



# Adult Student Handbook

2020-2021

Amended July 2020

**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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[benfranklinctc.weebly.com](http://benfranklinctc.weebly.com)

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

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'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 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 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 in today's global workforce. We encourage students to understand that pride comes not necessarily from the type of job one has, but from the type of work he/she does and the service he/she renders.

## **MISSION STATEMENT**

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

## **VISION 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 skill levels;
2. The training will be based on hands-on activities with a support program in basic skills, technology, personal development, and job-seeking skills;
3. The quality of the training program will enable students to gain an entry level position in their field anywhere in the world;
4. The program will provide on the job training, school business opportunities, apprenticeships, internships or clinical experiences to students who meet program requirements;
5. Students will be expected to exhibit a strong work ethic and contribute to society in the training program through community service projects and other similar activities;
6. The school and local businesses will unite to provide a quality program for the students;
7. Ben Franklin Instructors will continue to train in their field of expertise ensuring students have the most current skills training available in their chosen career path.

## **ACCREDITATION AND CERTIFICATION**

Ben Franklin 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.

## **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, 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 representatives to assist you in this process.

## **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/SCHOOL WIDE ADVISORY AND PROGRAM ADVISORY COUNCILS**

The Local School Improvement Council/School Wide Advisory and Program Advisory Councils 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 various advisory councils to help give direction to program development and modernization. Through this mechanism 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/School Wide Advisory (LSIC).

## **PROGRAMS OF STUDY COURSE DESCRIPTIONS**

### **ADULT ONLY PROGRAMS**

#### **ELECTRICAL TECHNICIAN** **(1350 Hour Program)**

The underlying principles of electricity will be taught in this class. Students will learn basic principles of grounding outlets and switch boxes, wiring, voltage, branch circuits, and service. Students will read blueprints according to local and national codes. Troubleshooting and real work experience will be a major part of the program. This program will conclude with students taking the Fire Marshall's Electrical Journeyman's Exam. It is an eleven-month program (beginning July and ending in June). Class hours are from 8:00AM to 2:30PM Monday through Friday.

The program is designed to allow students to learn and practice the necessary skills required to begin an electrical career. The following topics are covered in this course: Basic DC & AC Theory, Ohm's Law Calculations, Residential Wiring, Commercial Wiring, Electrical Prints, Motor Circuits and Control Variable Frequency Drives, Programmable Logic, Controllers, and emphasis in regards to the National Electrical Code. Upon completion, students will have met the Fire Marshal's Office requirements for eligibility to take the Journeyman's License Examination, and will have obtained enough knowledge/experience to begin an electrical career at the entry level.

The Electrical Technology program competencies essential to success in the program occupation are as follows:

- Introduction of Safety/NCCER
- NCCER course curriculum
- Introduction to power and hand tools
- Blueprint readings
- Electrical code reference manuals
- Programmatic Logic Controllers (PLC) software and simulators
- Voltage drop analysis

Students are regularly placed in small groups that simulate (as much as possible) a potential employers work crew. Each group will be expected to perform as they would in an actual work place environment. This includes proper attire, attendance, attitude, and ultimately performance.

Students participate in all required state mandated safety drills such as fire and lockdown procedures. Emergency and crisis response information is posted in classrooms and the main office and are reviewed with every student when school begins.

The classroom is comprised of multiple types of electrical equipment. Students are exposed to electrical testing equipment such as thermal imagers, meters, and lab volt training modules (motor controls). They are also acclimated to the use of equipment and materials such as hand benders, power/hand tools, and basic electrical supplies (circuit breakers, electrical panels, copper wiring) necessary for appropriate skill development.

Along with the WVDE state standards the program of instruction follows the natural chronology laid out by the NCCER curriculum, with a concurrent focus on a study of the National Electric Code manual (NEC). Lesson plans, unit plans, and the course outline/syllabus reflects the use of these standards and curriculum.

