

# STUDENT HANDBOOK

2020-2021

**John Daniels**  
**County Director of Career/Technical**  
**And Adult Education**

RANDOLPH TECHNICAL CENTER

200 Kennedy Drive

Elkins, WV 26241

Telephone: (304) 636-9195

Fax: (304) 636-9169

Website: [rtc.rand.k12.wv.us](http://rtc.rand.k12.wv.us)

**This STUDENT HANDBOOK belongs to:**

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

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

City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Grade Level: \_\_\_\_\_

## **WV SCHOOL OF EXCELLENCE**

The Randolph Technical Center was named as a WV School of Excellence by the WV Department of Education. This honor was attained by the school for outstanding instructional practices, policies, and programs which foster the development of high achieving students in reading, math, problem-solving, and expertise in various career fields. The Randolph Technical Center is very proud to have been named a school of excellence.

### **Attention, Parents!**

Dear Parent/Guardian:

Our students are our number one priority. Their safety and education are why we are here. In order to achieve our goals, we need your support. Please read the School Handbook including the Discipline Plan. You can view our handbook on our website [boe.rand.k12.wv.us](http://boe.rand.k12.wv.us) and click

on our school. We have ZERO TOLERANCE for harassing behaviors including name-calling and teasing.

If any kind of injury occurs to a student, every effort will be made to contact you. If we are unable to do so, we will have the student transported to Davis Memorial Hospital by the Emergency Squad at the parent's expense.

Please be advised that we must have your son/daughter's emergency care information returned immediately. Also, no student will be allowed to participate in a shop area until we have his/her proof of insurance information or until you purchase school insurance and he/she has successfully passed the safety test.

**Attendance: In accordance with WV Code §18-8-1a, 18-8-4 (b) (c) 18-8-5 and due to student attendance, your son/daughter must turn in an excuse to his/her home school and Randolph Technical Center if they are absent from Randolph Technical Center for any reason.**

Please discuss these issues with your son/daughter and DETACH AND RETURN THIS PAPER WITHIN ONE WEEK. If you require a hard copy feel free to request one.

Thank you.

John Daniels, Director of CTE

I have read the School Handbook/Discipline Plan and am aware of the expectations therein which were developed to assure a safe learning environment.

Student Name: \_\_\_\_\_ ID # \_\_\_\_\_

Instructor: \_\_\_\_\_

_____ Parent/Guardian Signature	_____ Date
_____ Student Signature	_____ Date

**RANDOLPH COUNTY TECHNICAL CENTER  
FACULTY/STAFF**

John Daniels ..... County CTE/AE Director  
 Tina Cooper ..... Options Pathway  
 Chad Caldabaugh ..... Carpentry  
 Edna Croston ..... LPN Coordinator  
 Harter Croston ..... Custodian  
 Levi Fletcher ..... Business Education  
 Amanda Freeman ..... Health Services  
 Becky George ..... School Secretary  
 James Harman ..... Collision Repair  
 Patricia Shumate ..... LPN Secretary  
 Ashley Isner ..... Automotive Technology  
 Macy Jackson ..... English Instructor  
 Neavoda Judy ..... Spokes  
 Victoria Klinger ..... LPN Instructor  
 Martin Kniley ..... Assessment Specialist  
 Jonathan Lambert ..... Power Equipment Systems  
 Neil McDermott ..... Mill & Cabinet  
 Nicole McKisic ..... Career & Work Skills Training  
 Randy Morgan ..... Electrical Technology  
 Michael Parlock ..... Public Law & Safety  
 Shanna Parlock ..... Robotics  
 Jenny Pippin ..... Math Instructor  
 Reka Rowan ..... Business Education  
 Brenda Sharp ..... School Secretary  
 Chad Smith ..... Industrial Equipment  
 Peter Daley ..... ProStart  
 Chris Thomas ..... Counselor/Placement Coordinator  
 Brad Welch ..... Custodian  
 Diane White ..... Adult Education/Spokes

**RANDOLPH COUNTY BOARD OF EDUCATION**

Amanda Smith	Rachel Anger	Melodee Price
Janie Newlon	Lisa Wamsley	

## **ADMINISTRATION**

**Debra Schmidlen**

### **WELCOME TO THE RANDOLPH TECHNICAL CENTER!**

Preparing tomorrow's workers is a great undertaking. Randolph Technical Center strives to provide our students with the necessary skills to become productive citizens in our society. Technological advances have been included in our career/technical training; we are keeping up with 21st century technology. We also provide our students with "a little extra" job placement and basic skills training among others. On-the-job experiences, as well as college credit through EDGE and dual credit, are included in our training.

In addition, we have ample opportunities for the non-traditional student.

### **MISSION**

The mission of the Randolph Tech Center is to provide students the opportunity to become productive and responsible citizens, with quality, marketable skills and technological knowledge to pursue their occupational goals. Each student will be encouraged to develop a respect for the dignity of work and the need for continuing education.

### **PHILOSOPHY**

The administration and staff of the Randolph Tech Center believes:

- That students are the primary focus of the school, and they form the basis for all decisions.
- That learning is a complex, individual, and continuous process that is shared by students, parents, staff, board of education, and others in the community.
- That instruction is the primary responsibility of the teacher and is most effective when delivered by qualified professionals committed to providing quality instructional programs in an environment that is conducive to learning.
- That teaching and learning are best accomplished by integration of technical instruction with relevant occupational experiences. Students learn best by doing.
- That CTSO youth organizations are an integral part of the curriculum and will be made available to every student.
- That student leadership skills are developed through CTSO youth organizations which are an integral part of the career/technical curriculum.

- That quality leadership is essential to obtain excellence in career/technical education and is the primary responsibility of the administration and the board of education.
- That career/technical education is an integral part of the total educational process and provides the working interaction between academic and technical education. All students can benefit from career/technical education.

### **ADMISSIONS, TUITION AND COSTS**

A secondary student may attend Randolph Technical Center if he/she has demonstrated a genuine interest in the learning of a job skill; shown the ability and aptitude to learn a specific job skill; received the approval of his/her high school principal and/or guidance counselor; and secured permission from his/her parents to attend.

Students are required to have accident insurance. Other costs are minimal. Some classes do require uniforms, etc. Please check for details.

### **FINANCIAL ASSISTANCE**

The Randolph Tech Center has continued to keep tuition down. However, because we welcome adult students on a space-available basis, we want to provide services to as many as we can. Some types of financial aid available to our adults include the following:

WIA provides training for adults who meet eligibility guidelines. The WIA Coordinator has details on this program which also includes a job placement component.

Single parents, homemakers, and displaced homemakers have tuition waivers available to them as well as child care and travel allowances in some instances. Veterans are accepted into programs as well as vocational rehab veterans. We also have Vocational Rehabilitation clients who have tuition waivers available to them. Please check with the RTC counselor regarding any of these financial aid programs.

### **OUR FACILITIES**

Randolph Technical Center strives to keep up with technology. We have upgraded our equipment as much as financially possible. Our instructors have also received the latest training in their areas of expertise. We utilize the most recent technology in our courses including internet resources. Instructors use *LiveGrades* to communicate class information to students and parents.

## **OUR STUDENTS**

Randolph Technical Center has much of which to be proud. However, we are most proud of the quality of students who attend our center. Students attend the center from all the secondary schools in the county. Adult students come from Randolph County as well as the adjoining counties. Our school is a quality institution primarily because of our student body. Students are not discriminated against at the technical center. We wish to instill in our students not only job skills but also those skills that are necessary for quality job performance, i.e. good work ethic, job-keeping skills, and good attendance. We expect our students to learn that a positive work attitude is necessary to maintain top job performance.

## **ACADEMIC INTEGRITY**

In order for a teacher to assess the knowledge and progress of a student, academic honesty is necessary. Therefore, it is the responsibility of both the student and the teacher to prevent situations where academic integrity has not been maintained. Failure to practice academic integrity is defined as follows:

1. Viewing information dishonestly during any form of a formal evaluation;
2. Using another student's work or network files;
3. Communicating in class with another student during a test, quiz, or at another time when completing independent work;
4. Copying or enabling the copying of independent work;
5. Providing information to another student about examinations in written or verbal form before or after an exam;
6. The removal of examination materials from the classroom before or after an exam.

Plagiarism is defined as using ideas, words (written or oral), or artistic productions of another as one's original effort or without giving due credit.

Examples:

1. Using materials for research papers and essays which have not been given due credit;
2. Using other student's work on a test, quiz, or homework as one's own work;
3. Using another student's work or copying files;
4. Any other act deemed to be dishonest by the teacher.

Any student who fails to practice academic integrity will receive one or more of

the following penalties:

1. Up to two days OSS.
2. Consideration for loss of credit.
3. A grade of zero for the work in question.
4. Work reassigned at the convenience of the teacher to assure an honest evaluation of the student's work.
5. Parent notification and/or conference.
6. Teacher arrangements for a different evaluation situation for any student.
7. A student may be barred or removed from the National Technical Honor Society and/or National Honor Society.

### **ACCELERATION AND TESTING OUT POLICY**

According to Senate Bill 300, students will be given the opportunity to test out of certain courses as prescribed by state and county policies. A "Request to Test" form must be submitted at the county office. The primary focus for the Credit Recovery Plan is to provide an opportunity for students to stay in school and graduate on time.

### **ELIGIBILITY FOR APPLYING FOR CREDIT RECOVERY**

1. **Only students who earn an "F" in a course needed to satisfy a graduation requirement with a grade between 55 and 65 may apply for the Credit Recovery Program.**
2. **The student's attendance will be a consideration when reviewing the student application. Consideration will be given for absences such as illness or catastrophic incidents that affected the student's attendance. Consideration will be evaluated in regard to whether the absences are excused or unexcused.**
3. **The classroom teacher in consultation with the principal will determine if the student is allowed to participate in the Credit Recovery Program.**
4. **Only one core course may be recovered each semester.**

### **STIPULATIONS FOR THE CREDIT RECOVERY PROGRAM**

1. **The original "F" will remain on the student's transcript at the end of the semester. If the student meets all of the requirements and masters all required benchmarks in the recovery course, the student will receive a "Pass" grade for the course which will be added to the student's transcript in the WVEIS system. All classes will be on a**



pass/fail grading system. \*The passing of the credit recovery and the assignment of the “P” pass grade cannot be used for WVSSAC eligibility because the grade change will not occur until the end of the semester.

2. Eligible students must complete their school’s application for the Credit Recovery Program. A parent or guardian must sign the application.
3. The teacher who assigned the “F” grade will determine if the student is accepted into the credit recovery program.
4. The teacher will establish an individual recovery plan for any student accepted into the credit recovery program.
5. The teacher will prepare an evaluation to determine if the student meets the mastery level to allow the student to receive one credit at a “Pass” level.
6. If the student does not meet timelines as established by the teacher, the student will immediately be removed from the Credit Recovery Program.
7. Option 2 may be used for credit recovery for one core subject- Seniors only.

## ACTIVITIES

All students have an opportunity to join a career/technical-related organization.

*Skills USA* is the national youth organization serving trade, industrial, and technical students with leadership, citizenship, and character development through programs and activities. Members in high school and post-secondary programs join *Skills USA* for civic, educational, professional, and social activities which develop social and leadership abilities. Students also learn respect for the dignity of work, high standards in trade, ethics, workmanship, scholarship, and safety. The club strives to develop the “whole student” and prepare him/her for a responsible role in the community and labor market. Students from the Randolph Technical Center regularly compete in local, state and national SKILL Olympics sponsored by Skills USA.

*Future Business Leaders of America (FBLA)* is the national organization for all young adults in high school and post-secondary programs enrolled in business education. FBLA develops competent business leadership skills, strengthens the

confidence of its members, creates more interest in the intelligent choice of business occupations, develops character, and prepares its members for useful citizenship and fosters patriotism. Students in FBLA participate at local, regional, state, and national competitive levels.

Any student who is on social probation will be prohibited from attending field trips, extracurricular activities and any other activities sponsored by the school. When a student represents the school at any club function, the discipline code will be followed. Students with 5 or more absences may not compete in state or national competitions.

