

Calhoun-Gilmer Career Center

Student Handbook

Welcome to Calhoun-Gilmer Career Center, a career and technical education (CTE) institution with a variety of educational programs designed to prepare its graduates for the workplace. The faculty and staff are highly trained professionals, proficient in their area of expertise. They strive to have their secondary and post-secondary students excel academically and display social skills at the center that are considered acceptable in the workplace.

If you are a secondary student and decide that a CTE program at Calhoun-Gilmer Career Center will help you reach a career goal, apply for admission through your home high school. Post-graduates can get admission by contacting the director, assistant director, or secretary. A choice to become a student at Calhoun-Gilmer Career Center has proven to be a beneficial one for students who have completed a program here. We feel that our history indicates that we provide an excellent atmosphere in which to learn, while ensuring that our students work toward the characteristics that will allow them to be caring and contributing members of society.

Mission Statement

Training for a Career, Educating for a Future

Core Beliefs

We believe all students have the right to:

- A safe, welcoming environment
- Be treated respectfully
- Challenging, competent instruction
- A nurturing learning environment supported by parents/guardians, family members, community and school personnel
- Become life-long learners

We believe all students have the responsibility to:

- Follow school rules to ensure a safe environment
- Treat others respectfully
- Attend school faithfully; ready to learn
- Achieve at their highest level
- Become productive citizens

Our Goals

1. Remove barriers to allow more student recruitment and retention at Calhoun-Gilmer Career Center.
2. All students at Calhoun-Gilmer Career Center will successfully complete a Personalized Career Portfolio and will take NOCTI industry-based assessments.
3. Calhoun-Gilmer Career Center students will be immersed in a Simulated Workplace that offers entrepreneurial endeavors.
4. Calhoun-Gilmer Career Center will provide programs with rigorous content with embedded English and mathematics credits and Tech Centers That Work (TCTW) project-based learning to support student achievement.

Discrimination Disclaimer

"This handbook is true and correct in content and policy and will be enforced by an authorized representative of the school as approved by our administrative council."

"As required by federal laws and regulations, Calhoun-Gilmer Career Center does not discriminate on the basis of sex, race, color, religion, handicapping condition, marital status, or national origin in the employment or in the administration of any educational programs and activities."

Any TITLE IX complaints should be referred to the Calhoun-Gilmer Career Center Assistant Director, (304) 354-6151; 5260 East Little Kanawha Highway; Grantsville, WV 26147.

General Information

Visitors

Parents and visitors are welcome at Calhoun-Gilmer Career Center. All visitors must report to the school office immediately upon arrival at the center. All visitors must provide a photo ID before entering the school. Office personnel will issue a visitor's pass and make necessary arrangements for visitors to speak with instructors or students. Due to safety factors, visitors are not permitted in the individual labs for an extended/unattended period of time. Guided tours or special demonstrations can be arranged by calling the individual instructor. All visitors should sign out in the main office prior to leaving the premises.

Grading Scale

The grading scale is as follows:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 59 or less

Grading Information and Policies

Each student attending a CTE concentration at the Calhoun-Gilmer Career Center will be responsible for a portfolio and will be given semester exams. The student will participate in the NOCTI (National Occupational Competence Testing Institute), industry-based assessment. Each student will be expected to participate in a mock job interview. This assessment will count as 20% of the student's grade.

Each semester completed at the center will carry two credits toward graduation. Credits may be transferred from other accredited schools. Grades earned at Calhoun-Gilmer Career Center will carry the same weight as regular academic courses offered in both Calhoun and Gilmer County Schools. A "C" average must be maintained to receive a job recommendation and a completion certificate from the center, but a "D" will provide high school credit. INCOMPLETE GRADES MAY BE GIVEN WHEN A STUDENT HAS BEEN ABSENT OR HAS NOT COMPLETED THE REQUIRED AMOUNT OF WORK DUE TO CIRCUMSTANCES BEYOND HIS/HER CONTROL. INCOMPLETE WORK MUST BE COMPLETED WITHIN TWO (2) WEEKS FROM THE TIME THE GRADE REPORT IS GIVEN TO THE STUDENT. IF THE REQUIRED AMOUNT OF WORK IS NOT COMPLETED, THE "I" WILL AUTOMATICALLY BECOME AN "F" GRADE. STUDENTS ARE RESPONSIBLE FOR "INCOMPLETES."

Student grades may be accessed via LiveGrades; however, parents and guardians are encouraged to contact instructors at their convenience if there are any questions or concerns regarding grades.

