



# Adult Student Handbook

2021-2022

Amended June 2021

**Accredited by:**

Council on Occupational Education  
Nationally Accredited ACE Institution

**Approved by:**

West Virginia Department of Education  
United States Department of Education Title IV  
WV Higher Education Policy Commission-OVETP for VA Benefits  
Kanawha County Board of Education

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[bf.kana.k12.wv.us/home](http://bf.kana.k12.wv.us/home)

## ***Welcome to Ben Franklin Career Center!***

*(Also known as BFCC throughout this handbook)*

Congratulations! You have taken the first steps toward a rewarding educational experience. Our career training programs are recognized by many employers and higher education institutions. All of our programs of study are taught by instructors who are recognized and respected leaders in their fields.

The Adult Student Handbook is designed to provide information regarding our instructional and administrative procedures. You will also find pertinent information regarding financial aid policies and procedures. Ben Franklin Career Center's school policies and procedures are designed to ensure that our students experience the most effective learning environment possible.

Our Instructors, Administration, Counselors, and Support Staff offer guidance and assistance to all students. This Handbook is provided as a student reference and provides answers to general questions, as well as, providing information regarding courses and student expectations.

Ben Franklin Career Center reserves the right to make amendments to, and changes in, policies, fees, and tuition within the guidelines established by the Department of Career and Technical Education, Kanawha County Schools.

We welcome your questions and encourage you to speak with any member of our Ben Franklin Career Center Staff, at any time, for assistance or guidance.

We are excited to partner with you to achieve your educational and career goals.

*Jennifer Stowers*

Jennifer M Stowers  
Principal

*Nicole McCartney*

Nicole McCartney  
Assistant Principal

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# **BEN FRANKLIN CAREER CENTER**

## **PHILOSOPHY**

It is the responsibility of Ben Franklin Career Center to meet the needs of adult students who are interested in developing skills, knowledge, proper work ethic, and competencies for working in the 21<sup>st</sup> Century. 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 college and career ready.

## **CORE BELIEFS**

Ben Franklin Career Center's Core Beliefs are:

1. All students have the opportunity to achieve;
2. Students will learn content to earn technical area certification;
3. Students will be prepared to leave Ben Franklin Career Center college and career ready;
4. Ben Franklin Career Center will provide a safe and caring environment; and
5. Quality teaching is the key to student success.

## **VISION STATEMENT**

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 programs may offer work-based activity experiences to qualified 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; and
7. The staff will continue to train in their field of expertise to ensure up to date training for students.

## **ACCREDITATION AND CERTIFICATION**

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

## **SCHOOL CALENDAR**

The official calendar for Ben Franklin Career Center is established by the Kanawha County Board of Education and will incorporate all school closings for teacher/student holidays, teacher in-service for Faculty Senate or Training, and breaks for Thanksgiving, Christmas, and Easter seasons. Eleven-month programs may also have a summer break.

Copies of the school calendar are usually available in the school office by June 1 and may be requested or picked up by anyone desiring this information. Official copies of the calendar are also available at the Board of Education, 200 Elizabeth Street, Charleston, WV or on the Kanawha County Schools website, <https://kcs.kana.k12.wv.us>.

The school calendar is subject to change by the Kanawha County Board of Education when inclement weather or an unforeseen emergency develops. Should any changes occur students will be notified by the local media. There will be no evening classes if school is dismissed early.

## **LOCAL SCHOOL IMPROVEMENT COUNCIL/ INSTITUTIONAL AND OCCUPATIONAL ADVISORY COMMITTEES**

The Local School Improvement Council, Institutional and Occupational Advisory Committees help Ben Franklin Career Center maintain ongoing communications and service linkages with the state's business and industrial sector, community members, staff and students. Leaders from business and industry serve on our advisory committees to help give direction to program development and modernization. Through this mechanism program relevance is enhanced and career training is directed toward the needs of the state's business and industrial community. Students are encouraged to serve on the Local School Improvement Council and to participate on Institutional and Occupational Advisory Committees.

## **NON-DISCRIMINATION POLICY**

Applicants for admission and employment, students, parents, employees, and sources of referral of applicants for admission and employment are hereby notified that the Kanawha County School (KCS) District (including Ben Franklin Career Center) does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Kanawha County School District's compliance with the regulations implementing Title IX or Section 504 is directed to contact: Title IX Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-1379; Section 504: Section 504 Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 304-348-7740 #347. Individuals have been designated by the Kanawha County School District to coordinate the efforts to comply with the regulations implementing Title IX and Section 504.

As required by federal law and regulations, Ben Franklin Career Center and the Kanawha County Board of Education do 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 Kanawha County School Title IX Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV, 25311-2119, phone 348-1379; to 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 the Kanawha County School Title IX Coordinator, or Employee Relations Director. 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 whose office is located at 200 Elizabeth Street, Charleston, WV, 25311-2119, Phone: (304) 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 (OCR), 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 has appointed building level representatives to assist you in this process.

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# ELECTRICAL TECHNICIAN

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**Brad Parsons (BA Degree), Instructor, Master Electrician, and Electrical Contractor**

## Program Description

This is a full day, eleven-month program of study beginning in July of each year for adults. The class meets Monday through Friday from 8:00AM to 2:30PM.

It is designed to assist students in building a knowledge and technical skills base in all aspects of the Electrical Trades Industry. Upon successful completion, students will be career ready for entry level positions in the Electrical field.

Topics covered in the program include, but are not limited to:

- Basic DC and AC Theory
- Ohm's Law Calculations
- Commercial and Residential Wiring
- Electrical Prints
- Motor Circuits and Controls
- National Electrical Code
- Variable Frequency Drives
- Programmable Logic Controllers

Successful students will also have met the eligibility requirements to take the West Virginia State Fire Marshal's Electrical Journeyman test. The Journeyman test is normally given at Ben Franklin Career Center near the end of the course. Students will also be able to earn an Occupational Safety and Health Administration (OSHA-10) certificate.

## Program Entrance Requirements

- Ben Franklin Career Center Adult Application
- Valid Driver's License/Government Issued Identification
- 18 Years Old Prior to Taking the Journeyman Electrical Exam (April 1)
- High School Diploma or High School Equivalency Test Certificate (GED, TASC , etc.)
- Score 8 or Above in both Areas of the Entrance Exam (Reading and Mathematics)
- Successful Instructor Interview
- Payment Arrangements
- Strong Basic Math Background



## Program Certificate Requirements

- "B" or better Overall Grade Average
- No more than Six (6) Days of Absences
- Earn an OSHA 10 Certification
- Pass Two Documented Drug Screenings

## Employment Opportunities

- Contract Electrician
- Residential Electrician
- Industrial Electrician
- Mining Electrician Apprentice
- Programmable Logic Controller (PLC) Technician

## Program Courses

(Listed in Order of Delivery)

| <u>Course Name</u>                       | <u>Course Code</u> |
|--|--------------------|
| ➤ Electrical Trades I                    | (9001A)            |
| ➤ Residential Wiring                     | (9009A)            |
| ➤ Electrical Trades II                   | (9002A)            |
| ➤ National Electrical Code               | (9008A)            |
| ➤ Electrical Trades III                  | (9003A)            |
| ➤ Industrial & Commercial Wiring         | (9006A)            |
| ➤ Electrical Trades IV                   | (9004A)            |
| ➤ Integrated Electrical Lab              | (9007A)            |
| ➤ Blueprint Reading for Electricians     | (9005A)            |
| ➤ Rotating Devices and Control Circuitry | (9010A)            |

## Program Cost

\$ 5730.00

(Note: Subject to change without notice.)

**Mr. Parsons' Email:** [baparsons@mail.kana.k12.wv.us](mailto:baparsons@mail.kana.k12.wv.us)

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# SURGICAL TECHNOLOGY

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**Dakota Ashley (AAS Degree), Instructor, Certified Surgical Technologist**

## **Program Description**

This is a full day, eleven-month program of study beginning in July of each year for adults. The class meets Monday through Friday from 8:00AM to 2:30PM.

It is designed to assist students in building a knowledge and technical skills base in all aspects of Surgical Technology. Upon successful completion, students will be career ready for entry level positions in the Surgical Technology Field.

Topics covered in the program include, but are not limited to:

- Medical Terminology
- Microbiology
- Pharmacology
- Basic Human Anatomy
- Operating room preparation, set-up, and procedures
- Identification and use of instruments, equipment, supplies, and medications used in the operative setting

Surgical Technologist are responsible for set-up, passing of instruments and supplies during the pre-and intra-operative phases of multiple surgical procedures. Students will complete a clinical rotation which will include working side by side with surgeons, anesthesiologists, and circulating nurses.

## **Program Entrance Requirements**

- Ben Franklin Career Center Adult Application
- Valid Driver's License/Government Issued Identification
- 18 Years of Age Prior to Beginning Clinical Rotations (January 1)
- High School Diploma or High School Equivalency Test Certificate (GED, TASC , etc.)
- Score 10 or Above on One of the Required Entrance Exams (Reading or Mathematics)
- Successful Instructor Interview
- Payment Arrangements
- Strong Basic Math Background
- Good Communication Skills



## **Program Certificate Requirements**

"B" (80%) or better Overall Grade Average  
No more than Six (6) Days of Absences  
Pass Two Documented Drug Screenings  
Successful completion of clinical rotation

## **Employment Opportunities**

Surgical Technologist work in:  
Hospitals  
Out-Patient Surgery Centers  
Same Day Surgery Centers  
Specialty Surgery Centers  
Physician Offices  
Dental Offices

## **Program Courses**

(Listed in Order of Delivery)

| <b><u>Course Name</u></b>                        | <b><u>Course Code</u></b> |
|--|---------------------------|
| ➤ Surgical Technology I                          | (9147A)                   |
| ➤ Introduction to Health Care                    | (9066A)                   |
| ➤ Surgical Technology II                         | (9148A)                   |
| ➤ Surgical Technology III                        | (9149A)                   |
| ➤ Surgical Technology IV                         | (9150A)                   |
| ➤ Surgical Technology V                          | (9151A)                   |
| ➤ Surgical Technology VI                         | (9153A)                   |
| ➤ Surgical Technology VII                        | (9154A)                   |
| ➤ Intro to Central Supply & Employability Skills | (9152A)                   |
| ➤ Essentials of Addiction and Prevention         | (9067A)                   |

## **Program Cost**

**\$ 7003.00**

(Note: Subject to change without notice.)

**Mr. Ashley's Email: [dashley@mail.kana.k12.wv.us](mailto:dashley@mail.kana.k12.wv.us)**



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# WELDING

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**Carl Spitzer, Instructor, Certified Welding Inspector**

## **Program Description**

This is a full day, eleven-month program of study beginning in July of each year for adults. The class meets Monday through Friday from 8:00AM to 2:30PM.

It is designed to assist students in building a knowledge and technical skills base in multiple aspects of Welding. Upon successful completion, students will be career ready for entry level positions in the Welding Field. Topics covered in the program include, but are not limited to:

- Fundamentals of Welding
- Thermal Cutting Operations
- Shielded Metal Arc Welding
- Gas Metal Arc Welding
- Flux Cored Arc Welding
- Blueprint Reading and Metallurgy
- Destructive and Non-destructive Testing
- Gas Tungsten Arc Welding
- Fabrication Math

Instruction will take place in a comprehensive classroom and state-of-the-art lab. Successful students may have the opportunity to take up to sixteen West Virginia Department of Education Welding certification tests, four American Welding Society S.E.N.S.E. (Level One) written and performance tests, and an OSHA 10 certification.

