

Logan County Schools

RALPH R. WILLIS

CAREER AND TECHNICAL CENTER

PARENT-STUDENT HANDBOOK



ADVANTAGES OF CAREER / TECH TRAINING

- ◆ E.D.G.E. Credit (College Credit that is FREE)
- ◆ Technical background for college
- ◆ Certification in your chosen field
- ◆ Increased Wage Earnings Potential





Welcome

Our offices are always open to you and your child at Ralph R. Willis Career and Technical Center. We welcome you to come to our facility at any time to discuss your child's progress, or to make an appointment to speak with your child's instructor. We also ask that you take an active role in the education of your child. We all have to work together toward a common goal for this journey to be successful. Please don't hesitate to contact us if you or your child needs assistance.

David Adkins Principal

Regina Kirk Executive Secretary

Ralph R. Willis Career and Technical Center
PO Box 1747 Logan, WV 25601
Phone: 304-752-4687
Fax: 304-752-2943



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Welcome

The faculty and staff of Ralph R. Willis Career and Technical Center would like to extend their wishes to you for a successful academic career. This school will be whatever you make it, and remember that your success in school is directly proportional to your efforts. Our hope is that you will always strive to do things in which you can take pride.

Our Goals

- ◆ Maintain the industry standards for passage of licensure at the state level.
- ◆ Utilize ToolingU and WIN for student retention in core content areas by increasing their proficiency in Math, Reading and Locating Information with at least 90% of students
- ◆ Increase community and family involvement, improve the public perception of our school through the improvement of our students in community service projects/events.

Core Beliefs

- ◆ Student attendance and mastery of skills are closely aligned
- ◆ Students need to master basic literacy skills, basic skills in their chosen trade and pursue higher education in order to receive high-paying employment
- ◆ Teamwork in the school and sharing projects between schools is vital to student academic success, both in the home school and the technical center
- ◆ Students respect teachers who show concern and work closely with them
- ◆ Parent involvement in school processes is directly related to student achievement



Mission

Ralph R. Willis Career and Technical Center provides a cutting edge, state of the art learning environment that: boosts self esteem and confidence; focuses on high expectations; develops life skills and technical skill sets and creates a high-quality workforce in an ever-evolving, forward-moving society.

Vision

Our vision is to prepare our students to become productive and successful in a global society.

Non-Discrimination

Ralph R. Willis Career and Technical Center is an Equal Opportunity/Affirmative Action Institution. Ralph R. Willis Career and Technical Center does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color, national origin, or limited English proficiency in its programs or activities. It complies with the requirements of Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding Title IX may be made to Elizabeth Thompson: Personnel Director at 506 Holly Ave., P.O. Box 477, Logan, WV 25601, (304) 792-2058, email: ethomps@k12.wv.us.
Inquiries regarding Section 504 may be made to Jill Barker Special Education Director at 506 Holly Avenue, P.O. Box 477, Logan, WV 25601, Dehue office (304) 752-1341 or (304) 792-2056, email: jillbarker@k12.wv.us.

COE

Ralph R. Willis Career and Technical Center is accredited by the Commission of the Council on Occupational Education.



Student Code of Conduct

In order for every student to have the opportunity to reach his or her potential, every student in the public schools of West Virginia SHALL NOT exhibit the following behaviors:

- ◆ Anti-social conduct
- ◆ Cheating
- ◆ Disorderly conduct
- ◆ Improper operation of motor vehicle
- ◆ Inappropriate displays of affection.
- ◆ Inappropriate dress and grooming
- ◆ Leaving school without permission.
- ◆ Possession of inappropriate personal property
- ◆ Tardiness
- ◆ Technology Abuse
- ◆ Tobacco
- ◆ Trespassing
- ◆ Truancy

Parent-Teacher Conferences

Parents are urged to call for a conference appointment with their child's teacher(s) whenever the need arises. Many times, a conference with the teacher can resolve misunderstandings. Contact the office at 752-4687 to schedule an appointment. These can be scheduled at any time convenient for the parent by calling this number.



Progress Reports & Report Cards

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

Bell Schedule

7:30 - 7:45	Instructor preparation time
7:45 - 9:30	Senior core classes
9:30 - 9:45	Morning break
9:45 - 11:15	Senior electives
11:15	Buses leave
11:15 - 12:00	Teacher's planning
12:00 - 1:15	Junior core classes
1:15 - 2:20	Junior electives
2:15	All buses depart to home schools



Closed Campus

The Ralph R. Willis Career and Technical Center campus is closed. No students are allowed outside the boundaries of the campus without permission from the administration. Students are not permitted in the rear of the building nor in parking lots unless supervised. Students who drive their vehicles to school are not permitted to return to their cars during the school day.

