



A WEST VIRGINIA EXEMPLARY SCHOOL

STUDENT HANDBOOK

2016-2017

Amended June 1, 2016

Accredited by:

Council on Occupational Education
West Virginia State Board of Examiners for Licensed
Practical Nurses

Approved by:

West Virginia Department of Education
United States Department of Education Title IV
WV Higher Education Policy Commission – OVETP for VA Benefits
Kanawha County Board of Education

www.garnet.edu

FOREWORD

Welcome to Garnet Career Center. We are glad you have chosen to enroll in one of Garnet's exemplary career training programs.

The purpose of this handbook is to provide information about the instructional and administrative procedures at Garnet Career Center. This information should assist the student in adjusting to Garnet's expectations and requirements.

This handbook provides information about financial aid options and procedures. Specific information regarding refund policies is also included.

School policies and procedures are specified to assist students to function more effectively and independently. Teachers, counselors and administrators provide guidance and assistance for students who have special needs and concerns.

The school reserves the right to change fees and tuition within the guidelines established by the Department of Career and Technical Education, Kanawha County Schools.

We welcome your questions and concerns.

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents, employees, and sources of referral of applicants for admission and employment are hereby notified that the Kanawha County School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Kanawha County School District's compliance with the regulations implementing Title IX or Section 504 is directed to contact: Title IX: Title IX Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-1379; Section 504: Section 504 Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-1366. These persons have been designated by the Kanawha County School District to coordinate the efforts to comply with the regulations implementing Title IX and Section 504.

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KANAWHA COUNTY SCHOOLS MISSION STATEMENT

The mission of Kanawha County Schools is to provide a world-class education that ensures success for every student in the 21st Century.

GARNET CAREER CENTER MISSION STATEMENT

The mission of Garnet Career Center is to provide adult learners with 21st century educational opportunities necessary to attain their chosen professional and career goals.

VISION STATEMENT

We envision a school driven by and accountable to its vision, mission and goals. We see our school as a beacon for those adults seeking training, retraining, self-enrichment and competencies in basic skills. Toward this goal, we are committed to high-quality, student-centered programs that reflect state-of-the art technology and model national, state and local adult education standards. The school seeks input and incorporates recommendations from students, staff, employers, program advisory committees and members of the community thereby promoting a sense of ownership. The school will recognize the value of students and staff by providing opportunities for personal growth. All students shall meet or exceed state educational standards that reflect 21st century skills and learning.

We envision all adults as lifelong learners who require continuing education to contribute effectively in the community in which they live. We recognize that adult learners have diverse needs that can be met by developing their abilities in accordance with their chosen goals. The school, in conjunction with community agencies and business partners, will provide the means through which this development may be achieved. Our graduates will apply the basic skills of critical thinking, math, reading, and communication. They will be able to organize, plan and allocate resources to benefit themselves and others in their personal and professional lives. They will be able to interact positively as team members in a culturally diverse workplace and school environment, demonstrating integrity, leadership, and cooperation. They will be able to acquire evaluate, and process information in order to understand social, organizational and technological systems.

HISTORY

Garnet Career Center was established under the auspices of Kanawha County Schools to provide continuous educational opportunities for the adult community. Kanawha County Board of Education was the first school system to offer a one-year program for practical nursing. The school was named for its sponsoring agent—Kanawha County School of Practical Nursing.

The first class of twelve nursing students was admitted on March 19, 1951, and completed a four-month pre-clinical period. In February 1953, the second class was admitted with clinical affiliation being provided by McMillian and Charleston Memorial Hospitals. Three classes graduated during this period. The school was closed and put on "stand-by" from February 1955 until September 1956 when it reopened. The nursing program reopened in 1956 and has since been in continuous operation. The practical nursing program was located for a short time at the Cabell School before its permanent housing at what was formerly the old Garnet High School, now Garnet Career Center. In 1974, Kanawha County School of Practical Nursing was changed to Garnet Career Center School of Practical Nursing.

Garnet Career Center provides training in many different occupational areas—Practical Nursing, Certified Nursing Assistant, Business; i.e., Accounting, Office Administration, Medical Information Systems; and Automotive Technology. A variety of short-term programs are offered during the day and evening hours. Classes range from enrichment classes to technology based classes. Students in need of upgrading basic skills or preparing for the Test Assessing Secondary Completion (TASC) may enroll in the Adult Basic Education program. English as a Second Language (ESL) services are also offered at Garnet.

Garnet has been accredited by the Council on Occupational Education (COE). The Practical Nursing Program is accredited by the West Virginia Board of Examiners for Licensed Practical Nurse. The Automotive Technology program is accredited by the National Automotive Technicians Education Foundation (NATEF).

FACILITIES

Garnet is a historic building in downtown Charleston. Garnet offers a variety of vocational training opportunities with modern equipment and excellent programs.

There is an elevator available for use. The handicap entrance to the building is located on the Dickinson Street side of the building. The entrance doors are equipped with automatic door openers. Any student requiring special assistance should contact the school for needed accommodations.

Student parking is available near the school site.

Students may use the gym area to study, relax and have snacks or lunch. Microwaves are provided for the students' convenience.

Garnet is located in a historic area. The Clay Center and Farmers' Market are located only one or two blocks from the school.

LOCAL SCHOOL IMPROVEMENT COUNCIL/SCHOOL WIDE ADVISORY AND ADVISORY COUNCILS

The Local School Improvement Council/School Wide Advisory and Program Advisory Councils help Garnet Career Center maintain ongoing communications and service linkages with the state's business and industrial sector, community members, staff and students. Leaders from business and industry serve on various advisory councils to help give direction to program development and modernization. Through this mechanism relevance is enhanced and career training is directed toward the needs of the state's business and industrial community. Students are encouraged to serve on the Local School Improvement Council/School Wide Advisory (LSIC).

STATEMENT OF PURPOSE

Garnet Career Center strives to provide a variety of educational opportunities for the citizens of Kanawha County and surrounding counties.

1. To provide opportunity for high school equivalency preparation and/or upgrading of basic skills. Students who have not graduated from high school may take the Test Assessing Secondary Completion (TASC) test. Students with high school diplomas may enroll in the learning lab and upgrade their skills.
2. To provide educational opportunities at a nominal cost. Too often educational opportunities are so expensive that many people who could profit from such programs cannot afford them.
3. To offer programs at different entry points. The starting dates for the programs are staggered.
4. To provide full-time career and technical oriented programs of instruction. Our role is to prepare students for entry into the world of work with sufficient skills and knowledge to obtain and hold a job.
5. To provide adult part-time classes. The school offers a diverse range of courses in the evenings. They range from short-term classes on topics of general interest to more sophisticated upgrading and re-entry courses for business and industry.
6. To improve instruction. Personal and academic success of our students to a large extent depends upon the quality of instruction they receive. A strong guidance and counseling program also supports the instructional program and aids students in reaching their goals. Our responsibility and commitment extends to all courses at this institution, including community interest courses, short-term courses and up-grading/re-entry courses; as well as the full-time adult career and technical education programs.

7. To be flexible enough to meet the changing needs of the community. As a result of a rapidly changing society, performance demands, knowledge and job skills are ever changing. It is only through constant review, revision and modification the programs of this institution can stay up-to-date.

ADMISSION POLICY

Entrance requirements vary by program. All adults must present an original high school diploma, GED, or TASC (or a sealed transcript if the diploma, GED, or TASC report is not available). Other requirements may include pre-entrance testing, physical exams, driver's license, etc. Any student that falsifies or omits required information on required documents is subject to immediate termination. Garnet reserves the right to refuse admission to any applicant. Diploma, transcript, and/or GED/TASC report must be from a public or accredited private entity.

ADMISSIONS POLICY FOR FULL-TIME PROGRAM

All students applying for admission to the career and technical programs are required to complete and submit the following forms and credentials to the counselor:

1. Admission Application (Application Fees are non-refundable)
2. Official high school transcript/proof of diploma, GED, or TASC transcript – must be from an accredited school or agency approved by the West Virginia Department of Education.
3. Birth certificate – must be 18 years old.
4. Meet additional requirements unique to specific program.

Applications for admission and program brochures are available in the school office.

