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**Ben Franklin Career Center**

***Adult Student Handbook***

**2018-2019**

***Amended June 18, 2018***

**Accredited by:**

**Council on Occupational Education**

**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**

​BFCC

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

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

**You have taken the first steps toward a rewarding educational experience.**

**Our career training programs are recognized by employers and higher educational institutions for our skills training instruction, provided by Instructors who are leaders in their fields.**

**The Adult Student Handbook is designed to provide information regarding our instructional and administrative procedures. Additionally, you will find pertinent information regarding financial aid policies and procedures, to include specific refund policies. Ben Franklin school policies and procedures ensure 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 M Stowers**

Jennifer M Stowers

**Principal**

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**PHILOSOPHY OF BEN FRANKLIN**

**CAREER CENTER**

It is the responsibility of Ben Franklin Career Center to meet the needs of adult students who are interested in developing skills, knowledge, and 21st Century competencies to be competitive in today’s global workforce

## MISSION STATEMENT

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

## VISION

The staff members at Ben FranklinCareer 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

**LOCAL SCHOOL IMPROVEMENT COUNCIL/SCHOOL WIDE ADVISORY**

**AND 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).

**DISCRIMINATION POLICY**

NOTICE OF NONDISCRIMINATION

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 District 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: 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 348-1366. These persons 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, the Kanawha County Board of Education does 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 Jeane Ann Herscher, Title IX coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV, 25311-2119, phone 348-1379: to Jim Mullins, 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 Jeane Ann Hersher, Title IX Coordinator, or Carol Hamric, 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, Jean Ann Herscher. 200 Elizabeth Street, Charleston, WV, 25311-2119, Phone: 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 representatives are Jessica Campbell and Christopher Kennedy.

## GREIVANCE 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

**TUITION COST FOR ADULT/BLENDED PROGRAMS**

Ben Franklin Career Center offers a variety of adult programs for adults-only but we also offer programs that are blended with secondary students.

The tuition and fees required for these courses are determined by required program hours and include clock hours.

Adults who request acceptance to any of the blended classes, and are accepted in a blended program, are required to meet the same criteria mandated for acceptance into the adult-only programs, with regard to tuition costs and fees. The following is a list of tuition costs for classes at Ben Franklin Career Center, for the program year. Complete program costs are available on the school website at [www.benfranklinctc.weebly.com](http://www.benfranklinctc.weebly.com) .

Questions or concerns regarding tuition or fees should be directed to the Financial Aid Coordinator. Please be aware program tuition is determined by Kanawha County Schools and is non-negotiable.

Postsecondary Programs/45 weeks-1350 Clock hours Tuition

Electrical Technician

Heavy Equipment Operations and Preventative Maintenance $3713.00

HVAC Technician

Surgical Technology

Welding

Blended Program/36 weeks-1080 Clock hours $2970.00

Diesel Technology

**FINANCIAL AID**

Ben Franklin Career Center (BFCC) is eligible to participate in financial aid programs. Students or prospective students who need financial assistance may apply for aid upon qualification through the following programs: Federal Pell Grant Program (FAFSA), Work Force Opportunity Investment Act (WIOA), WV HEAPS and WV HEAPS WorkForce Funds or Veterans Affairs (VA) and various other programs through DHHR, VRS, Unemployment, and Workers Compensation.

Ben Franklin Career Center does not participate in Federal 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. Prospective students interested in Work Force Investment Act 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. 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 $9,000 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 ½ 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. 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. (Ie, books\*, equipment, test, certification and 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 as follows:

Courses UNDER 900 hours in length, the course hours.\*\*

Courses OVER 900 hours in length, ½ 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:\*\*\*

A. Students who do NOT begin class will NOT be charged for tuition or lab fees. Any registration fees paid PRIOR to beginning class are NOT refundable.

B. If a student withdraws from school after beginning classes but prior to completion of:

1. The end of the 2nd week, no tuition or lab fee will be charged;

2. After the end of the 2nd week through 10% of the enrollment period, 25% of the tuition and lab fee for the enrollment period will be charged;

3. From 10.01% through 40% of the enrollment period, 50% of the tuition and lab fee for the enrollment period will be charged; and

4. After completion of 40% of the enrollment period, the student will be charged for the full tuition and lab fee for the enrollment period.

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.

**Courses UNDER 500 hours in length are to be paid in full upon start, and there is NO REFUND of Tuition, Fees, Books OR Supplies.**

BEN FRANKLIN CAREER CENTER 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.

**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 days, and breaks for Thanksgiving, Christmas, and Easter seasons.

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

**ATTENDANCE AND TARDY POLICY**

Attendance and timeliness are critical factors for success in all the adult programs at Ben Franklin Career Center. Employers consider these to be mandatory skill sets and they are a major consideration for employers when hiring prospective workers. For this reasons all students are expected to comply with established attendance/tardy policies. Absenteeism and tardiness are also monitored as 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 every day. Unless a particular curricula requires a more stringent policy, such as 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 six hours, then six 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 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 put 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 problems.

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 a meeting with their case worker at the DHHR, Veteran’s Administration, or Financial Aid advisor.

