medication designated as Schedule II drugs must be double locked. Medications that are needed for immediate emergency use in a life threatening situation only may be carried on the student's person, if there is a physician's order explaining the necessity to have the medication available immediately, and an assessment by the school nurse verifies that this can be safely done.

50.06 Employee Training. Each school principal in conjunction with the Lead School Nurse shall be responsible for arranging appropriate training for school personnel who are designated to administer medication to students.

50.07 Employee Responsibility. No employee may be required to administer medication to students, except that employees in the field of special education, whose employment commenced on or after July 1, 1989, and who receive appropriate training, as required by this policy, may be required to administer medication to students by the principal.

50.08 Medication Log. Any employee who is designated to administer medication to students or observe students' self-administering of medications must accurately complete a medication log.

50.09 Disciplinary Action. Any student who violates the provisions of this policy shall be subject to disciplinary action under Kanawha County Board of Education Policy Series J25 "Student Behavior" as a Level II offense.

## 1218:Kanawha County Board of Education Behavior Policy

J25 Reference: W.Va. Code §18A-5-1 et seq.; 126 CSR 96; Title IX of the Educational Amendments of 1972; West Virginia Board of Education Policy 4373 Issued: 04.20.1989 Revised: 06.17.2004; 04.21.2005; 06.16.2011; 05.17.2012; 09.10.2012 Revision Number: 16

25.01. Scope. -- This rule sets the requirements for the conduct of students in Kanawha County Schools in order to assure a nurturing, orderly, safe, drug free, violence- and harassment-free learning environment that supports student academic achievement and personal-social development. This Policy replaces the Student Behavior Policy adopted on June 16, 2011.

25.02. Authority. -- W.Va. Constitution, Article XII, §2, and W.Va. Code §§16-9A-4, 16-9A-9, 17A-1-1, 18-2-5, 18-2-5a, 18-2-7b, 18-2-9, 18-2C-1 et seq., 18-2-33, 18-5-1, 18-5-13, 18-16-1, 18A-1-1, 18A-5-1, 18A-5-1a, 60A-1-101, 61-2-15, 61-7-2, 617-11a, 60A-7-11a; and West Virginia Board of Education Policy 4373.

25.03. Purpose. The Kanawha County Board of Education recognizes the need for students, teachers, administrators, and other school personnel to have a nurturing, orderly, safe, and stimulating educational environment. The purpose of these regulations is to provide Kanawha County Schools with a policy of student conduct that will ensure an orderly and safe environment that is conducive to learning. These regulations also require that Kanawha County Schools respond promptly and consistently to incidents of harassment, intimidation, bullying, substance abuse and/or violence or other Student Code of Conduct violations in a manner that effectively deters future incidents and affirms respect for individuals. Any form of harassment, intimidation, bullying, substance abuse, violence, or other policy violation is unacceptable in Kanawha County Schools.

25.04. Student Code of Conduct.

25.04.1. All students enrolled in Kanawha County Schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development.

25.04.2. Students will help create an atmosphere free from bullying, intimidation and harassment.

25.04.3. Students will demonstrate honesty and trustworthiness.

25.04.4. Students will treat others with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others.

25.04.5. Students will demonstrate responsibility, use self-control and be self-disciplined.

25.04.6. Students will demonstrate fairness, abide by the rules, and will not take advantage of others.

25.04.7. Students will demonstrate compassion and caring.

25.04.8. Students will demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others.

25.04.9. The Right to a Thorough and Efficient Education. All students, regardless of race, religion, national origin, language, gender, disability, marital status, parenthood, or pregnancy have the right to an equal education opportunity. Students are required by law to attend school regularly until their seventeenth birthday; as long as they continue to be enrolled as a student after their seventeenth birthday; or until their graduation. A student who has not graduated may attend school until they are twenty-one.

Public schooling is tuition-free for all students. School systems, however, may charge tuition for summer school and before/after-school programs, if offered, provided that any student whose parents, in the judgment of the board, are unable to pay such tuition, may attend at a reduced charge or without charge except for post-secondary, community education, or adult preparatory programs.

Whatever school supplies are deemed necessary to accomplish the goals of a school system and are an integral and fundamental part of elementary and secondary education must be provided free of charge to all students, such as textbooks, paper, writing implements and computers if their use is part of the curriculum. Students may be required to purchase their own equipment, such as instruments and costumes, for performance-based classes, such as band, orchestra, choir, dance and theatre. However, students shall not be denied participation in a class because their parents/guardians cannot afford to do so. Schools have contingency plans to accommodate students and families who do not have the financial means to make these purchases.

25.04.10. Student Inquiry and Expression. Schools may not conduct, sponsor or endorse religious activities during school time. Individual students have the right to practice their own religion in a manner that does not interfere with the orderly conduct of classes and may form student groups with a religious focus that meet after school. Students have the right to be absent from school, on a reasonable basis, for religious instruction and/or for participation in religious activities. An opportunity must be provided for students to make up any work missed; however, it is the student's responsibility to make up such work pursuant to the rules established by the school or county.

Students are entitled to exercise appropriate speech while at school. Freedom of speech includes forms of expression other than vocal, provided this activity does not materially and substantially disrupt the work and discipline of the school or impinge upon the rights of other students. Schools may limit vulgar or offensive speech inconsistent with the school's responsibility for teaching students the boundaries of socially appropriate behavior. Students' off campus conduct that might reasonably be expected to cause disruption in the school may be prohibited or disciplined. This includes blogs and social media postings created for the purpose of inviting others to indulge in disruptive and hateful conduct towards a student or staff member.

Students have the right not to be compelled to participate in certain types of speech, such as reciting the Pledge of Allegiance. Students who choose not to participate in these ceremonies have the responsibility to respect the rights of those who do participate and must remain respectfully silent.

School sponsored student publications that are a part of the curriculum are subject to teacher editorial, control and therefore student speech may be regulated in a manner reasonably related to educational purposes.



25.04.11. Non-curriculum Related Student Groups. When high schools allow one or more student groups whose purpose is not directly related to any class taught at the school to meet at the school, this is referred to as a limited open forum. If a school is a limited open forum for any purpose, the school must allow religious, political, and/or philosophical group meetings as long as the meetings are voluntary, monitored by the school, and do not interfere with the conduct of school activities.

25.04.12. Extra-Curricular Activities. Students must meet all state and local attendance requirements and maintain a 2.0 grade point average in order to participate in non-academic extra-curricular activities (e.g. interscholastic athletics such as football, basketball, track or wrestling; cheerleading; student government; class officers in grades 6-12). Eligibility is determined for each semester by a student's grade point average for the previous semester. Those students participating in a GED program whose grade point average for the last semester before entering into the program was below 2.0 grade point average may become eligible if they achieve a 2.0 average or better the mid-point of the second semester (the nine-week point) in the same manner as students enrolled in the regular curriculum as outlined in WVBE Policy 2436.10.

Fees may be required to help support the cost of extra-curricular activities; however, the fees should be kept to a minimum in order to further equal opportunity for participation regardless of economic status. If fees are to be paid by a student who cannot afford those fees, school officials shall develop options that will allow the student to participate.

25.04.13. Privacy. Students have certain privacy rights regarding school records. To ensure this privacy, WVBE Policy 4350 – Collection, Maintenance and Disclosure of Student Data provides regulations for schools to follow regarding school records. Parent(s)/guardian(s) of students under eighteen years of age are entitled by law to inspect and review their child's school records. This right applies to both custodial and non-custodial parents. Students have these same rights if they are eighteen years of age or older. A guidance counselor or other school official may be needed to assist in interpreting the information in a student's permanent record file, but their assistance is not required.

If a student or parent/guardian believes that information contained in an education record is inaccurate or misleading or violates the student's privacy or other rights, the student or parent/guardian may request that the records be amended. If the school does not amend the records, a hearing may be requested to challenge the content of the records.

Except in certain instances, school officials may not release information from a student's records without the consent of a parent or guardian, or student if the student is eighteen years of age or older. For example, confidential medical information cannot be released without the consent of the parents or guardians or eligible students' specific written consent. However, under certain conditions, authorized persons or agencies may receive information without consent. For example, if school officials are served with a valid subpoena for student information, the parents or guardians must be provided notice prior to compliance with the subpoena in order that they may voice any objections in the venue that issued the subpoena.

Directory information may be released without seeking prior consent of the parents or guardians unless they refuse to waive consent at the beginning of each school year after receiving notification by the school of their statutory rights under the law.

25.04.14. Protection from Unreasonable Searches and Seizures and Self-incrimination. Federal and state constitutions and statutes provide protection for all citizens from unreasonable searches and seizures. Although school personnel have more latitude than police officers in this regard, because they do not need search warrants, search and seizures of lockers or students by school officials must still be reasonable, based upon the information known by them at the time of the search. Personal property may be searched by those authorized where there is "reasonable suspicion" to believe that student property contains stolen articles, illegal items or other contraband as defined by law or by local board or school policy.

Students also have a right under federal and state constitutions not to incriminate themselves about a crime when questioned on school grounds by an individual acting in the capacity of a law enforcement official. They are entitled to be informed of their right against self-incrimination if they are in a custodial setting, in other words, they are not at liberty to terminate the interrogation and leave. If a student is under 18 years of age, prior to permitting a student to be questioned by any law enforcement officer, other than a PRO, school personnel shall contact the student's parent/guardian and receive permission for the student to be questioned. Students do not have a constitutional right against self-incrimination when being questioned by school officials or PRO Officers acting under the supervision of school officials who are investigating school related misconduct.

25.04.15. Child Abuse Prevention. Students have the right to grow up without being physically or sexually abused at school, in the home or the community. W.Va Code §49-6A-2 requires teachers, counselors, nurses, or other professionals who suspect that a student is being abused to report the circumstances to the West Virginia Department of Health and Human Resources. Victims of abuse may seek the advice or assistance of a teacher, counselor, nurse, or other school professional. The school professional will assist students in getting needed help to prevent the abuse from recurring.

## 25.05. Application.

25.05.1. All students shall be subject to the provisions of a code of conduct in the following circumstances:

25.05.1.1. While on property owned by Kanawha County Schools.

25.05.1.2. During time periods when a student is scheduled to attend school or other activities conducted under the auspices of Kanawha County Schools, regardless of whether a student is in actual attendance.

25.05.1.3. During any extracurricular activity or trip conducted under the auspices of Kanawha County Schools in which a student elects to participate.

25.05.1.4. While a student is in transit to or from school or an extracurricular activity, including transit on a school bus.

25.05.1.5. Offenses against employees of Kanawha County Schools, regardless of time or place.

25.05.1.6. Bomb threats involving Kanawha County Schools' property, regardless of time or place.

25.05.1.7. The consumption of alcoholic beverages or Substances, as defined herein, in any amount, prior to school or any school related activity, regardless of place.

25.05.1.8. While the student is at any school-sponsored activity or event, whether or not it is held on school premises, in a

building or other property used or operated by the board of education, RESA or state department of education, or in another facility being used by any of those agencies.

25.05.2. Students who do not behave in a manner that promotes a nurturing, orderly, safe environment conducive to learning will be subject to the Levels of Response to Violations as outlined in Section 25.07 hereof.

25.05.3. This policy does not supersede any rights granted to special education students by Federal or State law or other West Virginia Board of Education policy.

25.05.4. While this policy deals primarily with student behaviors, consequences for the inappropriate behaviors of staff and/or public guests will be addressed through personnel procedures (for staff) and removal from school premises (for public guests).

25.06. Planning. To ensure understanding of the student code of conduct policy, Kanawha County Schools will develop and implement training at each grade level K-5, 6-8, and 9-12.

25.06.1. Discussions in classrooms and at grade level large group meetings will be held at the beginning of the school year to raise the awareness of the different types of Student of Conduct violations and how they are manifested, their devastating emotional and educational consequences, and their potential consequences.

25.06.2. Each student will sign an acknowledgement verifying participation in the Code of Conduct training.

25.06.3. New students enrolled in the county will be provided with the Code of Conduct information as part of the school's orientation. A copy of the policy will be sent home with each new student.

25.06.4. At the beginning of the school year the county's Code of Conduct will be printed in booklet form and distributed to homes in the county's newspapers and schools will send a copy home with each student.

25.06.5. Parents of students in grades K-5 and parents of students who are entering middle school or high school for the first time will be asked to sign an acknowledgement verifying receipt of the county's Code of Conduct. The acknowledgements will be returned to school and kept in the administrative office (either principal's, assistant principals, or counselor's).

25.06.6. Multicultural educational programs will be developed and implemented for staff, faculty, and students in grades K-12 to foster an attitude of understanding and acceptance of all individuals.

25.06.7. Each local school administration shall be responsible to implement provisions of this policy with specific regard to education, communication and enforcement provisions.

25.06.8. Each school shall develop clear procedures for identification, intervention and referral of students with behavioral and substance abuse issues.

25.06.9. No school or board of education property or school or county publication may be used for the advertisement of any tobacco or alcohol product. In accordance with WVBE Policy 4321.1 - Standards for School Nutrition, each school should minimize marketing other foods and beverages in the high school setting by locating their distribution in low student traffic areas and by ensuring that the exterior of vending machines does not depict commercial logos of products or suggest that the consumption of vended items conveys a health or social benefit.