REGULAR/PART-TIME STUDENTS

There are two types of adult students enrolled in programs at Garnet: regular and part-time students. Regular students are those students who are scheduled to attend twenty or more hours per week in a full-time program and are working toward a certificate in that program with the intention of completing all hours required for the certificate. Business Education students taking four or more classes per day are considered regular students. A part-time student is one who has enrolled for less than sixteen (16) hours per week. Part-time students will not receive a Garnet Certificate but may receive a transcript from the school showing the hours attended. Part-time students are not eligible for financial aid. Some departments may permit students who are not interested in taking the entire curriculum to enroll in departmental approved training modules(s).

ATTENDANCE POLICY

It is very difficult for students to make up work they have missed in a career and technical program. Good attendance is a key factor in a student's achievement. Good attendance is also a key factor in getting a job. Employers who call the school for references always ask first for the attendance record. They know that applicants who have good attendance in school will be dependable and responsible employees.

ALLOWED ABSENCES

Adult students are expected to attend class every day. Unless a particular curricula requires a more stringent policy, such as nursing, a student must be present for at least 90% of their course hours in order to **maintain satisfactory attendance.**

A "day" is defined as the number of hours normally spent in class. If the class is normally in session for six hours, then six hours absent constitute a "day" absent. Any time a student is not in class, he/she is considered absent. This includes being tardy, returning late from lunch, or leaving before the end of the class period. Excuses are not necessary. The absence can be for any reason and the student is not required to give the school a reason.

Allowed absences are awarded upon enrollment. It is not necessary to “accumulate” them monthly. However, the 90% is an ongoing cumulative requirement.

Students in all programs must make up the work missed. The instructor will allow students one day for each day absent to complete make up work. For example, if a student has missed three days of class, he/she will have three days after returning to school to complete all make up assignments. It is the student’s responsibility to ask the teacher for makeup assignments.

Accreditation or licensing standards require that students be in attendance for a certain number of hours. In these courses, students are required to make up the hours absent as well as the work missed.

Students who are not in attendance 90 percent of their course hours will automatically be put on probation.

Any additional time missed will subject the student to possible termination from the school.

Financial aid cannot be disbursed if a student has attendance problems.

EXCUSED ABSENCES

The following instances may be excused at the discretion of the Department Chair, with the appropriate documentation (a written excuse is needed in these situations);

1. Student has been subpoenaed to appear in court
2. Student has a meeting with their case worker at the DHHR, Veteran’s Administration, or Financial aid advisor.

LEAVE OF ABSENCE

A “Leave of Absence” will be given for **ONLY** one semester or until the next scheduled enrollment date due to family care responsibilities or medical reasons only. Medical Leave of Absence includes illness of the student or the student’s parents, children or spouse. A Personal Leave of Absence may also be requested. Requests for a “Leave of Absence” must be made in writing and approved by a school administrator and the department chairperson prior to the beginning of the leave. In the event of an emergency or extenuating circumstance, the school administrator should be notified as soon as possible. Student must be in good standing both in grades and attendance.

GRADING POLICY

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

Note: Practical Nursing grading scale is different than the one below. (See nursing handbook).

A = 94 - 100 Superior performance	Earns Credit
B = 86 - 93 above average	Earns Credit
C = 76 - 85 Average performance	Earns Credit
D= 70 – 75* below average performance	*Earns Credit
F= 69 and below Unsatisfactory performance	No Credit
I=Incomplete, the student has not completed the course requirements.	No Credit
WP=Withdraw Passing	No Credit
WF=Withdraw Failing	No Credit
AU=Audit, attendance mandatory	No Credit
PROF=Proficiency, the student took a proficiency exam and scored 88% for credit for course work.	

A student who desires to attend class(es) regularly, but does not wish to receive grade(s) may audit a class(es). A record will be kept of attendance. Credit cannot be established at a later date. A student who is to audit a class must make their decision known to the instructor(s) the first week of classes. A student enrolled in a course for credit cannot change to audit after the first week of classes. The participation of audit students in class discussion or in tests and examinations is optional with the instructor. Audit students are expected to attend classes regularly and pay all tuition and fees for each course or courses in which they enroll. A grade of AU will be given. ***A "D" or "F" grade carries no credit in the Business and Nursing programs.**

TUITION AND FEES

Tuition for full-time adult preparatory programs are listed below. The Tuition does not include fees for background check, lab work, physicals, and CPR training where applicable.

The cost for full-time students is listed on the school's annual cost sheet. Thirty clock hours per week is considered full time. Veterans enrolled in the Learning Lab will be considered full time at twenty-five hours per week. Business Education students taking four or more classes per day are considered full time.

2016-2017 Program Costs					
Course Hours	Administrative/Business Support 1,350	Medical Office 1,350	Licensed Practical Nursing 1,350	Automotive Tech I 1,350	
Registration	\$ 20.00	\$ 20.00	\$ 100.00	\$ 20.00	
Application	100.00	100.00	90.00	100.00	
Tuition	3,712.50	3,712.50	3,712.50	3,712.50	
Lab Fee	900.00	900.00	900.00	900.00	
Books*	262.00	414.00	2,600.00	535.00	
Book Rental	310.00	310.00	-	-	
Book Deposit	400.00	400.00	-	-	
Supplies	6.00	6.00	-	-	
Club Fee	20.00	20.00	20.00	20.00	
Tests/Certifications**	-	-	285.00	264.00	
Drug Tests	-	-	100.00	-	
Uniforms	-	-	500.00	225.00	
Activity Fee	-	-	100.00	-	
Tools	-	-	-	-	
Total Program Charges	5,730.50	5,882.50	8,407.50	5,776.50	
Other Costs *	50.00	50.00	500.00	-	
Total Costs	\$ 5,780.50	\$ 5,932.50	\$ 8,907.50	\$ 5,776.50	
Financial aid is available through the Pell Grant, WIOA, Veterans, Worker's Compensation, Rehabilitation, and Single Parent. Contact "Works for WV Career Center" for WIA eligibility. Garnet Career Center does not participate in student loans.					
A payment plan is available to private-pay students.					
A Financial Aid Consultant is available to Garnet's students each Wednesday and Thursday from 9:00 a.m. to 1:00 p.m. Call 304-348-6195 for more details.					

PAYMENT PLANS

Total tuition, fees and other identified charges for both full-time and part-time students are payable upon the student's enrollment and acceptance for a program. The student may make arrangements for an extended payment program or for payment through financial aid sources.

Students entering a payment plan must have paid all financial obligations by the time three-fourths of their scheduled instructional days as determined by their schedule starting and graduation dates are completed. Unexpected school closures, approved leaves of absence, and approved schedule changes will result in an adjusted graduation date. **Certifications and/or transcripts will not be awarded or provided until such time as all financial obligations are paid in full.**

The first scheduled payment is due on or before the first day of class and the remaining scheduled payments are due by the first Friday of each month. A grace period of five school days will be allowed. After the grace period has expired, students will not be permitted to attend class until payment is made. Students will be considered absent.

FINANCIAL AID

Garnet Career Center is eligible to participate in financial aid programs. Students or prospective students who need financial assistance may apply for aid upon qualification through the following programs:

Federal Pell Grant Program, Work Force Opportunity Investment Act (WIOA), WV HEAPS and WV HEAPS Workforce Funds or Veterans Affairs (VA) and various other programs through DHHR, VRS, Unemployment, and Workers Compensation. Garnet Career Center does not participate in Federal Student Loan programs.

Detailed information concerning Federal Title IV assistance (Federal Pell Grant) may be found in the Federal Student guide. Additional copies and/or information may be obtained from the school financial aid office.

Prospective students interested in Work Force Investment Act funding must be certified as eligible by the State Department of Employment Security and must complete a FAFSA; information pertaining to specific eligibility criteria may be obtained from Employment Security at 112 California Avenue, Charleston, WV. Eligible students are selected by Employment Security on a first come, first serve basis until funds are exhausted.

Students remain eligible for their financial assistance programs so long as there is no change in their student status which would nullify their eligibility, and so long as they maintain satisfactory academic progress.

