

Boone Career and Technical Center



Adult Student Handbook 2021-2022

“Boone Career and Technical Center enriches lives locally, regionally, and globally by providing occupational education and training for lifelong learning and professional success.”

Title IX ADA 504 Notice

Boone Career & Technical Center (BCTC) does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, disability, age, or marital status in any of its policies, procedures or practices as required by Title IX, Section 504, and ADA regulations. For inquiries concerning Title IX, please contact the BCS Safe Schools Director Anthony Tagliente at 304-369-8276 or ataglient@k12.wv.us. For inquiries concerning 504/ADA, please contact the Director of Exceptional Children Mary Knapp, at 304-369-8245 or mknapp@k12.wv.us. Inquiries may also be submitted in writing to the following Director's at Boone County Schools 69 Avenue B Madison, WV 25130.

Last Revised: 06/08/2021

ADULT STUDENT HANDBOOK

BOONE CAREER & TECHNICAL CENTER (BCTC)

3505 DANIEL BOONE PARKWAY SUITE B

FOSTER WV 25081

OFFICE: (304) 369-4585 FAX: (304) 369-3692

EXTENSION CAMPUS: BCTC TRUCK DRIVING 120 ACADEMY DRIVE

CHAPMANVILLE, WV 25508

OFFICE: (304) 855-5045 FAX: (304) 855-5545

Allen Halley
Director/Principal

BOONE COUNTY BOARD OF EDUCATION

DR. LISA BECK
Superintendent

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Member

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STAFF DIRECTORY

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Geer, Brandon	Welding	brandon.geer@k12.wv.us
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Webb, Paula	Medical Assisting/ Phlebotomy Technician	pholstei@k12.wv.us

2021 – 2022 ACADEMIC CALENDAR

Boone Career & Technical Center follows the academic calendar of Boone County Schools.

July 1, 2021	Adult Student Enrollment Begins
August 16-18, 2021	Staff Professional Development – No Classes
August 19, 2021	First Day of Classes for Secondary Students
September 6, 2021	Labor Day Holiday
October 15, 2021	Faculty Senate – Early Dismissal
November 11, 2021	Veteran’s Day Holiday
November 22 – 29, 2021	Thanksgiving Break
December 17, 2021	Faculty Senate
December 20-31, 2021	Christmas Break
January 17, 2022	Martin Luther King, Jr. Holiday
January 18, 2022	Teacher-Student-Parent Conferences
February 18, 2022	Faculty Senate – Early Dismissal
February 21, 2022	Curriculum Development Day- No Students
April 15, 2022	Faculty Senate – Early Dismissal
April 18– 22, 2022	Spring Break
May 26 – 28, 2022	High School Graduation Ceremonies
May 30, 2022	Memorial Day Holiday
June 3, 2022	Last Day of Classes for Secondary Students
June 6, 2022	Professional Development – No Classes
July 30, 2022	Academic Year ends for Adult Students

FOREWORD

Welcome to the Boone Career and Technical Center. BCTC is a cooperative effort of many people: instructors, industry partners and school administrators.

The main campus of Boone Career and Technical Center is a 45,000 square ft, block one-story building comprised of six offices for administrative and support staff, 16 classrooms with industry-specific lab facilities. The building contains a conference room and 6 public restroom facilities. It is located approximately two miles from US 119, which connects Boone County to Lincoln and Logan counties.

The BCTC Truck Driving program is located in a one-story brick building located 13 miles south of the main campus on US-119. The building houses an office, two classrooms, a conference room, restroom facilities and storage rooms. The facility sits on approximately ten acres of land, providing sufficient acreage to allow for truck driving instruction to take place.

Our staff members possess a high degree of skill area competency and are committed to working with students in the development of competent skills. Adult programs offered at the school include: cosmetology, medical assisting, phlebotomy, truck driving, and welding.

This handbook has been developed and approved by the Boone County Board of Education to serve as a guide. We hope it will answer many questions and help us work together to achieve your goals.

MISSION STATEMENT

Boone Career and Technical Center enriches lives locally, regionally, and globally by providing occupational education and training for lifelong learning and professional success.