25.06.10. Groups using school facilities shall sign agreements with the county board of education agreeing to comply with the environmental safeguards set forth in this policy.

25.06.11. Students, parents and spectators will be informed by public address systems that this policy remains in force on evenings, weekends and any other time that school is not in session.

25.06.12. Partnership Development: Kanawha County Schools are encouraged to establish county agency and organization partnerships with the purpose of providing the county's schools with additional supports and resources to shape behaviors in safe and supportive schools. These partnerships may be both formal and informal.

At the district level, formal partnerships with community service agencies (i.e. law enforcement, behavioral healthcare providers) will be essential to successful implementation of this policy. Specific attention should be given to the development of formal agreements and protocols that ensure coordination between agencies and high quality service delivery to students and their families. At the district level, memoranda of understanding and/or contracts are necessary whenever partner organization representatives interact with students on school property, during the school day or on behalf of the school system. These formal agreements should clearly articulate the types of student interaction that may occur, the roles and responsibilities of all parties involved, procedural operations and resource sharing (i.e. funding, space, staff, data).

At the district level, informal partnerships may be short or long-term commitments that may or may not require written agreements. These partnerships usually involve collaborative groups that form around common mission and goals (i.e., anti-drug coalitions, tobacco control coalitions) to coordinate events, initiatives, resource development/dissemination, service delivery, local partnership development and/or professional development. They do not require formal agency agreements.

25.06.13. LSIC Discipline Reports. Each LSIC shall develop and deliver a report (adhering to all applicable student privacy regulations) to the county superintendent (council on productive and safe schools) that includes:

- Guidelines for the instruction and delivery of interventions for students who have been excluded from the classroom, suspended from the school or expelled from the school. The guidelines shall include descriptions/recommendations for in-school programs with alternative settings and/or schedules, a system to provide effective communication and coordination between school and local emergency services agencies, preventive discipline strategies and student involvement strategies.
- Findings from an examination of school discipline procedures including disciplinary measures used at the school along with a documented assessment of fairness and consistency of disciplinary actions.
- The superintendent (or designee) shall respond to the LSIC in writing within 10 days of receiving the report
- The county board shall retain and file all such correspondence for public review.

25.06.14. School Access Safety Plans. Kanawha County Schools shall submit to the School Building Authority (SBA) a school access safety plan or annual plan update that addresses the school access safety needs of each school facility in the county.



The safety plan shall include at least the following:

25.06.14.1. A prescribed countywide inventory of each school facility's means of ingress to and egress from the school for students, school employees, parents, visitors and emergency personnel;

25.06.14.2. The recommendations and guidelines developed by the Countywide Council on Productive and Safe Schools together with the county board's assessment of the recommendations and guidelines;

25.06.14.3. Recommendations for effective communication and coordination between school facilities, local law-enforcement agencies and local emergency services agencies in the county;

25.06.14.4. An assessment of the current status of crime committed on school campuses and at school-related functions;

25.06.14.5. A projected school access safety repair and renovation schedule for all school facilities in the county;

25.06.14.6. A prioritized list of all projects contained in the plan, including the projected cost of each project;

25.06.14.7. A description of how the plan addresses the school access safety goals and guidelines established by the SBA and how each project furthers the county board's safety plan, facilities plan and school major improvement plan;

25.06.14.8. Notation of the funds available for allocation and disbursement to the county board from the School Access Safety Fund;

25.06.14.9. A description of any source of local funds that the county board intends to contribute to the safety projects, or an approved financial hardship waiver, to satisfy the local contribution requirements; and

25.06.14.10. Any other element considered appropriate by the SBA or required by other regulations.

25.06.15. School Crisis Plans. Each school shall create a comprehensive crisis response plan with necessary safeguards to protect information contained in each response plan that may be considered protected critical infrastructure information, law enforcement sensitive information or for official use only. The crisis response plans must be developed under the following requirements:

25.06.15.1. each school shall form a crisis response planning team consisting of the principal, two teachers, one service person and two parents of children attending the school. The crisis response planning team may include one member of the county board, a school counselor, a member from local law enforcement authorities, the local county emergency services director and one student in grade ten or higher if the school has those grades;

25.06.15.2. each school, through the school's crisis response planning team, shall develop a school specific crisis response plan using the state/county template and with consultation from local social services agencies, local first response agencies including police, fire, emergency medical services (EMS), emergency management and any other local entities that the school's crisis response planning team determines should be consulted;

25.06.15.3. each school's specific crisis response plan shall be in place and filed with the county board and included in a secure electronic system identified by the Division of Homeland Security and Emergency Management no later than August 1, 2013, or soon after completion by the school, whichever occurs first;

25.06.15.4. each school's crisis response planning team shall annually review its crisis response plan and shall update the plan according to procedures developed by the state no later than August 1 of each year after 2013;

25.06.15.5. each school shall make a redacted copy of its school crisis response plan available, upon request, for inspection by the public with any information removed that is necessary for compliance with the necessary safeguards developed by the state. Starting with the 2013-2014 school year, each school shall annually send notice home to all parents and guardians of students at the school alerting the parents and guardians to the existence of the crisis response plan and the ability to review a redacted copy at the offices of the county board;

25.06.15.6. each school crisis plan shall include at least the following:

- the school employee in charge during a crisis and a designated substitute;
- a communication plan to be used during a crisis;
- protocols for responding to immediate physical harm of students, faculty or staff and to traumatic events, including the period after the events have concluded;
- disaster and emergency procedures to respond to earthquakes, fire, flood, other natural disasters, explosions or other events or conditions in which death or serious injury is likely;
- crisis procedures for safe entrance to and exit from the school by students, parents, and employees, including an evacuation and lock down plan; and
- policies for enforcing school discipline and maintaining a safe and orderly environment during the crisis.

25.07. Violations of the Student Code of Conduct.

25.07.1. This policy classifies student violations of the Student Code of Conduct in four levels. W.Va. Code requires that the principal suspend a student who commits a violation classified as a Level IV in this policy. Level III and IV violations are to be referred directly to the appropriate administrator because of the serious and/or unlawful nature of the misconduct. All violations of this policy shall be reported to the principal of the school or his or her designee (assistant principal). Upon receipt of the student discipline report and after such investigation and due process as may be required under the circumstances, the principal or his or her designee will determine the level of violation and the school's response. The principal or designee shall promptly enter the required disciplinary data into the West Virginia Education Information System (WVEIS) in order to file the required information with the West Virginia Department of Education of all substantiated reports of all violations of the Student Code of Conduct

25.07.1.1. Level I Violations – Minimally Disruptive Behaviors – disrupt the educational process and the orderly operations of the school but do not post a direct danger to self or others.

25.07.1.1.1. Cell Phones and other electronic communication devices. The use of cell phone, pagers, "beepers", PDAs or similar electronic communication devices are not permitted during school from the beginning of the first instructional period through the end of the last instructional period. This includes between class periods, as well as on school-sponsored trips and "behind-the-wheel"

driver education classes. "Using" refers to, not only the making and/or receiving of calls, but also using the device for any other purpose. Subject to appropriate school regulation, electronic communication devices may be used during lunch time. During the instructional day, electronic communication devices may be used, with administrative permission, for emergencies only. The use of electronic communication devices while on school buses is strictly prohibited unless an emergency situation arises and students have permission from the bus driver. Electronic communication devices may be used if such devices are not capable of being used to communicate with any other device.

This prohibition is not intended to prohibit students from using electronic communication devices for curricular purposes under the direction and supervision of a teacher.

25.07.1.1.1.1. Electronic communication devices are to remain turned off during the times that students are not permitted to use the phones.

25.07.1.1.1.2. Electronic communication devices will not be used to take photographs or videos during the school day. Also, electronic communication devices will not be used to take photographs or videos of any type in the restrooms, locker rooms or other private areas at any time, or at any other time that causes a disruption at school.

25.07.1.1.1.3. Each school shall establish reasonable rules for the use of electronic communication devices by students participating in extracurricular activities and athletics. Such rules shall be provided to the students at the beginning of the school year.

25.07.1.1.1.4. Kanawha County Schools shall not be responsible for lost, damaged or stolen cell phones or other electronic communication devices.

25.07.1.1.1.5. Any use of electronic devices during the instructional school day, in violation of this policy, without permission of a teacher for curricular purposes or the administrative staff shall be considered a disciplinary violation. In addition to the penalties otherwise imposed by this policy the following penalties apply to electronic communication device misuse.

25.07.1.1.1.5.1. The first electronic device infraction shall result in the confiscation of the device. Once the device is confiscated it will only be returned to a parent or guardian after a conference.

25.07.1.1.1.5.2. The second infraction shall result in confiscation of the device, a parent or guardian conference, and termination of the right to carry an electronic communication device for the rest of the school year.

25.07.1.1.1.5.3. Any third or subsequent violation of this policy may also, at the principal's discretion, result in additional disciplinary action for habitual or willful disobedience of school rules in accordance with the provisions of this policy.

25.07.1.1.1.5.4. Any student who uses a cell phone, other technological or electronic device for any illegal purpose or to violate any Kanawha County Schools policy will be prohibited from having an electronic communication device at school.

25.07.1.1.2. Cheating/Academic Misconduct. A student will not plagiarize or copy the work of others or break rules to gain advantage in a competitive situation. A student will not cheat, gain unauthorized access to, or tamper with educational materials, including, without limitation, cheating through the use of a technological or electronic device. The response to violations under this section may include academic sanctions in addition to other discipline. The academic sanctions may be used to deny credit for the work resulting from cheating; however, previously earned grades or credits may not be reduced.

25.07.1.1.3. Deceit. A student will not deliberately conceal or misrepresent the truth, deceive another or cause another to be deceived by false or misleading statements.

25.07.1.1.4. Disruptive/Disrespectful Conduct. A student will not exhibit behavior that violates classroom/school rules, results in distraction and obstruction of the educational process or that is discourteous, impolite, bad mannered and/or rude. Behavior is considered disruptive and/or disrespectful if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.

25.07.1.1.5. Failure to Serve Detention. A student will not fail to serve an assigned detention of which students and/or parents/guardian have been notified. Any third or subsequent failure to serve a detention may also, at the principal's discretion, result in additional disciplinary action for habitual or willful disobedience of school rules in accordance with the provisions of this policy.

25.07.1.1.6. Falsifying Identity. A student will not use another person's identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.

25.07.1.1.7. Inappropriate Appearance. A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distractive or indecent, to the extent that it interferes with the teaching and learning process, including wearing any apparel that displays or promotes behavior and/or items prohibited by this policy. See Kanawha County Board of Education Policy Series J36, "Student Dress Policy."

25.07.1.1.8. Inappropriate Displays of Affection. Students will not engage in inappropriate displays of affection, such as kissing or embraces of an intimate nature.

25.07.1.1.9. Inappropriate Language. A student will not orally, in writing, electronically, or with photographs or drawings, use profanity in general context (not directed toward any individual or group).

25.07.1.1.10. Possession of Inappropriate Personal Property. A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning.

25.07.1.1.11. Skipping Classes. In accordance with WVBE Policy 4110 - Attendance, a student will not fail to report to the school's assigned class or activity without prior permission, knowledge or excuse by the school or by the parent/guardian. West Virginia Code §18A-5-1 (d) prohibits the use of suspension solely for not attending class.

25.07.1.1.12. Tardiness. A student will not fail to be in his/her place of instruction at the assigned time without a valid excuse. West Virginia Code §18A-5-1 (d) prohibits the use of suspension solely for not attending class.

25.07.1.1.13. Vehicle Parking Violation. A student will not engage in improper parking of a motor vehicle on school property.

25.07.1.2. School Responses to Level I Violations.

# Policies

25.07.1.2.1. School administrators and staff may use appropriate intervention strategies including, but not limited to, staff and student/parent conferences, auxiliary staff intervention and counseling programs, student programs for conflict resolution and peer mediation, and programs for anger management and violence prevention.

25.07.1.2.2. Any of the following intervention strategies and disciplinary actions may be used as appropriate in response to the violation:

25.07.1.2.2.1. Interventions:

25.07.1.2.2.1.1. Administrator/student conference or reprimand

25.07.1.2.2.1.2. Administrator and teacher-parent/guardian conference

25.07.1.2.2.1.3. Referrals and conference to support staff or agencies for counseling or other therapeutic services

25.07.1.2.2.1.4. Daily/weekly progress reports

25.07.1.2.2.1.5. Behavioral contracts. Behavior contracts must be developed for the particular student, identifying the offending conduct and specifically addressing the desired outcome.

25.07.1.2.2.1.6. Change in the student's class schedule

25.07.1.2.2.1.7. School service assignment

25.07.1.2.2.2. Disciplinary Actions:

25.07.1.2.2.2.1. Confiscation of inappropriate item

25.07.1.2.2.2.2. Revocation of privileges

25.07.1.2.2.2.3. Restitution/restoration

25.07.1.2.2.2.4. Before and/or after-school detention. Periods of detention shall not exceed 30 minutes per school day for elementary students or 60 minutes per school day for secondary students. If a student is to be detained beyond the normal school day, the parent or parents or custodial guardian shall be notified in advance. Students shall not be required to miss bus transportation. Detention shall not be imposed in a manner that deprives a student of lunch.

