



Boone Career and Technical Center Adult Student Handbook and Academic Catalog 2025-2026

Title IX ADA 504 Notice

The Boone Career and 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 Boone County Schools Director of Human Resources Doug Barrett at dbarrett@k12.wv.us or 304-369-8276. For inquiries concerning 504/ADA, please contact Boone County Schools Director of Exceptional Children Bretta Kuhn Cook at bretta.kuhn@k12.wv.us or 304-369-8245. Inquiries also may be submitted in writing to Mr. Barrett or Mrs. Kuhn Cook at Boone County Schools, 69 Avenue B, Madison, WV 25130.

Last Revised: 4/2/26

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

Boone Career and 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 Academy
193 Academy Drive, Chapmanville, WV 25508
OFFICE: (304) 855-5045 FAX: (304) 855-5545

Dr. Jacob Messer
Director/Principal

BOONE COUNTY BOARD OF EDUCATION

Allen Sexton
Superintendent

James Craig
President

Barry Brown
Vice President

Kim Duty
Member

Darlene McClure
Member

Vacant Seat
Member

Table of Contents

Staff Directory	4
2025-2026 Calendar of Events	5
Introduction, Mission Statement, Vision	6
Non-Discrimination Policy	7
Grievance Procedures	7
Discrimination Grievances	8
Title IX Policy	8
FERPA	9
Adult Education Philosophy	10
Accreditations & Affiliations	11
Admission Procedure	12
Drug Screening Policy	12
Background Check Policy	16
Admission Exam	16
Admission Prerequisites	17
High School Completion Validity Policy	17
Preferred Admission	19
13 th Year	19
Benefits for BCTC Employees	19
Benefits for BCS Employees	20
Transfer Student	20
Tuition Payment Arrangements	21
Federal Financial Aid	21
Tuition Refund Policy	21
Return of Title IV (Pell) Funds Policy	22
Previous Balances	23
Tuition Payment Deadline	24
Tools and Equipment	24
Academic Calendar Year	24
Attendance Policy	24
Leave of Absence	25
Withdrawal Policy	25
Student Dismissal Policy	26
Records Policy	26
Change of Information	27
Grading Scale	27
Satisfactory Academic Progress	27
Readmission Policy	30
Academic Integrity	31
Artificial Intelligence (AI) Policy	33
Student Conduct	33

Damages and Losses	34
Appointments	34
Student Organizations	34
Employment	35
Insurance	35
Certificate of Completion	35
Dress Code	35
Cell Phones and Electronic Devices	36
Lab Maintenance	36
Tobacco Policy	36
Drug and Alcohol Policy	36
Visitors Policy	36
Emergency Calls	37
Parking	37
Weather Policy and School Closing Information	37
Computer Usage Policy	37
Plan for Assuring Health and Safety	38
Exposure Control Plan	38
Vocational Evaluation	38
Placement Services	38
Services for Students with Special Needs	39
Strategic Plan Goals	39
Program Guidelines	39
Annual Security Report	40
Adult Academic Catalog	42

Staff Directory

Messer, Jacob	Director and Principal	mjmesser@k12.wv.us
Buckner, Sheryl	LPN Program Secretary	sheryl.buckner@k12.wv.us
Dickson, Robert	Truck Driving Instructor	robert.l.dickson@k12.wv.us
Foster, Cynthia	Adult Program Secretary	cynthia.foster@k12.wv.us
Foster, Jeff	Truck Driving Instructor	jsfoster@k12.wv.us
Fowler, Sarah	Cosmetology Instructor	sarah.fowler@k12.wv.us
Geer, Brandon	Welding Instructor	brandon.geer@k12.wv.us
Harless, Kelly	LPN Instructor	kelly.harless@k12.wv.us
King, Bobby	Truck Driving Instructor	bobby.king@k12.wv.us
Wall, Dena	Cosmetology Instructor	dena.wall@k12.wv.us
Webb, Paula	LPN Program Coordinator	pholstei@k12.wv.us

2025-2026 Calendar of Events

Boone Career and Technical Center follows the academic calendar of Boone County Schools. Each adult program has its own start and end dates.

