A WEST VIRGINIA EXEMPLARY SCHOOL

Business Department
STUDENT HANDBOOK
2015-2016

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

The purpose of this Handbook is to provide information about the instructional and administrative procedures of the Business Education Department at Garnet Career Center. This information should help the student to adjust to the expectations and requirements of Garnet’s Business Education Department. General information regarding student policies for Garnet Career Center is found in the Garnet Career Center Student Handbook.

This Handbook clarifies and specifies policies and procedures designed to help students function more effectively and more independently. The teachers, counselors, and administrators will provide guidance and assistance for students who have special problems and concerns.

The school reserves the right to change fees and tuition within the guidelines established by the Kanawha County Board of Education.

_____________________________________
Wendy Bailey, Principal
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 the Garnet Career Center is to equip adult learners with 21st century educational opportunities necessary to attain their chosen professional and career goals.

FACULTY AND STAFF

BUSINESS EDUCATION DEPARTMENT

2015-2016

Administration

Wendy Bailey .................................................................................................................. Principal
Rocky Hall ..................................................................................................................... Counselor

Instructors

Mary Perdue ................................................................................................................. Business Education Chairperson
Joan Baldwin ................................................................................................................ Business Education Instructor, Business Internship Coordinator
Jeff Gwinn ...................................................................................................................... Business Education Instructor
Helen Marria-Conrad ................................................................................................. Business Education Instructor
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BUSINESS EDUCATION PROGRAMS

History
Garnet Career Center's Business Education Department was organized in January, 1971, as part of the Continuous Education Program of the Kanawha County School System. The school is in session the year round with classes arranged on a tri-semester basis.

Garnet's Business Education programs were structured to enable the conscientious student to pass the West Virginia Civil Service Examination. Requirements for the Civil Service rating are basically the same as the requirements of employers in the Kanawha Valley.

A master certificate is issued upon the completion of the requirements of the Business Education Information Processing Curriculum.

Philosophy of Education
The goal of the Business Education Department is to provide a flexible, proficient, and inexpensive program for adults of all ages who have a high school diploma or equivalent, and who wish to enter or re-enter the business world with marketable skills. The program combines classroom instruction with an on-the-job learning experience in their last semester that is consistent with student occupational objectives. Students are taught occupational competencies that are needed to acquire and succeed on the job, adjust to the employment environment, and advance in occupations of their choice.

All programs provide students with training in the latest word processing, data processing, and accounting programs: Microsoft Office, Corel WordPerfect, desktop publishing software, medical office software, and an automated accounting program.

Discrimination Policy
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, age, or national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to Jeane Ann Herscher, Title IX Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 304-348-1379; to Charles Szasz, Section 504 Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 304-348-7770; or the U. S. Department of Education, Director of the Office of Civil Rights, 215-596-6795.

Business Internship/Externship
On-the-job training experience opportunities are required with for the following three-semester programs: Accounting/Data Processing, Office Administration/Word Processing, and Medical Information Systems.

Students complete a Business Internship/Externship training experience during their last semester in the program. They are placed at various offices around the Kanawha Valley. Students complete three or more hours of on-the-job training each day during the 14-week semester.

Full-time students with satisfactory grades (at least a C in all classes) and good attendance (90% average) will participate in the Business Internship/Externship training experience when they
reach the last semester of their individual program. They will attend class part of the day and will work a minimum of 15 hours per week.

Any Business Internship/Externship student may be required to submit to:

- Criminal background check (approximate $20 fee)
- Credit check
- TB test
- Drug test

**School Hours**

Classes are arranged on a daily basis, Monday through Friday, between the hours of 8:00 a.m. and 3:00 p.m. Individual class schedules will vary. Classes are arranged on a semester basis. New classes begin in January, April, and September.

School holidays are in compliance with the Kanawha County School calendar except during the summer months. During the summer months, the Business Education Department may be closed the last week of June and the first week of July. These dates will vary.

**Part-Time Students**

Students who want to take classes on a part-time basis are admitted when they submit an application, high school diploma/GED, and attend an orientation session. Students may audit or receive grades and a certificate of completion for each class. A certificate will only be awarded upon successful completion of the class and full tuition payment. The semester includes 70 instructional hours. Approximate cost per class, including books, is $150.