Transportation

Students will travel to and from the Career Center on school buses furnished by each county. ANY TRANSPORTATION OTHER THAN BY SCHOOL BUS WILL HAVE TO BE APPROVED BY THE PARENTS (SIGNED PERMISSION FORMS), BY THE HOME SCHOOL PRINCIPAL, AND BY THE DIRECTOR OF THE CAREER CENTER, PERMISSION FORMS MUST BE FILED WITH THE CAREER CENTER BEFORE PERMISSION IS GRANTED TO BRING A VEHICLE. A DRIVING PERMIT IS FOR ONE DAY ONLY. UNDER NO CIRCUMSTANCES WILL A STUDENT BRINGING A VEHICLE ALLOW ANOTHER STUDENT TO RIDE WITH HIM/HER. All student-driven vehicles (by permit only) are to be parked on the lot at the western end of the building when not in use. ANY STUDENT DRIVING TO THE CAREER CENTER OR WORK-BASED PLACEMENT WITHOUT AN APPROVED DRIVING PERMIT IS GUILTY OF A LEVEL II OFFENSE AND WILL BE DISCIPLINED ACCORDINGLY.

Textbooks

Textbooks are provided free of charge to all students. It then becomes the student's responsibility to take care of and return the textbook to the instructor. Any textbook unnecessarily damaged or destroyed must be replaced at current price by the student. ANY STUDENT FAILING TO RETURN A TEXTBOOK AT THE END OF HIS/HER ATTENDANCE IN CLASS WILL BE ASSESSED THE CURRENT REPLACEMENT COST OF THE TEXTBOOK.

Insurance

Calhoun-Gilmer Career Center cannot be responsible for medical bills incurred by students who may be injured and required emergency medical treatment unless the center is deemed negligent.

Cell Phones

Use and possession is up to the individual instructor.

Simulated Work Place (SWP)

All labs will be operating as SWP labs.

Student Policies

Student Conduct

CTE courses require mature, professional behavior for all students to ensure a safe environment conducive to learning. Each instructor will have a classroom management plan. This plan will stipulate the standards and expectations for the individual lab, the consequences for violations and rewards for appropriate behavior. Violations of these standards and expectations will be considered Level I offenses and will be handled by the classroom instructor as outlined in the classroom management plan.

Positive expectations include but are not limited to:

1. Keep hands, feet or objects to oneself.
2. Follow directions the first time they are given.
3. Be in assigned area.
4. No bullying or harassing.

Level I: Minimally Disruptive Behaviors – disrupt the educational process and the orderly operations of the school but do not pose direct danger to self or others. These behaviors may include but are not limited to:

1. Cheating
2. Deceit
3. Disruptive/Disrespectful Conduct
4. Failure to Serve Detention
5. Falsifying Identity
6. Inappropriate Appearance
7. Inappropriate Display of Affection
8. Inappropriate Language
9. Possession of Inappropriate Personal Property
10. Skipping Class
11. Tardiness

Level II: Disruptive and Potentially Harmful Behaviors – disrupt the educational process and/or pose potential harm or danger to self and/or others. The behavior is committed willfully but not in a manner that is intended maliciously to cause harm or danger to self and/or others. These behaviors may include but are not limited to:

1. Gang-Related Activity
2. Habitual Violation of School Rules or Policies
3. Insubordination
4. Leaving School without Permission
5. Physical Fight without Injury
6. Possession of Imitation Weapon
7. Possession of Knife Not Meeting Dangerous Weapon Definition (West Virginia Code 61-7-2)
8. Profane Language/Obscene Gesture/Indecent Act toward an Employee or a Student
9. Technology Misuses

Level III: Imminently Dangerous, Illegal and/or Aggressive Behaviors – are willfully committed and are known to be illegal. The principal shall address these inappropriate behaviors in accordance with W.Va. Code 18A-5-1a, subsection (b) through (h). Minimally Disruptive Behaviors – disrupt the educational process and the orderly operations of the school but do not pose direct danger to self or others.

These behaviors may include but are not limited to:

1. Battery against a Student
2. Defacing School Property/Vandalism
3. False Fire Alarm
4. Fraud/Forgery
5. Gambling
6. Hazing
7. Improper or Negligent Operation of a Motor Vehicle
8. Larceny
9. Sexual Misconduct
10. Threat of Injury/Assault against an Employee or a Student
11. Trespassing
12. Harassment/Bullying/Intimidation
13. Imitation Drugs: Possession, Use, Distribution or Sale
14. Inhalant Abuse
15. Possession/Use of Substance Containing Tobacco and/or Nicotine

Level IV: Safe Schools Act Behaviors – are consistent with those addressed in West Virginia Code 18 A-5-1a(a) and (b) These laws require that the principal, superintendent and county board address Level 4 behaviors in a specific manner as outlined in West Virginia Code 18 A-5-1a and paraphrased Chapter 3, Section 4 and 5 of this manual. Minimally Disruptive Behaviors-disrupt the educational process and the orderly operations of the school but do not pose direct danger to self or others.

