

SOUTH BRANCH CAREER AND TECHNICAL CENTER

Student Handbook 2021-2022



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Proudly Serving Grant, Hardy & Pendleton Counties

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ABOUT THE CENTER

HISTORY OF THE CENTER

South Branch Career and Technical Center (SBCTC) is one of seven multi-county career and technical centers in the state. It began operation in the fall of 1970 with 161 students in six daytime instructional programs and 170 adults in evening classes. The school has grown steadily, and now serves more than 300 students in eleven different programs. The Center serves students from five high schools in Grant, Hardy, and Pendleton counties. The feeder schools include: Petersburg High School, Union Educational Complex, East Hardy High School, Moorefield High School and Pendleton County High School.

VISION STATEMENT

To design an educational program that will encourage the greatest possible development of each student and meet the needs of every student enrolled. The aim of SBCTC is to offer an education which will enable them to function productively and adapt to a rapidly changing technological society.

MISSION STATEMENT

To provide career and technical education that develops career readiness for the 21st century.

CORE BELIEFS/GOALS

1. All students have the potential and ability to learn and succeed.
 - 1.1. Goal: All students are valuable and can learn.
2. SBCTC will provide a safe, supportive, and nurturing environment that contributes to achievement.
 - 2.1. Goal: Provide a safe, structured and disciplined learning environment.
3. High expectations for a quality education will be the standard for success.
 - 3.1. Goal: Teachers will implement a rigorous standards-based 21st century curriculum for all students that is aligned with the WV Content Standards & Objectives.
4. Highly qualified personnel are essential to build and develop a “mastery for all” culture.
 - 4.1. Goal: Teachers will implement a rigorous standards-based 21st century curriculum for all students that is aligned with the WV Content Standards & Objectives.
5. Life-long learning is encouraged as a means to enhance the quality of life.
 - 5.1. Goal: Prepare students to be functional, responsible and productive employees.
6. SBCTC is committed to a continuous improvement process.
 - 6.1. Goal: Instruction and curriculum will align with local and regional job markets.



ACCREDITATION

South Branch Career and Technical Center is accredited by the following agencies:

- South Branch CTC Administrative Council
- West Virginia Division of Rehabilitation Services
- West Virginia State Board of Education
- West Virginia Board of Cosmetology
- West Virginia State Board of Examiners for Certified Nursing Assistants (CNA)

PURPOSE

The purpose is to design an educational program that will encourage the greatest possible development of each student and meet the needs of every student enrolled. The aim of SBCTC is to offer an education which will enable students to function productively in a rapidly changing technological society. All policies stated in this handbook are subject to administrative review and revision.

TITLE IX

SBCTC does not discriminate on the basis of race, color, national origin, sex, religion, disability, age, or any other basis prohibited by law in its programs, activities, or employment practices. For inquiries contact: Mrs. Shelly Crites, Administrative Director, 401 Pierpont Street, Petersburg, WV 26847, 304-257-1331.

PHILOSOPHY

- * South Branch Career and Technical Center supports the philosophy that career and technical education is an integral part of the total secondary spectrum. We believe that the Center should provide an opportunity for the greatest possible development of youth and adults, as both individuals and as skilled members of our democratic society.
- * The Center adheres to the basic fact that “students learn by example.” Staff and students will be held to a commitment of a strong work ethic and the WV Code of Conduct.
- * The aim of the Center is to complement the home and community resources in producing useful, well-adjusted citizens, who will be capable of accepting civic responsibilities, maintaining good human relations, achieving independence, and improving the quality of community living.
- * The Center’s goal is to take each student where he/she is and help him/her develop as far and as fast as their abilities will permit. We strive to help students discover a job and the excitement of learning new concepts and skills.
- * We believe that every student has something unique and valuable to offer society. We strive to see that each class has the proper equipment and supplies to get the job done. We believe that skill development can best be accomplished in an environment that is as near to the actual job situation as possible.

SCHEDULES



Time	Student/Staff Schedule
7:00 – 7:45	Planning - 45 minutes for instructors
7:45 – 8:32	First Period - PHS students only - elective credit
8:40 - 11:20 Bell @ 8:50	AM Session
11:30 – 12:00	Lunch - 30 minutes for instructors
12:00 - 12:20	Planning/Greeting Students
12:20 - 2:45	PM Session - Hardy 12:20 - 2:15 Grant 12:20 - 2:42
2:45 - 3:30	Staff Meetings - Monday Team/Committee Meetings—Wednesday (Professional Development, Leadership/Safety/ Curriculum, CTSO's, SWP, School Improvement, IEP/ 504/SAT and Option Team, Planning/Tutoring- Tuesday, Thursday, Friday

Morning	Arrival	Departure
Pendleton County High School	First bus arriving prior to 8:50	11:20
Union High School	8:50	10:50
Moorefield High School	8:50	11:09
Petersburg High School	8:40 - 8:50	11:09
Afternoon	Arrival	Departure
East Hardy High School	12:20	2:15
Moorefield High School	12:20	2:15
Petersburg High School	12:20	2:45

* This schedule is subject to change based upon feeder school need.



WEATHER DELAYS / CANCELLATIONS

In the event of inclement weather or emergency closings in the tri-county area, SBCTC will follow the Grant County school schedule; i.e., if there is a 2-hour delay in Grant County, there is a 2-hour delay at SBCTC; if school is closed in Grant County, SBCTC will be closed. This includes all evening classes and cosmetology clinic hour offerings.

STANDARDS OF PROGRESS

South Branch has four nine-week grading periods with students receiving grades once every quarter. The first and second quarter grades will be averaged to compile the first semester grade; the third and fourth quarter grades will be averaged for the second semester grade. This grading system also applies to all post secondary students enrolled in any secondary program. The following grading scale will be used in all SBCTC classes:

GRADING POLICY 2510 5.4.d

A	90 – 100 %
B	80 – 89 %
C	70 — 79%
D	60 – 69%
F	0 – 59 %

CONCENTRATION SELECTION

Secondary students entering a new program will have 5 days at the beginning of the first term to decide if that concentration is right for him/her. Within that time, he/she may choose to enroll in another concentration if space is available, or return to the home high school for classes. We call this time period the “add-drop” period. *Special consideration in regards to the 5 day period may be given on an individual basis as determined by the Director.*

Admission Policy

South Branch Career and Technical Center is considered a secondary school and students are admitted by priority in the following order:

- 1) High School Seniors, 2) Juniors, 3) Sophomores, 4) Freshmen, 5) 13th Year High School Graduates, 6) Adults in Secondary programs (with openings), 7) Adults in Adult programs (may be in conjunction with college articulation agreements, 8) Other—which includes special consideration. *Each class has a maximum and minimum that applies to student enrollment numbers per concentration—this is based on safety regulations.*
- 2) **All rules, regulations, policies and procedures relate to all students, regardless of age and/or grade level.** Adults served by SBCTC may be subject to additional enrollment requirements including, but not limited to: mandatory drug testing and background checks.



COMPLAINT/GRIEVANCE PROCESS

All students have the right to file a complaint concerning a problem or concern. This complaint must be in writing and submitted to the administrative director.