25.07.1.2.2.2.5. Denial of participation in class and/or school activities, such as field trips, prom, graduation ceremonies, etc.

25.07.1.2.2.2.6. Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion (see West Virginia Code §18A-5-1)

25.07.1.2.2.2.7. Voluntary Weekend detention or Saturday school, in lieu of out of –school suspension

25.07.1.2.2.2.8. In-school suspension. In the event a student is given in-school suspension, such student shall not be permitted to participate in extracurricular activities, including, without limitation, athletic events, on any day which the student is assigned in-school suspension. This also includes weekends if the in-school suspension continues from Friday to Monday.

25.07.1.2.2.2.9. Out-of-school suspension for a maximum of three days.

25.07.1.2.2.2.10. Law enforcement notification

25.07.1.3. Level II Violations. Disruptive and Potentially Harmful Behaviors – disrupt the educational process and/or pose potential harm or danger to self or others. The behavior is committed willfully but not in a manner that is intended maliciously to cause harm or danger to self and/or others.

25.07.1.3.1. Gang Related Activity. A student will not, by use of violence, force, coercion, threat of violence or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's educational mission. Gang activity includes:

- Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.

- Using any word, phrase, written symbol or gesture that intentionally identifies a student as a member of gang, or otherwise symbolizes support of a gang.

- Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.
- Recruiting student(s) for gangs.

25.07.1.3.2. Habitual Violation of School Rules or Policies. A student will not habitually violate school rules or policies. As used herein, habitual violation means three or more violations of school rules or policies within the same school year, which have resulted in the student being suspended for ten or more days cumulatively, and which have been documented to the student and the parent/guardian.

25.07.1.3.3. Insubordination. A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, complete an assignment, work with another student, work in a group, take a test or do any other class- or school-related activity not listed herein, refusing to leave a hallway when requested by a school staff member, or running away from school staff when told to stop, all constitute insubordination/unruly conduct.

25.07.1.3.4. Leaving School Without Permission. A student will not leave the school building, campus of school activity for which the student is enrolled without permission from authorized school personnel.

25.07.1.3.5. Physical Fight without Injury. A student will not engage in a physical altercation using blows in an attempt to harm or overpower another person or persons.

25.07.1.3.6. Possession of Imitation Weapon. A student will not possess any object fashioned to imitate or look like a weapon, or any item which by virtue of its shape or design gives the appearance of any deadly weapon (e.g., fake or toy knives or guns, fake bombs, fireworks fuse, explosive devices, detonators, etc.).

25.07.1.3.7. Possession of Knife not meeting Dangerous Weapon Definition. A student will not possess a knife or knife-like implement under 3½ inches in length. West Virginia Code §61-7-2 clarifies that a pocket knife with a blade 3½ inches or less in length, a hunting or fishing knife carried for sports or other recreational uses, or a knife designed for use as a tool or household

implement shall not be included within the term “knife” as defined as a deadly weapon unless such knife is knowingly used or intended to be used to produce serious bodily injury or death.

25.07.1.3.8. Profane Language/Obscene Gesture/Indecent Act Toward an Employee

or Student. A student will not direct profane language, obscene gestures or indecent acts towards a school employee or a fellow student. This inappropriate behavior includes but is not limited to, verbal, written, electronic and/or illustrative communications intended to offend and/or humiliate.

25.07.1.3.9. Technology Misuse. A student will not violate the terms of WVBE

Policy 2460, Safety and Acceptable Use of the Internet by Students and

Educators or Kanawha County Schools Administrative Regulation J33A

“Student Telecommunications Network Access.”

25.07.1.4. School Responses to Level II Violations.

25.07.1.4.1. I Intervention strategies may include, but are not limited to, the following intervention strategies and disciplinary actions:

25.07.1.4.1.1. Interventions:

25.07.1.4.1.1.1. Administrator/student conference or reprimand

25.07.1.4.1.1.2. Administrator and teacher-parent/guardian conference

25.07.1.4.1.1.3. Referrals and conference to support staff or agencies for counseling or other therapeutic services

25.07.1.4.1.1.4. Daily/weekly progress reports

25.07.1.4.1.1.5. Behavioral contracts. Behavior contracts must be developed for the particular student, identifying the offending conduct and specifically addressing the desired outcome.

25.07.1.4.1.1.6. Change in the student's class schedule

25.07.1.4.1.1.7. School service assignment

25.07.1.4.1.2. Disciplinary Actions:

25.07.1.4.1.2.1. Confiscation of inappropriate item

25.07.1.4.1.2.2. Revocation of Privileges

25.07.1.4.1.2.3. Restitution/restoration

25.07.1.4.1.2.4. Before and/or after-school detention. Periods of detention shall not exceed 30 minutes per school day for elementary students or 60 minutes per school day for secondary students. If a student is to be detained beyond the normal school day, the parent or parents or custodial guardian shall be notified in advance. Students shall not be required to miss bus transportation. Detention shall not be imposed in a manner that deprives a student of lunch.

25.07.1.4.1.2.5. Denial of participation in class and/or school activities, such as field trips, prom, graduation ceremonies, etc.

25.07.1.4.1.2.6. Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion (see West Virginia Code §18A-5-1)

25.07.1.4.1.2.7. Voluntary weekend detention or Saturday school, in lieu of out of –school suspension

25.07.1.4.1.2.8. In-school suspension. In the event a student is given in-school suspension, such student shall not be permitted to participate in extracurricular activities, including, without limitation, athletic events, on any day which the student is assigned in-school suspension. This also includes weekends if the in-school suspension continues from Friday to Monday.

25.07.1.4.1.2.9. Out-of-School Suspension with a recommended maximum of five (5) days.

25.07.1.4.1.2.10. Recommended placement in an Alternative Education program.

25.07.1.4.1.2.11. Expulsion.

25.07.1.4.1.2.12. Law enforcement notification.

25.07.1.5. Level III Violations. Imminently Dangerous, Illegal and/or Aggressive Behaviors – are willfully committed and are known to be illegal and/or harmful to people or property. Violations in the Level III category shall be reported immediately to the principal of the school in which the student is enrolled. The principal will address the violation following the procedures outlined in W.Va. Code §18A-5-1a, subsections (b) through (h).

25.07.1.5.1. Battery against a Student. A student will not unlawfully and intentionally injure another student.

25.07.1.5.2. Defacing school property/Vandalism. A student will not willfully cause

defacement of or damage to property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray painting surfaces are acts of defacement. Examples of damage to school property include, but are not limited to, ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary.

False Fire Alarm. A student will not knowingly and willingly set off a fire alarm without cause.

25.07.1.5.3. Fraud/Forgery. A student will not deceive another or cause another to be deceived by false or misleading information or sign the name of another person in order to obtain anything of value or defraud authorities.

25.07.1.5.4. Gambling. A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.

25.07.1.5.5. Hazing. A student will not haze or conspire to engage in the hazing of another person. “Hazing” means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any activity or organization, including both co-curricular and extra-curricular activities.

25.07.1.5.6. Improper or Negligent Operation of a Motor Vehicle. A student will not intentionally or recklessly operate a motor vehicle, on the grounds of any educational facility, parking lot, or at any school-sponsored activity, so as to endanger the safety,



health or welfare of others.

25.07.1.5.7. Larceny. A student will not, without permission, take another person's property nor have another person's property in his or her possession. Property valued at \$1,000 or more will increase this behavior to a Level 4 because it is considered a felony in accordance with West Virginia Code §61-3-13.

25.07.1.5.8. Sexting. A student will not produce or share sexually explicit photos, videos, e-mail, text or chat by cell phone or other electronic device. This may include activity occurring outside of normal school times and locations if such activity has the effect of disrupting the educational process in the school.

25.07.1.5.9. Sexual Misconduct. A student will not publicly and indecently expose themselves, display or transmit any drawing or photograph of a sexual nature, or commit an indecent act of a sexual nature on school property, on a school bus or at a school sponsored event.

25.07.1.5.10. Threat of Injury/Assault Against an Employee or Student. A student will not threaten (verbal or written) or attempt to injure another student, teacher, administrator or other school personnel. This includes posting material on the internet or social networking sites, i.e., Facebook, MySpace, etc., which has the effect of disrupting the educational process in the school or causes embarrassment, discomfort, or a reluctance to participate in school activities. [This includes assault on a school employee defined in West Virginia Code §61-2-15].

25.07.1.5.11. Trespassing. A student will not enter upon the premises of the county school system property without authorization from proper school authorities.

25.07.1.5.12. Harassment/Bullying/Intimidation. A student will not bully/intimidate/harass another student. According to West Virginia Code §18-2C-2, "harassment, intimidation or bullying" means any intentional gesture, or any intentional electronic, written, verbal or physical act, communication, transmission or threat that: 1) a reasonable person under the circumstances should know will have the effect of harming a student, damaging a student's property, placing a student in reasonable fear of harm to his or her person, and/or placing a student in reasonable fear of damage to his or her property; 2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or emotionally abusive educational environment for a student; or 3) disrupts or interferes with the orderly operation of the school.

An electronic act, communication, transmission or threat includes but is not limited to one which is administered via telephone, wireless phone, computer, pager or any electronic or wireless device whatsoever, and includes but is not limited to transmission of any image or voice, email or text message using any such device. This includes posting material on the internet or social networking sites, i.e., Facebook, MySpace, etc., which has the effect of disrupting the educational process in the school or causes embarrassment, discomfort, or a reluctance to participate in school activities.

Acts of harassment, intimidation, or bullying that are reasonably perceived as being motivated by any actual or perceived differentiating characteristic, or by association with a person who has or is perceived to have one or more of these characteristics, shall be reported using the following list: race; color; religion; ancestry; national origin; gender; socioeconomic status; academic status; gender identity or expression; physical appearance; sexual orientation mental/physical/developmental/sensory disability; or other characteristic.

When harassment, intimidation or bullying are of a racial, sexual and/or religious/ethnic nature, the above definition applies to all cases regardless of whether they involve students, staff or the public. Detailed definitions related to inappropriate behavior of this nature are as follows:

Sexual harassment consists of sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education; or
- creating an intimidating, hostile or offensive employment or educational environment.

Amorous relationships between county board employees and students are prohibited.

Sexual harassment may include but is not limited to:

- verbal harassment of a sexual nature or abuse;
- pressure for sexual activity;
- inappropriate or unwelcome patting, pinching or physical contact;
- sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats and/or promises concerning an individual's employment or educational status;

- behavior, verbal or written words or symbols directed at an individual because of gender; or
- the use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, climate/culture or opportunities.

Racial harassment consists of physical, verbal or written conduct relating to an individual's race when the conduct:

- has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- otherwise adversely affects an individual's employment or academic opportunities.

Religious/ethnic harassment consists of physical, verbal or written conduct which is related to an individual's religion or ethnic background when the conduct:

- has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;

# Policies

- has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- otherwise adversely affects an individual's employment or academic opportunities.

Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to:

- touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
- threatening or forcing exposure of intimate apparel or body parts by removal of clothing.

Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

Religious/ethnic violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion or ethnicity.

25.07.1.5.14. Imitation Drugs: Possession, Use Distribution or Sale. A student will not possess, use, distribute or sell any substance that is expressly represented or implied to be a controlled substance or simulate the effect and/or the appearance (color, shape, size and markings) of a controlled substance. See Section 25.07.1.7.3.1 for consequences of this violation.

25.07.1.5.15. Inhalant Abuse. A student will not deliberately inhale or sniff common products found in homes, schools and communities with the purpose of "getting high". The action may be referred to as huffing, sniffing, dusting and/or bagging. See Section 25.07.1.7.3.1 for consequences of this violation.

25.07.1.5.16. Possession/Use of Substances Containing Tobacco and/or Nicotine. A

student will not unlawfully possess, use or be under the influence of any substance containing tobacco and/or nicotine or any paraphernalia intended for the manufacture, sale and/or use of tobacco/nicotine products in any building/area under the control of Kanawha County Schools, including all activities or events sponsored by Kanawha County Schools.

In addition to the penalties set forth below, the following penalties shall be applicable to a violation of the tobacco policy:

1st Offense – Confiscation of tobacco products (includes smokeless and smoking paraphernalia); Mandatory conference with parent/guardian; signing of contract by parent/student and school administration; mandatory attendance at smoking education class provided by the school nurse. The school nurse will provide an age appropriate tobacco education program for students who violate this policy. Failure to fulfill the above requirements may result in and up to 3 days out of school suspension. Other Level I actions may be taken at the principal's discretion.

2nd Offense – Confiscation of tobacco products and smoking paraphernalia; referral to alternative learning center or detention, if available; up to 3 days out of school suspension, if possession or actual use of tobacco products has been determined; mandatory conference with the parent/guardian. Police report filed pursuant to W. Va. Code §16-9A-3. Referral to school nurse for the purpose of discussing possible cessation opportunities.

3rd Offense – Confiscation of tobacco products and smoking paraphernalia; up to 5 days out of school suspension or referral to Alternative Learning Center. Police report filed pursuant to W. Va. Code §16-9A-3.

