

Boone Career and Technical Center



HIGH SCHOOL STUDENT HANDBOOK

2021-2022

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Director/Principal

This agenda belongs to:

Name _____

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TABLE OF CONTENTS

Building Neatness	5
Classroom Make-up Policy.....	6
Closed Campus	4
Discipline Policies and Actions	7-13
Drug Testing Policy.....	7
Emergency Cards	5
Final Test Policy.....	6
Fire Drill Procedures	13
Guidance Office	5
Accidents	5
Lost and Found.....	4
Mission Statement	3
Nondiscriminatory Statement.....	2
Obligations.....	5
Parent/Teacher Conferences	3
Progress Reports/Report Cards.....	4
School Closing Due to Weather.....	6
Simulated Workplace.....	6
Textbooks	4
Visitors.....	56

Title IX ADA 504 Notice

The Boone Career & Technical Center (BCTC) does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, disability, age, or marital status in any of its policies, procedures or practices as required by Title IX, Section 504, and ADA regulations. For inquiries concerning Title IX, please contact the BCS Safe Schools Director Anthony Tagliente at 304-369-8276 or ataglient@k12.wv.us. For inquiries concerning 504/ADA, please contact the Director of Exceptional Children Mary Knapp, at 304-369-8245 or mknapp@k12.wv.us. Inquiries may also be submitted in writing to the following Director's at Boone County Schools 69 Avenue B Madison, WV 25130.

WELCOME

The Boone Career and Technical Center would like to extend their wishes to you for a successful academic career. This school year will be whatever you make it, and remember that your success in school is directly proportional to your efforts. May you always strive to do things in which you can take pride.

Allen Halley
Director/Principal

MISSION AND VISION STATEMENT

MISSION: "The Boone Career and Technical Center enriches lives locally, regionally, and globally, by providing occupational education and training for lifelong learning and professional success."

VISION: "Your goals. Our mission."

STUDENT CODE OF CONDUCT

In order for every student to have the opportunity to reach his/her potential, every student in the public schools of West Virginia **shall not** exhibit the following behaviors:

1. Anti-social conduct.
2. Cheating.
3. Disorderly conduct.
4. Improper operation of motor vehicle.
5. Inappropriate displays of affection.
6. Inappropriate dress and grooming.
7. Leaving school without permission.
8. Possession of inappropriate personal property.
9. Tardiness.
10. Technology abuse.
11. Tobacco.
12. Trespassing.
13. Truancy.

PARENT-TEACHER CONFERENCES

Parents are urged to call for a conference appointment with their child's teacher(s) whenever the need arises. Many times, a conference with the teacher can resolve misunderstandings. Contact the office to request an appointment.

PROGRESS REPORTS/REPORT CARDS

A progress report will be sent home for all students near the middle of each nine-week grading period. The purpose of this is to inform parents and students of their grades in all classes. Parents may also check "Live Grades" to monitor their child's grades. This will give every student the opportunity to work harder in those areas where it is needed. Report cards are distributed every nine weeks. The grade that is given at the end of the First Term (semester) is the final grade for that particular class.

CLOSED CAMPUS

The Boone Career and Technical Center campus is closed. No student is allowed outside the boundaries of the campus without permission from the administration. Students are not permitted in the rear of the building nor parking lot unless supervised.

DRIVING PROCEDURES

You are not permitted to drive to the Career Center without prior approval from the principal of the Career Center. Any student wishing to drive to the career center must complete a BCTC Student Driving Permit prior to their driving to the center. Upon arrival at school, you are to leave your car for the day. Students are not permitted to transport other students to or from the career center.

TEXTBOOKS

All students in Boone County Schools are supplied with free textbooks. It is the student's responsibility to maintain the books assigned him/her. Students shall be charged with any damages incurred while the book is assigned to him/her. In the case of a lost, stolen, or damaged book, the student assigned that book shall be responsible to pay for such.

LOST AND FOUND

Students who find lost articles are asked to take them to the office. Lost articles which are not claimed within a reasonable amount of time will be given to Goodwill Industries.

OBLIGATIONS

Students who owe money or need to return textbooks or other items are obligated to meet those payments. Until such payments are made, no other materials will be issued. Their names will go on an "Obligation List" in the office. Payments and/or returns shall be made to the secretary. Remember--take care of your obligations.

BUILDING NEATNESS

This is your building--keep it neat and clean at all times! Use the trash bins throughout the school and pick up litter around you. Just as you are judged by the company you keep, so are you judged by the surroundings in which you live and go to school.