**Financial Assistance**

Financial Aid information is available to students enrolled or enrolling in the program. For information, please call 304-348-6195 and ask for the financial aid advisor. The Business Education Program is approved for the following: Veteran’s Benefits, Division of Rehabilitation, Worker’s Compensation, Pell, HEAPS, and Workforce Investment Fund. (See Financial Aid section.)

**Financial Aid Disbursements**

Disbursement of Pell Grant Loan 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 30 days of the disbursement. The costs associated with the second subsequent payment period are assessed against the subsequent disbursement(s), with the balance of the aid being refunded to the student. 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 federally mandated 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.
Articulation Agreement and EDGE Credit
An Articulation Agreement exists between the Business Education Department and the Bridge Valley 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. A proficiency exam may be required prior to credit being given. Students may also receive EDGE credits in various courses.

Faculty
The teachers in the Business Education Department are fully certified under West Virginia State Department of Education standards in their field. Each teacher has attained a minimum of a college degree and has received training in the techniques and methods of teaching adults. In addition, the teachers are continually involved with in-service activities and technology training on new equipment and software.

Entrance Requirements
- The applicant must have a high school diploma or GED/TASC. It must be from an accredited school or agency approved by the WVDE.
- Applicant must provide a Birth Certificate.
- The applicant must complete an application to the program and pay a $100 fee.
- The applicant must take pre-entry assessment exams as established by the school at the cost of $15.00.
- The applicant must attend orientation as scheduled.

How to Apply for Admission
Application is made in the main office of Garnet Career Center. A prospective applicant who needs to apply by mail may contact Garnet; an application for admission will be mailed to the applicant’s address. An application may also be available from Garnet’s web site.

Re-Admission Policy
Students who are terminated, dropped, or withdraw from school will be permitted to re-enter if they meet all of the following conditions:

1. One semester (or the remainder of the existing semester) has elapsed since their termination, drop, or withdraw. Student may return after 180 calendar days from the drop date.
2. The student had a good conduct record and had followed all school policies and regulations.
3. The student is not indebted to the school.
4. The student that was terminated due to academic failure (failure of 50 percent of classload) will not be permitted to re-enter until one full semester has elapsed.
**Tuition and Fees**

<table>
<thead>
<tr>
<th>Course Hours</th>
<th>Accounting/ Data Processing 1,350</th>
<th>Office Administration/ Word Processing 1,350</th>
<th>Medical Information Systems 1,350</th>
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<tr>
<td>Application</td>
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<td>$100.00</td>
<td>$100.00</td>
</tr>
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<td>$3,037.50</td>
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<tr>
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<td>$915.00</td>
<td>$915.00</td>
</tr>
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</tr>
<tr>
<td>Other Costs*</td>
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<tr>
<td>Total Costs</td>
<td>$5,492.50</td>
<td>$5,492.50</td>
<td>$6,342.50</td>
</tr>
</tbody>
</table>

**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.

If students enter a payment plan program, they must have paid all costs by the time they complete three-fourths of their scheduled instructional days as determined by their contracted starting and graduation dates. Unexpected school closures, approved leaves of absence, and approved schedule changes will result in an adjusted graduation date.

The first scheduled payment is due on or before the first school day of class and the remaining scheduled payments are due by the first Friday in each month. A grace period of five school days will be allowed. After the grace period has expired, students will be barred from class until payment is made. Students barred from class will be considered absent for those days.

No student will receive a certificate from any course until all charges are paid in full. No transcripts will be issued for a student who has not paid in full.

**Refund Policy**

Application, entrance exam, registration fees, testing fees, and seat deposits are **non-refundable** items. Items charged to the student’s account at the student’s request, aside from charges for course tuition and lab fees, are **non-refundable**. (i.e. books, equipment, test and certification fees, uniform rental, supplies)

Tuition and lab fees are charged by the semester for Business Education courses. These 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:**

- From class start to 10% of the period of enrollment, 10% of the tuition and lab fee will be charged;
- From 10.01% to 25% of the period of enrollment, 50% of the tuition and lab fee will be charged;
- After 25% of the period of enrollment, 100% of the tuition and fees are due.

**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.**
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.
Return of Title IV Funds Policy—update 10/2014
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.) 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 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 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), there is no return of Title IV (Pell) funds. Prior to completion of 60% of the payment period, the amount of Pell Grant earned is calculated by multiplying the total amount of Pell Grant 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 Pell Grant earned and subtracting it from the amount of Pell Grant disbursed. 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.