No student with a history of disciplinary infractions or excessive absences will be allowed to participate in state and national events. Registration fees must be paid in advance. The student will be reimbursed after he/she participates in the event.

### **ADULT TRAINING NEEDS**

Randolph Technical Center prides itself on the opportunities available to students of all ages. Adults or the non-traditional students have offerings available both during the day, which provide a long-term comprehensive training programs, and at night with short-term training or perhaps a hobby class.

### **ADULT DAY PROGRAMS**

Adults may enroll in daytime programming on a space-available basis. Adults are responsible for their transportation, training expense, and proof of insurance, supplies and materials. Many financial aid programs are available for the non-traditional student. Adults interested in enrolling should contact the CTE counselor for more information.

### **ADULT NIGHT PROGRAMS**

The Center offers career classes at night. Career/technical offerings are varied, and an attempt is made to provide educational opportunities to meet the needs of the community. Recent classes have included National Electrical Code, welding, mill and cabinet, and collision repair. Other offerings include introduction to computers, Microsoft Word, Excel, PowerPoint, and Access.

In conjunction with Pierpont Community College, the Center has attempted to offer as many undergraduate courses as possible to provide opportunities for college course work. With tuition and fees kept to a minimum, many residents

from Elkins and the surrounding areas have taken advantage of these classes. Courses are also available to high school seniors who meet admissions criteria. Courses offered have included computer science, history, Microsoft Office, biology, chemistry, psychology, criminal justice, business math, and accounting.

### **ADULT EDUCATION (AE)**

The adult education program provides adults with instruction in preparation for the TASC examination. Instruction is also available for remedial reading, math, and English as a second language TASC instruction is self-paced. There is no cost for attendance in the classes. There is no formal beginning or ending date. The ABE program is very flexible in meeting the needs of the adults who utilize the program.

#### **TASC TESTING DATES FOR 2020-2021**

\*\*These dates are tentative and are pending due to sufficient participation\*\*

#### **No Testing in July**

Aug. 11 & 14, 2020

Sept. 8 & 9, 2020

Oct. 13 & 14, 2020

Nov. 10 & 11, 2020

Dec. 8 & 9, 2020

Jan. 12 & 13, 2021

Feb. 8 & 9, 2021

Mar. 8 & 9, 2021

April 12 & 13, 2021

May 10 & 11, 2021

June 14 & 15 2021

### **ADMISSION OF SUSPENDED OR EXPELLED STUDENTS IN WV PUBLIC SCHOOLS**

Prior to the admission of any student into any public school in the state, the student's parent/guardian must affirm in writing whether the student is currently under suspension or expulsion from any public or private school in WV or any other state. Any student who has been suspended or expelled from another school, either public or private in WV or any other state, may not be admitted to any

public school in WV until the period of suspension or expulsion has expired. Parents must sign an affidavit verifying that the new enrollee was not suspended from any other school. This policy applies to CTE and AE programs.

### **ARTICULATION RECEIVING COLLEGE CREDIT FOR TECHNICAL COURSES**

As a result of articulation agreements with Pierpont Community & Technical College, Glenville State College, West Virginia University Parkersburg and the Randolph Technical Center, students may qualify to receive college credit for certain course work competencies completed at the technical school.

Articulation is the coordination between the secondary level CTE school) and the post-secondary level (college), which makes possible a smooth transition or transfer of credit for certain equivalent competencies to college courses. As a result of this articulation agreement, students will be able to enter college at their level of competency, avoid duplication of course work, save time, and reduce college expenses. For more information regarding EDGE articulation, check with the CTE counselor at the center.

### **AFTER SCHOOL INTERVENTION**

Any student that is assigned ASI will have to come with work.

They will be given a form to fill out from the office that has a list of assignments, signed by each teacher. The following behaviors are **NOT** permitted.

- \* **Phone Calls**
- \* **Texting**
- \* **Socializing**
- \* **Working Together**
- \* **Sleeping**

Upon enter the LGI, students will sign in and show the Faculty Member(s) on duty the “What I Will Be Working On” form. At 4:30 students will turn in the form to the Faculty Member.

***Misbehavior in ASI, will result in removal from the LGI, and the student will be required to serve a day of Out of School Suspension.***

### **ASSEMBLIES**

Many opportunities will be provided for students to expand their knowledge through special assemblies and extra-curricular activities. Upon entering the auditorium or gymnasium, a student should find a seat within the area specified by

the instructor and show respect for the people involved in presenting the program by remaining quiet throughout the assembly. Students who disrupt the assembly by being disrespectful will be dismissed from the assembly and placed on \*social probation for a period of time based on the discretion of the administration. Should the student body exhibit disrespect as a group, the assembly will be canceled, and the students will be sent back to their regular classes.

\*Social probation – students are prohibited from attending field trips, extra-curricular activities and other activities.

### **ATTENDANCE**

In accordance with Randolph County Policy 5200 regular attendance is an important component to success in school. All students are expected to attend school regularly and be to class on time. There is a direct relationship between good attendance and success in school. All students are expected to attend school each day that school is in session. This includes persons eighteen years of age or older that continue to be enrolled. Attendance laws, rules, and regulations shall be enforced for all students.

Absence excuses must be furnished to the school within 3 days of the student's return to school. Unless there are extenuating circumstances, if the excuse is not received within the 3 days, the absence will be considered an unexcused absence.

### **ATTENDANCE INCENTIVE PROGRAM**

Randolph Technical Center has an attendance incentive program consisting of rewards, prizes, certificates, and privileges for students with good attendance.

## **RANDOLPH COUNTY SCHOOLS Administrative Guideline**

### **5421D – END OF COURSE EXAMS AND GRADING (Secondary Schools)**

The West Virginia Board of Education and the Randolph County Board of Education believe that regular attendance is a requirement for the delivery of formal education to West Virginia public school students. It is further noted that regular attendance is necessary in order for an individual to be successful upon entrance to College and the World of Work. The basic intent of Administrative

Guideline 5421D-End Of course Exams and Grading is to promote school attendance so that the individual needs of students are met in preparation for College and Career success.

All students are expected to attend school regularly and to be on time for classes.

Students have the opportunity to demonstrate evidence of mastery of content standards on a daily basis in lieu of completion of end of course exam(s) by attending school regularly.

### **GUIDELINES FOR END OF COURSE EXAMS FOR COURSES FOLLOWING A BLOCK SCHEDULE FORMAT**

Mid-term exams will be administered to all students. Students who have missed four (4) or fewer days in a class and have a passing grade in that class may elect not to take the end of course exam for the course.

Some students who meet the criteria as outlined above may still opt to take the end of course exam. In addition, students may opt to complete an end of course exam to improve their grade. **Under this option, the end of course exam will not lower the final grade in the course.** Students who decide to do this will need to notify his/her teacher a week in advance of the administration of the end of course exam.

Students missing five (5) or more days during the course term will be required to take an end of course exam. The end of course exam will count twenty (20) percent of the final grade.

Quarterly and/or semester grades will be determined by using the following:

#### **Mid-term and/or final grades will be determined using the following:**

- A. Mid-term and end of course examinations are to be counted twenty (20) percent of the respective grade.
- B. Mid-term grades will be computed as follows:  
  
 **$(9 \text{ weeks grade} \times 4 + \text{mid-term exam grade}) \div 5 \times .9 + (\text{work ethic}) \div 10 = \text{mid-term grade}$**
- C. Final grades will be computed as follows:

**(Average of two nine Weeks grades x 4 + final exam) \ 5 =x9+ (work ethic) / 10=final grade**

- D. Final grades for those students not taking the end of course exam will be determined by the average of the two mid-term grades.

### **EXEMPTION GUIDELINES FOR ALL SCHOOLS**

The following absences may be claimed by any student upon proper verification for an exemption and shall not count towards the total number of absences for end of course exams purposes as defined in this administrative guideline. *The procedure does not exempt any student from taking a required end of course examination at the Randolph Technical Center and/or at their home school.* Exemptions will be made based solely on the following criteria:

- A. School sponsored activities which have prior administrative approval (NOTE: Upon return to the next class meeting, the student must be prepared for that day.) Documented injuries incurred through participation in a school activity shall not penalize the student.
- B. Failure of a bus to run.

### **BLOCK SCHEDULING**

Block scheduling has enabled our students to take additional classes here at the Center. In addition, students have longer blocks of time to devote to lab work.

### **BOMB THREATS**

Any student involved directly or indirectly with bomb threats endangers the safety and interferes with the education of other students. Consequences for involvement in a bomb threat will be an immediate 10-day suspension with a recommendation to the Randolph County Board of Education for a year's expulsion (12 calendar months) from the Randolph County School system.

### **BUS REGULATIONS**

Proper behavior on the school bus is the same as in the classroom. Students who come to school on the bus will return on the bus unless they have written permission from parents to do otherwise. Riding the school bus is a privilege. Improper conduct on the buses will result in the privilege being denied. Students are to report in to the building immediately upon arrival of the buses and to go directly to the bus when they are dismissed from school.

## **CAREER AND EDUCATIONAL COUNSELING**

Counseling services are provided to all students by the CTE Counselor/Job Placement Coordinator. The counselor recognizes the unique person who has great potential to develop into the successful worker each student wants to become. The counselor wants students to feel good about themselves, school, family, friends, and the future. The counselor assists both secondary and adult students in decision making.

The counselor is available for an individual session with each student to assist in career planning. The counselor is also available to meet with students regarding interpersonal, social, and developmental concerns when necessary. WIOA students are requested to meet with the WIOA coordinator; all other adult students are requested to meet with the counselor.

## **CERTIFICATES**

Students may earn certificates of completion in career/technical areas. Secondary students should explore the requirements for certificates in their freshman year. Electricity students can sit for journeyman exams; health services students can sit for CNA exams; ProStart students can apply for certification through the National Restaurant Association. LPN students can sit for State LPN Boards. Business Education students can sit for the Microsoft Office Specialist (MOS) certification test. All completers must complete a portfolio, NOCTI benchmark, and make academic progress on WIN to receive a certificate.

## **CLOSED CAMPUS**

RTC IS A CLOSED CAMPUS. Students are required to remain on campus from the time they arrive in the morning until they leave at the end of the school day. All parking lots and Midland School property are OFF-LIMITS during the day. All students must comply with this policy. Students violating this policy will lose parking privileges for the remainder of the semester and restricted area consequences will apply.

## **COMMUNICABLE DISEASES**

Students returning to school after recovering from a communicable disease must have a doctor's permit to do so. Measles, mumps, chicken pox, scarlet fever, conjunctivitis (pink eye), and mononucleosis are some examples.

## **CONTROLLED SUBSTANCES**



The RTC staff believes that all students have a right to a safe, drug-free environment. Any student caught selling or distributing controlled substances or items represented as controlled substances will be referred to the Randolph County Board of Education with a recommendation for a full year's expulsion from school. Students under the influence of drugs or alcohol will be disciplined according to the WV Safe Schools Act and the WV Student Code of Conduct. A controlled substance may be defined as any type of alcohol or drug(s) unaccompanied by a physician's statement. Possession or use of a substance any time on school property is considered an illegal act. A student having possession or using a substance will be suspended or expelled and may be required to be rehabilitated before returning to school. The principal and his/her staff have the responsibility to identify students using or possessing a substance. The school administrator or a teacher in the presence of another educator shall have the right to search a student or any part of school property, including students' lockers, if reasonable cause is present to suspect possession or use of a substance. The parent/guardian shall be contacted, if possible, when a student has been detected using or possessing a substance. In an emergency case of abuse when parents cannot be reached, the administration will pursue a course of action to protect the welfare of the student. Cases shall be turned over to the proper legal authority if any legal statute has been broken. The use of tobacco is a "health and safety issue" and not a rights issue. Possession, smoking, and use of tobacco products by students, staff and citizens is prohibited in school buildings, on school grounds and school owned vehicles at all times. Refer to Randolph County Policy 5512.

**RANDOLPH COUNTY SCHOOLS -  
SUBSTANCE ABUSE**

**FILE: 5530**

The Randolph County Board of Education, realizing the seriousness and prevailing implications of the trafficking and/or use of drugs and alcohol, hereby adopts the following policy and procedures, based upon both preventive and corrective measures to be used in Randolph County Schools.