## **Program Entrance Requirements**

- Ben Franklin Career Center Adult Application
- Valid Driver's License/Government Issued Identification
- 18 Years of Age Prior to End of Program (June 1)
- High School Diploma or High School Equivalency Test Certificate (GED, TASC, etc.)
- Score 8 or Above in both Areas of the Entrance Exam (Reading and Mathematics)
- Successful Instructor Interview
- Payment Arrangements
- Basic Reading and Shop Math Skills
- Able to lift 75 pounds



## **Program Certificate Requirements**

"C" (70%) or better Overall Grade Average  
No more than Eleven (11) Days of Absences  
Pass Two Documented Drug Screenings

## **Employment Opportunities**

Assemblers and Fabricators  
Boilermakers  
Pipeline Welders/Helpers, and Metal Workers  
Machinists, Tool, and Die Makers  
Sheet Metal Workers  
Plumbers, Pipefitters, and Steamfitters  
Metal and Plastic Machine Workers

## **Program Courses**

(Listed in Order of Delivery)

| <b><u>Course Name</u></b>          | <b><u>Course Code</u></b> |
|------------------------------------|---------------------------|
| ➤ Welding I                        | (9235A)                   |
| ➤ Welding II                       | (9236A)                   |
| ➤ Ornamental Welding               | (9239A)                   |
| ➤ Blueprint Reading and Metallurgy | (9240A)                   |
| ➤ Welding III                      | (9237A)                   |
| ➤ Gas Metal Arc Welding            | (9241A)                   |
| ➤ Welding IV                       | (9238A)                   |
| ➤ Gas Tungsten Arc Welding         | (9242A)                   |
| ➤ SMAW Pipe Welding                | (9314A)                   |
| ➤ GMAW Pipe Welding                | (9315A)                   |

## **Program Cost**

**\$ 7354.00**

(Note: Subject to change without notice.)

**Mr. Spitzer's Email: [CSpitzer@mail.kana.k12.wv.us](mailto:CSpitzer@mail.kana.k12.wv.us)**

### **PART-TIME EVENING EDUCATION**

BFCC evening education is self-supporting and strives to meet and promote community interests. Our school may provide adults with opportunities to take short-term, hobby courses during evening hours. These courses are offered for self-interest and personal enrichment. Offered courses have included small engine repair and hobby welding. We also provide specialized services to help meet the education needs of business and industry. Many of these classes are arranged on a need basis with the business and may be taught at alternate locations. These courses do not meet the criteria for financial aid.

### **ADULT EDUCATION/ESL PROGRAMS**

Adult Education (AE) Programs are designed to meet the individual needs of adult students. One-on-one and small group lessons are offered in literacy, basic academic skills, computers, workplace/employability skills, and test preparation. If assistance is needed in these areas that cannot be provided by the instructor and/or building support staff, a referral may be made to The Mountain State ESC Adult Education Office at our sister institution, Garnet Career Center. Similar support is available for a foreign-born student who is in need of learning English as a Second Language (ESL). If you are in need of these services, please contact the Mountain State ESC Adult Education Center at Garnet Career Center for assistance. Garnet is Kanawha County Schools' base for providing these services. It is located at 422 Dickinson Street, Charleston WV. Call (304) 348-6670 for additional information.

### **SERVICES FOR STUDENTS WITH EXECPTIONALITIES**

All of our adult instructors utilize differentiated instruction to meet the varied academic needs of our adult learners. They also have access to and collaborate with our secondary support instructors to determine the best ways to assist students. Additional support services are available at Garnet Career Center as described above and at a local community college.

Our entire facility is designed to accommodate physically handicapped individuals. We have designated parking, ramps, paved walkways, automatic door admittance, elevator for second floor access, and specially designed bathroom facilities, etc.

## **ADMISSION POLICY AND PROCEDURES**

Ben Franklin Career Center (BFCC) admissions requirements vary by program. All students applying for consideration must:

- Be of Age - See individual program section for specific age requirement,
- Complete and submit an adult application (available in office or on website),
- Submit a copy of one of the following from an accredited school or agency:
  - High School Diploma or Certified Transcript with Date of Graduation,
  - High School Equivalency Test Certificate (GED, TASC, etc.)
- Provide copy of valid driver's license or government issued identification,
- Pay the non-refundable application fee,
- Complete the required entrance exam at BFCC and score the minimum required grade level equivalency for the requested program of study (see individual program section for score level(s)), and
- Satisfactorily complete an interview with program instructor.

Exceptions to these requirements are not permitted. Other individual program requirements may include, but are not limited to pre-admission testing, physical exams, immunizations, etc. Any applicant that falsifies or omits required information on any required document is subject to immediate termination from the process. BFCC reserves the right to refuse admission to any applicant.

All applicants are strongly encouraged to complete the Free Application for Federal Student Aid (FAFSA) @ [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) to determine eligibility for assistance. If not completed and verified prior to the first day of class, student will be considered as self-pay.

As required by federal law and regulations, the Kanawha County Board of Education and Ben Franklin Career Center do not discriminate on the basis of sex, race, color, religion, disability, age, or national origin in employment and in the administration of any of its education programs and activities.

### **2021-22 TUITION AND FEE COSTS FOR ADULT PROGRAMS**

|   | <b><u>ELECTRICAL<br/>TECHNICIAN</u></b> | <b><u>SURGICAL<br/>TECHNOLOGY</u></b> | <b><u>WELDING</u></b> |
|---|---|---------------------------------------|-----------------------|
| TOTAL CLOCK HOURS/MONTHS                      | 1350/11 months                          | 1350/11 months                        | 1350/11 months        |
|   |   |                                       |                       |
| <b><u>PROGRAM COSTS:</u></b>                  |   |                                       |                       |
| TUITION                                       | \$ 3713.00                              | \$ 3713.00                            | \$ 3713.00            |
| BOOKS   | \$ 415.00                               | \$ 850.00                             | \$ 577.00             |
| LAB FEE                                       | \$ 700.00                               | \$ 2055.00                            | \$ 2165.00            |
| SUPPLIES                                      | \$ 767.00                               | \$ 260.00                             | \$ 769.00             |
| TESTING CERTIFICATION(S)                      | \$ 25.00                                | --                                    | \$ 20.00              |
| DRUG TESTING/ BACKGROUND<br>CHECK             | \$ 80.00                                | \$ 95.00                              | \$ 80.00              |
| REGISTRATION FEE                              | \$ 25.00                                | \$ 25.00                              | \$ 25.00              |
| PARKING PERMIT                                | \$ 5.00                                 | \$ 5.00                               | \$ 5.00               |
|   |   |                                       |                       |
| <b><u>TOTAL DIRECT<br/>COST OF STUDY:</u></b> | \$ 5730.00                              | \$ 7003.00                            | \$ 7354.00            |

**NOTES:** All costs are subject to change without notice. There may be additional indirect/outside costs that will be each student's responsibility. Such costs could include (but not limited to) physicals, tools, uniforms, shoes/boots, certification test fee(s), CPR test fee, and other educational expenses not included above.

Students **must** use the supplies and equipment provided by their program instructor. Similar personal items may not be substituted during class. See program pages and/or course syllabi for details.

### **PAYMENT OF TUITION AND FEES**

A minimum of one-half of the total program cost is due prior to the first day of class. Verified financial aid will be taken into consideration as all or part of this payment, depending on each student's circumstance. If needed, a payment schedule can be established for any remaining balance owed to the school. Payments will be due on the first working day of each month. Failure to make a payment may result in the student being excluded and/or terminated from their program of study.

**Note:** Any days missed due to nonpayment will be counted in the attendance calculation for satisfactory progress.

Students with documented/verified outside assistance (such as Veteran's, WIOA, Scholarships, etc.) will not be penalized in any way for delayed payment by the awarding agency/institution. Identified recipients will only be responsible for payment of the difference between program cost and the verified award.

### **Veterans Affairs Pending Payment Compliance:**

Despite any policy to the contrary, for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA, Ben Franklin Career Center will not:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

## **FINANCIAL AID**

Ben Franklin Career Center (BFCC) is eligible to participate in several financial aid programs. Students or prospective students who need financial assistance may apply to determine eligibility for aid through the following programs:

Federal Title IV Pell Grant Program, Work Force Innovations and Opportunity Act (WIOA), WV HEAPS Workforce Funds, Veterans Affairs (VA), and various other programs through the WV Department of Health and Human Resources, WV Division of Rehabilitation Services, Unemployment, and Workers Compensation. (BFCC **does not** participate in any Student Loan or Work Study Programs.)

Detailed information concerning Federal Title IV assistance (Federal Pell Grant) may be found on the Federal Student Assistance website. Information may also be obtained from the school financial aid office. Students should complete the FAFSA at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) and list BFCC as a school choice (Code **013732**). Students receiving financial aid **must** submit all required financial aid documents to the Financial Aid Counselor within the specified timeframe. 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 Counselor and the Financial Aid Specialist. Federal regulations require that an applicant have earned a high school diploma or high school equivalency test certificate (GED, TASC, etc.) and that it be on file at the institution before funds can be disbursed.

Prospective students interested in Work Force Innovations and Opportunity Act (WIOA) funding are certified as eligible by the WV Department of Employment Security and must complete a FAFSA; information pertaining to specific eligibility criteria may be obtained from Employment Security at 112 California Avenue, Charleston, WV. Employment Security selects eligible students on a first come, first serve basis until funds are exhausted.

**NOTE:** It is the student's responsibility to contact any sponsoring agency he/she hopes to receive financial aid from and complete their process for being approved for assistance. Verification of financial aid eligibility needs to be established prior to the start of classes. Failure to return required documentation by the specified date may result in loss of class seat for the term.

Students remain eligible for their financial assistance programs so long as there is no change in their student status, which may change or nullify their eligibility, and so long as they maintain satisfactory academic progress.

Our Financial Aid Office may provide guidance in preparing and processing financial aid applications. For additional information and assistance call (304) 766-0369.

Ben Franklin Career Center has estimated indirect living costs for students as \$9000 living alone and \$7000 if still living at home with parents. These indirect living costs were obtained through the data used to qualify students for financial aid.

**ACE Advantage Tuition Scholarship:**

Scholarships vary based upon the student's Federal Aid Report and other assistance received. Awards will be determined by the financial aid office.

All applicants must have a valid Federal Student Aid Report on file with the school at the time of application. Program guidelines:

1. Eligible students will have applied for all available financial aid (federal, state, and private) and will have the results for a 2021-22 FAFSA released to the school.
2. Scholarship maximum value is the program tuition, minimum is \$500 per full payment period for eligible students.
3. ACE does not provide funding directly to the student; but it may free up non-restricted other student aid for refunds to students.
4. **Scholarship availability is dependent upon West Virginia Department of Education funding** and awarded on a first come, first serve basis.
5. Eligible students are United States citizens and/or permanent residents, West Virginia residents, high school graduates or have obtained a high school equivalency test certificate (GED, TASC, etc.) and meet all registration requirements for their intended program of study as a regular student.

**Kanawha County Schools Employee/Employee Dependent Scholarship:**

A scholarship for one half tuition per enrollment period may be awarded for Kanawha County School (KCS) employees or their direct dependents. Dependents must be claimed on the KCS employee's federal taxes for prior year, or employee must show custody and/or child support payments.