### **SURGICAL TECHNOLOGY** **(1350 Hour Program)**

The program offers skills training critical for employment as an entry-level surgical technologist. Competencies are set by WVDE, KCS and COE. This is an 11-month program (beginning July and ending in June). Class hours are from 8:00AM to 2:30PM Monday through Friday.

Surgical technologists are responsible for set up and passing of instruments and supplies during the pre-operative, intra-operative and post-operative phases of a surgical procedure.

Their primary roles include creation of and maintenance of the sterile field. They must have a solid foundation of medical terminology, human anatomy, physiology, microbiology, pharmacology and a clear and applicable understanding of the surgical procedure being performed. This specialized skills training is accomplished in the classroom through a variety of instructional modalities that include lecture, textbook work, lab instruction, use of industry specific equipment and technology, hands-on lab practice and a clinical practicum.

Training includes the following skills development with demonstration in a clinical rotation:

- Set up a sterile field and operating room table with the proper instruments, equipment, supplies and any medication or solutions needed for the surgical procedure
- Assist in draping the sterile field and surgical prep
- Help surgeon and assistants with their gowns and gloves to maintain sterile environment
- Maintain the strictest standards of sterile technique during surgery
- Prepare and set up specialty equipment and instrumentation
- Pass instruments, supplies and equipment to the surgeon
- Prepare and assist with sterile dressings
- Prepare and pass patient specimens to maintain integrity of the specimen
- Perform counts with the circulating surgical technologist before the start of surgery, prior to the incision and prior to closure



- Identify breaks in sterile procedure by others and make corrections
- Prepare all instruments for transfer to the Central Sterile Department for sterilization
- Assists other team members with terminal cleaning of the operating room and preps for next patient
- Identify breaks in sterile technique and implement corrective action to prevent patient harm

Students participate in all required state mandated safety drills, namely fire and lockdown procedures. Emergency and crisis response information is posted in the surgical technology classroom and lab and also in the main office. This information, in its entirety, is covered as part of the new class orientation and is reviewed with students periodically during the program year.

The classroom and clinical lab are comprised of the surgical equipment, instrumentation and supplies students will use in the field. Students learn to operate all equipment and instrumentation as well as proper use in direct patient care. Students learn and practice critical skills applicable for use in the operating room and also the skills needed for calculation of medicines, fluids and proper positioning of patients.

Instruction is differential and includes group/team learning activities. Students are expected to perform tasks as they would be in an actual work place environment. Additional skills cover employability skills such as attendance, proper attire, diversity, professionalism, communication, collaboration, critical thinking, application of sterile technique and asepsis. Students are required to demonstrate use and care for expensive equipment, instrumentation, surgical supplies and to maintain strict adherence to all safety regulations including Standard and Universal Precautions.

### **Surgical Technology Safety:**

All safety regulations associated with the instrumentation and safe use of all chemicals, for terminal disinfection, are employed. Students must demonstrate applicable knowledge of proper body mechanics, use of Personal Protective Equipment and safety precautions regarding lasers, electricity, xray use and patient safety.

Along with the WVDE state standards the program of instruction follows the stipulations set forth in accreditation standards and by COE. Lesson plans, unit plans, and the course outline/syllabus reflects the use of these standards and curriculum. Certification is available to those students who meet the requirements established by accreditation agencies.

## **WELDING**

### **(1350 Hour Program)**

Students learn gas arc welding, gas cutting of metals, and welding of aluminum. Students also learn to weld from flat, horizontal, vertical and overhead positions. Students will learn the type of joint to make in light, medium and heavy gauge metals. Course work will

include thermal cutting, gas metal and gas tungsten arc welding, shielding metal arc welding, blueprint reading, and metallurgy. This is an 11-month program (beginning July and ending in June). Class hours are from 8:00AM to 2:30PM Monday through Friday.

The Welding program at BFCC prepares individuals to apply technical knowledge and skills as it relates to joining or cutting metal surfaces. The focus of instruction involves arc and resistance welding, brazing and soldering, cutting, solid state welding, ferrous and non-ferrous materials, oxidation-reduction reactions, welding metallurgy, welding processes, structural design, safety, and applicable welding codes and standards. The program takes place in a comprehensive classroom with state-of-the-art welding materials associated in the welding lab. It is designed to teach the practical applications and theory related to the welding trade.