POLICY FOR PERSONS WITH DISABILITIES

- SBCTC will not refuse to allow a person with a disability to participate in or receive a service, program, or activity simply because the person has a disability. Federal and state laws, including the newly implemented ADA mandate, states that agencies and programs be accessible to otherwise qualified handicapped persons through reasonable accommodation. Reasonable accommodation, however, does not require substantial modifications in existing programs beyond that necessary to eliminate discrimination against otherwise qualified individuals.
- SBCTC will provide programs and services in an integrated setting, unless separate or different measures are necessary to ensure equal opportunity.
- SBCTC will eliminate unnecessary eligibility standards or rules that deny individuals with disabilities an equal opportunity to enjoy their services, programs or activities unless “necessary” for the provisions of the service, program, or activity.
- SBCTC will make reasonable modifications in policies, practices, and procedures that deny equal access to individuals with disabilities unless a fundamental alteration in the program would result. It will be the policy of SBCTC to ensure effective communication with individuals with disabilities.
- SBCTC will furnish auxiliary aids and services when necessary to ensure effective communications, unless an undue burden or fundamental alteration would result. Auxiliary aids and services include, but are not limited to: qualified interpreters, note-takers, transcription services, written materials, telephone handset amplification, assistive listening devices and systems, telephones compatible with hearing aids, closed caption decoders, telecommunication devices for deaf persons (TDDs), videoed text displays, qualified readers, taped text, audio recordings, Braille materials, large print materials, etc. SBCTC will not charge an individual with a disability for the use of an auxiliary aid.
- SBCTC will not place special charges on individuals with disabilities to cover the costs of measures necessary to ensure nondiscriminatory treatment, such as making modifications required to provide program accessibility or provide qualified interpreters.
- SBCTC will operate its programs so that, when viewed in their entirety, they will be readily accessible to and usable by individuals with disabilities.
- SBCTC may provide special benefits, beyond those required by this policy, to indi-



viduals with disabilities.

- SBCTC will not deny the benefits of its programs, activities, and services to individuals with disabilities because its facilities are inaccessible. A public entity's services, programs, and activities, when viewed in the entirety, must be readily accessible to and usable by individuals with disabilities.
- SBCTC will take appropriate steps to ensure that communication with applicants, participants, and members of the public with disabilities are as effective as communications with others.
- SBCTC will furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by a public entity.
- SBCTC will determine what type of auxiliary aid and service is necessary; it will give primary consideration to the requests of the individual with disabilities.
- SBCTC will inform applicants and other interested parties of the availability of auxiliary aids, services, and academic adjustments, and the name of the person designated to coordinate the school's efforts to carry out the requirements of this policy.
- When necessary, SBCTC will provide a "qualified interpreter" as defined by the Justice Department. The Justice Department regulation defines a "qualified interpreter" as follows: "Qualified interpreter means an interpreter who is able to interpret effectively, accurately, and impartially both receptively and expressively, using any necessary specialized vocabulary."
- When the need arises for a qualified interpreter, SBCTC will follow West Virginia law and Grant County Schools policy dealing with personnel and seniority, with regard to hiring an interpreter.

STUDENT RIGHTS AND RESPONSIBILITIES

Rights and responsibilities go hand in hand. Students in West Virginia have basic rights and responsibilities similar to those enjoyed by other citizens. These include the right to the equal protection of the laws and the right to the privileges and immunities of United States citizenship. Enjoyment of these rights is governed by due process of law.

School officials have control over student safety, welfare, and behavior from the time a student boards the school bus or arrives at school until the student returns home or to their designated bus stop. To meet this responsibility school officials have the right and responsibility to adopt rules and regulations for the purpose of maintaining order and discipline and creating a positive learning environment. It is a student's responsibility to follow school rules and regulations and to cooperate with school authorities who enforce these rules and regulations.

Section 1. The Right to a Thorough and Efficient Education

All students, regardless of race, religion, national origin, language, gender, disability, marital status, parenthood, or pregnancy have the right to an equal education opportunity. Secondary students are required by law to attend school regularly until their



seventeenth birthday; as long as they continue to be enrolled as a student after their seventeenth birthday; or until their graduation. A student who has not graduated may attend school until they are twenty-one.

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

Whatever school supplies are deemed necessary to accomplish the goals of a school system and are an integral and fundamental part of elementary and secondary education must be provided free of charge to all students, such as textbooks, paper, writing implements and computers if their use is part of the curriculum. Adult students may be required to purchase their own equipment, such as instruments and uniforms.

Section 2. Student Inquiry and Expression

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

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

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

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



Section 3. Non-curriculum Related Student Groups

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

Section 4. Extra-Curricular Activities

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

Section 5. Privacy

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

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

Except in certain instances, school officials may not release information from a student's records without the consent of a parent or guardian, or student if the student is eighteen years of age or older. For example, confidential medical information cannot



be released without the consent of the parents or guardians or eligible students' specific written consent. However, under certain conditions, authorized persons or agencies may receive information without consent. For example, if school officials are served with a valid subpoena for student information, the parents or guardians must be provided notice prior to compliance with the subpoena in order that they may voice any objections in the venue that issued the subpoena.

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

Section 6. Protection from Unreasonable Searches and Seizures and Self-Incrimination

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

Students also have a right under federal and state constitutions not to incriminate themselves about a crime when questioned on school grounds by an individual acting in the capacity of a law enforcement official. They are entitled to be informed of their right against self-incrimination if they are in a custodial setting, in other words, they are not at liberty to terminate the interrogation and leave. Students do not have a constitutional right against self-incrimination when being questioned by school officials or PRO Officers acting under the supervision of school officials who are investigating school related misconduct.

Section 7. Child Abuse Prevention

Students have the right to grow up without being physically or sexually abused at school, in the home, or the community. [W.Va Code §49-6A-2](#) (including W.VA Code 49-2-803 update) requires teachers, counselors, nurses, or other professionals who suspect that a student is being abused to report the circumstances to the West Virginia Department of Health and Human Resources. Victims of abuse may seek the advice or assistance of a teacher, counselor, nurse, or other school professional. The school professional will assist students in getting needed help to prevent the abuse from recurring.

ATTENDANCE POLICY

One of the ultimate goals of SBCTC is to prepare students for the world of work. Since



Career and Technical Education is work oriented, it is essential for students to develop responsible and productive attitudes toward work. One of the best ways of exhibiting this type of behavior is by maintaining a dependable attendance record. By establishing a habit of regular attendance while in school, students will best be able to continue in this responsibility when they enter the work force.

The attendance policy at SBCTC is designed to stress to the student the importance of regular attendance. The policy intends to discourage excessive and unnecessary absences by students. Since lab or shop time accounts for 70% of the instructional program, it is of paramount importance that this time not be missed, for it is extremely difficult to make up. It should also be noted that lab or shop activities are unlike classroom assignments – they cannot be completed at home. This is known as the 70/30 rule.