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 Pell 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 $1,500, and the Pell Grant disbursement was $2,000. The unearned Pell Grant is 50% of $2,000, or $1,000. The institutional share of the unearned Pell is 50% of $1,500, or $750. The student’s share of the unearned Pell Grant would be $1,000-$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 has other aid to cover the returned funds.

Federal Pell Grant recipients should note that the unearned Pell Grant percentage will also be applied to a WV HEAPS Workforce Development Award, with unearned funds being returned to WV HEPC.
Attendance Guidelines
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 and in getting a job. Employers who call for references always ask first for the attendance record. They know that applicants who have good attendance in school will be dependable in work attendance.

Allowed Absences
Business Education students are expected to attend class every day. A student must be present for at least 90% of their course hours each semester in order to maintain satisfactory attendance.

Students, who miss more than 90% (7 days) of their course hours each semester, will automatically be put on probation. Any additional time missed will subject the student to possible termination from the school.

A “day” is defined as the number of hours normally spent in class. A typical school day consists of six to seven hours in class. Any time a student is not in class, he/she is considered absent. This includes being tardy or leaving before the end of the class period (see Attendance Policy). These allowed absences are awarded upon enrollment. It is not necessary to accumulate them monthly. The absence can be for any reason and the student is not required to give the school a reason or a written excuse. However, the 90% is an ongoing cumulative requirement.

Excused Absences: The following instances may be excused at the discretion of the Business Education 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 office, Veteran’s Administration, or financial aid advisor(s). Students should not miss more than twice a month for any of these types of visits/appointments.

The student must inform the Department Chair at least three days prior to the above items if they are asking to have an excused absence for that day.

Makeup Time: Students may be allowed to make up two hours, at the discretion of the Department Chair, during Early Out Days only. Additional make up hours may be completed at the discretion of the Department Chair.

In all classes, the student must make up the work missed. Teachers 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.

In certain classes, 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. Your instructor will tell you if your course falls in that category.
ATTENDANCE POLICY

1. Classroom doors may be locked and remain shut during class time at each teacher’s discretion.

2. Classroom doors will be open for student admittance until 5 minutes after each class is scheduled to start. After the first 5 minutes of class has passed, the classroom door may be closed and locked. There may be no admittance to the classroom after the door is shut. In other words, if you are not in class within five minutes after the class begins, the teacher has the authority to lock the door and the student will be counted absent for that class.

3. You may not walk in and out of a class. If you leave the classroom, the door may be shut behind you and you may not be allowed to reenter. You may be counted absent for the entire class.

4. If you wish to work in a classroom during your free period, you must enter that classroom within the first five minutes of class, after asking permission from the teacher. Do not interfere with class activities and students. If you leave the classroom, you will not be allowed to reenter.

5. In order for a student to be eligible for the Business Internship/Externship they must:
   a. Have a 90% attendance average.
   b. Cannot have more than one failed class.

6. Students must have an overall 90 percent attendance rate in order to graduate from the program. 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.**

7. If a student does not have an overall 90 percent attendance rate at the time of graduation, they may not be allowed to participate in the graduation ceremonies.

8. In order for a graduate without an overall 90 percent attendance rate to receive their certificate, they must make up the time in the Learning Lab or with the Department Chair at the conclusion of their final semester. The certificate will then be released to the student.

9. The Student Handbook defines the qualifications for receiving a Career and Technical Certificate as follows:
   a. Recommendation by the instructor. This recommendation must be made on the basis of the instructor’s observation of the student’s work.
   b. Business Education students must have a “C” grade or better in each class.
   c. Absences and tardiness will be taken into consideration when awarding certificates.
   d. Students cannot be indebted to the school.

10. If you have failed more than two classes, you will not be able to graduate in three semesters! Therefore, the financial aid funding will be reconfigured in order to have enough funding for you to complete the program.
**Leave of Absence**
Leave of Absence will be given for one semester only due to family care responsibilities or medical reasons. Medical leave includes illness of the student or the student's parents, children, and/or spouse. Request for Leave of Absence must be made in writing and approved by principal and department chairperson. Student must be in good standing both in grades and attendance.

On returning from a Medical Leave of Absence, students must present a note from a doctor stating the need for the leave and the first and last dates the need prevented the student from attending school. Students on leave for personal illness or injury must also present a release from a doctor certifying that they are able to resume attendance at school.