Our Financial Aid Office will provide guidance and assistance in preparing and processing financial aid applications. For additional information and assistance call 304-348-6195.

Garnet Career Center has estimated indirect living costs for students as \$9,000 living alone and \$6,500 if still living at home with parents. These indirect living costs were obtained through the data used to qualify students for financial aid.

Garnet Career Center Scholarships: Inquire upon enrollment for eligibility.

Kanawha County High School Graduate Scholarship (Business programs only):
\$1,200 scholarship awarded to qualified applicants entering the Fall Business programs. Awarded \$400 per semester for tuition only.

Kanawha County Schools Employee/Employee Dependent Scholarship:
Scholarship for ½ tuition per enrollment period, for KCS employees or their direct dependents. Dependents must be claimed on KCS employee's federal taxes for prior year, or employee must show custody and/or child support payments.

GED/TASC Scholarships:
Awarded to qualified applicants for tuition only per enrollment period. Effective July 1, 2013, \$500 per enrollment period maximum.

FINANCIAL AID DISBURSEMENTS

Disbursements of Federal Pell Grant funds are made by payment periods. A payment period is a block of attendance hours, usually defined as 450 hours. Tuition, fees, and other charges for the payment period are charged against the student's disbursement(s), with any remaining funds distributed to the student in whole or in part within 14 days of the disbursement. The costs associated with the subsequent payment periods are assessed against the subsequent disbursement(s), with the balance of the aid being refunded to eligible students. Students may have their financial aid refunds budgeted for them; Garnet encourages this practice.

Financial Aid programs at Garnet are "Need Based Grant Programs", and are awarded to students on a first come, first serve basis, according to Federal mandate procedures. Some students may be requested to provide verifying documentation to support their request for aid. Such students will be notified, in writing, by the

Financial Aid Office, and aid will not be disbursed until the requested documents have been delivered to the Financial Aid office.

GARNET CAREER CENTER REFUND POLICY *effective 01/01/2016*

1. Application, entrance exam, registration fees and seat deposits are non-refundable items.
2. Items charged to the student's account at the student's request, aside from charges for course tuition and lab fees, are non-refundable. (Ie, books*, equipment, test and certification fees, uniform rental, supplies and electronic devices)
3. Book Deposits for class set books will be refunded if all books are returned intact and in usable condition; a student's failure to return class set books will result in the student being charged replacement cost for each book as outlined on the student's books and supply list.
4. Tuition and lab fees are charged by "period of enrollment". The "Periods of Enrollment" for Garnet courses are as follows:

Business & Medical Courses:	½ course hours (675 hours)**
Automotive Technology Course:	½ course hours (675 hours)**
Licensed Practical Nursing:	per 450 hour period**

5. Tuition and lab fees will be adjusted on a percentage basis, based upon the scheduled number of course hours in the period of enrollment between the student's start date and last date of attendance as follows:***
 - A. Students who do NOT begin class will NOT be charged for tuition or lab fees. Application fees, registration fees, and seat deposits paid PRIOR to beginning class are NOT refundable.
 - B. If a student withdraws from school after beginning classes but prior to completion of:
 1. 5% of the enrollment period, 10% of the tuition and lab fee for the enrollment period will be charged;
 2. From 5.01% through 10% of the enrollment period, 25% of the tuition and lab fee for the enrollment period will be charged;
 3. From 10.01% through 40% of the enrollment period, 50% of the tuition and lab fee for the enrollment period will be charged; and
 4. After completion of 40% of the enrollment period, the student will be charged for the full tuition and lab fee for the enrollment period.
6. In the event there is a tuition and lab fee refund due from the school in excess of the school's liability to the Federal Pell Grant Program, such a refund will be applied toward the satisfaction of a student's Federal Pell Grant liability, and then other sources of aid, before refunding directly to a student. Students receiving Federal Pell Grant AND WV HEAPS/Workforce Development Grant should be aware that special regulations apply to the amount of aid earned by a student through their attendance. The Return of Funds formula may require the return of unearned Pell Grant and HEAPS Workforce Development Grant resulting in a balance due to the school.

**If a student FORMALLY withdraws from class within 2 weeks of the student's initial start date, the student may submit a REQUEST to return unopened, shrink-wrapped text books that were purchased from the school; the cost of any books ACCEPTED for return through this process will be deducted from the student's book charges during the Refund/Cancellation process.*

*** The period of enrollment for students who withdraw from class and subsequently re-enter the program with credit will be the number of contracted hours.*

****There is **no refund** for students who have re-entered the program with credit. The tuition and lab fees for such students are due and payable immediately upon their re-entry into the program.*

REFUND POLICY FOR PART-TIME STUDENTS

Students enrolling in any part-time class will pay a non-refundable application fee/entrance exam fee of \$30 no later than the day of entrance (TABE) testing.

Students enrolled and accepted into the CNA and Phlebotomy programs must pay a non-refundable deposit before class sessions begin. This deposit will be applied to the class registration fee, criminal background check, drug screen and text book. If a student proves eligible for the part-time WVHEAPS grant the deposit is not required.

1. Application, entrance exam, registration fees, text books and back ground checks/drug screens are **non-refundable** items.
2. Items charged to the student's account at the student's request, aside from charges for course tuition and lab fees, are **non-refundable**. (Ie, books*, equipment, test and certification fees, uniform rental, supplies and electronic devices)
3. Tuition and lab fees will be reimbursed as follows: Prior to classes beginning 100%; After attendance to the first or second class 50%; No refunds thereafter.

GARNET CAREER CENTER RETURN OF FEDERAL FUND POLICY CONSIDERATIONS (FEDERAL PELL GRANT/WV HEAPS/WFD) October 2014

Garnet Career Center participates ONLY in the Federal Pell Grant Program; in accordance with the Title IV Return of Federal Funds regulations, Federal Pell Grant recipients should be aware that their Federal Pell Grant disbursements must be earned through the 60% point in each payment period (i.e., 270 hours of a 450 hour payment period.) WV Higher Education Policy Commission has decreed that this same formula shall apply to the WV HEAPS/Workforce Development program. A student's withdrawal or termination from school prior to completion of 60% of their payment period will result in the application of a pro rata schedule to determine the amount of Federal Pell Grant and WV HEAPS/WFD the student has earned at the time of withdrawal. After the 60% point in the payment period, the student has earned 100% of the Federal Pell Grant and WV HEAPS/WFD disbursement. This is a separate calculation from the Garnet institutional refund policy.

The percentage of hours completed in the payment period is calculated by dividing the number of scheduled hours through the student's last date of attendance by the hours in the payment period. After 60% of the payment period is completed (270 hours of a 450 hour payment period), there is no return of Title IV (Federal Pell Grant) or WV HEAPS/WFD funds. Prior to completion of 60% of the payment period, the amount of Federal Pell Grant and WV HEAPS/WFD earned is calculated by multiplying the total amount of aid that could have been awarded for the payment period by the percentage of time completed. The amount to be returned to the U.S. Department of Education is determined by taking the amount of Federal Pell Grant earned and subtracting it from the amount of Federal Pell Grant disbursed. This same formula is applied to WV HEAPS/WFD funds. The institution's share of the amount to be returned is calculated by multiplying the institutional charges (registration, application, entrance test, lab fees and tuition) by the percentage of time not enrolled. The student's share is calculated by subtracting the amount the school must return from the total amount to be returned. The amount of the student's share in excess of 50% of the disbursed amount must be repaid to the school within 45 days of notification of the repayment date, or the student's account will be turned over to the U.S. Department of Education for collection, and the student becomes ineligible for further Federal financial aid until the debt is repaid.

Should the Return of Federal Funds calculation show a repayment due, any refund due the student from the institutional refund calculation will be applied toward the student's unearned Federal Pell Grant before any funds are disbursed to the student. Should the school's return of Federal funds result in a balance due the school, the student will be billed.

For example: A student attends 50% of their payment period. The institutional charges for the period of enrollment are \$1500, and the Federal Pell Grant disbursement was \$2000. The unearned Federal Pell Grant is 50% of \$2000, or \$1000. The institutional share of the unearned Federal Pell is 50% of \$1500, or \$750. The student's share of the unearned Federal Pell Grant would be \$1000-\$750, or \$250 – but as this is less than 50% of the amount disbursed, the student has no overpayment. The student would be billed by the school for the \$750 of institutional charges due to the school as a result of the returned funds by the school unless the student had other aid to cover the returned funds.

