Programs are provided under the administration of:

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Beckley, West Virginia 25801

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PART I

SCHOOL OF
COSMETOLOGY
STUDENT HANDBOOK
Contents

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Dear Students,

Welcome to the website of the Academy of Careers and Technology (ACT), located in Beckley, Raleigh County, West Virginia! Our center is a career and technical education institution serving the students from all four of Raleigh County’s high schools (Independence, Liberty, Shady Spring, and Woodrow Wilson). We offer a broad spectrum of innovative and challenging technical programs that provide both secondary and adult students with the knowledge and skills necessary to excel in the ever-changing world of work and/or post-secondary education.

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

Our curricula at ACT are diverse and challenging. Our students, whether enrolled in a technical program for certification or to supplement their high school program of study, are encouraged to actively explore challenging technical studies that enable them to see the relationship between course content and future career plans. The career and technical instructional programs are rigorous and yet designed to adapt to the needs of diverse learners.

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

Sincerely,

Charles M. Pack Jr.

Charles M. Pack Jr.
Director of Career Technical Education/Principal
SECTION I
GENERAL INFORMATION

MISSION STATEMENT

“PREPARING STUDENTS FOR THEIR FUTURE”

CORE BELIEF

Students will acquire:
Academic Skills, Career Skills and Technical Skills

The Academy of Careers and Technology (ACT) is a West Virginia School of Excellence. It is a Career and Technical Center that serves adults and secondary students for Raleigh County and West Virginia. ACT provides high school students and adults with the academic and technical skills, knowledge and training necessary to succeed in future careers and develop skills they will use throughout their lives. The programs at ACT have been organized into eleven of the sixteen National Career Cluster Framework, that identify the knowledge and skills students need as they follow a pathway to their goals. ACT prepares students for the world of work by introducing them to workplace competencies, and makes academic content accessible to students by providing it in a hands-on context.

ACCREDITATION

The Academy of Careers and Technology is approved and operated in cooperation with the West Virginia Department of Education and The Raleigh County Board of Education. ACT is a Candidate for Accreditation by the Commission of the Council on Occupational Education (COE), located at 7840 Roswell Road; Building 300, Suite 325; Atlanta GA 30350; www.council.org. Telephone: 770-396-3898. Prior to our current candidacy status with COE, ACT was accredited by North Central Association of Colleges and Schools.

The Academy of Careers and Technology School of Cosmetology is licensed by West Virginia State Board of Barbers and Cosmetologist, 1201 Dunbar Avenue, Dunbar, west Virginia, 25064. Telephone: 304-558-2924.

EQUAL EDUCATION OPPORTUNITY

The Raleigh County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Director of Pupil Services
Title IX and Title II Officer
105 Adair St.
Beckley, WV 25801
Telephone (304) 256-4500 ext. 3329
DIRECTORY OF FACULTY AND STAFF

Debra Adkins  Medical Assisting
Christy Adkins  Cosmetology
Kyle Adkins  Custodian
Kevin Bolen  Adult Coordinator
Adrienne Brellahan  Academic Math
Neil Byrge  Marketing Management/Travel Tourism Management
David H. Cole  Graphic Communications
Tashawna Davis-Lilly  Therapeutic Services
Richard Gauldin  Welding
Richard James Gauldin  Computer System Repair Technologies
Mark Hairston  Pharmacy Technician
Steven Harmon  Electrical Technician
Matt Harper  Drafting
Jeff Harrah  Collision Repair
Coralee Hatcher  Practical Nursing
Jeff Lacy  Assistant Principal
Tamie League  Option Pathway
Cindy Legg  LPN Secretary
Kelly Legg  Secretary
Patti Linville  Financial Aid Secretary
Beverley Mamone  Option Pathway
Drema McNeal  Careers in Education/Early Childhood Education
Carol Meadows  Vocational Specialist
Anne Meadows  Job Placement Coordinator
Cathy Moore  Counselor
Brent Meadows  Automotive Technology
David Pack  Diesel Equipment Technology
Scott Pack  Carpentry
Charles M. Pack, Jr  Career Technical Education Director/Principal
Ed Radford  Masonry
David Richmond  Law And Public Safety
Joyce Rollins  Phlebotomy
Carrie Ross  Practical Nursing Coordinator
Ricky Scarbro  Custodian
Rene’ Shiflett  Dental Assisting
Steve Simmerman  Custodian
Lesa Spears  ProStart Restaurant Management
Denise Thomas  Practical Nursing
Ann Thomas  Cosmetology
Brenda Toney  Finance Secretary
Milton Webb  Electrical Technician
TBA  Academic English
TBA  Cosmetology
TBA  Surgical Technologist

Descriptions of the programs can be found in the Program of Study Guide in the appendices.

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WELCOME

The School of Cosmetology at the Academy of Careers and Technology will open its door for students August 20th, 2014 to the first graduating class. The 1,800-credit-hour program is available for high school students and adults. This program offers training in nails, hair styling, coloring, perming and other aesthetics. Those who complete the program will be fully certified in cosmetology.

ADMISSION FOR HIGH SCHOOL STUDENTS

To be admitted into the School of Cosmetology the high school students must:

- Have a TB test (tuberculin skin test) using the Mantoux method
- Provide a copy of the results of your TB test
- Have two (2) recent pictures, no larger than wallet size, (Pass port size)
- Provide a copy of a photo Id
- Pay a registration fee of $25.00

ADMISSION FOR ADULT STUDENTS

Complete all of the following and return to the Cosmetology Department. Do not return this packet until all portions are completed.

- Complete application that can be found on the school webpage [http://wvact.net](http://wvact.net)
- Bring birth certificate to be copied
- Bring original High School Diploma or High School Equivalency to be copied
- Four recent pictures no larger than wallet size. Must be on photo paper. On the back of each picture, write your name and social security number.
- Proof of a tetanus toxiod vaccination within the last eight years.
- Proof of a TB test (tuberculin skin test) using the Mantoux method.
- Bring your original social security card, not laminated.
- Bring $200.00 cash or check made payable to ACT. This fee covers registration, application and background check.
SECTION II
STUDENT POLICIES

PROFESSIONALISM
When dealing with other students, guest, visitors to the school and staff of the school, show respect courtesy and professionalism. Professional behavior includes:

- Discussing only ethical and professional subject
- Not chewing gum, eating or drinking while on the salon floor
- Refraining from using profanity, obscene gestures, and yelling
- Avoiding fights

Failure to exhibit professional behavior may lead to disciplinary action or removal from the program.

DRESS CODE AND PERSONAL IMAGE
It is expected that all cosmetology students project a professional image. This image includes your personal appearance, uniform, hygiene and grooming. The school of cosmetology insists that all students adhere to the following:

- Hair shall be clean, properly styled and make up applied prior to class attendance
- Fingernails shall be clean and well-manicured
- The body and mouth shall be free from unpleasant odors
- Arrive to class in complete required uniform:
  - Adult students must purchase and wear black scrubs only; printed scrub tops will be allowed as long as it contains black, closed toed schools and nametag
  - Secondary students are required to wear smocks, closed toed schools and nametag

CHECK-OFF SHEETS
Students must complete a weekly check off sheet. All tasks on the sheet must be completed by the end of the week.

DOWN TIME
When not scheduled with a client, the students are expected to work on the weekly check-off sheets, aid in cleaning, and organizing. Other school duties may be assigned by the instructor.

TIME CLOCK
Time is recorded by a Biometric computerized clock which reads the fingerprint of the student. The time recorded documents the hours required for the completion of the program. It is the student’s responsibility to clock in and out. You may only clock in at scheduled times. Failure to do so will result in loss of time. The instructor will not adjust your time. Students will be informed of their completed hours on a regular basis.
PROFESSIONAL DEVELOPMENT
Students may accumulate up to twenty four (24) additional hours by participating in outside educational opportunities. These hours must be preapproved and must be completed with a licensed instructor. All professional development hours must be documented by the supervising instructor which includes their licensing number.

PERSONAL PHONE CALLS
All cell phones must be kept in an assigned personal locker. Please inform your family and friends that you may not take personal calls while in the class.

INVENTORY
Inventory must be stocked orderly in the dispensary. Retail and beauty supplies will be inventoried regularly. The misuse of product through waste or stealing will result in disciplinary action.

STUDENT ARTICLES
The school is not responsible for kits, mannequins, iPads or tools left unsecured either on the station or in the sanitizer. Students must leave their kits at school. For adult students iPads and student kits remain the property of ACT until the student completes the program.

TRANSFER HOURS
In order for a student to transfer to The Academy of Careers and Technology, School of Cosmetology, the following procedures will be followed:
- Complete the normal enrollment procedures, including presentation of proper identification documents and completion of enrollment forms and personal information data sheet
- Submit their certified transcripts and letter of recommendation from an approved school, as well as official documents showing hours completed. Documents certifying hours and grades must come directly from the state board or school issuing the hours. All documentation pertaining to previous training is kept in the student's file.

FALSIFICATION OF RECORDS
The willful falsification of employment, client or school records, such as receipts, compensation records, or inventory reports will lead to disciplinary action.
SECTION III
CLINICAL EXPECTATIONS

SCHOOL APPEARANCE AND ATMOSPHERE
All students must wear the mandatory school uniform when inside the school facilities. This uniform includes:
- Adult students must wear black Scrubs only. Printed scrub tops will be allowed as long as they contain black.
- Secondary students must wear the smock provided by the school.
- All students may wear ¾ or full length shirts under scrubs. No hoodies or jackets will be permitted.
- All students must wear shoes that are closed toed, clean and presentable.
- Name tags are to be worn at all times.

CLEANING DUTY LIST
Cleaning duties should be done to eliminate down time and before the end of each shift. Each student will have a check off list they may include:
- Sweeping floor
- Empting wastebaskets
- Keeping sinks clean
- Cleaning mirrors
- Cleaning wall
- Cleaning light fixtures
- Cleaning stations
- Cleaning and straightening dispensary
- Other duties as assigned

RECEPTION DESK
The reception desk may be the first contact a client has with the School of Cosmetology. The students must make certain that:
- All paper work should be organized
- School business cards displayed
- Work surfaces free from beverage cups, boxes, stains, dust and dirt
- Desk should be cleaned daily and kept in good repair

STUDENT STATIONS
Each day the students will:
- Wet sanitizer cleaned and filled with fresh solution as needed
- Clean working surface.
- Clean the entire chair
- Clean mirror
- Clean and sanitize equipment according to state law.
• Clean surrounding floor area.
• Maintain working equipment and tools.

All stations will be clear of food, drinks and personnel belongings. While at the station the student will not discuss personnel information, issues, politics or religion.

SUPPLY ROOM OR DISPENSARY
It is the student’s responsibility to make certain that:

• All beauty supplies stocked orderly
• Mixing supplies, bottles, bowls, rods and other materials cleaned after each use and stored in appropriate area
• Perm trays and rods cleaned and stored after each use
• Cleaning supplies stocked in an orderly fashion
• Only the assigned students are in the dispensary

ALL OTHER AREAS
All other areas not mentioned above should be cleaned, this includes:

• School fixtures
• Pictures
• Plants.
• Sweeping of clinic floor
• Emptying trash cans
• Wiping down outside trash cans, tops and sides
• Cleaning shampoo bowls
• Wiping wipe down back bar
• Sweeping or vacuuming classrooms,
• Wiping down classroom tables, desks, and chairs.
• Cleaning chairs and manicure tables.

USE OF PRODUCTS AND SERVICES
Supplies are to be used for educational purposes only. Students are allowed four (4) personal services per month. Anything beyond this the students will be charged a product fee.
SECTION IV
CLIENT PROCEDURES

DISCOURTESY TO CLIENTS
It is a direct violation or prescribed customer-handling policies to show any discourtesies to clients, such as verbal-abuse, physical harassments, or neglect in service.

SERVICES TO CLIENTS
Students cannot refuse to serve any clinic patron at any time for any reason. If a student refuses or is not prepared for a client they will lose clock hours. The adult student will clock out and go home, the high school student will clock out and leave the clinic floor.

CLIENT COMPLAINTS, RETURNS AND RE-DO PROCEDURE
Client service directly affects the success of ACT’s School of Cosmetology. The school expects each student to follow the prescribed customer handling guidelines in every situation. Occasionally, there will be a customer complaint about services or products. Remember, our school goal is excellent service. It is extremely important that the following procedures are adhered to in the event of a complaint:

- Remain composed when working with an angry customer
- Be attentive and understanding to the customer's needs, assuring them your assistance in finding a solution
- Determine the facts and do not take a complaint personally
- Refer the client to the school director or instructor, if a complaint or client is beyond your control
- Use open communication and prompt action when explaining and implementing refund, re-do and return policies
- Report all complaints to the instructor

PAYMENT PROCEDURES
Today a majority of clients pay for service and products by check or credit card. It is necessary to have specific policies and procedures for the acceptance of non-cash transactions.

Checks
- Checks or Charges under $3.00 should not be accepted
- Checks should not be accepted without proper identification. Proper identification is a picture I.D. or driver’s license, and the number must be written on the check.
- Record correct phone number on the check.
- Third Party checks are unacceptable.
- Clients may only make the check amount for the service plus a tip.
- When accepting a check, an instructor's initials must be placed near the address.
- Consult the instructor if unsure about accepting any check or credit card.
- Do not accept checks from a client who has previously written bad checks.
- There is a $35.00 service charge for all non-sufficient funds or returned checks.
Credit Card Acceptance
When accepting major credit card purchases, it is extremely important to follow the acceptance policy. If the policy is not followed, the credit card company may not reimburse our school for the transaction.

- The person's name that is making the purchase must appear on the card.
- Check the expiration date.
- Check a Picture ID to verify name.
- The credit card company must authorize all charges.

Tips
No student should expect or ask for a gratuity under any circumstances. This violation will lead to a disciplinary action.
PART II

ADULT STUDENT HANDBOOK
Dear Students,

Welcome to another exciting year at The Academy of Careers and Technology!

The staff at Academy of Careers and Technology, (ACT) is pleased to be part of your educational plans. We trust that the skills you learn here will equip you with the necessary foundation for your future.

Whether you plan to enter the work force, continue your education at another technical institution, college, university, retraining program, or enter military service, we will work with you to ensure that you are well prepared.

We expect you to give your best and to respect the rules and regulations that make ACT a safe and effective school. In turn, we will give you our best!

This handbook is for your information. If you should have any questions pertaining to the contents, please feel free to inquire.

Again, welcome to ACT and best wishes for a good school year. Please do not hesitate to contact any member of the administrative staff if problems or questions arise. We shall make every effort to be of assistance.

Sincerely,

Kevin Bolen

Kevin Bolen
Adult Education Coordinator
kbolen@k12.wv.us
SECTION I
GENERAL INFORMATION

MISSION STATEMENT
“PREPARING STUDENTS FOR THEIR FUTURE”

CORE BELIEF

Students will acquire:
Academic Skills, Career Skills and Technical Skills

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Title IX and Title II Officer
105 Adair St.
Beckley, WV 25801
Telephone (304) 256-4500 ext. 3329
PROGRAMS OFFERED

Detailed descriptions of the following programs can be found in the Program of Study Guide found in the appendices.

Automotive Technology
Careers in Education
Carpentry
Collision Repair
Computer System Repair Technology
Cosmetology
Dental Assisting
Diesel Equipment Technology
Drafting
Early Childhood Education
Electrical Technician
Graphic Communications
Law and Public Safety
Marketing Management
Masonry
Medical Assisting
Pharmacy Technician
Phlebotomy
Practical Nursing
ProStart Restaurant Management
Surgical Technologist
Therapeutic Services
Travel and Tourism Management
Welding
TRAINING PROGRAM COMPONENTS

**Occupational Knowledge:** Students will study subject matter knowledge through traditional classroom instructing methods such as discussion, lectures, small groups, and laboratory assignments.

**Occupational Performance Skills:** Students will develop related performance skills through hands-on applications with actual work performed according to industrial standards.

**Computer Literacy:** Students will participate in a computer literacy training component in which they will learn valuable computer skills that will enhance their employability. All students must sign the county’s Acceptable Use Policy before using a school computer.

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

**Leadership Skills:** Students will develop leadership skills through participation in a student organization. These skills teach how to be a team leader and a team player.

**Clinical Training:** Students may participate in clinical training or work based learning. The school will schedule the training in local hospitals, clinics, businesses and schools.

