

STUDENT HANDBOOK
2023-2024



Jennifer Stowers, Principal
Sue Sweat, Adult Principal
Nicole McCartney, Assistant Principal
Lynn Parrish- Hunt, Counselor
Diana Wood, Financial Aid/Adult Counselor

<https://bf.kana.k12.wv.us/>
<https://kanawha.schoology.com>

Welcome

Welcome to Ben Franklin Career Center, a recognized leader in technical education for over thirty years. Ben Franklin offers both high school and adult students opportunities for learning, training and further education that enrich their lives and also promotes the economic growth of our region and state. All instruction is designed to meet the needs, abilities, and interest of our students, our community and the businesses we serve.

TABLE OF CONTENTS

FACULTY AND STAFF	1
BELL SCHEDULES	2
MISSION STATEMENT	3
VISION	3
BEN FRANKLIN CTC's CONTRACT BETWEEN THE INSTRUCTOR & STUDENT	3
DISCRIMINATION PROHIBITED	3
GREIVANCE PROCEDURES	4
TITLE IX GRIEVANCE PROCEDURE NOTIFICATION	4
SCHOOL ACCREDITATION AND CERTIFICATION	5
GRADING POLICY	5
PROMOTION POLICY	5
STUDENT VOCATIONAL CERTIFICATION	5
COUNSELING AND EMPLOYMENT SERVICES	6
COUNSELING SERVICE	6
JOB PLACEMENT SERVICE	6
ON THE JOB TRAINING (OJT)	6
FINANCIAL AID	6
FINANCIAL RESPONSIBILITY - ADULT STUDENT	6
FIRE DRILLS	7
SHELTER IN PLACE DRILLS	7
VISITORS TO THE BUILDING	7
STUDENT ATTENDANCE POLICIES	8
SECONDARY STUDENT ATTENDANCE POLICY	8
STUDENT BEHAVIOR POLICIES AND PROCEDURES	9
WEAPONS AND/OR EXPLOSIVE DEVICES POLICY	10
KANAWHA COUNTY BOARD OF EDUCATION POLICY SERIES 25.00	10
SUBSTANCE USE/POSSESSION POLICIES	10
TOBACCO POLICY	11
DRUG AND ALCOHOL TESTING POLICY	12
DRESS CODE POLICIES	12
KANAWHA COUNTY DRESS POLICY	12
BEN FRANKLIN STUDENT DRESS POLICY	13
DRIVING & PARKING	14
CLOSED CAMPUS	14
BULLYING AND HARASSMENT	Error! Bookmark not defined.
USE OF BOOKS, MATERIALS AND EQUIPMENT	16
TELEPHONES	17
FOOD AND SNACKS	17
THEFT	17
PRESCRIPTION DRUGS	17
STUDENT CLUBS AND ORGANIZATION & COMPETITION	17
STUDENT RECORDS POLICY	17
LOST AND FOUND	17
INSURANCE	17

FACULTY AND STAFF

Jennifer Stowers	Principal
Sue Sweat	ACE Principal
Nicole McCartney	Assistant Principal
Lynn Parrish-Hunt	Counselor
Dianna Wood	FA/Adult Counselor
Jennifer Morris	Secretary
Tim Warden	Head Custodian
Deana Smith	Custodian III
James Dye	Custodian
Lydia Pottorff	Custodian
Brian Torman	Custodian
Amanda Jordan	School Nurse
Jason Allen	Diesel
Stephanie Anderson	Special Ed. and Educational Support
Megan Bays	English
Gary Bennett	Carpentry
James Botkin	Automotive Technology
Larry Montgomery	Special Education Aid
Jessica Campbell	Embedded Math
Bradford Clark	Mathematics
Danielle Cole	Animal Systems/Pet Grooming
Matt Cole	Machine Tool Technology
Kevin Dickson	Law Enforcement
Norman Ferrell	Computer Repair & Networking
Carla Finch	Option Pathway
Belinda Fox	Science
Martha Hewitt	Early Childhood Education
Christina Holston	Medical Assisting Honors
Erin Petry	4T Manufacturing
Tracy Meadows	Social Studies
Tina Nolen	Medical Assisting
James Overbaugh	Robotics
Daniel Reynolds	Coding, App & Game Design
Jennifer Reynolds	Embedded English
Greg Rooper	HVAC
Amber Rucker	Therapeutic Services
Stephanie Rucker	Pre-Nursing
Jeremy Smith	Electrical (Secondary)
Jason Blake	ACE HVAC
Carol Bridges	ACE Phlebotomy
Brad Parsons	ACE Electrical Technician
Ronald Brunty	ACE Commercial Driving
Carl Spitzer	ACE Welding
Erica Collins	PN
Maggie Phillips	PN
Tiffany Sorgman	PN
Katherine Blake	PN Secretary

BEN FRANKLIN CAREER CENTER BELL SCHEDULES

2023-2024

Career Plus/AM Technical Schedule

Technical Area	9:00-11:00
4th Period	11:00-11:40
5th Period	11:40-12:20
Lunch	12:20-1:00
6th Period	1:00-1:40
7th Period	1:40-2:20
8th Period	2:20-3:00

Career Plus/PM Technical Schedule

1st Period	9:00-9:40
2nd Period	9:40-10:20
3rd Period	10:20-11:00
4th Period	11:00-11:40
5th Period	11:40-12:20
Lunch	12:20-1:00
Technical Area	1:00-3:00

Secondary/Mixed Class Schedule (Half Day)

AM Technical	
9:00-11:00	Class

PM Technical	
1:00-3:00	Class

Adult Only Class Schedule

Class times differ per program

PHILOSOPHY OF BEN FRANKLIN CAREER CENTER

It is the responsibility of Ben Franklin Career Center to meet the needs of secondary and adult students who are interested in developing skills, knowledge, proper work ethic and competencies for the work force. We encourage students to understand that pride comes not necessarily from the type of job one has, but from the type of work he/she does and the service he/she renders.