VISION STATEMENT

“Your Goals. Our mission”

DISCRIMINATION PROHIBITED

As required by federal law and regulations, the Boone 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 Anthony Tagliente, Safe Schools coordinator, Boone County Board of Education, 69 Avenue B, Madison, WV, 25130 phone 369-8276.

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 Anthony Tagliente, Title IX Coordinator. You will be asked to write down the action, policies or practices which you believe are discriminatory. You may obtain help from the Safe School Coordinator, Anthony Tagliente 69avenue B Madison, WV, 25130, Phone: 369-8276 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.

GRIEVANCE PROCEDURES

Purpose: This standard procedure will provide the student a mechanism for resolving complaints related to school conditions, policies, or practices.

Procedure:

- Level 1: The student should ask for an appointment with the instructor and attempt to resolve the complaint through informal discussion.
- Level 2: If the complaint is not resolved at level one, the student may present the complaint to the director in writing within five days of the Level 1 discussion. The director will note the date that the complaint is received and will respond in writing to the complainant within five school days. This time period may be extended by mutual agreement between the complainant and the director.
- Level 3: The complainant may appeal a Level 2 decision to a faculty committee by notifying the director in writing within five school days of receiving the Level 2 decision. The director will note the date that the appeal is received. The faculty committee may or may not interview the complainant and other parties, depending on the nature of the complaint. The committee will render a decision within ten school days unless this period is extended by mutual agreement between the student and the committee.
- Level 4: If the grievance is not resolved at the school level, students may contact the Council on Occupational Education, 7840 Roswell Road, Atlanta, GA, 30350, Council.org and phone number: 1-800-917-2081.

Discrimination Grievances

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 director and citizens who think equal opportunity has been denied may file with the director or the administrator responsible for denial. The appeal shall be on the Level 1 appeal form furnished by the director 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 Boone Career and Technical Center 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 Boone Career and Technical Center, 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
- Access to and 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. Council.org ,770-396-3878 or 800-917-2081

FAMILY EDUCATION RIGHTS PRIVACY ACT (FERPA)

Boone Career & Technical Center follows 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 (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 or 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 10 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.

ADULT EDUCATION PHILOSOPHY

Each individual is of importance and worth and has an individual responsibility to become a productive member of society. Society also has the responsibility to provide the individual the educational opportunity to attain their maximum potential to make a worthy contribution to society. This educational opportunity should be made available regardless of the individual's socioeconomic status or mental/physical handicap.

Education is a unified, life-long process. Career and technical preparation is an important part of the total educational process. Each individual is entitled to assistance in making a career choice, as well as, assistance in obtaining employment placement in his or her chosen occupation. Each individual is also entitled to additional upgrade training for the purpose of maintaining employment and progression in his or her chosen job.

The general objectives of the Boone Career and Technical Center are as follows:

- To provide high quality career technical training for all persons who need, desire and can profit by this training;
- To provide high quality career technical training in all programs offered;
- To offer programs that are realistic considering the present and anticipated future job openings;
- To provide facilities, equipment and training experiences that most nearly approximate those found in industry;
- To collaborate with advisory committees to provide training that meets industry standards;
- To involve all segments of the community that can contribute to the training effort;
- To cooperate with all other educational agencies within the community;
- To develop high standards of work performance in all students;
- To develop safe work habits in all students;
- To encourage problem solving attitudes in all students.

ACCREDITATIONS

The Boone Career and Technical Center is approved by the following:

- NATEF/ASE-National Automotive Technical Education Foundation
- National Center for Construction Education & Research (NCCER)
- Office of Health Facility Licensure and Certification
- OSHA
- United States Department of Education
- WV State Board of Cosmetology
- WV Department of Education
- WV Department of Public Safety
- Council on Occupational Education Candidate for Accreditation

AFFILIATIONS

The Boone Career and Technical Center is affiliated with the following:

- American Association of Medical Assistants
- American Design Association
- American Heart Association
- American Medical Technologists
- American Red Cross
- American Trucking Association
- American Welding Association
- American Welding Society
- Association for Career & Technical Education
- D.L. Roope
- HOSA
- National Healthcareer Association
- National Safety Council
- SkillsUSA
- Veterans Administration
- WV Department of Health
- WV Motor Truck Association

ADMISSION PROCEDURE

Students wishing to enroll may find a course description and application on the BCTC website (www.gobctc.com) or visit the center.