## 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.*

**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 to parents:

|  |  |  |  |
| --- | --- | --- | --- |
| **Letter** | **Graded Marks** | **Percentage** | **Credit** |
| A | 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  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**

Satisfactory academic progress at Ben Franklin Career Center requires the following:

* Maintain a “C” Average
* Maintain satisfactory attendance (refer to adult attendance policy)

Each student’s progress (grades and attendance) will be reviewed at the close of the student’s payment period. The Financial Aid Office will review the sum total of these when determining satisfactory progress prior to Title IV Aid disbursement. The exception of this review will be the review of time frame criteria; this will be reviewed upon the student’s completion of a program, or every six months, whichever comes first.

If a student fails to maintain academic progress, he/she will be placed on financial aid probation. A warning form outlining the student’s deficiencies and completion criteria will be completed. The form will be signed by the student and a school official. Students on warning status shall be deemed to be maintaining satisfactory academic progress and shall be eligible for financial aid during the warning period, but they generally shall not receive any financial aid refunds until he terms of their warning have been met. Students who fail to meet the terms of their warning shall be terminated from their course of study per each department’s policies.

A student may withdraw from school either temporarily or permanently. A student may be readmitted provided he/she was maintaining satisfactory academic progress at the time of his or her withdrawal. Upon reenrollment, the student will be granted credit for completed course work for which he/she had earned a “C” grade or better.

A student who was dismissed because of failure to maintain satisfactory academic progress or for discipline reasons may be readmitted to school at the discretion of the school principal in agreement with program instructor. Students deemed not to maintain satisfactory academic progress may appeal to the school principal whose decision will be final and binding.

All completers must satisfactorily complete end-of-course exams.

**PART-TIME EVENING EDUCATION**

BFCC evening/adult part-time education is self-supporting and strives to meet community needs in areas of interest, retraining, and renewal. The adult education department provides adults the opportunity to take short-term courses during evening hours. Short-term courses are offered for self-interest, for personal enrichment and some are certificate courses. Some of these courses include metals technology, welding, and phlebotomy.

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.

## 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

**TRANSFER OF CREDITS POLICY**

Students who attend BFCC are not allowed to transfer between programs within this 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.*

**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.

**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.

**STUDENT RECORDS AND TRANSCIPTS**

To ensure the safety and confidentiality of student records, no records will be forwarded from the school office until the student has submitted a signed release. Students wishing to receive credit from a previous school attended may request in writing that Ben Franklin Career Center consider granting credit for the prior training. Students must notify the prior school and arrange for an official transcript to be mailed to the Adult Counselor for his/her examination. The Adult Education Director, upon consultation with the appropriate instructor, prior school, and/or school administrator, will review the transcript and determine if the awarding of credit is appropriate.

**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.

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**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

**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.

C:\Users\toddd\Dropbox\ben franklin- coe\evidence folders\Standard 6\6A\6.a.1\Evacuation Procedure.tif

DRUG/ALCOHOL POLICY FOR BEN FRANKLIN CAREER CENTER

\*\* There will be random drug screening in all adult programs. This is an included cost in all programs.

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.**

SMOKING POLICY FOR KANAWHA COUNTY SCHOOLS The Kanawha County Board of Education has an established policy regarding the use of all types of tobacco products, including smokeless tobacco. The parts of the policy that affect adult students at the Ben Franklin Career Center are as follows: Adult students are prohibited from using any type of tobacco product, including smokeless tobacco, while on school property. Adult students may leave school property during breaks and the lunch period in order to use these products, but must be back in the classroom at the end of the break or lunch period. 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 dealt with when referred to the office with possible suspensions. Repetitive violations may be cause for dismissal from a program.

CRIMINAL ACTIVITY To insure the safety and well being of staff and students, Ben Franklin 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 your training programs:

1. Possession of controlled substances, substances represented to be controlled substance or paraphernalia that has obviously been used with controlled substances.

2. Possession of firearms, weapons, ammunition or explosive devices;

3. Bomb threats/false alarms;

4. Serious physical assaults, including student/teacher assaults;

5. 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.

SEXUAL HARASSMENT 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 304-348-6603. If the complaint involves the principal, the student may report the problem directly to the 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

CODE OF CONDUCT SCOPE OF APPLICATION/CODE OF CONDUCT

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. 12

I. Assault on student—It shall be a violation of conduct to physically or verbally assault another student. See Drug/Alcohol Policy for Ben Franklin Career Center.

J. Use, distribution or possession of beer, wine, other alcoholic beverages, controlled substances, or substance represented to be a controlled substance.

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.

STUDENT DRESS POLICY

Medical students will wear uniforms. 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. The student who fails to comply with this dress code may be sent home and be subject to disciplinary actions. 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 other considerations, i.e., religious medical, et. al., will be determined by the individual school principal. The school administration shall have the right to consider any current fashion to determine its acceptability for school wear.

Clarification regarding apparel should be obtained PRIOR TO WEARING IT TO SCHOOL; this can be obtained from the school administration. Students in violation of this policy will be subject to disciplinary action as determined by the school’s administration. Teachers are charged with the responsibility of enforcing student dress code policy in their classes as well as on campus. Administrators and other school personnel share the same responsibility. No attempt will be made to dictate fashion styles as long as they are keeping with district policies. 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 that may be used as weapons, which have drug emblems, contain obscenities, tobacco or alcoholic beverage references, which may be considered derogatory towards race, culture or religion, or which may be considered sexual harassment. Crop tops, tube tops and halters are unacceptable. Strapless dresses without jackets are unacceptable. Transparent and/or see through material is considered unacceptable. Shirts or blouses must cover the entire torso at all times, even in movement. A boy’s shirt should cover the entire crown of the shoulder. The length of a skirt, dress or shorts must extend to at least the student’s mid-thigh. 13 Form-fitting pants, such as spandex or bicycle pants, may only be worn with another layer of clothing, which meets the dress code. Torn pants are considered inappropriate, i.e., intentionally torn or cut/slashed. Students shall wear their trousers or overalls properly—the waist at the waist; no sagging. All students must wear shoes. Hair should be kept neat, clean and reasonably styled. Any type of head covering is unacceptable (see KCS policy for exceptions). Facial hair should be neat, clean, closely trimmed and not be a distraction to the learning environment. Chain or spike jewelry is unacceptable. Pierced body ornaments are restricted to the ear. Tattoos, which would violate this policy if worn as clothing, must be covered.