GUIDANCE OFFICE

Counselors are available at each high school to serve the educational, social, and personal needs of students. If you wish to see the counselors, you will need to arrange for an appointment.

ACCIDENTS

Every accident that occurs in the school building, or on the school grounds, must be reported immediately to the person in charge and to the school office. An "Incident report" will be completed and placed on file in the office and with the Boone County Board of Education.

VISITORS

Only visitors with legitimate business reasons will be allowed to enter the school campus area. All visitors must check in with the office upon arrival. Visitors will be issued a pass that must be returned upon leaving the school.

EMERGENCY CARDS

Emergency information cards are distributed to all students at the beginning of each school year. Parents are to complete these and return them to the school for reference in case their child is injured or becomes ill at school. Please list any special health problems so school officials will be better equipped to handle a possible problem. **ONLY YOUR PARENTS/DESIGNATED ADULTS MAY SIGN YOU OUT OF SCHOOL. SIGN OUTS WILL NOT BE PERMITTED OVER THE PHONE!**

FINAL TEST POLICY

A final exam tests the result of the work you have accomplished in your classes. Students in all grades will take comprehensive final tests at the end of the first and second terms.

CLASSROOM MAKEUP POLICY

Students absent from class have the right to complete all work missed. Each student will have one day for each day missed to makeup work missed due to an absence. **It is the responsibility of the student to request his/her makeup work from the teacher.** All work not completed on schedule will be recorded as zeros unless the teacher agrees to an extension of time. Students who are out of school one week or more may request assignments through the instructor. For an absence in excess of three weeks due to illness, contact the Department of Exceptional Children for Homebound Services at 369-3131.

SCHOOL CLOSING DUE TO WEATHER

When schools are closed due to weather conditions, a School Messenger phone call will be sent via the Superintendent. Area radio stations are notified of the closing by 6:00 a.m. The Boone County Web Site will be the first notification www.boonecountyboe.org. Please do not call the school or the radio station because they will not have any additional information.

SIMULATED WORK PLACE

The West Virginia Department of Education has worked with committee experts from numerous businesses and industries throughout West Virginia to design Simulated Workplace. This new educational initiative has been created to assist schools in implementing workplace environmental protocols that align with West Virginia workforce requirements, including random drug testing, professionalism, attendance and safety.

Simulated Workplace has not only enhanced instructional delivery of career education, but has created a more engaged career and technical student. The simulated workplace environment permits students the opportunity to take ownership of their individual performance as it impacts the overall success of their education, while thriving in an authentic workplace culture. Simulated Workplace also encourages local business and industry experts to join onsite review teams to assist schools in meeting their workforce needs and expectations.

RANDOM DRUG TESTING

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

DISCIPLINE POLICY

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it is the basis for the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. Also, it is the key to good conduct and proper consideration for other people. With the understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint, which will make you a better person.

EXPLANATION OF IMPORTANT TERMS

Offense: A violation of school rules occurring on school property, while riding a school bus, or while attending any activity or function under the jurisdiction of the school.

School Time: WV State Law puts students under the jurisdiction of the school from the time they leave home to come to school until they arrive back at home at the end of the school day and/or any activity or trip conducted under the auspices of Boone County Schools.

Tardies: It is the responsibility of the student to arrive to class on time.

ISS: (In-School- Suspension) Suspension of students from the school setting has increasingly become a last resort sanction imposed by the schools. The in-school suspension program is a means of dealing with student discipline problems that would normally result in suspension from school. While the student is in ISS, he/she shall complete their normal classroom assignments provided by his/her regular classroom teachers under the supervision and guidance of the ISS supervisor. During this time, the student is totally restricted. The student will be with the ISS supervisor in a designated place for the entire school day until re-entry is earned to the regular program by meeting specific requirements.

Out of School Suspension (OSS): Suspension from school for a specified number of days (up to ten (10) days) for any offense means the student may not attend class or any other school function, ride a school bus, or enter school grounds, except for a prearranged conference with a school administrator. It also includes not being able to attend or participate in after school functions such as sports, dances, Homecoming activities, etc. When a student commits an offense and is suspended on Friday during school, the suspension begins at the end of the school day; therefore, a student would be unable to participate in any Friday night activities or events. Furthermore, he/she may not participate in school sponsored activities until the next school day following the suspension or expulsion. The student must have met all re-entry requirements before being permitted to return to school.

Expulsion: The Board of Education may authorize the expulsion of any student for a commission of any crime, gross immorality, gross misbehavior, persistent disobedience, or for the violation of written rules and regulations established by the county or state boards of education. Expulsion is the loss of privilege to attend classes or other school functions for a period of up to one (1) year.