**On - The - Job - Training (OJT):** Students may be placed in on approved worksites. The OJT experience is a valuable training tool that helps students understand industry standards and procedures. The assignment is considered school. Attendance will be monitored and a grade given. The assignment may be paid or unpaid. The procedures are as follows:

- Adult students must be in the last quarter of training before being assigned OJT
- The teacher must agree that the job is directly related to the program area and that the student is job ready
- Proof of insurance must be shown to the job placement coordinator before the OJT contract is written
- A training plan must be developed by the teacher/coordinator and the employer describing, in detail, the competencies to be learned by the student at the worksite
- The teacher/coordinator must use the training plan to check the student’s progress during the training period
- Students must sign the training contract. The contract is not valid until it is signed and returned to the job placement coordinator
- Students absent from work are considered absent from school

**Live Work Projects:** Students may have the opportunity to work on a project of personal importance. Examples include: automotive students working on their cars, computer repair students working on their computers. These projects are subject to the approval of the instructor and must coincide with specified curriculum. Students who wish to work on personal projects must:
• Receive permission from the instructor
• Agree that the instructor may inspect all projects to ensure that school tools and supplies are not being improperly removed from the premises
• Furnish all materials necessary for the project
• Sign the appropriate Work Order Form and Release Of Liability Form

**CERTIFICATE OF APPLIED STUDY**

Criteria for awarding the certificate of applied study are:

• Attending a minimum of 90% of the training hours scheduled for each course and the total program of study
• Earning the minimum requirement of units for each course
• Maintaining a “C” average for all course work attempted
• Possessing a high school diploma, high school equivalency, or be enrolled in a Test Assessing Secondary Completion (TASC) preparation class (G.E.D. preparation) as a component of their educational program
• Receiving a recommendation by the instructor

Certificate, grades, and job placement assistance will be withheld until all tuition and fees are paid.
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SECTION II
ADMISSION AND FINANCIAL AID INFORMATION

ADMISSION REQUIREMENTS
To enroll, applicants must:
- Have a High School Diploma, High School Equivalency, or be enrolled in a Test Assessing Secondary Completion (TASC) preparation class
- Complete the application and enrollment forms
- Pay a non-refundable $100.00 application fee
- Pay a non-refundable $25.00 registration fee
- Pay a non-refundable $50.00 background check fee
- If desired, apply for financial assistance grants online through Free Application for Federal Student Aid (FAFSA), www.FAFSA.ed.gov
- Receive enrollment instructions for specific programs requirements from the ACT office staff
- Meet any additional requirements specified in the program enrollment instructions

TRANSFER POLICY
The Academy of Careers and Technology (ACT) does not accept transfer of credits earned at other institutions.

Students who wish to transfer from one Academy of Careers and Technology program to another must meet with the Adult Coordinator to determine course options, space availability, and financial responsibility.

CLASS CANCELLATION
You are encouraged to register for classes early. If there is insufficient enrollment the school reserves the right to cancel a class. If a class is cancelled for any reason, students will be notified prior to the scheduled class by telephone.

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

iPADS
Adult students that are in programs that use iPads for instruction will receive them when class begins. These iPads remain the property of ACT until the student completes the program.

TUITION AND FEES
A tuition payment schedule must be arranged with the Adult Coordination prior to the first class of each term and a cost sheet must be signed. Students who have not paid their tuition or made arrangements for payment with the Adult Coordination will not be allowed to attend class.

All tuition and fees must be paid before participating in clinical experience or receiving a Certificate of Applied Study. Students completing a program with an outstanding balance will not be eligible to receive a transcript.
THIRTEENTH-YEAR STUDENT

A 13th year student is given free tuition in a secondary program for one year or until they complete their program of study. They also will receive an iPad to use or the length of the program. This iPad remains the property of ACT. The student must pay for books, test fees, student organization dues, insurance, and any other cost normally charged to adult student excluding tuition.

To qualify as a 13th year student you must:

- Have attended ACT as a senior
- Graduated the previous school term
- Wish to complete a program of study

This policy excludes The ACT School of Cosmetology.
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<th>Application</th>
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**TUITION AND COST EVENING PROGRAMS**

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**FINANCIAL AID**

Financial assistance is available to students who qualify. The primary source of financial aid at The Academy of Careers and Technology is the Federal Pell Grant.

**Federal Pell Grant:** A Pell Grant is money available through the Federal Government and does not require repayment. It is available to assist eligible students with tuition and school related expenses. Students who are interested in applying for the Pell Grant should use the following filing procedures:

- Complete the Pell Grant Application found online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Please document the school code as 015748
- Call the financial aid representative at the school at 304-256-4615 extension 302 if you need help in completing the application
- Schedule an appointment with the financial aid representative at ACT to discuss their possible award once the student receives the Satisfactory Academic Progress (SAR) report from the federal government

**Veterans Benefits:** Many programs offered at The Academy of Careers and Technology are approved to accept and train veterans who qualify.

**HEAPS Workforce Development:** When a student who is attending ACT is awarded HEAPSWD, it is divided into two Awards; one for each enrollment period. Each award cannot be applied to the enrollment period until at least 60% of the enrollment period hours have been completed and ACT has received the funding from the state. ACT will work to apply these awards as soon as possible, this is a group process not completed individually. The financial aid office must first confirm that each student is maintaining Satisfactory Academic Progress (SAP).

Example 1: Most classes at ACT are 1080 hour classes
- First enrollment period = 540 hours. Second enrollment period = 540 hours.
- Once funding has arrived:
  - 1st Heaps Award cannot be applied until at least 60% of 540 which is 324 hours
  - 2nd Heaps Award cannot be applied until at least 60% of 540 which is 864 hours

Example 2: LPN class is 1350 hours
- First enrollment period = 675 hours. Second enrollment period = 675 hours.
- Once funding has arrived:
  - 1st Heaps Award cannot be applied until at least 60% of 675 which is 405 hours
  - 2nd Heaps Award cannot be applied until at least 60% of 675 which is 1080 hours
Workforce Investment Act (WIA): Eligible residents of Raleigh County and several neighboring counties have received training at ACT through this federally funded program. For more information contact:

West Virginia Job Service
200 Value City Center
Beckley, WV  25801
304-256-6972

The Academy of Careers & Technology also accepts financial aid from the following agencies:

- Bureau of Vocational Rehabilitation
- Worker’s Compensation Fund
- Council of Three Rivers
- Higher Education for Adult Part-time Students
- Individual Scholarships
- Student Payment Plan

REFUND POLICY
Students are charged tuition and fees by enrollment periods. If a student withdraws during an enrollment period tuition will be refunded as follows:

<table>
<thead>
<tr>
<th>WITHDRAWAL DATE (last date of attendance)</th>
<th>REFUND*</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or before the first day of class</td>
<td>100%</td>
</tr>
<tr>
<td>On or before 10% of the enrollment period</td>
<td>75%</td>
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<tr>
<td>On or before 25% of the enrollment period</td>
<td>50%</td>
</tr>
<tr>
<td>After 25% of the enrollment period</td>
<td>No refund</td>
</tr>
</tbody>
</table>

*All refunds exclude fees and other additional cost. Refunds will be processed within 60 days of withdrawal.

RETURN OF TITLE IV FUNDS
The Academy of Careers and Technology complies with the Federal Return of Funds policy for all full-time students. The Return of Title IV Funds (Return) regulations do not dictate an institutional refund policy. Instead, a statutory schedule is used to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. The amount of Title IV program assistance earned is based on the amount of time the student spent in academic attendance; it has no relationship to the student’s incurred institutional charges.

Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds.

This policy is based upon clock hours completed divided by (1) the clock hours in the payment period; and/or (2) the clock hours scheduled to be completed in the payment period. The resulting percentage determines the amount of funds to be returned, if any. Any cash balance owed to the school becomes the responsibility of the student.
SECTION III
STUDENT SERVICES

EMPLOYABILITY SKILLS
All full time programs offer instruction in employability skills appropriate to the specific program of study. Students prepare a resume, fill out a job application, and practice interviewing skills. In addition, they study how to succeed and advance on the job.

PLACEMENT AND FOLLOW-UP
When a student obtains employment, either by early placement or following program completion, the student is requested to provide the following information to the Career And Technical Instructor: employer name, employer address and phone number, immediate supervisor, job title, hourly wage and hours per week worked, job duties, and start date. This form can we completed online at http://wvact.net/followup.html.

Between February 1 and March 30 of each year, students completing a program during the previous 12-month period are contacted to determine current employment status. State and Federal regulations require that placement information be recorded and made available.

COMPLETION AND PLACEMENT DATA

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<thead>
<tr>
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<tr>
<td></td>
<td>Number of Students</td>
<td>Number of Students Placed</td>
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<td>Automotive Technology</td>
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<td>6</td>
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<tr>
<td>Careers in Education</td>
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<tr>
<td>Carpentry (General Building Construction)</td>
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<td>7</td>
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<tr>
<td>Collision Repair</td>
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<td>Drafting</td>
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<td>Law and Public Service (Criminal Justice)</td>
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<tr>
<td>Project Lead the Way</td>
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</table>
CAREER TECH STUDENT ORGANIZATIONS

Career and Technical Student Organizations (CTSO’s) are part of the curriculum (not clubs) for all Career and Technical Education (CTE) programs. These organizations promote employability skills important for job success, leadership, cooperation, responsibility, positive attitude, and initiative. These organizations include:

- **DECA**, a national association of marketing education students
- **FEA**, Future Educators Association
- **FCCLA**, Family Career and Community Leaders of America
- **HOSA**, Health Occupations Students of America
- **SkillsUSA**, a national organization serving students in technical, skilled and service occupations.
- **(TSA)** Technology Student Association

**NATIONAL TECHNICAL HONOR SOCIETY**

The Academy of Careers and Technology Chapter of the National Vocational Technical Honor Society (NVTHS) recognizes students who have achieved excellence in their CTE program. Each year, eligible students are honored during an induction ceremony held at ACT as well as special honors given at their high school graduation. The national office of the NVTHS sends letters of recommendation to prospective employers.

In order to qualify for membership, students must have a 94% average in their CTE program, demonstrate leadership ability, have good attendance, and no disciplinary referral forms. Teachers submit candidate’s names to the administration that reviews the applications and approves the final selection of members. A copy of the by-laws is available in the school office. Membership dues are the responsibility of the student. Students are urged to strive to attain this high honor.
SECTION IV
SCHOOL POLICIES AND REGULATIONS

Program-specific handbooks supersede the policies of this handbook.

STUDENT CODE OF CONDUCT

All students are expected to know, understand and follow the policies of the student code of conduct at The Academy of Careers and Technology. Each student is required to sign the student acknowledgment form. This contract is implemented to ensure that all students receive information on expected behavior and student performance. Information in the contract and student handbook will be the basis for resolving disputes and for communicating the proper mechanism for problem resolution.

Students are expected to demonstrate the following:

- Desire to learn and develop their professional skills
- Attend class regularly
- Willing to receive constructive feedback
- Be on time
- Be prepared for class
- Be considerate
- Show respect for school property, staff and students
- Actively participate in class discussions

Violation of the Student Code of Conduct will result in temporary removal, written reprimand, and/or dismissal from the program.

SATISFACTORY PROGRESS

To successfully complete a full-time program at ACT students must meet the Satisfactory Academic Progress (SAP) requirements.

Satisfactory Academic Progress is measured by the following criteria:

- Maintaining a “C” average
- Attending at least 90% of the program hours each 6 six-week grading period
- Completing the course within the originally scheduled course hours

Satisfactory Academic Progress will be reviewed each grading period by the instructor and on payment period bases by the financial aid office. If a student is not making SAP at the end of each payment period they will be placed on financial aid warning for the payment period following the payment period in which the student did not make SAP. The student must meet with the program Instructor and Adult Coordinator at which time the requirements and academic plan for the warning period will be determined. The student must agree to the requirements to remain in the program. If the requirements are not met the student will be dismissed from the program.
ACADEMIC PROGRESS
The instructor evaluates academic progress on a term basis. Periodic student/instructor conferences and/or timely grade reports keep the students informed of their progress.

The following grade scale is applicable:

- 93 - 100% = A Excellent
- 85 - 92% = B Above Average
- 75 - 84% = C Average
- 74 - 65% = D Unsatisfactory
- Below 65% = F Failure

To maintain satisfactory progress, a student must achieve a minimum of 75% cumulative average each term. Failure to achieve a minimum standard may result in probation or dismissal from the program.

ATTENDANCE
Each student has the primary responsibility for tracking individual absences and tardiness. Every student is expected to establish an excellent attendance record that will be an asset when applying for a job. Students are expected to arrive on time and stay until the end of the class.

Attendance is reviewed on a regular basis. Certain programs may have higher attendance standards. Please refer to program-specific handbooks. The following are general minimum standards.

- The minimum attendance requirement to maintain satisfactory progress is 90% for the term and for the overall program. A student may miss no more than 10% of the scheduled clock hours per term.
- Absences exceeding 10% of the scheduled term hours will lead to the student being placed on warning. The warning will be for the remainder of the year. The student, teacher, and adult coordinator will receive the warning form. Failure to complete warning requirements will result in dismissal from the program.
- Students who have missed more than 10% of classroom hours will not be allowed to advance to clinical or on-the-job training.
- Students are required to notify the instructor either by phone, phone message or e-mail that they will be absent from class.
- Any student absent for more than three days without notice will be dismissed from the program.
- Students must provide a written excuse following an absence.
- Arrangements for makeup work are the joint responsibility and cooperation of the teacher and student on the first day that the student returns to school.
- Students having prior knowledge of any scheduled testing or assignment may be required to make up work on the first day of returning to class, this includes both excused and unexcused absences.
TARDY AND EARLY DISMISSAL PROCEDURES
All students who are not in class on time will be considered tardy. Three tardies will count as an absence for one block of classroom time. This includes tardies from break. Adult students in day classes who leave early must sign out at the office. Adult students in evening classes must sign out with the instructor.
The following actions will be taken for tardies or leaving class early:

- Any tardy or early dismissal exceeding 30 minutes will be counted as one block absent from class
- Any tardy or early dismissal for more than ½ of the class time will be considered absent for the entire class
- Three tardies or three early dismissals for less than 30 minutes will be counted as one absence
- All adult night students arriving over 30 minutes late should report to the office for a pass or for admission to enter the class

STUDENT RECORDS AND RIGHTS TO PRIVACY
Records of student grades, competencies, behavior, etc. are made and retained at ACT. These records are open to students over eighteen years of age and to the parents of those students under eighteen. The privacy of these records is assured and information contained in them will not be divulged to unauthorized individuals or agencies.

The collection, maintenance and disclosure of these records will be in accordance with guidelines established by the West Virginia Department of Education and the Raleigh County Board of Education. Students who have questions about their records or policy guidelines should see the counselor or administrator for their program level (i.e., Vice Principal for secondary students; Adult Coordinator for adult students)

TRANSCRIPT REQUESTS
Students needing a transcript must complete a transcript request form. These forms can be found on the schools webpage or at the ACT office.
Requests for transcripts of students who completed programs before 1997 should be sent to:
  Records Clerk
  Raleigh County Board of Education
  105 Adair Street
  Beckley, WV  25801
  Transcript fee, call (304) 256-4521

Requests for transcripts of students who completed programs from 1997 to present should be sent to:
  Transcripts
  Academy of Careers and Technology
  390 Stanaford Road
  Beckley, WV 25801
  Transcript fee: $8.00

Please allow 7 to 10 business days for processing from the date the request was received.
VISITORS
Any person not on an official class roster is considered a visitor. In order to properly monitor the safety of students and staff, all visitors who wish to enter classrooms must report to the office, sign in, and obtain a visitor’s pass/name tag from the office. No adult student may have visitors at school without first obtaining written permission from the Program Supervisor or designee. Students may not bring their children to class.

USE OF ELECTRONIC COMMUNICATION DEVICES
The unethical use of electronic communication devices of any kind is strictly prohibited. Raleigh County Schools has a cell phone policy which will be followed by ACT. This policy is available on line at www.boe.rale.k12.wv.us.

SOCIAL MEDIA POLICY
This policy governs student publication of commentary on social media platforms. For the purpose of this policy, social media is defined as but not limited to any online publication. Students are not allowed to publish or comment in any way concerning activities, other students, ACT staff, clinical sites, or on-the-job training facilities.

FIRE DRILLS and LOCKDOWN DRILLS
Periodically, drills will be held to acquaint students with the proper procedures for evacuation or lockdown in an emergency. Each student should cooperate with his/her instructor in learning the proper techniques for evacuation and clearance of the building or lockdown.

SCHOOL DRESS CODE
ACT exists to prepare students for the world of work; therefore, the clothes and hairstyles worn by students should reflect this concern. Students should dress as they would in performing on the job. This does not mean that one has to “dress up” or be formally attired. Everyday school clothes are appropriate. The instructors in each area will prescribe specific personal safety devices and protective clothing, students may be required to purchase and wear special items of clothing (hard toe shoes, hard hats, eye protection devices, gloves, etc.). Students will obtain these items and be required to use them. No shorts, sandals, or tennis shoes are permitted in the lab area. Noncompliance with this will result in disciplinary action. All students will follow the adopted Raleigh County School Dress Code.

Uniforms are required for health occupations programs and cosmetology.

STUDENT DRIVING
All adult students, including evening students, are to park on the rear parking lot, excluding front row and by the shops. Adult students will be issued parking permits as part of their program cost. Handicapped parking is available in front of the school to those with the appropriate seal or tag. Violators may be towed. Day students that drive will leave at the final dismissal bell only. The Raleigh County Board of Education is not responsible for damage to vehicles while parked at ACT.

THEFT
Students are responsible for personal items that are brought to the school and left from day to day. ACT is not responsible for the replacement of lost or stolen items.
LOST AND FOUND
Lost items should be reported at the main office. Students who have lost items should check at the school office and may retrieve their items if they give a proper description.