July 1, 2025	Adult Student Enrollment Begins
August 11-13, 2025	Curriculum Development Day – No Students
August 12, 2025	Curriculum Development Day – No Students
August 13, 2025	Prep Day for Opening of Schools and Faculty Senate – No Students
August 14, 2025	First Day of Classes for Secondary Students
September 1, 2025	Labor Day
October 17, 2025	Professional Learning Day and Faculty Senate – No Students
October 23, 2025	Fall Advisory Council Dinner and Meeting
November 11, 2025	Veterans Day
November 24-28, 2025	Thanksgiving Break
December 19, 2025	Professional Learning Day and Faculty Senate – No Students
December 22, 2025-January 2, 2026	Christmas Break
January 12, 2026	Parent-Teacher Conference Day
January 19, 2026	Dr. Martin Luther King, Jr. Day
February 16, 2026	Professional Learning Day and Faculty Senate – No Students
March 19, 2026	Professional Learning Day – No Students
April 3, 2026	Professional Learning Day – No Students
April 6-10, 2026	Spring Break
April 13, 2026	Professional Learning Day and Faculty Senate – No Students
April 23, 2026	Spring Advisory Council Dinner and Meeting
April 27, 2026	Curriculum Development Day – No Students
May 12, 2026	Election Day
May 25, 2026	Memorial Day
May 28, 2026	Last Day of Classes for Secondary Students
May 29, 2026	Professional Learning Day – No Students
June 2, 2026	Professional Meeting Day & Faculty Senate – No Students
June 20, 2026	West Virginia Day Holiday – No Students
July 27 – 30, 2026	Council on Occupational Education Accreditation Team Visit

Introduction

Welcome to the Boone Career and Technical Center!

The Boone Career and Technical Center is the premier institution for career training in Boone County, offering excellent job-training programs for both high school students and adult learners. Our staff members are highly skilled professionals who are committed to preparing our students to enter the workforce. Adult programs offered at the school include cosmetology, phlebotomy, practical nursing, truck driving, and welding.

The main campus of Boone Career and Technical Center is a 75,000-square-foot, one-story block building comprised of 11 offices for administrative and support staff and 29 classrooms with industry-specific lab facilities. The building contains a conference room, an auditorium, and 17 public restroom facilities. It is located approximately two miles from US 119, which connects Boone County to Lincoln and Logan counties.

The Boone Career and Technical Center Truck Driving Academy is housed 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 10 acres of land, providing sufficient acreage to allow for truck driving instruction to take place.

This handbook has been developed and approved by the Boone County Board of Education to serve as a guide. Its purpose is to answer many questions students might have and assist the staff to meet the needs of students.

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

“Your Goals. Our Mission.”

Non-Discrimination Policy

As required by federal law and regulations, the Boone County Board of Education does not discriminate based on race, color, religion, national origin, gender, sexual orientation, disability, age, or marital status in its employment practices or in the administration of any of its educational programs and activities as required by Title IX, Section 504, and ADA regulations. For inquiries concerning Title IX, please contact Boone County Schools Director of Human Resources Doug Barrett at dbarrett@k12.wv.us or 304-369-8276. For inquiries concerning 504/ADA, please contact Boone County Schools Director of Exceptional Children Bretta Kuhn Cook at bretta.kuhn@k12.wv.us or 304-369-8245. Inquiries also may be submitted in writing to Mr. Barrett or Mrs. Kuhn Cook at Boone County Schools, 69 Avenue B, Madison, WV 25130.

If you believe you have been discriminated against based on sex, you may make a claim that your rights have been denied. You will be asked to write the actions, policies, or practices that you believe are discriminatory. You can obtain help from Mr. Barrett or Mrs. Kuhn Cook. Once you have filed your grievance, you will be asked to meet with those people 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 with 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 1, 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 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 decide 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 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, and 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

The Boone Career and Technical Center does not discriminate based on sex in its educational programs, activities, or employment as required by Title IX of the 1972 Educational Amendments. BCTC students are protected from sex discrimination in the following areas:

- Admission or enrollment in courses
- Access to and use of school facilities
- Counseling and guidance materials, tests, and practices
- Graduation requirements
- Student rules, regulations, activities, and benefits
- Treatment as a married and/or pregnant student
- Housing or 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)

The Boone Career and 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 United States 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 deciding that generated a protected education record.