Student/Teacher Parking Policy

Upon arrival at school, you are to leave your car for the day. Cars are not to be parked directly in front of the school or the upper area between the buildings. No entry to the school property is to be blocked. You are not permitted to drive to the career center without prior approval from the administration. You will have to obtain a parking permit to park and drive to this facility. Students who violate the driving / parking policy will lose the privilege of parking and driving to this facility and their parents will be notified. Parking on the lots without a permit will result in the towing of your vehicle.

Textbooks

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



Lost and Found

Students who find lost articles are asked to take them to the office. Lost articles which are not claimed within a reasonable amount of time will be given to the Salvation Army. Lost textbooks will be stored in the office. Check there for missing textbooks.

Obligations

Students who owe money or need to return textbooks or other items are obligated to met those payments. Until such payments are made, no other materials will be issued. Their names will be placed on the “Obligation List” in the office. Payments and/or returns shall be made to the secretary. Remember – take care of your obligations. Records cannot be released and textbooks will not be assigned until all obligations are met.

Lockers

Some programs at the facility offer the use of lockers. The assignments will be made by the instructor. Anything and everything in that locker is the sole responsibility of the person the locker is assigned to. Lockers that are damaged will be assessed the replacement fee for the locker. Students must provide their own locks for these lockers and are expected to have their key every day.



Hall Passes

Before dismissed from class, you **MUST** obtain a hall pass from your teacher. The hall pass must be returned to the instructor upon your return, and must be visible while out of the classroom. ANY student out of class without a hall pass will be disciplined for skipping class. If you don't have a hall pass then you didn't have permission to leave class.

Assemblies

The student body behavior at assemblies should always be refined and courteous. You are personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for clapping, boisterousness and talking during the program, eat, drinking beverages and/or use of tobacco products. This type of unacceptable conduct is subject to disciplinary action.

Building Neatness

This is your building – keep it neat and clean at all times! Use the trash bins throughout the school and pick up litter around you. Just as you are judged by the company you keep, so are you judged by the surroundings in which you live and go to school. It is your responsibility to keep your work areas clean in your shop areas! It is part of instilling a higher work ethic and part of the training for Career and Technical Education.



Incidents

Every incident that occurs in the school building, on the school grounds, or at any event sponsored by the school must be reported immediately to the person in charge and to the school office. An incident report will be completed and placed on file in the office with the Logan County Board of Education.

Visitors

Only visitors with legitimate business reasons will be allowed to enter the school campus areas. Visiting with old friends is not legitimate business! All visitors must check in with the office upon arrival. Visitors will be asked for photo identification and issued a pass that must be returned upon leaving the school. Identification will be returned upon the return of the pass.

Withdrawals/Transfers

Students who are transferring to another school or withdrawing from Ralph R. Willis must inform the administration. All books and other school-owned materials must be returned before the student leave the school. In the event these items aren't returned, then a hold will be placed on the student's records until they are returned or paid for.



National Technical Honor Society

All students who maintain a 3.00 average or better at their home schools and a 3.50 in all CTE classes during the school year. Students must not have excessive absences or behavior problems at RRWCTC or at the home school . A recommendation from their CTE instructor will be considered for the NTHS. Each student shall receive a certificate of merit to acknowledge his/her achievement.

These students will also receive recognition on the Electronic Bulletin Board at the front office, and if possible, publication in the Logan Banner.

Simulate Workplace

Our school is a model school for the State of West Virginia in Simulated Workplace Protocol. Students are required to complete both a student portfolio and a capstone project before graduation from our center along with various certifications in each field. The following link has more information about our Simulated Workplace program.

<https://wvde.state.wv.us/simulated-workplace/>



Classroom Makeup Policy

Student absent from class have the right to complete all work missed. The student must request from the teacher any assignment that may have been completed during their absence. Each student will have 2x the number of days missed in order to complete the missed work. It is the responsibility of the student to request his/her makeup from the teacher. All work not completed on schedule will be recorded as zeros unless the teacher agrees to an extension of time due to an emergency situation. Students who are out of school for one week or more will need to contact the instructor immediately upon their return.