ABSENCES

The day a student returns to school following an absence(s) he or she is required to bring a written excuse from the proper authority responsible for his/her absence. The adult education coordinator will keep the excuses on file and code them in the instructor's grade book. Any and all excuses related to absences must be turned in on or before the 5th day upon the student returning to school. This 5 day rule applies to ALL forms of absenteeism. *Please note that concentrations with **Clinical Rotations** may have more restrictive absence policies because they are based on third party/outside credentialing programs (See individual syllabus for details).*

Within the parameters of a Simulated Workplace Environment an **excused absence** means that a student has brought in an acceptable note stating why the student was absent. By having a *legitimate written* excuse, the student is able to establish the reason for his or her absence. **Recognized excused absences include: medical notes, court notes, and school related events/trips/games, etc.** Excessive absences will be reported to the attendance director of the home county by the school administration/or designee, which may result in legal action and/or loss of drivers' license. **Students are allotted 10 days (per year) before there is a loss in completion certificate credentialing** and permission to attend the annual SBCTC completion certificate ceremony.

TARDIES

In regards to lateness to class, three tardies shall be equal to one absence. In addition, leaving early three times will also be equal to one absence. A student not present in his/her instructional area when the bell rings is considered tardy, a student who leaves prior to scheduled departure time is considered to be leaving early. Students should be aware that entering a class anytime after the bell rings means they are late. Students arriving late to class shall report to the main office first **before** going to class. A student who is late or leaves early three (3) times will be credited with one unexcused absence (3 = 1 rule). A student must be present 75% of the instructional day to be counted in attendance. Anything less than 75% is considered an unexcused absence.



Make-Up Policy

Upon returning to school following an absence, a student has the responsibility to see his/her instructor about making up work missed (shop or lab time is very difficult if not impossible to make up). Students are required to make up work regardless of the type of absence.

The student will have one (1) day for each day's absence to complete any work missed. Failure to complete the missed assignments within the specified time will result in a grade of "0" for the incomplete assignments. This is known as the one-to-one rule. (1 to 1 Rule)

SBCTC operates on the basis of a nine-week grading period. If at the end of a grading period, work is not completed and the one day make-up time for each day absent has not expired, the student will receive an "I". The "I" will be removed from the grade book when the work is made up. However, if the work has not been made up within one (1) week, the "I" will be averaged with the other grades as a "0" which may result in a final grade of "F".

Certificate of Completion and Exam Policies

The SBCTC Certificate of Completion is bestowed upon students who meet the basic criteria for the credential. There are two basic requirements a student must meet to earn the Certificate. They are: an attendance requirement and overall grade average. 1. Attendance Requirement: students must have no more than 10 unexcused absences per year. 2. Overall Grade Average Requirement: students must maintain a "C" average per semester. Students not meeting any one of the two requirements will not be eligible for the SBCTC Certificate of Completion. It is important to note that any student who does not earn the Certificate but passes the course may earn the credit for the course. The credit will count toward the high school diploma.

Absences due to a school activity will not count against earning the Certificate of Completion. Students must provide proper documentation from a school official validating the absence and that they are responsible for making up their work. Also, these days must be approved as legitimate school activities. Students should be reminded that one absence from a career and technical program is equivalent to three absences in a regular academic course. Since four credits are earned, it is important that absences be kept to a minimum. In addition, it should be noted that excessive absences, regardless of the reason, may negatively affect the student's grade as a result of loss of instruction. Students should be responsible in the use of school-related absences and should monitor those absences closely.

Students who have the unfortunate circumstance of being hospitalized or having suffered an accident or prolonged illness may be given special consideration by the Director in regards to receiving a Certificate of Completion. When a student would like to contest the number of his/her absences, he or she may appeal the case to the Attendance Committee to determine if there should be a change in his/her status. The Committee will make recommendation to the administration for the final determination in *all cases involving extenuating circumstances*.



ATTENDANCE POLICY

As an example, when a student has missed a block of time due to a serious or prolonged illness, but has maintained regular attendance and course work during the rest of the year, then special consideration may be given for the Certificate of Completion.

A student with excessive absences after completion of the first year of a two-year program will have his/her eligibility for the second year re-evaluated. This re-evaluation could constitute a change in his/her instructional program. Re-admittance to the original program will be based on three criteria: (1) instructor's recommendation and (2) availability of openings after incoming students have been placed, 3) and new application of admittance through the Simulated Workplace policies and procedures. Any student returning for the second year of a program, must have at least a "C" average or better for the first year and not have excessive absences that would preclude him/her from receiving the SBCTC Certificate of Completion.

Homebound Instruction

Due to the nature of the technical course requirements, instruction may be limited or impossible to offer through homebound services. Homebound instruction is not available to adult students. Students who will be absent for an extended period of time because of illness, accident, pregnancy, etc., should contact their home school counselor and the Administration at South Branch Career and Technical Center to arrange make-up work and discuss viable options.

Educational Leave

As part of receiving SBCTC Certificate of Completion students are given 10 days per year to use at their discretion of which educational leave should be considered. Educational leave customarily is not classified as an excused absence.

Authority of Instructors and Administration

Instructors may exclude from class, for one class period or school day, any student who fails to abide by the student code of conduct. The administration may temporarily suspend from school any student who consistently fails to abide by the student code of conduct or who commits a serious violation of the student code of conduct. SBCTC follows WVDE State Board Policy 4373 (Safe Schools).

Safety Testing

All students who attend South Branch Career and Technical Center must pass a Safety Test within the first few weeks of school. Students must earn a 100% on the safety test for their concentration area. Each student will be given three chances to pass the safety test after safety instruction is given and then re-given. There are NO EXCEPTIONS to this rule. Safety is a must at a Career and Technical Center and students who fail the safety test will be returned to their home high school for a schedule change. Adult students who fail the safety test will be removed from the program.

Outside Food Products

Students are not permitted to bring in outside food products onto the SBCTC campus. A beverage machine is provided for student use. Special activities may, however occur in the classroom under the direct supervision of the classroom instructor.



Discipline-Level I

Behaviors	Definitions – Level 1 Policy 4373
LEVEL 1: Minimally Disruptive Behaviors – disrupt the educational process and the orderly operations of the school but do not pose direct danger to self or others.	
Cheating	A student will not plagiarize or copy the work of others or break rules to gain advantage in a competitive situation. Interventions for this inappropriate behavior may include academic sanctions in addition to other discipline.
Deceit	A student will not deliberately conceal or misrepresent the truth, deceive another or cause another to be deceived by false or misleading information.
Disruptive/ Disrespectful Conduct	A student will not exhibit behavior that violates classroom/school rules, results in distraction and obstruction of the educational process or that is discourteous, impolite, bad mannered and/or rude. Behavior is considered disruptive and/or disrespectful if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.
Failure to Serve Deten- tion	A student will not fail to serve an assigned detention of which students and/or parents/guardian have been notified.
Falsifying Identity	A student will not use another person's identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.
Inappropriate Appearance	A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distracting or indecent, to the extent that it interferes with the teaching and learning process, including wearing any apparel that displays or promotes behavior and/or items prohibited by this policy.
Inappropriate Display of Affection	Students will not engage in inappropriate displays of intimate affection, such as kissing or embracing.
Inappropriate Language	A student will not orally, in writing, electronically, or with photographs or drawings, use profanity in general context (not directed toward any individual or group).
Possession of Inappropri- ate Personal Property	A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning.
Skipping Class*	In accordance with WVBE Policy 4110 - Attendance , a student will not fail to report to the school's assigned class or activity without prior permission, knowledge or excuse by the school or by the parent/guardian.
Tardiness*	A student will not fail to be in his/her place of instruction at the assigned time without a valid excuse.
Vehicle Park- ing Violation	A student will not engage in improper parking of a motor vehicle on school property.