EMERGENCY CLOSINGS AND DELAYS
Adult classes will follow the Raleigh County Board of Education inclement weather decisions.

SAFETY REGULATIONS
ACT makes every effort possible to provide a safe working environment in all its instructional programs. Every student will be required to demonstrate and practice safe work habits at all times. In instructional areas where potentially dangerous machines and/or materials are used, all students, instructors and visitors must wear appropriate protective equipment. This includes appropriate shoes in all shop areas.

ACT promotes and enforces safety rules and regulations according to standards set up by the Occupational Safety and Health Administration (OSHA). Safety rules will be reviewed by the instructors at the beginning and throughout the program. Each student is to follow all safety rules. Safety tests are administered in every technical program. One hundred percent (100%) success is required of all students before operating equipment. It is the student’s responsibility to follow the safety regulations established for their career-technical program. Students are to report all accidents/injuries to their instructor immediately and complete a Student Accident Report. Failure to abide by all safety regulations will result in disciplinary action.

ACCESS TO GROUNDS AND FACILITIES
The Academy of Careers and Technology, as a "public and open institution," has no physical barriers delineating its property boundaries. The school's administrative staff controls access to grounds and the building and assistance is provided through patrol activity by local law enforcement agencies.
PROHIBITED ACTIVITY

1. Federal, state, local laws, the Raleigh County Board of Education, and ACT prohibit the use, possession, distribution, sale, and/or manufacture of illicit drugs. The administrative staff and local law enforcement agencies freely exchange information and cooperatively work to maintain a drug-free environment at this school.

2. ACT rules and regulations and state laws prohibit the use and possession of alcoholic beverages on Board of Education-owned or controlled property.

3. Students who are suspected of alcohol or drug abuse may be required to submit to drug testing. Refusal to submit to drug testing will be considered as positive testing results.

4. Random drug testing occurs at ACT. A positive test will result in immediate dismissal from the program. If the student has reason to believe the positive test is a result of a prescription medication, a chain-of-custody test is required for the student to remain in class. The student may be required to pay the additional cost. A positive result from the chain of custody will result in immediate dismissal from the program and the student is not eligible for re-admittance to that program.

5. Students who are found using drugs or alcohol on school premises are subject to immediate dismissal.

6. Students who are dismissed from a program due to alcohol or drug abuse will not be eligible to return to that program or any medically related program.

7. The Raleigh County Board of Education and ACT recognize that the use of tobacco represents a health and safety hazard, which can have harmful consequences for both its tobacco user and non-user. By legislative mandate and policy set by the Board of Education, all students, parents, employees and visitors are prohibited from using any form of tobacco in schools or on its grounds.

8. Federal, state, local laws, The Raleigh County Board of Education, and ACT prohibit the possession of firearms or other dangerous weapons on Board of Education-owned or controlled property.

9. When visitors are found on school property without office clearance, the appropriate authorities (the police) will be notified.
POLICY ON PROFESSIONALISM AND PROFESSIONAL CONDUCT

Purposes of Policy
Professional conduct and professionalism are important in every career. Individuals seeking service from professionals must be able to trust their provider. This policy establishes standards of professionalism and professional behavior for students while attending ACT and continuing with their career.

The policy is meant to be consistent with ACT’s policies regarding student conduct.

STANDARDS FOR PROFESSIONAL CONDUCT
Professional behaviors and professionalism are critical to the effective education of students and the practice of their respective professions. All students at ACT are expected to demonstrate high standards of professional behavior in all educational settings, including classrooms and laboratories, professional and clinical sites, and in non-educational settings. Examples of such behavior include, but are not limited to:

- Honesty, integrity, trustworthiness, empathy, cultural diversity, communication, punctuality, professional behavior, ethical standards, social contracts, negotiation, compromise, conflict resolution, lifelong improvement and professional competence, time management, decision-making and appearance.

Adherence to professional standards is an academic requirement for graduation from ACT and a performance standard for students. Failure to meet these standards will result in disciplinary action, which may include dismissal from the program and ACT.

CRIMINAL ACTIVITIES
Any adult requesting admission into a day program at ACT, who has been convicted of a felony or submitted a guilty plea or a plea of no contest to a felony charge, may not be admitted into any day program. Any student who engages in drug or alcohol abuse, theft or any other illegal activities is subject to disciplinary action and/or removal from any adult program.

REPORTING CRIMINAL ACTIVITIES
School personnel and students are strongly advised and encouraged to report crimes and/or suspicious behavior or activity to the school's administrative staff by calling the school at 304-256-4615. Any person may also report crimes by:

- Dialing 911
- Reporting incidents directly to any school official including administrators, counselors, or teachers

CAMPUS SECURITY
The protection of property and personnel at ACT is a priority of the Raleigh County Board of Education and of the administrative staff of this school. ACT is equipped with observation cameras that are monitored and taped daily. The school has an excellent working relationship
with local, state and federal law enforcement agencies, and will use these agencies to see that property and personnel are protected from hostile, illegal, or threatening situations.

Faculty and staff at ACT make every effort to keep students safe, secure, and free of harassment. If, at any time, a student feels they need to report a problem, they should do so immediately by speaking with the teacher, counselor, or administration. In addition, Raleigh County Schools provides a 24-hour hotline for all students. Call 1-866-723-3982, to report confidentially and anonymously any activity that may hurt students or the school.

The Campus Security Act requires all schools receiving certain federal funds to disclose campus crime statistics to employees, students, and potential students.

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</table>

**SEXUAL HARASSMENT AND OFFENSES**
It is the policy of the Raleigh County Board of Education to maintain learning and working environment that is free from sexual harassment. The Board prohibits any form of sexual harassment. It shall be a violation of this policy for any student or employee of the Raleigh County School District to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. The Raleigh County Board of Education will act to investigate all complaints, formal, informal, verbal or written, of sexual harassment and will discipline any student or employee who sexually harasses a student or employee of the school district.

The Raleigh County Sexual Harassment Policy is on file at the Raleigh County Board of Education.

**REASONS FOR IMMEDIATE DISMISSAL**

In addition to the Raleigh County Board of Education Policies, violation of any of the following may be grounds for immediate dismissal from ACT:

- Violation of The Drug Or Alcohol Abuse Policy
- Violation of Raleigh County Schools weapons policy
- Violation of Social Media Policy
- Violation of Professionalism and Professional Conduct Policy
- Breach of confidentiality
- Insubordination
- Theft
- Violent acts or threats of violent acts against a school employee or another student
- Fraud or academic dishonesty
- Misconduct or unprofessional behavior during clinical rotations
- Discontinuing rotation of clinical experience
- Habitual offenders of the attendance policy
- Unreasonable absences or tardies
- Non-payment of tuition
- Persistent safety violations
- Illegal or improper use of the Internet
- Any infraction that could harm or threaten a student/staff in any way

**ADULT STUDENT COMPLAINT PROCEDURE**

The purpose of this standard procedure is to provide the student a mechanism for resolving complaints related to school conditions, policies, or practices.

**LEVEL 1**

- Within 5 days of an incident, the student must submit a written complaint to Adult Education Coordinator.
- The Adult Education coordinator must provide a written response within 5 days.

**LEVEL 2**

- If a student wishes to appeal the Level 1 decision, they must submit a written appeal to the Assistant Principal within 5 days.
- The Assistant Principal must provide a written response within 5 days.
LEVEL 3

- If a student wishes to appeal the Level 2 decision, they must submit a written appeal to the Career Technical Education Director within 5 days.
- The Career Technical Education Director must provide a written response within 5 days.

LEVEL 4

- If a student wishes to appeal the Level 3 decision, they must submit written appeal to The Superintendent of Raleigh County Schools within 5 days.

LEVEL 5

If the student wishes to take further action after the final appeal has been made, they may contact ACTs accrediting agency. The Council on Occupational Education will require all documentation that the student has followed the stated grievance policy of the institution.

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta GA 30350
Telephone: 770-396-3898/ FAX: 770-396-3790
www.council.org
PART III

SECONDARY STUDENT HANDBOOK
SECTION I
GENERAL INFORMATION

MISSION STATEMENT

“PREPARING STUDENTS FOR THEIR FUTURE”

CORE BELIEF

Students will acquire:
Academic Skills, Career Skills and Technical Skills

The Academy of Careers and Technology (ACT) is a West Virginia School of Excellence. It is a Career and Technical Center that serves adults and secondary students for Raleigh County and West Virginia. ACT provides high school students and adults with the academic and technical skills, knowledge and training necessary to succeed in future careers and develop skills they will use throughout their lives. The programs at ACT have been organized into eleven of the sixteen National Career Cluster Framework, that identify the knowledge and skills students need as they follow a pathway to their goals. ACT prepares students for the world of work by introducing them to workplace competencies, and makes academic content accessible to students by providing it in a hands-on context.

ACCREDITATION

The Academy of Careers and Technology is approved and operated in cooperation with the West Virginia Department of Education and The Raleigh County Board of Education. ACT is a Candidate for Accreditation by the Commission of the Council on Occupational Education (COE), located at 7840 Roswell Road; Building 300, Suite 325; Atlanta GA 30350; www.council.org. Telephone: 770-396-3898. Prior to our current candidacy status with COE, ACT was accredited by North Central Association of Colleges and Schools.

EQUAL EDUCATION OPPORTUNITY

The Raleigh County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Director of Pupil Services
Title IX and Title II Officer
105 Adair St.
Beckley, WV 25801
Telephone (304) 256-4500 ext. 3329
### DIRECTORY OF FACULTY AND STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Program/Role</th>
</tr>
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<tbody>
<tr>
<td>Debra Adkins</td>
<td>Medical Assisting</td>
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<tr>
<td>Christy Adkins</td>
<td>Cosmetology</td>
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<tr>
<td>Kyle Adkins</td>
<td>Custodian</td>
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<tr>
<td>Kevin Bolen</td>
<td>Adult Coordinator</td>
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<tr>
<td>Adrienne Brellahan</td>
<td>Academic Math</td>
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<tr>
<td>Neil Byrge</td>
<td>Marketing Management/Travel Tourism Management</td>
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<tr>
<td>David H. Cole</td>
<td>Graphic Communications</td>
</tr>
<tr>
<td>Tashawna Davis-Lilly</td>
<td>Therapeutic Services</td>
</tr>
<tr>
<td>Richard Gauldin</td>
<td>Welding</td>
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<tr>
<td>Richard James Gauldin</td>
<td>Computer System Repair Technologies</td>
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<tr>
<td>Mark Hairston</td>
<td>Pharmacy Technician</td>
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<tr>
<td>Steven Harmon</td>
<td>Electrical Technician</td>
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<tr>
<td>Matt Harper</td>
<td>Drafting</td>
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<tr>
<td>Jeff Harrah</td>
<td>Collision Repair</td>
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<tr>
<td>Coralee Hatcher</td>
<td>Practical Nursing</td>
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<tr>
<td>Jeff Lacy</td>
<td>Assistant Principal</td>
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<tr>
<td>Tamie League</td>
<td>Option Pathway</td>
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<tr>
<td>Cindy Legg</td>
<td>LPN Secretary</td>
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<tr>
<td>Kelly Legg</td>
<td>Secretary</td>
</tr>
<tr>
<td>Patti Linville</td>
<td>Financial Aid Secretary</td>
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<tr>
<td>Beverley Mamone</td>
<td>Option Pathway</td>
</tr>
<tr>
<td>Drema McNeal</td>
<td>Careers in Education/Early Childhood Education</td>
</tr>
<tr>
<td>Carol Meadows</td>
<td>Vocational Specialist</td>
</tr>
<tr>
<td>Anne Meadows</td>
<td>Job Placement Coordinator</td>
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<tr>
<td>Cathy Moore</td>
<td>Counselor</td>
</tr>
<tr>
<td>Brent Moye</td>
<td>Automotive Technology</td>
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<tr>
<td>David Pack</td>
<td>Diesel Equipment Technology</td>
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<tr>
<td>Scott Pack</td>
<td>Carpentry</td>
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<tr>
<td>Charles M. Pack, Jr</td>
<td>Career Technical Education Director/ Principal</td>
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<tr>
<td>Ed Radford</td>
<td>Masonry</td>
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<tr>
<td>David Richmond</td>
<td>Law And Public Safety</td>
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<tr>
<td>Joyce Rollins</td>
<td>Phlebotomy</td>
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<tr>
<td>Carrie Ross</td>
<td>Practical Nursing Coordinator</td>
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<td>Ricky Scarbro</td>
<td>Custodian</td>
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<tr>
<td>Rene’ Shiflett</td>
<td>Dental Assisting</td>
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<td>Steve Simmerman</td>
<td>Custodian</td>
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<tr>
<td>Lesa Spears</td>
<td>ProStart Restaurant Management</td>
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<td>Denise Thomas</td>
<td>Practical Nursing</td>
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<tr>
<td>Ann Thomas</td>
<td>Cosmetology</td>
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<tr>
<td>Brenda Toney</td>
<td>Finance Secretary</td>
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<tr>
<td>Milton Webb</td>
<td>Electrical Technician</td>
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<tr>
<td>TBA</td>
<td>Academic English</td>
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<td>TBA</td>
<td>Cosmetology</td>
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<tr>
<td>TBA</td>
<td>Surgical Technologist</td>
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Detailed descriptions of the programs can be found in the Program of Study Guide in the appendices.
TRAINING PROGRAM COMPONENTS

**Occupational Knowledge:** Students will study subject matter knowledge through traditional classroom instructing methods such as discussion, lectures, small groups, and laboratory assignments.

**Occupational Performance Skills:** Students will develop related performance skills through hands-on applications with actual work performed according to industrial standards.

**Computer Literacy:** Students will participate in a computer literacy training component in which they will learn valuable computer skills that will enhance their employability. All students must sign the county’s Acceptable Use Policy before using a school computer.

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

**Leadership Skills:** Students will develop leadership skills through participation in a student organization. These skills teach how to be a team leader and a team player.

**Clinical Training:** Students may participate in clinical training or work based learning. The school will schedule the training in local hospitals, clinics, businesses and schools.

**On - The - Job - Training (OJT):** Students may be placed in approved worksites. The OJT experience is a valuable training tool that helps students understand industry standards and procedures. The assignment is considered school. Attendance will be monitored and a grade given. The assignment may be paid or unpaid. The procedures are as follows:

- Secondary students must be in the second semester of the second
- Ninety percent (90%) attendance is required before placement is assigned
- The teacher must agree that the job is directly related to the program area and that the student is job ready
- Proof of insurance must be shown to the job placement coordinator before the OJT contract is written
- Secondary students must have permission from their home high school administrator or counselor and their parent/guardian
- The Job Placement Coordinator must verify graduate credits
- A training plan must be developed by the teacher/coordinator and the employer describing, in detail, the competencies to be learned by the student at the worksite
- The teacher/coordinator must use the training plan to check the student’s progress during the training period
- The contract is not valid until all required signatures are in place and it is returned to the job placement coordinator
- Students absent from work are considered absent from school
- The student is to call the employer and then call ACT, (304) 256-4615 and report the absence
• Occupational experience required by the student is 12 hours per week maximum, student must report one day per week to ACT
• Every effort will be made to assist students with transportation to the work site; however, the ultimate responsibility for transportation will be with the student

**Live Work Projects:** Students may have the opportunity to work on a project of personal importance. Examples include: automotive students working on their cars, computer repair students working on their computers. These projects are subject to the approval of the instructor and must coincide with specified curriculum. Students who wish to work on personal projects must:

• Receive permission from the instructor
• Agree that the instructor may inspect all projects to ensure that school tools and supplies are not being improperly removed from the premises
• Furnish all materials necessary for the project
• Sign the appropriate Work Order Form and Release Of Liability Form

**CERTIFICATE OF APPLIED STUDY**
Criteria for awarding the certificate of applied study are:

• Attending a minimum of 90% of the training hours scheduled for each course and the total program of study
• Earning the minimum requirement of units for each course
• Maintaining a “C” average for all course work attempted
• Possessing a high school diploma, high school equivalency, or be enrolled in a Test Assessing Secondary Completion (TASC) preparation class (G.E.D. preparation) as a component of their educational program
• Receiving a recommendation by the instructor

Certificate, grades, and job placement assistance will be withheld until all tuition and fees are paid.

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

**MULTICULTURAL EDUCATION PLAN**
The Academy of Careers and Technology strives to provide programs that address the ideals of quality and equity within the school. The mission is to guide all students to achieve high levels of performance in an attempt to bridge the achievement gaps attributed to cultural diversity, gender issues, rural/urban education, students with exceptionalities and socio-economic status.
ADMISSION OF ADULT STUDENTS
Any adult requesting admission into a day program at ACT, who has been convicted of a felony or submitted a guilty plea or a plea of no contest to a felony charge, may not be admitted into any program. To enroll in a day program applicants must:
- Undergo a background check
- Participate in random drug testing
- Maintain a 90% attendance rate each 6 weeks
- Personally notify instructor if absent five (5) consecutive days if enrolled in a program which is one year or longer
- Personally notify instructor if absent three (3) consecutive days if enrolled in a program of less than one year
- Follow all policies establishes in the 2014-2015 Adult Handbook

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

END OF PROGRAM ASSESSMENT
As mandated by state policy, each year ACT will conduct an end of program assessment. These assessments will measure the progress of the students in an effort to determine if ACT has met the state standards as set forth by the Technical and Adult Education Division of the State Department of Education. Each student is required to take this test and the score may be used as a grade.