Standards of Satisfactory Academic Progress

July 2011 Revision

In order to maintain satisfactory academic progress at Garnet Career Center a student must:

1. Maintain a "C" average or higher;
2. Complete their course of study within 150% of the originally scheduled course length in weeks.

Each student's progress will be reviewed at 450 scheduled hours.

Students who receive Title IV Federal Student Aid will have their progress reviewed by the Financial Aid Officer prior to each Title IV aid disbursement to insure the student is adhering to their course requirements pertaining to satisfactory academic progress.

If a student fails to maintain academic progress, he/she may be placed on Financial Aid Warning, with the warning period not to exceed one progress review period. (The exception to this policy may be for the LPN program, where certain class failure may result in the student's dismissal due to WV State Nursing Board regulations.) A warning form will be completed, outlining the student's deficiencies and warning completion criteria. This form will be signed by the student and a member of the school's faculty or administration.

Students on warning status shall be deemed to be maintaining satisfactory academic progress and shall be eligible for financial aid during the warning period, but they generally **shall not receive any financial aid refunds** until the terms of their warning have been met. Students who fail to meet the terms of their warning shall be terminated from their course of study per each department's policies.

Termination Review: Students may appeal a termination determination resulting from failure to meet the warning criteria set forth to remedy their satisfactory progress deficiencies by submitting a written request to the School Director. The written request for review must outline the student's reasons for appealing the termination or provide evidence that the warning criteria were met. The School Director will, after reviewing the student's records and consulting with appropriate faculty, make a final and binding determination, and notify the student in writing of said determination.

Students who are required to repeat courses within their program of study may do so. Should the student require additional time to repeat any segment of their course, additional tuition will be assessed. Any incomplete course work will have a negative impact upon the student's average, and may also cause the student to be placed on warning. Students should note that failed courses will result in delay of Aid disbursement, as regulations require successful completion of hours.

Some students are required, as a condition of enrollment, to attend non-credit remedial courses. While the student's progress in such courses is monitored by the institution, the student's non-credit remedial work has no impact upon the student's maintenance of satisfactory academic progress.

A student may withdraw from school either temporarily or permanently:

- Such periods of non-enrollment are not counted toward the student's maximum time frame for completing course requirements (150% of the original course length).
- A student shall not be re-admitted after (3) attempts to complete their program.
- A student may be re-admitted so long as they were maintaining satisfactory academic progress at the time of their withdrawal.
- Upon re-enrollment, the student will be granted credit for present time for completed course work for which the student had earned a "C" grade or better.

A student, who was dismissed from school because of their failure to maintain satisfactory academic progress, or for infraction of school policies, may be re-admitted at the discretion of the School Director. Such students will generally be re-admitted on a probationary status, the terms of which will be defined prior to class start on an individualized probation form.

DRUG/ALCOHOL POLICY FOR GARNET CAREER CENTER

It is a violation of the policy of Kanawha County Schools and of the Garnet Career Center for any person to use, distribute, possess or be under the influence of any alcoholic beverage, controlled substance, or any substance represented as a controlled substance. An adult student in violation of this policy is subject to immediate suspension and/or termination from this school.

Any student in violation of the above policy who is receiving any type of financial assistance (Title IV funds, WIA, Veteran's etc.) will be in jeopardy of losing eligibility to receive those funds. All applicable state and federal regulations governing any financial aid program will be strictly followed.

Note: Students with substance abuse or alcohol abuse problems may voluntarily approach an administrator, counselor or teacher for help without fear of penalty, provided the student is not then in violation of the policy.

SMOKING POLICY FOR KANAWHA COUNTY SCHOOLS

The Kanawha County Board of Education has an established policy regarding the use of all types of tobacco products, including smokeless tobacco. The parts of the policy that affect adult students at the Garnet Career Center are as follows:

Adult students are prohibited from using any type of tobacco product, including smokeless tobacco, while on school property.

Adult students may leave school property during breaks and the lunch period in order to use these products, but must be back in the classroom at the end of the break or lunch period. Students must cross the street to be off of school property. The sidewalk is considered part of the property of Kanawha County Schools.

Violators of this policy will be dealt with when referred to the office with possible suspensions. **Repetitive violations may be cause for dismissal from a program.**

CRIMINAL ACTIVITY

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

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

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

SEXUAL HARASSMENT

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

Examples of Sexual Harassing Behavior: Sexually suggestive or obscene letters or notes; sexual rumors or name calling; unwelcome touching, grabbing or punching; inappropriate comments about one's body, dirty jokes or stories; dehumanizing graffiti; display of suggestive pictures, cartoons, or objects; threats or demands for sexual favors; and, assault or attempted assault which is gender based.

Reporting Sexual Harassment Complaints: Any student who has a complaint of sexual harassment by anyone, including teachers, school administrators, other school employees, other students, or other persons must report the problem to the principal, other staff member(s) designated to receive such complaints, or the Title IX Coordinator 304-348-6603. If the complaint involves the principal, the student may report the problem directly to the superintendent 304-348-7732.

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

Garnet Career Center CODE OF CONDUCT

SCOPE OF APPLICATION/CODE OF CONDUCT – All students shall be subject to the provisions of a code of conduct in the following circumstances:

- A. While on property owned by Kanawha County Schools;
- B. During time periods when a student is scheduled to attend school or other activities conducted under the auspices of Kanawha County Schools, regardless of whether a student is in actual attendance. Students who have been properly excused from attendance are not subject to this paragraph;
- C. During any extracurricular activity or trip conducted under the auspices of Kanawha County Schools which a student elects to participate;
- D. While a student is in transit to or from school or an extracurricular activity, including transit on a school bus;
- E. Offenses against employees of Kanawha County Schools, regardless of time or place;
- F. Bomb threats involving Kanawha County Schools property, regardless of time or place;
- G. The consumption of alcoholic beverages or controlled substances, in any amount, within four (4) hours prior to any school related activity, regardless of place.

Students will be terminated or suspended from school for the following offenses:

- A. Violation of state or federal criminal laws—Such offenses are subject to appropriate disciplinary action in addition to any criminal penalties which may attend such offenses;
- B. Hazing—It shall be a violation of the code of conduct to engage in conduct which subjects a student to embarrassment, abusive treatment, ridicule, harassment or the assignment of unnecessary or disagreeable tasks. Initiation or induction into any class or organization which involves hazing, is prohibited.
- C. Possession or distribution of stolen property, contraband, fireworks or weapons of any kind.
- D. Vandalism—It shall be a violation of the code of conduct to intentionally deface, break or damage school property or equipment.
- E. Bomb threats/false alarms—It shall be a violation to participate in any bomb threat or false fire alarm.
- F. Assault on school personnel—It shall be a violation of the code of conduct to assault school personnel or to damage or destroy property owned by school personnel.
- G. Violence/threats of or incitement to—It shall be a violation of the code of conduct to engage in conduct that may threaten or incite others to do bodily harm to another person or to intimidate other students by placing such students in fear for personal safety.
- H. Disruptive conduct—It shall be a violation of conduct to fail to obey a proper directive of school personnel or to be disrespectful to supervision and authority.

- I. Assault on student—It shall be a violation of conduct to physically or verbally assault another student. See Drug/Alcohol Policy for Garnet Career Center.
- J. Use, distribution or possession of beer, wine, other alcoholic beverages, controlled substances, or substance represented to be a controlled substance.
- K. Use of tobacco products on school premises prohibited. See Smoking Policy for Kanawha County Schools.
- L. Sexual Harassment (See Kanawha County Board Policy Series 22.00)
- M. Theft of school property.

Locker searches—A student’s locker may be searched if there are reasonable grounds to suspect that the search will turn up evidence that a student has violated or is violating either the law or rules of the school.

Some departments may have additional regulations—refer to the student handbook for program in which enrolled.

POSSESSION OF A WEAPON OF ANY TYPE WILL BE CAUSE FOR DISMISSAL FROM A PROGRAM. Please see the attached Kanawha County School’s Weapons Policy.