**Grading Policy**
Teachers will give points to semester assignments, quizzes, tests, and skills 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.

A = 94 – 100 Superior Performance  
B = 86 – 93 Above average performance  
C = 76 – 85 Average Performance  
D = 70 – 75 Below average performance  
F = 69 and below Unsatisfactory performance

I = Incomplete, the student has not completed the course requirements  
WP = Withdraw Passing  
WF = Withdraw Failing  
AU = Audit, attending mandatory

A part-time 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) before the last school day of 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 discussions 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 program. **If a student receives a “D” or “F” in a class, that class must be made up during the next semester.** The student will not have a Skills Lab during that semester. Other classes may need to be rearranged in order for the student to make up the failed class. If a student fails more than one class, it may delay their graduation date depending on the semester they are currently in and how many classes they have failed. If a student fails a class in their final semester, they will not be able to graduate. They must return to school the following semester and retake the class. Students will be responsible for the payment of tuition for this class.
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 course 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.

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.
Student Records and Transcripts
To insure the confidentiality of student records, no records will be forwarded from the school office without a signed release from the student. All fees must be paid in full before any transcripts will be issued.

National Technical Honor Society
Purpose
The purpose of the organization shall be: to promote the ideals of honesty, service, leadership, career development, and skilled workmanship among the technical students of America; to reward meritorious achievement in technical education; to encourage and assist technical students in their pursuit of educational and career goals; to develop a greater awareness within the American business, industry, and service communities about the talents and abilities of students engaged in technical education; to provide technical students with a greater awareness of the world of work.

Membership Criteria—Garnet Career Center
1. Nominee must be a regular (full-time) student.
2. Nominee must have an overall grade point average of 3.7 on a scale of 4.0 with no D or F grades, deficiency slips/reprimands, or repeated/dropped classes.
3. Nominee must have 90% attendance rate at all times and not be on attendance probation or receive an attendance warning at any time.
4. Nominee must have completed at least 65% of their curriculum.
5. Nominee should demonstrate leadership ability in class and in student organizations.
6. Nominee must demonstrate worthy character and a commendable attitude which includes not having any counseling forms for detrimental activities.

Phi Beta Lambda
PHI BETA LAMBDA is the national organization for all students in postsecondary schools and colleges enrolled in business, office, or teacher education programs. PBL is instrumental in developing vocational competencies and promotes a sense of civic and personal responsibility. The cost is $20 a year for State and National membership dues. The goals of PHI BETA LAMBDA are to:

- Develop competent, aggressive business leadership.
- Strengthen the confidence of students in themselves and their work.
- Create more interest in and understanding of American Business enterprise.
- Encourage members in the development of individual projects which contribute to the improvement of home, business, and community.
- Develop character, prepare for useful citizenship, and foster patriotism.
- Encourage and practice efficient money management.
- Encourage scholarship and promote school loyalty.
- Assist students in the establishment of occupational goals.
- Facilitate the transition from school to work.
**Business Education Advisory Committee**
The Advisory Committee helps the Business Program maintain ongoing communication and service linkages with the state’s business and industrial sector. Leaders from business and industry serve with career and technical educators, business educators, and administrators on the advisory committee 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.

**Fire Extinguisher**
Several fire extinguishers are located conveniently throughout the department. There are fire extinguishers in Rooms 200, 206, 208, 210, 213, and 223. Operating instructions are in large type on the side of each extinguisher.

**Fire Drill Procedures**
When the fire alarm sounds, students will leave the building in a quick and orderly fashion.

- **Room 223**: Turn left out of the classroom and exit to Dickinson Street and proceed one block to Washington Street.

- **Room 213**: Turn right out of the classroom and exit on Dickinson Street and proceed one block to Washington Street.

If the Southwest exit is blocked, then use the Northeast exit and turn left and proceed north on Shrewsbury Street.

- **Rooms 200, 206, 208, and 210**: Use the exit door to Shrewsbury Street, turn right and proceed toward Washington Street.

If the center exit door on Shrewsbury Street is blocked, then use the Southwest exit on Dickinson Street. All students will turn left and proceed to Washington Street.

**Additional Information**
The Business Education Department occupies Rooms 200, 206, 208, and 210 on the mezzanine; Rooms 213 and 223 on the second floor. Food or drinks may not be allowed in the classrooms, at teacher’s discretion.

Safety education is an integral part of the curriculum. Students are expected to practice good safety habits.