**FINANCIAL AID DISBURSEMENTS**

Disbursements of Federal Pell Grant funds are made by payment periods. A payment period is a block of attendance hours, usually defined as 450 hours. Tuition, fees, and other charges for the payment period are charged against the student's disbursement(s), with any remaining funds distributed to the student in whole or in part within 14 days of the disbursement. The costs associated with the subsequent payment periods are assessed against subsequent disbursement(s), with the balance of the aid being refunded to eligible students. Students may have their financial aid refunds budgeted for them; BFCC encourages this practice.

Financial Aid programs at BFCC are "Need Based Grant Programs", and are awarded to students on a first come, first serve basis, according to Federal mandate procedures. Some students may be requested to provide verifying documentation to support their request for aid. Such students will be notified, in writing, by the Financial Aid Office, and aid will not be disbursed until the requested documents have been delivered to the Financial Aid office. If requested documents are not provided within the specified time, student will be denied financial aid and may lose their seat in the program.

## **BEN FRANKLIN CAREER CENTER REFUND POLICY**

(Effective 07/01/2017)

### **PUBLISHED AND UNIFORMLY ADMINISTERED:**

Ben Franklin Career Center's Refund Policy is published in the student handbook and on our school website. During orientation all students sign a document verifying that they have received a copy of and understand our refund policy. This policy is applied to all students without any form or type of discrimination.

### **REFUND REQUEST IS NOT REQUIRED:**

Students are not required to request a refund either in person or in writing.

### **TIME FRAME OF REFUND (IF APPLICABLE):**

Refunds (when applicable) are made within forty-five days of either:

- The student's last day of attendance - if student formally withdraws and completes the required paperwork; or
- The date the student was dismissed from his/her program of study.

### **NON-REFUNDABLE FEES:**

Any tuition and fees paid prior to the start of class will be refunded to the student with the exception of the Application/Testing and Registration Fees which in total do not exceed \$100. These fees will also be refunded if the program of study is cancelled.

### **REFUND POLICY:**

1. Application/Testing and Registration Fees are non-refundable.
2. Items charged to the student's account (at the student's request) aside from charges for course tuition and lab fees are non-refundable (ex: books, supplies, testing certification(s), drug testing/background checks, registration fee, parking fee, etc.). These items will not be provided or charged to the student's account until after the first day of class.
3. If any tuition and fees are collected in advance of a program start date and Ben Franklin Career Center has to cancel the course, monies collected for the course will be refunded 100% of the amount collected. These refunds will be made within forty-five (45) days of the scheduled program start date.
4. If any tuition and fees are collected before the start of class and the student does not attend or officially withdraws on the first day of classes; and, does receive any course materials, all payment except for the application/testing and registration fees will be refunded. These refunds will be made within forty-five (45) days of the scheduled program start date.
5. In the unlikely event an accepted applicant has not been able to visit the facility prior to enrollment and has pre-paid tuition and fees s/he will have the opportunity to withdraw without penalty (if they have not received any course materials) within three days either following attendance at a regularly scheduled orientation or following a tour of the facility and inspection of the equipment which both occur on the first day of class. Notes: All applicants take the required entrance test in our facility. When finished, they are introduced to the appropriate instructor who provides a walk-through of their program area and answers any questions that may be posed. Student orientation is presented on the first day of class by instructors.

6. Tuition and lab fees are charged by “period of enrollment”. The “periods of enrollment” for Ben Franklin Career Center courses are one half of the course hours (example, one half of a 1350-hour program is 675 hours). \*
7. Tuition and lab fee refunds will be determined on a percentage basis. The calculation will be based on the number of course hours in the period of enrollment between the student’s start date and his/her last date of attendance. Refunds will be determined as follows\*\*:

| <b>Date of Withdrawal</b> (last day of attendance) | <b>Tuition and Lab Fee Refund</b> |
|--|-----------------------------------|
| On or before the 1 <sup>st</sup> Day of Class      | 100%                              |
| On or Before 10% of the Enrollment Period          | 75%                               |
| From 10.01% to 25% of the Enrollment Period        | 50%                               |
| After 25.01% of the Enrollment Period              | 0%                                |

8. If a refund exceeds the school’s liability to the student’s financial aid source(s) (ex: Federal Pell Grant Program, Veteran’s Assistance, West Virginia Workforce, etc.) the refund will first be applied toward the satisfaction of the student’s financial aid source liability. If any refund remains it will be paid first to any remaining school debt and then to the student.

Federal Pell Grant, Veteran Assistance, West Virginia Higher Education Adult Part-time Student, and Workforce West Virginia Grant recipients should be aware that special regulations apply to the amount of aid earned by a student through their attendance. The Return of Funds formula may require the repayment of unearned Pell Grant, Veteran Assistance, West Virginia Higher Education Adult Part-time Student, or Workforce West Virginia Development program assistance. Such a repayment could result in the student having a balance due to the school. Other types of student assistance may have similar repayment requirements that need to be met.

\*The period of enrollment for students who withdraws from class and are later permitted to re-enter the program with credit. Their credit will be the number of contracted hours earned up to their date of withdraw.

\*\*There is no refund for students who have re-entered the program with credit. The tuition and lab fees for such students are due and payable immediately upon their re-entry into the program.

**BEN FRANKLIN CAREER CENTER**  
**RETURN OF FEDERAL FUND POLICY CONSIDERATIONS**  
**(Federal Pell Grant/West Virginia Higher Education Adult Part-Time Student/**  
**Workforce Development Program)**

Updated: April 2021

Ben Franklin Career Center participates ONLY in the Federal Pell Grant Program; in accordance with the Title IV Return of Federal Funds regulations, Federal Pell Grant recipients should be aware that their Federal Pell Grant disbursements must be earned through the 60% point in each payment period (ex: 405 hours of a 675-hour payment period.) West Virginia Higher Education Policy Commission has decreed that this same formula shall



apply to the West Virginia Higher Education Adult Part-time Student/Workforce Development Program. A student's withdrawal or termination from school prior to completion of 60% of their payment period will result in the application of a pro rata schedule to determine the amount of Federal Pell Grant and West Virginia Higher Education Adult Part-time Student/Workforce Development program funds the student has earned at the time of withdrawal. After the 60% point in the payment period, the student has earned 100% of the Federal Pell Grant and West Virginia Higher Education Adult Part-time Student/Workforce Development program disbursement. This is a separate calculation from the Ben Franklin Career Center institutional refund policy.

The percentage of hours completed in the payment period is calculated by dividing the number of scheduled hours through the student's last date of attendance by the hours in the payment period. After 60% of the payment period is completed (405 hours of a 675-hour payment period), there is no return of Title IV (Federal Pell Grant) or West Virginia Higher Education Adult Part-time Student/Workforce Development program funds. Prior to completion of 60% of the payment period, the amount of Federal Pell Grant and West Virginia Higher Education Adult Part-time Student/Workforce Development program funds earned is calculated by multiplying the total amount of aid that could have been awarded for the payment period by the percentage of time completed. The amount to be returned to the United States Department of Education is determined by taking the amount of Federal Pell Grant earned and subtracting it from the amount of Federal Pell Grant disbursed. This same formula is applied to West Virginia Higher Education Adult Part-time Student/Workforce Development program funds. The institution's share of the amount to be returned is calculated by multiplying the institutional charges (registration, lab fees, tuition, etc.) by the percentage of time not enrolled. The student's share is calculated by subtracting the amount the school must return from the total amount to be returned. The amount of the student's share in excess of 50% of the disbursed amount must be repaid to the school within 45 days of notification of the repayment date, or the student's account will be turned over to the U.S. Department of Education for collection, and the student becomes ineligible for further Federal financial aid until the debt is repaid.

If the Return of Federal Funds calculation shows a repayment due, any refund due the student from the institutional refund calculation will be applied toward the student's unearned Federal Pell Grant before any funds are disbursed to the student. Should the school's return of Federal funds result in a balance due the school, the student will be billed.

For example: A student attends 50% of their payment period. The institutional charges for the period of enrollment are \$1500, and the Federal Pell Grant disbursement was \$2000. The unearned Federal Pell Grant is 50% of \$2000, or \$1000. The institutional share of the unearned Federal Pell is 50% of \$1500, or \$750. The student's share of the unearned Federal Pell Grant would be \$1000-\$750, or \$250 – but as this is less than 50% of the amount disbursed, the student has no overpayment. The school would bill the student for the \$750 of institutional charges due to the school as a result of the returned Pell Grant funds by the school unless the student had other aid to cover the returned funds.

## **ATTENDANCE AND TARDY POLICY**

Attendance and timeliness are critical factors for success in all adult programs at Ben Franklin Career Center (BFCC). Employers consider these mandatory skill sets and are a major consideration for employers when hiring prospective workers. For these reasons, all students are expected to comply with established attendance/tardy policies. Absenteeism and tardiness are both monitored by instructors and are key factors of compliance for all financial aid and accreditation requirements. Ben Franklin may withhold Certification, job recommendations or class credit due to excessive absenteeism and/or tardy occurrences. Financial aid approval can be impacted by violations of this policy and can result in withdrawal of funds and/or repayment.

### **Allowed Absences:**

Adult students are expected to attend class and be on time every day. Unless a particular curriculum requires a more stringent policy, such as Electrical Technician and Surgical Technology, a student must be present for at least 90% of their course hours in order to maintain satisfactory attendance.

A “day” is defined as the number of hours normally spent in class. If the class is normally in session for 6.5 hours, then 6.5 hours absent constitute a “day” absent. Any time a student is not in class, he/she is considered absent. This includes being tardy, returning late from lunch, or leaving before the end of the class period. Three of these occurrences in a grading period equals one absence. Excuses are not necessary. The absence can be for any reason and the student is not required to give the school a reason.

Allowed absences are awarded upon enrollment. They are not “accumulated” monthly. However, the 90% is an ongoing cumulative requirement.

Students with absences may be provided make-up work at the discretion of their instructor and/or building administrator. It is the student’s responsibility to meet with the instructor regarding this matter.

Students who are not in attendance 90 percent of their course hours will automatically be placed on probation by their instructor and/or an administrator. Any additional time missed will subject the student to possible termination from the school. Absences can also impact financial aid. Disbursements cannot be made to students that have not accumulated the required number of hours for that disbursement period. Their disbursements may be delayed or not made at all depending on the individual’s circumstances.

### **Excused Absences:**

The following instances may be excused at the discretion of the School Administrator, with the appropriate documentation (a written excuse is needed in these situations):

- 1) Student has been subpoenaed to appear in court,

- 2) Student has an appointment with DHHR, Veteran's Administration, or Financial Aid advisor,
- 3) Required military duty.

### **Leave of Absence:**

A "Leave of Absence" will be given for ONLY one semester or until the next scheduled enrollment date due to family care responsibilities or medical reasons. Medical Leave of Absence includes illness/injury of the student or the student's parents/legal guardians, children, or spouse. A Personal Leave of Absence may also be requested. Requests for any "Leave of Absence" must be made in writing and approved by a school administrator and the instructor prior to the beginning of the leave. In the event of an emergency or extenuating circumstance, the school administrator should be notified as soon as possible. Students must be in good standing both in grades and in attendance to be granted a Leave of Absence.