POLICIES USED TO GOVERN DISCIPLINE

Drug and Alcohol Abuse (County): Any student who has in his/her possession or is under the influence of a controlled substance or alcohol shall be suspended from school for not more than ten (10) days and a possible recommendation for expulsion from Boone County Schools. The parent(s) must accompany the student back to school for a conference with the school officials before conditional re-admittance is granted. If the parent(s) do not appear for a conference, the matter will be referred to the Superintendent of Schools who may grant an extension of the suspension and report the matter to the Board of Education. A warrant may be secured by the investigating officer for the arrest of the individual suspended for selling or passing a controlled substance or alcohol.

Vaping/Tobacco Use: Students shall not smoke, vape or dip snuff in the building or on school property. Use of any tobacco product on school property is illegal and may involve legal action to be taken. In addition, students are not to have in their possession or on their person any tobacco product while they are on school property.

Sign-In/Sign-Out: All students signing in or signing out must get the approval of the administration or an assigned person or persons. **THE PARENT IS REQUIRED TO BE PRESENT IN ORDER FOR THE STUDENT TO LEAVE SCHOOL.**

DISCIPLINARY ACTION

*For the most up-to-date discipline policy please refer to
http://www.boonecountyboe.org/pages/Boone_County_School_District*

LEVEL IV OFFENSES

Illegal Substance Related Behaviors/ Drug Possession and/ or use:

Parent conference/ 10 days OSS/ contact law enforcement/ expulsion recommendation/ possible juvenile drug court/ incorrigible petition filed with juvenile court system.

Possession and/ or use of Dangerous Weapon:

Parent conference/ 10 days OSS/ contact law enforcement/ expulsion recommendation/ incorrigible petition filed with juvenile court system.

Battery against a School Employee:

Parent conference/ 10 days OSS/ contact law enforcement/ expulsion recommendation/ incorrigible petition filed with juvenile court system.

Any Felony: (*arson, bomb threat, sexual assault, terrorist act, malicious wounding, etc.*)

Parent conference/ 10 days OSS/ contact law enforcement/ expulsion recommendation/ incorrigible petition filed with juvenile court system.

Illegal Substance Related Behaviors/ Alcohol Possession and/ or use:

Parent conference/ 5-10 days OSS/ possible contact law enforcement/ possible expulsion recommendation/ possible juvenile drug court/ incorrigible petition filed with juvenile court system.

LEVEL III OFFENSES

Battery Against Student: (*A student will not unlawfully and intentional injure another student.*)

10 days OSS/ contact law enforcement/ possible expulsion recommendation/ incorrigible petition filed with juvenile court system.

Bullying/Harassment/Intimidation/Derogatory Remarks (racial, sexual, ethnic, religious, or handicapping):

1st offense: parent conference/ 1-3 days of ISS

2nd offense: parent conference/ minimum 3 days OSS

3rd offense: parent conference/ discretion of administrator Up to (10) days OSS

False Fire Alarm: *(Any student who knowingly and willingly set off a fire alarm).*

All incidents: Parent conference/ 5-10 days of OSS, possible legal actions from the State Fire Marshall.

Defacing School Property/ Vandalism:

All incidents: Parent Conference/ Possible ISS/ OSS/ Restitution/ Contact law enforcement.

Vaping/Tobacco Possession or Use:

1st Offense: Parent Conference/ 3 days of ISS or 4 days of “Tobacco Cessation Class” if available.

2nd Offense: Parent Conference/ 3 days of OSS and a citation from a police officer.

3rd Offense: Parent Conference/ 3-5 days of OSS, citation from a police officer/ incorrigible petition filed with the juvenile court system.

Threat of Injury/ Violent Behavior:

Minimum 3 days of OSS up to 10 days of OSS, possible expulsion recommendation

Stealing/ Larceny: Depending on the value of item stolen, the Administration will use discretion to fit the disciplinary action to the offense. Students may have to make restitution. Authorities will be notified if appropriate. Property valued over \$1000.00 is considered to be a felony.

LEVEL II OFFENSES

Physical Fight Without Injury:

1st Offense: 5 days of OSS/ possible law enforcement/ possible incorrigible petition filed with the juvenile court system.

2nd Offense: 5-10 days of OSS/ contact law enforcement/ incorrigible petition filed with the juvenile court system.

3rd Offense: 10 Days of OSS/ Contact Probation Officer/ possible recommendation for expulsion.