STUDENT DRESS POLICY

Automotive students and nursing students will wear uniforms.

All students are expected to adhere to common practices of modesty, cleanliness and neatness; to dress within the acceptable standards of the community and in such a manner as to contribute to the academic atmosphere, not detract from it. The student who fails to comply with this dress code may be sent home and be subject to disciplinary actions.

Any clothing, accessories, symbols, jewelry, or other paraphernalia, which depicts or suggests association with a gang shall not be brought to school, worn at school, or in any way be present at any school related event.

Any other considerations, i.e., religious medical, et. al., will be determined by the individual school principal. The school administration shall have the right to consider any current fashion to determine its acceptability for school wear.

Clarification regarding apparel should be obtained PRIOR TO WEARING IT TO SCHOOL; this can be obtained from the school administration. Students in violation of this policy will be subject to disciplinary action as determined by the school’s administration.

Teachers are charged with the responsibility of enforcing student dress code policy in their classes as well as on campus. Administrators and other school personnel share the same responsibility.

No attempt will be made to dictate fashion styles as long as they are keeping with district policies.

Any clothing, jewelry or accessories with decorations, patches, lettering, advertisements, etc., that may be considered obscene or offensive are not to be worn to school. This includes any clothing, jewelry, accessories that may be used as weapons, which have drug emblems, contain obscenities, tobacco or alcoholic beverage references, which may be considered derogatory towards race, culture or religion, or which may be considered sexual harassment.

Crop tops, tube tops and halters are unacceptable. Strapless dresses without jackets are unacceptable.

Transparent and/or see through material is considered unacceptable. Shirts or blouses must cover the entire torso at all times, even in movement.

A boy’s shirt should cover the entire crown of the shoulder.

The length of a skirt, dress or shorts must extend to at least the student’s mid-thigh.

Form-fitting pants, such as spandex or bicycle pants, may only be worn with another layer of clothing which meets the dress code. Torn pants are considered inappropriate, i.e., intentionally torn or cut/slashed.

Students shall wear their trousers or overalls properly—the waist at the waist; no sagging.

All students must wear shoes. Hair should be kept neat, clean and reasonably styled. Any type of head covering is unacceptable (see KCS policy for exceptions). Facial hair should be neat, clean, closely trimmed and not be a distraction to the learning environment. Chain or spike jewelry is unacceptable. Pierced body ornaments are restricted to the ear. Tattoos, which would violate this policy if worn as clothing, must be covered.

ETHICAL BEHAVIOR

Garnet expects all students to exhibit ethical behavior in their programs. Any student caught cheating on a test, submitting assignments copied from another's work, falsifying any documents or reports required as part of the course or otherwise behaving in an unethical manner will be subject to disciplinary action up to and including termination.

CELLULAR DEVICES

Adult students are permitted to have cellular devices. However, use of such device must not disrupt classes. If devices become a disturbance individuals will be asked to discontinue to have them in class.

1st offense – warning from the instructor

2nd offense – Student will be referred to administration for consultation.

INTERNET USE

All students using the internet will abide by the guideline set forth in Policy 2460. Internet use will be monitored. Student use of the internet is for education study and research. Students are required to use appropriate language which is not offensive to others. Vandalism, either physical or electronic, is not permitted. Viewing or downloading of pornographic or other objectionable material is not permitted. Inappropriate use of the facilities will terminate student access to the internet. Students must sign an Internet AUP form prior to use of the internet.

STUDENT CLUBS AND ORGANIZATIONS

(SkillsUSA, Phi Beta Lambda, WV Student Nursing Association)

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

All students will attend club activities when they are scheduled during the school day. Club activities are as important to training as classroom activities and attendance.

FEDERAL EDUCATIONAL RIGHT TO PRIVACY ACT (FERPA)

Garnet Career Center is prohibited by Federal Law from releasing any information about a student to any organization, entity, or person who is not given expressed, written permission by the student. This prohibition extends to family members if the student is 18 years of age or older. Students may complete a FERPA release form to identify to school officials the person(s) the student wishes to have access to their records and/or information. *Note:* Certain state and federal governmental agencies are exempted from FERPA.

GARNET CAREER CENTER FULL-TIME PROGRAMS

AUTOMOTIVE TECHNOLOGY PROGRAM

The Automotive Technology curriculum includes the following areas:

- Safety in the shop
- The automotive industry
- Shop tools
- Diagnostic equipment
- Engine disassembly
- Short blocks
- Camshafts and valve trains
- Lubricating and cooling systems
- Intake and exhaust systems
- Engine sealing
- Basic electrical
- Ignition systems
- Fuel systems
- Computerized engine controls
- Suspension and steering systems
- Starting systems
- Charging systems
- Lighting systems
- Emission control systems
- Disc brake systems
- Drum brake systems
- Anti-lock brake systems

Automotive Technology I

- WIN Courseware Review
- Computer Literacy
- Employability Skills

- 1631 Automotive Technology MLR-1
- 1623 Automotive Technology MLR-2
- 1625 Automotive Technology MLR-3
- 1637 Automotive Technology MLR-4
- 1629 Automotive Technology AST-1
- 1633 Automotive Technology AST-2
- 1635 Automotive Technology AST-3
- 1627 Automotive Technology AST-4
- 1621 Alternative Fuels
- 0520 Work-Based Integration and Transition

BUSINESS EDUCATION DEPARTMENT CLASSES

Programs of Study: Medical Office and Business and Administrative Support

Course Listing

- Accounting I
- Accounting II
- Business Communications
- Business Computer Applications I (Microsoft Word & PowerPoint)
- Business Computer Applications II (Microsoft Access, Excel & Outlook)
- Desktop Publishing
- Digital Imaging/Multimedia
- Keyboarding
- Office Management
- Computerized Medical Office Software: Medical Manager and MediSoft
- Medical Coding
- Medical Office Management
- Medical Terminology
- Medical Transcription
- Workplace Practicum

Workplace Practicum (Business Internship/Externship)

The co-op program is designed to provide the student with on-the-job work experience.

A full-time business student, with satisfactory grades, must participate in the workplace practicum experience in the last semester.

Students will attend class at Garnet for a portion of the day and work a minimum of 15 hours per week at a local on-the-job training site.

PRACTICAL NURSING PROGRAM COURSES

PNR 101 (3 months)

Math for Meds (Prerequisite for Pharmacology)
Medical Terminology
Anatomy I and II
Nutrition
Life Span Development
Geriatric Life Span I
Introduction to Computers or Computer Applications
Psychology

PN 102 (4.5 months)

Fundamentals of Nursing
Practical/Vocational Nursing I
Medical Surgical Nursing I
Pharmacology I
Geriatric Nursing II

PN 103 (4.5 months)

Practical/Vocational Nursing II
Medical Surgical Nursing II
Pharmacology II
Geriatric Nursing III
Maternity Nursing
Mental Health Nursing
Pediatric Nursing

STUDENT RECORDS AND TRANSCRIPTS

To insure the confidentiality of student records, records will not be forwarded from the school office without a signed release from the student/graduate. GED/TASC records/transcripts must be obtained from the TASC office at 304-558-6315. Students will receive one free transcript upon graduating, thereafter there will be a \$5 charge for each request.

CAREER AND TECHNICAL CERTIFICATE

A Career and Technical Certificate is awarded to Garnet students who successfully complete a training program. The qualifications include:

1. Recommendation by the instructor. This recommendation must be made on the basis of the instructor's observation of the student's work.
2. Students must earn an overall "C" average. Exceptions: Business Education students must earn a grade of "C" or better and Nursing students must retain an 80% average in each class.
3. Absences and tardiness will be taken into consideration when awarding certificates.
4. Students cannot be indebted to the school.

ADULT EDUCATION

The Adult Education program is designed to meet the academic needs of any adult from the non-reader through twelfth grade. A complete program of English, reading, mathematics, science and social studies is available at the Center to help students prepare for the high school equivalency and Tofel for college entrance.

Students in need of learning English as a Second Language may also enroll.

Instruction is individualized with instructors to assist the adult. Students enter weekly and move at their own pace.