The program covers the fundamentals of welding and its processes that are used to fabricate metal. All students receive instruction in safety, mathematics, gas, arc, flux-core, and GMAW (Gas Metal Arc-referred to as MIG) and GTAW (Gas Tungsten Arc Welding-referred to as TIG) welding. Along with blueprint reading and welding terminology, students are acclimated to a grinder, drill, plasma arc cutter, burning torch, arc welder, and all equipment associated with the welding trade.

The purpose of the Welding Technology program is to provide students with the entry-level skills for initial employment in the welding industry and is congruent with the school's mission. The welding objectives are specific and are revised, as needed, per current industry standards. Advisory council minutes reflect that the program meets the occupational training needs of the students enrolled here at BFCC.

The program involves academics, technical skills, safety and the work habits, a necessary requirement for this industry's environment. The Welding program is serving the community by providing skilled workers who are ready to work in a profession that is in demand, and enrollment has been at capacity for the past several years.

The Welding Technology program includes the following: introduction to construction and maintenance/safety, welding safety, blueprint reading, reading welding symbols, Oxy-acetylene cutting, welding, and brazing. Metal preparations include: weld quality; SMAW (Shielded Metal Arc Welding or Stick Welding); SMAW equipment and setup; SMAW electrodes and selection; SMAW groove welds with backing; SMAW open V-groove welds; SMAW open-root pipe welds; SMAW vertical welding; Plasma arc cutting; Basic GTAW (Gas Tungsten Arc Welding, referred to as TIG); Basic GMAW (Gas Metal Arc Welding, also called MIG). Theory of welding and machine operation and introduction to pipe welding is also emphasized.

Students' comprehension and knowledge of course content is evaluated and measured through written exams and quizzes based upon the program objectives. The instructor also evaluates student competencies through verbal interaction and observation. Additionally, they demonstrate practical skill through hands-on activities which is also evaluated by the program instructor.

The completing student will have the opportunity to go directly into the work force, take

up to 10 WV State welding certification test, take the AWS Level One Certification test, be listed on a national registry by The American Welding Society, and earn up to thirteen Certificates equaling 120 CEU's from [www.awslearning.org](http://www.awslearning.org).

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

BFCC evening education is self-supporting and strives to meet and promote community interests. The adult education department provides adults the opportunity 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. The department also provides 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 BASIC EDUCATION/ESL PROGRAMS**

An Adult Basic Education (ABE) program is designed to meet the academic needs of enrolled adult students from the nonreader through twelfth grade. Programs and individual lessons in English, reading and mathematics, job readiness skills and employment preparation are available with the coordination of the ABE instructor and the technical instructor to help students with the academic needs in their technical programs. Similar support is available for a foreign-born student who is in need of learning English as a Second Language (ESL) program. If you are in need of these services, talk with your instructor and/or the adult counselor about your needs and contact Garnet Career Center for assistance. Garnet is Kanawha County Schools' base for these services. It is located at 422 Dickinson Street, Charleston WV. Call (304) 348-6195 for additional information.

### **SERVICES FOR STUDENTS WITH EXCEPTIONALITIES**

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 at described below 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 eighteen (18) years old prior to start of the program,
- 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,
  - GED or TASC Certificate
- Provide copy of valid driver's license or government issued identification,
- Pay \$25.00 non-refundable application fee,
- Successfully complete the TABE (Test of Adult Basic Education) entrance exam at BFCC, score the minimum required grade level equivalent for the requested program of study, and
- 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 FAFSA (Free Application for Federal Student Aid) @ [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.