Interventions and Consequences

- Administrator/student conference or reprimand
- Administrator and teacher-parent/guardian conference
- Academic sanctions may be used to deny credit for work resulting from cheating; however, previously earned grades/credits may not be reduced.
- Counseling referrals and conference to support staff or agencies
- Daily/weekly progress reports
- Behavioral contracts
- Change in the student's class schedule
- School service assignment
- Confiscation of inappropriate item
- Revocation of privileges
- Restitution/restoration
- Detention (lunch, before and/or after school)
- Denial of participation in class and/or school activities
- Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion, (West Virginia Code [§18A-5-1](#))
- Voluntary weekend detention ([Superintendent's Interpretation of May 12, 2006](#))
- In-school suspension
- *West Virginia Code [§18A-5-1 \(d\)](#) prohibits the use of suspension solely for not attending class.
- While out-of-school suspension is not recommended for Level 1 Inappropriate Behavior, if used at the discretion of the school administrator, it should be limited to a maximum of three (3) days.
- Law enforcement notification if warranted. Absent a real and immediate threat to school or public safety, incidents involving public order offenses shall be considered school discipline issues to be handled by school officials rather than criminal law issues warranting formal law enforcement intervention



Discipline-Level 2

Behaviors	Definitions – Level 2—Policy 4373
LEVEL 2: Disruptive and Potentially Harmful Behaviors – disrupt the educational process and/or pose potential harm or danger to self and/or others. The behavior is committed willfully but not in a manner that is intended maliciously to cause harm or danger to self and/or others.	
Gang Related Activity	<p>A student will not, by use of violence, force, coercion, threat of violence or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's educational mission. Gang activity includes:</p> <p>Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.</p> <p>Using any word, phrase, written symbol or gesture that intentionally identifies a student as a member of gang, or otherwise symbolizes support of a gang.</p> <p>Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.</p> <p>Recruiting student(s) for gangs.</p>
Habitual Violation of School Rules or Policies	<p>A student will not persistently, as defined by the county, refuse to obey the reasonable and proper orders or directions of school employees, school rules or policies.</p>
Insubordination	<p>A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, complete an assignment, work with another student, work in a group, take a test or do any other class- or school-related activity not listed herein, refusing to leave a hallway when requested by a school staff member, or running away from school staff when told to stop, all constitute insubordination/unruly conduct.</p>
Leaving School Without Permission	<p>A student will not leave the school building, campus of school activity for which the student is enrolled without permission from authorized school personnel.</p>
Physical Fight Without Injury	<p>A student will not engage in a physical altercation using blows in an attempt to harm or overpower another person or persons.</p>
Possession of Imitation Weapon	<p>A student will not possess any object fashioned to imitate or look like a weapon.</p>
Possession of Knife not meeting Dangerous Weapon Definition (West Virginia Code §61-7-2)	<p>A student will not possess a knife or knife-like implement under 3½ inches in length. West Virginia Code §61-7-2 clarifies that a pocket knife with a blade 3½ inches or less in length, a hunting or fishing knife carried for sports or other recreational uses, or a knife designed for use as a tool or household implement shall not be included within the term "knife" as defined as a deadly weapon unless such knife is knowingly used or intended to be used to produce serious bodily injury or death.</p>
Profane Language/ Obscene Gesture/ Indecent Act Toward... An Employee or A Student	<p>A student will not direct profane language, obscene gestures or indecent acts towards a school employee or a fellow student. This inappropriate behavior includes but is not limited to, verbal, written, electronic and/or illustrative communications intended to offend and/or humiliate.</p>
Technology Misuse	<p>A student will not violate the terms of WVBE Policy 2460, Safety and Acceptable Use of the Internet by Students and Educators.</p>



Interventions and Consequences

- Administrator/student conference or reprimand
- Administrator and teacher- parent/guardian conference
- Referral to support staff or agencies for counseling or other therapeutic services
- Daily/weekly progress reports
- Behavioral contracts
- Change in the student's class schedule
- School service assignment
- Confiscation of inappropriate item
- Revocation of privileges
- Restitution/restoration
- Before and/or after-school detention.
- Denial of participation in class and/or school activities
- Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion, (West Virginia Code [§18A-5-1](#))
- Voluntary weekend detention ([Superintendent's Interpretation of May 12, 2006](#))
- In-school suspension
- Out-of-school suspension with a recommended maximum of five (5) days (See guidelines in Chapter 6, Section 2)West Virginia Code [§18A-5-1 \(d\)](#) prohibits the use of suspension solely for not attending class.
- The principal and/or superintendent may recommend placement in an Alternative Education program as described in Section 5 of this chapter.
- Expulsion
- Law enforcement notification if warranted. Absent a real and immediate threat to school or public safety, incidents involving public order offenses shall be considered school discipline issues to be handled by school officials rather than criminal law issues warranting formal law enforcement intervention.



Discipline-Level 3

Behaviors	Definitions – Level 3 Policy 4373
<p>LEVEL 3: Imminently Dangerous, Illegal and/or Aggressive Behaviors – are willfully committed and are known to be illegal and/or harmful to people and/or property. The principal shall address these inappropriate behaviors in accordance with W. Va. Code §18A-5-1a, subsections (b) through (h)</p>	
Battery Against a Student	A student will not unlawfully and intentionally injure another student.
Defacing School Property/ Vandalism	A student will not willfully cause defacement of or damage to property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray painting surfaces are acts of defacement. Examples of damage to school property include, but are not limited to, ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary.
False Fire Alarm	A student will not knowingly and willingly set off a fire alarm without cause.
Fraud/Forgery	A student will not deceive another or cause another to be deceived by false or misleading information or sign the name of another person in order to obtain anything of value or defraud authorities.
Gambling	A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.
Hazing	A student will not haze or conspire to engage in the hazing of another person. “Hazing” means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any activity or organization, including both co-curricular and extracurricular activities.
Improper or Negligent Operation of a Motor Vehicle	A student will not intentionally or recklessly operate a motor vehicle, on the grounds of any educational facility, parking lot, or at any school-sponsored activity, so as to endanger the safety, health or welfare of others.
Larceny	A student will not, without permission, take another person’s property or have another person’s property in his or her possession. Property valued at \$1,000 or more will increase this behavior to a Level 4 because it is considered a felony in accordance with West Virginia Code §61-3-13 .
Sexual Misconduct	A student will not publicly and indecently expose themselves, display or transmit any drawing or photograph of a sexual nature, or commit an indecent act of a sexual nature on school property, on a school bus or at a school sponsored event.
Threat of Injury/ Assault Against... An Employee A Student	A student will not threaten (verbal or written) or attempt to injure another student, teacher, administrator or other school personnel. [This includes assault on a school employee defined in West Virginia Code §61-2-15].
Trespassing	A student will not enter upon the premises of the county school system property, other than to the location to which the student is assigned, without authorization from proper school authorities.