PART-TIME EVENING EDUCATION

Garnet evening/adult part-time education is self-supporting and strives to meet community needs in areas of interest, retraining, and renewal. The department provides adults the opportunity to take short-term courses during the day and evening hours. Short-term courses are offered for self-interest and for personal enrichment. Some of these courses include word processing, accounting, certified nursing assistant and phlebotomy.

The department also provides specialized services to help meet the education needs of business and industry. Many of these classes are arranged on a need basis with the business and may be taught at alternate locations.

GUIDANCE AND COUNSELING SERVICES

A full-time counselor is available to provide career counseling, consultation, referrals, and the mobilization of resources and coordination of services necessary to meet the individual needs of the adult learner.

TRANSFERRING CREDITS

Transferring credits in from other institutions will be reviewed on an individual basis and credited for appropriate placement only. Transcript grades lower than a "C" will not be accepted. Transcripts must be submitted a week before program start date.

Students are encouraged to apply for EDGE credits if pursuing an associate degree in a local community college after completion of their program at Garnet.

The Business Education Department has an articulation agreement with BridgeValley Community and Technical College. This agreement awards credit to Garnet graduates who wish to pursue an associate degree or certificate in BVCTC's Business Studies Programs. Students interested in this articulation will be counseled by Garnet's Business Department chairperson prior to graduation.

POLICY ON TRANSFER

The Business and Automotive programs do not accept transfer students from other institutions. Internally, should a student choose to leave one program and enter another, entrance requirements must be met for the chosen program. Within the Business cluster, a change of program form must be completed. See the Licensed Practical Nursing handbook for transfer guidelines in that curriculum.

ARTICULATION AGREEMENT AND EDGE CREDIT

An Articulation Agreement exists between the Business Education Department and the BridgeValley Community and Technical College. The purpose of this agreement is to allow students who successfully complete the Business Education Program at Garnet Career Center to obtain advanced placement in Office Administration, Medical Information, or Accounting Associate Degree Programs at the community college level. Students may also enroll for EDGE credit in various courses.

CAREER & TECHNICAL EDUCATION PORTFOLIO

Every completer in full-time programs at Garnet are required to complete a student career and technical educational portfolio. The West Virginia Department of Education has published the WV Career & Technical Education Adult Portfolio Rubric and Score Sheet for guidance in the creation of this portfolio. The portfolio will be presented prior to graduation.

GRIEVANCE PROCEDURES FOR RESOLUTION OF STUDENT COMPLAINTS

Purpose: This standard procedure will provide the student a mechanism for resolving grievances related to school.

Procedures: The first attempt to resolve student complaints should take place through an information discussion between the student and the instructor.

Level 1: If the complaints are not resolved as a result of an informal discussion, the complaints are then submitted to the principal in writing. The principal is obliged to respond in writing to the complaints within five (5) school days. This time period may be extended by mutual agreement between the student and the principal.

Level 2: The student may appeal a Level One decision by submitting a written complaint to the Assistant Superintendent of Career and Technical Education. The student must appeal the Level One decision within ten (10) school days. This period may be extended by mutual agreement between the student and the Assistant Superintendent.

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone (Local): 770-396-3898
Telephone (Toll-Free): 800-917-2081
FAX: 770-396-3790
<http://www.council.org/>

NOTIFICATION OF TITLE IX GRIEVANCE PROCEDURE

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Title IX Student Grievance Procedure

Series: J12

Reference: Title IX Educational Amendments of 1972

Issued: February 21, 1980

Revised: October 16, 1980; October 24, 1983

Revision Number: 2

Title IX of the Education Amendments of 1972 prohibits sex discrimination in educational programs or activities receiving Federal financial assistance. The following student grievance procedure has been adopted:

KANAWHA COUNTY SCHOOLS
TITLE IX
Procedure for Resolution
of Title IX Problems/Concerns of Students

1. Purpose

The purpose of this procedure is to provide a way for Kanawha County students to reach solutions to problems of alleged sex discrimination.

2. Procedure

Student has informal discussion with building principal.

*Level One - Student submits written grievance to building principal within five calendar days of the occurrence of the event. The building principal shall issue written decision within five days of receipt of grievance. This time period may be extended by mutual agreement of the principal and the grievant.

*Level Two - Student appeals level one decision by submitting written grievance to the Title IX Committee, Kanawha County Schools. Student must appeal within five days. Title IX must conduct an on-site investigation of the grievance and issue a written decision within ten days.

*Level Three - Student appeals level two decision by submitting a written grievance to the Board of Education through the Superintendent. Student must appeal within five days. The Superintendent of Schools must submit the grievance to the Board of Education five days prior to the next regular meeting. Board of Education must issue a decision within 45 days. The time limit may be extended upon mutual agreement of the Board of Education and the grievant.

Title IX prohibits harassment of any student and parties in interest involved in the processing of the grievance. Decisions by the Kanawha County Board of Education in grievance matters are final. In a proper case, review may be had in the circuit courts.)

TITLE IX
STUDENT GRIEVANCE PROCEDURE

Section I - Purpose

The purpose of this procedure is to provide a way for students to reach solutions to problems of alleged sex discrimination.

Good morale is maintained, effective scholastic performance is enhanced, and the students of the school are better served when sincere efforts of principal and students are exerted toward constructive solutions to problems that may arise. It is the intent of this procedure to provide in a simple, straight-forward, and easily understood way, for the solution of problems at the lowest possible administrative level, as fairly and as expeditiously as possible.

Section II — Definitions

- (a) Grievance - Grievance shall mean a claim by a student of a violation, a misapplication, a disagreement, or a misinterpretation of Title IX Rules and Regulations, specifying that which is claimed to be violated and the specifics of such violation. The term "grievance" shall not apply to any matter for which (1) the method of review is prescribed by law, or (2) the Title IX Committee is without authorization to act.
- (b) Student - Student shall mean any person enrolled in the public schools of Kanawha County, i.e., elementary, secondary, career and technical, adult education and community education.
- (c) Days - "Days" shall refer to consecutive days of the week excluding Saturdays, Sundays, and holidays.
- (d) Parties in Interest - Any persons involved in the processing of the grievance.
- (e) Representative - Any person authorized by the grievant to advise or speak for the grievant.

Section III Procedure

Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each level shall be considered as a maximum and every effort should be made to expedite the process. The time limit specified may, however, be extended by mutual agreement of the grievant and the principal.

If a grievance is filed which might not be finally resolved under the time limits set forth herein prior to the end of the school year, and which if left unresolved until the beginning of the following school year, could result in irreparable harm to the grievant, the time limit set forth herein will be reduced to the extent possible so that the grievance procedure may be concluded prior to the end of the school year, or as soon thereafter as is practicable.

In the process stated below, a student may have the assistance of a fellow student or one other chosen representative (except at the initial informal discussion) in the preparation and presentation of the grievance. Such person may be present, but only if the grievant so requests.

No reprisals of any kind shall be taken by the principal or by any member of the administration against any grievant, any representative, or any other participant in the grievance procedure by reason of such participation.

All decisions rendered at all levels of the Grievance Procedure shall be in writing, setting forth the decision and the reasons therefore, and shall be transmitted promptly to all parties in interest.

Forms for filing grievances, taking appeals, and any other necessary documents shall be made available to all students upon request so as to facilitate operations of the grievance procedure.

All meetings and hearings under this procedure shall be conducted in private and shall include only such parties in interest and their designated or selected representative heretofore referred to in this article.

A grievance shall be processed in a manner which does not interfere with the student's scheduled classes or school related activities.

In no case may a grievance be altered in content or wording once it is filed. Anything different from the original grievance would be a different case and can be accepted only as a different grievance.

All written records of grievance proceedings shall be maintained in locked file under the custody of the principal and shall not appear in the student's school file. These records may be inspected by the grievant or the grievant's designated representative.

INFORMAL DISCUSSION

Student discusses alleged violation with principal.

LEVEL ONE

If a grievance is not resolved informally, a formal grievance must be lodged by the student with the school principal, in writing, on the prescribed form and signed by the student. Such grievance shall be so lodged within five days of the occurrence of the event upon which it is based. Any discussion with the principal concerning the grievance shall be: by the student or by the student accompanied by a parent/guardian or member of the school faculty or student body.