Arrival At School

All students are to go directly to the classroom upon arrival at Ralph R. Willis Career Center. No one should be in the hallways, at the vending machines or meandering around. Report to class immediately! If your program is in Building C, then that is where you should be. No student should be in a building that their program is not located in except during breaks.

Announcements

Announcements are made over the school intercom system at 9:25 and 1:15 each day. Unless unusual circumstances occur, classes will not be interrupted by announcements.



Telephones

The office phones are business telephones and are not to be used by students unless there is an emergency. Permission must be given before any student uses these phones.

Cell phones are not permitted to be used at our facility. Any student caught using a cell phone during instructional time will be brought to the main office. The telephone will be confiscated as it has created a disruption to the education process. For the first offense, the phone will be returned at the end of the day. Habitual offense will result in the phone being taken and requiring the parents come to pick it up.

School Closings or Delays

When schools are closed due to inclement weather conditions, LCBOE notifies on the county call out system and on social media. Area news and radio stations are also notified of the closings or delays. The school will not have any additional information until are informed by LCBOE administration. Please answer any calls you receive from Logan County Schools as they will be giving updated information via this route.

Extra Curricular Activities Policy

All activities that are of educational value to students should be considered as part of the regular school curriculum. Some activities, however, by their very nature must be conducted during after school hours. Some of these require much time and energy and should be participated in only by those student(s) who can do so without seriously endangering their academic progress. Therefore, the following eligibility rules will govern all students who participate in those activities which require after-school practice and performance at Ralph R. Willis Career Center.



Extra Curricular Activities Policy (Continued)

Any student wishing to participate in any extracurricular activity for which a grade is NOT given must have and maintain a 2.0 average, or a “C” average. This ruling applies to all clubs and organizations. This ruling comes from the WV Secondary Schools Activities Commission and the WV Department of Education.

Any student participating in an extra-curricular activity must be in school the full day of the activity or event (or have approval from the School Administration) in order to participate.

Ralph R. Willis does not discriminate on the basis of sex, race, color, religion, handicapping condition, marital status, or nationality in its extra-curricular activities.

Student Recognition/Awards

Students are recognized in both academic and nonacademic areas throughout the school year. They are recognized for their achievement, hard work, and dedication to various projects and activities. All staff members are permitted input, primarily through written nominations. Other student awards are distributed during Senior Awards Night and an Underclassmen Awards Day at the end of the year at the home schools.

School Interest Groups

We are fortunate to have many members of the community directly and indirectly involved in supporting our school. If you would like to be a part of the team that plans and assists with decisions at our facility, we would enjoy having you as part of our advisory council. Please contact the office at 304-752-4687, Extension 2202.



Discipline Policy

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

Explanation of Important Terms

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

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

ASD (AFTER SCHOOL DETENTION): After school detention may be assigned as a sanction for a wide variety of student violations. ASD will be from 3:30 until 5:30 pm on Thursdays at the home school. A form will be sent home to be signed by a parent/guardian that will describe the reason for placement and the dates that have been assigned. Parents/guardians are responsible for providing transportation home on assigned days. Failure to report may result in an out-of-school suspension.



Explanation of Important Terms (Continued)

TARDIES: It is the responsibility of the student to arrive to class on time. Tardy is defined as arriving to school and/or class after class has begun.

PEER MEDIATION: A team of specially trained staff is available to help students settle differences through effective communication. Students that are experiencing conflicts will be given the opportunity to openly discuss the problem and any possible solutions. A written summary will be signed by all participants that will include the agreement that has been reached and the steps that need to be taken in order to resolve the conflict.

SUSPENSION: Suspension from school for a specified number of days for any offense means the student may not attend classes at Ralph R. Willis or their home school, shall not ride a school bus, or enter school grounds or functions except by special permission from the school administrator. It also includes not being able to attend or participate in after-school functions such as sports, dances, homecoming activities, etc. When a student commits an offense and is suspended on Friday during school, the suspension begins at the end of the school day; therefore, a student would be unable to participate in any Friday night activities or events. Furthermore, he/she may not participate in school-sponsored activities until the next school day following the suspension or expulsion. The student must have met all re-entry requirements before being permitted to return school.

SUSPENSION TO THE CENTRAL OFFICE: Students may be suspended to the Central Office for offenses indicated in the Student Code of Conduct. The length of suspension shall be until a conference is held, not to exceed ten school days. It is the parent's responsibility to notify the Central Office and arrange a conference.