Under FERPA, a school is not generally required to maintain selected 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 each individual the educational opportunity to attain his or her 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 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 and technical training for all people who need, desire and can profit from this training.
- To provide high-quality career and 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 closely 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 accredited by the following:

- National Automotive Technical Education Foundation (NATEF/ASE)
- National Center for Construction Education and Research (NCCER)
- Office of Health Facility Licensure and Certification (OFLAC)
- Occupational Health and Safety Administration (OSHA)
- United States Department of Education (USDE)
- West Virginia State Board of Cosmetology
- West Virginia Department of Education (WVDE)
- West Virginia Department of Public Safety
- Council on Occupational Education (COE)
- West Virginia State Board of Examiners for Practical Nurses (WV LPN Board)

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 and Technical Education
- D.L. Roope
- HOSA Future Health Professionals
- National Healthcareer Association
- National Safety Council
- SkillsUSA
- Veterans Administration
- West Virginia Department of Health
- West Virginia Motor Truck Association

Admission Procedure

Students who want to enroll can find a course description and application on the BCTC website at www.gobctc.com or visit the Boone Career and Technical Center.

Drug Screening Policy

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

1. Rationale

The Boone Career and Technical Center has a campus-wide, zero-tolerance policy toward the abuse of all drugs, including alcohol. Under the scope of this guideline, eligibility for participation in any of our adult programs is established by a negative/normal drug screen as noted in the key definitions section.

2. Scope and Mission

It is the mission of the Boone Career and Technical Center to provide a safe environment for employees, students, and visitors. A safe environment will be attained by management of situations involving drugs and alcohol regarding individuals who use or misuse any prescriptions or illegal substances.

3. Key Definitions

- Adulteration — The process of adding chemical substances to urine in order to change the result of the drug screens.
- Confirmation Test — A second test that is performed and read by a certified lab after a positive result on an initial screening sample at the Boone Career and Technical Center.
- Diluted Sample — A sample with a specific gravity below the acceptable level as defined by the laboratory that performs the testing.
- Drug Screen — A drug screen is the laboratory testing performed on urine, blood, hair, or saliva/oral fluid samples to determine the presence or absence of specified drugs or their metabolized traces.
- Adult Programs — All courses, certificate, and degree programs where students must participate as members of industry-related outside agencies as part of the educational requirements.
- Negative/Normal — Results of a drug screen that does not include adulteration of the sample, the presence of illegal substances, alcohol, or the abuse of prescription drugs.
- Positive/Abnormal — Results of a drug screen that reveal use of an illegal substance, alcohol, or a diluted or adulterated sample. Refusal to submit to drug screening or return the parent/guardian permission form.

- Prescription — A valid prescription issued to the student by a licensed healthcare provider authorized to issue such prescription and used for its intended purpose as prescribed before any expiration date.
- Substance — Any drugs, other substances whether ingested, inhaled, injected (subcutaneously, or otherwise) that have known mind-altering or function-altering effects.
- Quantitative Test — A test that can estimate the amount of drug or substance in a specimen.

4. Drug Treatment Programs

No candidate will be accepted as a student in any of our adult programs while enrolled in a drug treatment program, including suboxone and methadone clinics.

5. Drug Screening

All adult students will be tested to verify a negative/normal drug and alcohol screening throughout their enrollment in their programs. Testing will occur prior to students' admission into their adult programs. Drug screenings must be completed by the agency authorized to conduct screenings for the Boone Career and Technical Center. Students' drug screening results will be processed as follows:

- Adulterated Sample — If a drug screening result is reported as adulterated by the laboratory, the sample will be considered a positive drug screen test.
- Diluted — If the drug screening result is reported as diluted, the student will be re-tested within 24 hours of the diluted result. Failure to retest within the 24-hour timeframe will be considered a positive drug screen test.
- Positive Illegal — All positive tests will result in the Health Science student being dismissed from the Health Science Career Cluster Program and from all clinical experiences.
- Positive Prescription — Students testing positive for a prescription medication must have a valid, in-date prescription issued to the student by a licensed healthcare provider. Upon receipt of documentation of the prescription, the student's positive drug screening result will be considered on a case-by-case basis. A quantitative analysis may be required.
- Negative/Normal — Students whose drug screening result is negative/normal may be subject to retesting at any time.