Within five days after the grievance is lodged, unless extended by mutual agreement of the principal and the grievant, the principal shall state a decision in writing to the appropriate parties.

LEVEL TWO

Within five days of receiving the decision of the principal at Level One, the student may appeal his/her decision to the Title IX Committee, Kanawha County Schools, in writing on the prescribed form and signed by the grievant. The Title IX Committee must:

Review all written decisions and transcripts of previous meetings, conduct an on-site investigation of the grievance, and issue a written decision within ten days to all parties.

The time limit specified may, however, be extended by mutual agreement of the grievant and the Title IX Committee

LEVEL THREE

Within five days of receiving the decision of the Title IX Committee, the grievant may appeal the decision on the prescribed form to the Kanawha County Board of Education (in writing and signed by the grievant) through the Superintendent of Schools who shall present the grievance to the Kanawha County Board of Education at least five days prior to the next regular meeting. The Kanawha County Board of Education within forty-five (45) days shall: review all written decisions and transcripts of previous meetings and issue a decision to all parties or conduct a hearing itself with all persons involved at Level Two and issue a decision within ten days of such hearing.

The time limit specified may, however, be extended by mutual agreement of the Kanawha County Board of Education and the grievant.

Such decision by the Board of Education shall be final; however, appeals to the State Superintendent of Schools, under certain provisions of Chapter 18 and 18A may be appropriate, and proper redress may be sought through the courts, should the student so choose. Grievance forms as listed below are available in the following locations:

-the office of the principal or guidance counselor of any Kanawha County elementary or secondary school, or career and technical center

-the administrative office of any community education or adult education center

-the office of the Title IX Committee Chairperson, Kanawha County Schools, 200 Elizabeth Street, Charleston, WV 25311.

If a student is in need of any forms, inquiry should be made at any of the above listed places, and the student shall follow the directions as outlined in the procedure explicitly.

TO: Garnet Staff and Students
FROM: Wendy Bailey
RE: **Asbestos Management Plan**

Kanawha County School system is committed to maintaining a safe and healthful learning environment for all students in our schools. Recently certain materials, known as "asbestos", which may pose a health problem, have been identified in our schools.

Kanawha County Schools, in keeping with our commitment to provide a safe school environment, is identifying all asbestos in our schools in compliance with the Asbestos Hazard Emergency Response Act. This information has been placed in the school's Asbestos Management Plan and may be reviewed in each school.

In recent years Kanawha County Schools has removed friable asbestos-containing material from several schools. Some asbestos-containing material will be rendered non-friable by the use of encapsulating materials or simple repairs. The response action section of this plan addresses this type of correction work. Efforts will be continued as needed to provide safe environment for all students, staff and public. These efforts will include the following:

- Six month periodic surveillance
- Three year re-inspection
- Emergency repairs as required

Kanawha County School's plan for asbestos control is on record with the United State Environmental Protection Agency and with the West Virginia Department of Education.

**CITIZENS APPEAL FORM
*LEVEL I**

_____ **County Schools**

***This form is to be completed only after an informal conference with the principal or administrator in charge. The appeal procedure approved by the West Virginia Board of Education should be reviewed prior to submitting a formal appeal. Copies are available at the Office of the State Superintendent of Schools, the office of the county board of education and at each public school.**

CITIZEN(S) APPEAL

Name	Address	Phone
Name	Address	Phone

(Note: If more than two citizens are filing the appeal, the names, address and signatures are to be given on the reverse side of this form.)

INFORMATION REGARDING APPEAL

**"An 'appeal' is a claim by one or more citizens of a violation of state law or the policies, rules and regulations of the West Virginia Board of Education."
Please identify the state law or the policy, rule or regulation of the State Board of Education claimed to have been violated:**

In the space provided below briefly describe the problem or concern, how it affects you, and how you think it should be corrected. (Additional information may be attached.)

Date	Signature
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As required by federal laws and regulations, the Kanawha County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, marital status, age or national origin in its employment practices or in the administration of any of its education programs and activities. Inquiries may be directed to with Jeane Ann Hersher, Title IX Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 304-348-1379 or Charles Szasz, Section 504 Coordinator, Kanawha County Schools, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-1366.

KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION
Student Telecommunications Network Access

Series: J33A

Reference: State Board Policy 2460

Issued: 07.24.1995

Revised: 07.01.2004; 07.01.2007

Revision Number: 2

33.01 General. Telecommunications network access provides potential opportunities for educational benefit.

However, the District has no reasonable means to control the content of communication or information disseminated on the Internet or other on-line services. Moreover, the District lacks the ability to monitor the dissemination of communication by students. Because pornography, defamatory or inaccurate information, or information that is offensive may be accessed through the Internet or other on-line services, and because unlawful or inappropriate student communication may serve as a basis for criminal and/or civil liability, it is necessary that parents or other responsible adults provide informed consent to student access to telecommunication networks.

33.02 School Control. The principal of each school that affords students telecommunication network access shall cause accurate records to be maintained that include: a consent and waiver form signed by a parent or other responsible adult for each student who is afforded telecommunication access; all relevant passwords, codes, account numbers, etc. provided to such students in connection with telecommunication access; and, the initiation and termination dates of individual student telecommunication access.

33.03 Termination of Access. The principal of each school that affords student telecommunication access shall cause the termination of individual student access if a student graduates, transfers from the school, drops out of school, or violates the consent or waiver described in Section 33.04. The principal shall cause a monthly review of the students who are afforded telecommunication access to insure that all appropriate terminations of student access have occurred.

33.04 Parental Consent and Waiver. Prior to affording individual student telecommunication access the Consent and Waiver form attached hereto as "Appendix A" must be signed by the student, sponsoring teacher, and parent[s] or guardian[s].

APPENDIX A
KANAWHA COUNTY SCHOOLS
TELECOMMUNICATIONS ACCESS CONSENT AND WAIVER

Kanawha County Schools believes that the benefits to educators and students from access to the Internet and other on-line services, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. But, ultimately, the parent(s) and guardian(s) of students are responsible for setting and conveying the standards that the students should follow. To that end, Kanawha County Schools supports and respects each family's right to decide whether or not to apply for access.

Kanawha County Schools cannot control the information on the Internet. Sites accessible via the Internet may provide information that contains pornography, is illegal, defamatory, inaccurate or potentially offensive to some people. While the District's intent is to make Internet and other telecommunications resources available to further its educational goals and objectives, parents should be aware that student account holders will have the ability to access unacceptable materials if they disregard the school's and District's access limitations stated below.

The student and his/her parent(s) or guardian(s) must understand that student access to the School District Network is being developed to support the District's educational responsibilities and mission. The specific conditions and services being offered will change from time to time. In addition, Kanawha County Schools makes no warranties with respect to network service, and it specifically assumes no responsibilities for:

1. The content of any advice or information received by a student from a source outside the District, or any costs or charges incurred as a result of seeing or accepting such advice;
2. Any costs, liability or damages caused by the way the student chooses to use his/her network access;
3. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the District;
4. The privacy of electronic mail, which cannot be guaranteed.

Any questions should be directed to the Director of Technology, at the District office 304-348-6116.

KANAWHA COUNTY SCHOOLS
COMPUTER AND TELECOMMUNICATIONS ACCEPTABLE USE POLICY
SECONDARY/VOCATIONAL CONSENT AND WAIVER APPLICATION

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

- I will limit my use of telecommunications in school to the educational objectives authorized and supervised by a teacher in the school;
- I will not use a computer in school unless an adult is present in the room;
- I will use appropriate language and polite responses when communicating online;
- I will not share personal information about myself or others while online. This information includes, but is not limited to, home address, telephone number, and age;
- I will not access, or attempt to access, another person's account, nor will I disclose my password to anyone;
- I will not bypass or attempt to bypass any school, county or state filtering system;
- I will not use online access for any illegal, unethical, immoral, harassing, or unacceptable purpose;

- If given permission to use email at school, I will only use the West Virginia *access.k12.wv.us* account email address, or the address the school assigns me. I understand that I am NOT to use my personal email account (i.e. AOL, Hotmail, Yahoo Mail, etc.) at school;
- I must receive specific permission from my teacher to enter a chat room, and the use of the chat room must be for an educational purpose;
- I will not use any Instant Messenger service, including, but not limited to, AOL Instant Messenger, Yahoo IM, ICQ or MSN Messenger;
- I will report accidental access to inappropriate sites to the supervising teacher;
- I will not download any files or programs without permission from the supervising teacher;
- I will not download copyrighted music files without the permission of the copyright holder;
- I will not download or play non-educational games.
- I will not download/listen to streaming audio and/or video files for non-educational purposes.