**DEFINITIONS:**

1. Alcohol - any beverage with alcohol content, with the exception of prescription medicine and cough syrup.
2. Drugs - marijuana, hallucinogens, stimulants, depressants, cocaine, heroin, and all other prescriptive drugs
3. Prescription medications - with doctor or parents' written permission to take

in school.

4. Non-prescription medicine - medicine bought over the counter, used only by possessor.

## **TOBACCO FREE SCHOOLS**

### **FILE: 5512**

The WV Legislature finds and accepts the medical evidence that the use of smoking tobacco and smokeless tobacco may be harmful to one's health. The use of tobacco is a health and safety issue and not a rights issue. Possession, smoking, and use of tobacco products by students, staff and citizens shall be prohibited in school buildings and school-owned vehicles at all times. Refer to Randolph County Policy 5512.

## **CRISIS MANAGEMENT PLAN**

The Randolph Tech Center has a Crisis Management Plan established in case of emergency situations. Parents are welcome to view this plan located in the school office or the Randolph County Board of Education office.

## **DISCIPLINE POLICY**

(Aligned with the WV Safe Schools Act)

Due to our proximity with Elkins High School, we will attempt to follow the same discipline policy with few exceptions.

Appropriate behavior, which displays respect for the rights of others and assumption of responsibility for individual actions, is expected from all students. Failure to display such behavior will result in disciplinary action which may include expulsion, suspension, in-school suspension, lunch detention, alternative learning assignments, parent conference, or other actions.

When problems arise, the student should seek the involvement of counselors, teachers, and the administration to resolve the conflict.

Inappropriate behavior will result in consequences listed below. Students under suspension or expulsion are not permitted on school property or school buses. They may not attend or participate in any extracurricular activities. Noncompliance with the policy may result in additional suspension days (up to 10 days) and trespassing charges. Every student will receive a copy of this handbook and any other changes or additions. Therefore, each will be held responsible. Not knowing, or "I was not told", will NOT be accepted as an excuse. \*Please note - This is an abbreviated policy manual. An addendum to this handbook as well as Randolph County Board of Education policies will be made available upon written

request.

**TERMS TO BE DEFINED:**

**CONTRABAND** - Any object that is illegal to have on school property. This also includes any item that might interfere with instruction. Objects such as, but not limited to, the following are examples of contraband: paint balls, spray cans, lighters, squirt guns, tobacco, drugs, alcohol, and weapons.

**RESTRICTED AREA** - Any area not used by students during the normal school day or that a student is not scheduled to be in including, but not limited to, Elkins High School, parking lots, back and sides of the building, classroom mezzanines, unassigned classrooms, staff work areas, and being in an unscheduled building (i.e. EHS or AE) or room.

**OUT-OF SCHOOL SUSPENSION (OSS)** - This counts as an unexcused absence from school.

**SOCIAL PROBATION**-Social probation is the exclusion of a student from attending school assemblies, dances, theater performances and athletic events during or after the normal school day. Administration can, at its discretion, place a student under social probation. Social probation will last for a period of nine weeks from issuance.

**FOR CONTINUITY AND CONSISTENCY, WE WILL USE THE FOLLOWING DISCIPLINE POLICY WHICH WAS DEVELOPED BY ELKINS HIGH SCHOOL.**

**LUNCH DETENTION** - (noted as LD) -- The student will serve one hour in a restricted environment. He/she will eat lunch during this time and in this restricted environment.

**IN SCHOOL SUSPENSION** - (noted as ISS) –The student who receives ISS shall be placed in a self-contained environment in our school for the school day. The student will be provided all classroom assignments to complete.

**LEVEL 1 INFRACTIONS** -- rules, when violated, which result in Level I consequences. These infractions are not considered as serious as Level II infractions or those mentioned in the WVDE Policy 4373.

LEVEL II INFRACTIONS - rules, when violated, that result in Level II consequences. These are serious infractions that may result in the expulsion of the student.

It is important to understand that the following policy and procedures are only a guideline. It may and can be changed. There may be “gray” areas that need treated differently. Some situations may not exactly fit a given rule. Some situations may not even be addressed; when this guideline is not working for an individual student, other options can be used. Students who qualify under the Individual with Disabilities Act may not be subject to these policies.

Behaviors	Definitions – Level 1	Interventions and Consequences
<b>LEVEL 1: Minimally Disruptive Behaviors – disrupt the educational process and the orderly operations of the school but do not pose direct danger to self or others.</b>		
Cheating	A student will not plagiarize or copy the work of others or break rules to gain advantage in a competitive situation. Interventions for this inappropriate behavior may include academic sanctions in addition to other discipline.	<ul style="list-style-type: none"> <li>• Administrator/student conference or reprimand</li> <li>• Administrator and teacher-parent/guardian conference</li> <li>• Academic sanctions may be used to deny credit for work resulting from cheating; however, previously earned grades/credits may not be reduced.</li> <li>• Counseling referrals and conference to support staff or agencies</li> <li>• Daily/weekly progress reports</li> <li>• <a href="#">Behavioral contracts</a> <ul style="list-style-type: none"> <li>○ <a href="#">Sample Contract For Anger Management</a></li> <li>○ <a href="#">Sample General Behavior Contract</a></li> </ul> </li> <li>• Change in the student’s class schedule</li> <li>• School service assignment</li> <li>• Confiscation of inappropriate item</li> <li>• Revocation of privileges</li> </ul>
Deceit	A student will not deliberately conceal or misrepresent the truth, deceive another or cause another to be deceived by false or misleading information.	
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.
Failure to Serve Detention	A student will not fail to serve an assigned detention of which students and/or parents/guardian have been notified.
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.
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 distracting 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.

- Restitution/restoration
- Detention (lunch, before and/or after school)
- Denial of participation in class and/or school activities
- Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion, ([WV Code §18A-5-1](#))
- Voluntary weekend detention ([Superintendent's Interpretation of May 12, 2006](#))
- In-school suspension
- [\\*WV Code §18A-5-1 \(d\)](#) prohibits the use of suspension solely for not attending class.
- While out-of-school suspension is not recommended for Level 1 Inappropriate Behavior, if used at the discretion of the school administrator, it should be limited to a maximum of three (3) days.
- Law enforcement notification if warranted. Absent a real and immediate

Inappropriate Display of Affection	Students will not engage in inappropriate displays of intimate affection, such as kissing or embracing.	threat to school or public safety, incidents involving public order offenses shall be considered school discipline issues to be handled by school officials rather than criminal law issues warranting formal law enforcement intervention.
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).	
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.	
Skipping Class*	In accordance with <a href="#">WVBE Policy 4110 - Attendance</a> , 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.	

Tardiness*	A student will not fail to be in his/her place of instruction at the assigned time without a valid excuse.	
Vehicle Parking Violation	A student will not engage in improper parking of a motor vehicle on school property.	

Behaviors	Definitions – Level 2	Interventions and Consequences
<b>LEVEL 2: Disruptive and Potentially Harmful Behaviors – disrupt the educational process and/or pose potential harm or danger to self and/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.</b>		



<p>Gang Related Activity</p>	<p>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:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Administrator/student conference or reprimand</li> <li>• Administrator and teacher- parent/guardian conference</li> <li>• Referral to support staff or agencies for counseling or other therapeutic services</li> <li>• Daily/weekly progress reports</li> <li>• Behavioral contracts</li> <li>• Change in the student's class schedule</li> <li>• School service assignment</li> <li>• Confiscation of inappropriate item</li> <li>• Revocation of privileges</li> <li>• Restitution/restoration</li> <li>• Before and/or after-school detention</li> <li>• Denial of participation in class and/or school activities</li> <li>• Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day</li> </ul>
------------------------------	--	---

	<ul style="list-style-type: none"> <li>• Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.</li> <li>• Recruiting student(s) for gangs.</li> </ul>	
Habitual Violation of School Rules or Policies	A student will not persistently, as defined by the county, refuse to obey the reasonable and proper orders or directions of school employees, school rules or policies.	
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.	<p>for the first exclusion, (<a href="#">WV Code §18A-5-1</a>)</p> <ul style="list-style-type: none"> <li>• Voluntary weekend detention (<a href="#">Superintendent's Interpretation of May 12, 2006</a>)</li> <li>• In-school suspension</li> <li>• Out-of-school suspension with a recommended maximum of five (5) days (See guidelines in <a href="#">Chapter 6, Section 2</a>) <a href="#">WV Code §18A-5-1 (d)</a> prohibits the use of suspension solely for not attending class.</li> <li>• The principal and/or superintendent may recommend placement in an Alternative Education program as described in Section 5 of this chapter.</li> <li>• Expulsion</li> <li>• Law enforcement notification if warranted. Absent a real and immediate threat to school or public safety, incidents involving public order offenses</li> </ul>

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.
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.
Possession of Imitation Weapon	A student will not possess any object fashioned to imitate or look like a weapon.
Possession of Knife not meeting Dangerous Weapon Definition ( <a href="#">WV Code §61-7-2</a> )	A student will not possess a knife or knife-like implement under 3½ inches in length. <a href="#">WV Code §61-7-2</a> 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.

shall be considered school discipline issues to be handled by school officials rather than criminal law issues warranting formal law enforcement intervention.

<p>Profane Language/ Obscene Gesture/ Indecent Act Toward... An Employee or A Student</p>	<p>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.</p>	
<p>Technology Misuse</p>	<p>A student will not violate the terms of <a href="#">WVBE Policy 2460</a>, Safety and Acceptable Use of the Internet by Students and Educators.</p>	

Behaviors	Definitions – Level 3	Interventions and Consequences
<p><b>LEVEL 3: Imminently Dangerous, Illegal and/or Aggressive Behaviors – are willfully committed and are known to be illegal and/or harmful to people and/or property.</b> The principal shall address these inappropriate behaviors in accordance with <a href="#">WV Code §18A-5-1a, subsections (b) through (h)</a></p>		
<p>Battery Against a Student</p>	<p>A student will not unlawfully and intentionally injure another student.</p>	<p>Level 3 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.</p> <p>In collaboration with law enforcement, the school shall also implement intervention strategies and meaningful consequences that promote and support appropriate behavioral changes. These strategies include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Administrator/student conference or reprimand</li> <li>• Administrator and teacher-parent/guardian conference</li> </ul>
<p>Defacing School Property/ Vandalism</p>	<p>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.</p>	
<p>False Fire Alarm</p>	<p>A student will not knowingly and willingly set off a fire alarm without cause.</p>	
<p>Fraud/Forgery</p>	<p>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</p>	

	order to obtain anything of value or defraud authorities.	
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.	
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.	
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-	<ul style="list-style-type: none"> <li>• Referral to support staff or agencies for counseling or other therapeutic services</li> <li>• Notification of appropriate Health and Human Resources</li> <li>• Daily/weekly progress reports</li> <li>• Behavioral contracts</li> <li>• Change in the student's class schedule</li> <li>• School service assignment</li> <li>• Confiscation of inappropriate item(s)</li> <li>• Revocation of privileges</li> <li>• Restitution/restoration</li> <li>• Before and/or after-school detention</li> <li>• Denial of participation in class and/or school activities</li> <li>• Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the</li> </ul>

	sponsored activity, so as to endanger the safety, health or welfare of others.	
Larceny	A student will not, without permission, take another person's property or 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 <a href="#">WV Code §61-3-13</a> .	<p>school day for the first exclusion, (<a href="#">WV Code §18A-5-1</a>)</p> <ul style="list-style-type: none"> <li>• Voluntary weekend detention (<a href="#">Superintendent's Interpretation of May 12, 2006</a>)</li> <li>• In-school suspension</li> <li>• Out-of-school suspension for up to ten (10) days (See guidelines in Chapter)</li> <li>• The principal and/or superintendent may recommend placement in an Alternative Education program as described in <a href="#">Section 5</a> of this chapter.</li> <li>• Expulsion</li> </ul>
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.	
Threat of Injury/Assault Against... An Employee A Student	A student will not threaten (verbal or written) or attempt to injure another student, teacher, administrator or other school personnel. [This includes assault on a school employee defined in WV.	
Trespassing	A student will not enter upon the premises of the county school system property, other than	

	<p>to the location to which the student is assigned, without authorization from proper school authorities.</p>	
<p>Harassment/ Bullying/ In- timidation</p>	<p>A student will not bully/intimidate/harass another student. According to <a href="#">WV Code §18-2C-2</a>, “harassment, intimidation or bullying” means any intentional gesture, or any intentional electronic, written, verbal or physical act, communication, transmission or threat that:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or emotionally abusive educational environment for a student; or</li> </ul>	<p>Upon receipt of a complaint of racial, sexual and/or religious/ethnic harassment or violence that has been substantiated through investigation, the appropriate school official shall take action appropriate to the status of the offender (student, staff or public guest). Such action for students may include all options listed above. Actions for staff may include but not be limited to, warning, suspension, termination, revocation of licensure, notification of law enforcement and/or human services. Actions for public guests may include but not be limited to removal from school property and school sponsored functions, notification of law enforcement and/or human services.</p>



- 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.
- 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/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;
  - 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.