Smoking, the use of alcoholic beverages, unsealed weapons, or unlawful drugs are not permitted in the building.

Profanity will not be tolerated.

Students are not permitted to park in the faculty parking lot. The lot is reserved for staff only. Parking passes for assigned parking will be obtained through the department chair. Metered parking is available around the building. Paying for meters must be done during breaks.
Lockers (for the use of Business Education students) are located on the mezzanine and second floor of the building. Buy a sturdy lock for your locker. A label with your name will be provided by the business department. Remove all contents from the locker within one week of leaving the school. Lockers are subject to random search by the school administration.

The women’s restroom is near Room 200. The men’s restroom is in the basement. A unisex, handicapped accessible restroom is available on the first floor.

Emergency phone calls only will be accepted in the school office. The telephone number is 304-348-6195. Phone messages will be placed on the bulletin board across from the entrance to the main office.

**Career and Technical Education Certificate**
A Career and Technical Education Certificate is awarded to Garnet students who successfully complete a training program. (See Attendance Policy for additional items.) The qualifications include:

1. Recommendation by department – This recommendation must be made on the basis of the observation of the student’s work.
2. Students must earn a “C” grade or better in each class.
3. Absences and tardiness will be taken into consideration when awarding certificates.
4. Students cannot be indebted to the school.

**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.
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 School property, regardless of time or place; and
The consumption of alcoholic beverages or controlled substances, in any amount, within four (4) hours prior to any school related activity, regardless of place.

While the student is at any school-sponsored activity or event, whether or not it is held on school premises, in a building or other property used or operated by the board of education, RESA, or state department of education, or in another facility being used by any of those agencies.

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 task. Initiation or induction into any class or organization, which involves hazing, is prohibited.

C. Possession or distribution of stolen property, contraband, fireworks, explosives, firearms 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 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.

J. Use, distribution, or possession of beer, wine, other alcoholic beverages, controlled substances, or substance represented to be controlled substance. See Drug/Alcohol Policy for Garnet Career Center.

K. Use of tobacco products on school premises prohibited. See Smoking Policy for Kanawha County Schools.
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.

*Please see the Kanawha County Schools School Handbook for a complete description of violations and termination procedures.

**Guidance and Counseling Services**
A full-time counselor is available to provide developmental counseling, consultation, referrals, and the mobilization of resources and coordination of services necessary to meet the developmental and growth needs of the adult learner.

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

**Procedures for Resolution of Student Complaints**
Purpose:

This Standard procedure will provide the student a mechanism for resolving complaints related to school conditions, policies, and/or practices.

Procedures:

A. The first attempt to resolve student complaints should take place through an informal discussion between the student and the instructor.

B. Level One: If the complaints are not resolved as a result of 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 school days. This time period may be extended by mutual agreement between the student and the vice principal.

C. Level Two: The student may appeal the level one decision by submitting his/her complaints in writing to the Kanawha County Student Affairs Committee. The student must appeal the level one decision within five school days. The Student Affairs Committee will then evaluate and investigate the complaints before issuing a decision. This decision must be rendered within five school days. This time period may be extended by mutual agreement between the student and Student Affairs Committee.

**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. Adult students in violation of this policy are subject to immediate suspension and/or termination from this school.
Any student in violation of the above policy who is receiving any type of student financial assistance (Title IV funds, JTPA, 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 this 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:

1. Adult students are prohibited from using any type of tobacco product, including smokeless tobacco, while on school property.
2. Adult students may leave school property during breaks and lunch period in order to use these products, but must be back in their classroom at the end of the break or lunch period.

Violators of this policy will be dealt with when referred to the office with possible suspensions. Repeat violators will endanger their rights to remain in the school.

**Asbestos Management Plan**

The 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 nonfriable 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 a safe environment for all students, staff and public.

Kanawha County Schools’ plan for asbestos control is on record with the United States Environmental Protection Agency and with the West Virginia Department of Education.
Business Education Curriculum

Accounting/Data Processing
The Accounting/Data Processing emphasizes double-entry accounting and computerized accounting software.

Career opportunities in these fields:
- Payroll Assistant
- Bookkeeping Clerk
- Accounting Clerk
- Auditing Clerk

Office Administration/Word Processing
The Office Administration/Word Processing emphasizes word processing, machine transcription, and automated document preparation. Legal Clerical classes are also offered as a part of this certificate.