## **ACADEMIC STANDARDS**

### **GRADING POLICY:**

Points are assigned to class work, 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. The following grading scale is used for permanent records and other reporting purposes:

| <b>Letter</b> | <b>Graded Marks</b>  | <b>Percentage</b> | <b>Credit</b> |
|---------------|--|-------------------|---------------|
| A             | Superior Performance/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 completed 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     |

## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

In order to maintain Satisfactory Academic Progress at Ben Franklin Career Center a student must:

- Maintain the chosen program's required overall grade point average; and
- Maintain satisfactory attendance (required to ensure clock hours are attained) for the student's chosen program of study.

Each student's progress (grades and attendance) will be reviewed at the end of every grading period to determine satisfactory progress. The Financial Aid Office will also review these items to determining satisfactory progress prior to any financial aid disbursement (Federal Pell Grant, Work Force Opportunity Investment (WIOA), WV HEAPS, WV Workforce Funds, Veterans Affairs (VA), etc.).

If a student fails to maintain academic progress, he/she will be placed on probation by the instructor and/or administrator; the probationary period generally will not exceed a nine-week period. A probation form outlining the student's deficiencies and probation completion criteria will be completed. The form will be signed by the student, the instructor, and a school official. Students who fail to meet the terms of their warning may be terminated from their course of study per each program's policies. Students are able to appeal a satisfactory progress decision to the school principal whose decision will be final and binding.

A student who was dismissed because of failure to maintain satisfactory academic progress or for discipline reasons may be readmitted at the discretion of the school principal in agreement with the program instructor.

All completers must satisfactorily complete all required end-of-course exams for their chosen course of study.

### **STUDENT WITHDRAWAL PROCEDURES**

A student may withdraw from school either temporarily or permanently. The student may be readmitted provided he/she was maintaining satisfactory academic progress at the time of withdrawal. Upon reenrollment, the student will be granted credit for completed course work for which he/she had the program's required grade or better.

Students electing to withdraw either temporarily or permanently must:

- 1) Notify their instructor;
- 2) Meet with the Financial Aid/Adult Programs Counselor to discuss their financial obligation/status; and,
- 3) Complete a Withdrawal Form (available from the adult counselor).

### **STUDENT TRANSFER AND TRANSFER OF CREDITS POLICY**

Students who attend Ben Franklin Career Center are not allowed to transfer between programs within the institution during the school year.

A student can request consideration of previous earned credits. If a student does so, they must provide certified documentation of the earned credit(s); and, the credits must be from an accredited institution. The documentation provided will be reviewed by the program instructor; and, if approved, the student may be allowed credit toward program completion if they are able to demonstrate an appropriate level of skills and knowledge. Ben Franklin Career Center's administration leaders will make the final decision regarding awarded credits. It is highly encouraged that students participate in the entire course from beginning to end so as to reinforce and enhance their skill levels.

Transfer of Credits Policy is as follows:

- The student must have transferred from an accredited institution,
- The student must show proof (certified transcript) of at least a "B" or a numerical

- grade at or above 80%,
- The student must show certified proof of clock hours earned at previous institution,
  - The student must demonstrate to the program instructor an acceptable skill level at the time of transfer,
  - The course curricula must be similar to the school from which the student is transferring,
  - The final decision for the awarding of credit is made by the school administration, and
  - The student must understand that the letter/numeric grade upon transferring in will become part of the student's permanent record at Ben Franklin Career Center.

***Students must understand that even if transfer credit is granted, Ben Franklin Career Center's program tuition and fees will not be pro-rated. Their cost of attendance will be the same as any other student in the program.***

### **DRUG/ALCOHOL POLICY FOR BEN FRANKLIN CAREER CENTER**

Employers state that one of the major concerns for retaining employees is that many cannot pass a drug test. Being drug free is of the utmost importance for the workplace, the classroom, and especially for personal wellness and safety. Two random drug screenings will be administered during the course of each adult program. Students will not have any warning prior to the drug screening.

- Students will be notified if the test is positive for drugs.
- If positive, they will be immediately placed on limited duty. They will have to schedule and self-pay for a second test. There will also be a required meeting with the instructor to establish a timeframe for the second test.
- Students will be responsible for having the second drug screen report released directly to BFCC administration within the established time frame.
- If a negative drug test result is presented and no other issues/concerns exists, the student may remain in the program.
- If the student does not provide negative test results on or before the established time frame, the student will be dismissed from class. There will not be any exceptions made to these procedures.
- **Students who test positive on two school administered drug screenings without valid/appropriate medical documentation will be dismissed from their program of study.**

It is a violation of Kanawha County Schools policy and of the Ben Franklin Career Center for any person to use, distribute, possess or be under the influence of any alcoholic beverage, controlled substance, or any substance represented as a controlled substance. An adult student in violation of this policy is subject to immediate suspension and/or termination from this school. Any student in violation of the above policy who is receiving any type of financial assistance (Title IV funds, WIOA, Veteran's etc.) will be in jeopardy of losing eligibility to receive those funds. All applicable state and federal regulations governing any financial aid program will be strictly followed.

**Note:** Students with substance abuse or alcohol abuse problems may voluntarily approach an administrator, counselor or teacher for help without fear of penalty, provided the student is not then in violation of the policy.

## **DRUG POLICY FOR ADULT MEDICAL PROGRAMS:**

Any student who tests positive for drugs or alcohol, at any point during the course of any medical program or while in a clinical rotation, will be immediately expelled from the program. There are no exceptions or exclusions to this policy.

## **STUDENT CLUBS AND ORGANIZATIONS**

Career and technical student organizations are part of the curriculum for every area. They promote employability skills important for job success, such as leadership, cooperation, responsibility, attitude, and initiative. All students may attend club activities when they are scheduled during the school day.

## **WORK-BASED ACTIVITIES/ON THE JOB TRAINING (OJT)**

OJT opportunities may be available on a case-by-case basis. Instructors determine the qualifying students based on their evaluations and the following criteria. Students must meet the following criteria to be placed on OJT:

- Students eligible for OJT must be approved by instructor.
- Adult students must be in the second part of their program with 80% of the program course work completed.
- Students must maintain an 86% grade in their coursework for each grading period.
- Students must have tuition and fees paid-in-full before being released to OJT.
- Students must meet the attendance requirement of their program of study before being placed on OJT.
- Students must have insurance coverage if it is not provided by the work-base site. Proof of insurance must be submitted to the instructor.
- Students must acknowledge and agree to all conditions of a work-based agreement.

## **PROGRAM CERTIFICATION**

To qualify for Certification:

- Student cannot be indebted to the school,
- Student has successfully completed the entire program course of study,
- Student has successfully completed Work-Based Activities (if applicable),
- Student has the overall grade point average required for their program of study,
- Student has met all attendance requirements as per their program guidelines, and
- Successfully passed two school provided drug tests.

A certificate of completion and transcript will be created; and provided to each qualified student upon successful program completion.

## **JOB PLACEMENT**

Ben Franklin Career Center staff, administration, instructors and advisory board members work with local businesses and industry professionals to encourage employment opportunities for our student graduates. The assistant principal, adult counselor, and others share job postings and opportunities from employers and industry partners with instructors and on the BFCC website. Instructors post these opportunities in the classrooms.

## **STUDENT RECORDS/TRANSCRIPT REQUESTS**

Ben Franklin Career Center follows the federally mandated Family Education Rights Privacy Act (FERPA) regulations with regard to the release of any student information. Record requesters must provide a signed request form before any records will be released. Please note that transcripts and/or certificates may not have been kept for all courses taught since 1972; therefore, there is no guarantee that either one can be provided. Transcripts will not be processed for any person who has an outstanding debt to the school. To request a transcript of academic records a student must:

1. Complete a Transcript Request Form. Forms are available on our school website and in the main office. All portions of the form must be completed and signed to verify the student's authorization to release his/her information.
2. Submit the completed Transcript Request Form either in person or by mail to:
  - i. Ben Franklin Career Center
  - ii. 500 28<sup>th</sup> Street
  - iii. Dunbar, WV 25064
  - iv. Attention: Adult Counselor
3. Pay a \$5.00 non-refundable fee for each transcript requested. Cash, check, or money orders are accepted via mail or in person. Transcript Request will not be processed without the appropriate payment.

Requesters may pick up their transcript in person or direct us to mail it to a specific agency/school or individual as indicated on the form. It will take five (5) to ten (10) working business days from receipt of the signed request form and payment for pick up or mailing of the records.

## **GUIDANCE AND COUNSELING SERVICES**

The Adult Counselor's Office, working in conjunction with program instructors, is available to assist with career counseling, consultation, referrals, and the mobilization of resources and coordination of services necessary to meet the individual needs of the adult learner on an as needed basis.

## **CAMPUS SAFETY AND SECURITY**

Data on the safety and security of the BFCC campus may be found at the following website: <https://ope.ed.gov/campussafety/#/>. Students may review details of crime reported at the BFCC campus by typing in Ben Franklin Career Center or by visiting the link on our school website.

## **MISCELLANEOUS INFORMATION**

### **Audio Equipment:**

Radios, mp3 players, and other audio equipment, which do not have an educational value, as determined by the instructor or administrative staff are prohibited in class.

### **Children:**

Adult students are not permitted to bring children to school. This could be a safety issue and there are no provisions to provide care for them.

### **Phone Calls:**

Phone calls to the main office will not be directed to other areas/classrooms in the building. Only emergency messages will be relayed to students. The office phones are for the use of staff. Do not expect to use the office phones except in the case of an emergency. No student should be on any phone when classes are in session except in approved emergency situations.

### **Repair of Personal Property:**

Repair or working on personal property, including vehicles or any other type of equipment is **not allowed** on Ben Franklin Career Center (BFCC) Property. BFCC equipment may not be used to conduct personal property repairs unless such repairs are conducted under the supervision of a certified career/technical instructor. Ben Franklin Career Center administration/employees and Kanawha County Schools are not responsible for any repairs conducted on BFCC property without the proper supervision of a certified technical instructor. Failure to comply with this policy may result in disciplinary action and/or dismissal from the program.

### **Student Parking:**

Student parking is behind the first two rows, or in the upper parking lot. All other parking areas are reserved for staff, KCS maintenance vehicles, or handicapped students with state approved handicap stickers.

### **Use of Personal Equipment:**

Students are required to utilize the supplies/equipment provided to them through their cost of attendance. This ensures that all students are using current up-to-date supplies and equipment. Similar personal supplies/equipment cannot be used during class.

### **Voter's Registration:**

All students are encouraged to register to vote. Applications are available in the main office or online @ <https://ovr.sos.wv.gov/Register/Landing>.



## **PLANS, POLICIES, AND PROCEDURES**

### **ATTENDANCE/TARDY POLICY**

All students enrolled in Ben Franklin Career Center programs must follow the established Attendance Policy governing adult students. Provisions of this policy are as follows:

1. Adult students enrolled in adult programs have an allotted number of absences allowed per school year in their respective programs.
2. Students missing more than the allowable number of days for their program of study during the school year will be subject to suspension or dismissal from their program for excessive absenteeism.
3. All students are expected to be on time each day. Tardiness is an interruption in instruction. A tardy occurrence is defined as reporting to class after instruction has begun. Per Ben Franklin Policy three tardy occurrences in a grading period equals one absence.
4. Repeated tardiness may result in referral to the Assistant Principal and/or the Financial Aid/Adult Programs Counselor for a conference and/or possible disciplinary action including up to dismissal from the program.
5. If you must be absent or tardy, email your instructor or call the main office and provide your full name, program/class, reason for absence/tardy, and contact information in case the instructor needs to reach you for any reason.
6. Once you arrive, you are not to leave the school without authorization from either your instructor or an administrative staff member. Leaving without authorization is a violation of school policy and could result in disciplinary action.
7. Upon completing the review of a case involving excessive absenteeism/tardiness a committee (instructor and administrator(s)) may suspend or expel any student in violation of the policy, require additional documentation, or establish an attendance contract granting additional time for excusable absences.
8. Students dropped from a program during the school year for attendance/tardy reasons may reapply for admission at the beginning of the next term. The student must demonstrate a sincere commitment and confirm that attendance/tardy issues have been resolved. The adult counselor will consult with the review committee before making a final decision regarding readmission.
9. The committee reserves the right to grant or reject any readmission request. If readmission is granted, the review committee or instructor has the right to establish any reasonable contract with the student regarding his/her progress in the classroom or in regard to attendance expectations. If the student violates the terms of the contract, he/she will be dismissed from the program.