ETHICAL BEHAVIOR Ben Franklin expects all students to exhibit ethical behavior in their programs. 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.

CELLULAR DEVICES Adult students are permitted to have cellular devices at the discretion of program instructors and each programs’ course syllabus. However, use of such device must not disrupt classes. If devices become a disturbance, individuals will be asked to discontinue to have them in class. 1st offense – warning from the instructor; 2nd offense – Student will be referred to administration for consultation.

INTERNET USE

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 an Internet AUP form prior to use of the internet.

STUDENT CLUBS AND ORGANIZATIONS

(SkillsUSA, WV Student Nursing Association)

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.

**ADULT PROGRAMS**

**Course Descriptions**.

**ELECTRICAL TECHNICIAN**

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. The program will conclude with students taking the Fire Marshall’s Electrical Journeyman’s Exam. The class is an 11-month program

(beginning July-ending in June) and class hours are from 8:00 am to 2:30 pm Monday through Friday (Total 1350 hours).

The program is designed to allow students to learn and practice the necessary skills required to begin an electrical career. Upon the completion of the course, 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 and experience to begin an electrical career at the entry level. 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.

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. This 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 cotrols). In addtiion, students are acclimated to equipment and materials such as hand benders, power/hand tools, and basic electrical supplies (circuit breakers, elcetrical panels, copper wiring) necessary for skill development.

Along with the WVDE state standards the program of in instruction follows the natural chronology laid out by the NCCER curriculim, 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. Upon completion, students will sit for the journeymen’s license examination administered by the state fire marshal.

**HEAVY EQUIPMENT OPERATONS AND PREVENTATIVE MAINTENANCE**

This course is designed to train students in the operation and maintenance of heavy equipment. Students will have the opportunity to use numerous pieces of heavy equipment including backhoes, dozers, dump trucks, skid steers, and excavators. Students will be expected to learn the operation and maintenance of all equipment. While in the program, students will work with blueprints and the use of transits. This course is a project oriented program so classes tend to meet at the project site. All necessary tools and equipment, other than personal safety gear, are provided. Average to above average math skills are required. The class is an 11-month program (beginning January-ending December) and class hours are from 8:00 am to 2:30pm Monday through Friday (Total 1350 hours).

Instruction consists of 1350-hours of hands-on experiences in a variety of fields ranging from safety awareness to hands-on equipment operations. These operations incude horizontal control/grade cutting and filling, storm water control, septic installation, foundation site layout/excavation, welding , cutting and burning, and geneneral maintanence. Upon completiion, students will obtain certifications in conjunction with the Mine Safety and Health Act, Occupation Safety and Health Administration (OSHA), first aid, and CPR. Careers in this trade include, but are not limitied to, the coal mining industry, oil and gas fields, road and heavy highway construction, blasting and demolition, hazerdous waste diposal and landfill operations, and slip repairs and removals.

The class schedule does nol follow the normal traditional school calender because of seasonal weather conditions. Class begins the first week of January and ends the first week of December. Heavy equipment is dependent upon the weather. Students are acclimated to safety and general equipment maintanence during the winter months before instsruction is given to the overall operations of the machines.

The purpose of the Heavy Equipment Operations and Maintenance program is to provide students with the necessary skills for initial employment in the Heavy equipment industry and is congruent with the school’s mission. The course objectives are specific and are revised, as needed, per current industry standards.

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 evaluated by the program instructor.

The program objectives focus on the following: Hightened sense of safety awareness, Marketable skills in land control, Certifications/licenses in MSHA (Mine Safety and Health Administration) OSHA (Occupational Safety and Health Administration) fork truck operations, First Aid/CPR, Septic installation, storm water control and impoundment design. In addition operational skills in the safe and efficient operations of the following machinery include: Bulldozers, Excavators, Roller Compactors, Dump Trucks and Trailer Skids, steer loader, and Backhoe maintenance.

Students complete a 100-hour safety training program that includes soils and dust contaminates (health), general site safety, and fire prevention with the knowledge of the proper use of a fire extinguisher.

Students are given sufficient time to develop skill proficiency in using all types of heavy equipment machinery and materials. Though some of the machinery may seem antiquated, most of the equipment and materials are comparable to that which is used in industry and are reflected as evidence by the advisory council minutes.

Dozers, excavators, skid steers, dump trucks, backhoes, compaction equipment, and loaders are maintained and operated in real world scenarios on actual job sites sponsored by the program advisors. Students are required to perform a very wide variety of tasks under many different variables in many different situations.