Career opportunities in these fields:
- Word/Data Processor
- Office Assistant
- Administrative Secretary
- Administrative Support Positions

Medical Information Systems
Associate Certificate Medical Information Systems
The Medical Information Systems is designed to prepare adults for careers as a Medical Claims Processor/Biller, Medical Office Admissions Assistant, and front medical office administrative support position. The Medical Information Systems program is a state recognized exemplary program that prepares students for jobs in the health care industry including hospitals, clinics, insurance carriers, and physicians' offices. The curriculum concentrates on providing the necessary computer training and medical knowledge that are prerequisites for success in today's health care industry. The Associate Certificate program is 900 hours designed to prepare students for LPN entry.

Career opportunities in these fields:
- Medical Office Admissions Assistant in Hospitals and Clinics
- Physician's Office Medical Office Assistant
- Medical Claims Processor
- Insurance Biller for Insurance Carriers
<table>
<thead>
<tr>
<th>Concentrations of Study</th>
<th>1,350 Hours</th>
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</thead>
</table>

### Master Certificate

#### Medical Information Systems (Front Office)

**First Semester**
- Business English/Communications
- Mathematics for Business
- Computer Office Applications I
- Skills Lab I (Ethics/Proofreading)
- Intro to Information Processing
- Principles of Accounting I
- Keyboarding

**Second Semester**
- Skills Lab II (beginn Portfolio)
- Intro to Phram Terms/EKG
- Computer Office Applications II
- Office & Records Management
- Document Processing
- Medical Office Management
- Principles of Accounting I

**Third Semester**
- Digital Imaging Multimedia Skills
- Introduction to Coding
- Computerized Medical Office
- Skills Lab III (NMT)
- Bus. Internship/Externship
- Bus. Internship/Externship
- Bus. Internship/Externship

The following items are examples of Skills Lab I – II:
- WIN practice, MS Office Specialist Exam preparation, Portfolio preparation, Medical Machine Transcription for MIS students, Proofreading Skills, Ethics in the Workplace, Medical Ethics, Keyboarding practice, Letter and Memo drills, Financial Literacy, homework, exam make-up, and other items as deemed necessary by the department staff.

New students may enter the program in September, January, and April. Each semester lasts approximately 14 weeks with 70 days of instruction.
Class Descriptions

Principles of Accounting I (Prerequisite: None): An introductory class covering the processes involved in providing information about a company’s financial situation. This includes recording financial information and compiling it into financial statements. The student will learn the accounting cycle for a proprietorship and a merchandising business organized as a partnership.

Principles of Accounting II (Prerequisite: Accounting I/Proficiency Equivalent): This class covers the accounting cycle of a merchandising business organized as a partnership using a combination journal, general and subsidiary ledgers, and an eight column worksheet with adjustments. A business simulation is completed.

Principles of Accounting III & Automated Accounting (Prerequisites: Accounting I, II/Proficiency Equivalent): Students gain in-depth experience working with computerized accounting problems as they use different software programs. Students learn how to make the transition from manual to computer-based accounting. Also, students will learn how to integrate accounting with other key business applications, such as spreadsheets using Microsoft Excel.

Mathematics for Business (Prerequisite: None): In the Business Math portion of the class, the student learns how to convert decimals to fractions and fractions to decimals; to add/subtract/multiply/divide fractions; decimal equivalents; and how to work with percentages. The Office Machines portion of the class utilizes the printing calculator to provide basic training in the operation of calculators used in the modern business office. Emphasis is placed on integrating the fundamental skills of arithmetic with an understanding of business activities.

It also provides instruction and opportunity for practice in the solution of the primary mathematical problems encountered in ordinary business. Areas covered include: inventory; valuation; cost of goods sold; depreciation interest computations; cash and valuation; cost of goods sold; depreciation; interest computations; cash and trade discounts; sales, payroll, and time payment plans; and commercial loans.

Business Communications/English (Prerequisite: None): This class provides a comprehensive review of grammar, punctuation, spelling, and work study with special emphasis on sentence structure and syntax. This class emphasizes spelling by using a mnemonics approach. The class is designed to provide proficiency in word usage, definitions, and spelling abilities and to enrich daily communication skills. This class also emphasizes the language arts of punctuation and grammar through the development of business documents.