### **2020-21 TUITION AND FEE COSTS FOR ADULT PROGRAMS**

	<b><u>ELECTRICAL TECHNOLOGY</u></b>	<b><u>SURGICAL TECHNOLOGY</u></b>	<b><u>WELDING TECHNOLOGY</u></b>
TOTAL CLOCK HOURS	1350	1350	1350
	(45 Weeks)	(45 Weeks)	(45 Weeks)
<b><u>PROGRAM COSTS:</u></b>			
TUITION	\$ 3713.00	\$ 3713.00	\$ 3713.00
BOOKS	\$ 415.00	\$ 850.00	\$ 359.00
LAB FEE	\$ 623.00	\$ 2055.00	\$ 2165.00
SUPPLIES	\$ 600.00	\$ 260.00	\$ 769.00
TESTING CERTIFICATION(S)	\$ 25.00	--	\$ 45.00
DRUG TESTING/ BACKGROUND 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 COST OF STUDY:</u></b>	\$ 5486.00	\$ 7003.00	\$ 7161.00

**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 are not limited to) physicals, tools, uniforms, shoes/boots, certification test fee(s), CPR test fee, and other educational expenses not included above. 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. A payment schedule will 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.

### **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 Pell Grant Program, Work Force Opportunity Investment Act (WIOA), WV HEAPS, and WV HEAPS Workforce Funds, Veterans Affairs (VA), and various other programs through DHHR, VRS, Unemployment, and Workers Compensation. (BFCC **does not** participate in any Federal or other Student Loan Programs.)

Detailed information concerning Federal Title IV assistance (Federal Pell Grant) may be found in the Federal Student guide. Information may 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 Administrator & the Financial Aid Specialist. Federal regulations require that an applicant have earned a high school diploma/GED/TASC certificate and that it be on file at the institution before funds can be disbursed.

Prospective students interested in Work Force Investment Act (WIOA) funding must be certified as eligible by the State 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 to start the process for actually being approved for assistance. Verification of financial aid eligibility needs to be established prior to the start of classes. Failure to return specified documentation by specified date and/or the beginning of the school term may result in loss of seat in the class for the term.

Students remain eligible for their financial assistance programs so long as there is no change in their student status, which would 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.

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

Scholarship for one half tuition per enrollment period, for KCS employees or their direct dependents. Dependents must be claimed on 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 the 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)

1. Application and Registration fees are non-refundable items.
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. (i.e., books, equipment, test, certification, other fees, uniform rental, supplies and electronic devices)
3. Tuition and lab fees are charged by "period of enrollment". The "Periods of Enrollment" for BFCC courses are one half of the course hours\*\*.
4. Tuition and lab fees will be adjusted on a percentage basis, based upon the scheduled number of course hours in the period of enrollment between the student's start date and last date of attendance as follows\*\*\*:

<b>WITHDRAWAL DATE (last day of attendance)</b>	<b>TUITION REFUND</b>	<b>LAB REFUND</b>
Before 1 <sup>st</sup> Day of Class	100%	100%
On or Before 10% of the Enrollment Period	75%	75%
From 10.01% to 25% of the Enrollment Period	50%	50%
After 25.01% of the Enrollment Period	0%	0%

5. In the event there is a tuition and lab fee refund due from the school in excess of the school's liability to the Federal Pell Grant Program, such a refund will be applied toward the satisfaction of a student's Federal Pell Grant liability, and then other sources of aid, before refunding directly to a student.

Students receiving Federal Pell Grant AND WV HEAPS/Workforce Development 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 return of unearned Pell Grant and HEAPS Workforce Development Grant resulting in a balance due to the school.

\*\* The period of enrollment for students who withdraw from class and subsequently re-enter the program with credit will be the number of contracted hours.

\*\*\*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.

### **BFCC RETURN OF FEDERAL FUND POLICY CONSIDERATIONS** **(FEDERAL PELL GRANT/WV HEAPS/WFD)**

October 2014

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 (i.e., 270 hours of a 450-hour payment

period.) WV Higher Education Policy Commission has decreed that this same formula shall apply to the WV HEAPS/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 WV HEAPS/WFD 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 WV HEAPS/WFD disbursement. This is a separate calculation from the BFCC 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 (270 hours of a 450-hour payment period), there is no return of Title IV (Federal Pell Grant) or WV HEAPS/WFD funds. Prior to completion of 60% of the payment period, the amount of Federal Pell Grant and WV HEAPS/WFD 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 U.S. 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 WV HEAPS/WFD funds. The institution's share of the amount to be returned is calculated by multiplying the institutional charges (registration, application, entrance test, lab fees and tuition) 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.