<p>Harassment/ Bullying/ Intimidation</p>	<p>A student will not bully/intimidate/harass another student. According to West Virginia Code §18-2C-2, “harassment, intimidation or bullying” means any intentional gesture, or any intentional electronic, written, verbal or physical act, communication, transmission or threat that:</p> <ul style="list-style-type: none"> • A reasonable person under the circumstances should know the effect of harming a student, damaging a student’s property, placing a student in reasonable fear of harm to his or her person, and/or placing a student in reasonable fear of damage to his or her property. • Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or emotionally abusive educational environment for a student, or • Disrupts or interferes with the orderly operation of the school. <p>An electronic act, communication, transmission or threat includes but is not limited to one which is administered via telephone, wireless phone, computer, pager or any electronic or wireless device whatsoever, and includes but is not limited to transmission of any image or voice, email or text message using any such device.</p> <p>Acts of harassment, intimidation, or bullying that are reasonably perceived as being motivated by any actual or perceived differentiating characteristic, or by association with a person who has or is perceived to have one or more of these characteristics, shall be reported using the following list: race; color; religion; ancestry; national origin; gender; socioeconomic status; academic status; gender identity or expression; physical appearance; sexual orientation; mental/physical/developmental/ sensory disability; or other characteristic.</p> <p>When harassment, intimidation or bullying are of a racial, sexual and/or religious/ethnic nature, the above definition applies to all cases regardless of whether they involve students, staff or the public. Detailed definitions related to inappropriate behavior of this nature are as follows:</p>
<p>Harassment/ Bullying/ Intimidation</p>	<p><u>Sexual harassment</u> consists of sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:</p> <ul style="list-style-type: none"> • submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or • submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education; or • creating an intimidating, hostile or offensive employment or educational environment. <p>Amorous relationships between county board employees and students are prohibited.</p> <p>Sexual harassment may include but is not limited to:</p> <ul style="list-style-type: none"> • verbal harassment of a sexual nature or abuse • pressure for sexual activity



Discipline-Level 3

Harassment/ Bullying/ Intimidation	<ul style="list-style-type: none">• inappropriate or unwelcome patting, pinching or physical contact;• sexual behavior or words, including demands for sexual favors, accompanied by implied or over threats and/or promises concerning an individual's employment or educational status;• behavior, verbal or written words or symbols directed at an individual because of gender; or• the use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, climate/culture or opportunities.
Harassment/ Bullying/ Intimidation	<p><u>Racial harassment</u> consists of physical, verbal or written conduct relating to an individual's race when the conduct:</p> <ul style="list-style-type: none">• has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;• has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance;• or otherwise adversely affects an individual's employment or academic opportunities. <p><u>Religious/ethnic harassment</u> consists of physical, verbal or written conduct which is related to an individual's religion or ethnic background when the conduct:</p> <ul style="list-style-type: none">• has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;• has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance;• or otherwise adversely affects an individual's employment or academic opportunities. <p><u>Sexual violence</u> is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to:</p> <ul style="list-style-type: none">• touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;• coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;• coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or• threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.• threatening or forcing exposure of intimate apparel or body parts by removal of clothing. <p><u>Racial violence</u> is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.</p> <p><u>Religious/ethnic violence</u> is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion or ethnicity.</p>



Interventions and Consequences

Level 3 behaviors are criminal offenses and therefore warrant formal law enforcement intervention which may result in issuance of a criminal citation, ticket, or summons, filing a delinquency petition, referral to a probation officer or actual arrest.

In collaboration with law enforcement, the school shall also implement intervention strategies and meaningful consequences that promote and support appropriate behavioral changes. These strategies include but are not limited to:

- Administrator/student conference or reprimand
- Administrator and teacher-parent/guardian conference
- Referral to support staff or agencies for counseling or other therapeutic services
- Notification of appropriate Health and Human Resources
- Daily/weekly progress reports
- Behavioral contracts
- Change in the student's class schedule
- School service assignment
- Confiscation of inappropriate item(s)
- Revocation of privileges
- Restitution/restoration
- Before and/or after-school detention.
- Denial of participation in class and/or school activities
- Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion, (West Virginia Code [§18A-5-1](#))
- Voluntary weekend detention ([Superintendent's Interpretation of May 12, 2006](#))
- In-school suspension
- Out-of-school suspension for up to ten (10) days (See guidelines in Chapter 6, Section 2)
- The principal and/or superintendent may recommend placement in an Alternative Education program as described in Section 5 of this chapter.
- Expulsion

Upon receipt of a complaint of racial, sexual and/or religious/ethnic harassment or violence that has been substantiated through investigation, the appropriate school official shall take action appropriate to the status of the offender (student, staff or public guest). Such action for students may include all options listed above. Actions for staff may include but not be limited to, warning, suspension, termination, revocation of licensure, notification of law enforcement and/or human services. Actions for public guests may include but not be limited to removal from school property and school sponsored functions, notification of law enforcement and/or human services.



Discipline-Level 4

Behaviors	Definitions – Level 4 Policy 4373
<p>LEVEL 4: Safe Schools Act Behaviors - are consistent with those addressed in West Virginia Code §18A-5-1a (a) and (b). The following Level 4 behavior definitions are aligned with West Virginia Code §§61-6-17, 61-6-24, and 18A-5-1, and in the Gun-Free Schools Act of 1994. These laws require that the principal, superintendent and county board address Level 4 behaviors in a specific manner as outlined in West Virginia Code §18A-5-1a and paraphrased in Chapter 3, Sections 4 and 5 of the WVDE Policy 4373 manual.</p>	
<p>Battery Against a School Employee</p>	<p>A student will not commit a battery by unlawfully and intentionally making physical contact of an insulting or provoking nature with the person of a school employee as outlined in West Virginia Code §61-2-15(b).</p>
<p>Felony</p>	<p>A student will not commit an act or engage in conduct that would constitute a felony under the laws of this state if committed by an adult as outlined in West Virginia Code §18A-5-1a(b)(i). Such acts that would constitute a felony include, but are not limited to, arson (West Virginia Code §61-3-1), malicious wounding and unlawful wounding (West Virginia Code §61-2-9), bomb threat (West Virginia Code §61-6-17), sexual assault (West Virginia Code §61-8B-3), terrorist act or false information about a terrorist act, hoax terrorist act (West Virginia Code §61-6-24) and grand larceny (West Virginia Code §61-3-13).</p>
<p>Illegal Substance Related Behaviors</p>	<p>A student will not unlawfully possess, use, be under the influence of, distribute or sell any substance containing alcohol, over-the-counter drugs, prescription drugs, marijuana, narcotics, any other substance included in the Uniform Controlled Substances Act as described in West Virginia Code §60A-1-101, et seq. or any paraphernalia intended for the manufacture, sale and/or use of illegal substances in any building/area under the control of a county school system, including all activities or events sponsored by the county school district. This includes violations of WVBE Policy 2422.8 - Medication Administration and instances of prescription drug abuse.</p>
<p>Possession and/or Use of Dangerous Weapon</p>	<p>According to West Virginia Code §18A-5-1a(a), a student will not possess a firearm or deadly weapon as defined in West Virginia Code §61-7-2, on any school bus, on school property or at any school-sponsored function as defined in West Virginia Code §61-7-11a.</p> <p>As defined in West Virginia Code §61-7-2, a “dangerous weapon” means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous weapons include, but are not limited to, blackjack, gravity knife, knife, knife-like implement, switchblade knife, nunchaku, metallic or false knuckles, pistol, or revolver. A dangerous weapon may also include the use of a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another.</p>