DRUG SCREENING

All adults enrolled in programs at the Boone County Career and Technical Center are required to obtain a negative drug screen prior to admission.

BACKGROUND CHECK

Criminal History Background Check Policies and Procedures

The Boone Career and Technical Center's (BCTC) policies and procedures regarding criminal history background checks are designed to provide an atmosphere that encourages learning, the exchange of ideas and interacting with one another in a safe environment.

Policy

1. Boone Career and Technical Center reserves the right to deny or to place conditions on admission or reenrollment of applicants and former students who BCTC determines represent a safety risk to BCTC students, employees, or property at BCTC.
2. Each student who wishes to enroll in a program at the main campus must submit a federal criminal history background check. The cost of this background check is the sole responsibility of the student.
3. Boone Career Center reserves the right not to accept into a program any student who has a criminal history.
4. Students who have a criminal history will meet with the instructor and administrator to discuss the background check findings.
5. Decisions to admit or deny enrollment to a student will be determined on a case-by-case basis taking into account the level/seriousness of the crime, dates of the crime, applicant's age at the time of the crime, connection between the criminal conduct and the career program, and subsequent crimes and relevant offenses.

Personnel Responsible for Overseeing the Policy

The vocational director and the instructors are responsible for overseeing the implementing and enforcing the Criminal History Background Check Policies and Procedures. WVDE and Boone County Schools provide the infrastructure needed to provide and maintain services.

Timeline for Review, Evaluation and Revision of the Policy

Evaluation of policies is done in several ways. First, the administration collects information from students about their experiences obtaining the background check. The timeline and

efficiency of the background check procedure is assessed annually. Any concerns or ideas for the future are communicated to the administration and Leadership Team.

This plan will be reviewed and updated as necessary on an annual basis by the faculty, advisory committees and leadership team.

PRE-ENTRANCE EXAM:

All adult students (with the exception of those enrolling in the Truck Driving Program) must take the TABE test and successfully complete the minimum score for their designated program. For remediation information call the Simulated Work Place Coordinator or BCTC Director at (304) 369-4585.

ADMISSION PREREQUISITES

Students enrolling in the Truck Driving and Welding programs must meet the minimum TABE score determined by the instructor. Students in the Truck Driving Program must have a valid WV driver’s license. *Please see the BCTC course catalogue for additional information.*

To be admitted to Cosmetology, Medical Assisting and Phlebotomy Technician programs you must have a high school diploma or High School Equivalency (HSE) Certificate. *Please see the BCTC course catalogue for additional information.*

Many federal and state financial aid programs require a diploma or HSE Certificate prior to being approved for financial aid. (Please see the Financial Aid Administrator for additional information regarding financial aid qualifications.)

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

Lana Barker, Adult Enrollment Coordinator
Boone Career & Technical Center
3505 Daniel Boone Parkway Suite B
Foster, WV 25081

If you do not present a copy of your diploma or HSE 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 vocational certificate to you if you do not have a diploma or HSE record on file.

Transfer Student (Advanced Standing):

1. Students requesting admission to the school via transfer from another approved school program shall meet the school’s current admission requirements and curriculum requirements as set forth by BCTC.

2. Submit an official transcript of high school grades (or equivalent) and of college completed courses.
3. Submit copies of course outlines for which applicant is requesting credit. Program director will review transcripts and outlines to determine admission standing and course credit transfer.
4. Challenge examinations and skills assessment will be required to determine applicants' competencies.
5. Tuition and fee will be determined on an individual basis.

An applicant may be considered for admission with advanced standing if:

1. The applicant withdrew at the end of the term in a previous class with a passing grade in all courses. (Withdrawal must have been within the past twelve months. If time allowance expires, applicant must start at the beginning of program.)
2. The applicant is a direct transfer from another school.