Should the Return of Federal Funds calculation show 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 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 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. It is not necessary to “accumulate” them monthly. However, the 90% is an ongoing cumulative requirement.

Students in all programs must make up the work missed. The instructor will allow students one day for each day absent to complete make up work. For example, if a student has missed three days of class, he/she will have three days after returning to school to complete all make up assignments. It is the student’s responsibility to ask the teacher for makeup assignments.

Accreditation or licensing standards require that students be in attendance for a certain number of hours. In these courses, students are required to make up the hours absent as well as the work missed.

Students who are not in attendance 90 percent of their course hours will automatically be placed on probation. Any additional time missed will subject the student to possible termination from the school. Financial aid cannot be disbursed if a student has attendance issues.

### **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 record and for purpose of reporting:

<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 a "C" Average
- Maintain satisfactory attendance (required to ensure clock hours are attained) for the student's chosen program of study.
- Complete 135 clock hours during each program of study course.

Each student's progress (grades and attendance) will be reviewed at the end of every nine-week grading period to determine satisfactory progress. The Financial Aid Office will also review these items to determine 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; 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 shall be terminated from their course of study per each program's policies. Students may 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 earned a "C" grade or better.

Students electing to withdraw either temporarily or permanently must:

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

### **TRANSFER OF CREDITS POLICY**

Students who attend BFCC are not allowed to transfer between programs within the institution during the course of the school year.

If students can show documentation regarding credit earned from another accredited institution, Ben Franklin, with the recommendation of the instructor, may allow credit earned for enrollment during the school year based upon their skill and knowledge levels. However, it is the recommendation of the school counselor to encourage the students to

retake the courses if they desire to start at the beginning of the school year.

Transfer of Credits Policy is as follows:

- The student must have transferred from an accredited institution
- The student must show proof (transcript) of at least a “B” or higher or a numerical grade of 80% or higher
- The student must show proof of clock hours earned
- Upon the discretion of the instructor, the student must display an acceptable skill level at the time of the transfer.
- The course curricula must be similar to the school from which the student is transferring.
- The student needs to understand that the letter grade and/or the numerical grade upon transferring will be part of the student’s permanent record at Ben Franklin Career Center

*Please be advised that although a credit may be accepted from another institution, program tuition will not be pro-rated for any course credit transferred.*

**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 reschedule 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.

It is a violation of the policy of Kanawha County Schools 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, WIA, 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 test 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 will attend club activities when they are scheduled during the school day. Club activities are as important to training as classroom activities and attendance

### **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 payments paid -in-full before being released to OJT.
- Students must meet the attendance requirement of 11 or fewer days absent total before being placed on OJT.
- Students must have insurance coverage. Proof of insurance must be submitted to the placement counselor.
- All students must enter a training contract with the adult education coordinator, instructor and employer.

## **PROGRAM CERTIFICATION**

Certification for adult students is based on the following criteria:

- Students cannot be indebted to the school,
- Student has successfully completed their entire program course of study,
- Student has a grade of "C" or better for each semester of attendance,
- Student met all attendance requirements,
- Student has passed any state skills test for their particular training area with a

minimum average score of seventy percent (70%). \*Medical Programs require an 80% score,

- Student successfully completed any required end of course test with a minimum of 15% of final grade,
- Student has completed any “program specific” end of course tests related to state and/or national certification. Passing these tests and having minimum classroom score or on the job training hours may be necessary in order to receive a certification.