MISSION STATEMENT

The mission of Ben Franklin Career Center is to prepare all students to be career and college ready.

VISION

The staff members at Ben Franklin Career Center support the following:

1. The curriculum will address the needs of students with varying abilities, aptitudes, interests, objectives, and personal qualities;
2. The training will be based on hands-on activities with a support program in basic skills, technology, personal development, and job-seeking skills;
3. The quality of the training program will enable students to gain an entry level position in their field anywhere in the world;
4. The program will provide on the job training, school business opportunities, apprenticeships, internships or clinical experiences to all students;
5. Students will be expected to exhibit a strong work ethic and contribute to society in the training program;
6. The school and local businesses will unite to provide a quality program for the students;
7. The staff will continue to train in their field of expertise to insure updated training for students.

BEN FRANKLIN CAREER CENTER CONTRACT BETWEEN THE INSTRUCTOR & STUDENT

The student and instructor will come prepared for learning in the classroom.

The student and instructor will be treated with courtesy and consideration in the classroom.

The student and instructor will strive for honesty and integrity in the classroom.

The student and instructor will observe good employment standards of (a) punctuality (b) dependability (c) good attendance (d) safety (e) cleanliness and (f) pride in workmanship.

DISCRIMINATION PROHIBITED

As required by federal law 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 its employment practices or in the administration of any of its educational programs and activities. Inquiries may be directed to Samantha Ferrell-Hill Title IX coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV, 25311-2119, phone 348-1379; to Jim Mullins, Section 504 Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV, 25311-2119; to elimination of sex discrimination program coordinator, 304-348-7770 x347; or the U.S. Department of Education's Director of the Office for Civil Rights, (215) 596-6795.

If you believe that you have been discriminated against on the basis of sex, you may make a claim that your rights have been denied. This claim or grievance may be filed with Roshana Gray, Title IX

Coordinator. You will be asked to write down the action, policies or practices which you believe are discriminatory. You may obtain help from the Title IX Coordinator, Roshana Gray. 200 Elizabeth Street, Charleston, WV, 25311-2119, Phone: 348-6603 or anyone you believe is knowledgeable. Once you have filed your grievance, you will be asked to meet with those persons who would be involved in correcting the policies, practices, or programs that you believe are discriminating. Corrective action may be taken to restore your rights. If an agreement cannot be reached, you may appeal the grievance to a person with higher authority.

You may also file a complaint or discrimination claim with the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C., at the same time you file the grievance, during or after use of the grievance process, or without using the grievance process at all. If you file your Title IX complaint with the OCR, you must file it in writing no later than 180 days after the occurrence of the possible discrimination. Ben Franklin Career Center representatives are Lynn Parrish-Hunt and Diana Wood.

GREIVANCE PROCEDURES

Students and citizens may file discrimination grievances using the Citizen Grievance procedure (State Board Policy 7211). Students need to file a Level 1 grievance with their school principal and citizens who think equal opportunity has been denied may file with the principal or the administrator responsible for denial. The appeal shall be on the Level 1 appeal form furnished by the principal or county superintendent. The Citizens Appeal forms must be amended to include the required warning for Title IX purposes.

- Level I *Administrators shall make a written decision within ten (10) days after receipt, however, if either party requests a conference at this level, the Level 1 administrator will have five (5) additional days to make a written decision.*
- Appeals to Levels II, III, IV *If a grievant wants to appeal this decision, a written appeal may be filed successively to the county superintendent at Level II, the county board at Level III and the State Superintendent at Level IV. Finally, if you have unanswered questions of Title IX grievances or Citizens Appeal procedure after you have read State Policy 7211, contact the county Title IX coordinator, or the County Superintendent (Citizens Appeals).*

TITLE IX GRIEVANCE PROCEDURE NOTIFICATION

It is the policy of Ben Franklin Career Center not to discriminate on the basis of sex in its educational programs, activities, or employment as required by Title IX of the 1972 Educational Amendments. As a student of Ben Franklin Career Center, you are protected from sex discrimination in the following areas:

If you are a student, you may not be discriminated against on the basis of sex in:

- Admission to most schools
- Access to enrollment in courses
- Access to and use of school facilities
- Counseling and guidance materials, tests and practices
- Vocational Education
- Competitive athletics
- Graduation Requirements
- Student rules, regulations, and benefits
- Treatment as a married and/or pregnant student
- Housing
- Financial assistance
- Health Services
- School-sponsored extracurricular activities

SCHOOL ACCREDITATION AND CERTIFICATION

Ben Franklin Career Center is operated by Kanawha County Schools. Our adult programs are accredited by the Council on Occupational Education and approved by the West Virginia Department of Education, West Virginia Board of Education, Kanawha County Board of Education, the West Virginia Department of Employment Security, Vocational Rehabilitation, Job Corps, Veteran's Administration and Workers Compensation.