5. Re-Testing

Time Frame – All adult students will be subject to re-testing prior to their participation in industry-related outside agencies as part of the educational requirements. Adult students with positive results will not be allowed to continue in their programs.

6. Drug Test Failure

If a student fails his or her initial drug test because of a diluted sample, he or she will have the option of re-testing within 24 hours of notification of the student. Students will be allowed to re-test one time.

7. Reasonable Suspicion

Any student displaying inappropriate behavior that causes a faculty member, professional supervisor, or administrator to have a reasonable suspicion that the behavior is due to a violation of this guide will be required to re-test. The professional who observed the behavior is to bring that behavior to the attention of the student's adult program instructor. A consultation will be held with the vocational director who will make the decision regarding re-testing. If the director is not available, it will be left to the discretion of the adult program instructor. Such behavior or conduct includes but is not limited to the following:

- Observable phenomena such as direct observation of drug use or physical symptoms or manifestations of being under the influence of a drug.
- Any student exhibiting the above symptoms will be required to submit a health assessment at their expense. The results of the assessment should be reported to the student's adult program Instructor within seven days.
- A student's behavior has caused or contributed to an accident that resulted in injury requiring treatment by a licensed healthcare professional or substantial property damage, or
- A student is convicted by a court of an offense related to use of a drug, alcohol, or controlled substance.

8. Confidentiality

- All test results will be handled on a confidential basis in accordance with all state and federal requirements.
- All students will be required to sign an agreement as requested by the industry-related outside agencies authorizing the school to release information (i.e., drug screening results) to those agencies.

9. Tested Substances

Drug screening may include but is not limited to testing for the following substances: marijuana, amphetamines, cocaine, opiates, phencyclidine, and/or alcohol.

I understand that as a requirement for enrollment in a Boone Career and Technical Center adult program, I must submit to a drug test, which will provide the result of the test to the designated school official. I understand that if the test result is anything other than negative/normal, I will be denied participation in the program pursuant to the drug screening guide.

I further understand that I may be subject to random drug tests while enrolled and additional testing under certain circumstances described in the guide. A drug test that is anything other than negative/normal or my refusal to submit to drug testing will result in dismissal from the program.

By signing this document, I indicate that I have read, understand, and agree to adhere to the principles outlined in this guide. Further, I understand that a negative/normal drug test is required for admission into a Boone Career and Technical Center adult program. I consent to the release of the drug test results to the designated school official. I also acknowledge that my results may be shared with the industry-related outside agencies where I obtain industry-related experience.

Student Signature

Date

Adult Program Instructor Signature

Date

Background Check Policy

The Boone Career and Technical Center's 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.

- The Boone Career and Technical Center reserves the right to deny or to place conditions on admission or reenrollment of applicants and former students who the Boone Career and Technical Center determines represent a safety risk to Boone Career and Technical Center students, employees, or property.
- Each student who wants 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.
- The Boone Career and Technical Center reserves the right not to accept into a program any student who has a criminal history.
- Students who have a criminal history will meet with the instructor and administrator to discuss the background check findings.
- Decisions to admit or deny enrollment to a student will be determined on a case-by-case basis considering 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.

The vocational director and the instructors are responsible for the implementation and enforcement of the Criminal History Background Check Policies and Procedures. The West Virginia Department of Education and Boone County Schools provide the infrastructure needed to provide and maintain services. Evaluation of policies and procedures 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.

Admission Examination

Adult students who wish to enroll in the cosmetology, phlebotomy, and welding courses must take the TABE test. Students who want to enroll in practical nursing must take the TEAS for nursing. Students who want to enroll in the truck driving course must obtain a CDL learner's permit. Students can call the Boone Career and Technical Center director or financial aid coordinator at (304) 369-4585 for remediation information.

Admission Prerequisites

You must have a high school diploma or high school equivalency (HSE) certificate to be admitted to any adult program at the Boone Career and Technical Center. You must present a copy of your high school transcript or HSE certificate by the first day of class. You can present it in person or mail it to the school at the following address:

Cynthia Foster, Adult Secretary
Boone Career and Technical Center
3505 Daniel Boone Parkway, Suite B
Foster, WV 25081

If you do not present a copy of your high school transcript or HSE certificate 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 high school transcript or HSE transcript on file. If needed, we can contact your high school to request an “official” transcript.