4th and subsequent Offense – Confiscation of tobacco products and smoking paraphernalia; up to 10 days Out-of-School suspension, or, in the alternative, referral to alternative learning center, if available. Police report filed pursuant to W. Va. Code §16-9A-3.

25.07.1.6. School Responses to Level III Violations. Level III behaviors are criminal offenses and therefore warrant formal law enforcement intervention which may result in issuance of a criminal citation, ticket, or summons, filing a delinquency petition, referral to a probation officer or actual arrest.

25.07.1.6.1. Administrator/student conference or reprimand

25.07.1.6.2. Administrator and teacher-parent/guardian conference

25.07.1.6.3. Referrals and conference to support staff or agencies for counseling or other therapeutic services

25.07.1.6.4. Daily/weekly progress reports

25.07.1.6.5. Behavioral contracts. Behavior contracts must be developed for the particular student, identifying the offending conduct and specifically addressing the desired outcome.

25.07.1.6.6. Change in the student's class schedule

25.07.1.6.7. School service assignment

25.07.1.6.8. Confiscation of inappropriate item

25.07.1.6.9. Revocation of Privileges

25.07.1.6.10. Restitution/restoration

25.07.1.6.11. Before and/or after-school detention. Periods of detention shall not exceed 30 minutes per school day for elementary students or 60 minutes per school day for secondary students. If a student is to be detained beyond the normal school day, the parent or parents or custodial guardian shall be notified in advance. Students shall not be required to miss bus transportation. Detention shall not be imposed in a manner that deprives a student of lunch.

25.07.1.6.12. Denial of participation in class and/or school activities, such as field trips, prom, graduation ceremonies, etc.

25.07.1.6.13. Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion (see West Virginia Code §18A-5-1)

25.07.1.6.14. Voluntary weekend detention or Saturday school, in lieu of out-of – school suspension

25.07.1.6.15. In-school suspension. In the event a student is given in-school

suspension, such student shall not be permitted to participate in extracurricular activities, including, without limitation, athletic events,



on any day which the student is assigned in-school suspension. This also includes weekends if the in-school suspension continues from Friday to Monday.

25.07.1.6.16. Out-of-School Suspension for up to ten (10) days.

25.07.1.6.17. Recommended placement in an Alternative Education program.

25.07.1.6.18. Expulsion.

25.07.1.6.19. Law enforcement notification.

25.07.1.7. Level IV Violations. Violations in the Level IV category are consistent with those addressed in W. Va. Code §18A-5-1(a) and (b). Level IV violations in this policy are aligned with definitions in W. Va. Code §§61-6-17, 61-6-24 and 18A-5-1, and in the Gun-Free Schools Act of 1994 (the reauthorization of the Elementary and Secondary Education Act of 1965 (ESEA)), Public Law 103-382, and require that the principal of the school in which the student is enrolled shall address the violation following the procedures outlined in W.Va. Code §18A-5-1a (a) and (b).

25.07.1.7.1. Battery Against a school employee. A student will not commit a battery by unlawfully and intentionally making physical contact of an insulting or provoking nature with the person of a school employee as outlined in W.Va. Code §61-2-15(b). This includes actions which may occur outside of regular school times and locations.

25.07.1.7.2. Felony. A student will not commit an act or engage in conduct that would constitute a felony under the laws of this state if committed by an adult as outlined in W.Va. Code §18A-5-1a(b)(i). Such acts that would constitute a felony include, but are not limited to, arson (W.Va. Code §613-1), malicious wounding or unlawful wounding (W.Va. Code §61-2-9), bomb threat (W.Va. Code §61-6-17), sexual assault (W.Va. Code §61-8B-3), terrorist act or false information about a terrorist act, hoax terrorist act (W.Va. Code §61-6-24), burglary (W.Va. Code §61-3-11), robbery (W.Va. Code §61-2-12), and grand larceny (W.Va. Code §61-3-13).

25.07.1.7.3. Illegal Substance Related Behaviors. A student will not unlawfully possess, use, be under the influence of, distribute or sell any substance containing alcohol, over-the-counter drugs, prescription drugs, marijuana, narcotics, any other substance included in the Uniform Controlled Substances Act as described in West Virginia Code §60A-1-101, et seq. or any paraphernalia intended for the manufacture, sale and/or use of illegal substances in any building/area under the control of Kanawha County Schools, including all activities or events sponsored by Kanawha County Schools. This includes violations of WVBE Policy 2422.8 - Medication Administration, instances of prescription drug abuse, and the possession, use, being under the influence, distribution or sell of any substance that have known mind altering or function-altering effects upon the human body or that impair one's ability to safely perform his or her activities, specifically including, but not limited to, prescriptions drugs and over-the counter medications; alcohol, drugs, and other substances made illegal under federal or state law; "synthetic or designer" drugs.

25.07.1.7.3.1. In addition to the penalties set forth below, if a student has possession of, uses, is under the influence of or distributes a substance described in the preceding paragraph, including, but not limited to alcohol, imitation drugs or inhalants, or possesses a drug device the following penalties shall apply: (A principal may request enhanced penalties if there are aggravating circumstances associated with the substance or alcohol possession or distribution.)

25.07.1.7.3.1.1. 1st Offense for use, possession or being under influence – Confiscation of the substances, drug devices or alcohol; Suspension (10 days Mandatory); Completion of drug program approved by KCS (Mandatory); Criminal charges filed; Drug counseling by school psychologist

25.07.1.7.3.1.2. 2nd Offense for use, possession or being under influence or 1st Offense for distribution – Confiscation of the substances, drug devices or alcohol; Suspension (10 days Mandatory); Criminal charges filed; Recommended transfer to an alternative school for placement for remainder of current semester and the next succeeding semester; a petition for reinstatement to the home school may be made to the Superintendent after the student has attended at least eighteen (18) weeks in the alternative school. Petitioning does not guarantee an early return.

25.07.1.7.3.1.3. 3rd and subsequent Offense for use, possession or being under the influence or 2nd and subsequent offense for distribution – Expulsion and filing criminal charges. (Mandatory)

25.07.1.7.4. Possession of a firearm or deadly weapon. According to W.Va. Code §18A-5-1a(a), a student will not possess a firearm or deadly weapon as defined in W.Va. Code §61-7-2, on any school bus as defined in W.Va. Code §17A-1-1, or in or on any public or private primary or secondary education building, structure, facility or grounds thereof, including any vocational education building, structure, facility or grounds thereof, or at any school sponsored function as defined in W.Va. Code §61-7-11a. Notice of disciplinary action involving a firearm violation must be submitted by a principal within 72 hours of a violation.

25.07.1.7.4.1. As defined in W.Va. Code §61-7-2, a "deadly weapon" means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Deadly weapons include, but are not limited to, blackjack, gravity knife, knife, switchblade knife, nunchuka, metallic or false knuckles, pistol, or revolver. The term deadly weapon also includes explosive, chemical, biological or radiological materials. A deadly weapon may also include the use of a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another.

25.07.1.7.4.2. For purposes of this policy deadly weapon also includes any instrument which is designed to be used to produce serious bodily injury or death, or is readily adaptable to such use. Examples of such weapons include, but are not limited to blank pistol, signal pistol, starter pistol, stun-gun or other device designed to produce an electrical shock, pellet gun, or BB gun; any razor (e.g., straight, regular, retractable, etc.); any defensive device (e.g., gas repellent, mace, stun-gun chemical sprays, etc.); chains, club, nightstick, rings, pipe, studded or pointed bracelets, ax handles, bullets, ammunition of any type, fireworks of any type and size, smoke bomb, stink bomb, any type of homemade bomb.

25.07.1.7.5. Sale of a narcotic drug. According to W.Va. Code §18A-5-1a, a student will not sell a narcotic drug, as defined in W.Va. Code §60A-1-101, on the premises of an educational facility, at a school-sponsored

function or on a school bus.

25.07.1.8. School/County Responses to Level IV Violations. Level IV violations in this policy are those violations addressed in W.Va. Code §18A-5-1a that require the mandatory suspension of the student by the principal from school, or from transportation to or from the school on any school bus, after an informal hearing pursuant to subsection (d) of W.Va. Code §18A-5-1a.

25.07.1.8.1. If a student has been suspended for battery on a school employee, possession of a deadly weapon or sale of a narcotic drug pursuant to W.Va. Code §18A-5-1a, the principal shall, within twenty-four hours, request that the Superintendent recommend that the student be expelled. For other Level IV violations, the principal must suspend the student and may request the Superintendent to recommend that the student be expelled.

25.07.1.8.2. Upon receipt of a recommendation that a student be suspended for a period of time in excess of ten school days or expelled, notice of a hearing shall be served upon the student and the student's parent(s), guardian(s) or custodian(s). Such hearings shall conform to relevant constitutional and statutory requirements and shall be scheduled within the ten-day period of suspension imposed by the principal following the informal hearing.

25.07.1.8.3. Upon such recommendation to the board of education or a hearing examiner by the superintendent, the board of education or hearing examiner shall conduct a hearing in accordance with W.Va. Code §18A-51a subsections (e), (f), and (g), to determine if the student committed the alleged violation. If the board of education or the hearing examiner finds that the student did commit the alleged violation, the student shall be expelled.

25.07.1.8.4. Students may be expelled pursuant to W.Va. Code §18A-5-1a for a period of either not less than twelve consecutive months or not to exceed one school year, depending on the violation; provided that a county superintendent may lessen the mandatory twelve-month period of expulsion if the circumstances of the pupil's case demonstrably warrant such a reduction following the guidelines provided in W.Va. Code §18A-5-1a (i).

25.07.1.8.5. Hearing Examiner's Report. If the Board elects to employ a hearing examiner, as authorized by W. Va. Code §18a-5-1b, the hearing examiner shall also receive evidence that may be relevant to the Superintendent's authority to reduce any period of suspension or expulsion or to provide an alternative education during the period of suspension or expulsion. If warranted, the hearing examiner shall make findings relevant to such evidence. Either the parents or the Superintendent may appeal the Hearing Examiner's report to the Board of Education, within ten days from receipt of such report. In the event of such an appeal, the Board of Education will review the record of the hearing and make a decision within ten days from receiving the record.

25.07.1.8.6. The Superintendent may attempt to establish the student as a "dangerous student" as defined in W.Va. Code §18A-5-1a, at a hearing to determine the expulsion of the student. In the notice to the parent/guardian, the Superintendent shall state clearly whether the Superintendent will attempt to establish the student as a "dangerous student" and will include any evidence to support his claim in this notice of the hearing date and time.

25.07.1.8.7. W. Va. Code §18A-5-1a defines a "dangerous student" as a student who is substantially likely to cause serious bodily injury to himself, herself or another individual within that student's educational environment, which may include any alternative education environment as West Virginia Board of Education Policy 2418, W.Va. §126CSR20 (Alternative Education Programs for Disruptive Students), as evidenced by a pattern or series of violent behavior exhibited by the student, and documented in writing by the school, with the documentation provided to the student and parent or guardian at the time of any offense.

25.07.1.8.8. If the board of education or hearing examiner finds that the student is a dangerous student, such student may not be provided alternative education pursuant to the conditions outlined in W.Va. Code §18A-5-1a, but must re-evaluate this decision at least every three months.

25.07.1.8.9. With regard to students with disabilities, nothing in this policy may be construed to be in conflict with the federal provisions of the Individuals with Disabilities Education Act IDEA Amendments of 1997 (Public Law 104-17), or with West Virginia Board of Education Policy 2419, W.Va. §126CSR16 (Regulations for the Education of Exceptional Students).

25.08. Guidelines for Suspension and Expulsion.

25.08.1. Suspension is considered a temporary solution to a violation of the Student Code of Conduct until the problem that caused the suspension is corrected. The length of a suspension should be short, usually one (1) to three (3) school days, but may extend to ten (10) school days. Out of school suspension strategies should be used sparingly and shall never deny a student access to instructional material and information necessary to maintain their academic progress. A student is entitled to an informal hearing when faced with a suspension of ten (10) days or less. At this hearing, the principal must explain why the student is being suspended, and the student must be given the opportunity to present reasons why the student should not be suspended. However, a student whose conduct is detrimental to the progress and general conduct of the school may be suspended immediately and a hearing held as soon as practical after the suspension. A student may not participate in any school-sponsored activities, or be permitted on school grounds during the period of suspension without permission of school officials. Other procedures the school must follow when dealing with suspensions are outlined in W.Va. Code §18A-5-1 and §18A-5-

1a. Under no circumstances may a student be suspended for more than ten consecutive school days without having the opportunity for a formal hearing as described in W. Va. Code §18A-5-1a(f)

25.08.2. Any suspension shall be reported in writing to the parent(s), guardian(s), or custodian(s) of the student, by regular United States mail, and to the Superintendent on the same day the suspension is decided upon, and the Faculty Senate at the next meeting after the suspension.

25.08.3. A suspension of more than ten (10) days requires a formal hearing before the board of education of education or a hearing examiner. Procedures the school and county must follow when dealing with suspensions of more than ten (10) days are outlined in W.Va. Code §18A-5-1 and §18A-5-1a.