Level 4 Behaviors are Used in the Identification and Classification of Persistently Dangerous Schools

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

- Battery on a school employee as defined in West Virginia Code [§61-2-15](#).
- Commission of an act that would constitute a felony under the laws of the state on the premises of an educational facility, at a school sponsored function or on a school bus.
- Possession of a firearm or deadly weapon as defined in West Virginia Code [§61-7-2](#) on the premises of an educational facility, at a school sponsored function or on a school bus.
- Sale of a narcotic drug as defined in West Virginia Code [§60A-1-101](#) on the premises of an educational facility, at a school sponsored function or on a school bus.

County School System Requirements Related to Persistently Dangerous Schools:

1. provide targeted technical assistance to any school that has, for two consecutive years, substantiated Level 4 behaviors that exceed 3% of the total number of students enrolled in the school, based on the school's second month enrollment;
2. develop a corrective action plan for any school identified as persistently dangerous, submit it to the WVDE, and implement the plan in a timely manner; and
3. conduct a timely notification process to inform parents of each student attending a school identified as persistently dangerous of this; provide the opportunity for students to transfer to a safe public school within the county school district; and complete the transfer process for all students wishing to transfer.

WVDE Requirements Related to Persistently Dangerous Schools:

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

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



Parking Permits & Driving Pass

Student Parking Request Procedure

Students are not permitted to freely park at SBCTC. Parking is by PERMIT ONLY. In the event of unusual circumstances, students may request special permission to park on SBCTC's campus. Students will need to complete and submit the STUDENT TRANSPORTATION PERMISSION SLIP 3 days prior to the effective parking date. The form will need to be fully completed and be signed by the parent/guardian, home high school's administration, and SBCTC's administration. All signatures endorsing student permission to park must be on the form or students will not be granted permission to park at SBCTC. Upon final approval of parking privilege, a temporary parking permit will be issued to be displayed in the front window of the automobile. *Any student found not following this procedure is subject to disciplinary action and their vehicle may be towed at the owner's expense.*

Missing the CTE Bus

Students who happen to miss the bus are NOT automatically granted permission to drive to SBCTC. The home high school administrator should contact SBCTC to make appropriate plans for the day.

Adult Student Parking Request Procedure

Special accommodations will be made for adult students. Adult students will need to register their automobile and be provided a parking pass to be displayed in their automobile front window. Failure to display parking pass may result in automobile being towed at the owner's expense. Adult students are **not** permitted to transport secondary students without prior parent/guardian, home high school's administration, and SBCTC's administration permission. Adult students will need to follow the passenger provision procedure in the event a need has developed to transport a secondary student. *Students are required to park in the assigned spot.*

Insurance

A student must have some type of accident insurance coverage, either school or private coverage, since SBCTC does not typically insure students.

All students are required to have some type of accident insurance. Insurance forms will be distributed to students during the first full week of classes. All students must either participate in a school group insurance plan or be covered by private insurance.

Students are encouraged to take *high option* insurance. If students elect low option, they are responsible for any charge above the amount the insurance will pay per accident. In case of an accident or illness while attending SBCTC, the student will be released to a local hospital or physician for professional medical attention. SBCTC will not be responsible for payment of these services if they are of a personal nature. The student should be insured for his or her personal protection. When possible, SBCTC may provide insurance to students with

NOTE TO PARENTS: If students do not complete the required documentation listing proof of insurance coverage, or purchase insurance by the second week of school, students may be returned to home high school.



Dress Code

Students attend the SBCTC to learn skills and become employed. Personal appearance may often determine employability; therefore, SWP will declare dress code policy. Students are expected to comply with all Simulated Workplace policies and procedures.

Cell Phone Policy

Students are permitted to have cell phones during the school day. However, students are expected to follow these regulations while school is in session. Students are not allowed to use their cell phone during class instruction. Phones may be used during breaks or when given permission by the instructor.

1st Offense: Verbal Warning

2nd Offense: Call to parent/guardian.

3rd Offense: One (1) day ISS at SBCTC. A contract will be signed by parent and student denoting that the next violation will result in ISS.

4th Offense - Student will face disciplinary action at their high school, ISS.

5th Offense - A meeting will be held to determine the student's interest in continued placement at SBCTC.

Cell phones can be used before class, or during non-instructional times, provided it does not cause a safety problem, disrupt school, or cause a student to be tardy. Any other use of a cell phone requires approval from an instructor.



POLICIES AND REGULATIONS

FIRE DRILLS and LOCK DOWN DRILLS

Fire drills and lock-down drills are held periodically throughout the school year. The signal is a bell or “buzzer” which sounds continuously for 30 seconds or longer. It is essential that everyone promptly clear the building by the prescribed route when the alarm is sounded. Each instructor shall review fire drill procedures in detail during the first week of class and post clearly marked procedure and exit details. Drills are for practice but should be taken seriously at all times in the event of a live event. Inappropriate behavior during said drills will not be tolerated and will result in disciplinary action.

WILLFUL DESTRUCTION OF PROPERTY

Any student willfully destroying SBCTC property will be required to replace the damaged property and may receive in-school or out-of-school suspension. Student’s who negligently lose, damage, destroy, or otherwise dispose of school property placed in their possession or entrusted to them will be charged for the full extent of the damage or loss and are subject to disciplinary and/or legal action.

THEFT OF PERSONAL PROPERTY

SBCTC is not responsible for the theft or loss of any personal tools, clothing, jewelry, money, books, etc., while a student is enrolled at SBCTC. If something is stolen, a police report may be filed with local law enforcement agencies. SBCTC does not have any form of insurance that covers the loss of property placed in lockers, desks, tool boxes, etc.



PROHIBITION ON TOBACCO-DERIVED PRODUCTS, ALTERNATIVE NICOTINE PRODUCTS, AND VAPOR PRODUCTS

SBCTC follows the Grant County Schools Policy 3012 in regards to the use of tobacco – derived, alternate nicotine, and vapor products.

Purpose:

The Grant Board of Education is committed to providing students, staff, and visitors with a tobacco free environment, free of both smoke and smokeless products, including such items as vapor and e-cigarette products for which this policy is directed. Some such products allow students to inhale flavored vapor containing nicotine or other harmful substances, often without detection. The purpose of this policy is to provide measures for prohibiting the use or distribution of such products.

A "tobacco-derived product" includes electronic cigarettes or similar devices, alternative nicotine products, and vapor products. "Tobacco-derived product" does not include any product that is regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.

"Alternative nicotine product" means any non-combustible product containing nicotine that is intended for human consumption, whether chewed, absorbed, dissolved, or ingested by any other means. "Alternative nicotine product" does not include any vapor product, or product regulated as a drug or device by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.