ACADEMIC STANDARDS

GRADING POLICY

Teachers will give 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. Academic dishonesty will not be tolerated. Cheating on an assignment/test will result in a grade of zero. The following grading scale is used for permanent record and for purpose of reporting to parents:

Letter	Graded Marks	Percentage	Credit
A	Thorough mastery of subject matter	90-100	Earns credit
B	Above average, good consistent effort	80-89	Earns credit
C	Average achievement	70-79	Earns credit
D	Below average achievement	60-69	Earns credit
F	Poor work, lack of comprehension	Below 60	No credit
I	Incomplete-work must be satisfactorily by the end of the next grading period before a passing mark can be earned		
W	Voluntary withdrawal from class		No credit
WH	Violation of attendance regulations		No credit

PROMOTION POLICY

Students will not be automatically advanced from first to second year status. Factors such as attendance, behavior, teacher recommendation and availability of space in a program will be considered.

STUDENT VOCATIONAL CERTIFICATION

Certificates will be awarded to secondary students who successfully complete programs. The qualifications are as follows:

1. Students must receive a recommendation from their instructor;
2. Students must have a grade of "**D**" or better for every nine weeks (each class); Medical programs must have a "**B**" or better for every nine weeks
3. Students who are absent more than 11 days per year may not receive vocational certificate;
4. Students must have a high school diploma or GED before receiving a certificate;
5. Student must complete any required end of course test
6. Some classes may have their own end of course tests related to state and/or national certification. Passing these tests and having minimum classroom or on the job training hours may be necessary in order to receive a certificate.

COUNSELING AND EMPLOYMENT SERVICES

All full-time students at Ben Franklin Career Center will have a support program. The support program requires instruction in the following areas:

- Technical writing
- Math (program related)
- Technology
- Employability skills
- Job seeking skills
- Student demonstration

COUNSELING SERVICE

Ben Franklin Career Center offers a number of counseling services for students. These include individual counseling; counseling service coordinated with home school counseling; occupational information; college information; assessment center coordination; and entrepreneurship and shadowing experiences. The counselor's door is always open.

JOB PLACEMENT SERVICE

The Adult and High School Counselors will work with the staff, Program Advisory Members, students, parents and community leaders to provide employment related training. ***JOB REQUESTS:*** All requests for job placement must come through the staff at Ben Franklin Career Center.

ON THE JOB TRAINING (OJT)

The Job Placement Counselor will coordinate all OJT placements. Students must meet the following criteria to be placed on OJT:

- High school students must be in their final semester.
- Students eligible for OJT must be approved by instructor.
- High school students must have all credits in order to graduate.
- High school students must have school and parent permission.
- All students must enter a training contract with the counselor.

FINANCIAL AID

FINANCIAL RESPONSIBILITY - ADULT STUDENT

Students receiving financial aid must submit all required financial documents to the Financial Aid Administrator. All State and Federal regulations governing financial aid must be met in order to qualify. Required documentation or verification items must be submitted as determined by the Financial Aid Administrator.

Adult students not receiving financial aid or only receiving partial awards will be responsible for paying school related financial obligations in a timely fashion. Those receiving partial financial aid will be advised by the Financial Aid Administrator as to what the grant will pay for and what is still owed. Students not receiving financial aid should see the financial secretary regarding class costs and payment options. Ben Franklin Career Center does not participate in the Federal Student Loan Program.

SAFETY POLICIES

Student physical well-being is priority. Cooperation by all in observing safety practices is necessary. Each instructor will present specific safety training regarding their field of study. Fire drills and shelter in place drills are also a part of this emphasis on safety.

FIRE DRILLS

Periodically, fire drills will be conducted to familiarize students with the proper procedures for evacuation if emergencies should occur. Each student should cooperate with his/her instructor in learning the proper techniques for evacuation and clearance of the building.

SHELTER IN PLACE DRILLS

Ben Franklin Career Center periodically joins in exercises simulating chemical or other emergencies. Students are required to follow all instructions. Specifically, students will not be allowed to exit or enter the school once the building has been sealed.

EMERGENCY MEDICAL SITUATIONS

Students should immediately report ALL medical situations to the nearest adult and then to an administrator in the main office.

VISITORS TO THE BUILDING

KANAWHA COUNTY BOARD OF EDUCATION POLICY Visitation of Schools **Series: C39 Reference: Issued: 09.19.1985 Revised: Revision Number:**

39.01 General. It is the policy of the Board to promote safety and order within the schools to achieve a learning environment. It is also the policy of the Board to afford its employees reasonable opportunities to communicate with each other and to be communicated with. In balancing these interests, the regulation of visitors to schools is a legitimate exercise of the Board's policy-making authority.

39.02 Visitation Procedure. The following procedure shall be observed:

Any person visiting the public schools shall be routed to the principal's office. For the purpose of this policy, the term "visitor" shall include all persons other than students and employees assigned to the school visited;

The principal in each school shall maintain a visitor log. The principal shall cause the name, arrival time, and departure time of each visitor, other than visitors whose presence is limited to the principal's office, to be recorded in said log.

If a visitor desires to meet with an employee or employees of the school, the principal shall arrange the requested meeting or meetings under the following conditions:

Employees of the school shall be made available for meetings only during duty-free periods when not instructing students, supervising students, conducting class preparation, training, or performing other duties (this paragraph shall not be construed to limit or prohibit meetings between teachers and parents during planning periods);

The duration of such meetings shall not extend beyond such duty-free periods; and

The principal shall assign the location for approved meetings and note the location in the visitor log. A principal may deny any requested meeting if the safety, welfare, and orderly instruction of students would be jeopardized. For example, if a visitor appears to be under the influence of alcohol or drugs or manifests abnormal behavior, denial of access to the school would be appropriate. Any person may be prohibited from school property by the Superintendent or the principal of the school if such person's conduct is disruptive or detrimental to the education process.