<p>Imitation Drugs: Possession, Use, Distribution or Sale</p>	<p>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.</p>	<p>The selection of appropriate interventions and consequences for substance abuse must be considered very carefully depending upon the severity of the behavior and potential safety concern for others in the school. The first action must be to conference with the parent/guardian and appropriate law enforcement representatives in an effort to direct the student to appropriate addiction services. Referral to tobacco cessation services/treatment and substance abuse treatment services shall be a priority intervention strategy for these behaviors.</p>
<p>Inhalant Abuse</p>	<p>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.</p>	

Possession/Use of Substance 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 of a county school system, including all activities or events sponsored by the county school district.

Special considerations according to [WV Code §16-9A-3](#) and [WV Code §16-9A-4](#),. control

- No person (student, staff member or public guest) shall at any time use or distribute any tobacco or nicotine containing product on school property or during school sponsored events.
- Individuals supervising students off school grounds are prohibited from distributing or using tobacco or nicotine containing products in the presence of students.

- An exception shall be made to allow possession/use of approved nicotine replacement product for tobacco cessation. [WVBE Policy 2422.8 - Medication Administration](#) must be followed in order for students to use such products on school property or at school sponsored events.

**Behaviors**

**Defi-  
ni-  
tions  
-  
Level  
4**

**LEVEL 4: Safe Schools Act Behaviors - are consistent with those addressed in West Virginia Codes [§18A-5-1a \(a\) and \(b\)](#). The following Level 4 behavior definitions are aligned with West Virginia Codes [§61-6-17](#), [61-6-24](#), and [18A-5-1](#), and in the [Gun-Free Schools Act of 1994](#). These laws require that the principal, superintendent and county board address Level 4 behaviors in**

a specific manner as outlined in [WV Code §18A-5-1a](#) and paraphrased in [Chapter 3, Section 4](#) and [Section 5](#) of this manual.

<b>Battery Against a School Employee</b>	<b>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 <a href="#">WV Code §61-2-15(b)</a>.</b>
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 <a href="#">WV Code §18A-5-1a(b)(i)</a> . Such acts that would constitute a felony include, but are not limited to, arson ( <a href="#">WV Code §61-3-1</a> ), malicious wounding and unlawful wounding ( <a href="#">WV Code §61-2-9</a> ), bomb threat ( <a href="#">WV Code §61-6-17</a> ), sexual assault ( <a href="#">WV Code §61-8B-3</a> ), terrorist act or false information about a terrorist act, hoax terrorist act ( <a href="#">WV Code §61-6-24</a> ) and grand larceny ( <a href="#">WV Code §61-3-13</a> ).
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 <a href="#">Uniform Controlled Substances Act</a> as described in <a href="#">WV Code §60A-1-101, et seq.</a> or any paraphernalia intended for the manufacture, sale and/or use of illegal substances in any building/area under the control of a county school system, including all activities or events sponsored by the county school district. This includes violations of <a href="#">WVBE Policy 2422.8 - Medication Administration</a> and instances of prescription drug abuse.

Possession  
and/or Use of  
Dangerous  
Weapon

According to [WV Code §18A-5-1a\(a\)](#), a student will not possess a firearm or deadly weapon as defined in [WV Code §61-7-2](#), on any school bus, on school property or at any school-sponsored function as defined in [WV Code §61-7-11a](#).

As defined in [WV Code §61-7-2](#), a “dangerous 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. Dangerous weapons include, but are not limited to, blackjack, gravity knife, knife, knife-like implement, switchblade knife, [nunchaku](#), metallic or false knuckles, pistol, or revolver. A dangerous 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.

#### **Level 4 Behaviors are used in the Identification and Classification of Persistently Dangerous Schools**

As required by [20USC7912 Title IX, Part E, Section 9532 \(No Child Left Behind\)](#), the following criteria is set forth to determine whether a school will be classified as a Persistently Dangerous School. Data indicating the number of substantiated inappropriate behaviors will be collected using the WVEIS in order to identify and classify a school as persistently dangerous. **A West Virginia public school will be classified as a Persistently Dangerous School on or before August 1 of each year if the school has, for two consecutive years, substantiated Level 4 behaviors that exceed five percent (5%) of the total number of students enrolled in the school based on the school’s second month enrollment:**

Battery on a school employee as defined in [WV Code §61-2-15](#).

Commission of an act that would constitute a felony under the laws of the state on the premises of an educational facility, at a school sponsored function or on a school bus.

Possession of a firearm or deadly weapon as defined in [WV Code §61-7-2](#) on the premises of an educational facility, at a school sponsored function or on a school bus.

Sale of a narcotic drug as defined in [WV Code §60A-1-101](#) on the premises of an educational facility, at a school sponsored function or on a school bus.

County School System Requirements Related to Persistently Dangerous Schools:

Provide targeted technical assistance to any school that has, for two consecutive years, substantiated Level 4 behaviors that exceed 3% of the total number of students enrolled in the school, based on the school's second month enrollment;

Develop a corrective action plan for any school identified as persistently dangerous, submit it to the WVDE, and implement the plan in a timely manner; and

Conduct a timely notification process to inform parents of each student attending a school identified as persistently dangerous of this; provide the opportunity for students to transfer to a safe public school within the county school district; and complete the transfer process for all students wishing to transfer.

WVDE Requirements Related to Persistently Dangerous Schools:

Provide targeted technical assistance to any school that has, for two consecutive years, substantiated Level 4 behaviors that exceed 3.75% of the total number of students enrolled in the school, based on the school's second month enrollment.

A student attending a school identified as persistently dangerous or who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public school that the student attends, shall be allowed to attend an alternate safe public school within the county school district.

## **CYBER BULLYING**

Cyber bullying is the use of information and communication technologies such as email, cell phone, text messages, instant messaging (IM), personal websites, social networking sites (Facebook and Myspace), and other social media, whether on or off school campus, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to threaten or harm others, or which causes emotional distress to an individual to substantially disrupt or interfere with the operation of the school or an individual student's ability to receive an education.

1. All instances where a student or parent feels that cyber bullying has occurred should be reported to the principal. Messages would not be deleted. If possible, the threatening messages should be printed and brought to the principal for investigation.
2. The principal will conduct an investigation and make a decision based on the facts and surrounding circumstances.
3. If the alleged act falls under the Harassment Policy, the principal will administer appropriate consequences according to the policy.
4. If the alleged act is outside the scope of school policy, and determined to be a criminal act, the principal will refer the matter to the appropriate law enforcement authorities.

## **DRUG TESTING POLICY**

### **Randolph County Student Drug Testing Policy**

This policy governs only performance-enhancing and illegal drug use by students participating in certain interscholastic extra-curricular activities, those who wish to drive and park on school property, and those whose parent or guardian elects to include the student in the random student drug testing selection process. The sanctions imposed for violations of this policy, include, but are not limited to, limiting the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in interscholastic extra-curricular activities or drive to school. This policy supplements and complements all other policies, rules, and regulations of Randolph County Schools regarding possession or use of illegal drugs.

Participation in school-sponsored interscholastic extra-curricular activities and permission to drive to school and park on a Randolph County Schools campus is a privilege. These students carry a responsibility to themselves, their

fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs. Students who elect to drive a privately-owned vehicle to and from school and park on school property also carry an added accountability for the safe operation of a vehicle while on school property.

Each activity student, driving student, and opt in participant along with their parent/guardian must attend an orientation session prior to becoming a participating student at which they will receive and review a copy of the student drug testing policy. The Randolph County Student Drug Testing Policy can be viewed in its entirety on the county website at [boe.rand.k12.wv.us](http://boe.rand.k12.wv.us).

### **DRUG TESTING POLICY FOR SIMULATED WORKPLACE**

All students in the Simulated Workplace program will be subject to **RANDOM** drug testing, administered by an independent contractor hired by Randolph Technical Center. Any student who tests positive for drugs will be prohibited from working in any shop or on their worksite. A student's refusal to take a drug test will be considered the same as a positive test result.

During the time of removal from the shops and worksites, grades could be negatively affected since the student will be unable to participate fully.

Readmittance to the shops and worksites is dependent upon a second random "**negative**" drug test, administered by an independent contractor hired by Randolph Technical Center. Any student who tests positive a second time will **not** be able to continue in their RTC classes.

### **DISCRIMINATION**

#### *DISCLOSURE OF INFORMATION, CONFIDENTIALITY, AND ASSURANCE OF NON-DISCRIMINATION/SECTION 504*

Disclosure of Information and Confidentiality Policies and written procedures have been established that assure confidentiality rights to all students through the Family Educational Rights and Privacy Act (34 CFR part 99 and procedures for the Collection, Maintenance, and Disclosure of Student Data (WV Policy 4350), effective August 1978. Additional confidentiality rights and requirements apply specifically to students with handicaps under the Education of the Handicapped Act (34 CFR 300, 560-576), and Policy 2419: Regulations for the Education of Exceptional Students, effective August 1999. Copies of both documents are on file at the State Department of Education, in each principal's office and at the Board of Education. Randolph County Board of Education shall protect the rights of students and employees under the U. S. Constitution, the WV



State Constitution and their amendments, and recognizes that these rights cannot be abridged except in accordance with due process of law. Randolph County Schools operates as an equal opportunity institution and will not discriminate on the basis of race, national origin, religion, gender, marital or family status, age, or disabling conditions in its activities, programs, or employment practice as required in Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. For information about your rights or grievance procedures, contact your county Title IX Coordinator (Donna Simmons) or your county, Section 504/Americans with Disabilities Act Coordinator, (Donna Simmons, Director of Special Education/Section 504/Americans with Disabilities Act Coordinator) for Randolph County Schools, 40-11th Street, Elkins, WV 26241, (304) 636-9150. **TITLE IX-** The Randolph County Board of Education does not, on the basis of race, color, religion, national origin, sex, handicap, age, or marital status, deny benefits of employment or discriminate in any educational program or activity. Inquiries may be referred to Title IX Coordinator, Randolph County Schools, 40 Eleventh Street, Elkins, WV, or to the State Department of Education.

*DISCRIMINATION PROHIBITED:* The WV Dept. of Education does not discriminate on the basis of sex, race, color, religion, disability, age, or national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to the Elimination of Sex Discrimination Program Coordinator, 304-558-7864; to the Section 504 Coordinator, 304-558-2696, WV Department of Education Director of the Office for Civil Rights, 215-596-6795.

### **CHILD NUTRITION**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. (continued below)

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) MAIL: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2)FAX: (202) 690-7442; or

(3) EMAIL: [program.intake@usda.gov](mailto:program.intake@usda.gov) .

This institution is an equal opportunity provider.

## **DRESS STANDARDS**

Some attire can cause disruptions to the learning environment, and therefore, cannot be permitted. While guidelines are stated here, the issue of attire is so broad that individual situations may need to be interpreted by school administrators. Attire viewed as disruptive, lewd, discriminatory, rude, crude, vulgar, unsafe, or promoting illegal activities are inappropriate. Prohibited are any insignia, markings, or ornamentation that advocates discrimination against a racial, religious, minority, or gender group; attire with sexually implicit or explicit graphics; attire that advertises or encourages the use of alcohol, tobacco, or drug-related products; any accessory with spikes (raised or not); heavy chains; heavy bands around the neck; short shorts or short skirts; pants below normal waistline; underwear showing; spaghetti strap tops, shirts with revealing enlarged arm or those revealing the midriff. Hats, caps, or other head apparel are not to be worn in the building during the regular school day. Hair bands, scrunchies, clips, barrettes are permissible. Students participating in job training or clinical rotations need to dress appropriately to meet business and industry standards.