To apply for advanced standing:

1. Provide all information necessary to admissions.
2. Meet with the Program Director to determine admission.

Please note:

1. Competency evaluations in both knowledge and skills *may be* required.
2. The program director will review transcripts and evaluate competencies to determine placement in program.
3. Applicants shall be admitted with advanced standing only if there is an opening in the program and a plan can be worked out for assuring that all the program objectives can be met.

13th YEAR STUDENTS:

Any student who attends the BCTC as Senior and enrolls in the fall following his/her graduation will be identified as a "13th Year Student." 13th year students may be eligible for reduced tuition rates.

TUITION PAYMENT ARRANGEMENTS:

Students are required to make tuition payment arrangements by either completing the financial aid process or signing a tuition payment agreement to make monthly payments with the financial aid Office prior to starting his/her program of training. All students (including alternates) are given a two-week period from the first day of class to complete this process or the student will be dismissed from the program of training.

Each semester's tuition must be paid in full prior to continuing to the next semester.

TUITION REFUND POLICY:

1. Drug testing, registration fees and seat deposits 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 and certification fees, supplies)

3. Tuition and lab fees will not be refunded after the conclusion of the second week of class.
4. Refunds to students generally are not given unless there is an overpayment. If overpayment has been determined, then the student refund is given.
5. The full amount of any tuition paid in advance of starting his/her program training will be refunded.
6. The student will receive a full refund if BCTC cancels the class.
7. Refunds when due are made without a request from the student within 45 days.
8. "Refunds for individuals using G.I. Bill benefits will be provided on a pro-rated basis in accordance with 38 CFR 21.4255"

Note: Refund policy excludes the non-refundable application and registration fee of \$100.

PREVIOUS BALANCES:

If a student owes a tuition balance from previously attending BCTC, the student will be denied starting into a program of training until the balance is paid in full. The student can enroll while making payment on the outstanding balance; however, the balance must be paid in full 2 weeks prior to attending classes. This includes any balance on account owed because of Title IV aid (Pell Grant and/or Direct Loan) being returned due to student withdrawal or failing out of a program of training. Current year financial aid cannot be used to cover a previous year balance.

Payments of miscellaneous school related expenses are due upon receipt. A student may sign for these expenses **ONLY** if the student has a written contract with another sponsoring agency stating the agency will pay for these expenses.

ALL TUITION MUST BE PAID IN FULL TWO WEEKS PRIOR TO THE LAST DAY OF CLASS:

Personal checks will not be accepted 3 weeks prior to completion of the program. A certificate of completion will not be issued and school related information, such as attendance records and grade transcripts, will not be released until all tuition has been paid in full. Students enrolled in programs of training that require a certification or licensure exam at the end of the program will not be permitted to take the exam until all tuition has been paid.

Note: a returned check fee will be charged for any personal check that is returned for insufficient funds, etc.

VETERANS ADMINISTRATION:

Student must submit to the Financial Aid office a copy of his or her "Certificate of Eligibility" letter to verify eligibility for benefits and his or her case number. The Financial Aid office will submit to the Veterans Administration an Enrollment Certification to verify the student has started classes. Please allow up to 13 weeks to begin receiving benefits. The benefits will be sent directly to the student; therefore, it is the student's responsibility to pay tuition.

TOOLS:

Tuition does not include tools for the Manufacturing and Construction programs, a tool list will be provided. Purchasing tools is the student's responsibility.

ATTENDANCE POLICY:

The mission of Boone Career & Technical Center's Adult Programs is to provide the opportunity for all students to be partners in a quality education which fosters the development of the individual talents and promotes emotional and physical well-being. Regular school attendance is essential in promoting responsibility and success in our programs. A major consideration of many employers when evaluating prospective employees is their attendance record in school. Employers note that the degree of success of a candidate is directly related to attendance. With this as our goal, we aim to promote a responsible attendance pattern for our young adults.

