



RALPH R. WILLIS CAREER AND TECHNICAL CENTER

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Logan, WV 25601

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Website: <http://www.rrv.logancountyschoolswv.com/>

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



Instructors

Instructor	Program
Kim Brown	Therapeutic Services
Mike Crosby	Carpentry
Jeremy Frazier	Welding Technology
Jack Frye	Machine Tool Technology
Jerry Frye	Industrial Maintenance Technology
Jim Hutchinson	Graphic Communications
Teresa Justice	Pro Start
Becky Keathley	Computer Technology
Eddie Kirkendoll	Electrical Technology
Kim Martin	Option Pathway
Cliff Motes	Automotive Technology
Kim Spurlock	Independent Living Skills
Bill Wilcox	HVAC&R
Robert Winter	Collision Repair Technology
Mike York	Adult Basic Education



The Responsible Student Program

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

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
 Peggy VanceSpecial Populations Director

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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.



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.



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Welcome

The faculty and staff of Ralph R. Willis 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

- ◆ Increase the number of CTE students meeting standards in math, reading, and locating information as measured by the WorkKeys exam
- ◆ Increase percentage of secondary students receiving EDGE credit for the programs we offer
- ◆ Ensure that students demonstrate mastery of skills, as measured by the WVDE Global 21 Performance Assessment
- ◆ Provide job seeking skills so students will be qualified to enter the workforce
- ◆ Establish more partnerships with local industry and local community colleges

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



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)

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 REponsibility 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.



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

NONDISCRIMINATORY STATEMENT: In pursuit of a total education (curricular, extra-curricular, or co-curricular), Ralph R. Willis Career and Technical Center does not discriminate on the basis of sex, race, color, religion, handicapping conditions, marital Status or nationality.

Inquiries may be referred to:

Title IX Coordinator or Section 504 Coordinator
Logan County Board of Education
506 Holly Avenue
Logan, WV 25601
Phone: (304) 792-2060



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.



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



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.



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 are taught
9:30 - 9:45	Morning break
9:45 - 11:15	Senior electives are taught
11:15	Buses leave
11:15 - 12:00	Teacher's planning
12:00 - 1:15	Junior core classes are taught
1:15 - 2:20	Junior electives
2:10	Chapmanville and Man buses leave
2:15	Logan bus Leaves



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.



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.



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.



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.



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 arenas 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, too numerous to list, are distributed during Senior Awards Night and an Underclass 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 420.



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 Closing Due to Weather

When schools are closed by weather conditions, area radio stations are notified of the closing. The school will not have any additional information as we get our information from the radio as well as everyone else. The inclement weather hotline for Logan County Schools is 1-800-305-7568.

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.



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.