There are also other forms of dress that are not permissible. Some examples would be:

-Facial Painting -Desecration of the American flag

-Chains, studded bracelets or spikes. State law considers these weapons.

-Body Piercings or T-shirt that is racially biased

Students will be provided with an opportunity to comply with the dress code.

Non-compliance with school rules will result in parent notification to bring

clothes to school or student will be sent home. Time out of class will be an unexcused absence. All violations of this Dress Code will result in 1 day of Lunch Detention

### **DRIVING AND PARKING PROCEDURES**

Randolph County Schools provide bus service for most students. Being authorized to drive a private vehicle on school grounds is a privilege. In order to maintain such privileges, students must abide by stipulations outlined in the parking agreement signed by both the student and the parent. Unauthorized driving, reckless driving, and excessive speed will not be allowed. Students from Harman and Tygarts Valley High Schools are prohibited from driving to the Tech Center. Only those students who must drive to training sites will be given parking permits by the Tech Center. Before a permit will be issued, the student must present the following documents to the school person who is issuing the tag:

1. Valid driver's license
2. Valid registration for primary vehicle
3. Valid insurance statement for primary vehicle
4. Signed parental consent form.

**Parking must comply with the following school regulations and Randolph County Student Drug Testing Policy (refer to the policy on page 47 & 48 of this handbook):**

1. Permits must be displayed on rear view mirror of the vehicle.
2. Students must park in the RTC designated areas.
3. Students given authorization to park at school will not go to the parking area until the designated time to leave school grounds without permission from a principal.
4. If a vehicle is used to leave school for a reason that is not authorized, the student will forfeit his/her parking privilege.
5. Students in automobiles on school property are subject to the same behavior expectations as outlined for students in the building.
6. Students demonstrating unsafe driving/practices on school property will lose parking privileges. (1st offense-5 days; 2nd offense-10 days; 3rd offense permanent All students are required to use the north parking lot exit next to the power company on Kennedy Drive.

Students who intend to bring vehicles to the Tech Center to have them worked on must request a one-time driving permit from the appropriate

instructor with the instructor's signature, and it then must be signed by the Principal at the Center. This permission slip will then be taken to the high school principal for his signature and to the parent for his/her permission. All of the signatures are required before the vehicle is brought to RTC.

### **DUAL CREDIT**

Our dual credit classes are offered through Marshall University. Students may be charged fees deemed necessary by the college. The candidate must pass pre-registration requirements; a charge of approximately \$75 plus books is the responsibility of the student (costs and fees are subject to change). EDGE classes are free and offer credit to community/technical colleges after passing the performance-based test for eligible courses and filing the paperwork. Some dual credit and EDGE courses are honors courses with weighted grades. Refer to the course descriptions book for more information.

### **EARLY DISMISSALS**

**ALL DISMISSALS ARE UNEXCUSED TRUANCIES UNLESS ALL OF THE FOLLOWING APPLIES:**

1. The dismissal must be for a legally defined absence;
2. In all situations, BEFORE YOU LEAVE, you must get permission from the school's central office staff AND have permission from home. All notes to leave early must be verified by a phone call; otherwise, the student may not leave.
3. **Only those students who are 21 or over or who are married or independent/emancipated and do not live at home with a family member will be permitted to present their own written excuse. We must have on file a document detailing the emancipation in the RTC office.** Please inquire at the office for a form which can be filled out by the parent.

#### **FOR EARLY DISMISSALS THAT ARE KNOWN IN ADVANCE:**

1. A note from home with the parent/guardian signature and phone number MUST be presented to the designated recorder by the student for verification before first period the day the student is to leave early, even if the student is 18 years of age.
2. Documentation of dismissal will be presented to the teacher of the class the student is leaving. We also require that the students sign out in the office as

they are leaving.

3. That note becomes the student's off campus pass.
4. Periods missed will appear on the announcements

#### **EARLY DISMISSALS THAT ARE NOT KNOWN IN ADVANCE:**

1. Contact with the approval from the parent/guardian must be obtained before the school can release a student, unless the student is emancipated, married, or 21 years old.
2. The student **MUST** sign out in the office.
3. The student has 3 days upon his return to school to present a written note from home to the appropriate person for verification.

The staff person collecting notes will be in the main office.

**ALL STUDENTS ARE RESPONSIBLE FOR COMPLETING MISSED CLASS WORK, HOMEWORK, TESTS, ETC. TEACHERS MAY OPT TO USE A MAKE-UP WRITTEN CONTRACT FOR THESE ASSIGNMENTS.**

#### **EMERGENCY FORMS**

In order that we conform to the wishes of parents, emergency forms must be filled out for each student and returned to the classroom teacher the first week of the semester for use in emergency situations.

#### **FIELD TRIPS AND EXTRA-CURRICULAR ACTIVITIES**

All school rules and regulations apply to students who are on a school-related trip. These trips are considered to be part of a regular school day. A permission form must be completed with a parent or guardian's signature and returned to the trip sponsor before the trip is taken. This also includes any activities/events at another school sponsored by the schools to enhance the school experience as well as teach discipline, good manners, responsibility and citizenship. Experiences outside the school day or environment are opportunities for maturing and carry the same expectations as events/activities held during the school day or on the home school site. All students who are participating in a school sponsored field trip **must provide proof of insurance** as part of the sign up procedure. Students may participate in ONE school approved activity of more than 3 days in duration per school year.

#### **GRADING & REPORTING SECONDARY PROGRESS**

The county policy entitled "Final Examinations and Grading Policy" will be used on a basis for grade determination for all Randolph County students. A grade

point average (GPA) will be used in reporting student progress in Randolph County. The letter grade A earns 4.0, a B earns 3.0, a C earns 2.0, a D earns 1.0 and an F earns 0 points. For juniors and senior's grades received for college courses for high school credit shall be designated as honors courses and will have the weighted value. Specified upper level offerings in some programs of study will be recognized as honors courses appropriate for weighting and will have the weighted values. (Pending a change in board policy.) The purpose of the higher weighting is to encourage students to take more difficult courses and to be able to maintain a high class ranking even though their grade may be less than an A. The weighted grade point system applies to both class rank and honor roll eligibility. The regular 4.0 scale will be used for weighted courses to determine eligibility for extracurricular activities.

To determine an overall GPA, each class grade shall be equated to a GPA. The subject GPA grades are to be averaged by adding them and dividing by the total number of subjects, thereby giving the student's GPA for purposes of this policy. In order to be eligible for participation in extracurricular activities, a student must maintain a 2.0 non-weighted average. A student who has not achieved a 2.0 GPA for the previous semester or course term may have his/her eligibility reinstated at mid-semester or midterm if the student has attained at least a 2.0 GPA for the most recent grading period. In the case of special needs students, if grades are given, all grades received from placements in regular classrooms shall be included when computing the GPA. Handicapped students placed in ungraded programs will be eligible if their records indicate that they are making satisfactory progress in meeting the objectives of their IEP. In order to participate in interscholastic activities, students must also meet the requirements of the West Virginia Secondary Schools Activities Commission and Randolph County Board of Education policies.

The following items shall be considered:

1. Both students and the parents of children who may fail or who are failing should receive notification of that status so that every opportunity to correct the situation may have afforded them prior to the arrival of a failing report card. Parents shall be notified in writing at the end of 5 weeks of a student's pending failure for any 9-week grading period. Senior counselors will be responsible for giving 2 status reports in regard to graduation to parents and students during their senior year. Reports will be issued at the end of the first and third 9 weeks. Senior students who are scheduled to graduate in any year and who have failed to complete the necessary course requirements for graduation will be notified as soon as

possible of their denial of a diploma and presented with future options for completion.

2. Grades earned as a result of academic achievement may not be reduced as a form of penalty nor as means to enforce other regulations. Report cards will be sent home following examination days. The specific distribution dates will be established by the Superintendent at the beginning of each school year.

### **EXAMINATION PROCEDURE**

Student examinations will be administered to all students for the first and second semester. Students who have missed three (3) or fewer days in a class and are making a passing grade in that class may elect not to take the semester exam. The examination will count twenty (20) percent of the final grade. Students will have the opportunity to appeal the number of the absences based on the Randolph County Schools Examination Exemption Procedures.

### **FIRE DRILLS**

Fire drills are necessary for the safety of the students and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the building in which he/she may be. Fire drill information is posted close to the door of each room. At any time, special instructions may be announced over the loud speaker.

### **TASC TESTING CENTER**

The Technical Center is also a TASC Testing Site. Free TASC testing is now available in West Virginia for all qualified candidates after passing a practice test and/or successfully completing classes. The TASC READINESS ASESSMENT and TASC exams are administered every month (excluding July). Applicants make arrangements for registration with the Adult Learning Center, located at the Randolph Technical Center. The TASC opens up educational and employment opportunities for those who do not hold a high school diploma.

**GRADING AND REPORTING SECONDARY  
PROGRESS**

**GRADES 9-12 FILE: IFA**

Below is the WV Board of Education Uniform Grading Policy.

AVERAGE	GPA	QUALITY POINTS
90-100	A	4.0
80- 89	B	3.0
70- 79	C	2.0
60-69	D	1.0
0 - 60	F	0.0

**GRADUATION REQUIREMENTS**

**Randolph County Schools**

**Class of 2020**

English - 4 credits

Science- 3 credits

Social Studies - 4 credits

Math- 4 credits

PE/Health- 2 credits

Fine Art - 1 credit

Career Major- 4 credits

Advisor/Advisee- 1 credit

Computer Tech- 1 credit

Total credits for graduation = 26

For specific pathway requirements for your career major, check with the Guidance Office. Refer to programs of study at <http://boe.rand.k12.wv.us>.

**OPTION PROGRAM**

**Option 1 (Core) Overview**

- Core of the program
- Credit deficiencies (at least one year behind their 9th grade cohort) and/or at risk of dropping out due to inappropriate age
  - At least 16 years old and high risk of dropping out due to personal issues
  - Must take TABE test and receive 8th grade level in Reading and 7th grade level on Math (must receive parental permission prior to testing)
  - If history of behavioral issues, must have documentation in student file that behavior has significantly improved
  - Must follow county attendance guidelines



- Must successfully complete CTE concentration (that is aligned with Personal Education Plan)
- Must successfully complete the TASC test
- Receives high school diploma if meets all program requirements

### **The Process**

1. Application to Offer Option Pathway ONLY programs operated by WVDE are eligible for Option Pathway (with exception of Mountaineer Challenge Academy)
2. The Option Team
3. Student Referral a. Criteria for Student Behavior b. Students with Disabilities
4. TABE Testing/Permission to Test

### **The Process**

1. Student Selection
2. Parent/Student Contract
3. Entering Option Pathway – Teacher/Student Responsibilities
4. TASC Testing ONLY students enrolled in a state-approved Option Pathway program or in an ODTP are permitted to take the TASC test while still enrolled in school

TABE Testing ♣ TABE assessment is required in order to determine student's eligibility to enroll in Option Pathway.

o 8 th grade level in Reading

o 7 th grade level in Mathematics

♣ Must get parental permission prior to administering the TABE o See Appendix 1, Alternative Means to Earn High School Credit

### **Student Selection**

- ♣ Option Team meets to discuss student scores/eligibility
- ♣ If student does not meet required level, Option Team can determine if student is eligible for Option Pathway based on overall picture of student (i.e., past test scores, previous grades in middle school, etc.)

### **Student/Parent Meeting & Contract**

- ♣ Option Team determines student is eligible
- ♣ Meeting is conducted with Parent and Student
- ♣ Parent/Student Commitment Contract is reviewed
- ♣ Parent and Student must commit to the program and sign the contract

## **Student/Parent Meeting & Contract**

♣ Remember! Students do not earn credits in the core content areas until they complete the entire TASC test and their CTE requirements. This is very important for students and parents to understand, in case they move to another school district that does not offer Option Pathway.