Explanation of Important Terms (Continued)

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

Policies Used to Govern Discipline

Drug and Alcohol Abuse: Any student who has in his/her possession or is under the influence of a controlled substance or alcohol shall be suspended from school for not more than ten (10) days and a possible recommendation for expulsion from Logan County Schools. The parent(s) must accompany the student back to school for a conference with the school officials before conditional re-admittance is granted. If the parent(s) do not appear for a conference, the matter will be referred to the Superintendent of Schools. Administration reserves the right to contact law enforcement officers at their discretion.

TOBACCO USE: Student shall not smoke, dip or chew tobacco in or on school property. Use of any tobacco product is ABSOLUTELY forbidden. In addition, students are not to have in their possession or on their person any tobacco product while they are on school property.



Policies Used to Govern Discipline (Continue)

SIGN-IN/SIGN-OUT: Sign-in and Sign-outs will be handled in the office by the administration or an assigned person or persons. It is the student's responsibility to obtain a sign-in / sign-out slip from the assistant principal. The student is to show this slip to all teachers involved. Students wishing to sign-out must have permission from their parent/guardian and have the administration approve the dismissal. **THE PARENT IS REQUIRED TO BE PRESENT IN ORDER FOR THE STUDENT TO LEAVE THE SCHOOL.** Parents also must show a picture ID, which the office will copy and return.

Disciplinary Action

Drug/Alcohol Possession or Abuse:

- ◆ 1st Offense – 9 day suspension with a possible expulsion (WV Safe Schools Act) and possible law enforcement notification.

Bullying / Threatening Behavior:

- ◆ 1-6 Day suspension depending on severity.

Smoking / Tobacco:

- ◆ 1st offense: 3 Days After School Detention
- ◆ 2nd offense: 1 day suspension and call to law enforcement.
- ◆ 3rd offense: 3 days suspension and law enforcement.
- ◆ Indecent Exposure: 6 days

Sexual harassment:

- ◆ 1 – 9 days



Disciplinary Action (Continued)

Hats: No hats are to be worn in Building A. First offense is a warning. After that, the hat will be taken and must be picked up by parents. Repeated abuse will result in suspension for insubordination.

Skipping:

- ◆ 1st offense – 2 days of after-school detention
- ◆ 2nd offense – 3 days of after-school detention
- ◆ 3rd offense – 5 days of after-school detention

Disrespectful to teachers / Staff:

- ◆ 1st offense – 1-3 days of after school detention (or suspension)
- ◆ 2nd offense – 1-3 days of suspension
- ◆ 3rd offense – 5 days suspension and parent/school conference

Profanity / Obscenity:

Major profanity is 1-10 days of after-school detention or out of school suspension with parent/school conference.

Leaving School Property: Leaving school without following proper sign-out procedures will be treated the same as skipping. Student must sign-out with THEIR parent/guardian present. Refer to Sign-In/Sign-Out policy for further information. Sign out slips are required for admittance to class the next day. STUDENTS, IT IS YOUR RESPONSIBILITY TO OBTAIN A SIGN-IN/SIGN-OUT SLIP FROM THE OFFICE.

Fighting:

Immediate 1-9 day(s) out of school suspension. Parents will be called at the time of the incident.



Disciplinary Action (Continued)

Inappropriate Dress:

Change clothing immediately / parent notification. Repeated offenses may result in suspension or A.S.D. Logan County Schools has a dress code policy that is posted on their website. In addition to the dress code of the county, Ralph R. Willis stipulates that students should be dressed for their program of study. This might include safety glasses, steel-toed shoes, long pants, etc. Any special stipulations on clothing will be covered by the instructor, and your child will be informed of what those requirements are.

Vandalism / Destruction of Property:

Pay for damages incurred and suspension. Additional incidents will result in the school taking legal action against the student.

Hall Passes:

- ◆ 1st offense – 2 days of after-school detention
- ◆ 2nd offense – 3 days of after-school detention
- ◆ 3rd offense – 5 days of after-school detention

Inappropriate Items:

Possession of radios, jam boxes, walkmans, game boys, MP3 players, water guns, gang paraphernalia, cell phones, beepers, etc.:

Parents must come to school and pick up all phones ASAP after being confiscated. Phones and other devices will not be given back to student.