**HVAC**

Students will receive instruction on how to read blueprint schematics, estimate the cost of jobs, and develop a bill of materials. The course covers duct work, electric motor and compressor repair, the use of refrigerants, and installation of air conditioning units. The course will also include controls, relays, AC and DC currents, heat pump operation, residential heating systems, freezers, refrigerators, window units, humidifiers, ice machines and automobile air conditioners. This class is an 11-month program (beginning in July-ending in June) and class hours are from 2:30 pm to 9:00 pm Monday through Friday (1350 hours).

It is designed to provide knowledge and skills required of persons employed in the air conditioning, heating, refrigeration, and sheet metal business and industries. Students completing the program will develop the skills necessary for entry-level employment in the area of residential, commercial and industrial air conditioning, heating and refrigeration installation, maintenance and service. Planned lecture and laboratory experiences parallel those activities preformed by service technicians in the field and include installing and checking equipment, servicing and replacing major and minor components, and troubleshooting and analysis of individual units and complete systems.

As part of the instruction for the Air Conditioning/Heating/Ventilation program, job-related health, safety and fire prevention is taught. Safety instruction is delivered during the first week of class with emphasis on OSHA regulations and lessons covered in the AHRI Fundamentals of HVACR text. These safety measures are reinforced throughout the school year and are taught through lecture, demonstration, and videos, so that students fully understand the content. All students must have safety glasses to use in any hands-on activity and are provided to them as part of their lab fee.

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 shop is equipped with multiple types of HVAC systems. Students are exposed to heat pumps, air conditioners, furnace and other equipement. Students also are provided with time to work on these units as well as with all HVAC industry tools, such as recovery machines, vaccuum pumps, solderring/braising equipment and much more.

Instruction is based on WVDE state standards as well as the AHRI curriculum. Lesson plans, unit plans, and the course outline/syllabus reflects the use of these standards and curriculum.

Additionally, all students upon successful completion, will receive an EPA refrigerant license as well as the NATE competency certificate

Assessment of student learning occurs with the implementation of several evaluation methods. These methods include written assignments, quizzes and test, and through direct observation from the instructor’s point of view. The Air Conditioning/Heating/Ventilation program instruction is organized as evidenced by the use of the course syllabus, lesson plans, informal questioning and competencies from the AHRI certifications

**SURGICAL TECHNOLOGY**

The Surgical Technology Program is a 1350 hour Certificated program for adults only.

The program offers skills taining critical for employment as an entry-level surgical technologist.

Compentencies are set by WVDE, KCS and COE

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

Their primary roles include creation of and maintainence of the sterile field. They must have a solid foundation of medical terminology, human anatomy, physiology microbiology, pharmcology and a clear and applicapable 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 clincial practicum.

Training includes the following skills development with demonstation in a clincial 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
* Helps 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 applicapable for use in the operating room and also the skills needed for calculation of medicines, fluids and proper positioning of patients.

Instruction is differiential and includes group/team learning activiites.

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 aspesis. Students are required to demonstrate use and care for expensive equipment, instrumentation, surgical supplies and to maintain strick adherence to all safety regulations including Standard and Universal Precautions.

SAFETY

All safety regulations associated with the instrumentation and safe use of all chemicals, for terminal disinfection, are employed. Students must demonstrate applicapable 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**

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 class is an 11 month (July-June) and class hours are from 8:00 am to 2:30 pm Monday through Friday (1350 hours).

**T**he 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 Readings, 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.

**SECONDARY/BLENDED PROGRAMS**

Secondary Programs are also offered to adult students on a space available basis. These classes are held during the regular school day (8:00 am until 2:30 pm). Priority placement in these classes will be given to interested high school students and then offered to any adult that may be interest in taking the class. Tuition per month will be the same as that charged for adult programs. Classes start at the beginning of August and run through early June. Admission requirements are the same as those for admission to an Adult Programs.

**DIESEL TECHNOLOGY**

Students are taught the competencies needed to be successful in the diesel industry. Students are also provided instruction on the Cummins Diesel Engine, the Caterpillar, Detroit Diesel, and International. The course includes fuel injection, starting systems, charging systems, air intake systems, governors, and power trains. Training includes skills and hands-on experiences.

Adult students attend six hours daily, 8-2:30, Monday-Friday, following the KCS calendar. In the diesel program, students acquire gainful knowledge and hands -on skill sets which includes shop safety, work ethics, tool recognition and usage, identification of parts, preventative maintenance, and electrical systems. Additionally, instruction focuses on engine components such as: overhauling, inspection, injection systems, front/rear-end differential studies, transmission and clutch studies, as well as suspension and brake systems with HVAC knowledge. Students exiting the program should be well rounded and have basic knowledge of diesel mechanics that can lead to a rewarding career.

The Diesel Technology program follows the West Virginia Next Generation CSO Standards. Students are introduced to general safety, ethical standards/ conduct, diesel theory, engine disassembly, inspection, calibration, and diagnosis. Additionally, students are taught the concepts of brakes and suspensions, front and rear end differential systems, and electrical troubleshooting. The instructor keeps up to date with current industry standards and supplements, when necessary.

As part of the instruction for the Diesel Technology program, job-related health, safety and fire prevention is taught. These health and safety measures are taken very seriously which serves as an integral part in the overall instruction of the program. Safety instruction is delivered during the first week of class with training on S/P 2, OSHA 10 regulations and adults MSHA. These safety measures are reinforced throughout the school year and are taught through lecture, demonstration, and videos, so that students fully understand the content. All students must have safety glasses to use in any hands-on activity and are provided to them as part of their lab fee.