### **. Important Reminders**

- Program is voluntary
- Must have parent/guardian permission before student enrolls
- Parent/Student contract discussed & signed by both parent and student
- Importance of stressing that if student does not succeed in Option program, may have to return to grade level was in prior to enrolling in Option program

### **Option 2 (HSEA Credit Recovery)**

- Use as Credit Recovery/County policy
- Seniors Only
- Can use to recover deficient credits in one content area only ♣ Note: If student has deficient credits in Language Arts/English, must take both the Writing & Reading subtests on TASC to recover their Language Arts/English credits.
- Must pass WVDE approved practice test
- Need parental permission to take TASC Test (see WV TASC Form)
- Does not need to be a CTE completer
- Passes TASC subject area test(s) and receives High School Diploma
- Counts toward county graduation rate

### **Option 3 (HSEA Opportunity)**

- May take TASC test before dropping out of school
- Must pass WVDE approved practice test – TRA
- Parental permission required to take TASC test (WV TASC Form)
- Passes TASC test and may be taken off of dropout rate the following year (October report)
- Does not help graduation rate
- Does not receive a high school diploma
- Does receive The State of West Virginia High School Equivalency Diploma

## **GRIEVANCE PROCEDURE**

### **2260 F2: NOTICE OF NONDISCRIMINATION AND INTERNAL COMPLAINT PROCEDURES**

**(INCLUDING TITLE VI, TITLE VII, AND TITLE IX)**

#### **Complaint Procedure**

**If a person believes that s/he has been discriminated/retaliated against or denied equal opportunity or access to the County's programs, activities or services, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.**

**The following persons are designated as the County's Compliance Officers (hereinafter referred to as the "COs"):**

**Name: Debra Schmidlen**

**Title: Superintendent of Schools**

**Address: 40 11th Street Elkins, WV 26241**

**Telephone No.: 304-636-9150**

**Fax No.: 304-636-9157**

**E-mail Address: dschmidl@k12.wv.us**

**Name: April Senic**

**Title: Special Education Director**

**Address: 40 11th Street Elkins, WV 26241**

**Telephone No.: 304-636-9150**

**Fax No.: 304-636-9157**

**E-mail Address: asenic@k12.wv.us**

**2260 F2/page 2 of 4**

#### **Internal Complaint Procedures**

**Any student who believes that s/he has been subjected to unlawful discrimination/retaliation may seek resolution of his/her complaint through the procedures described below.**

**Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process begins, the investigation will be completed in a timely manner but no later than ten (10) business days of the formal complaint being received).**

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights, the West Virginia Human Rights Commission or the Equal Employment Opportunity Commission (“EEOC”).

#### **Complaint Procedures**

An individual who believes s/he has been subjected to unlawful discrimination/retaliation ("Complainant"), may file a complaint, either orally or in writing, with a principal, the CO, Superintendent, or other supervisory employee.

Complaints should include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant. If the Complainant is unwilling or unable to provide a written statement, the CO shall interview the Complainant and prepare a written summary of the oral interview, and ask the Complainant to verify the accuracy of the reported charge by signing the document.

Within two (2) business days of receiving the complaint, the CO will initiate an investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory/retaliatory conduct ("Respondent"), that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of discrimination/retaliation as soon as practical, but no later than ten (10) business days of receiving the formal complaint. As part of the investigation, the CO will:

- A. interview the Complainant;
- B. interview the Respondent;
- C. interview any other witnesses who may reasonably be expected to have any information relevant to the allegations;

**D. consider any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.**

**2260 F2/page 3 of 4**

**At the conclusion of the investigation, the CO shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The**

**CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used. ( ) The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.**

**Absent extenuating circumstances, within five (5) business days of receiving the report of the CO, the Superintendent will either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.**

**If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.**

**If the Superintendent determines the Complainant was subjected to unlawful discrimination/retaliation, s/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.**

**A Complainant or Respondent who is dissatisfied with the Superintendent's final decision may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.**

**In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. At the Board's discretion and as may be appropriate to the circumstances, the Board may meet separately with each of the concerned parties. A copy of the Board's disposition of the appeal shall**

be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The complainant may be represented, at his/her own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case in the appropriate Federal District Court. Use of the internal complaint procedures is not a prerequisite to the pursuit of other remedies.

The Civil Rights Coordinator will provide a copy of the County's complaint procedure to any person who files a complaint and will investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Right Coordinator's office.

2260 F2/page 4 of 4

#### Prohibition Against Retaliation

The Board will not discriminate against, coerce, intimidate, threaten, or interfere with any individual because the person opposed any act or practice made unlawfully by any Federal civil rights law, or because that individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

6/13 2/15

© NEOLA 2014

#### 4122F2: NOTICE OF NONDISCRIMINATION AND COMPLAINT PROCEDURES

(INCLUDING TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AND ADA)

##### Nondiscrimination

The Board of Education does not discriminate in the employment of administrative staff on the basis of the Protected Classes of race, religion, color, national origin, ethnicity, ancestry, sex (x) (including transgender status, change of sex or gender identity), pregnancy, age, blindness, disability, veteran status, military status, genetic information, socioeconomic status, physical appearance, sexual orientation, mental/physical/developmen-

tal/sensory disability or any other characteristic protected by law (collectively, "Protected Classes"), or any other legally protected category in its employment opportunities. . (See West Virginia State Board of Education policy 4373.)

### **Complaint Procedure**

If a person believes that s/he has been discriminated against or denied equal opportunity or access to the County's programs, activities or services, including employment opportunities, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

The following individuals are designated as the County's Compliance Officer(s) (hereinafter referred to as the "CO"):

**Name: April Senic**

**Title: Director of Special Education**

**Address: 40 11th Street, Elkins, WV 26241**

**Telephone No.: 304-636-9150**

**Fax No.: 304-636-9157**

**E-mail Address: asenic@k12.wv.us**

**Name: Debra Schmidlen**

**Title: Superintendent of Schools**

**Address: 40 11th Street, Elkins, WV 26241**

**Telephone No.: 304-636-9150**

**Fax No.: 304-636-9157**

**E-mail Address: dschmidl@k12.wv.us**

The individual may also, at any time, contact the U.S. Department of Education, Office for Civil Rights, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323, Telephone: (215) 656-8541,

Fax: (215) 656-8605; TDD: 877-521-2172, E-mail: OCR.Philadelphia@ed.gov, Web: <http://www.ed.gov/ocr> or the West Virginia Human Rights Commission. West Virginia Human Rights Commission 1321 Plaza East, Room 108A, Charleston, WV 25301, Telephone: (304) 558-2616, Toll Free: 1-888-676-5546, TDD: (304) 558-2976, Fax: (304) 558-0085. Web:

[www.wvf.state.wv.us/wvhrcc](http://www.wvf.state.wv.us/wvhrcc).

4122 F2/page 2 of 2

### **Internal Complaint Procedures**

Any employee who believes that s/he has been subjected to unlawful discrimination/retaliation may seek resolution of his/her complaint through the procedures described below.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process begins, the investigation will be completed in a timely manner (but no later than ten (10) business days of the formal complaint being received). The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights, the West Virginia Human Rights Commission, or the Equal Employment Opportunity Commission ("EEOC").

The complainant may be represented, at his/her own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case in the appropriate Federal District Court. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

The Civil Rights Coordinator will provide a copy of the County's complaint procedure to any person who files a complaint and will investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

#### Prohibition Against Retaliation

The Board will not discriminate against, coerce, intimidate, threaten, or interfere with any individual because the person opposed any act or practice made unlawful by any Federal civil rights law, or because that individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

6/13 2/15

© NEOLA 2014



## **HARASSMENT**

Harassment is UNWANTED or UNWELCOMED behavior that makes you feel afraid, ashamed, embarrassed, angry, unsafe, or upsets you to a point that you can't learn, teach or be effective in your job. Sexual harassment is illegal under Title IX of the Education Amendments of 1972 for students and employees. It is also illegal for employees to be sexually harassed under Title VII of the Civil Rights Act of 1964 (as amended).

Harassment is...

- Illegal
- Exerting your power over another person
- Forcing yourself on someone who does not want your sexual attention
- Getting gratification at another person's expense
- Abusing power over another person, and
- Violating other person's rights.

**Sexual Harassing Behaviors include...**

- Sexual rumors
- Sexual name calling
- Touching/grabbing/pinching
- Inappropriate comments about one's body
- Dirty stories or jokes
- Dehumanizing graffiti
- Threats/demands
- Suggestive or obscene letters/notes
- Overly personal conversation, display of suggestive pictures, cartoons or objects, and
- Assault or attempted assault.

## **STUDENT CODE OF CONDUCT AND HARASSMENT**

An abbreviated summary of student behaviors is below. Students will be trained on the expected behaviors and consequences of violations. A complete version of the student code of conduct and harassment will be distributed at the beginning of school.

### **Student Behaviors**

All students enrolled in Randolph 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.

**Students are expected to model the following behaviors:**

1. Create an atmosphere free from bullying, intimidation, and harassment.
2. Demonstrate honesty and trustworthiness.
3. Treat others with respect, deal peacefully with anger, use good manners, and be considerate of the feelings of others.
4. Demonstrate responsibility, use self-control and be self-disciplined.
5. Demonstrate fairness, play by the rules, and not take advantage of others.
6. Demonstrate good citizenship by obeying laws and rules, respect authority, and cooperate with others.
7. Demonstrate compassion and caring.

**INTERNET USE**

Access to the Internet at the Center and the receipt of a K12.access, email account is a PRIVILEGE, not a RIGHT. Access is given to any RTC student with a student identification number. Each user, as well as a minor's parents or guardian, voluntarily agrees to release, hold harmless, defend and indemnify, RTC school, its principal, teachers and staff and agents, for and against all claims, actions, charges, losses or damages which arise out of the user's use of the Internet from RTC school, including but not limited to negligence, personal injury, wrongful death, property loss or damage, delays, no-deliveries, mis-deliveries of data, or service interruptions. Each user acknowledges that the information available from other web sites may not be accurate. Use of any of the information obtained via the Internet is at the user's own risk. RTC school makes no warranty of any kind, either expressed or implied, regarding the quality, accuracy or validity of the data on the Internet.

**RTC Acceptable Use Policy**

- Students will use school-provided Internet access with direct teacher permission and supervision. Students will not post personal information, such as pictures, addresses, telephone number, parents' names, and home or work addresses/telephone numbers will not be published by the students or school. Students who receive information or messages that make them uncomfortable will immediately report the occurrence to the supervising teacher.
- Students will never agree to meet with someone they encounter online without prior permission of their parents/guardians.
- Students will follow the schools established rules for going online.

- Students will not attempt to access private or personal materials, information, or files of others. Students may view published web pages and cite information obtained from them appropriately.
- Students will not vandalize, damage, or disable the work of another individual or organization.
- Students will not access, manipulate, alter or attempt to damage, disable or destroy technology or computer files.
- Students can copy only material for which they have permission.
- Students will not access, create or distribute harassing, pornographic, obscene, racist, sexually explicit, or threatening material, imagery or language.
- Students will not use school provided Internet access for illegal purposes or for non-approved commercial purposes.
- Students will use only K-12 access accounts for e-mail.
- No e-mail accounts such as Hotmail, Yahoo Mail, or other commercially sponsored e-mail may be used.

### **Consequences of Unacceptable Use**

Violations of the school use policies may result in a loss of access to electronic resources for the remainder of the student's career in RTC and Randolph County Schools. Such loss may result in the inability of the student to successfully complete the curriculum learning outcomes and CSO's. Unacceptable use may also result in further disciplinary actions.

### **JOB PLACEMENT**

Any Tech student or graduate may utilize the Job Placement Services. The counselor/job placement coordinator provides information to prospective employers regarding students' special skills and talents. The counselor also maintains career and job information which is located in the guidance office. Placement rates at the career/technical schools are traditionally very good. For instance, the most recent placement report indicates that 62% of graduates are working; 38% in Randolph County and 24% outside of the area; 36% are attending college or post-secondary training; and 2% have enlisted in the military. Fewer than 10% are actively seeking employment; others are not employed due to family responsibilities, etc.