- ◆ 1st Offense – Warning and item is confiscated
- ◆ 2nd Offense – 1-3 days After School Detention
- ◆ 3rd Offense – 1- 3 days suspension and item is confiscated. At this point, item will not be able to be picked up until the end of the school year. Parents must come in and pick up item.



Disciplinary Action (Continued)

Being in off-limit areas – such as office area, teacher’s restrooms, behind school building, etc.:

- ◆ 1st offense – 1-3 days of After School Detention
- ◆ 2nd offense – 1-3 days of After School Detention and parental conference
- ◆ 3rd offense – 1-3 days of suspension and parent / school conference

Horseplay:

- ◆ 1st offense – written warning
- ◆ 2nd offense – 1-3 days of after school detention
- ◆ 3rd offense – 1-3 days out of school suspension and parental conference.

Repeated Offenses – An evaluation concerning the student being placed in CTE Programs as dangerous will occur with the parents, teacher, administration. We cannot tolerate safety violations in our shop areas. These areas are dangerous and acting improperly could result in someone becoming seriously injured or killed.

POSSESSION OF DANGEROUS WEAPONS INCLUDING GUNS, KNIVES, ETC.

Immediate suspension with recommendation to Logan County Board of Education for Expulsion.



Fire Drill Procedures

Each program and CTE Program has its own fire drill procedure. The instructor has the evacuation plan and the rules posted in their classroom.

Responsible Student Program

Maturity requires a willingness and desire to take responsibility for one's actions and to respect others. In modern times, however, students are often exposed to influences that hinder, rather than help them, in developing this maturity. Therefore, inasmuch as the school plays an essential role in the maturation of the student, the school must foster responsible behavior in all students. Since such behavior flourishes only in an atmosphere of consistent, constructive reinforcement, the school must, therefore, have an organized, consistent, and fairly-administered program to help students accept responsibility and be accountable for their own behavior. For these reasons, the administration, faculty, and the students have developed the Responsible Student Program for Ralph R. Willis Career and Technical Center.

The objectives of the Responsible Student Program are:

- ◆ To stimulate and nurture a responsible and respectful attitude in every student
- ◆ To reward responsible and respectful behavior
- ◆ To eradicate irresponsible and disrespectful behavior through positive reinforcement.



The Responsible Student Program

- ◆ Be prepared
- ◆ Be Respectful
- ◆ Be ready – on time
- ◆ No Loitering
- ◆ Peer – Related Role Modeling
- ◆ Follow individual Class Rules



Instructors

Instructor	Program
Kim Brown	Therapeutic Services
Mike Crosby	Carpentry
Jeremy Frazier	Welding
Jack Frye	Machine Tool Technology
Jerry Frye	Industrial Equipment Repair Technology
Teresa Justice	Culinary Arts
Becky Keathley	Computer Systems Technology
Eddie Kirkendoll	Electrical Technician
Kim Martin	Option Pathway
Cliff Motes	Automotive Technology
Kim Spurlock	Independent Living Skills
Bill Wilcox	HVAC Technician
Robert Winter	Collision Repair Technology



STUDENT COMPLAINTS/GRIEVANCES

Book
Policy Manual
Section
5000 Students
Title
STUDENT COMPLAINTS
Code
po5710
Status
Active
Adopted
March 13, 2014
Last Revised
January 14, 2020

5710 - STUDENT COMPLAINTS

The Board recognizes that, as citizens, students have the right to request redress of grievances. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be provided for and appropriate appeal procedures should be implemented. The Board or its employees will hear the complaints of the students of this District provided that such complaints are made according to procedures established by Board Policy 9130. Multiple policies provide complaint procedures available to students which include but may not be limited to:

- A. Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability;
- B. Policy 5517 - Student Anti-Harassment;
- C. Policy 5517.01 - Bullying; and
- D. Policy 9130 - Public Requests, Suggestions, or Complaints.

If a student has a complaint which does not appear to fit any of the above categories or another adopted policy of the Board, the student should present the complaint to the student's principal or the Superintendent for review and response.

These policies can be found at the link below:

<https://go.boarddocs.com/wv/log/Board.nsf/Public?open&id=policies>



STUDENT / PARENT RIGHTS

5780 - STUDENT/PARENT RIGHTS

The Board of Education recognizes that students possess not only the right to an education but many of the rights of citizenship as well.