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 Diesel Technology program is equipped with two training areas. A lecture room consisting of textbooks, industry manuals, and a smart board is utilized for instructional purposes prior to any hands-on activity. The other training area is the garage itself, consisting of state-of-the art hand tools in industrial sized tool boxes, lifts used in hoisting heavy machinery, diagnostic tools used for compression tests, voltage meters, and welders to repair broken metal parts.

**ADULT BASIC EDUCATION & ESL**

The Adult Basic Education (ABE) program is designed to meet the academic needs of any enrolled adult student from the nonreader through twelfth grade. The ABE instructor is available from 8:45 a.m. until 3 p.m., Wednesday & Friday and flexible hours available on an as scheduled basis.

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 their academic needs in their technical programs.

The foreign born student who is in need of learning English as a Second Language may enroll in ABE at Garnet Career Center, the county base for these services for adult students. ESL instruction is not offered at BFCC.

**Admission Policies for Adult Programs**

Admission to Ben Franklin Career Center requires completion of several documents and forms.

1. An application for admission must be completed and returned to the adult education office.

2. A high school diploma from an accredited institution or GED/TASC Certificate must be submitted to be admitted to Ben Franklin Career & Technical Education Center. West Virginia law requires all adults to have on file a copy of their diploma or high school transcript showing proof of graduation. A GED/TASC Certificate will meet this requirement. Prospective students must present proof of high school graduation or GED/TASC certification at the time of enrollment. Many federal and state financial aid programs require a diploma or GED/TASC Certificate prior to being approved for financial aid. (Please see the Financial Aid Administrator of additional information regarding financial aid qualifications.)

Ben Franklin Career Center policies require you to present a copy of your diploma or GED record by the first day of class. You may present it in person or mail it to the school at the following address:

Susan Sweat, Financial Aid Director/Adult Enrollment Coordinator Ben Franklin Career& Technical Education Center

500 28th Street

Dunbar, WV 25064

If you do not present a copy of your diploma or GED record by the first day of school, the administration reserves the right to delay your start day until you present the required records. State regulations forbid us from issuing a vocation certificate to any student who does not have a diploma or GED record on file.

Federal regulations also require students to have a diploma or GED certificate earned and a copy on file with the school, in order to receive a Federal Pell Grant. Students who do not submit a diploma or GED/TASC certificate for file *cannot* receive a Pell Grant.

3. Adult students are required to take a TABE (Test of Adult Basic Education) test and achieve a grade equivalent established by the school and/or each program in order to be accepted and enrolled at BFCC.

4. Students must submit a copy of their Driver’s license or a picture ID

5. Students must interview with the instructor of each program.

*Exceptions to these policies are prohibited.*

**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 days, and breaks for Thanksgiving, Christmas, and Easter seasons.

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. The Kanawha County Schools website, <https://kcs.kana.k12.wv.us>, also has the school calendar posted.

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

**Financial/Miscellaneous for Adult Students**

1. Financial Responsibility
   1. Students receiving financial aid must submit all required financial aid documents to the Financial Aid Administrator 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. 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 financial aid. 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.
   2. Students not receiving financial aid, or only receiving partial financial aid awards, will be responsible for paying their school related obligations. If you are receiving a partial grant, the Financial Aid Administrator will advise you of what the grant will pay for and what remains as your responsibility. If you are not receiving financial aid of any type, you will be responsible for paying all direct school costs. Students receiving partial aid or no aid will be given a payment plan detailing deposit requirements, monthly payments and due dates for payments. Direct school program costs are as follows:
      1. Registration fee-due prior to the start of class, and preferably at the time of registration
      2. Textbook charges- due prior to receiving textbooks
      3. Tuition charges –may be paid all in advance, or in advance by the semester
      4. Other fees/charges- due at the beginning of the school year

Note: Students failing to pay any of the above fees by the 5th of each month as specified in the payment contract could be suspended. Students who fail to make a monthly program payment will be terminated from the program.

1. Legal Matters
   1. Do not bring alcoholic beverages onto school grounds. Possession of alcoholic beverages, or reporting to school under the influence of alcohol, will be grounds for immediate dismissal from school.
   2. 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 your dismissal and referral to law enforcement authorities for possible prosecution.
2. Discipline/Conduct
   1. 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.
   2. 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.
3. Other
   1. Do not bring children to school with you, as we have no provisions to care for them.
   2. We do not put phone calls through to any class. Only emergency messages will be relayed to you. Also, the office telephones are for the use of staff. Do not expect to use the office telephones except in case of an emergency. No student should be on any telephone when classes are in session except in case of an emergency.
   3. Adult students are required to dress for class in accordance with industry standards. Some programs require a specific dress code for safety reasons. Course instructor reserve the right to require compliance for all safety and dress code policies that are program related.
   4. Student parking is behind the first two rows, or in the upper parking lot. All other parking areas are reserved for the staff, Board of Education maintenance vehicles, or handicapped students with state approved handicap stickers.
   5. 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.
   6. Cell phones/pagers are prohibited in class and can be used only on personal time
   7. No food or drink is permitted in any classroom
   8. Ben Franklin Career Center observes all holidays and school closings as established in the official calendar for Kanawha County Board of Education.
4. Attachments

All students are responsible for reading and understanding the following attached policies and regulations:

1. Diploma/GED/TASC requirements
2. Weapons and/or Explosive Devices policy
3. Smoking policy
4. Attendance regulations
5. Drug/Alcohol policy
6. Telecommunications Access Consent and Waiver
7. Please sign and return to your instructor the last sheet, showing your acknowledgment that you received, read and understand these school policies, rules and regulations.