### **LAW ENFORCEMENT**

Due to many recent tragic events in education, all schools have invited law enforcement officers to spend time in our schools. Office space will be provided

as needed.

### **LPN SCHOOL**

A licensed practical nursing school has been added to the Center. It is a one year post-secondary program.

### **LUNCH DETENTION**

Students are to be in Lunch Detention the day assigned. Students who do not report to Lunch Detention on time are considered absent from Lunch Detention. Failure to attend a rescheduled Lunch Detention will result in 2 Lunch Detentions being assigned. If a student misses a Lunch Detention due to illness, absences, school closings, etc., the Lunch Detention must be served the first day the student returns. Students assigned multiple Lunch Detentions on a single day, must serve Lunch Detention on consecutive days until all Lunch Detentions have been served. A student is limited to 10 Lunch Detentions each semester. OSS may be assigned for habitually breaking school rules.

### **MAKE-UP WORK**

Students will be given the opportunity to make up missed work due to absences. The student will have the same number of days he/she was absent to make up missed assignments.

### **MEDICAL TRANSPORTATION**

It is the responsibility of parents to provide transportation and further care of the student if the student becomes ill or injured on school property. Students under 21 years of age may not leave early or be sent home without parental/family consent. If we cannot reach the parent, and if it is deemed necessary, we will call the emergency squad to transport a student to the emergency room at the expense of the parent/guardian.

### **MEDICATION**

All medication must be checked in at the office along with a note from the parent stating times medication should be taken. This policy applies to both prescription and non-prescription drugs. Students will come to the office whenever it is time to take the medication. All prescription drugs must be in their original containers.

If a student is to take prescription medication that must be administered during school hours by school staff or under the supervision of school staff for an

extended period of time (e.g. more than two weeks), they must fill out a Physician Order Form. These forms are available in our school office. This applies also to any prescription medication to be administered during school hours as needed for a life threatening situation due to a severe allergy or serious chronic health condition (e.g. Epi-Pen, glucagon, etc.)

Any misuse or overuse of prescription medications will be treated in the same manner as a controlled substance.

### **NATIONAL TECHNICAL HONOR SOCIETY**

The qualifications listed are in compliance with eligibility standards set forth in the National Technical Honor Society Constitution and By-laws.

- Overall GPA of 3.0 or higher on a 4.0 scale.
- Student must have completed one semester of work in his/her program, have taken at least three career/technical classes, and be on track to complete in a concentration, in order to be considered for membership.
- GPA for technical program or major 3.00 or higher.
- One or more faculty and/or staff recommendations.
- Active involvement in student government, civic, or service organization(s).
- The student must be a member of a CTE Club, i.e., Skills USA, FBLA.
- Excellent attendance (maximum of 5 days absent).

The student must complete an application, resume, and a short essay describing why he/she is deserving of this honor and highlighting community/school involvement.

### **OUT OF SCHOOL SUSPENSION (OSS)**

When on OSS, students are not permitted on school property. They are denied bus privileges and cannot attend or participate in any extracurricular or social activities. Consequences may result in additional OSS and/or trespassing charges.

### **POLICE (USE OF)**

It is the belief of the RTC staff that the responsibility for dealing with student discipline violations rest with us. Thus, we will make every effort to handle such problems with school administrators, according to policies and procedures established by the county and school. However, when violations of state law, federal law, or municipal ordinances occur, or when students or parents refuse to work within the established policies, or where the security of person or property appears

in jeopardy, we will not hesitate to initiate arrest and prosecution proceedings.

### **PROGRAM COMPLETER**

To qualify as a completer a student must pass the 4 required courses and a concentration, in addition to a Portfolio.

### **REPORT CARDS & MID-TERM REPORTS**

Student progress will be reported and distributed every 4½ weeks.

### **SAFETY**

All machines and other equipment in the CTE shops are safeguarded, and proper and safe instruction will be given; however, bodily injury can occur through carelessness and/or misuse. The school cannot assume any financial responsibility in case of accidents. **FOR THEIR SAFETY, ALL STUDENTS MUST PASS A SAFETY TEST IN THEIR CONTENT AREA BEFORE THEY CAN WORK IN A SHOP/LAB.**

### **SCHEDULING**

Students should work closely with the School Counselor, advisor and parent in scheduling and development of five-year plans. Scheduling at RTC provides students the opportunity to have the greatest possible input into their course selections. Juniors are given the first opportunity to schedule, followed by sophomores and then freshmen. Students will be scheduled according to their attendance records. School policy requires that reassignment involved courses of the same subject and level. There will not be any “doubling up”. This means that a failed class must be repeated and should be retaken the next semester after it was failed in place of an elective. Many upper level courses have specific prerequisites that must be completed before enrolling. Students are not permitted to withdraw from classes after the 5th instructional day. Once the course selections are made, there will be no changes in the schedule except for adding a required course for graduation.

### **SCHEDULE CHANGES**

Students will have **THREE SCHOOL DAYS** at the beginning of each semester to change their schedules. All changes must be made through the CTE counselor, who will contact the home high school to complete the schedule

change. Schedule changes cannot be made during the second and fourth nine weeks. Changes should only be made after consultation with parents, teachers, advisor, and counselors. At all times, students should keep their career objectives in mind when requesting changes. Students are not permitted to withdraw from classes after the 5th instructional day. It is RTC policy that required courses for programs be taken in sequential order.

### **SCHOOL INSURANCE**

For a small fee, hospitalization and personal injury insurance is available through each participating high school and the Tech Center. Students must show proof of coverage by this insurance or other appropriate insurance before being officially enrolled. **WE ARE PROHIBITED FROM ALLOWING ANY STUDENT TO WORK IN A SHOP/LAB WITHOUT INSURANCE.** Any questions regarding the ability to obtain school required insurance should be directed to the counselor.

### **SCHOOL PROPERTY**

School property will be treated appropriately. Failure to do so will result in disciplinary action with student and parents assuming costs for replacing or refurbishing the damaged property. Improper use of school equipment will also result in loss of privileges for using said equipment.

### **SCHOOL-TO-CAREER**

All of the training at the Technical Center involves hands-on training. Students in some programs at the center also have an opportunity to participate in actual on-the-job training experiences. Health Occupations student's co-op into medical offices and pharmacies; nursing assistants receive 55 clock hours of clinical experience in many areas. CWST students may receive on-the-job training in veterinarian assistant, speech and hearing pathology, physical therapy assistant, teacher's aide, and others. ProStart students may work at various restaurants. Computer students, small engine students, auto technology students and others may be placed at local businesses to receive on-the-job training.

### **SEARCH AND SEIZURE LAWS IN PUBLIC SCHOOLS**

From the WV Attorney General's office regarding search and seizure law in public schools....searches of student, their belongings, lockers, or cars parked on school property can be conducted by educators who have an individualized "reasonable suspicion" that a student is violating the law or school rules..." A locker

is jointly accessible to the student and school officials and may be subject to search at the discretion of school officials.

The “less than probable cause” standard has been adopted by the U.S. Supreme Court and has been followed by the WV Supreme Court of Appeals. Searches by educators will be governed by this more lenient standard.

The WV State Code provides educators with the right and the responsibility to search if conditions warrant. The staff of the Randolph Tech Center, in order to provide a safe, drug-free environment will not hesitate to follow the law.

### **SPECIAL EDUCATION SERVICES**

Randolph County Schools offers services to all identified exceptional students between the ages of three and twenty-one. Staff members or parents interested in making referrals for special education services of school age students are to contact the School Based Assistance Team within the student’s school. All referrals are afforded due process procedural safeguards. Services are provided in the areas of autism, behavior disorders, blind and partially sighted, communication disorders, deaf/blind, deaf and hard of hearing, gifted, exceptional gifted, mentally impaired, preschool handicapped, other health impaired, specific learning disabilities, and traumatic brain injury.

Two documents that provide detailed information regarding the provision of special education services, Policy 2419: Regulations for the Education of Exceptional Students, published by the West Virginia Department of Education, and Randolph County School policies and Procedures for Special Education, are on file at the State Department of Education, in each school with principal, and at the Board of Education. The Center has a halftime special education instructor who provides services for students with IEPs.

### **STUDENT IDENTIFICATION CARDS**

Every RTC student must have an ID card from his/her home school. Students must possess their ID card visible on a lanyard at all appropriate times such as assemblies, field trips, or in the classroom. Temporary IDs will be given by the 1st block instructor. Rules of the home school will be enforced.

### **STUDENT ACCIDENT**

Students injured at school should report the injury to the classroom teacher



immediately. If medical attention is needed, every attempt will be made to contact a parent or relative. The school will always attempt to act in the best interest of the student.

We urge you to avail yourself of the protection afforded through school insurance. Parents will be given information regarding various insurance plans during the first week of school. **No student will be allowed to participate in a lab class without insurance.**

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Rights and responsibilities go hand in hand. As a student in WV, you have basic rights and responsibilities. As a student, it is your responsibility to obey rules and regulations and to cooperate with school authorities who enforce these rules and regulations. Regardless of race, religion, national origin, language, gender, disability, marital status, parenthood, or pregnancy, you have the right to an education and the responsibility to pursue it. The U.S. and WV Constitution's guarantee certain freedoms and the responsibilities that go with them, including freedom of religion, speech, the press, to assemble peaceably, and to petition the government. Regardless of race, religion, national origin, language, gender, disability, marital status, parenthood, or pregnancy, you have the right to participate in extracurricular activities. As a student, you have the right to choose reasonable styles of dress and hair. You have certain privacy rights in your school records. The US and WV Constitution's guarantee certain protections, including protection from unreasonable searches and seizures. Police have the responsibility to enforce laws and the right to enter schools. If you are to be questioned by the police or by school officials in the presence of the police, you must be given the same rights as citizens outside the school.

## **TELEPHONES**

School phones are for business purposes only. School personnel will call home for the student in case of illness or emergency.

## **VISITORS**

School is not a place for our students to entertain their friends or relatives. Visitors who wish to see staff should have an appointment or be at school between 2:45 and 3:00 P.M. or during planning periods.

1. Parents are always welcome at the Randolph Tech Center. We require that an appointment be made to see a teacher or to visit a classroom.
2. All visitors must report to the main office first to receive a visitor's I.D. pass.

We require this in order to comply with WV law and to provide for the safety and security of all students and staff.

3. Our school policy is to accept only those visitors who have legitimate business in the school. Any person found on the school grounds without permission is trespassing and is subject to arrest by police authorities. Students are not permitted to entertain non-school guests at noon or at any time during the school day.
4. Visitor passes will not be issued during examinations or any testing period, and any other times during which an administrator deems it inappropriate. An administrator may refuse to issue a visitor's pass any time he or she feels it is in the school's best interest.

**It is important to understand that these policies and procedures are only guidelines. They may and can be changed. There may be some gray areas that need to be treated differently. Some situations may not exactly fit a given rule. Some situations may not even be addressed. When a guideline is not working for any individual student, other options can be used.**

**Students who qualify under the Individuals with Disabilities Act may not be subject to these policies. Violations of this assertive discipline plan will be accumulated for Elkins High and the Randolph Technical Center.**

## **PROGRAMS OF STUDY**

### **Automotive Technology**

Automotive Technology I	Fundamentals of Auto Technology
Automotive Technology II	Basic Engine Concepts
Automotive Technology III	Brakes
Automotive Technology IV	Suspension and Steering Diagnosis

## **BUSINESS EDUCATION**

### **Management & Administrative Support**

Business & Marketing Essentials

\*Choose three to complete from the following:

Accounting Principles I

Accounting Principles II

Business Computer Applications I

Business Computer Applications II

### **Information Management**

Business Computer Applications I

Digital Imaging I (required for skilled pathway, Visual Arts)

Web Page Publishing

\*Choose from one of the following:

Digital Imaging II or Business Computer Applications II

### **Simulation and Game Development**

Digital Imaging I

Digital Imaging II

Coding App & Game Design I

Coding App & Game Design II

### **Carpentry**

Carpentry I

Fundamentals of Building Construction

Carpentry II

Foundations and Framing

Carpentry III

Masonry and Plumbing

Carpentry IV

Finish Carpentry

### **Career & Work Skills Training (CWST)**

This Program may be taken for honors credit and is for seniors and juniors who desire training in an occupation that is not offered at the Tech Center. Students will spend four out of five days working on the job at a training site. This course may be taken as a semester course for 2 blocks or a yearly course for 4 blocks. Students may elect to take CWST II in order to complete.