The Superintendent may also prohibit any person from access to school property if it is deemed to be in the best interests of the school system. Visiting school employees who are not assigned to the school should display identification tags when entering the school and sign the visitor log.

39.03 Commercial Agents. Insurance, magazine, and newsagents are prohibited from canvassing students, teachers, or principals in the school building. Representatives of book companies, school supplies and other school related commercial agents are prohibited from canvassing schools without special permission from the Superintendent and from canvassing teachers without permission from the principal. However, teachers may never be canvassed while classes are in session. Demonstrations of products such as ovenware, cooking utensils, et cetera, in the schools shall not be permitted.

39.04 Signature Collection. No person shall solicit signatures of pupils or employees within the schools or offices of the Board. This provision shall not be construed to restrict or prohibit any legitimate school activity or elections or other similar activities of school employee organizations.

STUDENT ATTENDANCE POLICIES

Attendance is of upmost importance at the vocational center. Certification, job recommendations, and class credit may be withheld due to excessive absenteeism. Daily attendance is one of the most important work habits a student can develop. It is one of the major considerations employers observe when hiring prospective workers. For these reasons students are encouraged to be in attendance every day.

SECONDARY STUDENT ATTENDANCE POLICY

Attendance is priority in establishing a dependable reputation with potential employers.

Secondary students should observe the following:

1. When absent, the parent should call the school.
2. All missed school days will be counted toward the eleven (11) allowed for obtaining certification. If twelve days of absence occurs before the end of the first semester the student will be returned to his high school at the semester change.
3. The faculty and staff of Ben Franklin believe that the skipping of a class is a serious disciplinary offense and directly affects the student's school performance and future employability. Any student skipping class will be referred to the home school for further disciplinary action. Students being in an unauthorized program without the teacher's permission will be considered as skipping.
4. The only exceptions for missed days will be: Required state and county testing; being a member of an extracurricular activity within the school; attending a field trip sponsored by the school and with the approval of the principal of Ben Franklin.
5. Students who are absent for a legitimate reason such as school related functions, illness, death and doctor's appointment, will be given a reasonable amount of time to complete make-up assignments before the absenteeism affects their academic standing. The policy is to allow the same number of days for make-up work as the days missed.

3 Days Absent:

- Instructor calls home.
- Documents call on the Student Communication Log.

5 Days Absent:

- Instructor completes the SAT request forms.
- SAT Coordinator contacts parent/guardian within 48 hours of receiving request to set-up a meeting. The meeting date/time will be shared with the appropriate BF staff members (counselor, career plus teacher, technical teacher, Special Educator, etc.) When possible, a meeting will occur within one week of the request.

8 Days Absent:

- Instructor completes the SAT request forms- 2nd request.
- SAT Coordinator contacts parent/guardian within 48 hours of receiving request to set-up a meeting. The meeting date/time will be shared with the appropriate BF staff members (counselor, CP teachers, technical teacher, Special Educator, etc.) When possible, a meeting will occur within one week of the request.
- Student and parent/guardian are warned of returning to the home school and/or not completing program certification if the student misses more than 11 days.

11 Days Absent:

- Student will return to their home school at the next grading period OR if the 11 days occur during the last grading period, the student cannot return to BF the following year. Certification will be forfeited.

ALL DAY-SECONDARY STUDENT TARDY POLICY

Tardiness occurs when the student arrives to school or class after the commencement of a class. All tardiness is noted on the student's attendance card. Upon the student's third tardy to school or class, the lost class time will be made up during the student's lunch period. Three tardies equals a missed day in the CTE program. Driving Privileges may be revoked if the student has 3 or more tardies.

STUDENT BEHAVIOR POLICIES AND PROCEDURES

BEHAVIOR INTERVENTION

Major disciplinary infractions require immediate referral to the assistant principal; minor disciplinary infractions will be handled in the following manner.

The very first action by the teacher should be a DIRECT VERBAL WARNING to the student immediately following the display of inappropriate behavior. All warnings and disciplinary measures taken by the teacher and administrator should be documented. Complete and thorough written documentation is strongly suggested.

Step 1. After class, discussion with the student initiated by the teacher should be held to inform the student why the behavior is intolerable. Parent notification by telephone from the teacher is suggested.

Step 2. If improvement/elimination of the inappropriate behavior is not observed, the student tends toward academic difficulty or displays a generally rude, disrespectful, insubordinate or ambivalent attitude, a second conference with the student should be scheduled during the teacher's prep time. Parent notification by telephone from the teacher is suggested.

Step 3. If the inappropriate behavior continues, parent notification by telephone is required along with a meeting with the student's respective counselor. Written communication is also recommended.

Step 4. If the inappropriate behavior continues, following teacher consultation with the counselor, an additional conference may be held with the student to implement or alter the Behavior Improvement Contract or to implement other actions. Parents will be contacted and strongly encouraged to attend this conference. A member of administration will also attend the conference.

Step 5. If the problem persists, immediately refer or send the student to the Assistant Principal. At this point the inappropriate behavior is considered a major disciplinary infraction and action will be taken as necessary.