Our policy, therefore, reflects the premise that all absences whether excused or unexcused result in the loss of instructional time. Daily teaching and interaction of students and teachers cannot be duplicated. Consistent with this belief, the attendance policy is as follows:

Full-time Adult Programs:

- A. Students can miss no more than 6 (six) days of class/lab per semester for a total of 12 days for the school year.
- B. After a student has been absent from class/lab for 3 (three) days in a semester, the student will be given a verbal warning.
- C. After a student has been absent from class/lab for 5 (five) days in a semester, the student will be given a written warning and a conference will be held.
- D. After a student has been absent from class/lab for more than 6 (six) days in a semester, the student will be dismissed from the program.

Part-time Adult Programs (270 course hours or less):

- A. Students enrolled in a part-time program, such as a one-semester evening class, may miss no more than 3 (three) days of class/lab.
- B. After a student has been tardy from class/lab for 1 (one) day, the student will be given a verbal warning.
- C. After a student has been absent from class/lab for 2 (two) days, the student will be given a written warning and a conference will be held.
- D. After a student has been absent from class/lab for more than 3 (three) days, the student will be dismissed from the program.

TARDINESS POLICY

Employers expect their employees to arrive in time to clock in at their designated starting time. Tardiness is not acceptable to the employer and can result in termination of the employee.

Our policy reflects our mission to produce graduates who exhibit the dependability that employers desire in their workforce. A student is tardy if he/she fails to arrive by the designated start time for class.

Full-Time Adult Programs:

- A. Students can be tardy no more than 6 (six) days of class/lab per semester for a total of 12 days for the school year.

- B. After a student has been tardy on 3 (three) occasions, the student will be given a verbal warning.
- C. After a student has been tardy on 5(days) occasions, the student will be given a written warning and a conference will be held.
- D. After a student has been tardy on more than 6 (days) in a semester, the student will be dismissed from the program.

Part-Time Adult Programs (240 course hours or less):

- A. Students can be tardy no more than 3 (three) days of class/lab.
- B. After a student has been tardy on 1 (one) occasion, the student will be given a verbal warning.
- C. After a student has been tardy on 2 (two) occasions, the student will be given a written warning and a conference will be held.
- D. After a student has been tardy on more than 3 (three) occasions, the student will be dismissed from the program.

LEAVE OF ABSENCE:

A leave of absence not to exceed three days may be given for court subpoena or hospitalization of student/child. Discharge papers from the hospital or original subpoena document must accompany the request for this LOA. Only one LOA may be requested per year. Pregnancy or military deployment must be discussed individually with the instructor and director.

A leave of absence longer than three days, will constitute a withdrawal from the program. The student can only be phased back into the program within a one-year period if there is a vacancy within the program during the term needed by the student. Some review work may be required at that time. Leave of absence time and rules governing such absences will be at the discretion of the program director. If a LOA is taken, attendance recognition (award) will not be earned. Only one LOA may be taken per year.

PROGRESS COUNSELING:

Students will be counseled on attendance and grades at mid-term and as needed by program instructors.

OFFICIAL WITHDRAWAL:

Withdrawal from the Boone Career and Technical Center must be requested in person or by written request to the school office.

UNOFFICIAL WITHDRAWAL:

A student will be administratively withdrawn when he or she has been absent for more than the requirements of their program. The student's last recorded date of class attendance will be used as the unofficial withdrawal date.

DISMISSAL OF STUDENT:

The Boone Career and Technical Center reserves the right to terminate the enrollment of a student at any time if it becomes evident that the student cannot carry out the course of study successfully because of:

1. A grade average below passing per the class syllabus guidelines
2. Absenteeism in excess of hours permitted by program
3. Violation of school policies and regulations
4. Violation of policies and regulations of the cooperating clinical agencies/internship sites
5. Unsafe performance resulting in possible harm to others or self
6. Cheating, plagiarism or falsification of records (including time sheets)
7. Student misconduct or mishandling of records
8. Positive drug screen or suspected alcohol use at school or in clinical/internship sites
9. Breach of confidentiality and HIPAA regulations
10. Complaints related to performance from clinical/internship sites
11. Theft from clinical/internship site or school
12. Evidence of felony from a background check

The faculty will carefully review all the records and recommend dismissal where necessary. Faculty recommendations and copies of necessary records will be submitted to the director. The student will meet with the faculty and the director to discuss the situation. The student will be informed verbally and in writing of the action taken.