A. DIPLOMA/ GED/TASC REQUIRMENTS

If you do not present a copy of your diploma or GED/TASC record by the first day of school, the administration reserves the right to delay your start until you present the required records.

State regulations forbid us from issuing a vocation certificate to you if you do not have a diploma or GED record on file. Federal regulations require you to have a diploma or GED/TASC certificate earned and a copy on file with the school before you can receive a Federal Pell Grant. If you do not have these documents on file, you *cannot* receive a Pell Grant.

*No Exceptions are granted*.

**KANAWHA COUNTY BOARD OF EDUCATION POLICY SERIES 22.00**

**STUDENT BEHAVIOR/WEAPONS**

B.. WEAPONS AND/OR EXPLOSIVE DEVICES

1. 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. The terms “weapons”, “tools”, or “instruments” shall include by way of illustration, but are not limited to, the following enumerated items: any loaded or unleaded 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., Bowie, Dirk, lock blade, hunting, pen, pocket, switchblade, utility, knives of any size); any razor (e.g., straight, regular, retractable, etc.); any martial arts device (e.g., Chinese star, nunchakus, dart, etc.); any defensive device (e.g., gas repellent, mace, stun-gun, chemical sprays, etc.); or any tool or instrument which school staff could reasonable conclude as being a violation of the intent of this offense section, which by way of illustration, shall include, but is not limited to blackjack, chains, club, metal/brass or any artificial knuckles, nightstick, rings, pipe, 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. 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 bomb, stink bomb, any type of homemade bomb, or item which by virtue of its shape or design give the appearance of any of the aforementioned (e.g., fake bombs, fireworks fuse, 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, I 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.

1. Any violation of this policy that may constitute a violation of State and/or Federal criminal statutes shall be prosecuted in the form of a petition of a criminal complaint by the responsible administrator.
2. 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 pistols or matches are not used offensively then the penalty for violation of this rule shall range from a conference with the student and parent/guardian to a suspension.

A student in violation of the Kanawha County Weapons and/or Explosive Device Policy will be suspended and referred to the Office of Student Affairs by the local school administrator. The Director of Student Affairs will make a recommendation to the superintendent for appropriate disciplinary action. In the event the Superintendent makes a recommendation of

expulsion and the parent desires an appeal, a hearing will be held before the Kanawha County Board of Education.

Expulsion is the cessation of all educational services. The period of time that a student may be expelled is limited to the remainder of the semester in which the violation occurs and the following semester.

C. SMOKING POLICY

To: All Adult Students

From: Administrative Staff

Subject: Smoking Policy for Kanawha County Schools

The Kanawha County Board of Education has an established policy regarding the use of all types of tobacco products, including smokeless tobacco. The parts of the policy that affect adult students at the Ben Franklin Career Center are as follows:

1. Adult students are prohibited from using any type of tobacco product, including smokeless tobacco, while on school property.
2. Adult students carrying tobacco 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 products to secondary students, encourage them to use these products, or smoke in the company of secondary students. You may use tobacco products only with other adults or by yourself.

Violators of this policy will be referred to the office and could be suspended. Repeat violators will be subject to expulsion.

**KANAWHA COUNTY BOARD OF EDUCATION – POLICY MANUAL**

SUBJECT: TOBACCO RESTRICTIONS SERIES: 9.00

ISSUED: 3/17/88 (REVISED 1/16/92) REVISION NO. 1

REFERENCE: WV CODE 16-9A-1 et seq.

9.01 General Policy – in recognition of the harmful health effects to users of tobacco products, as well as the harmful health effects upon others who are exposed to tobacco smoke, it is the policy of the Board of Education to discourage the use of tobacco products.

9.02 Possession Restrictions – Students are prohibited from possession tobacco products while on school premises.

9.03 Use Restriction – The use of tobacco products is prohibited by all persons upon Board owned premises or within Board owned vehicles or upon privately owned premises or vehicles when such privately owned property is being used for school purposes. School personnel are further prohibited from using tobacco products in the presence of students while engaging in any activities involving students.

9.04 \*Sanctions – Students who violate this policy shall be subject to discipline pursuant to the Student Behavior Policy, Series 22.00. Employees who violate this policy shall be subject to discipline as circumstances warrant, including written/oral reprimands, notation upon evaluation, suspension, or dismissal.

9.05 Criminal penalties – In addition to the sanctions set forth in Section 9.04 of this policy, any person who violates the terms of this policy may be subject to criminal penalties.

9.06 Employee Assistance – Upon passage of this policy the Office of Staff Development shall cause to be published a list of local resources or agencies engaged in the assistance of person who desire help in quitting the use of tobacco products.

\*Kanawha County Schools’ policy on “Student Behavior”, Series 22.00, Revised on 8/20/92 provides a maximum penalty of a 10-day suspension for students who violate this policy.

D. ATTENDANCE/TARDY POLICY

**Attendance and Tardy Philosophy**

Attendance and timeliness are critical factors for success in all the adult programs at Ben Franklin Career Center. Employers consider these to be mandatory skill sets and are a major consideration for employers when hiring prospective workers. For this reason, all students are expected to comply with established attendance/tardy policies. Absenteeism and tardiness are also monitored as compliance regulations for financial aid and accreditation approval. 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.