You must have a valid West Virginia driver’s license for the Truck Driving program.

Please see the Boone Career and Technical Center adult academic catalog for additional information for each program.

High School Completion Validity Policy

References

34 CFR 668.16(p)

2023-24 Federal Student Financial Aid Handbook

ED E-Announcement, “Checking the Validity of a Student’s High School Completion” (July 29, 2019)

<https://fsapartners.ed.gov/knowledge-center/library/electronic-announcements/2019-07-23/checkingvalidity-students-high-school-completion>

Purpose

To develop and follow procedures to evaluate the validity of a student's high school completion if the institution or the Secretary of the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

Regulatory Requirement

As noted in the Federal Student Financial Aid Handbook, to receive Title IV funds, students must be qualified to study at the postsecondary level, i.e., if they:

- have a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma);
 - have the recognized equivalent of a high school diploma, such as a general educational development (GED) certificate or other state sanctioned test or diploma-equivalency certificate;
 - have completed homeschooling at the secondary level as defined by state law;
 - have completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education; or
- 34 C.F.R. §668.16(p)

Policy

The Boone Career and Technical Center requires every student who is admitted to provide a final, official high school transcript, or a copy of a high school diploma or recognized equivalent, or proof of homeschooling at the secondary level as defined by state law, to the undergraduate admissions office no later than the midpoint of the first semester of enrollment. 34 C.F.R. §668.16(p)

If either the Boone Career and Technical Center or the United States Department of Education suspect that a student's high school diploma is not valid or was not obtained from an entity that provides secondary school education, the Boone Career and Technical Center will take the following steps to evaluate the validity of the student's high school completion.

1. check with the high school to confirm the validity of the student's diploma; and
 2. confirm with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education.
- As ED notes in the Handbook, the above two-part description satisfies the high school validity requirement. Other approaches may also be used if they serve to validate the student's high school completion. Students who indicate on their FAFSA® that they graduated high school must give the name, city, and state of the high school. 34 C.F.R. §668.16(p)

Implementation

The Boone Career and Technical Center's admissions office will publish requirements for the submission of a final high school transcript, proof of high school diploma or recognized equivalent, or proof of homeschooling as allowable under state law, in its web-based consumer information and in the Adult Student Handbook and Academic Catalog.

Then, the Boone Career and Technical Center's admissions office will communicate with a student who has been formally admitted to the program of his or her choice regarding these requirements and procedures for secure submission of documentation to the effect compliance with this policy.

Policy Responsibility

The Boone Career and Technical Center's director and financial aid coordinator are responsible for implementing procedures to implement this policy. They must be apprised of the policy and implementation for documentation of Title IV compliance purposes.

Preferred Admission

Applicants who were Boone Career and Technical Center high school students, successfully completed two years of their related programs, and remained in good standing during that time will be given preferred admission for Boone Career and Technical Center adult programs.

13TH YEAR

Boone County Schools students who completed their junior and senior years of Cosmetology or Welding at the Boone Career and Technical Center will be eligible for a tuition adjustment for their "13th year" in the Cosmetology and Welding adult programs. They will receive a credit based on hours completed during their junior and senior years of Cosmetology and Welding. Students will be charged tuition and lab fees based on hours required to complete the program, and they must pay for all additional uniforms, books, fees, and equipment issued to and accepted by them.

There is no 13th year tuition discount for the Truck Driving adult program because there is no applicable high school program at the Boone Career and Technical Center.

Benefits for BCTC Employees

Boone Career and Technical Center employees, their spouses, and their dependents can receive free tuition to participate in one Boone Career and Technical Center adult program of their choice. However, they must pay the full costs for the books and fees associated with those programs. For employees, they will complete their applications and provide their employee photo ID badges. For their dependents, they will show Page 1 of their federal tax return or court records showing custody or child support.

If Boone Career and Technical Center employees, their spouses, and their dependents want to participate in additional Boone Career and Technical Center adult programs, they must pay the full cost of tuition for those programs.