25.08.4. In the event the principal intends to recommend to the Superintendent that a student be expelled, the principal should make

that recommendation to the Superintendent within 24 hours from the time the incident occurs.

25.08.5. The Superintendent, upon recommendation by the principal, may recommend that the board of education or hearing examiner expel a student from school if the student's conduct is judged to be detrimental to the progress and general conduct of the school. In all cases involving expulsion, the student is entitled to formal due process procedures if the board of education agrees to act upon recommendations to expel a student from school. These procedures are outlined in W.Va. Code §18A-5-1 and §18A-51a.

25.08.6. W.Va. Code §18A-5-1 and §18A-5-1a require mandatory suspension by the principal and mandatory expulsion for a period of not less than twelve (12) consecutive months by the board of education of education for: possession of a deadly weapon, assault of a school employee, or sale of a narcotic drug. Procedures that must be followed when dealing with an expulsion are outlined in W.Va. Code §18A-5-1 and §18A-5-1a.

25.08.7. According to W.Va. Code §18A-5-1, a teacher or bus driver may exclude from a classroom or bus any student who: is guilty of disorderly conduct; interferes with an orderly education process; threatens, abuses, intimidates or attempts to intimidate a school employee or student; willfully disobeys a school employee; or uses profane or abusive language toward a school

employee. Once a student is excluded from the classroom or bus, the student must be referred to the principal who will take disciplinary action, notify the parent/guardian in writing of the disciplinary action taken, and provide a copy to the teacher or bus driver before the student is readmitted to class or to the bus.

25.08.8. In the event a student has been suspended for twenty days or more, cumulatively, during any school year, the principal will refer the student to the County Student Assistance Team to review the student's disciplinary history and any interventions and strategies employed and to suggest any additional interventions and strategies designed to assist the student in becoming more successful at school. For a student in grades pre-K – 5, the above described review will be provided by the Director of Elementary Schools.

25.08.9. 25.35 Enrollment Affidavits. Upon the enrollment of any student (except students who are enrolling in a school for the first time) the student's parent, guardian or custodian must complete an affidavit indicating whether the student is under suspension or expulsion from another school district.

25.09. School Bus Offenses.

25.09.1. Conduct detrimental to proper operation of bus – It shall be a violation of the code of conduct to engage in behavior which is detrimental to the operation of a bus including, but not limited to: creation of excessive noise; use of profane language; sticking arms or heads out of bus windows; changing seats or standing while bus is in motion; failure to obey directives of school personnel; throwing objects; passing objects through windows; riding in step well or front row of seats; or use of emergency door in non-emergency situations. Maximum possible penalty: Denial of transportation privileges for the remainder of the school year.

25.09.2. Damage to bus – It shall be a violation of the code of conduct to damage or deface a school bus.

25.09.2.1. 1st Violation – Denial of transportation privileges pending restitution and conference with parent or custodial guardian.

25.09.2.2. 2nd Violation – Denial of transportation privileges for remainder of school; full restitution [Note: Parent or custodial guardian will be held liable for damage to school bus within the limits of the law.]

25.09.3. Use of tobacco products – It shall be a violation of the code of conduct to use tobacco products on a school bus.

25.09.3.1. 1st Offense – Denial of transportation privileges pending conference with parent or custodial guardian.

25.09.3.2. 2nd Offense – Denial of transportation privileges for remainder of school year.

25.09.4. A student who as been identified as exceptional may not be denied bus transportation if transportation is included on such student's IEP or if the denial of transportation services would result in the denial of educational services, i.e., no alternative means of transportation is available.

25.10. Use of Physical Punishment Prohibited. West Virginia Code §18A-51(e) prohibits school employees from using corporal (bodily) punishment on any student. No physical punishment of any kind can be inflicted upon a student. This includes:

25.10.1. hitting or striking a student on their physical person;

25.10.2. requiring physical activity as a punishment (this does not apply to physical activity within the structure and context of extracurricular activities);

25.10.3. use of noxious stimuli (e.g. pepper spray), denial of food or water or other negative physical actions to control behavior; and

25.10.4. seclusion - a removal in which a student is left unsupervised in a dark area or in any space as an intervention or consequence to inappropriate behavior.

25.11. Use of Restraint. Reasonable force may be used to restrain a student from hurting himself/herself or any other person or property. All students, including students with disabilities, must be treated with dignity and respect. Behavior interventions and support practices must be implemented in such a way as to protect the health and safety of the students and others. When the use of physical restraint is necessary, the following guidelines must be followed:

25.11.1. Definitions:

25.11.1.1. Restraint - the use of physical force to significantly restrict the free movement of all or a portion of a student's body.

25.11.1.2. Emergency - a situation in which a student's behavior poses a threat of imminent, serious physical harm to the student or others or serious property destruction.

25.11.2. A school employee and/or independent contractor may use restraint in an emergency as defined above with the following limitations:

25.11.2.1. Restraint shall be limited to the use of such reasonable force as is necessary to address the emergency. Procedures and maneuvers that restrict breathing (e.g. prone restraint), place pressure or weight on the chest, lungs, sternum, diaphragm, back, neck or throat, or may cause physical harm are prohibited.

25.11.2.2. Restraint shall be discontinued at the point at which the emergency no longer exists.

25.11.2.3. Restraint shall be implemented in such a way as to protect the health and safety of the student and others.

25.11.2.4. Restraint shall not deprive the student of basic human necessities.

25.11.2.5. Appropriate (intended use) utilization of mechanical restraints such as seat belts or feeding tables when applied for their intended purpose is not prohibited; however, the application of mechanical restraint is prohibited as an intervention or consequence for inappropriate behavior.

25.11.3. School employees and/or independent contractors who, as determined by the principal, may need to use restraint shall be provided training according to the following requirements:

25.11.3.1. A core team of personnel in each school must be trained annually in the use of a nationally recognized restraint process. The team must include an administrator or designee and any general or special education personnel likely to use restraint;

25.11.3.2. Personnel called upon to use restraint in an emergency and who have not received prior training must receive training within 30 days following the use of restraint if the principal determines that there is a reasonable likelihood that the situation leading to the use of restraint will reoccur;

25.11.3.3. Training on use of restraint must include prevention and de-escalation techniques and provide alternatives to the use of restraint;

25.11.3.4. All trained personnel shall also receive instruction in current professionally accepted practices and standards regarding behavior interventions and supports;

25.11.4. Comprehensive documentation and immediate notification on use of restraint is required. In a case in which restraint is used, school employees, volunteers and/or independent contractors shall implement the following documentation requirements:

25.11.4.1. Immediately following the use of restraint (within one hour) - The principal or designee must be provided verbal and written notification that restraint was used on a given student with a description of the restraint process used.

25.11.4.2. Same day - A good faith effort shall be made to verbally notify the parents/guardian regarding the use of restraint.

25.11.4.3. Within one school day - Written notification of the use of restraint must be placed in the mail or otherwise provided to the parent/guardian.

25.11.4.4. Within one school day - Written documentation regarding the use of restraint must be placed in the student's official school record. The information must be available to determine the relationship of a student's behavior as it impacts the student's learning and/or the creation or revision of a behavior intervention plan.

25.11.4.5. Written notification to the parents/guardian and documentation to the student official school record shall include the following:

25.11.4.5.1. Name of the student;

25.11.4.5.2. Name of the staff member(s) administering the restraint;

25.11.4.5.3. Date of the restraint and the time the restraint began and ended;

25.11.4.5.4. Location of the restraint;

25.11.4.5.5. Narrative that describes antecedents, triggers, problem behavior(s), rationale for application of the restraint and the efforts made to deescalate the situation and alternatives to restraint that were attempted; and

25.11.4.5.6. Documentation of all parental contact and notification efforts.

25.12. Searches.

25.12.1. Searches of Students. Under ordinary circumstances the search of a student by a teacher or other school official is permitted, if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or rules of the school. The extent of the search must be reasonably related to the objectives of a search and not excessively intrusive in light of the sex of the student and nature of the infraction. However, "strip searches" are not permitted under any circumstances. Any searches of students will be conducted in the presence of an adult witness. Any contraband property discovered as a result of a search may be confiscated.

25.12.2. Car Searches – A student's car, while on school property, is subject to search by a teacher or other school official if there are reasonable grounds to suspect that the search will turn up evidence that a student has violated or is violating either the law or rules of the school. Such searches will be conducted in the presence of an adult witness.

25.12.3. Locker Searches. A student's locker may be searched if there are reasonable grounds to suspect that the search will turn up evidence that a student has violated or is violating either the law or rules of the school. Such searches will be conducted in the presence of an adult witness. Furthermore, by accepting a locker a student shall be deemed to have consented to the periodic inspection thereof. The school principal shall retain keys to all lockers in order to affect such inspections.

25.12.4. Canine Assisted Locker/Facility Inspections. School principals are authorized to arrange for the use of canines that have been trained in the detection of unlawful drugs or explosives to assist in periodic inspections of student lockers, other school facility areas or grounds. Any unlawful drugs or explosives that are discovered as a result of a canine assisted inspection may serve as a basis for student disciplinary action under the terms of this policy. Only with the specific permission of the Superintendent may canines be used to conduct random searches of students.

25.13. Cooperation with Law Enforcement. Police have the responsibility to enforce laws in order to protect all citizens. Police can enter schools if they suspect a crime has been committed, if they have a warrant for an arrest or search, or if their assistance has been requested by school officials. It is the duty of the school officials, teachers, and students to cooperate with the police and each other to ensure that the rights of all involved persons are respected.

Prevention Resource Officers (PRO): PRO Officers are certified police officers, working as fulltime officers who have been assigned to work fulltime within a public school during the school year. The PRO Officer's duties, salary and other conditions should be determined through an agreement with the county board of education and the PRO Officer's authorized police department. The principal is the PRO Officer's immediate supervisor while the officer is present in the school. There may be a time when, during



the course a PRO Officer's duties, the officer's position as a law enforcement officer would take precedence. Police Conducting an Investigation in the School: During a criminal investigation, if a student is to be questioned by the police, or by school officials in the presence of the police, the school administration should cooperate with the police and help to ensure that the privacy of the student is protected. . If a student is under 18 years of age, prior to permitting a student to be questioned by any law enforcement officer, other than a PRO, school personnel shall contact the student's parent/guardian and receive permission for the student to be questioned the police officer shall determine if and when the use of restraints is necessary to control an unruly student to prevent the student from harming him/herself or others.

#### 25.14. Complaint Procedures.

25.14.1. All violations of the Student Code of Conduct observed by school employees or by students must be reported to the principal or assistant principal for appropriate action to be taken as specified in this policy. Failure on the part of an employee to report a violation of this policy may be addressed by way of West Virginia Board of Education Policy 5310, W.Va. Code §126CSR142 (Performance Evaluation of School Personnel) or the evaluation of a service personnel. The Superintendent may also recommend such disciplinary action as may be deemed appropriate, up to and including termination, for failure by an employee to report and take appropriate action for violations of this policy.

25.14.2. Any person who believes he or she has been the victim of a Student Code of Conduct violation or any person with knowledge or belief of conduct which may constitute a violation of the Student Code of Conduct may report the alleged acts immediately to the principal or assistant principal. Nothing in this policy shall prevent any person from reporting violations directly to the county superintendent, as appropriate, to the West Virginia Human Rights Commission, or to a law enforcement agency.

#### 25.15. Investigation Procedures.

25.15.1. The principal or assistant principal, shall, upon receipt of a report or complaint, immediately undertake or authorize an investigation. The investigation may be conducted by school/school system officials.

25.15.2. The investigation must, at a minimum, consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and review of circumstances deemed pertinent by the investigator. When any student is to be interviewed in connection with an investigation pursuant to a Level IV violation, a reasonable effort shall be made to contact the student's parent, custodian, or guardian and invite them to be present during such interview, provided that such parental notification would not compromise the investigation or school/student safety. Parental notification is encouraged at Levels II and III and discretionary at Level I.

25.15.3. The principal shall immediately take such reasonable steps as necessary, to protect the complainant, students, teachers, administrators or other personnel pending completion of an investigation of an alleged policy violation.

25.15.4. The principal shall determine whether the alleged conduct constitutes a violation of this policy.

25.15.5. In determining the appropriate response and/or punishment for a Level I, II, or III violation, the principal and the superintendent should consider the surrounding circumstances, the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

25.15.6. The investigation will be completed as soon as practicable but no later than ten school days following the reported violation, unless permission has been requested and granted by the West Virginia Department of Education to extend the investigation period. The principal shall make a written report upon completion of the investigation. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. If a student is suspended as a result of the investigation, the principal shall report the suspension to the Superintendent.

25.15.7. The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant or his/her legal guardian by the principal.

25.15.8. Confidentiality of the filing of complaints, the identity of subjects and witnesses of any complaint and of any action taken as a result of such complaint is essential to the effectiveness of this policy. Only those individuals necessary for the investigation and resolution of the complaint shall be given information about it. Therefore, the right of confidentiality of complainants, subjects, witnesses, and investigators will be vigorously protected and violations of such confidentiality may itself be grounds for disciplinary action.