**Attendance and Tardy Policy for Adult Students**

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. Adult students enrolled in programs of 675 hours are allowed a maximum of 5 ½ days for the school year. *\*Additional and specific conditions apply to the Medical Programs*
3. Students missing more than 11 days (for 1350/1080 hour programs) or students missing more than 5 ½ (for 675 hour programs) during the school year will be subject to suspension or dismissal from their program for excessive absenteeism.
4. 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 an absence.
5. Repeated tardiness will result in referral to the Adult Financial Aid Coordinator or Principal for a conference and/or possible disciplinary action to include dismissal from the program.
6. 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
7. Once you arrive, you are not to leave the school without authorization from either your Instructor or administrative staff member. Leaving without authorization is a violation of school policy and will result in disciplinary action.
8. 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 and attendance contract for any student granted additional time for excusable absences.
9. 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.
10. 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.*

E. DRUG /ALCOHOL POLICY

To: All Adult Students

From: Administrative Staff

Subject: **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.

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 any administrator, counselor, or teacher for help without fear of penalty, provide the student is not then in violation of this policy.

To: All Adult Students

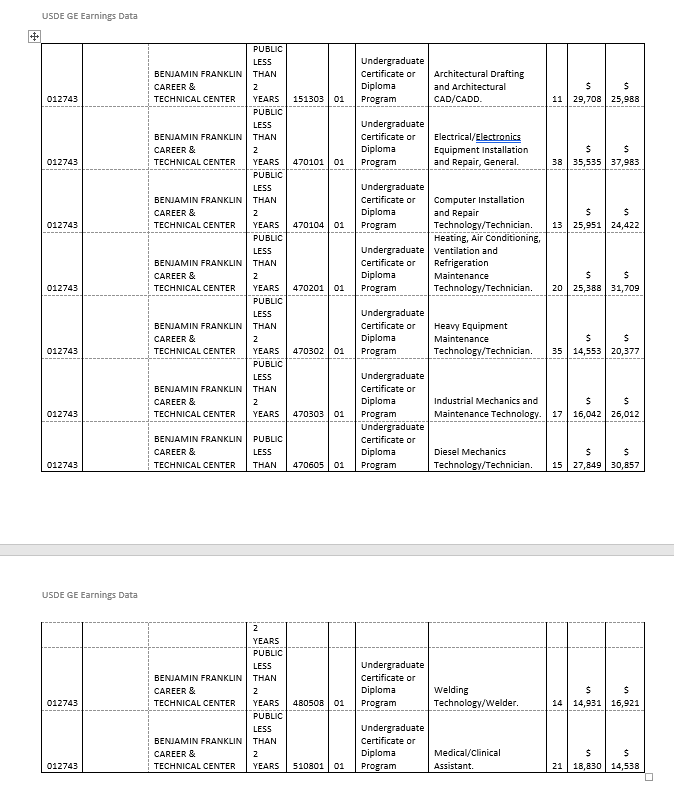
From: Administrative Staff

Subject: 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.

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 any administrator, counselor, or teacher for help without fear of penalty, provide the student is not then in violation of this policy.

**F. Gainful Employment Data**

G. **KANAWHA COUNTY SCHOOLS**

**TELECOMMUNICATIONS ACCESS CONSENT AND WAIVER**

Kanawha County Schools believes that the benefits to educators and students from access to the Internet and other on-line services, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. But, ultimately, the parent(s) and guardian(s) of students are responsible for setting and conveying the standards that the students should follow. To that end, Kanawha County Schools supports and respects each family’s right to decide whether or not to apply for access.

Kanawha County Schools cannot control the information on the Internet. Sites accessible via the Internet may provide information that contains pornography, is illegal, defamatory, inaccurate or potentially offensive to some people. While the District’s intent is to make Internet and other telecommunications resources available to further its educational goals and objectives, parents should be aware that student account holders will have the ability to access unacceptable materials if they disregard the school’s and District’s access limitations stated below.

The student and his/her parent(s) or guardian(s) must understand that student access to the School District Network is being developed to support the District’s educational responsibilities and mission. The specific conditions and services being offered will change from time to time. In addition, Kanawha County Schools makes no warranties with respect to network service, and it specifically assumes no responsibilities for:

1. The content of any advice or information received by a student from a source outside the District, or any costs or charges incurred as a result of seeing or accepting such advice;

2. Any costs, liability or damages caused by the way the student chooses to use his/her network access;

3. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the District;

4. The privacy of electronic mail, which cannot be guaranteed.

Any questions should be directed to the Director of Technology, at the District office 304-348-6116.

**KANAWHA COUNTY SCHOOLS**

**COMPUTER AND TELECOMMUNICATIONS ACCEPTABLE USE POLICY**

**SECONDARY/VOCATIONAL CONSENT AND WAIVER APPLICATION**

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

• I will limit my use of telecommunications in school to the educational objectives authorized and supervised by a teacher in the school;

• I will not use a computer in school unless an adult is present in the room;

• I will use appropriate language and polite responses when communicating online;

• I will not share personal information about myself or others while online. This information includes, but is not limited to, home address, telephone number, and age;

• I will not access, or attempt to access, another person’s account, nor will I disclose my password to anyone;

• I will not bypass or attempt to bypass any school, county or state filtering system;

• I will not use online access for any illegal, unethical, immoral, harassing, or unacceptable purpose; 27

• If given permission to use email at school, I will only use the West Virginia access.k12.wv.us account email address, or the address the school assigns me. I understand that I am NOT to use my personal email account (i.e. AOL, Hotmail, Yahoo Mail, etc.) at school;

• I must receive specific permission from my teacher to enter a chat room, and the use of the chat room must be for an educational purpose;

• I will not use any Instant Messenger service, including, but not limited to, AOL Instant Messenger, Yahoo IM, ICQ or MSN Messenger;

• I will report accidental access to inappropriate sites to the supervising teacher;

• I will not download any files or programs without permission from the supervising teacher;

• I will not download copyrighted music files without the permission of the copyright holder;

• I will not download 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 the mandates of West Virginia’s Board of Education Policy 2460 – *Use of Internet By Students and Educators*; therefore,**

• I will not access the Internet in school until I have completed Acceptable Use Training, and my teacher, parents or guardian (where 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 will not have mail forwarded to my access.k12.wv.us or school assigned email account.