WEAPONS AND/OR EXPLOSIVE DEVICES POLICY

KANAWHA COUNTY BOARD OF EDUCATION POLICY SERIES 25.00

25.07.1.7.4. Possession of a firearm or deadly weapon. According to W.Va. Code §18A-5-1a(a), a student will not possess a firearm or deadly weapon as defined in W.Va. Code §61-7-2, on any school bus as defined in W.Va. Code §17A-1-1, or in or on any public or private primary or secondary education building, structure, facility or grounds thereof, including any vocational education building, structure, facility or grounds thereof, or at any school sponsored function as defined in W.Va. Code §61-7-11a. Notice of disciplinary action involving a firearm violation must be submitted by a principal within 72 hours of a violation.

25.07.1.7.4.1. As defined in W.Va. Code §61-7-2, a "deadly weapon" means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Deadly weapons include, but are not limited to, blackjack, gravity knife, knife, switchblade knife, nunchuka, metallic or false knuckles, pistol, or revolver. The term deadly weapon also includes explosive, chemical, biological or radiological materials. A deadly weapon may also include the use of a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another.

25.07.1.7.4.2. For purposes of this policy deadly weapon also includes any instrument which is designed to be used to produce serious bodily injury or death, or is readily adaptable to such use. Examples of such weapons include, but are not limited to blank pistol, signal pistol, starter pistol, stun-gun or other device designed to produce an electrical shock, pellet gun, or BB gun; any razor (e.g., straight, regular, retractable, etc.); any defensive device (e.g., gas repellent, mace, stun-gun chemical sprays, etc.); chains, club, nightstick, rings, pipe, studded or pointed bracelets, ax handles, bullets, ammunition of any type, fireworks of any type and size, smoke bomb, stink bomb, any type of homemade bomb.

USE/POSSESSION POLICIES

Use, distribution, possession of or being under the influence of beer, wine, other alcoholic beverages, controlled substances, or substances represented to be a controlled substance shall be a violation of code of conduct. The use, distribution, possession of or under the influence of beer, wine, other alcoholic beverages, controlled substances or substance represented to be a controlled substance.

25.07.1.5.14. Imitation Drugs: Possession, Use Distribution or Sale. A student will not possess, use, distribute or sell any substance that is expressly represented or implied to be a controlled substance or simulate the effect and/or the appearance (color, shape, size and markings) of a controlled substance. See Section 25.07.1.7.3.1 for consequences of this violation.

25.07.1.5.15. Inhalant Abuse. A student will not deliberately inhale or sniff common products found in homes, schools and communities with the purpose of "getting high". The action may be referred to as huffing, sniffing, dusting and/or bagging. See Section 25.07.1.7.3.1 for consequences of this violation.

TOBACCO POLICY

Tobacco Use: Kanawha County Board of Education—Policy 25.07

Use of Tobacco products—it shall be a violation for all Kanawha County students to possess or use tobacco products on school premises or under the scope of application of the code of conduct.

25.07.1.5.16. Possession/Use of Substances Containing Tobacco and/or Nicotine. A student will not unlawfully possess, use or be under the influence of any substance containing tobacco and/or nicotine or any paraphernalia intended for the manufacture, sale and/or use of tobacco/nicotine products in any building/area under the control of Kanawha County Schools, including all activities or events sponsored by Kanawha County Schools.

In addition to the penalties set forth below, the following penalties shall be applicable to a violation of the tobacco policy:

1st Offense – Confiscation of tobacco products (includes smokeless and smoking paraphernalia); Mandatory conference with parent/guardian; signing of contract by parent/student and school administration; mandatory attendance at smoking education class provided by the school nurse. The school nurse will provide an age appropriate tobacco education program for students who violate this policy. Failure to fulfill the above requirements may result in an up to 3 day out of school suspension. Other Level I actions may be taken at the principal’s discretion.

2nd Offense – Confiscation of tobacco products and smoking paraphernalia; referral to alternative learning center or detention, if available; up to 3 day out of school suspension, if possession or actual use of tobacco products has been determined; mandatory conference with the parent/guardian. Police report filed pursuant to W. Va. Code §16-9A-3. Referral to school nurse for the purpose of discussing possible cessation opportunities.

3rd Offense – Confiscation of tobacco products and smoking paraphernalia; up to 5 day out of school suspension or referral to Alternative Learning Center. Police report filed pursuant to W. Va. Code §16-9A-3.

4th and subsequent Offense – Confiscation of tobacco products and smoking paraphernalia; up to 10 days Out-of-School suspension, or, in the alternative, referral to alternative learning center, if available. Police report filed pursuant to W. Va. Code §16-9A-3.

DRUG AND ALCOHOL TESTING POLICY

The student understands and agrees that he/she may be request to submit to random drug/alcohol screening during the course of the academic year. Screening may be requested by the Ben Franklin technical program instructor, or Ben Franklin administration. Appropriate chain of custody procedures shall be followed. Drug/Alcohol screening shall be performed at the expense of students/parent. Failure to submit to such a reasonable request shall be prima facie evidence of the presence of the aforementioned substances, and shall be grounds for immediate dismissal from Ben Franklin Career Center.

The intent of this paragraph is to deter substance abuse among students because it is wrong and harmful, and to provide an appropriate plan of action for violators. It is not intended, however, to discourage any student with a substance abuse problem from seeking guidance and assistance from a counselor or other school personnel for help without fearing penalty, assuming the student is not then in violation of this policy.