#### 25.16. Action and Reporting.

25.16.1. Upon receipt of a report substantiated by staff observation or by the investigation, the principal, and the superintendent will take appropriate action against those found to have violated this policy pursuant to W.Va. Code §18A-1-1 and §18A-5-1a.

25.16.2. The principal or superintendent shall also initiate such other action as is appropriate to ease tensions and to affirm the values of respect and understanding.

25.16.3. The principal, superintendent or designee shall immediately enter the required disciplinary data into the West Virginia Education Information System (WVEIS) in order to file the required information with the West Virginia Department of Education of all substantiated reports of all violations of the Student Code of Conduct.

#### 25.17. Reprisal.

25.17.1. It shall be a violation of this policy for any student to retaliate against any person who is involved in any disciplinary action against any student. The principal shall take appropriate action such as in-school suspension, out of school suspension, referral to County SAT for possible placement in alternative school, or expulsion against any student who retaliates against any person who reports alleged violations or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.



25.17.2. It shall also be a violation of this policy to file a false report concerning a violation of this policy. The principal will take appropriate action against

any student, administrator or other school personnel who falsely reports violations of this policy.

25.18. Right to Alternative Complaint Procedures.

25.18.1. These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the West Virginia Human Rights Commission, initiating civil action or seeking redress under the state criminal statutes and/or federal law.

25.19. Dissemination of Policy and Training.

25.19.1. This policy or a summary shall be conspicuously posted throughout each county's/school's facilities in areas accessible to students and staff members such as classrooms, hallways, cafeteria, offices, gymnasiums, locker rooms and common areas.

25.19.2. This policy, or a summary, shall appear in the student handbook and if no handbook is available, a copy will be distributed by school personnel to all students, faculty, staff and parents. A copy of this policy may also be obtained through Kanawha County Schools' website.

25.19.3. When a student enters middle/junior high/high school for the first time, the student and his/her parent/guardian will be requested to sign and return a contract agreeing to abide by the stipulations in the policy and consequences associated with violations.

25.19.4. At the commencement of each school year all students and their parents shall be provided with copies of a school's code of conduct. Students who transfer into a school during the course of a school year and their parents shall also be provided with copies of a school's code of conduct. Each year students shall be required to sign a statement acknowledging that they have read the code of conduct or have had it read to them and that they understand the code of conduct and the consequences of a violation.

25.19.5. Training for students and staff on these regulations and on means for effectively promoting the goals of this policy will be developed and implemented. The implementation plan shall be developed collaboratively with input for all stakeholders, including, but not limited to, parents, business leaders, community organizations and state and local agencies. This will be accomplished through discussions in classrooms and at grade level large group meetings will be held at the beginning of the school year to raise the awareness of the different types of Student of Conduct violations and how they are manifested, their devastating emotional and educational consequences, and their potential consequences. Each student will sign an acknowledgement verifying participation in the Code of Conduct training. The Kanawha County Board of Education shall review this policy at least tri-annually for compliance with state and federal law and West Virginia Board of Education policy.

End of Safety Policies

## 1300:Attendance

### 1301:School Schedule

Carver Career & Technical Education Center is part of Kanawha County Schools and follows the Kanawha County Schools calendar. We observe all holidays, school closings due to bad weather conditions, school morning delays because of bad weather, and other scheduled days off as set by the Kanawha County Board of Education.

Any student who attends Carver from a setting other than Kanawha County Schools, such as a private school or out of county school, is required to follow Carver's calendar of attendance

### 1302:Attendance Policy

Good attendance at Carver is important for two reasons:

Lab work: All of the programs at Carver have a large "hands on" or lab component. This is how you learn your occupational performance skills. There is no way to make up the work you have missed in lab. Since a large portion of the grade you will receive is based on lab work, it will be difficult to pass a Carver program if you have an excessive number of absences. You should talk to your instructor about how much of your grade in your program will depend on being present for labs.

The mission of Carver to prepare students for employment: We cannot recommend you to an employer if you have a poor attendance record. Make sure to read the section on the Technical Certificate for the number of unexcused absences allowed to receive a Carver Career and Technical Education Center certificate and a job recommendation.

Note: Some programs (Collision Repair Technology, Cosmetology/Barbering, Electrical Technician) because of state licensing regulations or national accreditation requirements, require that you complete a certain number of hours of training. Your instructor will inform you of these regulations.

Attendance procedures:

It is your responsibility to get to school every day and on time. It is not your parent/guardian/alarm clock/bus driver/teacher's responsibility.

It is your responsibility to monitor your absences. First of all, make sure your teacher sees that you are here during roll call. If the teacher has you marked absent on a certain day, then you are absent, even if you later protest that you were here.

Students who are absent will be given the same number of days to make up work that they are absent. For example, for two days of absence a student is given two days to make up missed work. Remember, however, that there is no way to make up missed labs.

Because we are a Simulated Workplace – YOU must contact your instructor the day of the absence, and you must bring an excuse the day you return to Carver Career and Technical Education Center (be sure to read KCS Policy: Excused/Unexcused Absences as shown below). Give the excuse to the attendance clerk in the office. Please make sure that you bring a copy to Carver as well as the home school. Unexcused absences will be reported to the State Department of Motor Vehicles and may result in the loss of your driver's license. When you have accumulated five (5) consecutive or ten (10) total unexcused absences per year, your name will be submitted to the KCS Attendance Director for possible legal action.

Excessive absences can result in a student being returned to their home high school.

A student who has a serious illness resulting in excessive absences, who has brought documentation from a doctor or hospital (documentation required each school year), will be given extra consideration by the Student Assistance Team (SAT).

Carver students who are members of volunteer fire departments are not to leave school on fire calls. Students who leave without permission from the office will be suspended.

Students who remain at their home school for scheduled activities will be counted as "Absent - School Activity." Students must complete a School Activity form if they plan to remain at either Carver or their home school for any activity except standardized tests or other large group functions required by the school. These forms are located in the office at Carver and the home schools and must be completed and returned three school days prior to the activity. Instructor(s) at the school give final permission to excuse or not excuse students for school activities.

Students on OJT/APPRENTICESHIP, clinical, practicum or co-op work assignments are counted "present" or "absent" just as though they were reporting here for class. If you must be absent from work, call Carver and report your absence to the office. We will call your employer to confirm your attendance.

## **1303:KCS - Excused/Unexcused Absences Definitions**

a: Excused Absence

Excused absence shall mean absences from school or individual class due to:

1. Illness or injury of the student requiring physician's verification.
2. 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.
3. Illness of student verified by parents/guardian not to exceed three (3) consecutive or five (5) total days per year. Verification by a physician will be required if absences exceed three (3) consecutive

days or 5 total days per year.

4. Illness or injury in family when student absence verified as essential by physician.

5. Calamity, such as fire in the home, flood, or family emergency upon approval by the school principal.

6. Death in the family, limit three (3) days for each occurrence except in extraordinary circumstances. "Family" defined as mother, father, brother, sister, grandmother, grandfather, aunt, uncle, brother-in-law, sister-in-law, brother's children, sister's children, student's child(ren), or any person living in the same household.

7. Leaves of educational value adhering to these stipulations:

\*prior approval of school administrator

\*prior submission and approval of educational plan detailing objectives and activities

\*leave not to exceed 10 days - verification of implementation of the education plan upon student's return

\*leave to extend more than 10 days requires county board approval.

8. School approved curricular or extra-curricular activities.

9. Legal obligation with verification.

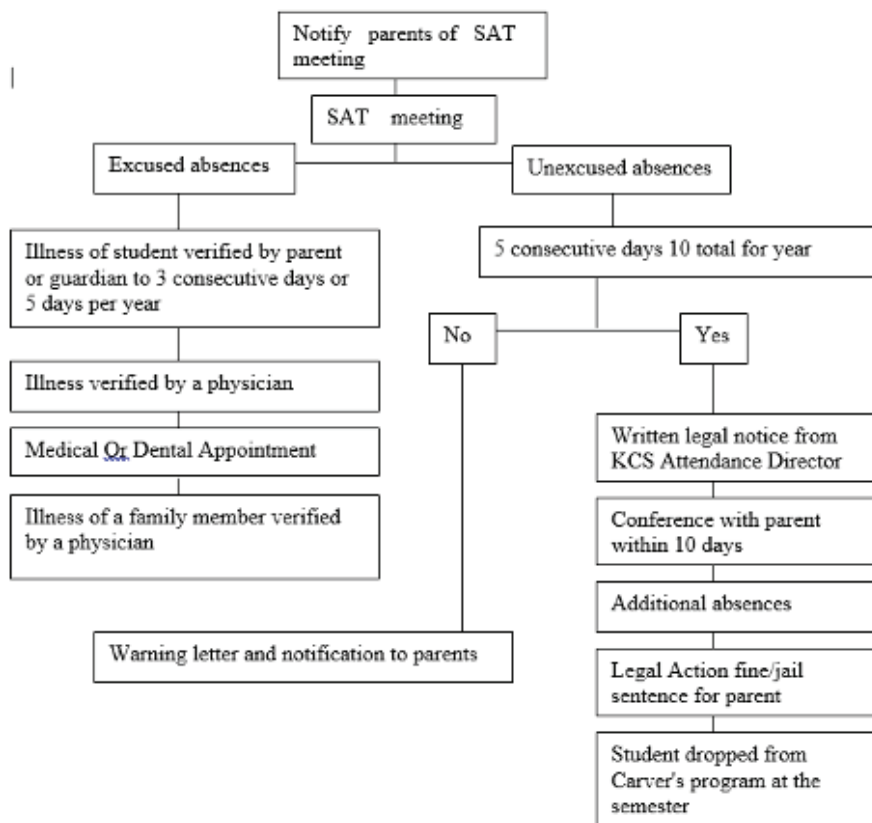
10. Failure of bus to run or extremely hazardous conditions.

11. Observance of religious holidays.

## b: Unexcused Absence

Unexcused absence shall mean an absence from school or an individual class which is not excused pursuant to KCS Policy: Excused/Unexcused Absences.

### FLOWCHART DEMONSTRATING KANAWHA COUNTY ATTENDANCE POLICY



## **1304:Attendance Incentive**

Each 9-weeks of the school year, the names of students who had perfect attendance during the previous 9-weeks will be placed in a drawing for a \$25 cash prize. A drawing will be held in both the morning and afternoon sessions. The class with the best attendance rate will be treated to a pizza party. Special activities and prizes may be awarded.

## **1305:Tardy Procedure**

Tardiness occurs when a student arrives in class five minutes or more after his/her bus arrives. When tardy, a student must come to the office, sign in and receive an “admit to class” form from the office. Four tardies equal one day’s absence. This absence will be counted as any other and may result in the student’s absences being reviewed by the SAT team. The student may have his/her driving privileges revoked for the semester. Due to loss of class time AM students coming in one hour late will be counted absent; PM students coming in one hour late will be counted absent. The applied to Career Plus students.

## **1306:Leaving School Early Procedure**

Secondary students, who need to leave the building early for a doctor’s appointment, etc., must give the instructor a written excuse signed and dated by parent/guardian. The instructor will sign the excuse, giving the student permission to leave class. The student then brings the written excuse to the office. Office staff will give the student a confirmation note which must be returned to the teacher. The student must sign out at the front desk. A student who does not have an excuse will not be released unless a parent can be reached by phone to give permission. A student leaving school early counts as a partial day’s absence.

## **1307:Perfect Attendance**

Perfect attendance is defined as attending Carver every school day. Carver teachers may award certificates of Perfect Attendance. Put those certificates in your employment file and use them when you are conducting your job search. When employers contact Carver about students, they usually ask about their attendance.

End of Attendance Policies

## **1400:Student Services**

### **1401:Student Clubs and Organizations**

Technical student organizations are part of the curriculum for every area. They promote employability skills important for job success, such as leadership, cooperation, responsibility, attitude, and initiative.

Skills/USA covers most programs. Carver Career and Technical Education Center’s Skills/USA Steering Committee plans monthly meetings, fund-raising activities and the annual competitions. All students (except Plant Systems and Pet Grooming, Information Technology, Respiratory Therapy, Surgical Technology and Veterinary Technology) should belong to Skills/USA. Students pay their

dues when they enroll.

All students will attend Skills/USA activities scheduled during the school day. Skills/USA activities are as important to training as classroom activities and attendance.

Plant Systems and Pet Grooming students belong to FFA, Culinary students belong to the American Culinary Federation (ACF), students belong to the state and national chapters of the Association for Health Documentation Integrity (AHDII), Allied Health Science students belong to the American Dental Assistant Association (ADAA), and Welding students belong to the Carver Career and Technical Education Center student chapter of the American Welding Society (AWS). Diagnostic Services students belong to (HOSA), MCAS/Legal students belong to (FBLA).

### Organizations Contests and Conferences Fees

When the school pays in advance for students to travel to contests and conferences, the student and/or the secondary student's parent/guardian are responsible for the non-refundable costs the school has paid unless the student notified the school at least 30 days in advance that they are not going on the trip.

## **1402:National Technical Honor Society**

The Carver Career and Technical Education Center Chapter of the NTHS honors students who have achieved excellence in their technical and academic studies. Each year, eligible students are recognized in an induction ceremony here at school.