Business Law: This course will introduce the student to the world of Law, in particular laws that deal with business. They will study true situations that show how business and personal law impacts not only business, but also the lives of everyday people. It will help them understand legal principles and how they may be used throughout life, both in the business world and their personal life.

Business Internship/Externship (On-the-Job Training) (Prerequisites: Completion of All Prior Semester Classes/Proficiency Equivalent): This class provides an integration of study in the classroom with on-the-job training (minimum of fifteen hours a week). The training placement is related both to the academic course of study and to the career objectives of the student. The Business Internship/Externship experience is designed to give the student an opportunity for the practical application of subject matter learned in the classroom.
Computer Office Applications I: Microsoft Word: This class teaches the basic functions of Microsoft Word to effectively and efficiently produce a variety of mailable business documents. The student will develop skills, knowledge, and vocabulary which can be transferred to other word processing technology. Microsoft Excel: This class also provides an introduction to developing and using spreadsheets. Students complete these problem-oriented projects: building a worksheet, formatting and printing a worksheet, and enhancing a worksheet.

Computer Office Applications I – Advanced: Microsoft Word: The advanced class continues the development of mailable business documents. Microsoft Excel: The advanced class continues the development of the beginning class, in addition to the utilization of filtering, analysis, templates and macros to extract information.

Computer Office Applications II: Microsoft PowerPoint: This class teaches the basic functions of Microsoft PowerPoint to effectively and efficiently produce a variety of slide show presentations. The student will develop skills, knowledge, and vocabulary which can be transferred to other presentation software. Microsoft Access: This class teaches the basic functions of Microsoft Access to effectively and efficiently produce a variety of electronic database documents such as tables, queries, applying filters, and generating reports and forms. The student will develop skills, knowledge, and vocabulary which can be transferred to other database programs. Microsoft Outlook: This class teaches the basic functions of Outlook which is a desktop information manager that helps you organize information, communicate with others, and have effective time management skills.

Computer Office Applications II – Advanced: Microsoft PowerPoint: This class teaches the advanced functions of Microsoft PowerPoint to effectively and efficiently produce a variety of slide show presentations. Microsoft Access: This class teaches the advanced functions of Microsoft Access to effectively and efficiently produce a variety of electronic database documents. Microsoft Outlook: This class teaches the advanced functions of Outlook which is a desktop information manager that helps you organize information, communicate with others, and have effective time management skills.

Computerized Medical Office (Prerequisite: Keyboarding and Computer Office Applications I): This class is to familiarize the student with the computerized medical account management programs of Medical Manager and Medisoft and to help the student develop the confidence and skill necessary to become a successful user of medical account management software.

Desktop Publishing (Prerequisites: Computer Office Applications I): This class teaches the basic functions of a desktop publishing software package, to effectively and efficiently produce a variety of documents. Students create flyers, special forms, brochures, and newsletters. The student will develop skills, knowledge, and vocabulary which can be transferred to other desktop publishing software packages and computer systems.

Document Processing (Prerequisite: Keyboarding and Computer Office Applications I): This class emphasizes proper typewriting techniques, proofreading, building speed and accuracy, and proper formatting and techniques for high-level production problems of letters, tabulated reports, rough drafts, manuscripts, legal documents, and office forms. The student's goal should be to type a minimum of 40+ gwam on 5-minute timings with no more than five errors and to complete production assignments satisfactorily.

Introduction to Pharmacology Terminology/EKG (Prerequisite: None): This class gives the student learner an introduction to pharmacology, regulatory agencies, drug dosages, drug effects,
medication administration, and drug measurements. It specifically addresses the needs of medical secretaries and other medical office workers to understand pharmacology concepts. In the EKG portion of the class, the student will learn the specific procedures for setting up and running ECG equipment, attach lead systems, and identify rhythms.

**Introduction to Information Processing (Prerequisite: None):** This class teaches concepts, theories, and vocabulary relevant to the field of Information Processing and Computers. It is for the purpose of developing technology awareness on the part of the student. The student will study the following areas of Information Processing: Word Processing, Data Processing, Image Processing, Audio Processing, Networking and Telecommunications, and Human Factor considerations.

**Keyboarding (Prerequisite: None):** The objectives are to learn the keyboard, develop efficient keyboarding techniques, to proofread, and to arrange common business documents such as memorandums, letters, and reports. It also emphasizes proper typewriting techniques, proofreading, building speed and accuracy, and proper formatting.