• NOTE: A complete copy of Policy 2460 may be obtained from Kanawha County Schools Department of Technology, downloaded from the KCS Website, or at each school.

**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 not use shareware beyond the trial period specified by the program, unless I purchase it;

• I will not bring any floppy disks, zip disks, hard drives, CDs, DVDs, flash drives or other storage media to the school unless I have specific permission to do so; I will have the supervising teacher or the school computer specialist scan the media for viruses and check for appropriate content before using it on school equipment;

• I will be responsible for utilizing all software according to its licensing agreement;

• I will not delete or install software programs on any school computer without specific permission from the supervising teacher or the school computer specialist/technician. 28

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

• 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 by school officials, 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 change or attempt or change hardware, software or network settings without permission; this includes, but is not limited to, desktop icons, wallpaper, screen savers and browser homepage;

• I will not interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, using and instant messenger service, 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 passwords or by copying, changing, reading, or using their personal files.

• I will not access a computer and/or network using another person’s login information, user name and/or password;

• I will not attached any device, including, but not limited to wireless devices, to the school network without the prior written approval of the KCS Department of Technology;

• I will not add or remove hardware from any school computer or other hardware device without prior written permission from the school computer specialist and/or technician. 29

**KANAWHA COUNTY SCHOOLS**

**COMPUTER/TELECOMMUNICATIONS**

**SECONDARY/CAREER AND TECHNICAL ACCEPTABLE USE FORM**

**PENALTIES FOR INFRACTION OF RULES**

An infraction of the rules stated in the Acceptable Student Use Consent and Waiver form may result in one or more of the following penalties as determined by local and/or district administrators:

• Verbal reprimand

• Phone call and/or meeting with parent or guardian

• School suspension to ALC for one or more days

• Suspension from school for one or more days

• Loss of access to offline and/or online resources

• Loss of credit for the work assigned that resulted in an infraction

• Description of infraction filed with Kanawha County Schools administration

• Loss of all computer related privileges

• Referral to Kanawha County Schools Board of Education for suspension or expulsion

• Restitution for repair and/or replacement of equipment

• Restitution for repair and/or replacement of software

• Restitution of service changes to repair and/or replace equipment and/or software

• Referral to State and/or Federal law agencies

• Suspension and/or expulsion from school 30

**KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION Telecommunications Network Access Series: J33A Reference: State Board Policy 2460 Issued: 07.24.1995 Revised: 07.01.2004; 07.01.2007; 06.21.2012**

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

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

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

**Teacher’s Name:** (Please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Teacher Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_

**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):

\_\_\_\_\_ Student’s first name \_\_\_\_\_ Student’s last name

\_\_\_\_\_ Student’s photo \_\_\_\_\_ Student in group photo

\*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.

## 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.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and understood the OJT placement policy for Ben Franklin Career Center.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Sign)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date)

H. ACKNOWLEDGMENT OF SCHOOL POLICIES

**Receipt of Ben Franklin Policies**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby acknowledge that I have received a copy of the Ben Franklin Career Center Adult Student Policy Handbook.

I have met with a staff member, had the rules explained to me and had the opportunity to ask questions or seek clarifications on any items unclear to me. I am aware of my responsibilities and of the penalties that could be imposed for any violations of the policies.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature (Printed)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

My Initials below signify that I have read and understand the policies listed in the appendices of the BFCC Adult Student Handbook:

\_\_\_\_\_\_\_\_\_\_\_\_\_ Diploma/GED/TASC requirements

\_\_\_\_\_\_\_\_\_\_\_\_\_Weapons and/or Explosive Devices policy

\_\_\_\_\_\_\_\_\_\_\_\_\_Smoking policy

\_\_\_\_\_\_\_\_\_\_\_\_\_Attendance regulations

\_\_\_\_\_\_\_\_\_\_\_\_\_Drug/Alcohol policy

\_\_\_\_\_\_\_\_\_\_\_\_\_Telecommunications Access Consent and Waiver

\_\_\_\_\_\_\_\_\_\_\_\_\_ OJT Policy

I acknowledge, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, that I have received a copy of the Gainful Employment Data for the BFCC \_\_\_\_\_\_\_\_\_\_\_\_\_ program for the 2018-19 Program Year.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Sign)

Revised: 6/1/17

Addendum A

Repair of Personal Property on Ben Franklin Career Center Property

Repairs or working on personal property, including vehicles or any other type of equipment is not allowed on Ben Franklin Career Center Property. Ben Franklin Career Center 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 and employees are not responsible for any repairs conducted on Ben Franklin Career Center property without the proper supervision of a certified technical instructor.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name (Print) Student signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date