Students must meet the following criteria. They must be recommended by their instructors. Our instructors recommend students who show good work habits, attendance and attitudes, as well as achievement in their occupational studies. The students must not have any disciplinary actions in the 1st semester. They must have been enrolled in the same technical field of study at Carver Career and Technical Education Center for at least one semester. They must maintain at least a 3.5 grade point average in their technical studies and a 3.0 overall in their GPA. They must have missed no more than 5 unexcused absences in the first semester. The only excused absences accepted would include a school function with approved documentation and/or a doctor's excuse. Parent excuses will not be accepted.

## **1403:Counseling and Social Services**

The counselor is available to all students whenever they need to discuss a problem with scheduling, a personal problem, etc. Please schedule an appointment for counseling services.

## **1404:ERC - Education Resource Center**

The ERC is located next to the administrative offices. It is accessible by the front entrance hall. The ERC is equipped with a lab of computers. Students wishing to utilize this center should see their instructor to schedule an appointment. This lab of computers and printers IS NOT for personal use.

## **1405:Job Placement Service**

Carver Career and Technical Education Center has a Job Placement Office to assist students



in finding permanent jobs. Students are not guaranteed employment. The purpose of the Job Placement office is to assist. Students must assume the major responsibility for securing employment. Students are provided employability skills training in all programs. Students may schedule an appointment with the Job Placement Specialist to discuss job search strategies.

What you must do: Make good grades and maintain good attendance; complete the Employability Skills training activities in your classroom; and work as hard in finding a job as you would be working (that is, 8 hours a day).

What we will do: We will maintain contact with local employers, teach you job seeking skills and refer jobs called in. Sometimes an employer will ask for information about a student's attendance and grades. If you don't want this information given to potential employers, you may request in writing that the information not be released. However, this action may result in the loss of a job opportunity.

## **1406:On-The-Job Training and/or Apprenticeship**

Students may be placed in on-the-job and/or apprenticeship training assignments while they are still students at Carver Career and Technical Education Center. OJT/APPENTICESHIPS are a valuable training experience. It gives you an opportunity to polish those technical skills that have been learned in the classroom. The OJT/APPENTICESHIP assignment is a school related activity. Attendance is monitored, and you will receive a grade. The assignment may be either a paid or an unpaid position working under supervision. Here are the OJT/APPENTICESHIP procedures:

1. You must be in the second half of your training; have an overall C average at Carver Career and Technical Education Center; and you must not be on an attendance contract for excessive absences.
2. You must be recommended by your instructor (on an official form) and approved by the Job Placement Specialist.
3. The job must be directly related to your program area and 75% of the work tasks must be in your program area. You may not work for a family member's business without approval.
4. You must be current with tuition/fees payments. Adult students will be allowed to go on OJT/APPENTICESHIP only after a tuition payment clearance form has been obtained from the financial assistance secretary. Bring the tuition payment clearance form to the Job Placement Specialist who will then, and only then, write an OJT/APPENTICESHIP contract.
5. The student must sign the training contract and other related documents prior to starting the OJT/APPENTICESHIP. The contract is not valid until all parties have signed, and all documents returned to the Job Placement Specialist.
6. If you are absent from work, you are absent from school. If you must be absent from work, call Carver Career and Technical Education Center (348-1965) and report the absence to the Attendance Clerk.

7. You may not change OJT/APPENTICESHIP assignments without the approval of your instructor and the Job Placement Specialist. A new OJT/APPENTICESHIP contract will be written.

## **1407:Cosmetology and Barbering Services to Students**

Cosmetology and Barbering services are available to Carver students at nominal costs. To take advantage of this service, complete the form and have permission from your instructor. Take the form to the Cosmetology and Barbering Lab and schedule an appointment. Return the form to your teacher.

## **1408:Automotive Services to Students**

The majority of work performed in the Collision Repair Technology Program or Automotive Technology Program is for instructional purposes and to provide customer services to the community. Therefore, 90% of work performed will be on vehicles other than those of Carver students or Kanawha County School vehicles. Students wishing to work on their own or family or friends' cars must observe these guidelines:

- You must have permission from your instructor and the principal.
- You must agree that the instructor may check your vehicle for tools and supplies before leaving the shop.
- You must have a work order signed by the owner of the vehicle.
- You must pay for all parts before taking vehicle from shop or put down a deposit to cover estimated costs.
- If you do not have a driving permit, you must see the Assistant Principal to get one before bringing the vehicle in for repairs.
- If your car is left outside, Carver is not responsible.

## **1409:Student Fees**

If a student fails to attend a formally agreed upon function without giving the approved timely notice to the instructor, any obligation incurred must be satisfied before a certificate and/or degree is granted

End of Student Services Policies

## **1500:General School Policies**

### **1501:Student Records and Right to Privacy**

Records of student grades, competencies, behavior, etc. are made and retained at the Technical Center. 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. Students who have questions about their records or policy guidelines should see the counselor or principal of the school.

## **1502:Procedure for Access of Student Records**

Written Consent from students must be given before any record or transcript is released.

All student records/transcripts are maintained in the front office. Current student records are stored in a locked filing cabinet. Previous years student records are maintained in a locked vault, located in the front office.

Access to student records is limited to administration and the office clerk in charge of records/transcripts requested.

### **Transcript Request Procedure**

Students must provide written consent.

1. Request forms are located in the main office, online, and by US mail or email.
2. Students pay a nominal fee for each transcript; contact the main office for current charges.
3. The student may pick up the transcript in persons or direct the school to mail it to a specific institution or individual.
4. Respiratory Therapy and Veterinary Technology should request their transcripts from BridgeValley CTC.

## **1503:Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to

disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;  
Other schools to which a student is transferring;  
Specified officials for audit or evaluation purposes;  
Appropriate parties in connection with financial aid to a student;  
Organizations conducting certain studies for or on behalf of the school;  
Accrediting organizations;  
To comply with a judicial order or lawfully issued subpoena;  
Appropriate officials in cases of health and safety emergencies; and  
State and local authorities, within a juvenile justice system, pursuant to specific State law.  
Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

## **1504:Student Directory Information**

Carver designates the following categories of student information as public or “Directory Information.” This information may be disclosed by Carver at its own discretion:

1. Student Name
2. Mailing Address
3. Telephone Number
4. Dates of Attendance
5. Certificate Received
6. Student Photo or Likeness

## **1505:School Closed due to Weather and Other Emergencies**

It is the policy of this school that days when Kanawha County Schools are closed because of inclement weather or other emergency will count toward the total number of instructional days offered and students will not be counted absent for those days. Some students attend Carver Career and Technical Education Center but live in another county. If schools are closed in their

home county, then with proper documentation, those students will not be counted absent. It is the student's responsibility to provide Carver Career and Technical Education Center with the proper documentation (letter from local school board or law enforcement agency) within the same week of the absence.

Students who are scheduled for clinicals, OJT/APPRENTICESHIP, etc. will follow the schedule of the work site for that day and will report to the work site even if the school is closed unless the employer or clinical supervisor advises the student not to report to work.

If Kanawha County Schools converts non-instructional days to instructional days, or if they extend the school year to make up days schools were closed due to inclement weather, adults will attend class on those days.

Students who are receiving financial aid that includes a daily allowance for transportation, child care, and meals will not receive that allowance for those days the school is closed even though the student will not be counted absent.

Students must make up work missed when the school is closed for inclement weather or other emergencies

## **1506:Internet Use**

All students using the internet will abide by the guidelines set forth in Policy 2460. Internet use will be monitored.

Student use of the internet is for educational study and research. Students are required to use appropriate language which is not offensive to others. Students may not share their login for other to use. Vandalism, either physical or electronic, is not permitted. Viewing or downloading of pornographic or other objectionable material is not permitted. Students using the internet may not download any data to the computer hard drive or network. Inappropriate use of the facilities will terminate student access to the internet and computer lab. Students must sign an Acceptable Use Policy form prior to use of the internet. All flash drives are to be virus checked before using.

## **1507:Dental Clinic Services**

Carver Career and Technical Education Center offers free dental services – qualifications are:

1. Must be enrolled as a KCS student (high school and adults)
2. No private dentist
3. No dental insurance
4. Limited income (application must be completed and approved)
5. Secondary students must have parent/guardian complete application

Applications for dental services are located in the dental clinic/classroom. For more information, please contact Alisha Saul, Instructor.

## **1508:Office Rules**

Students entering the office are to stop at the front desk and inform office personnel what your purpose is in the office. No secondary student will be allowed to cut through the office to go to the



snack room or to classrooms. When the machines are being serviced, no one will be allowed in the snack room. All students will be required to follow Kanawha County School Rules while attending Carver Career and Technical Education Center.

**NO CHANGE OR REFUNDS WILL BE GIVEN IN THE OFFICE**

## **1509:Telephones**

Only emergency messages will be accepted in the office. Phone calls will not be put through to any class. Inform friends and family to call you here only in the event of an emergency.

## **1510:Mobile Phones**

Secondary students are allowed to have cellular telephones, iPods, iPads, tablets, etc. However, these items should not be seen or heard in the classroom or hallways. If cell phones become a disturbance, that individual will be asked not to continue to have them in school. Instructors have the right to confiscate.

## **1511:Student Parking**

The following procedures govern secondary student driving privileges:

School buses are reliable and safe transportation and all students are expected to use them. Students are only eligible to drive if they have proof of a job after school starts. The parent/guardian and the home school principal must also approve. Students who are given permission to drive, must then purchase a parking permit for \$25.00. This permit must be displayed in the front windshield of the car at all times that the car is on Carver property.

Students who are given permission to drive are not allowed to have riders in the vehicle. All vehicles driven by students must be parked on the front lot in assigned areas and not at any other location--no exceptions.

Students must drive directly from their home school to Carver (with no stops), park their vehicles, and enter the building as soon as they arrive at Carver. They must leave Carver and proceed directly back to their home schools as soon as students are dismissed. Students are not to congregate in cars on the parking lot. Students may not return to their vehicles during class time without permission from the office.

Student drivers who transport unauthorized riders (see third item) will have their driving privilege revoked. Student drivers who drive in a manner that endangers themselves or others will have their driving privilege revoked. Students who are tardy more than twice in a nine weeks will have their driving privilege revoked. Student drivers who violate any of the above rules will have their driving privilege revoked and are subject to a 3-day suspension.

## **1512:Use of Books, Materials, and Equipment**

Secondary students are supplied most of the books, tools and equipment needed for the class. 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. Tools and supplies for vocational training are expensive. Students are to take good care of these items.

## **1513: Citizen Appeal Procedure**

The West Virginia Board of Education has created a Citizen Appeal procedure to allow citizens to work with county boards of education and administrators to solve problems at the lowest possible administrative level. A Citizen Appeal is a claim by one or more citizens of a violation of state law or a state board of education policy, rule or regulation. The written appeal will identify the specific state law or policy alleged to be violated. Copies of the state board's policies are available for review at the central office.

Citizen Appeals are not applicable to any situation where the county board is without authority to act or where the method of appeal is specifically established by law, such as appeals regarding the placement of exceptional children. Personal complaints against school employees and other complaints not governed by the Citizen Appeal procedure must be resolved through the Citizen Complaint procedure.

The Citizen Appeal procedure requires citizens and parents to first informally discuss their concerns with the proper administrator, usually the school principal or the supervisor/director at the county office, prior to filing a formal appeal. If the matter cannot be resolved informally, the administrator shall provide the citizen with the proper appeal form.

The procedure has four levels: 1) the principal or school administrator; 2) the county superintendent of schools; 3) the board of education; and, 4) the state superintendent of schools. There are prescribed time lines and provisions for written responses, representation and conferences/hearings. Copies of the procedure and forms are available at the Office.

End of General School Policies

## **Student Safety Form 2020-2021**

As part of your education at Carver Career Center, each student will be given instruction in the use of various tools, procedures, and equipment. Along with the technical instruction you will be given instruction in the safety procedures needed to work in a safe and productive manner.

As you receive instructions on any given task, it is your responsibility to follow the safe working practices your instructor has given you. Under no circumstances should you attempt any task for which you have not been trained and for which you do not know the safety rules. If you are in doubt how to perform a task or operate any tool, ask your instructor.

We ask that you subscribe to the following pledge:

1. I will follow all safety rules for the shop and/or class.
2. I understand that I must know and meet protocols of 6S and Simulated Workplace.
3. I will not use equipment without permission.
4. I will report any accident, injury or potential safety hazard immediately.
5. I will dress according to the instructor's safety instructions.
6. I will wear eye protection when operating power equipment and, in any instance when the activity I am doing could create a hazard.
7. I will maintain a safe working environment by placing equipment in a safe area, and by keeping my work area clean and uncluttered.
8. I will clean the shop/lab/clinic at the end of each day.
9. I will not become involved in horseplay or tampering with the property of others.
10. I will not distract another individual when that action may endanger him/her.
11. I will become aware of the locations of safety equipment, fire extinguishers, and exits.
12. I will place all waste materials in the proper containers.
13. I understand that if I violate or willfully participate in wrongful activity/ies that I may be placed on alternative or light duty or may receive discipline up to and including being removed from the program or suspension.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## Photographic Release Form 2020-2021

I DO NOT give Kanawha County Schools and Carver Career and Technical Education Center permission to use

---

First and Last Name of Student

Pictures(s) in publications published and/or produced by the school system. We also do not grant permission to use photograph(s) in other future promotional materials such as billboard advertisement, etc., as needed by Kanawha County Schools.