RECORDS POLICY:

Program admission records containing current admission materials and student information will be maintained in a locked, fireproof cabinet in the admission office.

Active student records containing class work, test and quiz scores, clinical performance, and records of counseling by the instructors will be maintained in the instructor's office in locked, fireproof cabinets.

Hard copies of student records are maintained in locked, fireproof cabinets for five (5) years following program completion. The only permanently maintained records will be a transcript of the student's grades. These transcripts are backed up to an external hard drive and password-protected. Transcripts will be released only upon the written authorization of the student and payment of a set fee. Transcripts will be sent within 3-5 working days after request has been made.

CHANGE OF INFORMATION:

Students must notify the admissions office immediately in writing of any changes in name, address, or telephone number. Name changes must be verified by producing legal documentation of the change. Students are responsible for updating contact information for the duration of their enrollment in a BCTC course.

STUDENT RECORDS ACCESSIBILITY:

Student's records may only be accessed by the admission coordinator, admissions staff, program supervisors and the Post-Secondary Director. Program directors and faculty may receive check off sheets provided by the admission's coordinator indicating the completion of all requirements

for admission. If a clinical site requires copies of medical records and/or background checks, the student must request those items and deliver to the clinical/internship site.

GRADING POLICY:

BCTC follows the grading scale of Boone County Schools:

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

The BCTC requires a student to achieve a passing grade in his or her program of training in order to maintain eligibility for Financial Aid. (Note: You must follow the grading scale as specified by your program of training). Students in the health program must pass each course to continue into the next term.

FAILED CLASSES:

Students who fail a program must remediate with the ABL program. Please call 304-369-4585 for more information.

SATISFACTORY ACADEMIC PROGRESS

In order to maintain Satisfactory Academic Progress (SAP), as it pertains to the Title IV Funding and US Department of Veterans Affairs education benefits, a student must meet the following requirements:

1. Maintain a “C” Average
2. Complete course within 150% of the originally scheduled course hours
3. Successfully complete at least 90% of assignments (proportionate to attempted assignments to date)
4. Complete at least 74% of scheduled hours (for example, from 0-450 hours, student must have completed at least 337.5 hours)
5. Meet individual program certification requirements

Each student’s progress (grades, and hours completed) will be reviewed weekly. A student receiving Title IV or US Department of Veterans Affairs education benefits who has not maintained a “C” average and/or completed at least 75% of scheduled hours will be on FINANCIAL AID WARNING status.

Students receiving US Department of Veterans Affairs education benefits must make Satisfactory Academic Progress in order for their enrollments to be certified for payment of benefits.

After a FINANCIAL AID WARNING period of three weeks, a student not meeting SAP will be withdrawn from the program. Students who are withdrawn from the program due to SAP must sit out at least 180 days before making re-application. Such students may be re-admitted at the discretion of the Director.

RE-ADMISSION:

Applicants who have previously been admitted to any program operated by BCTC and have withdrawn from the program, may be considered for readmission to the program within the following 12 months. If a student receives a failing grade in any subject, they must complete a remediation course with the ABLÉ Center before re-enrolling into the next year's program. The student will have one (1) opportunity to re-enroll when there is an available space in the program. If a student fails to complete the program for any reason on the second try in program, the student will not be eligible for readmission into that program.

Program placement will be determined by the program director.

Readmission fees and tuition for the program will be determined by the financial aid department on an individual basis. All prior account balances and fees must be paid prior to readmission. If readmission with advanced standing is requested, the policy for admission with advance standing will apply.

* Student must meet curriculum requirements effective at time of readmission.

** Student dismissed for cheating will not be considered for readmission to any program at BCTC this includes plagiarism.