"Vapor product" means any non-combustible product containing nicotine that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape and size that can be used to produce vapor from nicotine in a solution or other form. "Vapor product" includes any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, Juul, or similar product or device, and any vapor cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device. "Vapor product" does not include any product that is regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.

The Board does not condone, in the educational environment, the use of tobacco-derived products, alternative nicotine products, or vapor products. The Board prohibits student possession and/or use of all these products in school buildings, on school grounds, on school buses, at bus stops, and at any school-sponsored function. The Board prohibits employees, visitors and spectators from using any of these products while on school grounds. This policy shall also apply at all times to any building, property or vehicle leased, owned or operated by the Board. This policy shall apply to any private building, or other property including automobiles or other vehicles used for school activities when students or staff are present. An exception shall be made by the Superintendent to allow possession/use of approved nicotine replacement product for tobacco cessation. West Virginia State Board of Education policy 2422.8 - Medication Administration must be followed in order for students to use such products on school property or at school sponsored events.

Individuals supervising students off school grounds, including employees and volunteers, are prohibited from distributing or using any such products while in the presence of students or at any time while engaged in any activities directly involving students.

If the Board discovers that an employee has sold or furnished such products to students, the Board may dismiss such employee for cause. Any such discharge shall be considered as "gross misconduct" for the purposes of determining the discharged employee's eligibility for unemployment benefits. If the Board discovers that an employee has used such a product in violation of this policy, disciplinary action will be taken subject to due process.



Enforcement provisions for the public may include, but are not limited to: request to stop use or leave premises, deny access to school property and/or police notification.

The Board reserves the right to have the vapor product tested by law enforcement to determine the actual contents. Therefore, consequences may be subject to change after the initial offense.

Student Offenses and Consequences:

First Offense: It shall be defined as the initial time a student of the school system is charged and proven to be in possession and/or use of a tobacco-derived product, alternative nicotine product, or vapor product.

Following a due process hearing and a conference at the school which shall include the parents/guardians, building principal and other staff members or persons involved, a three-day in-school suspension.

Second Offense: See description of First Offense, however, this second offense is related to the entire school tenure of that student, not just one school year or term. - Following a due process hearing and a conference at the school which shall include the parents/guardians, building principal and other staff members or persons involved, a three-day out-of-school suspension from school classes, and all other activities on school grounds or other grounds involving school students in a scheduled activity.

Third Offense: See description of Second Offense, however, this third offense is related to the entire school tenure of that student, not just one school year or term.

Following a due process hearing and a conference at the school which shall include the parents/guardians, building principal and other staff members or persons involved, a five-day out-of-school suspension from school classes, and all other activities on school grounds or other grounds involving school students in a scheduled activity.

Fourth Offense: See description of Third Offense, however, this fourth offense is related to the entire school tenure of that student, not just one school year or term.

A fourth violation is an indication of unwillingness on the part of the offender to accept counseling and assistance and shall result in a 10-day out-of-school suspension. - Following a due process hearing and a conference at the school which shall include the parents/guardians, building principal and other staff members or persons involved, a ten-day out-of-school suspension from school classes, and all other activities on school grounds or other grounds involving school students in a scheduled activity.

The principal shall submit a letter to the superintendent for further action. - The superintendent shall meet with the student and parents to discuss the consequences of the student's alleged offense with the possibility of recommending expulsion to the Board of Education. The student has the right to have counsel present. - A student hearing shall be scheduled for the student to be heard before the Board of Education on the alleged violation. The student may request a closed hearing. After deliberating the facts in an executive session, the board will announce their decision on the student hearing in open session. - The Student may be recommended for expulsion, not to exceed 365-days, pursuant to the Board Policy 3010 and WV State Board of Education Policy 4373.



- In all four violations, proof of counseling and attendance in a tobacco cessation program shall be submitted to the superintendent before admittance back to the classroom.
- In all four violations, a report will be made to the Grant County Sheriff's Office, for consideration of charges pursuant to §16-9A-3 and §16-9A-4.
- In all four violations, every person who shall smoke a cigarette or cigarettes, pipe, cigar or other implement of any type or nature, designed, used or employed for smoking any tobacco or tobacco product; or who shall use any tobacco product, whether chewing tobacco, snuff or otherwise, in any building or part thereof used for instructional purposes, in any school of this state, as defined in §18-1-1 of this code, or on any lot or grounds actually used for instructional purposes of any such school of this state while such school is occupied for school purposes, shall be guilty of a misdemeanor, and, upon conviction thereof, shall be punished for each offense by a fine of not less than one nor more than five dollars.

Student Offenses and Consequences for Cannabis and/or Distribution:

If a student is found to be in possession in school buildings, on school grounds, at a bus stop, or at any school-sponsored function of any such product that contains cannabis, the student will be subject to Level 4 offense and procedures as outlined in Board Policy 3010 and WV State Board of Education Policy 4373. Possession means the presence of such products or paraphernalia, in any amount, on the person or body, in a school locker or backpack or in or on any other item owned or under the general direction or control of any individual.

If a student is found to be distributing in school buildings, on school grounds, at a bus stop, or at any school-sponsored function any tobacco-derived product, alternative nicotine product or vapor product, the student will be subject to Level 4 offense and procedures as outlined in Board Policy 3010 and WV State Board of Education Policy 4373. Distributing means to sale, giving, transfer, delivery, trade or exchange in any manner.

Preventative Education:

Age appropriate instructional goals and objectives included in Health Education for every grade level, K-12, with regard to tobacco, vapor products, alcohol, and drug use, listed in WV State Board of Education Policy 2520, Health Education. Objectives contained in this policy address knowledge, skills, and behaviors that relate to preventing the use of tobacco, tobacco products and vapor products. Teachers in all disciplines shall be encouraged and directed to include discussion of the social and physical risks associated with these substance abuses in appropriate classroom presentations.

Legislation passed in 2017 requires that school systems put more emphasis on their Drug, Alcohol and Tobacco Education programs. Everyone is sensitive to the opioid crisis in the state and the legislature recommends school systems make sure that students in grades 6-12 receive the attention required in the newer legislation.



CONTROLLED SUBSTANCE ABUSE & LEGAL SANCTIONS APPLIED UNDER LOCAL, STATE, AND FEDERAL LAWS

Controlled substance within the policy's meaning will include all those legally classified as "controlled substance narcotics" or "dangerous substances." Also included is any stimulant, depressant, or mood-altering chemical (hallucinogenic chemicals, marijuana, alcoholic beverages, etc.) Students will not use, possess, or distribute any controlled substance at any time, on school property, or on school buses or any school-sponsored event. Intent to use, sell, or distribute "look alike drugs" and various instruments and materials commonly known to be intended for the use of or preparation of a controlled substance will be in violation of this policy.

COMPLIANCE IS MANDATORY

Substance abuse in school poses a serious threat to the academic, social, and emotional health of all students. Consequently, it is the school's responsibility to make every effort to reduce the threat, discipline the offender, and counsel those who need specific education and help.

In addition to the general federal statutes that make it a crime to possess or distribute a controlled substance, there are special federal laws designed to protect children and schools from drugs.