---

Student Signature

---

Date

---

Parent/Guardian Signature

---

Date

Address:

---

---

---

---

Phone:

---

**Kanawha County Schools  
Directory Information Refusal Form  
2020-2021**

“Directory Information” as defined by Kanawha County Schools, includes the following categories: Student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, indication of “graduate” or “non-graduate”, degrees and awards received, most recent previous school attended, and photograph.

Once such information is published as Directory Information, it may be disclosed at the discretion of the school system without parent/guardian or student permission.

If you so refuse, you must inform the school in writing by September 30th.

Please use the following form for informing the school of the specific categories in the Directory Information that you do not want released without your written approval.

I refuse to permit the designation of the following information as Directory Information:

---

---

---

---

---

---

---

Name of School: \_\_\_\_\_

Student Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian/Eligible Student

\_\_\_\_\_  
Date



## **Enrollment Notification of Pest Management Services 2020-2021**

The Kanawha County School System is committed to maintaining a safe and healthy learning environment for all children in our system. State law requires all Kanawha County Schools to implement an Integrated Pest Management (IPM) Program. The IPM program is designed to be an environmentally sound and safe pest control program.

Kanawha County Schools, in keeping with our commitment to provide a safe school environment and to comply with state law, is hereby providing notice that an IPM Program is being implemented in all Kanawha County Schools.

Please request a form from the school providing the information below if you wish to request a 24-hour notice prior to the application of any pesticides. The application of pesticides will be done judiciously, and, in all cases, the least hazardous materials will be used.

### **NOTICE**

School Name: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Sensitivities to pesticides? \_\_\_\_\_

If so, please list \_\_\_\_\_

---

---

---

---

---

## **Student Locker Agreement 2020-2021**

- I hereby request that I be assigned the use of a school locker for the above stated school year.
- I understand that I must obey all school regulations relating to my locker.
- I understand that I must keep my locker neat, clean, and free from fire hazards at all times.
- I understand that the placing or keeping of stolen property, contraband, fireworks, explosives, firearms or weapons of any kind, illegal drugs, including marijuana, beer, alcoholic beverages of any kind or anything else which present danger to health and physical well-being in my locker is forbidden and that a violation of this rule will subject me to disciplinary action, including suspension or expulsion, and possible criminal prosecution. I further understand that if any of the foregoing items are found in my locker that school officials may seize them.
- I understand that my locker remains school property and that school officials have a key to my locker and that my locker may be inspected by school officials at any time for the purpose of enforcing these rules.

Student Signature \_\_\_\_\_

Student Name (Print) \_\_\_\_\_

Date \_\_\_\_\_ Locker Number \_\_\_\_\_

Program Name \_\_\_\_\_



## Student Verification/Awareness Form 2020-2021

As a student at Carver Career & Technical Education Center, I have read, and/or had read to me, and/or been given access to a copy of the following Kanawha County Board of Education Policies, and/or Carver Career & Technical Education Center Policies:

- ☐ Board Policy on Use of Tobacco Products
- ☐ Student Locker Agreement Form                      Locker Number: \_\_\_\_\_
- ☐ Board Policy on Weapons and/or Explosive Devices
- ☐ Board Policy on Cultural Diversity and Human Relations
- ☐ Board Policy on Fighting
- ☐ Board Policy on Bullying, Harassment and Intimidation
- ☐ Board Policy on Drug and Alcohol Use and/or Possession
- ☐ Simulated Workplace Policy
- ☐ Carver Career & Technical Education Center Student Handbook
  
- ☐ Yes ☐ No: KCS Directory Refusal Form
- ☐ Yes ☐ No: Photographic Release
- ☐ Yes ☐ No: Notifications of Pest Management Services

As a student at Carver Career and Technical Education Center, I understand there are consequences for violation of any Kanawha County Board of Education or Carver Career and Technical Education Center policy, the maximum of which is expulsion.

Student Name

\_\_\_\_\_  
(PRINT NAME)

Student Signature

\_\_\_\_\_  
Date \_\_\_\_\_

Parent Signature

\_\_\_\_\_  
Date \_\_\_\_\_

Program: \_\_\_\_\_

## **Secondary Random and Simulated Workplace Drug Screening Consent Form 2020-2021**

### **Screening for Suspicion of Drug/Alcohol Use**

The student understands and agrees that he/she may be requested to submit to random drug/alcohol screening during the course of the academic year. Screening may be requested by the program instructor or the school administration. The appropriate chain of custody procedures shall be followed. Random Drug/Alcohol screening shall be performed at the expense of students/parents. Failure to submit to such a reasonable request shall be prima facie evidence of the presence of the aforementioned substances and shall be grounds for immediate dismissal from Carver.

The intent of this policy is to deter substance abuse among students, because it is illegal and harmful, and to provide an appropriate plan of action for violators. However, it is not intended to discourage any student with a substance abuse problem from seeking guidance and assistance from the counselor or other school personnel for help without fearing penalty, assuming the student is not then in violation of this policy.

### **Screening for Simulated Workplace and Governor's Workforce Credential**

Carver Career and Technical Education Center participates in Simulated Workplace random Drug Testing. If a student has a positive drug test result, the following steps will be followed:

Parent/ Guardian will be notified and:

1. Student will be placed on light duty, as defined by their instructor, for 15 academic days, or until the student is able to show proof of a negative result from a certified lab. Any drug test that is taken for the purpose of satisfying the requirements of a negative test is the responsibility of the student/guardian.
2. Student will be required to complete a drug education class through Kanawha County Schools.
3. If a student does not complete the steps above, they will be dismissed from the program.
4. If a student fails 2 drug tests, the student will be referred back to their home school.

Program: \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Name Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Employee (Minor) Name (Print): \_\_\_\_\_

Student Employee (Minor) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I release the drug testing company, Carver Career and Technical Education Center, and Kanawha County Schools from any liabilities, claims, and causes of action, known or unknown, contingent or fixed, that may result from these tests.

## APPENDIX A

### **KANAWHA COUNTY SCHOOLS INTERNET & TELECOMMUNICATIONS ACCESS ACCEPTABLE USE AGREEMENT FOR SECONDARY STUDENTS USE OF TECHNOLOGY RESOURCES WITHIN KANAWHA COUNTY SCHOOLS IS A PRIVILEGE, NOT A RIGHT. USER RESPONSIBILITIES**

As the user of technology resources provided by Kanawha County Schools, each student must read, understand, and accept all of the following rules stated below and any additional rules posted at school. Failure to abide by these rules may result in suspension and/or loss of technology privileges and/or disciplinary actions involving local, district, state or federal agencies. Disciplinary actions will apply to all sites when students transfer or have multiple schools or community based learning experiences outside of the home school.

#### **I understand my responsibility for using the Internet and other online resources; therefore,**

- I will limit my use of school resources, including electronic devices, software, networks, internet access and online resources to the educational objectives authorized and supervised by a teacher in the school;
- I will use appropriate language and polite responses when communicating online;
- I will not share information about myself or others while online. This information includes, but is not limited to, home address, telephone number, and age;
- I will not access, or attempt to access, another person's account(s), nor will I disclose my password to anyone;
- I will not bypass or attempt to bypass any school, county or state filtering system;
- I will not use online access for any illegal, unethical, immoral, harassing, cyberbullying, or unacceptable purpose;
- If given permission to use email at school, I will only use the West Virginia Department of Education @stu.k12.wv.us account email address. I understand that I am NOT to use my personal email account (i.e. Gmail, AOL, Hotmail, etc.) at school or on my school issued device;
- I will only use school-sponsored blogs, wikis, web 2.0+ tools, social networking sites and online groups as part of any educational activity;
- I will report any accidental access to inappropriate sites to the supervising teacher;
- I will only stream any multimedia content from the Internet that supports the educational process;
- I will not download any files or programs without permission from the supervising teacher;
- I will not download copyrighted music files without permission of the copyright holder;
- I will not download, stream or play non-educational games;
- I will not download/ listen to streaming audio and/or video files for non- educational purposes;

#### **I understand that I must adhere to all federal, state and local laws; therefore,**

- I must adhere to the mandates of West Virginia's Board of Education Policy 2460 – *Educational Purpose and Acceptable Use of Electronic Resources, Technologies and the Internet*. the federal *Children's Internet Protection Act* (CIPA) and the federal *Children's Online Privacy Protection Act* (COPPA)
- I will not access the Internet in school until I have completed Acceptable Use training, and my teacher, parent or guardian (which applicable) and I have signed the KCS Acceptable Use form
- I understand my use of Internet-related applications must be authorized by my teachers and be for educational purposes only.
- I understand that cyber bullying, hate mail, defamation, harassment of any kind, discriminatory jokes/remarks, and other unauthorized uses as referenced in federal, state and local policies and laws are not permitted;
- **NOTE:** A complete copy of Policy 2460 may be obtained from <http://wvde.state.wv.us/policies/>
- **NOTE:** A complete copy of the KCS Policy J33A may be obtained from <http://kcs.kana.k12.wv.us/Repository/series-j-students/1>

#### **I understand my responsibility for using software legally; therefore,**

- I will not give, lend, sell or copy any software found on school computers or retrieved online, unless I have written/printed permission from the copyright owner;
- I will not take and/or use school/district product key codes for unauthorized use;
- I will be responsible for utilizing all software according to its licensing agreement;
- I will not install, uninstall or delete software programs on any school computer without specific I permission from the supervising teacher or the school computer specialist/technician;

#### **I understand the importance of using both print and non-print information in a lawful manner; therefore,**

- I will respect and protect the intellectual property of others by observing copyright laws.
- I will not plagiarize information received in any form;
- I will accurately cite all sources of information;
- I will not copy or use copyrighted materials without permission from the owner of the materials;



● I will not use, purchase or steal documents or parts of documents from the Internet for classroom credit; Unless approved, I will not replicate any school-produced material for personal use or represent my own work as having been sanctioned by the school.

**I understand that the use of computer networks is a privilege, not a right; therefore,**

- I will not attempt to bypass system security;
- I will not bypass or attempt to bypass any school, county or state filtering system;
- I will not access or attempt to access another user's, username/passwords, email, or personal files or data without that person's permission;
- I will not change or attempt to change hardware, software or network settings without permission;
- I will not interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising; online gaming, unauthorized video and/or audio streaming, propagation of computer viruses, or unauthorized access to system programs;
- I will not invade the privacy of others by attempting to learn their password or by copying, changing, reading, or using their personal files;
- I will not access a computer and/or network using another person's login information, username and/or password;
- I will not download, install, or execute any file unless it specifically relates to an educational assignment and I have received permission from the teacher.
- I will not attach any unauthorized equipment to the network, including but not limited to the wireless network;
- If I identify a security issue on the system, I will notify the teacher, principal or school computer specialist. I will not demonstrate or share the problem with other students.
- I will not knowingly create, distribute, or execute any virus, worm, Trojan horse, malware, spyware, spam, etc. or disable or change tools used to monitor hardware and software
- I will not seek, view, create, send or distribute unethical, illegal, immoral, inappropriate, or unacceptable material of any type through email or telecommunication resources.
- I will not try to gain unauthorized access.
- I will not try to hack, crack, vandalize or participate in other unlawful online activities.
- I understand that CIPA requires that all Internet access for students be filtered; therefore, I will not use any personal device to access the Internet while on Kanawha County Schools' property.
- I will only use personal technology devices according to school and classroom rules.
- I will not use personal devices to circumvent or bypass filtering devices, security features, or acceptable use rules.

**Providing false or misleading information when applying for computer access, or violating any of the above rules, will cancel my user privileges and may result in further disciplinary action, including reimbursement for damage and computer recovery costs, suspension and/or expulsion from school.**

**School Name: Carver Career and Technical Education Center**

**Student:** I have read and consent to the rule and responsibilities listed above. I have never had my computer privileges restricted or revoked by any other school.

Student Name (Please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Grade: \_\_\_\_\_ Student WVEIS number: \_\_\_\_\_

**\* Parent or Guardian:** I have read and discussed this form with my child. I understand that it is the responsibility of my child to restrict his/her use to the classroom projects assigned. I accept full responsibility for supervision if and when my child is using computers in a setting other than school. I also understand that the teacher cannot be held responsible for intentional infractions of the above rules by my child.

I give permission for my child to access the Internet in school.

I do not give permission for my child to access the Internet in school.

I give permission for my child to access the Internet in school ONLY FOR testing purposes.

#### **SCHOOL INTERNET WEB SITE STUDENT INFORMATION**

I hereby give permission to use the following information on the school and/or district web sites (initial that you approve):

\_\_\_\_ Student's first name \_\_\_\_\_ Student's photo  
\_\_\_\_ Student's last name \_\_\_\_\_ Student in group photo

Parent/Guardian Name (Print) \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Vocational students not currently enrolled in a KCS secondary school are not required to obtain parent signature if they are 18 years or over.

**NOTE:** This form will be kept on file in the school listed above. It will not be transferred to another school.