Benefits for BCS Employees

Boone County Schools employees, their spouses, and their dependents can receive a 25 percent discount on tuition to participate in one Boone Career and Technical Center adult program of their choice. However, they must pay the full costs for the books and fees associated with those programs. If Boone County Schools employees, their spouses, and their dependents want to participate in additional Boone Career and Technical Center adult programs, they must pay the full cost of tuition for those programs.

Transfer Student (Advanced Standing)

- 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 the Boone Career and Technical Center.
- Submit an official transcript of high school grades (or equivalent) and college completed courses.
- Submit copies of course outlines for which the applicant is requesting credit. The program director will review transcripts and outlines to determine admission standing and course credit transfer.
- Challenge examinations and skills assessment will be required to determine applicants' competencies.
- Tuition and fees will be determined on an individual basis.

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

- 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 12 months. If the time allowance expires, applicant must start at the beginning of program.
- The applicant is a direct transfer from another school.
- The Boone Career and Technical Center does not accept transfer credits.

To apply for advanced standing:

- Provide all information necessary for admissions.
- Meet with the program director to determine admission.

Please note:

- Competency evaluations in both knowledge and skills *may be* required.
- The program director will review transcripts and evaluate competencies to determine placement in the program.
- 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 all the program objectives can be met.

Tuition Payment Arrangements

Students are required to make tuition payment arrangements by completing the financial aid process or signing a tuition payment agreement to make monthly payments with the financial aid office before starting their programs. Students must pay on or before the first day of class the cost of all books, supplies, uniforms, and fees; 20 percent of tuition; and 20 percent of lab fees. Thereafter, monthly payments are due by the fifth day of the month. Students who have not made a payment in three (3) months will be dismissed from the program.

Federal Financial Aid (FAFSA)

Completion of a Free Application for Federal Student Aid (FAFSA) form is required for all students seeking financial assistance. Only students in Advanced Career Education (ACE) programs need to apply. To determine eligibility for financial assistance, students may visit www.studentaid.gov and use federal school code #04298000 for the Boone Career and Technical Center. A student applying for any type of financial assistance may not be admitted until he or she has submitted a completed application for Federal Student Aid.

- Only programs exceeding 600 hours qualify for federal aid. However, students in all programs are encouraged to apply as their application may make them eligible for aid from other funding sources. CDL and phlebotomy students are not eligible for Pell.
- Award letters will be distributed to notify students who qualify for financial aid.
- Pell awards will be distributed every 450 hours.
- Pell payment requires Satisfactory Academic Progress (SAP).
- Unpaid materials fees are retained by the school from the first disbursement.

Tuition Refund Policy

- Background checks, drug tests, registration fees, and deposits are non-refundable items.
- Items charged to the student's account at the student's request, aside from charges for course tuition and lab fees, are non-refundable (i.e., books, test fees, supplies, etc.).
- Tuition and lab fees will not be refunded after the completion of 120 hours.
- Refunds will be pro-rated based on the number of hours completed.
- A refund will be disbursed to a student within 45 days of their withdrawal date.
- If the Return of Title IV Funds (R2T4) calculation results in a credit balance on the student's account, it will be disbursed as soon as possible and no later than 14 days after the calculation of R2T4. It will be dispersed in person or by mail.
- Students will receive full refunds if the Boone Career and Technical Center cancels the class.
- Refunds when due are made without a request from the student within 45 days.

- The part-time adult programs are Phlebotomy and Truck Driving; they have fewer than 600 hours. There will be no refunds for part-time classes after the first day of class.
- The full-time adult programs are Cosmetology, Practical Nursing, and Welding; half of the period of enrollment is 600 or more depending on the program.

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

Return of Title IV (Pell) Funds Policy — R2T4 Calculation

The Boone Career and Technical 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 percent point in each payment period (i.e., 270 hours of a 450-hour payment period). A student's withdrawal or termination from school prior to completion of 60 percent of their payment period will result in the application of a pro rata schedule to determine the amount of Federal Pell Grant the student has earned at the time of withdrawal. After the 60 percent point in the payment period, the student has earned 100 percent of the Federal Pell Grant disbursement for that payment period. This is a separate calculation from the institutional Refund policy.