An important part of the Comprehensive Crime Control Act of 1984 makes it a federal crime to sell drugs in or near a public or private elementary or secondary school. Under this "schoolhouse" law, sales within 1,000 feet of school grounds are punishable by up to double the sentence that would apply if the sale occurred elsewhere. Even more serious, mandatory penalties are available for repeat offenders.

Distribution or sale to minors of controlled substances is also a federal crime. When anyone over the age of 21, sells drugs to anyone under the age of 18, the seller runs the risk that he/she will receive up to double the sentence that would apply to a sale to an adult. Once again, more serious penalties can be imposed on repeat offenders. Possession of marijuana for personal use is a felony.



WEAPONS CONTROL POLICIES, LEGAL REQUIREMENTS AND DISCIPLINARY ACTION

It will be unlawful for any individual to possess any firearm or any other deadly weapon including any explosive devices or paraphernalia on the school grounds, school facility, and/or a school bus. This policy is in accordance with WV Law 61-7-11a.

This policy addresses student conduct as it pertains to the possession, displaying and brandishing of weapons, and instructions for the discovery of such weapons, and legal and disciplinary penalties that may be assessed to such individuals as they accordingly apply. This policy is in accordance with the recently enacted Senate Bill 244. Possession or use of a weapon is prohibited by a student who is on school property, including school buses, or who is under the control or supervision of school personnel. The term “weapon” is intended to be constructed broadly and includes any instrument or device, which by its design or use, is capable of causing injury, harm or threat of injury to the physical well being of another person.



POLICIES AND REGULATIONS

STUDENT RECORD POLICY

Information from records, files, and data directly related to a student will not be disclosed to individuals or agencies outside the Center without the consent of the student in writing, except pursuant to lawful subpoena or court order, or except in the case of a specifically designated educational and governmental officials as required by Public Law 93-380 (Educational Amendments of 1974). Information contained in such records may be shared within **CBCTC** by professionals. Records originating at another institution will be subject to these policies.

SCHOLASTIC REQUIREMENTS AND CREDITS FOR HIGH SCHOOL

To remain in the SBCTC, a student is expected to maintain satisfactory grades. Grades are determined by daily work as established by the classroom instructor within the course syllabus. Each student satisfactorily completing the required course of study for one school year at the SBCTC will receive four units of credit, which will be applied to the student's home school scholastic record. The student will receive four credits for each year or a total of eight credits for the regular two-year program.

WITHDRAWAL POLICY

To make a proper withdrawal from school, a student is expected to report to the administration to establish the reason for withdrawal. It is necessary that the school have the reason for withdrawal and other information for permanent records. Secondary students must also receive authorization from their school counselor/s to withdraw or drop a class. All students must also have all outstanding charges paid in full before leaving their concentration.

GRADUATION / CONDUCT

South Branch Career and Technical Center is a public educational institution. As such, its policies and procedures must be maintained; in addition, SBCTC requires mature, ethical behavior that supports its "SAFETY FIRST" pledge. If any student cannot or will not constantly display safe, mature, "work-place like" behavior, the administration shall make efforts to return the student to his/her home high school. Students must remember that graduation requirements often are met through credits earned at SBCTC. It is the student's responsibility to display conduct that will not undermine his/her removal and threaten the earning of credits at SBCTC or graduation.



CAREER TECH STUDENT ORGANIZATIONS (CTSO)

- ⇒ **SKILLSUSA**
- ⇒ **HEALTH OCCUPATIONS STUDENTS OF AMERICA (HOSA)**
- ⇒ **EDUCATORS RISING**
- ⇒ **NATIONAL TECHNICAL HONOR SOCIETY**

ARTICULATION AGREEMENTS

Articulation is the coordination of issuing post-secondary college credit between South Branch Career and Technical Center with Allegheny College of Maryland, Potomac State College and Eastern West Virginia Community and Technical College for designated courses. Students who are interested in this option should first check with the school administration to determine what courses can be used and what guidelines must be followed. Courses may be subject to tuition, fees and administrative costs.

NOTIFICATION OF AVAILABILITY OF ASBESTOS MANAGEMENT PLAN

This is to inform all staff, students and parents that the Grant County Board of Education has fulfilled the requirements of the Asbestos Hazard Emergency Response Act (AHERA) 40 CRF Part 763 in regards to the inspection of its buildings for asbestos containing materials.

A management plan has been developed by accredited planners and is on file in the director's office. This document contains information concerning asbestos containing materials identified to be present in our school.

If you have any questions, contact the Designated Asbestos Program Manager, Mrs. Shelly Crites, Administrative Director, 401 Pierpont Street, Petersburg, WV 26847, 304-257-1331.

NOTIFICATIONS

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Notification of Availability of Integrated Pest Management Plan

This is to all staff, students and parents that the Grant County Board of Education has fulfilled the requirements of the Title 61 Legislative rules for the West Virginia Department of Agriculture Series 12J in regards to the inspection of its buildings for an integrated pest management plan. This is to all staff, students and parents that the Grant County Board of Education has fulfilled the requirements of the Title 61 Legislative rules for the West Virginia Department of Agriculture Series 12J in regards to the inspection of its buildings for an integrated pest management plan.

A management plan has been developed by accredited planners and is on file in the director's office. This document contains information concerning the control of insect, rodent, and plant pests that may be identified to be present in our school.

As part of this plan, the parent is entitled to request personal notification of any application of pesticides in or around the school. If you desire such notification, contact the SBCTC Director.

If you have any questions, contact Mrs. Shelly Crites, Administrative Director, 401 Pierpont Street, Petersburg, WV 26847, 304-257-1331.

Campus Safety

South Branch Career & Technical Center's Campus Safety Report is now available. This report is required by federal law and contains policy statements and crime statistics for the school. The policy statements address the school's policies, procedures and programs concerning safety and security, for example, policies for responding to emergency situations.

Simulated Workplace Program

SBCTC is a full 100% SWP site and has been awarded the status of model school with model programs.



STUDENT DRUG TESTING

Student Drug Testing Policy

South Branch Career and Technical Center, in an effort to protect the health and safety of its students, from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students, proposes to adopt the following policy for drug testing of Simulated Workplace students.

Statement of Purpose and Intent

Although the Administrative Council, administration, and staff desire that every student in the Center refrain from using or possessing illegal drugs, school officials realize that their power to restrict the possession or use of illegal and performance-enhancing drugs is limited. Therefore, this policy governs only performance-enhancing and illegal drug use by students participating in the Simulated Workplace, and those whose parent or guardian electing to include their student in the random student drug testing selection process. The sanctions imposed for violations of this policy, could include, but are not limited to, limiting the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in interscholastic extra-curricular activities and to participation in the Simulated Workplace. This policy supplements and complements all other policies, rules, and regulations of the Center regarding possession or use of illegal drugs.

Students who participate in interscholastic extra-curricular activities and the Simulated Workplace are respected by the student body and are representing the School and the community. Accordingly, these students carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct and training, which includes avoiding the use or possession of illegal drugs. Additionally, students participating in the Simulated Workplace have a responsibility for the safe operation of equipment and machinery in the CTE setting.