WORKKEYS
WorkKeys is a job skills assessment system measuring “real world” skills that employers believe are critical to job success. WorkKeys assessments give students and workers reliable, relevant information about their workplace skill levels. Combined with information about skill levels required for jobs, assessments information can help users make better career and educational decisions.

All completers will be tested with WorkKeys assessments in the areas of Reading for Information, Applied Math, and Locating Information. A career readiness certificate can be earned with appropriate scores.

HOMEBOUND INSTRUCTION
Homebound instruction shall be offered to students who are unable to attend school due to injury, mental or physical illness. Any student approved for homebound instruction may not be employed (neither part-time nor full-time employment) while receiving homebound services. Application forms for children desiring homebound instruction may be obtained at the office of the Home/Hospital Specialist located in the Raleigh County Schools Central Office, 105 Adair Street, Beckley, WV.
ACT students who go on homebound instruction will lose credit for their career technical classes. An exception may be made with the recommendation by a medical doctor or licensed psychologist, allowing the student to continue to attend ACT. Alternate CTE courses may be available if approved.

ALTERNATIVE EDUCATION PROGRAM
Students in an Alternative Education Program for disruptive students will be provided educational opportunities. Alternative Education Programs are designed to provide educational and social skill development for students whose disruptive behavior places them at risk of not succeeding in the traditional school structure and in adult life without positive interventions, to provide a safe and orderly learning environment for the education of children in Raleigh County Schools, and to meet the educational needs of disruptive students.

ACT students who go on homebound instruction will lose credit for their career technical classes. An exception may be made with the recommendation by a medical doctor or licensed psychologist, allowing the student to continue to attend ACT. Alternate CTE courses may be available if approved.
SECTION II
STUDENT SERVICES

EMPLOYABILITY SKILLS
All full time programs offer instruction in employability skills appropriate to the specific program of study. First year students learn about the importance of developing positive school attitudes and what good grades and good attendance communicates to a potential employer. Second year students and adult students learn how to conduct a successful job search. Students prepare a resume, fill out a job application, and practice interviewing skills. In addition, they study how to succeed and advance on the job.

JOB PLACEMENT SERVICE AND FOLLOW-UP
ACT has a Job Placement Coordinator that helps students in finding permanent jobs (both part-time and full-time). The Job Placement Coordinator works with the teacher and the student to help the student learn employability skills (positive work attitudes, preparing a resume, filling out job applications, and inter-views). Sometimes an employer will ask for information about a student's attendance and grades. If a student does not want this information given to potential employers, he may request, in writing, that the information not be released. However, this action may result in the loss of a job opportunity.

When a student obtains employment, either by early placement or following program completion, the student is requested to provide the following information to the Career And Technical Instructor: employer name, employer address and phone number, immediate supervisor, job title, hourly wage and hours per week worked, job duties, and start date. This form can we completed online at http://wvact.net/followup.html.

Between February 1 and March 30 of each year, students completing a program during the previous 12-month period are contacted to determine current employment status.

CAREER TECH STUDENT ORGANIZATIONS
Career and Technical Student Organizations (CTSO’s) are part of the curriculum (not clubs) for all Career and Technical Education (CTE) programs. These organizations promote employability skills important for job success, leadership, cooperation, responsibility, positive attitude, and initiative. These organizations include:

- **DECA**, a national association of marketing education students
- **FEA**, Future Educators Association
- **FCCLA**, Family Career and Community Leaders of America
- **HOSA**, Health Occupations Students of America
- **SkillsUSA**, a national organization serving students in technical, skilled and service occupations.
- **(TSA)** Technology Student Association

NATIONAL TECHNICAL HONOR SOCIETY
The Academy of Careers and Technology Chapter of the National Vocational Technical Honor Society (NVTHS) recognizes students who have achieved excellence in their CTE program.
Each year, eligible students are honored during an induction ceremony held at ACT as well as special honors given at their high school graduation. The national office of the NVTHS sends letters of recommendation to prospective employers.

In order to qualify for membership, students must have a 94% average in their CTE program, demonstrate leadership ability, have good attendance, and no disciplinary referral forms. Teachers submit candidate’s names to the administration that reviews the applications and approves the final selection of members. A copy of the by-laws is available in the school office. Membership dues are the responsibility of the student. Students are urged to strive to attain this high honor.

**EDGE**

*Earn a Degree, Graduate Early*

Any program at ACT that has EDGE courses means a student can earn college credit by completing the high school class and passing an end-of-course assessment. EDGE courses are accepted at a variety of community and technical colleges. Refer to [http://careertech.k12.wv.us/edge/](http://careertech.k12.wv.us/edge/) to learn more.

**EXTRA TIME/EXTRA HELP**

An academic coach is available to provide remediation, enrichment and make-up time. Grades or high school credit is in no way affected by insufficient hours for certification.

**SERVICE FOR STUDENTS WITH EXCEPTIONALITIES**

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

**COUNSELING SERVICE**

The counselor is available to all students whenever they need assistance with school related or personal problems. Teachers will make appointment with counselor at student’s request.
SECTION III
SCHOOL POLICIES AND REGULATIONS

Program-specific handbooks supersede the policies of this handbook.

STUDENT CODE OF CONDUCT

All students are expected to know, understand and follow the policies of the student code of conduct at The Academy of Careers and Technology. Each student is required to sign the student acknowledgment form. This contract is implemented to ensure that all students receive information on expected behavior and student performance. Information in the contract and student handbook will be the basis for resolving disputes and for communicating the proper mechanism for problem resolution.

Students are expected to demonstrate the following:
- Desire to learn and develop their professional skills
- Attend class regularly
- Willing to receive constructive feedback
- Be on time
- Be prepared for class
- Be considerate
- Show respect for school property, staff and students
- Actively participate in class

ACADEMIC PROGRESS

The instructor evaluates academic progress on a term basis. Periodic student/instructor conferences and/or timely grade reports keep the students informed of their progress.

ACT Adheres to the Raleigh County Board of Education’s Grading scale below:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>93 - 100%</td>
<td>A     Excellent</td>
</tr>
<tr>
<td>85 - 92%</td>
<td>B     Above Average</td>
</tr>
<tr>
<td>75 - 84%</td>
<td>C     Average</td>
</tr>
<tr>
<td>74 - 65%</td>
<td>D     Unsatisfactory</td>
</tr>
<tr>
<td>Below 65%</td>
<td>F     Failure</td>
</tr>
</tbody>
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ATTENDANCE

Each student has the primary responsibility for tracking individual absences and tardiness. Every student is expected to establish an excellent attendance record that will be an asset when applying for a job. Students are expected to arrive on time and stay until the end of the class.

Attendance is reviewed on a regular basis. The Teachers gradebook will be the official record of absences and tardies. Certain programs may have higher attendance standards. Please refer to program-specific handbooks.

The following are standards for secondary students:
- Students must provide a written excuse following an absence that is signed and dated by parent/guardian
• Arrangements for makeup work are the joint responsibility and cooperation of the teacher and student on the first day that the student returns to school
• Students having prior knowledge of any scheduled testing or assignment may be required to make up work on the first day of returning to class, this includes both excused and unexcused absences
• Assignments not made up may result in the following: loss of credit, failing grade, no certificate, and no job recommendation
• The minimum attendance requirement is 90% of classroom and clinical hours

Adult students must follow the same rules as secondary students PLUS the following:

• Students may miss no more than 10% of the scheduled clock hours per term
• Absences exceeding 10% of the scheduled term hours will lead to the student being placed on warning. The warning will be for the remainder of the year. The student, teacher, and adult coordinator will receive the warning form. Failure to complete warning requirements will result in dismissal from the program
• Students are required to notify the instructor either by phone, phone message or e-mail that they will be absent from class
• Any student absent for more than three days without notice will be dismissed from the program

EXCUSED ABSENCE

• Illness or injury of the pupil requiring physician’s verification
• Medical and/or dental appointment which cannot be scheduled outside the school day when the absence is verified in writing by the physician or dentist
• Illness of pupil verified by parents/guardian, not to exceed three (3) consecutive or five (5) total days per semester
• Illness verified by parent note must be returned on the first day back to school. Note will not be accepted after the return day: no exception to the policy. Verification by a physician will be required if absences exceed three (3) consecutive days.
• Illness or injury in family when pupil absence is verified as essential by a physician
• Calamity, such as a fire in the home, flood, or family emergency upon approval by the school principal
• Death in the family, limit three (3) days for each occurrence except in extraordinary circumstances. “Family” defined as mother, father, brother, sister, grandmother, grandfather, aunt, uncle, brother-in-law, brother’s children, sister’s children, pupil’s child(ren), or any person living in the same household.
• Leaves of education value adhering to these stipulations:
  o Prior approval of school administrator
  o Prior submission and approval of education plan detailing objectives and activity
  o Leave not to exceed 10 days - verification of implementation of the education plan upon pupil’s return
  o Leave to extend more than 10 days requires county board approval
• School approved curricular or co-curricular activities.
• Legal obligation with verification
• Failure of bus to run or extremely hazardous conditions
• Observance of religious holidays
• Handicapped pupils’ absences should be addressed in accordance with Policy 2419, Regulations for the Education of Exceptional Students, Section 1.10 Home/Hospital Instruction.

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

TARDY PROCEDURE
All students who are not in their seats or engaged in appropriate teacher assigned tasks when the tardy bell has rung or five minutes or more after his/her bus has arrived are to be considered tardy. When a tardy occurs, the student will report to the office for a late admit pass.

Unexcused late arrivals to school will be considered tardies to class. An excused tardy will be issued for medical appointments and circumstances beyond the control of the student.

The following disciplinary measures will be taken for unexcused tardies in a semester:
• Accumulation of three tardies, the student will be called to the counselor’s office for counseling.
• Accumulation of more than three (3) unexcused tardies can be assigned after-school detention.

All students not using county transportation must report to class on the first bell.

EARLY DISMISSAL PROCEDURES
Any secondary student, regardless of age, who needs to leave the building early for a doctor’s appointment, etc., must present to the instructor a written excuse signed and dated by parent/guardian. Adult students must also present a written statement to the instructor. The instructor will sign the excuse and give the student permission to leave class. The student then brings the written excuse to the office and signs out at the front desk and, after verification by phone to parent/guardian, permission can be granted.

Contact Hours toward the Career and Technical Certificate will be reduced proportionate to the time absent from the scheduled class. Adult students who need to leave the building early must come to the office and sign out. Any student, part of a volunteer fire department, that needs to leave the building to participate in a fire emergency must have the fire chief notify the school and must sign out before leaving the building.

CLOSED CAMPUS POLICY
This policy will implement adequate property control and appropriate security measures with the primary purpose being the protection of students, employees, visitors and school property. The Superintendent along with district level administrators and building level administrators shall enforce this policy.

All Raleigh County schools will maintain a closed campus. Students are to remain on campus throughout their scheduled school day. Students may NOT leave campus during school hours.
Student wishing to leave during scheduled school hours must present, to the school administration, a note from a parent or guardian explaining the reason for leaving the campus. Upon receipt, the administration will either grant or deny the request. The note must be presented to the administration with enough time for verification (minimum of two hours before a student leaves campus).

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

Students are not allowed in parking lots during school hours without proper authorization by the principal or designee.

**VISITORS**

Any person not on an official class roster is considered a visitor. In order to properly monitor the safety of students and staff, all visitors who wish to enter classrooms must report to the office, sign in, and present a photo ID in exchange for a visitor’s pass. Visitors are not to contact students, stand in hallways, visit classrooms or areas of the building without the approval from office staff. LOITERING is prohibited at all time. It shall be the responsibility of the building administrator, as well as the staff, to enforce this policy.

Raleigh County Board of Education employees must show their official county photo ID. They will not be required to exchange their ID for a visitor’s pass, but will receive a school visitor’s pass which will be left in the school office upon leaving the building. School personnel should notify the office if expecting any visitors or presenters. Those visitors should report to the office upon arriving at the school and sign in and out. Anyone in violation of this policy may be reported to the appropriate police department or to emergency services by calling 911.

**LOITERING**

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

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

**SCHOOL ACCESS SAFETY PLAN**

ACT has implemented the Raleigh County School Access Safety Plan. All doors are locked at all times. Entrance to the school will be at the front entrance and may require buzzing the front desk and producing identification. Students who leave their assigned area may find themselves locked out of the building.
CAMPUS SECURITY
Faculty and staff at ACT make every effort to keep students safe, secure, and free of harassment. If, at any time, a student feels they need to report a problem, they should do so immediately by speaking with the teacher, counselor, or administration. In addition, Raleigh County Schools provides a 24-hour hotline for all students. Call 1-866-723-3982, to report confidentially and anonymously any activity that may hurt students or the school.

FIRE DRILLS and LOCKDOWN DRILLS
Periodically, drills will be held to acquaint students with the proper procedures for evacuation or lockdown in an emergency. Each student should cooperate with his/her instructor in learning the proper techniques for evacuation and clearance of the building or lockdown.

SAFETY REGULATIONS
The Academy of Careers and Technology makes every effort possible to provide a safe working environment in all its instructional programs. Every student will be required to demonstrate and practice safe work habits at all times. In instructional areas where potentially dangerous machines and/or materials are used, all students, instructors and visitors must wear appropriate protective equipment. This includes appropriate shoes in all shop areas.

The Academy of Careers and Technology promotes and enforces safety rules and regulations according to standards set up by the Occupational Safety and Health Administration (OSHA). Safety rules will be reviewed by the instructors at the beginning and throughout the program. Each student is to follow all safety rules. Safety tests are administered in every technical program. One hundred percent (100%) success is required of all students before operating equipment. It is the student’s responsibility to follow the safety regulations established for their career and technical program. Students are to report all accidents/injuries to their instructor immediately and complete a Student Accident Report. Failure to abide by all safety regulations will result in disciplinary action.

STUDENT INSURANCE
Secondary students are covered with all-district county accident insurance. The insurance is a base plan, but additional coverage can be obtained through Raleigh County Schools. Adult students must present proof of insurance to the school office. All students must have insurance coverage to participate in on-the-job training. Each student will be required to provide information regarding their health coverage in preparing a Personal Information Form, which will be filed in the appropriate classroom/lab area and the assistant principal’s office.

ILLNESS/PERSOAL INJURY
If a student becomes ill or is injured while attending the Academy of Careers and Technology, every possible effort will be made in contacting parents or guardians. If a parent or guardian cannot be located, information provided on the mandatory Student Emergency Information Form will be followed in seeking medical treatment. In the event that a student becomes ill or is injured in class, they should notify the teacher immediately.
MEDICATION ADMINISTRATION POLICY

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

Whenever possible, a student’s medication should be administered at home, prior to or at the end of the school day. However, students may have health conditions which require the administration of medication during the school day. Raleigh County has a policy governing the administration of medications in school. If you wish to receive a copy of the policy, please notify the school principal or School Health Services (304)256-4500, ext. 3343.

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

ACT will follow county policy regarding medication administration. A school nurse is accessible to staff and students during school. The nurse is located on the campus of Woodrow Wilson four days per week and at ACT campus one day each week. During school hours, the school nurse may be reached through radio contact.

HEALTH CLINIC

The Access Health Clinic is open for staff and student use. Students must have parent consent form on file to be seen by clinic staff. Services provided include: immediate care for illness or injury, physical exams and sports physicals, medically prescribed laboratory tests, health education for students and parents, immunizations, management for chronic illnesses, individual, family and group mental health counseling.

Applications for parent consent are available at the school. For more information, call 304-461-3341.

STUDENT RECORDS AND RIGHTS TO PRIVACY

Records of student grades, competencies, behavior, etc. are made and retained at ACT. These records are open to students over eighteen years of age and to the parents of those students under eighteen. The privacy of these records is assured and information contained in them will not be divulged to unauthorized individuals or agencies.

The collection, maintenance and disclosure of these records will be in accordance with guidelines established by the West Virginia Department of Education and the Raleigh County Board of Education. Students who have questions about their records or policy guidelines should see the counselor or administrator for their program level (i.e., Vice Principal for secondary students; Adult Coordinator for adult students)
EXPECTATIONS FOR COMMON AREAS

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

USE OF BOOKS, MATERIALS AND EQUIPMENT

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

USE OF ELECTRONIC COMMUNICATION DEVICES

The unethical use of electronic communication devices of any kind is strictly prohibited. Raleigh County Schools has a cell phone policy which will be followed by ACT. This policy is available online at www.boe.rale.k12.wv.us.

SOCIAL MEDIA POLICY

This policy governs student publication of commentary on social media platforms. For the purpose of this policy, social media is defined as but not limited to any online publication. Students are not allowed to publish or comment in any way concerning activities, other students, ACT staff, clinical sites, or on-the-job training facilities.