Ben Franklin Career Center participates in Simulated Workplace random drug testing. All students participate in random drug testing. If a student has a positive drug testing result, the following steps will follow:

1. Parent will be notified
2. Student will be placed on light duty until a clean drug result is presented to the school within 20 calendar days. This expense will be on the student/family.
3. Student will be required to complete a drug education class through Kanawha County Schools.
4. If a student does not complete the steps above they will be dismissed from the program immediately.
5. Students that fail a drug test are automatically on the list to be drug tested at the next drug testing date.
6. If a student fails 2 drug tests the student will be immediately returned back to their home high school.

DRESS CODE POLICIES

KANAWHA COUNTY DRESS POLICY

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. The school administration shall have the right to consider any fashion or accessory to determine its appropriateness.

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. Teachers shall follow building procedure for discipline referral regarding dress code violations.

36.1 Policy and Purpose:

The appropriateness of a student's dress for the school environment should dictate the student's appearance on each given day. No attempt will be made to dictate fashion styles as long as they are in keeping with district policies. It should be noted, however, that it is the responsibility of the student and parent that the student adhere to the Dress Code.

All students are expected to adhere to common practices of personal hygiene and dress that contribute to the academic atmosphere, not detract from it.

Clarification regarding apparel should be obtained prior to wearing it to school; this can be obtained from the School Administration. School Administration shall have the right to consider any current fashion to determine its acceptability for school wear. School Administration will also allow for reasonable accommodations in dress and appearance for religious reasons or medical need, which will be provided upon request.

Students in violation of this policy may be asked to change, sent home, and/or otherwise be subjected to disciplinary actions as determined by the School's Administration. School Personnel shall follow building procedure for discipline referrals regarding dress code violations.

36.2 General Prohibitions:

a. Clothing which may present a safety hazard must not be worn. This includes any clothing, jewelry, accessories, etc., that may be used as weapons or present a risk of injury to the student or school

personnel. Additionally, Students may be prohibited from wearing or required to change out of shoes that present a safety concern during recess, gym class, or during the regular school day and School Administration determines.

b. 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.

c. 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, etc., which have drug emblems; contain obscenities; tobacco or alcoholic beverage references; which may be considered derogatory towards a race, culture or religion; which may be considered any form of harassment.

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

e. No undergarments or body parts of a personal or private nature may be exposed plainly or by way of tears, rips, holes, etc. in clothing. These personal and private body parts include male and female chests, buttocks, and genitalia, etc.

f. Any type of head covering is unacceptable unless for religious purposes or otherwise approved by School Administration.

BEN FRANKLIN CAREER CENTER STUDENT DRESS POLICY

Ben Franklin exists to prepare students for the work force or to further post-secondary education. Therefore, the clothes worn by students should reflect this concern. Students should dress as they would in performing on the job. Everyday school clothes that avoid extremes are appropriate.

DRIVING & PARKING

Kanawha County School buses are provided to transport students from the home school to Ben Franklin Career Center.

Permission to drive may be granted to secondary students upon approval of a formal application. Applications may be obtained from the office and will be approved or denied by administration. Students must also be in good standing with their home school administration and be permitted to drive and park at their home school. All terms and conditions of the driving and parking contract must be followed at all times. Any violation of that contract may result in the loss of the privilege to drive to Ben Franklin Career Center. Students are not permitted to transport another student in their vehicle to or from Ben Franklin.

ALL STUDENT DRIVERS ARE PERMITTED TO PARK ONLY IN THE LOWER SECTION OF THE MAIN LOT.

OFF LIMITS AREAS

The following areas shall be off-limits to students. Exceptions shall be made at the discretion of the Administration.

- 1) the side driveway and parking lot just adjacent the exterior doors to HVAC, Welding, Carpentry and Manufacturing
- 2) the rear of the building near Commercial Driving and Law Enforcement unless passing through for class change,
- 3) the rear of the building near Practical Nursing and Pet Grooming
- 4) the wet lands and Solar Panel area unless accompanied by a teacher,
- 5) the main parking lot unless arriving to or leaving campus.

SIGNING OUT

Students should never leave the campus before the scheduled end of his/her school day without signing out through the Office. Students who do so will be considered skipping class and leaving campus without permission. The student will also be charged with an unexcused absence.

CLOSED CAMPUS

Secondary students may not leave campus at any time for any reason unless given permission from an administrator. Adult students are not to leave campus unless they have received permission from their instructor. Please also see the Adult Counselor or Principal prior to leaving. Adults should keep in mind their attendance limitations when leaving early so as to remain in compliance with the school's attendance policies.

DELIVERIES

Students will not order food items to be delivered to Ben Franklin Career Center by delivery personnel. Parents bringing lunches for students need to do so only during the students lunch period and should report to the main office upon arrival.

BULLYING, HARASSMENT AND INTIMIDATION

KANAWHA COUNTY BOARD OF EDUCATION POLICY Bullying, Harassment and Intimidation Series: C53 Reference: W. Va. Constitution, Article XII, § 2; and W. Va. Code §§ 18- 2-5, 18-2-5a, 18-2C-1 et seq., and 49-6A-2. West Virginia Board of Education Policy 4373 Issued: June 27, 2002 Revised: 09.10.2012 Revision Number: 1 Page 1 of 11

53.01 Scope. This policy is intended to meet the requirements that schools, school property, school bus stops and school sponsored activities in Kanawha County be free from all forms of bullying, harassment, and intimidation.

53.02 Definitions.

53.02.1 Bullying, harassment, and/or intimidation: means any intentional gesture, or any intentional electronic, written, verbal or physical act, communication, transmission or threat that: 1) a reasonable person under the circumstances should know will have the effect of harming a student, damaging a student's property, placing a student in reasonable fear of harm to his or her person, and/or placing a student in reasonable fear of damage to his or her property; 2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or emotionally abusive educational environment for a student; or 3) disrupts or interferes with the orderly operation of the school.