**Legal Machine Transcription (Prerequisite: Keyboarding, Legal Terminology, and Computer Office Applications I):** This class teaches the student to perform the basic transcription skills to integrate the operation of the transcription machine and the foot pedal with listening and typing. The student will apply various communications skills (grammar, punctuation, word division, spelling, and proofreading) in the preparation of mailable copy on a variety of legal correspondence, and court and non-court documents in correct format.

**Legal Terminology:** This course will introduce the student to terminology used in the legal realm.

**Machine Transcription (Prerequisite: Keyboarding and Computer Office Applications I):** This class teaches the student to perform the basic transcription skills—to integrate the operation of the transcription machine and the foot pedal with listening and typing. The student will apply various communications skills (grammar, punctuation, word division, spelling, and proofreading) in the preparation of mailable copy on a variety of business documents.

**Introduction to Coding and Insurance Billing (Prerequisites: Medical Terminology):** These two classes are a study of diagnosis and insurance codes used by physicians and hospitals. The Insurance Billing portion of the class is designed to assist the learner in a practical approach to doing insurance billing and coding. It will also help develop a better understanding of the differences between the insurance programs when completing insurance forms.

**Medical Machine Transcription: (Prerequisite: Keyboarding, Medical Terminology, and Computer Office Applications I):** This class teaches the student to perform the basic transcription skills—to integrate the operation of the transcription machine and the foot pedal with listening and typing. The student will apply various communications skills (grammar, punctuation, word division, spelling, and proofreading) in the preparation of mailable copy on a variety of medical documents.

**Medical Office Management:** This class is designed to provide an overview of the Medical Records clerk position with such activities as filing, retrieval, record processing, assembly, and analysis of records. The student will also be introduced to the importance of patient confidentiality and the release of information as it pertains to Medical Ethics.

**Medical Terminology/Anatomy/Physiology (Prerequisite: None):** This course provides a basic knowledge of the language of medicine and an understanding of how complex medical
terms are formed. The audionym technique of learning is utilized. There is practice in word element recognition and pronunciation. Anatomy/Physiology is a study of the structure of the human body and how it functions. Anatomy deals with different tissues and organs of the body.

**Microsoft Integrated (Prerequisite: MS Office programs):** This class will integrate the various programs of the Microsoft Office Suite—Word, Excel, PowerPoint, Access, and Outlook. Students will demonstrate their knowledge of the programs while completing simulated jobs.

**Office & Records Management (Prerequisite: None)** The objectives of this class are to provide the student with an understanding of the office world, the opportunities available to information processing employees, and the general qualifications required for office work. Planned activities include employment securing procedures, microcomputer related activities, personality development for business, and job-seeking skills. The student will be involved in learning four filing systems: Alphabetic, Numeric, Geographic, and Subject. Emphases are on the management of records, how to apply ARMA indexing rules to the four filing systems. The student will also learn vocabulary, concepts, and procedures.

**Skills Lab I, II, and III:** Each semester the student must report to a designated instructor for 30 hours of Skills Lab assignments. These assignments include, but are not limited to: KeyTrain practice for the WorkKeys exam; Microsoft Office Specialist Exam preparation; NCCT exams preparation; End of Course (Program) Testing preparation; Medical Terminology for Legal students; Medical Machine Transcription for MIS students; Proofreading Skills; Ethics in the Workplace; etc.

**WordPerfect (Prerequisite: Keyboarding):** This course will introduce the student, especially the Legal Clerical student, to the Corel WordPerfect word processing program. They will utilize this program to effectively and efficiently produce a variety of mailable business and legal documents.

**Multimedia/Digital Imaging:** This course equips the student with the fundamental technical and conceptual skills for this challenging technological environment of the 21st century. Hands-on projects focus on essential skills and provide the student with experience in working in a broad range of media for the workplace.

###
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 rings, pipe, studded or pointed bracelets, as 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 to the fullest extent of the law.

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 pistols or matches are not used offensively, then the penalty for violation of this rule shall range from a conference with the student and parent/guardian to a three-day suspension.

A student in violation of the Kanawha County Weapons and/or Explosive Device Policy will be terminated immediately and law enforcement officials will be notified.

________________________________________  DATE:________________________
STUDENT SIGNATURE
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 or 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.
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 changes to repair and/or replace equipment and/or software

• Referral to State and/or Federal law agencies

• Suspension and/or expulsion from school