I understand that I must adhere to the mandates of West Virginia’s Board of Education Policy 2460 – *Use of Internet By Students and Educators*; therefore,

- I will not access the Internet in school until I have completed Acceptable Use Training, and my teacher, parents or guardian (where applicable), and I have signed the KCS Acceptable Use form;
- I understand my use of Internet-related applications must be authorized by my teachers and be for educational purposes only;
- I will not have mail forwarded to my *access.k12.wv.us* or school assigned email account.
- NOTE: A complete copy of Policy 2460 may be obtained from Kanawha County Schools Department of Technology, downloaded from the KCS Website, or at each school.

I understand my responsibility for using software legally; therefore,

- I will not give, lend, sell, or copy any software found on school computers or retrieved online, unless I have written printed permission from the copyright owner;
- I will not take and/or use school/district product key codes for unauthorized use;
- I will not use shareware beyond the trial period specified by the program, unless I purchase it;
- I will not bring any floppy disks, zip disks, hard drives, CDs, DVDs, flash drives or other storage media to the school unless I have specific permission to do so; I will have the supervising teacher or the school computer specialist scan the media for viruses and check for appropriate content before using it on school equipment;
- I will be responsible for utilizing all software according to its licensing agreement;
- I will not delete or install software programs on any school computer without specific permission from the supervising teacher or the school computer specialist/technician.

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

- I will not plagiarize information received in any form;
- I will accurately cite all sources of information;
- I will not copy or use copyrighted materials without permission from the owner of the materials.
- I will not use, purchase or steal documents or parts of documents from the Internet for classroom credit.
- Unless approved by school officials, I will not replicate any school-produced material for personal use or represent my own work as having been sanctioned by the school.

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

- I will not attempt to bypass system security;
- I will not bypass or attempt to bypass any school, county or state filtering system;
- I will not change or attempt to change hardware, software or network settings without permission; this includes, but is not limited to, desktop icons, wallpaper, screen savers and browser homepage;
- I will not interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, using and instant messenger service, online gaming, unauthorized video and/or audio streaming, propagation of computer viruses, or unauthorized access to system programs;
- I will not invade the privacy of others by attempting to learn their passwords or by copying, changing, reading, or using their personal files.
- I will not access a computer and/or network using another person's login information, user name and/or password;
- I will not attached any device, including, but not limited to wireless devices, to the school network without the prior written approval of the KCS Department of Technology;
- I will not add or remove hardware from any school computer or other hardware device without prior written permission from the school computer specialist and/or technician.

**KANAWHA COUNTY SCHOOLS
COMPUTER/TELECOMMUNICATIONS
SECONDARY/CAREER AND TECHNICAL ACCEPTABLE USE FORM
PENALTIES FOR INFRACTION OF RULES**

An infraction of the rules stated in the Acceptable Student Use Consent and Waiver form may result in one or more of the following penalties as determined by local and/or district administrators:

- Verbal reprimand
- Phone call and/or meeting with parent or guardian
- School suspension to ALC for one or more days
- Suspension from school for one or more days
- Loss of access to offline and/or online resources
- Loss of credit for the work assigned that resulted in an infraction
- Description of infraction filed with Kanawha County Schools administration
- Loss of all computer related privileges
- Referral to Kanawha County Schools Board of Education for suspension or expulsion
- Restitution for repair and/or replacement of equipment
- Restitution for repair and/or replacement of software
- Restitution of service charges to repair and/or replace equipment and/or software
- Referral to State and/or Federal law agencies
- Suspension and/or expulsion from school

KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION

Telecommunications Network Access Series: J33A Reference: State Board Policy 2460 Issued: 07.24.1995 Revised: 07.01.2004; 07.01.2007; 06.21.2012

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

School Name: _____

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

Student Name (Please print): _____

Student Signature: _____ **Date:** ____ / ____ / ____

School Sponsor: I have read and discussed the above rules and regulations with the student. The school staff will not be responsible for the student's behavior if he/she intentionally disregards the regulations in this policy.

Teacher's Name: (Please print): _____

Teacher Signature: _____ **Date:** ____ / ____ / ____

SCHOOL INTERNET WEB SITE STUDENT INFORMATION

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

_____ Student's first name _____ Student's last name

_____ Student's photo _____ Student in group photo

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

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

**GARNET CAREER CENTER
STUDENT CONTRACT**

I, _____ entered the
(print your name)

_____ on _____
(print the name of your program) (print the date you entered)

I received a copy of the Garnet Career Center Student Handbook. I was given at least 24 hours in which to read the contents. I have been given a chance to ask questions and clarify any areas of the handbook that I may not understand. Therefore, I attest that I have read the total contents of the student handbook, including Kanawha County Board of Education Policy Series 22.00, Student Behavior including the sections dealing with weapons and sexual harassment. I understand the consequences of violating this policy. I agree to adhere to all rules, regulations, and policies of Kanawha County Schools, Garnet Career Center and the program in which I am enrolled. I understand that I will be terminated for violating any of the rules, regulations and policies. I also understand and agree to demonstrate appropriate behaviors consistent with the ethical and legal standards required by the program and the reputation established by the school in the community. I will provide information to the school of any physical limitations or injuries which would impact on completing the academic, internship and/or clinical requirements of the program. If it is deemed necessary by my program coordinator and/or faculty or other administrative staff should I find it necessary to withdraw from my program. Further, I agree to provide written notice of my withdrawal along with any necessary documentation.

Student Signature Date

Faculty Signature Date

STUDENT BEHAVIOR/WEAPONS

Weapons and/or Explosive Devices

A student shall not supply, possess, handle, use, threaten to use, or transmit any weapon or any other tool or instrument capable of inflicting bodily injury as a weapon. The terms "weapons", "tools", or "instruments" shall include by way of illustration, but are not limited to, the following enumerated items: any loaded or unloaded firearm (e.g., pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, stun-gun, pellet gun, or BB gun, look like firearms, etc.); any knife (e.g., straight, regular, retractable, etc.); any martial arts device (e.g., Chinese star, nunchaku, dart, etc.); any defensive device (e.g., gas repellent, mace, stun-gun, chemical sprays, etc.); or any tool or instrument which school staff could reasonably conclude as being a violation of the intent of this offense section, which by way of illustration, shall include, but is not limited to blackjack, chains, club, metal/brass or any artificial knuckles, nightstick, rings, pipe, studded or pointed bracelets, ax handles, etc.

A student shall not supply, possess, handle, use, threaten to use, or transmit any explosive device or item that ejects or releases a spray, foam, gas, spark, fire, smoke, odor, etc. By way of illustration, such devices or items shall include, but are not limited to, bullets, ammunition of any type, fireworks of any type and size, smoke bomb, stink bomb, any type of homemade bomb, or item which by virtue of its shape or design give the appearance of any of the explosive devices, detonators, etc.)

A student is deemed to be in possession of an illegal and/or banned item(s) under this section when such item(s) is found on the person of the student, in his/her possession, in his/her locker, in a student's vehicle on school property or in any vehicle a student brought on school property or on property being used by the school, at any school function or activity or any school event held away from the school.

Any violation of this Policy that may constitute a violation of state and/or federal criminal statutes shall be prosecuted.

The use, possession or transmittal on school property or at any school function or activity of non-facsimile water pistols or matches, is not permitted. However, if such water pistol or matches are not used offensively, then the penalty for violation of this rule shall range from a conference with the student, three-day suspension or cessation from the program.

An adult student in violation of the Kanawha County Weapons and/or Explosive Device Policy will be terminated.

Student's Signature

Date

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