SCHOOL DRESS CODE

The Academy of Careers and Technology exists to prepare students for the world of work; therefore, the clothes and hairstyles worn by students should reflect this concern. Students should dress as they would in performing on the job. This does not mean that one has to “dress up” or be formally attired. Everyday school clothes are appropriate. The instructors in each area will prescribe specific personal safety devices and protective clothing, students may be required to purchase and wear special items of clothing (hard toe shoes, hard hats, eye protection devices, gloves, etc.). Students will obtain these items and be required to use them. No shorts, sandals, or tennis shoes are permitted in the lab area. Noncompliance with this will result in disciplinary action. All students will follow the adopted Raleigh County School Dress Code.

Uniforms are required for health occupations programs and cosmetology.

STUDENT DRIVING

The following procedures govern secondary student driving privileges:
School buses are reliable and safe transportation and all students are recommended to use them.

Parking permits are required and are available at the office.

Students who have a need to drive must complete Parking Regulations form and attain approval of administration at ACT and home school.

Students who are given permission to drive must arrive at ACT alone and leave alone.

All vehicles driven by students must be parked on the lot at the rear of the building. Front row is reserved for faculty and staff.

Students must enter the building immediately upon arriving at ACT. Students who drive will arrive at the beginning of class period and leave at the final dismissal bell only.

Students are not to congregate in cars on the parking lot.

Students may not return to their vehicles during class time without permission.

ALL laws regarding speeding and recklessness are in effect for the Academy campus, this means 15 mph in School Zone limits.

Individuals driving excessive speeds or exhibiting poor judgment in the operation of their vehicles on campus are subject to legal prosecution and/or retraction of their privilege to drive a car on campus.

Handicapped students with the appropriate seal on the WV Vehicle tag may park in one of the reserved parking spaces if attending a program housed on the first floor of the building.

Parking permits are required and are available at the office.

Student drivers who violate any of the above rules will have their driving privilege revoked.

The Academy of Careers and Technology assumes no responsibility for damaged or stolen property.

All violators will be towed.

THEFT

Students are responsible for personal items that are brought to the school and left from day to day. ACT is not responsible for the replacement of lost or stolen items.

LOST AND FOUND

Lost items should be reported at the main office. Students who have lost items should check at the school office and may retrieve their items if they give a proper description.

CELL PHONES

Raleigh County Schools has a cell phone policy which will be followed by ACT. The policy is available at the board of education website.

APPEALS PROCEDURE FOR CITIZENS

The Raleigh County Board of Education recognizes the need to resolve differences and seek solutions to problems which may arise with citizens and/or parents in the course of providing a high quality, thorough and efficient education. The West Virginia State Board of Education recognizes this need and in State Policy 7211, has created the appropriate vehicle for such resolution of differences.
Therefore, the Raleigh County Board of Education adopts West Virginia State Board of Education Policy 7211 as the County’s appeals procedure for citizens. Included in this adoption are all procedures, timelines, protocol, and forms outlined in the State Policy. The Raleigh County Board of Education further recognizes that any changes to West Virginia State Board of Education Policy 7211 shall become part of this County policy upon adoption by the West Virginia State Board of Education.
APPENDICES
MEDICAL CLINICAL RULES
MEDICAL ASSISTING EXTERNSHIP RULES

When in clinicals, the students will:

- Only ride together if they have written permission from each set of parents
- Not breach confidentiality, it may result in removal from the clinical setting and result in failure to obtain a certificate
- Call the instructor and the clinic supervisor prior to their scheduled time if they are going to be absent. Failure to call will result in a deduction of ten (10) points from their weekly attendance grade
- Have twenty (20) points deducted for each absence from the weekly attendance grade, unless there is a death in the family
- Wear their full uniform every day during clinicals. The uniform consists of scrubs (clean and wrinkle-free), socks, shoes to match, and hair pulled back from the face
- Will not wear rings, (excluding wedding, engagement or class ring) open toe sandals or flip-flops
- Be removed from the clinic site and placed in the classroom and not receive a certificate if they receive a complaints from the clinic for misconduct
- Not smoke at any time while at the clinic
- Attend class on Friday
- Report to class if the clinic is not open to patients or not needed
- Keep a daily journal with at least one written page length each day
- Bring the journal to class each Friday or will receive a zero for the journal
- Bring a signed time sheets to class each Friday
- Bring their evaluations to the instructor at the end of each rotation

RULES FOR DENTAL CLINIC

When in clinicals, the students will:

- Be evaluated on being a good employee
- Receive a weekly evaluation on attendance, tardiness, early dismissals, journal and time sheet.
- Correctly calculate and sign their time sheet each week
- Keep their time sheet with them
- Lose twenty (20) points each day absent
- Be allowed three (3) days each six weeks without a penalty
- Call instructor if you are going to be absent or late more than 30 minutes or leaving 30 minutes early
- Must call ACT if you are leaving your office early.
- Fridays are class days and included in absences, tardies and early dismissals.
- Write in the journal each day.
- May be removed from rotations if they breach confidentiality
- Dress appropriately or they may be asked to return to class
THERAPEUTIC SERVICES EXTERNSHIP RULES

When in clinicals' the students will:

- Only ride together if they have written permission from each set of parents
- Not breach confidentiality, it may result in removal from the clinical setting and result in failure to obtain a certificate
- Call the instructor and inform the clinic supervisor if they are going to absent or late more than 30 minutes or leaving 30 minutes early
- Call the instructor and the clinic supervisor prior to their scheduled time if they are going to be absent. Failure to call will result in a deduction of ten (10) points from their weekly attendance grade
- Have twenty (20) points deducted for each absence from the weekly attendance grade, unless there is a death in the family or have a doctors excuse
- Wear their full uniform every day during clinicals. The uniform consists of scrubs (clean and wrinkle-free), socks, shoes to match, and hair pulled back from the face
- Will not wear rings, (excluding wedding, engagement or class ring) open toe sandals or flip-flops
- Be removed from the clinic site and placed in the classroom and not receive a certificate if they receive a complaints from the clinic for misconduct
- Not smoke at any time while at the clinic
- Attend class on Friday
- Report to class if the clinic is not open to patients or not needed
- Keep a daily journal with at least one written page length each day
- Bring the journal to class each Friday or will receive a zero for the journal
- Bring a signed time sheets to class each Friday
- Bring their evaluations to the instructor at the end of each rotation
- Participate in a background and drug test if asked
BUS AND BELL SCHEDULE 2013 - 2014

MORNING ARRIVAL

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<tr>
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MORNING DISMISSAL

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10:20 AM - 11:20 AM  Planning Period

AFTERNOON ARRIVAL

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AFTERNOON DISMISSAL

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MAP OF ACT
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**Notes:**
- **School Holidays:**
  - **First Day of School:** September 1, Labor Day
  - **End of School Year:** May 31
- **Faculty Senate Meetings:**
  - 1st Meeting: September 10
  - 2nd Meeting: October 8
  - 3rd Meeting: November 12
  - 4th Meeting: December 10
  - 5th Meeting: January 7
- **NonInstructional Days - Reopen:**
  - September 1
  - October 6
  - November 11
  - December 23
  - January 31
  - February 1
  - March 1
  - April 1
  - May 1

**Dates of Summer or Intersessions**
- **First Session:** Beginning: _______ Ending: _______
- **Second Session:** Beginning: _______ Ending: _______
- **Third Session:** Beginning: _______ Ending: _______

**WVDE 11-20-35 (Revised 12-13)**
<table>
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<tr>
<th>Last Name</th>
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<th>Institution</th>
<th>Industry Credentials (if applicable)</th>
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<td>Licensed Practical Nurse, Registered Medical Assistant, Certified Phlebotomist, Certified EKG Technician</td>
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<td>Adekins</td>
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<td>Cosmetology</td>
<td>Managing Cosmetologist</td>
<td>Carousel Beauty College</td>
<td>West Virginia Board of Barbers and Cosmetologist, Licensed Cosmetologist</td>
</tr>
<tr>
<td>Brellahan</td>
<td>Adrienne</td>
<td>Academic Math</td>
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<td>Byrge</td>
<td>Neil</td>
<td>Marketing Management/Travel Tourism Management</td>
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<tr>
<td>Cole</td>
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<td>CompTIA A+, Net+</td>
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<td>Master Electrician, Certified PLC Programming, Certification, NCCR Certified, OSHA Authorized Construction, National NCCR Certification</td>
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<td>Harper</td>
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<td>Harrah</td>
<td>Jeff</td>
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<td>K-8 Multi Subject – K-12 LD, Mild impaired and</td>
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<td>McNeal</td>
<td>Drema</td>
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<td>Carol</td>
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<td>Scott</td>
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<td>Richmond</td>
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<td>Salem University</td>
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<td>Ross</td>
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<td>West Virginia University Institute of Technology</td>
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<td>Spears</td>
<td>Lesa</td>
<td>Masters</td>
<td>Grand Canyon University</td>
<td>ProStart Restaurant Management</td>
<td>Certified Secondary Food Educator Certification (CSFE) Certified Serve Safe</td>
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<tr>
<td>Thomas</td>
<td>Denise</td>
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<td>Bluefield state</td>
<td>Practical Nursing</td>
<td>Bachelors of Science in Nursing, Registered Respiratory Therapist</td>
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<tr>
<td>Thomas</td>
<td>Ann</td>
<td>West Virginia Licensed Cosmetologist Instructor</td>
<td>Huntington School of Beauty Culture</td>
<td>Cosmetology</td>
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<td>Milton</td>
<td>Bachelors</td>
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<td>Electrical Technician</td>
<td>Master Electrician, Mining Electrical Certification</td>
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<td>TBA Acupuncturist</td>
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### PART TIME FACULTY

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### ADMINISTRATION

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<td>Charles M.</td>
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PART IV

PROGRAM OF STUDY
AUTOMOTIVE TECHNOLOGY

The Automotive Technology concentration focuses on careers that will build a knowledge base and technical skills in all aspects of the automotive industry. Students will have the opportunity to acquire hours towards certification and be exposed to skills to develop positive work ethics.

Required Courses

1631 Fundamentals of Automotive Technology
This course introduces the student to the knowledge base and technical skills as they relate to the field of Automotive Technology. Areas of study include: career opportunities and practices, basic safety, tool and equipment, measuring tools and equipment, automotive specifications, electrical system basics, battery service, wheel and tire service, and cooling and lubrication systems.

1637 Suspension and Steering Diagnosis
Suspension and Steering Diagnosis will continue to build student skill sets in areas such as diagnosis and repair of steering systems, diagnosis and repair of front suspension systems, diagnosis and repair of rear suspension systems, miscellaneous suspension and steering systems, and diagnosis and adjust wheel alignment.

1625 Brake Systems
Brake Systems will continue to build student skill sets in areas such as diagnosis and repair of hydraulic systems, diagnosis and repair of drum brakes, diagnosis and repair of disc brakes, power assist systems, and antilock brake systems. Students will comply with personal and environmental safety practices associated with proper ventilation, handling, storage, and disposal of brake components.

1623 Basic Engine Concepts
Basic Engine Concepts will continue to build student skill sets in areas such as general engines, diagnosis of cylinder head and valve train, diagnosis and repair of engine block, and diagnosis and repair of lubrication and cooling systems.

Elective Courses

1627 Electrical/Electronic Systems
Areas of studies include general electrical diagnosis, battery diagnosis and service, starting system diagnosis and repair, charging system diagnosis and repair, lighting system diagnosis and repair, information system diagnosis and repair, horn and wiper/washer diagnosis and repair, and accessories diagnosis and repair.
1629 Engine Performance
Areas of study include general engine diagnosis, computer engine controls diagnosis and repair, diagnosis of ignition systems and repair, fuel, air induction, and exhaust system diagnosis and repair, and emission control system diagnosis and repair.

1633 Heating and Air Conditioning
Areas of study include diagnosis and repair of A/C systems, refrigeration system component diagnosis and repair, diagnosis and repair of heating and engine cooling systems, operating systems and related controls diagnosis and repair, refrigerant recovery, and recycling and handling.

1621 Alternative Fuels
The Skill Sets in this course are representative of the basic knowledge included in a Career and Technical Automotive Technology concentration.

Course Length: Two years (1080 hours)
Meeting Times: First Year: 11:15 AM - 2:15 PM; Second Year: 7:15 AM - 10:15 AM
Articulation Agreements: EDGE Credit
Certifications: NATEF

CAREERS IN EDUCATION

The Careers in Education concentration is an innovative approach designed to attract talented students to the teaching profession. The Careers in Education concentration focuses on careers in teaching and training.

Required Courses

1301 Foundations in Education
This course is designed to introduce the history, development, organization, and practices of preschool, elementary, and secondary education. In addition to classroom training, students will participate in field experiences at local elementary, middle, and high schools. Students also gain the professional or skilled knowledge and skills necessary to begin a career in the education profession.

1302 Student Learning, Development, and Diversity
This course is designed to focus on the various physical, cognitive, social, emotional and moral development, environments and social institutions, family life, demographics, and culture influencing human growth and development. This course also provides information and activities for guiding behavior and meeting the needs of special age groups.
1304 Educational Psychology and Learning
This course is designed to as well as statistics, trends, and assessment strategies influencing education and training. Also included are challenges confronting educational settings, historical background of American education and influences from around the world, effective teacher attributes, and major philosophies of education. This course includes organizational strategies and systems and use of appropriate resources and assessments to advance learning in a variety of organizational structures. This course introduces applications within the teaching and training profession, preparation for educational licensure and ongoing employment, exposure to legal and ethical issues, environmental structure and culture, and basic historical, sociological, philosophical, physiological, and psychological principles that apply to classroom practice. Extensive observation in an approved school setting is a part of this course.

1135 Teacher Preparation Experience
This course is designed to provide content related to preparation and credentials and provide students with the opportunity to gain the professional or skilled knowledge and skills necessary in beginning a career in an education profession in a real world classroom. Extensive observation and actual classroom teaching experience in an approved school setting is a part of this course. It is the expectation of this course that students will be prepared to pass the Praxis I Test: Pre-Professional Skills Tests (PPST®).

Course Length: One year (540 clock hours)
Meeting Times: First Semester: 7:15 AM - 10:15 AM (repeated 11:15 AM - 2:15 PM);
Second Semester: 11:15 AM - 2:15 PM
Articulation Agreements: EDGE Credit
Certifications: Praxis 1

Carpentry

The Carpentry concentration focuses on careers that will build a knowledge base and technical skills in all aspects of the carpentry industry. Learners will be exposed to a broad range of construction careers and foundation knowledge including basic safety; plan reading; use of tools and equipment; basic rigging; and how to employ positive work ethics in their careers. Students will have the opportunity to earn NCCER certification for each skill set mastered.

Required Courses
1842 Carpentry I
This course introduces the student to the knowledge base and technical skills of the carpentry industry. Carpentry I begins with the NCCER Core curriculum which is a prerequisite to all Level I completions. The students will complete modules in Basic Safety; Introduction to Construction Math; Introduction to Hand Tools; Introduction to Power Tools; Introduction to Construction Drawings; Basic Rigging; Basic Communication Skills; Basic Employability Skills; and Introduction to Materials Handling. Students will then begin developing skill sets related to
the fundamentals of Carpentry such as Orientation to the Trade; Building Materials, Fasteners, and Adhesives; and Hand and Power Tools.

1843 Carpentry II
Carpentry II will continue to build student skill sets in areas such as Reading Plans and Elevations; Floor Systems, Wall and Ceiling Framing; Roof Framing; Introduction to Concrete, Reinforcing Materials, and Forms; Windows and Exterior Doors; Basic Stair Layout.

1844 Carpentry III
Carpentry III will continue to build student skill sets in areas of Commercial Drawings; Roofing Applications; Thermal and Moisture Protection; and Exterior Finishing.

1845 Carpentry IV
Carpentry IV will continue to build student skill sets in areas of Cold-Formed Steel Framing; Drywall Installation; Drywall Finishing; Doors and Door Hardware; Suspended Ceilings; Window, Door, Floor, and Ceiling Trim; Cabinet Installation; and Cabinet Fabrication.

Elective Courses

1829 Masonry and Plumbing
This course introduces the student to the knowledge base and technical skills for concepts in the Building Construction Concentration. Areas of study include estimation, masonry materials, rough in plumbing systems and installation of finish plumbing.

1822 Blueprint Reading For Construction
Areas of study include identifying various blueprints, terms, symbols, components, dimensions, classifications and construction task objectives.

1803 Basic Plumbing and Electricity
Areas of study include basic plumbing skills, advanced plumbing repair and basic electrical skills.

1821 Concrete Finishing
This course introduces the student to the knowledge base and technical skills for concepts in the Building Construction Concentration. Areas of study include estimation, concrete construction, finishing concepts, properties of concrete, tools and equipment, concrete placement, work site preparation, finishing techniques, curing and protecting and troubleshooting concrete problems.

Course Length: Two years (1080 hours)
Meeting Times: First Year: 11:15 AM - 2:15 PM; Second Year: 7:15 AM - 10:15 AM
Articulation Agreements: EDGE Credit
Certifications: National Center For Construction Education and Research (NCCER)
The Collision Repair Technology concentration focuses on careers that will build a knowledgebase and technical skills in all aspects of the Collision Repair industry. Students will have the opportunity to acquire hours towards NATEF certification and be exposed to skills to develop positive work ethics.