### **Collision Repair Technology**

Collision Repair I	Fundamentals of Collision Repair
Collision Repair II	Non-Structural Analysis and Repair
Collision Repair III	Structural Analysis and Damage Repair
Collision Repair IV	Surface Preparation and Refinishing

### **Electrical Technician**

Electrical Trades I	Fundamentals of Electricity
Electrical Trades II	Residential Wiring
Electrical Trades III	Industrial and Commercial Wiring
Electrical Trades IV	National Electric Code Prerequisite- Electrical III

### **Health Sciences (Therapeutic Services)**

Foundations of Health Science	Fundamentals of Health Care
Advanced Principles of H.S	Basic Concepts of Health Care
Clinical Specialty I	Clinical Concepts
Clinical Specialty II	Diversified Clinical Applications

### **Industrial Equipment Maintenance**



**Robotics**

- Robotics I
- Robotics II
- Drone I
- Drone II

### **2020-2021 Important Dates**

**August 17** - First Day of School

**September 7** - No School (Labor Day)

**October 2** - No School (Forest Festival)

**October 5** - No School for Students (Professional Learning Day)

**November 3** - No School (Election Day)

**November 11** - No School (Veteran's Day)

**November 23 to 27** - No School (Thanksgiving Break)

**December 24 to January 1** - No School (Christmas Break)

**January 18** - No School (Martin Luther King Day)

**February 15** - No School for Students (Professional Learning Day)

**March 10** - No School for Students (Professional Learning Day)

**March 29 to April 2** - Spring Break (Weather Dependent)

**May 24** - No School for Students (Professional Learning Day)

**May 31** - No School (Memorial Day)

### **ADULT STUDENTS**

This section of the handbook refers only to adult (post-secondary) (Non LPN) learners who have graduated from high school or who have completed a HSEA and are enrolled in a secondary program working towards a certificate of completion.

#### **Satisfactory Academic Progress**

Letter grades are used to measure a student's progress in all technical education classes. The following is the grading scale used for students at the RTC except for the LPN Program:

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

In order to maintain satisfactory academic progress, a student **must** maintain a D or higher average. All students are issued progress reports every 4½ weeks. If at the end of a semester, an adult student does not maintain the D average, he/she will be dismissed from the program for one semester. Re-enrollment into the program on a probationary basis may commence (after being out for one semester) beginning the following school year. If the student is still not maintaining satisfactory progress after this semester of probation, he/she will be terminated.

## Appeals Process

The student may appeal the determination of satisfactory progress/attendance and the termination from a program to the County CTE Director based upon extenuating circumstances. In such cases, the Director may determine that the student is making satisfactory progress toward his/her certificate despite the failure to conform within the time frame or minimum grade average.

A student who has been dismissed from a program for unsatisfactory performance may be reinstated on a probationary period of one semester after serving the suspension of one semester. To re-enroll, a student must contact the counselor at least 10 working days before the semester he/she wishes to enroll in begins.

## Withdrawals

No incomplete grades (I) are given. A student may withdraw from a program with a “W” being recorded before the 8th class day. Withdrawals after this date will have a grade of “F” recorded. Credit is given only for classes completed with a D or higher grade. This grade is recorded on a permanent record card. If a student is receiving financial aid, the entity disbursing the aid will be notified within 10 working days of the withdrawal.

## Attendance

Regular attendance is necessary for satisfactory completion of a course/program. Students are required to attend a class and arrive promptly. Upon the 5th day of absence, the instructor will mail a letter to the student regarding unsatisfactory attendance. At this time, the student must schedule a meeting with the instructor, counselor, and Director in an effort to correct the problem. **After the 10th absence, the student will be dismissed from the program and must sit out a full year before re-applying for admittance. The appeals process may be invoked by the student at this time.**

## Annual Notices

Below is a list of annual notices that are to be shared with our students, parents, and staff as part of Randolph County School policies and procedures. These notices may be viewed on the Randolph County website at <http://boe.rand.k12.wv.us> under Current Parents – Annual Notices. A copy of these Annual Notices can also be viewed at the school and a copy can be requested.

2260 - Nondiscrimination and Access to Equal Educational Opportunity



5610.04 - Suspension of School Transportation Privileges and Exclusion from the School Bus

2260. F8 - Notice of Nondiscrimination and Grievance Procedures (Including Title II, Title VI, Title VII, and Title IX, Section 504, and ADA)

5611 - Discipline-Student Due Process Rights

2340. F2 - Parent Consent for Trip

5771 - Due Process Rights (Search and Seizure)

2416 - Student Privacy and Parental Access to Information

5771. F2 - Record of Student Search and Seizure

2431 - Interscholastic Athletics

5772 - Weapons

2431. F1 -Parent Acknowledgement of Risk and Release

5902 - Employee Code of Conduct (WVBE Policy)

2431. F2 -Student Acknowledgment of Risk and Release

6700 - Fair Labor Standards Act (FLSA)

2623D -Testing Code of Ethics

7211 - Appeals Procedures for Citizens

3122 - Nondiscrimination and Equal Employment Opportunity

5771 - Due Process Rights (Search and Seizure)

3122. F8 - Notice of Nondiscrimination and Grievance Procedures (Including Title II, Title VI, Title VII, and Title IX, Section 504, and ADA)

5771. F2 - Record of Student Search and Seizure

3122.01. F2 - Certification Regarding Drug Free Workplace

5772 - Weapons

3122.01. F3 - Memorandum to Staff Members on Federal Regulations Concerning Drug Prevention

5902 - Employee Code of Conduct (WVBE Policy)

3160. F1 - Emergency Medical Authorization Permit

6700 - Fair Labor Standards Act (FLSA)

3170 - Student Abuse and Neglect

7211 - Appeals Procedures for Citizens

3213 - Students Supervision and Welfare

7217 - Weapons

3217 - Weapons

7430. F1 - Physicians Certification for Use of a Respirator

3362 - Anti-Harassment and Violence

7430. F2 - Acknowledgment Training

3430.01 - FMLA Leave

7430. F3 - Parent Notification Authorization  
7440.01 - Video Surveillance and Electronic Monitoring  
4122 - Nondiscrimination and Equal Employment Opportunity  
8310 - Public Records  
4122. F8 - Notice of Nondiscrimination and Grievance Procedures (Including Title II, Title VI, Title VII, and Title IX, Section 504, and ADA)  
8330 - Student Records  
4170 - Student Abuse and Neglect  
7430. F3 - Parent Notification Authorization  
7440.01 - Video Surveillance and Electronic Monitoring  
4217 - Weapons  
8310 - Public Records  
4362 - Anti-Harassment and Violence  
8330 - Student Records  
4372 - Student Rights and Responsibilities (WVBE Policy)  
7430. F3 - Parent Notification Authorization  
7440.01 - Video Surveillance and Electronic Monitoring  
4373 - Student Code of Conduct  
8310 - Public Records  
4430.01 - FMLA Leave  
8330 - Student Records  
5230 - Late Arrival and Early Dismissal  
8330. F4 - Consent for Student Record Release  
5310 - Health Services  
8330. F9A - Parental Permission for Release of Publication of Students Photograph/Image  
5341. F1 - Emergency Medical Authorization Permit  
8431 - Asbestos in Schools  
5517 - Anti-Harassment and Violence  
8453.01. F2 - Training Record  
5517.01 - Aggressive Behavior toward Students  
9130. F4 - Notification to Public Regarding Inspection of Instruction Materials  
5530 - Substance Abuse Prevention  
9150 - School Visitors

**RANDOLPH TECHNICAL CENTER**  
**Certified Nursing Assistant Program**  
**Contract**

The CNA Program at RTC must meet the guidelines set forth by the Office of Health Facility Licensure and Certification (OHFLAC) which is the licensing agency for CNA Testing and Certification.

Therefore, students pursuing this certification must meet the following guidelines to be admitted into the program and to stay in the program.

### **Academic Requirement**

Must maintain at least an 80% GPA in each course: Foundations of Health Science, Advanced Principles, Clinical Specialties I & II.

**\*\*ATTENDANCE REQUIREMENT AGREEMENT ON NEXT PAGE\*\***

## **Attendance Requirements**

Must have (6) or fewer absences in Clinical Specialties I to move into Clinical Specialties II and the Certified Nursing Assistant Program.

Must have (3) or fewer **classroom** absences in Clinical Specialties I & II

Must have (3) or fewer **clinical** absences in Clinical Specialties II

To be able to complete in CNA (There will be a one-time opportunity to make up (3) clinical and (3) classroom absences in CNA.)

Students who exceed (after make-ups) (3) days of absences in either **clinical** or **classroom** days will be removed from the CNA Program.

These students will be given the opportunity to move into the Nursing Assistant Program as opposed to Certified Nursing Assistant Program. *(Either of these programs will satisfy their completion of the Therapeutic Services Concentration and requirements to graduate.)*

**We the undersigned understand the requirements and agree to abide by these.**

---

<b>Student</b>	<b>Date</b>	<b>Parent</b>
<hr/>		
<b>Instructor</b>	<b>Date</b>	<b>Director</b>

# A Parent's Guide to Support for Personalized Learning (SPL)

April 2012

Support for Personalized Learning (SPL)  
Good Kids Doing Great Work



## What is SPL?

West Virginia Support for Personalized Learning (SPL) is the framework that uses a configuration of multiple supports for all students and includes the elements referred to as Response to Intervention (RTI). SPL is a multi-level process that emphasizes how students respond to instruction and provides support for students performing below State-approved grade-level standards as well as those students exceeding grade-level standards. In the early grades, teachers intervene early to prevent students from falling behind. For older students, SPL provides differentiated and scaffolded instruction to help all students with the demands of multiple learning environments. The SPL process includes problem-solving teams at the school level who examine student performance data and make recommendations for improving student achievement.

## What does SPL look like in West Virginia schools?

In West Virginia, student's learning is supported through a process that personalizes their instructional needs. These instructional needs are identified, monitored and evaluated through a variety of assessment processes including screening/interim, formative/classroom, progress monitoring, diagnostic and summative assessments. For some students, CORE instruction alone may not be sufficient. For these students, a multi-leveled system including, TARGETED and INTENSIVE support, progressively increases the type and amount of instruction provided.

## What are the key components of the SPL process?

The SPL framework includes the delivery of high-quality research-based instruction configured to meet the full range of student needs. SPL provides a seamless system of resources and instruction which allows students to make significant progress whether they are at-risk for failure, currently exceeding State-approved grade-level standards, or at any point along the continuum.

### INSTRUCTION

- **CORE INSTRUCTION** is for ALL students and includes high quality curriculum and instruction in the general classroom. CORE is provided by teachers and support staff.
- **TARGETED INSTRUCTION** and customized scaffolding are triggered when a student's progress in the general education environment, despite strong commitment and high level instruction at the CORE level, does not meet State-approved grade-level standards or exceeds State-approved grade-level standards. It differs from quality CORE instruction because of increased intensity in scaffolding, time, assessment and expertise. TARGETED may be provided by general educators, specialists and special educators.
- **INTENSIVE INSTRUCTION** is triggered when a student's progress in the general education environment, despite rich and meaningful instruction at the CORE and TARGETED levels, continues to fall below State-approved grade-level standards. INTENSIVE support is distinguished from TARGETED support by further intensification of scaffolding, time, expertise and assessment. INTENSIVE may be provided by general educators, specialists, or special educators.

### ASSESSMENT

- **UNIVERSAL SCREENING** means that all students are checked to determine which ones are above, at or below grade-level standards in English/language arts, mathematics and behavior.
- **PROGRESS MONITORING** occurs during TARGETED and INTENSIVE instruction to assess more specific instructional skills. Progress monitoring occurs more frequently to see how students are responding to instruction so that important decisions can be made by teachers, other school staff and parents.

**For a clearer readable image, please go to our website and click on the SPL link under school policies.**