*Note: Student Financial Aid can be revoked due to attendance/tardy policy violations.*

### **CELL PHONE POLICY**

Adult students are permitted to have cellular devices in the building and to use them at the discretion of their program instructor. However, permitted use of such device **must** not disrupt class. If devices become a disturbance, individuals will be asked to discontinue having them in class. Instructors may also request students leave their devices in an identified area during class instruction.

1st offense – Warning from the instructor;

2nd offense – Student will be referred to administration for consultation.

### **CODE OF CONDUCT POLICY**

Adult students are expected to act in a mature fashion at all times and to set a good example for classroom conduct by following all of the school's rules and regulations.

Any student caught cheating on a test, submitting assignments copied from another's work, falsifying any documents or reports required as part of the course or otherwise behaving in an unethical manner will be subject to disciplinary action up to and including termination.

Sleeping in class, showing disrespect for the instructor, insubordination, fighting, making threats to others, or any other behavioral problems will not be tolerated. Violators will be subject to suspension and/or expulsion from school.

All students shall be subject to the provisions of a code of conduct in the following circumstances:

- A. While on property owned by Kanawha County Schools;
- B. During time periods when a student is scheduled to attend school or other activities conducted under the auspices of Kanawha County Schools, regardless of whether a student is in actual attendance. Students who have been properly excused from attendance are not subject to this paragraph;
- C. During any extracurricular activity or trip conducted under the auspices of Kanawha County Schools, which a student elects to participate;
- D. While a student is in transit to or from school or an extracurricular activity, including transit on a school bus;
- E. Offenses against employees of Kanawha County Schools, regardless of time or place;
- F. Bomb threats involving Kanawha County Schools property, regardless of time or place;
- G. The consumption of alcoholic beverages or controlled substances, in any amount, within four (4) hours prior to any school related activity, regardless of place.

Students will be terminated or suspended from school for the following offenses:

- A. Violation of state or federal criminal laws—Such offenses are subject to appropriate disciplinary action in addition to any criminal penalties, which may attend such offenses;

- B. Hazing—It shall be a violation of the code of conduct to engage in conduct which subjects a student to embarrassment, abusive treatment, ridicule, harassment or the assignment of unnecessary or disagreeable tasks. Initiation or induction into any class or organization, which involves hazing, is prohibited.
- C. Possession or distribution of stolen property, contraband, fireworks or weapons of any kind.
- D. Vandalism—It shall be a violation of the code of conduct to intentionally deface, break or damage school property or equipment.
- E. Bomb threats/false alarms—It shall be a violation to participate in any bomb threat or false fire alarm.
- F. Assault on school personnel—It shall be a violation of the code of conduct to assault school personnel or to damage or destroy property owned by school personnel.
- G. Violence/threats of or incitement to—It shall be a violation of the code of conduct to engage in conduct that may threaten or incite others to do bodily harm to another person or to intimidate other students by placing such students in fear for personal safety.
- H. Disruptive conduct—It shall be a violation of conduct to fail to obey a proper directive of school personnel or to be disrespectful to supervision and authority.
- I. Assault on student—It shall be a violation of conduct to physically or verbally assault another student.
- J. Use, distribution or possession of beer, wine, other alcoholic beverages, controlled substances, or substance represented to be a controlled substance. See Drug/Alcohol Policy.
- K. Use of tobacco products on school premises prohibited. See Smoking Policy for Kanawha County Schools.
- L. Sexual Harassment (See Kanawha County Board Policy Series 22.00)
- M. Theft of school property.

Locker searches—A student's locker (if assigned) may be searched if there are reasonable grounds to suspect that the search will turn up evidence that a student has violated or is violating either the law or rules of the school. Some departments may have additional regulations—refer to the student handbook for program in which enrolled.

POSSESSION OF A WEAPON OF ANY TYPE WILL BE CAUSE FOR DISMISSAL FROM ALL PROGRAMS. Please see the included Kanawha County School's Weapons Policy.

### **CRIMINAL ACTIVITY POLICY**

To ensure the safety and well-being of staff and students, Ben Franklin Career Center cooperates with local law enforcement agencies in regard to criminal activity. The following violations will be immediately reported to the local law enforcement agencies and may result in termination from training programs:

- A. Possession of controlled substances, substances represented to be controlled substances or paraphernalia that has obviously been used with controlled substances.
- B. Possession of firearms, weapons, ammunition, or explosive devices.
- C. Bomb threats/false alarms.

- D. Serious physical assaults, including student/teacher assaults.
- E. Sexual abuse or assaults.

Additionally, Ben Franklin has the right to search students, their cars, or their lockers if there are reasonable grounds to suspect that the search will turn up evidence that a student has violated or is violating either the law or rules of the school. Any contraband property discovered as a result of a search may be confiscated.

### **DRESS CODE POLICY**

Adult students are required to dress for class in accordance with industry standards. Some programs require a specific dress code for safety reasons. Course instructors reserve the right to require compliance for all safety and dress code policies that are program related. Medical students will wear uniforms.

As outlined in Kanawha County School Policy <https://kcs.kana.k12.wv.us/Document/280>, 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.

Any student who fails to comply with this dress code may be asked to change, be sent home and/or be subject to disciplinary actions.

Clarification regarding apparel should be obtained prior to wearing it to school; this can be obtained from the school administrator. 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.

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 any time during the school day.

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.

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.

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

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.

Any type of head covering not required in class is unacceptable unless for religious purposes or otherwise approved by school administration.

### **DRUG/ALCOHOL POLICY**

It is a violation of the policy of Kanawha County Board of Education (and of Ben Franklin Career Center for any person to use, distribute, possess or be under the influence of any alcoholic beverage, controlled substance, or any substance represented as a controlled substance. Adult students in violation of this policy are subject to immediate suspension and/or termination from school.

Drugs, other than those prescribed by your doctor or accepted “over the counter” medications, will not be tolerated. Any illegal drug is regarded as a danger to the user as well as to others in the classroom. Their presence on school property is a violation of state law and could lead to dismissal and referral to law enforcement authorities for possible prosecution.

Any student in violation of the above policy who is receiving any type of student financial assistance (Title IV funds, Job Corps, Veteran’s programs, Rehabilitation, Worker’s Compensation, etc.) will be in jeopardy of losing eligibility to receive those funds. All applicable state and federal regulations governing any financial aid program will be strictly followed.

Note: Students with substance abuse or alcohol abuse problems may voluntarily approach an administrator, counselor, or instructor for help without fear of penalty, provided the student is not then in violation of policy.

### **DRUG TESTING POLICY**

Employers state that one of the major concerns for retaining employees is that many cannot pass a drug test. Being drug free is of the utmost importance for the workplace, the classroom, and especially for personal wellness and safety. Two random drug screenings will be administered during the course of each adult program. Students will not have any warning prior to the drug screening.

- Students will be notified if the test is positive for drugs.
- If positive, they will be immediately be placed on limited duty. They will have to schedule and self-pay for a second test. There will also be a required meeting with the instructor to establish a time frame for the second test.
- Students will be responsible for having the second drug screen report released directly to Ben Franklin Career Center administration within the established time frame.
- If a negative drug test result is presented and no other issues/concerns exists, the student may remain in the program.
- If the student does not provide negative test results on or before the established time frame, the student will be dismissed from class. There will not be any exceptions made to these procedures.

- **Students who test positive on two school administered drug screenings without valid/appropriate medical documentation will be dismissed from their program of study.**

### **FAMILY EDUCATION RIGHTS PRIVACY ACT (FERPA)**

Ben Franklin Career Center adheres to the guidelines relating to the confidentiality and privacy of student records as it relates to the Family Education Rights and Privacy Act (FERPA). FERPA is a federal law that is administered by the Family Policy Compliance Office in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to all educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department. Parochial and private schools at the elementary and secondary levels generally do not receive such funding and are, therefore, not subject to FERPA. Private postsecondary schools, however, generally do receive such funding and are subject to FERPA.

Once a student reaches 18 years of age or attends a postsecondary institution, he/she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if education records exist which contain that information, unless the official had an official role in making a determination that generated a protected education record.

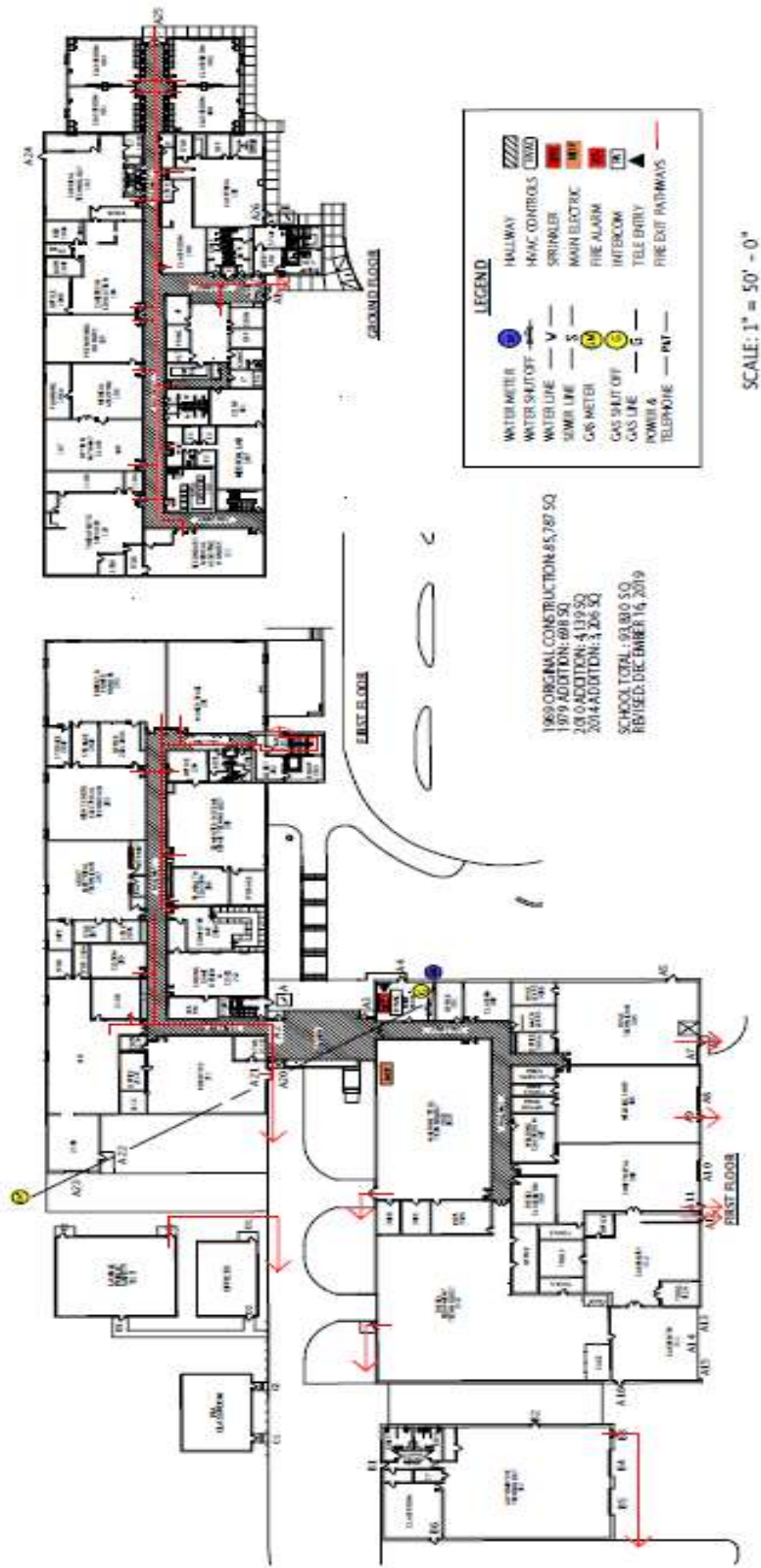
Under FERPA, a school is not generally required to maintain particular education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records that it does maintain. Also, unless there is an outstanding request by an eligible student to inspect and review education records, FERPA permits the school to destroy such records without notice to the student.