An electronic act, communication, transmission or threat includes but is not limited to one which is administered via telephone, wireless phone, computer, pager or any electronic or wireless device whatsoever, and includes but is not limited to transmission of any image or voice, email or text message using any such device. This includes posting material on the internet or social networking sites, i.e., Facebook, MySpace, etc., which has the effect of disrupting the educational process in the school or causes embarrassment, discomfort, or a reluctance to participate in school activities.

Acts of harassment, intimidation, or bullying that are reasonably perceived as being motivated by any actual or perceived differentiating characteristic, or by association with a person who has or is perceived to have one or more of these characteristics, shall be reported using the following list: race; color; religion; ancestry; national origin; gender; socioeconomic status; academic status; gender identity or expression; physical appearance; sexual orientation mental/physical/developmental/sensory disability; or other characteristic.

53.05 Complaint Procedures.

53.05.1 Any person who believes he or she has been the target of any form of bullying, harassment, or intimidation and any person with knowledge or reasonable belief of conduct which may constitute any

form of bullying, harassment, or intimidation toward another person shall report the alleged acts promptly to the principal, the designated investigator or the supervisor. Assistance will be provided to individuals in need when filing such complaints. Nothing in this policy shall prevent any person from reporting bullying, harassment, or intimidation directly to the Superintendent or his or her designee, or to the West Virginia Human Rights Commission, a law enforcement agency, or any other appropriate institution or official.

53.05.2 Any staff member who has or receives notice that a person has or may have been the target of bullying, harassment, or intimidation is required to promptly report the alleged acts to the principal, the designated investigator or supervisor. Failure to do so shall result in disciplinary action.

53.05.3 In the event the principal, designated investigator or supervisor is the alleged harasser, the report may be made to any teacher, who shall forward such complaint to the Deputy Superintendent, who shall designate an investigator.

53.05.4 All designated investigators shall be given training by Kanawha County Schools on an annual basis regarding proper investigative and reporting procedures.

53.05.5 Under certain circumstances, some forms of bullying, harassment, or intimidation may rise to the level of child and/or sexual abuse under Chapter 49 of the West Virginia Code. In such situations, staff member shall comply with the provisions of law for reporting such abuse.

53.06 Investigation.

53.06.1 Upon receipt of a report or complaint alleging any form of bullying, harassment, and/or intimidation, the principal, designated investigator or the supervisor shall determine whether or not there is reasonable credible evidence to believe that the accused committed an act which would be a violation of this policy. If the principal, designated investigator or supervisor believes there is reasonable credible evidence to believe the individual committed an act which would be a violation of this policy, the principal, designated investigator or supervisor shall promptly undertake or authorize a thorough investigation. The principal or supervisor shall take prompt steps, at his or her discretion, to protect the complainant pending completion of an investigation of alleged bullying, harassment, or intimidation.

53.06.2 After the investigator has determined that there are reasonable grounds to believe that an incident of bullying, harassment and/or intimidation has occurred, the person accused of bullying, harassment and/or intimidation and his/her parent(s), custodian(s) or guardian(s) should be notified promptly of the resulting investigation. Likewise, the parent(s), custodian(s) or guardian(s) of the target student shall be notified promptly.

53.06.3 The investigation must, at a minimum, consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other lawful methods and review of circumstances deemed pertinent by the investigator.

53.06.4 The investigation shall be completed forthwith. In the event a student is suspended or recommended for expulsion, or an employee is recommended for disciplinary action as a result of the investigation, the investigator shall make a written report to the Superintendent with a copy to the Office of General Counsel upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the President of the Board of Education. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

53.06.5 The result of the investigation of each complaint filed under these procedures shall be reported in writing to the subject of the complaint or his/her legal guardian as well as the complainant or his/her legal guardian.

53.06.6 Confidentiality of the filing of complaints, the identity of subjects and witnesses of any complaint, and of any action taken as a result of such complaint is essential to the effectiveness of this policy. Only those individuals necessary for the investigation and resolution of the complaint shall be given information about it. Therefore, the right of confidentiality of complainants, subjects, witnesses, and investigators shall be vigorously protected and violations of such confidentiality may themselves be grounds for disciplinary action. Any information relating to a reported incident shall not be subject to disclosure under the provisions of the West Virginia Freedom of Information Act.

53.07 Action.

53.07.1 In determining both the appropriate school or county response and/or the appropriate punishment for the perpetrator, the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred shall be considered. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

53.07.2 If the results of the investigation support disciplinary action, appropriate action may include, but is not limited to, referral to the Student Assistance Team, counseling, warning, written reprimand, suspension, exclusion, expulsion or termination.

53.07.3 If, after investigation, the principal believes a student has committed an act which would be a violation of this policy, the principal shall refer to the Kanawha County Board of Education Student Behavior Policy for the procedures and practices to follow.

53.07.4 If, after investigation, a principal or supervisor believes a staff member has committed an act which would be a violation of this policy, the principal or supervisor shall refer the matter to the Superintendent to be handled in accordance with the Kanawha County Schools Administrative Regulation relating to Employee Misconduct.

53.07.5 Any employee found to be in violation of this policy shall have the investigation report placed in his/her personnel file along with any and all records concerning action taken as a result of such violation of policy. Those same records shall be promptly transmitted to the State Superintendent of Schools.