STUDENT CONDUCT POLICY:

A student may be terminated at any time for the disruption of the learning environment in the classroom/lab (this includes cell phones, beepers, etc.), for destruction of school property, fighting, cheating, plagiarism, falsification of records, failure to adhere to school policy, and/or suspected drug or alcohol use. Students may also be terminated for involvement in illegal activities outside of school.

STUDENT ACCOUNTABILITY AND CONDUCT:

Students shall be responsible for:

1. Maintaining standards of academic and clinical performance as outlined in the student handbook and program guidelines.
2. Adhering to local, state, and federal laws.
3. Behaving in a manner which guarantees the rights of all persons in the school.
4. Maintaining confidentiality.
5. Conducting one's self in a professional manner at all times.
6. Keeping lab areas and classrooms clean and orderly.

ACADEMIC DISHONESTY:

Giving or receiving assistance on test, quizzes or written assignments (including plagiarism) shall result in a zero grade on the assignment and may result in termination from the program.

DAMAGES AND LOSSES:

Students using equipment belonging to the programs shall assume responsibility for its proper care. When damage or loss of equipment is due to the student's carelessness or neglect, the student must assume the cost repair or replacement of the equipment. Graduation may be delayed for that student until payment is made.

APPOINTMENTS:

All appointments should be arranged around school hours. If it is necessary to see a physician or a dentist during school time, this will be counted as an absence. Appointments required by funding sources should be arranged around school hours. Please make those agencies aware of the attendance policy.

STUDENT ORGANIZATIONS:

Boone Career & Technical Center has two active Career and Technical Student Organizations (CTSOs): HOSA Future Health Professionals and SkillsUSA. Full-time and part-time adult students are eligible participate in CTSO conferences and competitions with the recommendation of their course instructor. Membership dues and conference fees are the responsibility of the student.

Full-time students are also eligible for nomination to the Boone Chapter of National Technical Honor Society. Academic excellence, skills performance, work ethic, and attendance are the criteria for selection. Instructors nominate students for membership at the end of the first semester of coursework. Membership dues are the responsibility of the student.

EMPLOYMENT:

Each student must set their own priorities regarding work. It is the position of BCTC programs that if students elect to be employed while going to school, they do so with the full understanding that they must meet and maintain the academic, clinical and attendance standards of the program. No allowances will be made for the students who elect to work.

* Student uniforms and name pins must never be worn while working outside of the school setting or event.

It is the responsibility of the student to arrange work schedules which do not conflict with hours spent in class or clinical areas.

GIFTS:

Health Care students are not to accept money, gifts or gratuities in any form from patients.

INSURANCE:

Malpractice coverage for Medical Assisting and Phlebotomy students is included as part of the tuition cost.

CERTIFICATE OF COMPLETION:

A certificate of completion will be awarded to each student who completes their course of study with the required grades and attendance for that program. The student will not be issued a certificate until graduation.

DRESS CODE:

Classroom: Student must be in program specific professional dress when on campus.

ELECTRONIC EQUIPMENT:

Cell phones, beepers and any other electronic communication devices are prohibited in the classroom.

LAB CLEAN-UP:

It is the responsibility of the student to clean classrooms and lab areas at the end of each training session. Labs and classrooms should be left in a clean, orderly condition.

TOBACCO POLICY:

Tobacco Products including electronic cigarettes are not permitted on school property as per WV Code 16-9A-4.

DRUG AND ALCOHOL ABUSE POLICY:

Drugs (illegally acquired) and alcohol will not be tolerated on the grounds of the BCTC. This pertains to the illegal possession use or distribution to other students. All students and staff are encouraged to report to the supervisor any misuse or sale of any illegal drugs or alcohol. Any student caught in possession of and/or consuming or distributing illegal drugs or alcohol will be terminated from his or her program of training immediately and will be reported to the appropriate law enforcement officials. If the smell of alcohol is detected on a student, he or she may be dropped from his or her program of training (this includes while on school grounds and clinical sites). Drug screens can be requested by program instructors on any student suspected of being under the influence. A positive drug screen is grounds for dismissal. Random drug screens can be performed at any time.