### **JOB PLACEMENT**

*Ben Franklin Career Center staff, Administration, Instructors and Advisory Board Members work with local business and industry professionals to encourage employment opportunities for our student graduates. The Adult Education Director shares job postings and opportunities submitted to the Financial Aid Office from employers and industry partners with instructors and on the BFCC website.*

### **STUDENT RECORDS/TRANSCRIPT REQUESTS**

Ben Franklin follows the federally mandated Family Education Rights Privacy Act (FERPA) regulations with regard to the release of any student information. Students must provide a written signed request before any records will be released. Please note that transcripts and certificates may not have been kept for all courses; therefore, there is no guarantee that either one can be provided. To request a transcript of academic records a student must:

- Complete a Transcript Request Form. Forms are available on our 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.
- The completed Transcript Request can be brought in or mailed to: Ben Franklin Career Center, 500 28<sup>th</sup> Street, Dunbar, WV 25064.
- There is 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.
- Students may pick up the transcript in person or direct us to mail it to a specific institution or individual. It will take between 5 to 10 working business days from receipt of the signed request form and payment for processing.

### **GUIDANCE AND COUNSELING SERVICES**

The Adult Education 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/#/institution/search>. Students may review details of crime reported at the BFCC campus by typing in Ben Franklin Career Center.

### **GAINFUL EMPLOYMENT DATA**

(July 1, 2019)

On July 1, 2019, the US Department of Education rescinded all gainful employment (GE) regulations and authorized early implementation by all schools. Ben Franklin Career Center has elected to participate in the early implementation option as outlined in regulations and pursuant to Dear Colleague letter #122.

### **MISCELLANEOUS INFORMATION**

#### **Audio Equipment:**

Radios, mp3 players, and other audio equipment, which does 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 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 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 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 the staff, KCS maintenance vehicles, or handicapped students

with state approved handicap stickers.

**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 adult 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 will be 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 3 tardy occurrences in a grading period equals one absence.
4. Repeated tardiness will result in referral to the Adult/Financial Aid Counselor or Principal for a conference and/or possible disciplinary action to include 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 will result in disciplinary action.
7. Upon completing its review of a case involving excessive absenteeism/tardiness the committee/administrator may suspend or expel any student in violation of the policy, require documentation or may establish an attendance contract for any student 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 attendance/tardy problems have been resolved. The attendance committee, at its discretion, may choose to consult with the Program Instructor before making a final decision regarding the readmission.
9. The attendance committee reserves the right to grant or reject any readmission request. If readmission is granted, the committee has the right to establish any reasonable contact 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 dropped for the remainder of the school year.

*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 and course syllabus. However, permitted use of such device **must** not disrupt classes. 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 attached 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 reschedule 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.

### **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



LOWER LEVEL "A"

BEN FRANKLIN CAREER  
& TECHNICAL EDUCATION CENTER



## **GRIEVANCE PROCEDURES**

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

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

## **TITLE IX GRIEVANCE PROCEDURE NOTIFICATION**

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

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

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

Unresolved grievances can be addressed to the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA. 770-396-3878 or 800-917-2081.

## **HEALTH AND SAFETY PLAN**

The health and safety of students, faculty, staff, and guest is always a priority. The educational process may only occur in a place that is safe and comfortable for all stakeholders. In order to accomplish the school's educational mission and successfully achieve the goals outlined in the strategic plan, the school must constantly strive to be a

healthy and safe environment for learning.

### **Goals and Objectives**

From the roof to the sidewalk, safety and health is a prioritized goal and objective that the school strives to maintain at the physical plant. Beginning with program orientation and handbook overview, the teachers address classroom and equipment safety. Each program includes required safety lessons, and instruction on safe operation of equipment is built into educational experience. Each school employee also completes online safety staff development provided and required by the County. Each staff member has 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 drills are practiced as required. Each manual also has floor plans with emergency exit procedures. A monthly inspection of the building is conducted and a Safety Committee meeting is held each month, with minutes submitted to the County Safety Director. Emergency exit routes are posted throughout the building. Always bearing the goals in mind, the school body continuously monitors the facility and remains vigilant of any possible threats to health and safety. Stakeholders concerns are taken seriously and actions are taken for corrections as needed.

### **Activities to Achieve the Objectives:**

1. Monthly fire drills are conducted. Drill evaluation information is posted in the main office. The Fire Marshall makes unscheduled and unannounced visits and prepares a report for the county.
2. A County shelter-in-place is required and conducted in the fall of each school year. A summary is submitted to the County Safety Director.
3. A lock-down is performed under the observation of a Kanawha County Sherriff. Comments for improvement are made and shared by the administrator with the staff.
4. Members of the safety committee perform monthly facility inspections. Any findings are discussed and properly addressed.
5. Title IX postings are required by the County and placed throughout the school defining harassment and advising any in need of the steps available to address Title IX concerns. The school also has two trained Title IX Representatives available to speak with anyone who has a complaint.
6. The school handbook includes Kanawha County Schools' policies on behaviors including bullying and insubordination. Students are made aware of all policies and of the high expectation of the school for professional and proper conduct.
7. Proper procedure in case of any accident involving injury is explained to students and followed by staff.

### **Personnel Responsible for Overseeing Plan:**

All staff members are required to complete on-line safety staff development annually. Staff discussions are held collecting concerns and determining actions needed for the school to achieve goals in safety and health for all stakeholders of the school. Faculty

feedback is valued and the team approach creates a cohesive effort. Concerns are also solicited from Advisory Council, and responses are shared. Monthly safety meetings are utilized as a method of keeping safety and health at the forefront of the staff, and it is used as a continuous method of maintaining a high-quality environment for students and staff. An issue that cannot be addressed by school personnel is reported to County maintenance for prompt response and repair.

Students are also encouraged and expected to report any health or safety concerns. They are encouraged to take ownership of the school and be a part of its success.

#### **Review, Evaluation and Revision of the Plan and Timeline:**

Each month the school safety committee reviews the inspection sheets and any accident reports received. Discussion is held to determine if current actions and procedures in place remain effective, or if change is needed.

The committee recommends any changes considered, and these proposals are discussed at staff meetings. With the administration, changes are then incorporated. At the opening staff meeting for each fiscal year, any changes to school safety policy are discussed and any information students may need to remain current is dispersed by teachers.

To ensure safety, inspections are conducted by outside sources as well to provide an unbiased evaluation and assignment of needed changes and updates. This list includes but is not limited to the following:

Fire Marshall - Annually

Alarm Equipment - Annually

Fire Extinguishers – Annually

Elevator-by Oracle Annually

General Building – by AON – Every Two Years

Pest Control – by Mountaineer Termite and Pest, INC – Monthly

#### **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 on the next three pages:

**KANAWHA COUNTY SCHOOLS INTERNET & TELECOMMUNICATIONS ACCESS ACCEPTABLE  
USE AGREEMENT FOR ADULT/SECONDARY STUDENTS**

**KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION PAGE: 11  
TELECOMMUNICATIONS NETWORK ACCESS SERIES: J33A REFERENCE: STATE BOARD  
POLICY 2460 ISSUED: 07.24.1995 REVISED 07.01.2004; 07.01.2007; 06.21.1012; 09.20.2018  
REVISIONS NUMBER: 4**

**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 electronic devices, 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(s), 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, cyberbullying, or unacceptable purpose;
- If given permission to use email at school, I will only use the West Virginia Department of Education @stu.k12.wv.us account email address. I understand that I am NOT to use my personal email account (i.e. Gmail, AOL, Hotmail, etc.) at school or on my school issued device;
- 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, parent or guardian (which applicable) 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/Repository/series-j-students/1>

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 I 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, username 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 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:** \_\_\_\_\_

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

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

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Grade:** Adult Student **Student WVEIS number:** \_\_\_\_\_

**SCHOOL INTERNET WEB SITE STUDENT INFORMATION** I hereby give permission to use the following information on the school and/or district web sites (initial that you approve):

_____ <b>Student's first name</b>	_____ <b>Student's photo</b>
_____ <b>Student's last name</b>	_____ <b>Student in group photo</b>

**\*Vocational students not currently enrolled in a KCS secondary school are not required to obtain parent signature if they are 18 years or over.**

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

### **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 repellant, 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.



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