Insubordination: *(A student who ignores or refuses to comply with directions or instructions given by school authority).*

1st Offense: parent conference/ 1-3 days of ISS

2nd Offense: parent conference/ 1-3 days of OSS

All others: parent conference/ 3-5 days of OSS

Abusive Language Directed Towards Faculty or Student:

All Incidents: parent conference/ 3 days or more of OSS

Profane Language/ Obscenity:

1st Offense: parent conference/ 1 day of ISS

2nd Offense: parent conference/ 1-3 days of ISS

3rd Offense: parent conference/ 1-3 days of OSS

Disrespect to Faculty:

1st Offense: parent conference/ 1-3 days of ISS

2nd Offense: parent conference/ 1-3 days of OSS

All others: parent conference/ 3-5 days of OSS

Leaving the Building/ Going off campus:

- 1st Offense: parent conference/ 3 Days of ISS
- 2nd Offense: parent conference/ 5 Days of ISS
- 3rd Offense: parent conference/ 5 Days of ISS and an incorrigible petition filed with Juvenile Court System.

Excessive days of Noon Detention per semester

After 5 noon detentions (for any reason) per semester the 6th and any additional offense will result in an automatic day of ISS.

Excessive days of ISS (per school year):

After a student receives their 4th offense of ISS (for any reason) in the school year, the 4th offense and every additional offense may result in 3 or more days of Out of School Suspension (OSS).

LEVEL I OFFENSES

Tardiness:

- 1st Offense: Warning (teacher documents)
- 2nd Offense: Lunch Detention/ Parent contact letter
- All others: parent conference/ 1 Day of ISS

Skipping Class:

- 1st Offense: parent conference/ 1-3 days of ISS
- 2nd Offense: parent conference/ 3-5 days of ISS
- All others: parent conference/ 5 or more days of ISS

Dress Code Violation (Inappropriate Dress):

Change clothing immediately

- 1st Offense: Conference with Director/Principal
- 2nd Offense: parent conference/ 1 to 3 days of ISS
- 3rd Offense: parent conference/1-3 days of OSS

Sign-in/ Sign-out:

Leaving school without following proper sign out procedures will be treated the same as skipping. Students must sign-out with **their** parent(s)/guardian(s) present. Refer to Sign In/Sign Out policy for further information.

Inappropriate Displays of Affection:

- 1st Offense: Conference with Director/Principal
- 2nd Offense: parent conference/ 1 day of ISS
- 3rd Offense: parent conference/ 3 or more days of ISS
- All others: parent conference/ 1 or more days of OSS

Disrupting Class- (Not following classroom rules)

- 1st Offense: Conference with Director/Principal
- 2nd Offense: parent conference/ 1-3 Days of ISS
- 3rd Offense: parent conference/ 3 or more days of ISS

Cell Phones/ Electronic Devices

1st Offense: confiscate device/ Conference with Director/Principal/ Parents must pick up device at school

2nd Offense: confiscate device/ 1-3 days of ISS/ Parents must pick up device at school

3rd Offense: confiscate device/ 1-3 days of OSS/ Parent pick up device at school

**ALL Electronic Devices (cell phones, iPods, iPads, MP3 players, game boys, radios, beepers, etc.) must be turned off and out of sight during instructional time.*

Disruptive/ Disorderly Conduct:

1st Offense: Parent Notification/ Conference with Director/Principal 2nd Offense: Parent Conference/ 1-3 days of ISS

3rd Offense: Parent Conference/ 1-3 or more days of OSS

Academic Dishonesty/Cheating/ Plagiarism:

1st offense: parent notification/Conference with Director/Principal

2nd offense: parent conference/ 1-3 days of ISS

3rd offense: parent conference/ 1-3 days of OSS

Plagiarism: 1-3 Days ISS/ parent conference

False Identification/ Forgery/ Fraud

1st Offense: parent conference/ 1-3 days ISS

2nd Offense: parent conference/ 3 or more days of ISS

3rd Offense: parent conference/ 3 or more days of OSS

FIRE DRILL INSTRUCTIONS/PROCEDURES

During a fire drill or any type of emergency situation, students will leave the building in an orderly and quiet manner. Speed in emptying rooms, while desirable, should be made secondary to the maintenance of proper order and discipline. Signs are posted in each classroom showing proper fire drill procedures. Upon reaching the designated area, students are to form a straight line and remain quiet in order to assist the teacher with the checking of the class roll.

In case an exit or exits are blocked, you are always to use the closest exit. If, for some reason, you are not in your classroom when the fire alarm sounds, exit the building through the closest door and locate your teacher once outside the building.