VISITORS and VISITING:

1. Students are not to bring their family or visitors to class or clinical area. Children are NOT to be brought to class or the clinical site.
2. Visitors to adult education must report to the receptionist upon entering the school.
3. Students are not to invite guest to lunch or to visit them at the clinical agencies.
4. Students are not to visit friends or relatives who may be a patients at the clinical site while on school time or in student uniform.
5. Students are not to make or receive personal phone calls at the clinical site or at school.

PARKING:

Adult students and instructors must park vehicles in the areas designated for Adult Education. A few minutes may be allowed for unloading near doors or labs, but the vehicle must then be moved.

BREAKS:

Breaks need to be taken in the areas designated for Adult students. Please keep conversations and noise low during breaks. There are offices near break areas and other classes in session.

TELEPHONE USE:

Cell phones are not to be turned on in class. Students who continually violate this policy will be terminated.

EMERGENCY PHONE CALLS TO STUDENTS:

In cases of emergency ONLY, the office staff will take a message for the student to return the call.

WEATHER POLICY AND SCHOOL CLOSING INFORMATION:

BCTC follow Boone County School's inclement weather policy.

COMPUTER USAGE: Students must review the computer usage rules that will be distributed during orientation and complete the documents to receive a user account. Students who violate any of the computer rules will lose their computer use privilege.

Please Note:

1. No food or drinks in the computer areas
2. No students in computer areas without supervision
3. No programs will be brought into the school to be installed on computers
4. No changes are to be made to the computer (i.e. color of screen, volume, screen saver, etc.) without permission of instructor
5. Nothing is to be saved on the hard drive without the instructor's permission
6. No changes are to be made to the programs without the instructor's permission
7. Students should notify their instructors immediately if any changes have been made to their computer
8. The color printer is only to be used for special projects that require color printing and have been assigned by the instructor. The printers may not be used for personal use
9. Students will have an assigned user identification to log onto the computer and will then create their own password. Students are responsible for their password and must not share it with other students
10. If someone uses your password and log in on your account, YOU will be cut one letter grade automatically in that class for the course
11. E-mail is for internal learning use only. E-mail to instructors is to be limited to educational issues only, no junk mail, jokes, etc.
12. **STUDENTS ARE NOT TO DOWNLOAD OR SAVE ANYTHING FROM THE INTERNET** without permission from the instructor
13. Internet use is for educational use only. Attempted access to inappropriate material is strictly forbidden

Any problems caused by a student not following the above guidelines will be considered a serious violation. Discipline may include, but is not limited to, being banned from using computer or even dismissal from the program.

INDIVIDUAL CAREER PLAN (ICP):

The individual career Plan (ICP) is a planning tool that is used for career preparation, career growth and lifelong learning goals. All Adult Education students will complete an Individual Career Plan.

PLAN FOR ASSURING HEALTH AND SAFETY:

In the event of an emergency, students will follow the established emergency guidelines as documented in the Plan for Assuring Health and Safety. A copy of the policy can be found in the office and with instructors.

EXPOSURE CONTROL PLAN:

If a student is exposed to blood or other potentially infected material while on campus, the student is to report it immediately to their instructor and the instructor will provide first aid measures and complete an incident report. If there is a significant exposure, current CDC guidelines will be followed at the student's expense. The student is strongly encouraged to carry health insurance to help cover these costs. The Director/Principal will maintain records of incidents that occur on campus and during externship activities.

VOCATIONAL EVALUATION:

Vocational Evaluation is available for students unsure about his or her career goal. The free evaluation will help determine the student's career strengths, weaknesses and career programs that relate to the student.

PLACEMENT SERVICES:

The Boone Career and Technical Center Adult Programs does not guarantee placement, but will assist students in finding employment. Please contact the program instructor for more information.

DISABLED STUDENT SERVICES:

The Boone Career and Technical Center offers special services to disabled students upon request. Please contact the student services office or the admissions department.

PROGRAM GUIDELINES:

The policies and procedures in this handbook are designed for the majority of the programs offered at the Boone Career and Technical Center. Programs have their own policies and procedures for attendance, grades, etc., therefore, you must follow the guidelines of your selected program of training. You will receive these at orientation.

Notes: