



500 28<sup>TH</sup> Street  
Dunbar, WV 25064  
Ph: (304) 766-0369  
Fax: (304) 766-0371  
Website: [bf.kana.k12.wv.us/home](http://bf.kana.k12.wv.us/home)

## **EFFECTIVENESS OF STUDENT SERVICES PLAN:**

COE Standard 10

Updated: October 2021/DPW

### **GOALS/OBJECTIVES:**

Ben Franklin Career Center is dedicated to providing effective services that promote and assist in student success. All students are treated equally and given the opportunity to voice their opinions regarding the quality of services via entrance and exit surveys. Advisory members and industry partners are asked to provide input as to student needs. Community and staff input is also encouraged. Our goal is to improve the delivery of student services each year; and, to uphold the training of today's students and prepare them for tomorrow's industry needs.

### **COORDINATION OF STUDENT SERVICES:**

Our adult education team (principal, assistant principal, financial aid/adult programs counselor, and instructors) share responsibilities in the delivery of student services. These services include, but are not limited to:

- Application and registration assistance
- Entrance testing and interview processing
- Financial aid application, processing, and determination of eligibility status
- Self-payment arrangements and payment reminder notices
- Intervention and monitoring of academic progress
- Orientation to and awareness of available services
- Media and technology orientation and assistance
- On-site job simulation and actual on-site skills training
- Employability skill development lessons
- Job placement and information services
- Work-based learning opportunities
- Student counseling

### **COUNSELING OF STUDENTS:**

The adult education team oversees all student services, which include admissions, career advisement, financial aid, and student support services. A full-time adult counselor is available to assist students with their academic, social/emotional, and career needs.

#### PLAN EVALUATION AND AVAILABILITY:

The Effectiveness of Student Services Plan is reviewed and updated (if needed) annually based on survey input from both students and instructors. Survey results are shared with faculty and staff by the assistant principal via email.

The Effectiveness of Student Services Plan is available to all faculty, staff and students on the school website. It is also accessible in our main office.