**Required Courses**

**1671 Fundamentals of Collision Repair Technology**
This course introduces the student to the knowledge base and technical skills as they relate to the field of Collision Repair Technology. Areas of study include career opportunities and practices, integrated academics, knowledge of tools and equipment, panel straightening techniques, and introduction to vehicle preparation. Safety instruction is integrated into all activities.

**1675 Non-Structural Analysis and Damage Repair**
Non-Structural Analysis and Damage Repair will continue to build student skill sets in non-structural analysis and repair of metal and composite parts.

**1677 Structural Analysis and Damage Repair**
Structural Analysis and Damage Repair will continue to build student skill sets in frame and unibody type vehicles using welding techniques, measuring equipment, and frame machines.

**1679 Surface Prep/Refinish**
Surface Preparation and Refinishing will continue to build student skill sets in preparing a surface for refinishing; inspect, clean and operate spraying equipment; detail a vehicle; and diagnose finish defects.

**Elective Courses**

**1672 Detailing and Interior Parts**
Incorporated into this course are elements of introductory knowledge and skills necessary in detailing and maintaining interior parts as they apply to Collision Repair Technology.

**1673 Mechanical and Electrical Components**
Incorporated into this course are elements of introductory knowledge and skills necessary for mechanical and electrical repairs as they apply to Collision Repair Technology.

**1674 Refinishing Techniques**
Incorporated into this course are elements of advanced refinishing skills necessary for a career in the collision repair industry.

**1676 Custom Finishing Processes**
Incorporated into this course are elements of advanced custom finishing processes and skills necessary for a career in the collision repair industry.

**Course Length:** Two years (1080 hours)
Meeting Times:  First Year: 11:15 AM - 2:15 PM; Second Year: 7:15 AM - 10:15 AM

Articulation Agreements: EDGE Credit

Certifications: NATEF/I-CAR

COMPUTER SYSTEMS REPAIR TECHNOLOGY

The Computer Systems Repair Technology concentration validates foundation-level knowledge and skills necessary for a career in PC support. It is the starting point for a career. The CompTIA A+ and Network+ certifications are both international and vendor-neutral and prove competence in areas such as installation, preventative maintenance, networking, security and troubleshooting.

Required Courses

1705 Fundamentals of Computer Systems
This course introduces the student to the knowledge and technical skills for all courses in the Computer Systems Repair Technology pathway. Areas of study include computer hardware, data representation, operating system, utility, productivity software, communications and networks and the Internet.

1664 A+ Essentials
This course introduces the knowledge required to understand the fundamentals of computer technology, networking and security, and will have the skills required to identify hardware, peripheral, networking and security components.

1665 A+ Practical Applications
This course introduces the competencies for an entry-level IT professional who has hands-on experience in the lab or the field. Successful candidates will have the skills required to install, configure, upgrade and maintain PC workstations, the Windows OS and SOHO networks. The successful candidate will utilize troubleshooting techniques and tools to effectively and efficiently resolve PC, OS and network connectivity issues and implement security practices.

1694 Networking Essentials
This course introduces the student to the knowledge base and technical skills related to networking. Areas of study include media and topologies, protocols and standards, network implementation and network support.

Elective Courses

1711 Web Development and Support
This course introduces the student to the knowledge base and technical skills required for website development and maintenance. Areas of study include an introduction to the World Wide Web, site planning, page creation, typography and color, advanced coding, publishing, and site support.
1706 Imaging for the Web
This course introduces the student to the knowledge base and technical skills for producing digital images for use in web sites and multimedia applications. Areas of study include digital imaging concepts, imaging hardware, imaging applications, and legal and ethical consideration. Students will demonstrate knowledge and technical expertise in creating, capturing, and altering digital images.

1709 Technical Computer Applications
This course introduces the student to a variety of applications used for workplace productivity. Areas of study include file management and individual applications including word processing, spreadsheet, database management, presentations and personal information management. Students will demonstrate knowledge and technical expertise in the efficient use of software and application integration.

0520 Work-Based Integration and Transition
This course gives students the opportunity to integrate theory and practice by interacting with industry professionals. Students will study various requirements for employability including ethics, communication, teamwork and professionalism. Students will participate in hands-on, digital or work-based experiences related to industry settings in order to practice skill sets and to transition from student to employee.

Course Length: High school students: One year (540 clock hours); adults: Two years (1080 clock hours)
Meeting Times: 7:15 AM - 10:15 AM
Articulation Agreements: EDGE Credit
Certifications: CompTIA A+

COSMETOLOGY

The Cosmetology concentration focuses on the knowledge, skills, attitudes and practices required for careers in the field of Cosmetology. This concentration is designed for licensure by the State Board of Barbers and Cosmetologists.

Required Courses
1737 Orientation to Cosmetology
This course develops knowledge and understanding of fundamental theory and practices of the cosmetology profession as delineated by the WV Board of Barbers and Cosmetologists.

1738 Cosmetology Science I
This course provides information on the scientific aspects of cosmetology as delineated by the WV Board of Barbers and Cosmetologists such as: human anatomy; the basics of chemistry and electricity; infection control; and tools and equipment.
**1719 Cosmetology -Professional Practices -Skin & Nails I**
This course provides knowledge and skills for the provision of manicures, pedicures, massage, and facials as delineated by the WV Board of Barbers and Cosmetologists.

**1734 Cosmetology-Fundamentals of Hairstyling I**
This course provides knowledge and skills for working with hair and scalp, scalp treatment, shampoo and rinse, facial shapes, and hair styles as delineated by the WV Board of Barbers and Cosmetologists.

**Elective Courses**

**1736 Fundamentals of Hair Styling II**
This course will provide the knowledge and skills for working with hair and scalp, scalp treatment, shampoo and rinse, facial shapes, hair styles, wiggery, hair relaxer, and hair coloring as delineated by the WV Board of Barbers and Cosmetologists.

**1740 Cosmetology Science II**
This course will provide the student with information on electricity and chemical products used in cosmetology and the effects on the human anatomy as delineated by the WV Board of Barbers and Cosmetologists.

**1733 Fundamentals of Business Management**
This course will provide the student with knowledge and skills to and manage a cosmetology salon as delineated by the WV Board of Barbers and Cosmetologists.

**1732 Professional Practices Skin and Nails II**
This course will provide the student with knowledge and skills to be able to apply nail tips, wraps and gels; apply facial make-up; and practice various methods of hair removal as delineated by the WV Board of Barbers and Cosmetologists.

**Course Length:** Two years (1800 hours)

**Meeting Times:** High school students: 7:15 AM - 10:15 AM OR 11:15 AM - 2:15 PM; Adults: 7:15 AM - 2:15 PM

**Articulation Agreements:** EDGE Credit

**Certifications:** WV Board of Barbers and Cosmetologists license

**ALLIED HEALTH SCIENCES/SPECIALIZATION: DENTAL ASSISTING**

*The Allied Health Concentration allows the student to explore careers focused primarily on changing the health status of the patient over time. Health professionals in this concentration work directly with patients; they may provide care, treatment and health education information.*
Required Courses

0711 Foundations of Health Science
This course is designed to allow instructional content to focus on basic medical terminology, growth and development, nutrition, health maintenance practices and healthcare delivery systems. It is designed to provide the student with knowledge and technical skills required for infection control and the prevention of disease transmission, CPR and First Aid. Students will be provided with the opportunity to acquire certification in these areas.

0715 Advanced Principles of Health Science
Instructional content will focus on healthcare safety, environmental safety processes and procedures, ethical and legal responsibilities and mathematical computations. Medical terminology and the reinforcement, expansion and enhancement of biology content specific to diseases and disorders are an integral part of the course. Instruction will incorporate project and problem based healthcare practices and procedures to demonstrate the importance of these skills. Students will develop basic technical skills required for all health career specialties including patient privacy, communication, teamwork and occupational safety and be provided with opportunities to obtain certifications in HIPPA/Data Privacy and health care safety.

0746 Dental Science
This course provides an introduction to dental laboratory techniques and procedures while preparing the student for entry-level employment as a dental laboratory assistant. Students will obtain the knowledge and skills necessary to assist and/or perform basic laboratory and diagnostic procedures.

0743 Dental Assisting Clinical Science
The student completing this course will be able to use knowledge from previously required courses to perform and practice all aspects of Dental Laboratory Assisting in a clinical setting. Students will obtain the knowledge and skills necessary to assist and/or perform basic laboratory and diagnostic procedures.

Elective Courses

0742 Dental Assisting Clinical Practice
The student within the Dental Assistant Clinical Practices course will focus on knowledge and skills required for the Dental Assistant to function within the areas of radiography and emergency medical care.

0747 Dental Specialties
This course contains the beginning concepts and skills students will need for entry-level employment as a dental assistant in a specialty office. Major instructional concepts include orientation to specialty areas, instrumentation and procedures. Students are required to complete a work-based clinical experience in each of the specialty areas within this course.

0749 Supervised Dental Assisting Experience
The student within the Supervised Dental Assistant Experience course will focus on instructional components that will enable him/her to work as an effective member of the dental
team. Students will be introduced to the specialties of dentistry and the requirements necessary to function as an administrative and chair side assistant in a dental office.

0730 Health Science Clinical Experience
This course is designed to be used in conjunction with a Health Science Education course that includes a clinical specialization experience.

Course Length: Two years (1080 hours)
Meeting Times: First Year: 7:15 AM - 10:15 AM; Second Year: 11:15 AM - 2:15 PM
Articulation Agreements: EDGE Credit
Certifications: Certified Dental Assistant

DIESEL EQUIPMENT TECHNOLOGY

The Diesel Equipment Technology concentration focuses on careers that will build a knowledge base and technical skills in all aspects of the Diesel Equipment Technology industry. Students will have the opportunity to acquire hours towards industry ASE/NATEF certification and be exposed to skills to develop positive work ethics.

Required Courses

1751 Fundamentals of Diesel Equipment Technology
This course introduces the student to the knowledge base and technical skills as they relate to the field of Fundamentals of Diesel Equipment Technology. Areas of study include personal and shop safety, career opportunities in the diesel technology industry, the proper use of hand and power tools, basic oxyacetylene cutting, electric welding, and basic shop etiquette. Safety instruction is integrated into all activities.

1747 Diesel Support Systems
This course introduces the student to the knowledge base and technical skills as they relate to Diesel Support Systems. Areas of study include lubricating and cooling systems, air intake and exhaust systems, starting and charging systems, engine retarders, fuel systems, and governor operation. Safety instruction is integrated into all activities.

1744 Electronic Engine Controls
This course introduces the student to the knowledge base and technical skills for concepts in diesel electronic engine controls. Areas of study include electronic control modules, electronic fuel injection, and electronic control test equipment. Emphasis will be placed on career exploration, job seeking skills, and personal and professional ethics.

1741 Diesel Engine Components
This course introduces the student to the knowledge base and technical skills as they relate to the field of Diesel Equipment Technology. In the Diesel Engine Components class areas of
study include basic engine components, primary functions, service, inspection, and assembly procedures.

**Elective Courses**

**1745 Diesel Preventative Maintenance and Inspection**
Incorporated into this course include engine system maintenance, under hood and cab maintenance, electrical/electronic systems, frame and chassis maintenance.

**1749 Diesel Truck Chassis Concepts**
Incorporated into this course are elements of transmissions, clutches, suspension, steering, and air brakes. Emphasis will be placed on operating theory, removal and installation of major components, and service and inspection procedures for a career in diesel equipment technology.

**1743 Diesel Engine Tune Up and Troubleshooting**
Incorporated into this course are elements of introductory knowledge and skills necessary for a career in diesel mechanics.

**1742 Diesel Equipment Electrical Systems**
Incorporated into this course are heavy-truck electrical theory, engine and truck wiring circuits, storage batteries and diesel electrical system testing.

**Course Length:** Two years (1080 hours)

**Meeting Times:** First Year: 11:15 AM - 2:15 PM; Second Year: 7:15 AM - 10:15 AM

**Articulation Agreements:** EDGE Credit

**Certifications:** State Inspection License, OSHA forklift License, ASE certification test after one year of work experience

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**DRAFTING**

The Drafting concentration focuses a broad range of architecture and construction careers and foundation knowledge including basic safety, plan reading, use of tools and equipment as well as how to employ positive work ethics in a drafting career.

**Required Courses**

**1729 Fundamentals of Drafting**
This course introduces the student to the knowledge base and technical skills for all courses in the Drafting concentration. Areas of study include tools and equipment, measurement, basic drafting techniques, freehand technical sketching, orthographic projection, dimensioning, basic computer skills, and drawing techniques. Emphasis will be placed on personal and professional ethics, and students will explore a variety of career opportunities.
1721 Architectural Drafting
This course introduces students to the specialization of architectural drawing and design. Areas of study include architectural styles, floor plans, dimensioning and annotation, site and foundation plans, elevations and section layouts, and residential utilities.

1727 Drafting Techniques
This course introduces the student to techniques used in advanced orthographic projection. Areas of study include sectioning, pictorial views, auxiliary views, patterns and developments, dimensioning, advanced 2D CAD techniques, and basic 3D modeling in CAD. Students will demonstrate knowledge and technical expertise in various fundamental drafting techniques.

1725 Mechanical Drafting
This course introduces the student to the knowledge base and technical skills necessary for mechanical drafting. Areas of study include advanced dimensioning techniques, assembly drawings, threads and fasteners, gears and cams, welding, and basic solid modeling.

Elective Courses
1726 Structural Steel Drafting
This course introduces the student to the knowledge base and technical skills for structural steel drafting. Areas of study include structural steel, high strength bolts, welding symbols and structural truss floor plans.

1728 Computer Aided Drafting
This course introduces the student to the knowledge base and technical skills for advanced computer aided drafting. Areas of study include paper space/model space, layout, and add-on software. Students will demonstrate knowledge and technical expertise in the use of CAD software.

1723 Civil Drafting
This course will introduce students to the specialization of civil drafting and design. Areas of study include maps and construction and utilization of survey data.

1661 Blueprint Reading
This course will introduce students to basic blueprint reading fundamentals. Areas of study include blueprints and symbols. Students will demonstrate knowledge and technical expertise in interpreting blueprints.

Course Length: Two years (1080 hours)

Meeting Times: First Year: 11:15 AM - 2:15 PM; Second Year: 7:15 AM - 10:15 AM

Articulation Agreements: EDGE Credit

Certifications: ADDA Certification
EARLY CHILDHOOD EDUCATION

The Early Childhood Education concentration focuses on the knowledge, skills, attitudes and practices of early childhood development required for careers in the field of Early Childhood Education. Emphasis is placed on the integration of all aspects of development into best practices for nurturing children from birth through age 8. Courses are aligned with Office of Early Learning requirements.

Required Courses

1003 Early Childhood Education I
This course is designed to provide both an overview of the field of early childhood education (ECE) and an introduction to child development. Topics include ECE career paths; early childhood programs; regulatory and ethical requirements; physical development in early childhood years; social emotional development in early childhood year; cognitive development in early childhood years; language development in early childhood years; and an integrated approach to child development.

1004 Early Childhood Education II
This course is designed to explore concepts of school readiness, special needs inclusion; and family and community engagement.

1008 Early Childhood Education III
This course is designed to explore various theoretical perspectives on early childhood in general and with language and literacy in particular. Emphasis will be placed on developing a personal educational theory and creating a language rich environment.

1009 Early Childhood Education IV
This course is designed to provide a review of previous concepts and developmentally appropriate practices as well as an overview of early childhood curriculum and assessment. Students will experience work-based involvement and transition as possible.

Course Length: One year (540 clock hours)
Meeting Times: Second semester only: 7:15 AM - 10:15 AM
Articulation Agreements: EDGE Credit
Certifications: Early Childhood Classroom Assistant Teacher’s Aid

Electrical Technician

The Electrical Technician concentration focuses on careers that will build a knowledge base and technical skills in all aspects of the Electrical Trades industry. Students will have the opportunity to earn NCCER certification for each skill set mastered and be exposed to skills to develop positive work ethics.
Required Courses

1756 Electrical Trades I
The students will complete modules in Basic Safety; Introduction to Construction Math; Introduction to Hand Tools; Introduction to Power Tools; Introduction to Construction Drawings; Basic Rigging; Basic Communication Skills; Basic Employability Skills; and Introduction to Materials Handling. Students will then begin developing skill sets related to the fundamentals of Electricity such as Orientation to the Electrical Trade; and Electrical Safety.

1757 Electrical Trades II
Electrical Trades II will continue to build student skill sets in areas such as Introduction to Electrical Circuits; Electrical Theory; Introduction to the National Electrical Code ®; Device Boxes; Hand Bending; Raceways and Fittings; Conductors and Cables; Basic Electrical Construction Drawings; Residential Electrical Services; and Electrical Test Equipment.

1758 Electrical Trades III
Electrical Trades III will continue to build student skill sets in areas of Alternating Current; Motors: Theory and Application; Electric Lighting; and Conduit Bending.