#### **Access to Education Records:**

Under FERPA, a school must provide an eligible student with an opportunity to inspect and review his or her education records within 45 days following its receipt of a request. A school is required to provide an eligible student with copies of education records, or make other arrangements, if a failure to do so would effectively prevent the student from obtaining access to the records. A case in point would be a situation in which the student does not live within commuting distance of the school.

**FIRE ESCAPE PLAN**

**BEN FRANKLIN CAREER CENTER ESCAPE PLAN MAP**



## **GRIEVANCE POLICY AND PROCEDURES**

Ben Franklin Career Center strives to provide an environment that recognizes and respects all individual rights. In order to ensure due process, students are provided with both informal and formal mechanisms for resolving disputes with other individuals and/or offices at our institution. This policy applies to students admitted or enrolled at BFCC.

Students are members of our academic community and are entitled to the rights and protections enjoyed by all members of society. Our students are also subject to outlined obligations/responsibilities by virtue of choosing to be a member of our school community. If disputes arise, students have a right to request an explanation, reconsideration, and review of a professional judgement decision.

As required by federal law and regulations, Ben Franklin Career Center and the Kanawha County Board of Education do not discriminate on the basis of sex, race, color, religion, disability, age, or national origin in employment and in the administration of any of its education programs and activities.

### **ACADEMIC GRIEVANCES**

Ben Franklin Career Center (BFCC) students that have a disagreement/dispute with an instructor and/or administrator should first request a meeting to have an informal discussion with the individual to discuss their specific concerns and seek explanations. If the issue is not resolved via this meeting, the student can file a Level 1 complaint.

**Level 1:** Students are to submit a written request to the principal. This request should outline the details of the issue(s) and be as thorough as possible. The principal is obligated to provide a written response to the complaint within five (5) school days. The response time period may be extended by mutual agreement between the student and the principal. If a student is not satisfied with the outcome of this stage, s/he may elect to file an appeal.

**Level 2:** Students that have not been able to resolve their concerns either informally or by a Level 1 filing, may submit a written complaint to the Assistant Superintendent of Career and Technical Education at the Kanawha County Board of Education. This detailed request must be submitted to the Assistant Superintendent within ten (10) school days of the Level 1 outcome notification. This time period may be extended by mutual agreement between the student and the Assistant Superintendent.

Assistant Superintendent of Career and Technical Education  
Kanawha County Board of Education  
200 Elizabeth Street  
Charleston, WV 25311  
Phone: (304) 348-7770

**Level 3:** Students that have not been able to resolve their issue at Level 2, may submit a written complaint to the Office of Legal Services at the West Virginia Department of Education. This request must be submitted to the Legal Services Office within ten (10) school days of the Level 2 outcome notification.

Office of Legal Services  
WV Department of Education  
Building 6, 1900 Kanawha Boulevard, East  
Charleston, WV 25305  
Phone: (304) 558-3667



**Level 4:** Students that have not been able to resolve their issue at Level 3, may submit a detailed written complaint to our school accrediting organization:

Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
Phone: (770) 396-3898 or (800) 917-2081  
Fax: (770) 396-3790  
Web Address: <https://council.org>

## **TITLE IX GRIEVANCES**

As required by federal law and regulations, Ben Franklin Career Center and Kanawha County Board of Education do not discriminate on the basis of sex, race, color, religion, disability, age, or national origin in employment and in the administration of any of its education programs and activities. As part of Kanawha County Schools, we adhere to the county procedures for resolution of Title IX Grievances. Title IX of the Education Amendments of 1972 prohibits sex discrimination in educational programs or activities receiving Federal Financial Assistance. The full Title IX Grievance Procedure is posted in our main office, in each classroom, and can be reviewed/accessed <https://kcs.kana.k12.wv.us/Document/256>. A summary of these procedures (note: any citing indicating principal may be principal and/or building representative):

### **KANAWHA COUNTY SCHOOLS**

#### **TITLE IX**

#### **STUDENT GRIEVANCE PROCEDURE**

##### **Section I - Purpose**

The purpose of this procedure is to provide a way for students to reach solutions to problems of alleged sex discrimination.

Good morale is maintained, effective scholastic performance is enhanced, and the students of the school are better served when sincere efforts of principal and students are exerted toward constructive solutions to problems that may arise. It is the intent of this procedure to provide in a simple, straight-forward, and easily understood way, for the solution of problems at the lowest possible administrative level, as fairly and as expeditiously as possible.

##### **Section II — Definitions**

(a) Grievance - Grievance shall mean a claim by a student of a violation, a misapplication, a disagreement, or a misinterpretation of Title IX Rules and Regulations, specifying that which is claimed to be violated and the specifics of such violation. The term "grievance" shall not apply to any matter for which (1) the method of review is prescribed by law, or (2) the Title IX Committee is without authorization to act.

(b) Student - Student shall mean any person enrolled in the public schools of Kanawha County, i.e., elementary, secondary, career and technical, adult education and community education.

(c) Days - "Days" shall refer to consecutive days of the week excluding Saturdays, Sundays, and holidays.

(d) Parties in Interest - Any persons involved in the processing of the grievance.

(e) Representative - Any person authorized by the grievant to advise or speak for the grievant.

### **Section III Procedure**

Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each level shall be considered as a maximum and every effort should be made to expedite the process. The time limit specified may, however, be extended by mutual agreement of the grievant and the principal.

If a grievance is filed which might not be finally resolved under the time limits set forth herein prior to the end of the school year, and which if left unresolved until the beginning of the following school year, could result in irreparable harm to the grievant, the time limit set forth herein will be reduced to the extent possible so that the grievance procedure may be concluded prior to the end of the school year, or as soon thereafter as is practicable.

In the process stated below, a student may have the assistance of a fellow student or one other chosen representative (except at the initial informal discussion) in the preparation and presentation of the grievance. Such person may be present, but only if the grievant so requests.

No reprisals of any kind shall be taken by the principal or by any member of the administration against any grievant, any representative, or any other participant in the grievance procedure by reason of such participation.

All decisions rendered at all levels of the Grievance Procedure shall be in writing, setting forth the decision and the reasons therefore, and shall be transmitted promptly to all parties in interest.

Forms for filing grievances, taking appeals, and any other necessary documents shall be made available to all students upon request so as to facilitate operations of the grievance procedure.

All meetings and hearings under this procedure shall be conducted in private and shall include only such parties in interest and their designated or selected representative heretofore referred to in this article.

A grievance shall be processed in a manner which does not interfere with the student's scheduled classes or school related activities.

In no case may a grievance be altered in content or wording once it is filed. Anything different from the original grievance would be a different case and can be accepted only as a different grievance.

All written records of grievance proceedings shall be maintained in locked file under the custody of the principal and shall not appear in the student's school file. These records may be inspected by the grievant or the grievant's designated representative.

### **INFORMAL DISCUSSION**

Student discusses alleged violation with principal and/or appointed building representative.

#### **LEVEL 1:**

If a grievance is not resolved informally, a formal grievance must be lodged by the student with the school principal, in writing, on the prescribed form and signed by the student. Such grievance shall be so lodged within five days of the occurrence of the event upon which it is based. Any discussion with the principal concerning the grievance shall be: by the student or by the student accompanied by a parent/guardian or member of the school faculty or student body.

Within five days after the grievance is lodged, unless extended by mutual agreement of the principal and the grievant, the principal shall state a decision in writing to the appropriate parties.

#### **LEVEL 2:**

Within five days of receiving the decision of the principal at Level One, the student may appeal his/her decision to the Title IX Committee, Kanawha County Schools, in writing on the prescribed form and signed by the grievant. The Title IX Committee must:

Review all written decisions and transcripts of previous meetings, conduct an on-site investigation of the grievance, and issue a written decision within ten days to all parties. The time limit specified may, however, be extended by mutual agreement of the grievant and the Title IX Committee

#### **LEVEL 3:**

Within five days of receiving the decision of the Title IX Committee, the grievant may appeal the decision on the prescribed form to the Kanawha County Board of Education (in writing and signed by the grievant) through the Superintendent of Schools who shall present the grievance to the Kanawha County Board of Education at least five days prior to the next regular meeting. The Kanawha County Board of Education within forty-five (45) days shall: review all written decisions and transcripts of previous meetings and issue a decision to all parties or conduct a hearing itself with all persons involved at Level Two and issue a decision within ten days of such hearing. The

time limit specified may, however, be extended by mutual agreement of the Kanawha County Board of Education and the grievant.

Such decision by the Board of Education shall be final; however, appeals to the State Superintendent of Schools, under certain provisions of Chapter 18 and 18A may be appropriate, and proper redress may be sought through the courts, should the student so choose. Grievance forms are available in the following locations:

- the office of the principal or guidance counselor of any Kanawha County elementary or secondary school, or career and technical center
- the administrative office of any community education or adult education center
- the office of the Title IX Committee Chairperson, Kanawha County Schools, 200 Elizabeth Street, Charleston, WV 25311.

If a student is in need of any forms, inquiry should be made at any of the above listed places, and the student shall follow the directions as outlined in the procedure explicitly.

### **DISABILITY GRIEVANCES**

Ben Franklin Career Center adheres to the United States Rehabilitation Act/Americans With Disabilities Act of 1990 and follows the related Policies and Grievance Procedures.

### **HEALTH AND SAFETY OF EMPLOYEES, STUDENTS, GUESTS** **PLAN AND PROCEDURES**

The Health and Safety of Employees, Students, and Guests is always a top priority for Ben Franklin Career Center. A safe and secure environment allows employees and students to direct their energy and focus on the educational process. Such an environment is also imperative to meeting the goals/objectives of our strategic plan and mission statement.

Our institution also follows and operates to adhere to the Kanawha County Board of Education School mission:

“It is the Mission of the Safety/Security Department of Kanawha County Schools to promote a safe and secure learning/working environment for students, staff, and the general public through prevention, surveillance, intervention, training and education. All activities shall be focused on monitoring and analyzing trends, conducting risk assessments and providing guidance while working in cooperation with local, county and state first responder agencies.”

#### **GOALS AND OBJECTIVES:**

The Health and Safety of Employees, Students, and Guests is a prioritized goal and objective that Ben Franklin Career Center strives to maintain in all aspects of the physical plant. Beginning with program orientation and handbook overview, the instructors address classroom and equipment safety. Each program includes required safety lessons relative to both their classroom and their field of study. This is a portion of their required program content.

Each school employee is required annually to complete a series of online safety training as staff development that is provided by our primary governing body, Kanawha County Board of Education. All staff members are also provided with a school safety manual which includes procedures for the required monthly fire drills, shelter-in- place drills and lock-down drills. These procedures are shared with students and all drills are practiced as required. Each manual has the physical plant floor plans with emergency exit locations and procedures. These items are also posted in the main office and are available throughout the building. Emergency exit points are prominently marked throughout the building with signage.

The entire physical plant is inspected monthly and a Building Safety Committee meeting is held to review inspection sheets, accident incident reports, and discuss any other relevant findings or concerns. The monthly Safety Committee meeting minutes are submitted to the County Safety Director. To ensure the health and safety of all constituents, the school body stays vigilant and continuously monitors the facility for any signs of possible threats to these goals and objectives. All findings are immediately reported to administration and corrective actions are taken as needed.

#### PROCEDURES TO ACHIEVE THIS PLAN:

- Security and safety protocol is in place at all times. Exterior doors and windows are locked/secured at all times. Employees monitor (in person or via cameras) access doors at all times. Visitors are only allowed entrance at the main door and must be admitted by the door monitor. Guests are required to identify themselves, state the purpose of their visit, and sign in. Visitor badges/stickers are issued for appropriate guest identification. If an individual is unfamiliar and does not comply with requests for information and/or refuses to exit the building, 911 will be called.
- Monthly fire drills are conducted to ensure employee, student, and guest readiness for an actual incident. Drill information is logged in the main office. The West Virginia State Fire Marshal's office makes unscheduled and unannounced visits to evaluate building compliance with state code. The fire marshal then prepares and submits a safety evaluation report with Kanawha County Schools.
- Regularly county scheduled Shelter-in-Place drills are conducted each school year. An evaluation summary is submitted to the County Safety Director.
- Lock-Down drills are performed under the observation a Kanawha County Sheriff Department Officer. Comments for improvement are made and then shared by the administration with staff.
- Facility inspections are completed by members of the Safety Committee monthly. Any findings are discussed and properly addressed.
- Title IX postings are required and are placed throughout the school. This document is also part of the Student Handbook. These documents define harassment and outline the steps that are available to address any Title IX issues or concerns. Ben Franklin Career Center has two trained Title IX representatives on staff to speak with anyone who has a concern or complaint.
- The Student Handbook also includes school and Kanawha County Board of Education policies on code of conduct and unacceptable behaviors. These behaviors include, but are not limited to bullying and insubordination. Students are made aware of all policies and of the high school expectations for professional and proper conduct expected while on school grounds. Students sign a document during their orientation acknowledging the understanding and acceptance of all policies and procedures.
- As required by Kanawha County Board of Education, Ben Franklin Career Center follows the flow chart below in caring for and reporting of incidents and injuries. The care and well-being of all employees, students, and guests is the first priority when any incident or injury does occur. A school nurse is assigned to our building to assist when any situation arises.

### **EMERGENCY INCIDENT PROTOCOL:**

Life-Threatening Medical and Mental Health Emergencies may include (but are not limited to) the following:

- Alcohol/drug overdose
- Bleeding (profuse)
- Breathing difficulty
- Burns (extensive)
- Chest pain with shortness of breath
- Confusion/disorientation/mental impairment
- Difficulty walking, talking, or standing
- Seizures
- Suicide attempt
- Unconscious or unresponsive
- Vomiting or fever with other life-threatening symptoms

If life-threatening event occurs:

1. Call 911:
  - a. Provide you name, title, and exact location.
  - b. Request an ambulance.
  - c. Send another person to direct emergency staff to the location of incident.
  - d. Never transport a student to or from the hospital yourself.
2. Notify the appropriate staff member
  - a. Principal/Assistant Principal on location.
  - b. Central office will be notified by administration.
3. Complete and submit an incident report
  - a. Appropriately document the incident.
  - b. Complete an incident report and submit to administration.

### **NON-EMERGENCY PROTOCOL:**

Non-life-threatening minor situations may include (but are not limited to) the following:

- Burns
- Cuts
- Eye Irritations
- Falls
- Nausea
- Scrapes
- Sprains
- Etc.

If non-life-threatening event occurs:

1. Assist with proper first aid or contact medical staff (if needed).
2. Notify the appropriate staff member
  - a. Principal/Assistant Principal on location.
  - b. Central office will be notified by administration.
3. Complete and submit an incident report
  - a. Appropriately document the incident.
  - b. Complete an incident report and submit to administration.

### **AVAILABILITY OF THE PLAN TO EMPLOYEES AND STUDENTS:**

The Health and Safety of Employees, Students, and Guests Plan and Procedures are available to all faculty, staff, students and other interested parties. It is posted in our main office, on our school website, and is included in the Adult Student Handbook.

### **ANNUAL EVALUATION OF THE PLAN:**

Health and safety plan input is solicited from the Adult Program Team (administrators, counselor, and instructors) each year during meetings and suggestions are also requested from students during their orientation. This Plan and related procedures are also reviewed annually by the Institutional and Occupational Advisory Committees. Any input/suggestions received are collected and shared by the Assistant Principal with faculty and staff.

### **INTERNET USE POLICY**

All students using the internet will abide by the guideline set forth in Policy 2460. Internet use will be monitored. Student use of the internet is for education study and research. Students are required to use appropriate language, which is not offensive to others. Vandalism, either physical or electronic, is not permitted. Viewing or downloading of pornographic or other objectionable material is not permitted. Inappropriate use of the facilities will terminate student access to the internet. Students must sign a current Internet AUP form prior to use of the internet. Adult students will be required to sign a copy of the acceptable use policy similar to the one shown below:

## **Year: 2021—2022**

### **Adult Students**

### **Acceptable Use Policy (AUP)**

**KCS Policy J33A**

**APPENDIX A**

**KANAWHA COUNTY SCHOOLS**

**INTERNET & TELECOMMUNICATIONS ACCESS ACCEPTABLE USE**

**AGREEMENT FOR SECONDARY STUDENTS (Modified for Adult Students)**

***USE OF TECHNOLOGY RESOURCES WITHIN KANAWHA COUNTY SCHOOLS  
IS A PRIVILEGE, NOT A RIGHT.***

#### **USER RESPONSIBILITIES**

As the user of technology resources provided by Kanawha County Schools, each student must read, understand, and accept all of the following rules stated below and any additional rules posted at school. Failure to abide by these rules may result in suspension and/or loss of technology privileges and/or disciplinary actions involving local, district, state or federal agencies. Disciplinary actions will apply to all sites when students transfer or have multiple schools or community based learning experiences outside of the home school.

**I understand my responsibility for using the Internet and other online resources; therefore,**

- I will limit my use of school resources, including computers, software, networks, internet access and online resources to the educational objectives authorized and supervised by a teacher in the school;
- I will use appropriate language and polite responses when communicating online;
- I will not share information about myself or others while online. This information includes, but is not limited to, home address, telephone number, and age;
- I will not access, or attempt to access, another person's account, nor will I disclose my password to anyone;
- I will not bypass or attempt to bypass any school, county or state filtering system;
- I will not use online access for any illegal, unethical, immoral, harassing, cyber bullying, or unacceptable purpose;

- If given permission to use email at school, I will only use the West Virginia Department of Education *access.k12.wv.us* account email address, or the address the school assigns me. I understand that I am NOT to use my personal email account (i.e. Gmail, AOL, Hotmail, etc.) at school;
- I will only use school-sponsored blogs, wikis, web 2.0+ tools, social networking sites and online groups as part of any educational activity;
- I will report any accidental access to inappropriate sites to the supervising teacher;
- I will only stream any multimedia content from the Internet that supports the educational process;
- I will not download any files or programs without permission from the supervising teacher;
- I will not download copyrighted music files without permission of the copyright holder;
- I will not download, stream or play non-educational games;
- I will not download/ listen to streaming audio and/or video files for non-educational purposes;

**I understand that I must adhere to all federal, state and local laws; therefore,**

- I must adhere to the mandates of West Virginia's Board of Education Policy 2460 – *Educational Purpose and Acceptable Use of Electronic Resources, Technologies and the Internet, the federal Children's Internet Protection Act, (CIPA) and the federal Children's Online Privacy Protection Act (COPPA)*
- I will not access the Internet in school until I have completed Acceptable Use training, and my teacher and I have signed the KCS Acceptable Use form;
- I understand my use of Internet-related applications must be authorized by my teachers and be for educational purposes only;
- I understand that cyber bullying, hate mail, defamation, harassment of any kind, discriminatory jokes/remarks, and other unauthorized uses as referenced in federal, state and local policies and laws are not permitted;
- **NOTE:** A complete copy of Policy 2460 may be obtained from <http://wvde.state.wv.us/policies/>
- **NOTE:** A complete copy of the KCS Policy J33A may be obtained from <http://kcs.kana.k12.wv.us/KCS11>

**I understand my responsibility for using software legally; therefore,**

- I will not give, lend, sell or copy any software found on school computers or retrieved online, unless I have written/printed permission from the copyright owner;
- I will not take and/or use school/district product key codes for unauthorized use;
- I will be responsible for utilizing all software according to its licensing agreement;
- I will not install, uninstall or delete software programs on any school computer without specific permission from the supervising teacher or the school computer specialist/technician;

**I understand the importance of using both print and non-print information in a lawful Manner; therefore,**

- I will respect and protect the intellectual property of others by observing copyright laws.
- I will not plagiarize information received in any form;
- I will accurately cite all sources of information;
- I will not copy or use copyrighted materials without permission from the owner of the materials;
- I will not use, purchase or steal documents or parts of documents from the Internet for classroom credit;
- Unless approved, I will not replicate any school-produced material for personal use or represent my own work as having been sanctioned by the school.

**I understand that the use of computer networks is a privilege, not a right; therefore,**

- I will not attempt to bypass system security;
- I will not bypass or attempt to bypass any school, county or state filtering system;
- I will not access or attempt to access another user's, username/passwords, email, or personal files or data without that person's permission;
- I will not change or attempt to change hardware, software or network settings without permission;
- I will not interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, online gaming, unauthorized video and/or audio streaming, propagation of computer viruses, or unauthorized access to system programs;
- I will not invade the privacy of others by attempting to learn their password or by copying, changing, reading, or using their personal files;
- I will not access a computer and/or network using another person's login information, user name and/or password; • I will not download, install, or execute any file unless it specifically relates to an educational assignment and I have received permission from the teacher.
- I will not attach any unauthorized equipment to the network, including but not limited to the wireless network;

- If I identify a security issue on the system, I will notify the teacher, principal or school computer specialist. I will not demonstrate or share the problem with other students.
- I will not knowingly create, distribute, or execute any virus, worm, Trojan horse, malware, spyware, spam, etc. or disable or change tools used to monitor hardware and software.
- I will not seek, view, create, send or distribute unethical, illegal, immoral, inappropriate, or unacceptable material of any type through email or telecommunication resources.
- I will not try to gain unauthorized access.
- I will not try to hack, crack, vandalize or participate in other unlawful online activities.
- I understand that CIPA requires that all Internet access for students be filtered; therefore, I will not use broadband capabilities on any personal device to access the Internet while on Kanawha County Schools' property.
- I will only use personal technology devices according to school and classroom rules.
- I will not use personal devices to circumvent or bypass filtering devices, security features, or acceptable use rules.

**Providing false or misleading information when applying for computer access, or violating any of the above rules, will cancel my user privileges and may result in further disciplinary action, including reimbursement for damage and computer recovery costs, suspension and/or expulsion from school.**

**School Name:** Ben Franklin Career Center

**Student:** I have read and consent to the rules and responsibilities listed above. I have never had my computer privileges restricted or revoked by any other school.

Student Name (Please print): \_\_\_\_\_

Program of Study (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student WVEIS number: \_\_\_\_\_

**School Sponsor (e.g.: Teacher):** I have read and discussed the above rules and regulations with the student. The school staff will not be responsible for the student's behavior if he/she intentionally disregards the regulations in this policy.

Sponsor's Name: (Please print): \_\_\_\_\_

Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **SCHOOL INTERNET WEB SITE STUDENT INFORMATION**

I hereby give permission to use the following information on the school and/or district websites **(Initial each one you**

**approve):** \_\_\_\_\_ Student's first name \_\_\_\_\_ Student's last name

\_\_\_\_\_ Student's photo \_\_\_\_\_ Student in group photo

**NOTE:** This form will be kept on file in the school listed above. It will not be transferred to another school.

### **OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES/TECHNICAL INFRASTRUCTURE**

Ben Franklin Career Center's goals and objectives in the operation and maintenance of all physical facilities and technical infrastructure are to maintain the school in a manner that meets the educational needs, safety and well-being of all stakeholders. Distance Ed Infrastructure does not apply to our facility.



#### PERSONNEL:

##### PHYSICAL FACILITIES:

Administrators at Ben Franklin Career Center supervise four and one-half full time custodial staff members. Together the custodians oversee the ongoing day-to-day operation, maintenance, and improvement of our physical facilities. Each custodian has an assigned area of the building in which they are responsible for daily cleaning and maintenance. They also complete regular safety checks and evaluate needs for improvement in their assigned area. Identified needs are then reported to the lead custodian and to building administration for review and appropriate processing. **(Safety issues are immediately reported to an administrator for resolution.)** In addition to their designated area the staff works cooperatively to maintain common areas such as sidewalks, parking areas, and other general outdoor maintenance. They also plan and work together to conduct larger indoor projects, such as floor stripping and waxing, when students are not in attendance.

Any identified needs (outside the scope of the building level custodian job descriptions) are submitted via a work order process to our central governing body, Kanawha County Schools. Kanawha County Schools maintains a staff of specialists to meet school needs that are beyond the scope of building staff. Landscaping and lawn maintenance is contracted for through a third-party service identified by the Kanawha County Board of Education.

The building also undergoes regular evaluation visits to ensure ongoing compliance with all local, state, and federal building requirements.

##### TECHNICAL INFRASTRUCTURE:

Administrators at Ben Franklin Career Center supervise two contracted staff members that assist in oversight of the building's Technical Infrastructure. Together they operate to meet the technology needs of all staff and students; and, work cooperatively to update and maintain technical hardware components. They also assist in the orientation to and education of staff members regarding hardware and software concerns; along with addressing problems as needed.

Ben Franklin Career Center is also assigned a Kanawha County Board of Education County staff member to assist in the assessment/updating of hardware and software issues that may come up that are outside the scope of the site staff members' purview. The county maintains two fully staffed offices to assist with building technology needs: Information Systems/ Operations Office and Technology Instructional Services Office.

These groups, along with building administrators work to ensure that the Technical Infrastructure is as up to date as fiscally possible and meets the needs of faculty, staff and students.

##### EQUIPMENT AND SUPPLIES:

Ben Franklin Career Center has an annual budget for the replacement of consumable supplies and other small items/equipment needed to maintain the facility. Once approved by and administrator, these items are secured by placing an order with the building secretary for processing. If there is a repair need that cannot be met by the custodial or technical staff, an electronic work order is submitted to the Kanawha County Board of Education. Appropriate county staff then visits the building to assess and/or provide the needed service. Any repair or need that is unable to be met by either the building or county staff may be contracted to agencies outside of the county school system, as directed by the head of county maintenance or technology.

#### **RELEVANT STATE LAW/ APPLICABLE FEDERAL CODES AND PROCEDURES:**

Kanawha County Career Centers/Schools comply with Title 126, Legislative Rule, West Virginia Board of Education, Series 172, Handbook on Planning School Facilities (6200). This legislative rule provides that each county school district maintains and updates a Comprehensive Educational Facilities Plan annually. This rule also provides that each county school facility funded in part or whole by the School Building Authority of West Virginia or the West Virginia Board of Education undergoes an on-site inspection annually. West Virginia State and Federal Agencies that visit our building include (but are not limited to):

- West Virginia State Health Department
- West Virginia State Fire Marshall (Fire Safety Equipment)
- Bureau of Risk Management (BRIM)
- Department of Environmental Protection
- American with Disabilities Compliance Office
- Occupational Safety and Health Administration

#### **AVAILABILITY OF THE PLAN TO EMPLOYEES AND STUDENTS:**

The Operation and Maintenance of Physical Facilities/Technical Infrastructure Plan is available to all faculty, staff, students and other interested parties. It is posted in our main office.

#### **ANNUAL EVALUATION OF THE PLAN:**

The Operation and Maintenance of Physical Facilities/Technical Infrastructure is reviewed and updated (if needed) annually by our faculty and staff. This Plan is also reviewed annually by the Institutional and Occupational Advisory Committees.

### **SEXUAL HARASSMENT POLICY**

Sexual harassment is strictly prohibited and illegal. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a student's education; (2) submission to or rejection of such conduct by a student is used as a basis for academic decisions affecting the student; or (3) such conduct has the purpose or effect of substantially interfering with a student's academic performance or creating an intimidating, hostile, or offensive educational environment.

**Examples of Sexual Harassing Behavior:** Sexually suggestive or obscene letters or notes; sexual rumors or name calling; unwelcome touching, grabbing or punching; inappropriate comments about one's body, dirty jokes or stories; dehumanizing graffiti; display of suggestive pictures, cartoons, or objects; threats or demands for sexual favors; and, assault or attempted assault which is gender based.

**Reporting Sexual Harassment Complaints:** Any student who has a complaint of sexual harassment by anyone, including teachers, school administrators, other school employees, other students, or other persons must report the problem to the principal, other staff member(s) designated to receive such complaints, or the Title IX Coordinator at Kanawha County Schools (KCS) 304-348-6603. If the complaint involves the principal, the student may report the problem directly to the KCS superintendent 304-348-7732.

Investigation/Sexual Harassment: All complaints will be promptly and thoroughly investigated. A written report of the investigation and its findings will be prepared and submitted to the Title IX Coordinator. Absent exceptional circumstances, the investigation shall be completed and a report submitted within ten (10) school days. Complaints involving sexual harassment of a student by an employee must be reported immediately to the superintendent. The privacy of the complaining student and the persons accused of sexual harassment will be kept strictly confidential to the extent permitted by law, as will all reports, documents, statements, and other information generated by the investigation. Ben Franklin Career Center.

### **SMOKING/TOBACCO POLICY**

Ben Franklin Career Center (BFCC) follows the policy established by the Kanawha County Board of Education regarding the use of all types of tobacco products. Policy is located at <https://kcs.kana.k12.wv.us/Document/109>. Summarized parts of the policy that impact adult students are as follows:

1. Adult students are prohibited from distributing or using any type of tobacco and/or nicotine product, including but not limited to smokeless tobacco and e-cigarettes, while on school property.
2. Adult students carrying tobacco/nicotine products will be required to keep them out of sight while on school property.
3. Adult students may leave school property during breaks and lunch period in order to use these products, but must be back in their classroom at the end of the break or lunch period. Lateness because of taking a smoking break is not acceptable and will be considered as unexcused.
4. Adult students cannot, under any circumstances, give tobacco/nicotine products to secondary students, encourage them to use these products, or use such items in the company of secondary students. Adult students may use tobacco products only with other adults or by themselves.

Students must cross the street to be off of school property. The sidewalk is considered part of the property of Kanawha County Schools. Violators of this policy will be referred to the principal and could be suspended. Repetitive violations may be cause for dismissal from a program.

### **WEAPONS AND/OR EXPLOSIVE DEVICE POLICY**

Ben Franklin Career Center (BFCC) follows the Kanawha County Board of Education Policy Series 22.00 regarding weapons and/or explosive devices.

A student shall not supply, possess, handle, use, threaten to use, or transmit any weapon or any other tool or instrument capable of inflicting bodily injury as a weapon on any school property. The terms “weapons”, “tools”, or “instruments” shall include by way of illustration, but are not limited to, the following items: any loaded or unloaded firearm (e.g., pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, stun-gun, pellet gun, or BB gun, look like firearms, etc.); any knife (e.g., straight, regular, retractable, etc.); any martial arts device (e.g., Chinese star, nunchaku, dart, etc.); any defensive device (e.g., gas repellent, mace, stun-gun, chemical sprays, etc.); or any tool or instrument which BFCC staff could reasonably conclude as being a violation of the intent of this offense section, which by way

of illustration, shall include, but is not limited to blackjacks, chains, clubs, metal/brass or any artificial knuckles, nightsticks, rings, pipes, studded or pointed bracelets, ax handles, etc.

A student shall not supply, possess, handle, use, threaten to use, or transmit any explosive device or item that ejects or releases a spray, foam, gas, spark, fire, smoke, odor, etc. on any school property. By way of illustration, such devices or items shall include, but are not limited to, bullets, ammunition of any type, fireworks of any type and size, smoke bombs, stink bombs, any type of homemade bombs, or items which by virtue of its shape or design give the appearance of any of the explosive devices, detonators, etc.)

A student is deemed to be in possession of an illegal and/or banned item(s) under this section when such item(s) is found on the person of the student, in his/her possession, in his/her locker, in a student's vehicle on school property or in any vehicle a student brought on school property or on property being used by the school, at any school function or activity or any school event held away from the school.

Any violation of this Policy that may constitute a violation of state and/or federal criminal statutes shall be prosecuted.

The use, possession or transmittal on school property or at any school function or activity of non-facsimile water pistols or matches, is not permitted. However, if such water pistol or matches are not used offensively, then the penalty for violation of this rule shall range from a conference with the student, three-day suspension or cessation from the program.

An adult student in violation of the Kanawha County Board of Education Weapons and/or Explosive Device Policy will be terminated.

#### **PLANS, POLICIES, PROCESSES, AND PROCEDURES NOTICE**

All of Ben Franklin Career Center's Plans, Policies, Processes, Procedures, and Programs are available for review and comment on the school website @

[https://bf.kana.k12.wv.us/adult\\_students/plans\\_policies\\_processes\\_procedures\\_programs](https://bf.kana.k12.wv.us/adult_students/plans_policies_processes_procedures_programs).

These items are also available in the main office. Any comments or suggestions regarding these items may be submitted to your program instructor or the school administration.

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