53.07.6 The Superintendent shall also initiate such other action as is appropriate to prevent recurrences and adequately protect persons in accordance with this policy.

53.08 Reporting.

53.08.1 A principal, designated investigator, supervisor or the Superintendent, or his designee, shall promptly file any report which may be required by applicable rule, regulation, policy or directive of the West Virginia Board of Education or the West Virginia Department of Education relating to allegations or findings of bullying, harassment, and/or intimidation.

53.08.2 Absent extraordinary circumstances, any report required to be made or filed in accordance with this policy shall be filed within 5 days from the time the person required to make the report obtained knowledge of the incident. The 5 day time period shall not include non-school or non-working days, as applicable. Notwithstanding the foregoing, if there is an imminent threat of physical harm or child abuse, the report shall be made immediately.

53.09 Reprisal.

53.09.1 It shall be a violation of this policy to retaliate against another person for reporting alleged bullying, harassment, or intimidation or for testifying, assisting, or participating in an investigation, or for testifying, assisting, or participating in a proceeding or hearing relating to such bullying, harassment, or intimidation. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Any person guilty of reprisal is subject to the disciplinary action set forth in Section 53.07.2

USE OF BOOKS, MATERIALS AND EQUIPMENT

Secondary students are supplied most of the books, tools and equipment needed for classes. Students will utilize these items during their enrollment at Ben Franklin Career Center. Students are responsible for the care and safe return of books and tools. Items that are damaged, stolen, or destroyed must be replaced by the student(s) involved. Tools and supplies for vocational training are expensive. Students are encouraged to see that indiscriminate and inappropriate use of these items does not occur.

Adult students may be required to purchase their books, tools and other equipment or supplies. Once paid for, these items become the property and responsibility of the student. The school cannot assume responsibility for lost or stolen items. Books, tools or other supplies that may be furnished to students while participating in class are the responsibility of the student and should be returned promptly and in good

order. Students will be responsible for lost or stolen materials that are the property of the school.

TELEPHONES

Telephones in the office can be used with permission. Cell phones may be used only at breaks and lunch. Cell phones must be turned off during class.

FOOD AND SNACKS

Students may use the snack machines before school, at break, lunch and at the end of school. Students are encouraged to dispose of wrappers, cans, and other refuse in the proper receptacle throughout the school.

THEFT

Students are responsible for personal items brought to school and left from day to day. Theft is a serious offense. Wallets, purses, rings, watches, cell phones, work shoes, coveralls, and money are items that are taken. The school will not be responsible for the replacement of these items - - lost or stolen.

PRESCRIPTION DRUGS

Students should not carry prescription drugs to school without a doctor's prescription. These medicines should be retained in the office and administered there. Students should never give other students medications or drugs for any reason. Over-the-counter drugs are also not permitted on campus.

STUDENT SERVICES

STUDENT CLUBS AND ORGANIZATION & COMPETITION

Students enrolled in certain programs have the opportunity to join one of two organizations, HOSA and Skills USA. Clubs exist to promote leadership and club involvement activities. Students should contact their teachers about the club in their training area.

STUDENT RECORDS POLICY

Records of student grades, competencies, behavior, etc. are made and retained at the vocational center. These records are open to students over eighteen years of age and to the parents of those under eighteen. The privacy of these records is assured and information contained in them will not be divulged to unauthorized individuals or agencies.

The collection, maintenance and disclosure of these records will be in accordance with guidelines established by the West Virginia Department of Education. Students who have questions about their records or policy guidelines should see the counselor or principal of the school.

LOST AND FOUND

Items found at Ben Franklin Career Center should be turned in to the office. Lost items should be reported to the main office.

INSURANCE

This school does not carry insurance to protect students who may be injured while at school. It is strongly suggested that students and/or parents obtain insurance that will cover medical expenses. Students can be injured at school to such an extent that emergency room treatment is necessary. Therefore, the parents will be responsible for this expense.

RESPONSIBILITIES OF STUDENTS

Citizens of the United States have a right to equal protection under the law, and have the responsibility to obey the laws of our nation, state and municipalities. In West Virginia schools, students have certain basic rights and responsibilities. School authorities are responsible for the safety and welfare of all

students upon boarding the school bus in the morning and until arriving at home. The Board Of Education has authority to enact reasonable rules for your safety and welfare.

As a student it is your responsibility to obey these school rules and regulations and to cooperate with school authorities who enforce these rules and regulations. This responsibility is not limited to the school building and playgrounds, but includes the regulations of your behavior and conduct to and from school.

School officials have the right to adopt rules and regulations for the purpose of maintaining order and discipline and for creating a favorable learning atmosphere.

However, such rules and regulations must be reasonably applied and must not infringe upon the constitutional rights of the school authorities or other students. Failure to obey or comply with reasonable school rules and regulations may result in disciplinary action.

Important Provisions of School Law/Chapter 18A of The West Virginia Code Article 5, Section 1. Teacher Authority

“The teacher shall stand in the place of the parent or guardian in exercising authority over the school, and shall have control of all pupils enrolled in the school from the time they reach the school until they have returned to their respective homes...” The teacher shall have authority to suspend any pupil guilty of disorderly, refractory, indecent, or immoral conduct, and the district board of education, may expel or exclude any such pupil if, on investigation, the conduct of such pupil is found to be detrimental to the progress and the general conduct of the school. The same authority extends to school bus drivers and/or drivers of other modes of school board provided transportation while students are in transit to and from school.