1759 Electrical Trades IV
Electrical Trades IV will continue to build student skill sets in areas of Pull and Junction Boxes; Conductor Installations; Cable Tray; Conductor Terminations and Splices; Grounding and Bonding; Circuit Breakers and Fuses; and Control Systems and Fundamental Concepts.

Elective Courses

1762 Blueprint Reading For Electricians
Areas of study include building plans and specifications and blueprint and schematic reading.

1766 Integrated Electrical Lab
This course introduces the student to the knowledge base and technical skills for concepts in the Integrated Electrical Lab. Areas of study include electrical installation project, rough-in procedure, test and check circuits and termination and trim-out. Emphasis will be placed on career exploration, job seeking skills and personal and professional ethics.

1771 Rotating Devices and Control Circuitry
This course introduces the student to the knowledge base and technical skills for concepts in the Rotating Devices and Control Circuitry. Areas of study include control circuitry and motor controls.

1767 National Electric Code
This course introduces the student to the knowledge base and technical skills for the NEC. Areas of study include demonstrating skills in the use of the NEC, applying calculations to assure NEC standards are met.

Course Length: Two years (1080 hours)

Meeting Times: DAY PROGRAM
Articulation Agreements: EDGE Credit

Certifications: NCCER (High school only)/ Journeyman

GRAPHIC COMMUNICATIONS

The Graphic Communications concentration focuses on careers in general commercial printing, quick printing, digital imaging, magazine, newspaper and book printing, financial and legal printing, screen printing, thermography, business forms printing, label and tape printing, packaging, greeting cards, prepress technician, and trade and finishing services.

Required Courses

1835 Fundamentals of Graphic Communications
This course introduces the student to the knowledge base and technical skills for all courses in the Graphic Communications concentration. Areas of study include fundamentals of graphic communications, environmental health and safety, equipment and materials, legal and ethical issues, design elements and principles, job planning and production, and measurement and math. Emphasis will be placed on personal and professional ethics and students will explore a variety of career opportunities.

1833 Electronic Imaging
This course will introduce students to digital image manipulation and desktop publishing. Areas of study include digital file preparation and output, typography, proofreading, page layout, and digital image creation and capture. Students will demonstrate knowledge and technical expertise in basic typesetting, image designs, proofreading, and computer scanning operations.

1839 Image Assembly and Platemaking
This course will introduce students to the fundamentals of image assembly and platemaking. Areas of study include image assembly and platemaking, film masking and assembly, and offset platemaking. Students will demonstrate knowledge and technical expertise in film masking, platemaking, copy paste-up principles and procedures.

1841 Offset Press and Bindery
This course introduces the use of offset presses and bindery equipment. Areas of study include offset press fundamentals, components, operation, paper stock, paper cutting, and bindery operations.

Elective Courses

1857 Fundamentals of Graphic Design
This course introduces the student to the knowledge base and technical skills for all courses in the Graphic Design concentration. Areas of study include equipment and materials, computer skills, copyright, design principles, customer specifications, and student organizations.
1832 Color Processing
This course introduces the student to the knowledge base and technical skills for GRPHCM-COLPR printing. Areas of study include the GRPHCM-COLPR science and GRPHCM-COLPR printing. Students will demonstrate knowledge and technical expertise in selecting appropriate GRPHCM-COLPRs for a project and producing GRPHCM-COLPR separations.

Course Length: One-and-a-half years (810 clock hours)

Meeting Times: First Year: 11:15 AM - 2:15 PM (repeated Second Semester); Second Year: 7:15 AM - 10:15 AM

Articulation Agreements: EDGE Credit

Certifications: PrintED/Graphic Arts Education & Research Foundation

LAW AND PUBLIC SAFTEY (FORMERLY CRIMINAL JUSTICE)

The Law and Public Safety concentration focuses on methods used by public safety leaders to protect a democratic society. The history and organization of the criminal justice system and issues relating to the administration and practice of law and public safety in a culturally diverse society are explored.

Required Courses

1035 Law Enforcement
This course is designed to provide students with fundamental principles of the law enforcement field such as the history of policing in the US, the characteristics of law enforcement agencies and types of police activities including criminal investigation. Current issues and trends in law enforcement will be investigated. Aspects of criminal investigation will be presented.

1226 Ethical Practices of Public Safety Leadership
This course is designed to examine the philosophical issues and applications of the objectives and processes of Public Safety Leadership including: Constitutional limitations; accountability; civil liability; criminal investigation; criminal procedure; and forensics. Students will examine a variety of serious offenses and apply concepts of profiling, behavioral analysis and threat assessment within an ethical paradigm. Students will analyze and critique the system of dealing with convicted persons and the long term implications of corrections policy.

1039 Practical Applications of Public Safety
This course is designed to give students the opportunity to connect theory and practice by interacting with Public Safety professionals. Students will study various requirements for employability in the Public Safety field including ethics, teamwork, and professionalism. Students may participate in activities associated with Public Safety agencies for hands-on or work-based experiences.

1225 Fundamentals of Public Safety Leadership
This course is designed to present foundational principles of Public Safety Leadership including: how public safety leaders protect a democratic society; public policy issues such as crime and justice; history, organization and functions of components of public safety including the criminal justice system; and the issues and challenges relating to the administration of justice in a culturally diverse society.

**Elective Courses**

**1034 Seminar in Corrections**
This course is designed to provide students with fundamental principles in the corrections field including: the evolution of correctional practices and philosophies including treatment models; correctional law; the relationship of correctional activities to other aspects of the criminal justice system; detention facilities; and probation and parole programs.

**1031 Seminar in Courts and Legal Systems**
This course is designed to provide students with the knowledge and skills needed to assist the legal industry with court preparation, legal interventions, research and office management.

**1037 Strategic Security and Protection**
This course is designed to provide students with the knowledge and skills needed for the development and implementation of protective security operations including: the protective security law and management; procedures for basic instant response; methods of collecting intelligence and security related investigations; chemical, biological, radiological and nuclear weapons use; and aspects of domestic and international terrorism.

**1051 Foundations of Wellness**
This course is designed to present the fundamentals of coaching wellness for optimal living including: wellness concepts integrating mind, body and spirit; foundations of physical and emotional wellness; common conditions requiring wellness strategies; scope of practice; the differences between fitness and wellness; wellness assessments; motivational theories, principles and techniques; working with medical and allied professionals; and the development of a personal wellness foundation.

**Course Length:** Two years (1080 hours)

**Meeting Times:** First Year: 11:15 AM - 2:15 PM; Second Year: 7:15 AM - 10:15 AM

**Articulation Agreements:** EDGE Credit

**Certifications:** Students earn four state certifications in 1031, 1034, 1035, and 1037
Licensed practical nurses (LPNs) provide basic nursing care. They work under the direction of registered nurses and doctors. Licensed practical nurses work in many settings, including nursing homes and extended care facilities, hospitals, physicians' offices, and private homes.

### Required Courses

| Basic Skills Phase          |  |
|-----------------------------|  |
| Fundamentals of Nursing     |  |
| Social Science I            |  |
| Gerontology                 |  |
| Social Science II           |  |
| Growth and Development      |  |
| Nursing Skills              |  |
| Introduction to Anatomy and Physiology |  |
| Introduction to Pharmacology|  |
| Introduction to Nutrition and Diet Therapy |  |

| Med-Surg Phase              |  |
|-----------------------------|  |
| Medical Surgical Nursing    |  |
| Integrated Anatomy          |  |
| Integrated Nutrition        |  |
| Integrated Pharmacology     |  |

| Specialty Phase             |  |
|-----------------------------|  |
| Gerontology                 |  |
| Maternal Child Health       |  |
| Psychiatric Nursing         |  |
| Community Health            |  |
| Entry to Practice           |  |

**Course Length:** One year (1350 hours)

**Meeting Times:** Monday – Friday 8:00 AM – 3:00 PM (clinical hours vary)

**Articulation Agreements:** N/A

**Certifications:** State Board of Examiners for Licensed Practical Nursing
The Marketing Management concentration focuses on careers that formulate policies and direct the operations of businesses and corporations, nonprofit institutions and other organizations. In smaller firms, the owner or chief executive officer may assume all advertising, promotions, marketing, sales and public relations responsibilities. In large firms, which may offer numerous products and services nationally or even worldwide, an executive vice president directs overall advertising, promotions, marketing, sales and public relations policies.

**Required Courses**

**1439 Business and Marketing Essentials**
This course is designed to develop student understanding and skills in such areas as business law, communication skills, customer relations, economics, emotional intelligence, financial analysis, human resources management, information management, marketing, operations, professional development and strategic management. Students acquire knowledge of fundamental business activities and factors affecting business, develop verbal and written communication skills, use information literacy skills, utilize job-seeking strategies and participate in career planning.

**0422 Marketing Principles**
This course is designed to develop student understanding and skills in such areas as channel management, marketing-information management, market planning, pricing, product/service management, promotion and selling. Through the use of three projects, students acquire an understanding and appreciation of marketing activities. Current technology will be used to acquire information and to complete the projects. Formal reflection is an on-going component of the course.

**0425 Marketing Applications**
This course is designed to develop student understanding and skills in such areas as the various marketing functions. Students coordinate channel management with other marketing activities, discuss the nature of marketing plans, generate product ideas, coordinate activities in the promotional mix and demonstrate specialized sales processes and techniques. Economic and financial concepts are also stressed throughout the course. Current technology will be used to acquire information and to complete the projects. Formal reflection is an on-going component of the course along with four projects.

**0437 Hospitality and Tourism Marketing**
This course is designed to develop student understanding and skills in such areas as the hotel, restaurant or travel and tourism industry. Students discover industry trends and career opportunities that abound in the following industries: lodging, food and beverage, airline, cruise line, travel agencies, event planners and recreation. This course allows students to be actively engaged in learning how to create successful promotional mix strategies: advertising, publicity, sales promotion and personal selling.

**Course Length:** One year (540 clock hours)

**Meeting Times:** 7:15 AM - 10:15 AM
Articulation Agreements: EDGE Credit


MASONRY

The Masonry concentration focuses on careers that will build a knowledge base and technical skills in all aspects of the Masonry industry. Students will have the opportunity to earn NCCER certification for each skill set mastered and be exposed to skills to develop positive work ethics.

Required Courses

1846 Masonry I
The students will complete modules in Basic Safety; Introduction to Construction Math; Introduction to Hand Tools; Introduction to Power Tools; Introduction to Construction Drawings; Basic Rigging; Basic Communication Skills; Basic Employability Skills; and Introduction to Materials Handling. Students will then begin developing skill sets related to the fundamentals of Masonry such as Introduction to Masonry; and Masonry Tools and Equipment.

1847 Masonry II
Masonry II will continue to build student skill sets in areas such as Measurements, Drawings, and Specifications; Mortar; and Masonry Units and Installation Techniques.

1848 Masonry III
Masonry III will continue to build student skill sets in areas of Residential Plans and Drawing Interpretation; Residential Masonry; Grout and Other Reinforcement; and Metal Work in Masonry.

1849 Masonry IV
Masonry IV will continue to build student skill sets in areas of Advanced Laying Techniques; Construction Techniques and Moisture Control; and Construction Inspection and Quality Control.

Elective Courses

1821 Concrete Finishing
This course introduces the student to the knowledge base and technical skills for concepts in the Building Construction Concentration. Areas of study include estimation, concrete construction, finishing concepts, properties of concrete, tools and equipment, concrete placement, work site preparation, finishing techniques, curing and protecting and troubleshooting concrete problems.

1917 Foundation and Footings
Areas of study include blueprint reading, site layout and footer and foundation installation.
1914 Bricklaying Applications
This course introduces the student to the knowledge base and technical skills for concepts in Bricklaying Applications. Areas of study include installing brick paving, building chimneys and fireplaces, constructing brick steps, and building brick archways.

1916 Decorative Masonry Work
This course introduces the student to the knowledge base and technical skills for concepts in Decorative Masonry Work. Areas of study include building with the six different brick positions, building with landscape block, integrating arches into openings and setting ceramic tile.

Course Length: Two years (1080 hours)
Meeting Times: First Year: 11:15 AM - 2:15 PM; Second Year: 7:15 AM - 10:15 AM
Articulation Agreements: EDGE Credit
Certifications: NCCER

ALLIED HEALTH SCIENCES/SPECIALIZATION: MEDICAL ASSISTING

The Allied Health Concentration allows the student to explore careers focused primarily on changing the health status of the patient over time. Health professionals in this concentration work directly with patients; they may provide care, treatment and health education information.

Required Courses
0711 Foundations of Health Science
This course is designed to allow instructional content to focus on basic medical terminology, growth and development, nutrition, health maintenance practices and healthcare delivery systems. It is designed to provide the student with knowledge and technical skills required for infection control and the prevention of disease transmission, CPR and First Aid. Students will be provided with the opportunity to acquire certification in these areas.

0715 Advanced Principles of Health Science
Instructional content will focus on healthcare safety, environmental safety processes and procedures, ethical and legal responsibilities and mathematical computations. Medical terminology and the reinforcement, expansion and enhancement of biology content specific to diseases and disorders are an integral part of the course. Instruction will incorporate project and problem based healthcare practices and procedures to demonstrate the importance of these skills. Students will develop basic technical skills required for all health career specialties including patient privacy, communication, teamwork and occupational safety and be provided with opportunities to obtain certifications in HIPPA/Data Privacy and health care safety.

0737 Medical Assistant Laboratory and Diagnostic Procedures
Instructional content will focus on an introduction to the medical laboratory, safety, principles of disease transmission and prevention, as well as medical and surgical asepsis. Students will
obtain the knowledge and skills necessary to assist and/or perform basic laboratory and diagnostic procedures.

**0733 Medical Assistant Clinical Procedures**
Instructional content in this will focus on clinical procedures utilized within medical offices. Major components include emergency medical care, physical exam, basic pharmacology and administration of medication. Students will participate in a work-based clinical externship within a medical office or equivalent health care facility.

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**Elective Courses**

**0721 Medical Terminology**
Through the study of medical terminology, the student will be introduced to the language of medicine. Students will gain an understanding of basic elements, rules of building and analyzing medical words, and medical terms associated with the human body utilizing a systems approach.

**0734 Medical Assistant Advanced Pharmacology**
Course content will include the uses, sources, forms and delivery routes of drugs. Knowledge will be gained in the area of drug classifications and actions, along with legal implications regarding controlled substances and other medications.

**0736 Medical Assistant Administrative Procedures II**
Instructional content will focus on advanced pharmacology. Course content will include the uses, sources, forms and delivery routes of drugs. Knowledge will be gained in the area of drug classifications and actions, along with legal implications regarding controlled substances and other medications.

**0730 Health Science Clinical Experience**
Instructional content is focuses on extending career preparation and technical skills associated with a previously selected clinical specialization.

- **Course Length:** Two years (1080 hours)
- **Meeting Times:** First Year: 7:15 AM - 10:15 AM; Second Year: 11:15 AM - 2:15 PM
- **Articulation Agreements:** EDGE Credit
- **Certifications:** American Medical Technologists

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**PROSTART RESTAURANT MANAGEMENT**

*The ProStart Restaurant Management concentration focuses on the skills needed for a successful employment in a restaurant environment, but has applicability for students interested in culinary nutrition, dietary services, and child nutrition services.*
Required Courses

1013 Restaurant and Culinary Foundations
This course focuses on the basic preparation and service of safe food, basic introduction to industry safety standards, basic introduction to restaurant equipment, kitchen essentials in knife skills, stocks and sauces, and communication concepts in the restaurant industry.

1014 Restaurant Management Essentials
This course is designed to focus management essentials in the restaurant industry, guest service, food production, and career exploration and pursuit.

1019 Advanced Principles in Food Production
This course is designed to examine advanced food production, nutrition, and cost control.

1020 The Restaurant Professional
This course is designed to provide content related global cuisine, sustainability, desserts and baked goods, and marketing.

Elective Courses

1015 Hospitality Service
Students will research and review career options and qualifications in hospitality services, integrate hospitality skills, food service etiquette, and processes used by many enterprises, including individual and group settings, and food environments into hospitality service.

1016 Food Service Management Practices
Management roles and financial responsibilities, staff supervision and training, marketing and advertising, menu planning, food safety, sanitation, labor rules and regulations, and HACCP planning are incorporated in the coursework.

1017 Culinary Nutrition and the Menu
Nutrition basics and the guidelines used for foodservice meal planning are covered in Culinary Nutrition and the Menu. Dietary guidelines and special dietary needs will be used in modifying menu choices.

1018 Baking and Pastry Applications
Baking and Pastry is an elective course which focuses on weights, measures, and general baking, classifications, handling and storage of ingredients, safety and handling, yeast raised dough products, cakes, cookies, batters, breads, biscuits, muffins, pies, and special dessert preparation.

Course Length: Two years (1080 hours)

Meeting Times: First Year: 11:15 AM - 2:15 PM; Second Year: 7:15 AM - 10:15 AM

Articulation Agreements: EDGE Credit
The Therapeutic Services Concentration allows the student to explore careers focused primarily on changing the health status of the patient over time. Health professionals in this concentration work directly with patients; they may provide care, treatment, counseling and health education information.