These behaviors may include but are not limited to:

1. Battery against a School Employee
2. Felony
3. Illegal Substance-Related Behaviors
4. Possession and/or Use of Dangerous Weapon

Definitions, Interventions and Consequences are further explained in the full policy (CHAPTER 4 INAPPROPRIATE BEHAVIOR AND MEANINGFUL INTERVENTIONS AND CONSEQUENCES) and may be requested from the Calhoun-Gilmer Career Center.

Attendance

A large percentage of your grade is based on lab work necessitating attendance for success. A completion certificate will not be issued once a student has missed 15 days. West Virginia law requires attendance at school for children between the ages of 6 and 16 and over who elect to stay in school. The privilege to attend school places upon students the responsibility of faithful attendance.

Hours of attendance are adapted annually to high school bus schedules, but are generally as follows:

AM Session	8:35 a.m.-11:15 a.m.
PM Session	12:30 p.m.-3:00 p.m.

Attendance will be taken at the beginning of each session and reported at the Calhoun-Gilmer Career Center that accurately matches the home school's bell schedule. Status of all absences will be determined by the home school. School-related absences are not counted against the student.

Examples of school-related absences are:

- 1) Job interview in a field related to the training.
- 2) Higher education entrance exams.

Make-Up Work

It is the student's responsibility to contact the teacher regarding make-up work. The student must make this contact on the day he/she returns to class following an absence. When the student is able, he/she should notify instructors in advance of scheduled absences (i.e. doctor appointments, sport events, etc.)

Personal Appearance, Hygiene, Dress and Accessories

Generally, the Calhoun-Gilmer Career Center considers the matter of individual student dress and grooming to be the responsibility of the student and their parent and/or guardian. With this in mind students should come to Simulated Workplace or classroom properly bathed and groomed, wearing clean clothing and footwear, and dressed appropriately as not to offend fellow students, teachers, and others. Students are encouraged to wear clothing and accessories that will project a professional image of themselves, their Simulated Workplace, and the Calhoun-Gilmer Career Center. Students dressed or groomed in such a way that disrupts the normal operation of or creates a safety hazard for the simulated workplace will not be admitted to the work site.

Examples of attire that is not aligned to the principles of the Simulated Workplace and should not be worn includes, but is not limited to: clothing that reveals excessive cleavage, back, chest, stomach, armpits, or undergarments; pajamas and swimwear: torn, dirty, or frayed clothing; clothing that has words, terms, or pictures that may be offensive, or that displays or promotes behavior and/or items prohibited by WV Policy 4373. Examples include, but are not limited to: images that are sexually provocative, use profanity, or allude to or promote alcohol, tobacco, or drugs.

Because of the nature of our Simulated Workplace labs, shorts, skirts, short dresses, or other similar attire that is not long enough and does not fit in such a manner that allows the student to sit comfortably in public and to perform such Simulated Workplace tasks as bending or lifting without exposing undergarments should not be worn. Form-fitting pants, or tight leggings, may only be worn under another layer of clothing which meets the dress code.

Tattoos, which would violate this policy if worn as clothing, must be covered.

Sunglasses are not appropriate indoors. Hats or other head coverings are not to be worn in the office, commons area, hallways, or during testing.

Lab instructors may have more specific dress codes for their Simulated Workplace, i.e, personal protective equipment, uniforms, etc; however, instructors are charged with the responsibility of enforcing dress code policy in their Simulated Workplaces as well as on campus. Administrators and other school personnel share the same responsibility.

Inappropriate appearance not specifically covered in the above guidelines shall be addressed at the discretion of the Calhoun-Gilmer Career Center Director.

Tobacco Control

WV School Policy #2422.5A enacted January 1, 1992 requires all schools in West Virginia to be tobacco free. This policy applies to any building or other property including automobiles or other vehicles owned or operated by a county board of education. No tobacco product shall be used at any time by any person in any area of school property. Secondary students cannot possess or use any form of tobacco on school property.

Breaks

Student breaks are a privilege. Teachers have the right to withhold break(s) for various reasons as outlined in individual classroom management plans. A commons area is provided for student use. LABS WILL BE CLOSED DURING BREAKS. Students must report back to the classroom when the final bell sounds and should be ready to resume work immediately.

Conflict Resolution Process/Appeal Process

If someone believes the Calhoun-Gilmer Career Center has violated the policies and procedural rights set forth by the West Virginia Department of Education, they may avail themselves of the appeal procedures outlined in WV 126CSR188, Policy 7211 – Conflict Resolution Process for Citizens.