In providing students the opportunity for an education to which they are entitled, the Board shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. At the same time, the Board recognizes that no student may be deprived of the basic right to equal access to the educational program, and his/her constitutional right to due process and free expression and association as appropriate for the school environment.

Attendant to the rights afforded to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the guidelines and rules of the County.

The Board realizes that as students differ in age and maturity, so they differ in ability to handle both the rights of citizens and the concomitant responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for his/her education.

Since a student who has reached the age of majority possesses the full rights of an adult, s/he may authorize those school matters previously handled by his/her parents, but s/he also assumes the responsibility for his/her performance in school, attendance, and compliance with school rules.

Parents also have rights in the school system to know about their student's educational experience. Specific rights are listed in topic areas of these policies. Those rights may be exercised consistent with the provisions of West Virginia State Board of Education policy 4350 and other pertinent State and Federal law and regulation.

In addition, parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments.

The Superintendent shall, in consultation with parents, develop a procedure addressing the right of parents as described herein and procedures to assure timely response to parental requests to review instructional material. The procedure shall also address reasonable notification to parents and students of their rights to review these materi-



PARENTAL & PUBLIC COMPLAINTS

Book Policy Manual
Section 9000 Relations
Title PUBLIC COMPLAINTS
Code po9130
Status Active
Legal 20 U.S.C. 1232h
Adopted March 13, 2014
Last Revised December 6, 2018

9130 - PUBLIC COMPLAINTS

Any person or group, having a legitimate interest in the operations of this Board of Education shall have the right to present a request, suggestion, or complaint concerning District personnel, the program, or the operations of the District. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the School System by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed. Any requests, suggestions, or complaints reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

Matters Regarding a Professional Staff Member

A. First Level

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District administrative guidelines. This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member. As appropriate, the staff member shall report the matter and whatever action may have been taken to the principal.

B. Second Level

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor.

C. Third Level

If a satisfactory solution is not achieved by discussion with the principal, a written request for a conference shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.



Should the matter be resolved in conference with the Superintendent, the Board shall be advised of the resolution.

D. Fourth Level

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a meeting by the Board.

The Board, after reviewing all material relating to the case, shall grant a meeting before the Board.

The complainant shall be advised, in writing, of the Board's decision, no more than five (5) business days following the meeting. The Board's decision will be final on the matter, and it will not provide a meeting to other complainants on the same issue.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

Matters Regarding an Administrative Staff Member

Since administrators are considered members of the District's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.

Matters Regarding the Superintendent

Should the matter be a concern regarding the Superintendent which cannot be resolved through discussion with the Superintendent, the complainant may submit a written request to the Board President for a conference with the Board. This request shall include:

- A. the specific nature of the complaint and a brief statement of the facts giving rise to it;
- B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
- C. the reason that the matter was not able to be resolved with the Superintendent;
- D. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may grant a meeting before the Board, or a committee of the Board, or refer the matter, if permitted by State law, to an executive session.

The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days.

Matters Regarding a Service Personnel Staff Member

In the case of a service personnel staff member, the same procedure is to be followed as for "Matters Regarding a Professional Staff Member".



Matters Regarding District Services or Operations

If the request, suggestion, or complaint relates to a matter of District procedure or operation, it should be addressed, initially, to the person in charge and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

Matters Regarding the Educational Program

If the request, suggestion, or complaint relates to a matter of the District's educational program, it should be addressed, initially, to the Director of Secondary or Director of Elementary and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

Matters Regarding Instructional Materials

The Superintendent shall prepare administrative guidelines addressing students' and parents' rights to be adequately informed each year regarding their ability to inspect instructional materials and the procedure for completing such an inspection. If the request, suggestion, or complaint relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the District, the following procedure shall be followed:

The purpose of a catalog is to sell products or services to a targeted audience, or to advertise upcoming classes or events. Catalogs can be a great way to market your products or services, and also build your organization's identity.

- A. The criticism is to be addressed to the principal, in writing, and shall include:
- B.
 - 1. title;
 - 2. the complainant's familiarity with the material to which an objection is made;
 - 3. sections under objection to, by page and item;
 - 4. reasons for objection.
- B. Upon receipt of the information, the principal, after advising the Director of Secondary or Director of Elementary of the complaint, shall report to the superintendent.
- C. The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
- D. The Board shall review the case and advise the complainant, in writing, of its decision within thirty (30) business days. No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal .





Logan County Schools



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