Required Courses

0711 Foundations of Health Science
This course is designed to allow instructional content to focus on basic medical terminology, growth and development, nutrition, health maintenance practices and healthcare delivery systems. It is designed to provide the student with knowledge and technical skills required for infection control and the prevention of disease transmission, CPR and First Aid. Students will be provided with the opportunity to acquire certification in these areas.

0715 Advanced Principles of Health Science
Instructional content will focus on healthcare safety, environmental safety processes and procedures, ethical and legal responsibilities and mathematical computations. Medical terminology and the reinforcement, expansion and enhancement of biology content specific to diseases and disorders are an integral part of the course. Instruction will incorporate project and problem based healthcare practices and procedures to demonstrate the importance of these skills. Students will develop basic technical skills required for all health career specialties including patient privacy, communication, teamwork and occupational safety and be provided with opportunities to obtain certifications in HIPPA/Data Privacy and health care safety.

0789 Clinical Specialty I (Certified ECG)
Upon successful completion of the prerequisite courses in the Health Science Education concentration, students will be provided the opportunity in Clinical Specialty I to participate in a work-based clinical experience. Students choose a health career specialty for in-depth study and must complete a minimum of 25-55 hours in an applicable clinical rotation. Instruction is guided by career-specific content skill sets that must be mastered before students are eligible to attain established credentials and/or industry validation.

0790 Clinical Specialty II (Physical Therapy Aide)
Upon successful completion of the prerequisite courses in the Health Science Education concentration, students will be provided the opportunity in Clinical Specialty II to participate in a work-based clinical experience. Students choose a health career specialty for in-depth study and must complete a minimum of 25-55 hours in an applicable clinical rotation. Instruction is guided by career-specific content skill sets that must be mastered before students are eligible to attain established credentials and/or industry validation. (2 credits)

Elective Courses

1060 Essentials of Addiction and Prevention
Students will examine the essentials of addiction and prevention strategies. This course aligns with domains, tasks and knowledge skills from The WV Certification Board for Addictions Prevention Professionals Certified Prevention Specialist Manual.

0721 Medical Terminology
Through the study of medical terminology, the student will be introduced to the language of medicine. Students will gain an understanding of basic elements, rules of building and analyzing medical words, and medical terms associated with the human body utilizing a systems approach.

0725 Understanding Human Behavior
Within this course, students will learn basic principles of human behavior. As a result of this knowledge, students should gain an improved sense of self and build interpersonal relationship skills. The end goal will be the delivery of conscientious, personalized care which conveys respect and sincerity.

Course Length: Two years (1080 hours)

Meeting Times: First Year: 7:15 AM - 10:15 AM; Second Year: 11:15 AM - 2:15 PM

Articulation Agreements: EDGE Credit

Certifications: Pharmacy Technician, Phlebotomy, ECG

TRAVEL AND TOURISM MANAGEMENT

The Travel and Tourism Management concentration focuses on the management, marketing and operations of travel and tourism specifically in West Virginia and the travel and tourism industry as an entity. This course focuses on “hands on” and academic activities geared toward management opportunities and skills in the industry.

Required Courses

7663 Travel West Virginia
This course is designed to provide students with the awareness of the impact of tourism in West Virginia and how tourism affects the West Virginia economy. Instruction integrates differentiated learning, technology, and informational content standards to provide knowledge and understanding of the nine tourism regions of the state. Utilizing West Virginia tourism development strategies that incorporate the economic, physical, social, and cultural geography of the state, stakeholders investigate and explore entrepreneurship, professionalism, and marketing strategies to create career building opportunities within the West Virginia travel, tourism and hospitality industry.

1211 Foundation of Travel and Tourism
This course is designed introduced to needed skills for successful employment in the hospitality field. This course provides students with a comprehensive tour through the travel
and tourism environment. Students will discover the characteristics of the hospitality industry, the relationship between hospitality and tourism, the economics and promotion of tourism, and an overview of the lodging and restaurant industries.

1212 Event Management and Operations
This course is designed to focus on “hands on” and academic activities geared toward management opportunities and skills in the hospitality industry. The coursework will provide the student with an overview of industry and will also provide competencies for successful performance in leadership and management skills in the Travel and Tourism.

0437 Hospitality and Tourism Management
This course is designed to provide students with information on how to promote a hotel, restaurant, or travel and tourism related business. Students will discover industry trends in addition to career opportunities that abound in the following industries: lodging, food and beverage, airline, cruise line, travel agencies, event planners, and recreation. This course will allow students to be actively engaged in learning how to create successful promotional mix strategies: advertising, publicity, sales promotion, and personal selling.

Course Length: One year (540 clock hours)
Meeting Times: 11:15 AM - 2:15 PM
Articulation Agreements: EDGE Credit
Certifications: American Hotel & Lodging Association Skills Certification (AH & LA); West Virginia Welcome Customer Service Certificate; ServSafe Foodhandler’s Certificate.

WELDING

The Welding concentration focuses on careers that will build a knowledge base and technical skills in all aspects of the Welding industry. Students will have the opportunity to earn both NCCER certification and the WV Welding Certification for each skill set mastered and be exposed to skills to develop positive work ethics.

Required Courses
1862 Welding I
This course is designed to introduce the student to the knowledge base and technical skills of the Welding industry. Welding I begins with the NCCER Core curriculum which is a prerequisite to all Level I completions. The students will complete modules in Basic Safety; Introduction to Construction Math; Introduction to Hand Tools; Introduction to Power Tools; Introduction to Construction Drawings; Basic Rigging; Basic Communication Skills; Basic Employability Skills; and Introduction to Materials Handling. Students will then begin developing skill sets in the fundamentals of Welding such as Welding Safety; Oxyfuel Cutting; and Plasma Arc Cutting.
1863 Welding II
Welding II will continue to build student skill sets in areas of Air Carbon Arc Cutting and Gouging; Base Metal Preparation; Weld Quality; SMAW-Equipment and Setup; Shielded Metal Arc Electrodes; SMAW-Beads and Fillet Welds; Joint Fit Up and Alignment; SMAW-Groove Welds with Backing; and SMAW-Open V-Groove Welds.

1864 Welding III
Welding III will continue to build student skill sets in areas of Welding Symbols; Reading Welding Detail Drawings; Physical Characteristics and Mechanical Properties of Metals; Preheating and Postheating of Metals; GMAW and FCAW-Equipment and Filler Metals; and GMAW and FCAW-Plate.

1865 Welding IV
Welding IV will continue to build student skill sets in areas of GTAW-Equipment and Filler Metals; and GTAW-Plate.

Elective Courses

1983 Blueprint Reading and Metallurgy
Areas of study include drawing fundamentals, sketching and fabricating, basic welding symbols, and properties of metals and alloys.

1987 Gas Metal Arc Welding
Incorporated into this course are elements of introductory knowledge and skills necessary for a career in welding.

1982 Ornamental Metalwork
Areas of study include measurement, metal layout and bending, operation of the drill press, band saw, and the iron worker.

1989 Gas Tungsten Arc Welding
Incorporated into this course are elements of introductory knowledge and skills necessary for a career in welding.

Course Length: Two years (1080 hours)
Meeting Times: First Year: 11:15 AM - 2:15 PM; Second Year: 7:15 AM - 10:15 AM
Articulation Agreements: EDGE Credit
Certifications: SMAW State Certification, GMAW State Certification, GTAW Stainless Steel State Pipe Certification, GTAW Aluminum Pipe State Certification, GTAW Inconel Pipe State Certification, NCCER Core Curriculum, NCCER Level 1, NCCER Level 2
PROGRAM DESCRIPTIONS EVENING COURSES

ELECTRICAL TECHNICIAN

The Electrical Technician concentration focuses on careers that will build a knowledge base and technical skills in all aspects of the Electrical Trades industry. Students will have the opportunity to earn NCCER certification for each skill set mastered and be exposed to skills to develop positive work ethics.

Required Courses

1756 Electrical Trades I
The students will complete modules in Basic Safety; Introduction to Construction Math; Introduction to Hand Tools; Introduction to Power Tools; Introduction to Construction Drawings; Basic Rigging; Basic Communication Skills; Basic Employability Skills; and Introduction to Materials Handling. Students will then begin developing skill sets related to the fundamentals of Electricity such as Orientation to the Electrical Trade; and Electrical Safety.

1757 Electrical Trades II
Electrical Trades II will continue to build student skill sets in areas such as Introduction to Electrical Circuits; Electrical Theory; Introduction to the National Electrical Code ®; Device Boxes; Hand Bending; Raceways and Fittings; Conductors and Cables; Basic Electrical Construction Drawings; Residential Electrical Services; and Electrical Test Equipment.

1758 Electrical Trades III
Electrical Trades III will continue to build student skill sets in areas of Alternating Current; Motors: Theory and Application; Electric Lighting; and Conduit Bending.

1759 Electrical Trades IV
Electrical Trades IV will continue to build student skill sets in areas of Pull and Junction Boxes; Conductor Installations; Cable Tray; Conductor Terminations and Splices; Grounding and Bonding; Circuit Breakers and Fuses; and Control Systems and Fundamental Concepts.

Elective Courses

1762 Blueprint Reading For Electricians
Areas of study include building plans and specifications and blueprint and schematic reading.

1766 Integrated Electrical Lab
This course introduces the student to the knowledge base and technical skills for concepts in the Integrated Electrical Lab. Areas of study include electrical installation project, rough-in procedure, test and check circuits and termination and trim-out. Emphasis will be placed on career exploration, job seeking skills and personal and professional ethics.

1771 Rotating Devices and Control Circuitry
This course introduces the student to the knowledge base and technical skills for concepts in the Rotating Devices and Control Circuitry. Areas of study include control circuitry and motor controls.

1767 National Electric Code
This course introduces the student to the knowledge base and technical skills for the NEC. Areas of study include demonstrating skills in the use of the NEC, applying calculations to assure NEC 76 standards are met.

Course Length: Two years (1080 hours)
Meeting Times:
DAY PROGRAM
First Year: 11:15 AM - 2:15 PM; Second Year: 7:15 AM - 10:15 AM
NIGHT PROGRAM:
Monday - Friday: 2:30 PM - 5:30 PM OR Monday - Thursday: 6:00 PM - 9:45 PM

Articulation Agreements: EDGE Credit
Certifications: Journeyman

PHARMACY TECHNICIAN

Pharmacy Technicians work under the direction of pharmacists. Instructional content will focus on the metric system, medical terminology, medicinal drugs, pharmaceutical compounding, USP 795 standards, sterile techniques, USP 797 standards, maintenance of inventory, IV preparation, receiving and handling of hazardous materials, preparing purchase orders, receiving and checking supplies purchased, printing labels, typing prescription labels, delivering medications, pricing prescription drug orders and supplies, prepackaging unit dose packages, patient record systems, control records, data processing automation in pharmacy, computer application, employability skills, leadership and human relations skills, health and safety, including CPR.

Required Courses

0636 Core Requirements for Pharmacy Technician
Instructional content in this will focus on medical terminology, pharmacology calculations, anatomy and physiology.

0637 Orientation to Pharmacy Terminology, Law and Ethics
Instructional content in this will focus on major categories of the classification of drugs, drug actions in the human body, theory and principle aspects of a pharmacy sterile program.

0638 Pharmacology for the Pharmacy Technician
Instructional content in this will focus on identifying the sources and explaining how drugs work.

0639 Professional Skill and Pharmacy Operations for the Technician
Students will be provided an opportunity to participate in a clinical internship, applying the knowledge and skills mastered during the PTCB Preparation course. The clinical internship will allow hands-on practice under the direction of a pharmacist. Students participate in 50 hours of activities that reflect current and future entry-level pharmacy technician functions and responsibilities, utilizing both the institutional and retail settings.

**Course Length:** One year (600 clock hours)

**Meeting Times:** Monday - Wednesday 5:30 PM - 9:30 PM, Thursday 5:30 - 8:30 PM

**Articulation Agreements:** NA

**Certifications:** Pharmacy Technician Certification Board

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**PHLEBOTOMY TECHNICIAN**

*Phlebotomists draw blood from patients in hospitals, blood centers, or similar facilities for analysis or other medical purposes.*

**Required Courses**

- **0773 Phlebotomy Technician**
  Students will learn the anatomy of the vascular system as well as perform basic phlebotomy procedures. Students will evaluate patients for ability to withstand venipuncture procedure, be able to explain the venipuncture procedure and answer patient questions. Students will demonstrate basic point of care testing, such as blood glucose levels on patients; prepare blood, urine, and other body fluid specimens for testing according to established standards.

  **Course Length:** Fourteen weeks (226 clock hours--126 classroom, 100 clinical)

  **Meeting Times:** Monday - Wednesday 6:00 PM - 9:00 PM; possible makeup on Thursday

  **Articulation Agreements:** N/A

  **Certifications:** Fourteen weeks (226 clock hours--126 classroom, 100 clinical)

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**WELDING**

*The Welding concentration focuses on careers that will build a knowledge base and technical skills in all aspects of the Welding industry. Students will have the opportunity to earn both NCCER certification and the WV Welding Certification for each skill set mastered and be exposed to skills to develop positive work ethics.*

**Required Courses**

- **1862 Welding I**
This course is designed to introduce the student to the knowledge base and technical skills of the Welding industry. Welding I begins with the NCCER Core curriculum which is a prerequisite to all Level I completions. The students will complete modules in Basic Safety; Introduction to Construction Math; Introduction to Hand Tools; Introduction to Power Tools; Introduction to Construction Drawings; Basic Rigging; Basic Communication Skills; Basic Employability Skills; and Introduction to Materials Handling. Students will then begin developing skill sets in the fundamentals of Welding such as Welding Safety; Oxyfuel Cutting; and Plasma Arc Cutting.

**1863 Welding II**
Welding II will continue to build student skill sets in areas of Air Carbon Arc Cutting and Gouging; Base Metal Preparation; Weld Quality; SMAW-Equipment and Setup; Shielded Metal Arc Electrodes; SMAW-Beads and Fillet Welds; Joint Fit Up and Alignment; SMAW-Groove Welds with Backing; and SMAW-Open V-Groove Welds.

**1864 Welding III**
Welding III will continue to build student skill sets in areas of Welding Symbols; Reading Welding Detail Drawings; Physical Characteristics and Mechanical Properties of Metals; Preheating and Postheating of Metals; GMAW and FCAW-Equipment and Filler Metals; and GMAW and FCAW-Plate.

**1865 Welding IV**
Welding IV will continue to build student skill sets in areas of GTAW-Equipment and Filler Metals; and GTAW-Plate.

**Elective Courses**

**1983 Blueprint Reading and Metallurgy**
Areas of study include drawing fundamentals, sketching and fabricating, basic welding symbols, and properties of metals and alloys.

**1987 Gas Metal Arc Welding**
Incorporated into this course are elements of introductory knowledge and skills necessary for a career in welding.

**1982 Ornamental Metalwork**
Areas of study include measurement, metal layout and bending, operation of the drill press, band saw, and the iron worker.

**1989 Gas Tungsten Arc Welding**
Incorporated into this course are elements of introductory knowledge and skills necessary for a career in welding.

**Course Length:** Two years (1080 hours)

**Meeting Times:** Tuesday, Wednesday and Thursday 4:00 PM – 9:00 PM

**Articulation Agreements:** EDGE Credit
Certifications: SMAW State Certification, GMAW State Certification, GTAW Stainless Steel State Pipe Certification, GTAW Aluminum Pipe State Certification, GTAW Inconel Pipe State Certification, NCCER Core Curriculum, NCCER Level 1, NCCER Level 2
APPENDICES
### Raleigh County Schools 2014-2015 School Calendar

For Raleigh County Schools

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<th>Month</th>
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#### First and Last Dates

<table>
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<tr>
<th>Dates of Summer School or Intersessions</th>
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<td>First Session: Beginning</td>
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#### Faculty Senate Meetings

- 1st meeting
- 2nd Meeting
- 4th Meeting
- 5th Meeting

#### School Holidays Within Instructional Term

- (West Virginia Code §18A-5-2)
  - September 1, Labor Day
  - November 4, General Election
  - November 11, Veterans’ Day
  - November 27, Thanksgiving Day
  - December 25, Christmas Day
  - January 1, New Year’s Day
  - January 19, Martin Luther King Jr Birthday
  - May 31, Memorial Day

#### Noninstructional Days - Reap

<table>
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<tr>
<th>Out-of-Calendar</th>
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<tbody>
<tr>
<td>October 1, 2014</td>
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<td>November 11, 2014</td>
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<td>December 25, 2014</td>
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#### Total Noninstructional Days

20

### Out-of-Calendar (Non-paid Days)

Maximum number of out-of-calendar days possible is 40 in order that the 200-day employment term does not exceed 48 weeks. Out-of-Calendar days must be used to make-up cancelled instructional days, if non-instructional days are not adequate, however, since June 30th is a school holiday, it cannot be used for make-up if it is used to cause the total number of holidays to exceed seven.

March 27, 2014
James G. Brown
Name of County Superintendent

WVDE 11-20-35 (Revised 12-13)