The percentage of hours completed in the payment period is calculated by dividing the number of scheduled hours or completed hours through the student's last date of attendance by the hours in the payment period (450). After 60 percent of the payment period is completed, there is no return of Title IV (Pell) funds. The amount of Pell Grant earned is calculated by multiplying the total amount of Pell Grant that could have been awarded for the payment period by the percentage of time completed. The amount to be returned to the United States Department of Education is determined by taking the amount of Pell earned and subtracting it from the amount of Pell disbursed. The institution's share of the amount to be returned is calculated by multiplying the institutional charges (registration fee, application fee, 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 is then divided in half, and must be repaid to the school within 45 days of notification of the repayment due, or the student's account will be turned over to the United States Department of Education for collection, and the student becomes ineligible for further federal financial aid. 34 C.F.R. §668.22(g) and (j)

All post-withdrawal disbursements will be applied to the student account first, and any resulting credit balance must be delivered to a student within 14 days. It will be dispersed in person or by mail. 34 C.F.R §668.22 (a)(5) and (6); 34 C.F.R. §668.164(h) and (j)

Should the Return of Federal Funds calculation show a repayment due, any refund due to the student from the institutional refund calculation will be applied toward the student's unearned Pell 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. 34 C.F.R. §668.22(h)

For example: A student attends 225 hours of a 450-hour payment period, or 50 percent of the payment period. The institutional charges for the period of enrollment are \$750, and the Pell Grant disbursement was \$1,000. The unearned Pell Grant is 50 percent of \$1,000 or \$500. The institutional share of the unearned Pell is 50 percent of \$750 or \$375. Student refunds to Pell Grant are ONLY required when the student receives more than 50 percent of a Pell Grant Disbursement. In such cases, the student would be notified of any unearned Pell Grant refund due back to the Pell Grant program. The student would also be billed by the school for the \$375 of institutional charges due to the school as a result of the amount returned by the school.

If a student withdrawal results in the student owing Pell Grant funds back to Pell Grant (called a Pell Grant Overpayment), the school will notify the student, in writing, and request the return of the funds within a 30-calendar day period. Should the student fail to return the funds, the school will refer the student's Pell Grant Overpayment to the United States Department of Education Debt Collection Services. Until the student either repays the Pell Grant Overpayment or presents proof of a repayment arrangement, the student would be barred from receiving any future Federal Student Aid. 34 C.F.R. §668.22(h)

Previous Balances

If a student owes a tuition balance from previously attending the Boone Career and Technical Center, the student will be denied admission into another program at BCTC until the balance is paid in full. The student can apply for admission while making payment on the outstanding balance; however, the balance must be paid in full two (2) weeks prior to attending classes. This includes any balance on the account owed because Title IV aid was returned due to student withdrawal or failing out of a program. Current year financial aid cannot be used to cover a previous year's 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.

Tuition Payment Deadline

All tuition must be paid in full two weeks prior to the last day of class. Personal checks will not be accepted three (3) weeks prior to completion of the program. A certificate of completion will not be issued and school-related information, such as attendance records or 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. Students are required to make monthly payments by the fifth day of each month. Students who have not made a payment in three (3) months will be dismissed from the program.

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

Tools and Equipment

Tuition does not include tools and equipment required for some programs. If required, a list of equipment and tools will be provided. The student is responsible for purchasing items that are required in their program of training.

Academic Calendar Year

Federal Financial Aid calculates an “academic year” as 900 hours and 26 weeks for all eligible programs.

Half of the period of enrollment is 900 hours for Cosmetology, 675 hours for Practical Nursing, and 450 hours for Welding.

Attendance Policy

Student attendance is critical to success in career and technical education programs. Consistent attendance is required to meet technical, clock-hour, and safety standards for certifications and licensure. Regular attendance increases achievement and graduation rates. Federal regulations require that students receiving Title IV aid must maintain **a minimum of 80% verified attendance** in order to receive financial aid funds. BCTC maintains this standard of attendance for all adult students in Advanced Career Education programs.

NOTE: The practical nursing program has a stricter attendance policy to meet licensure requirements of the West Virginia Board of Examiners for Licensed Practical Nurses (see the Practical Nursing Policy and Procedure Manual).

Leave of Absence

A leave of absence (LOA) not to exceed three (3) days may be given for a court subpoena or the hospitalization of a student/child. Discharge papers from the hospital or an original subpoena document must accompany the request for this LOA. Only one LOA may be requested per year. Pregnancy or military deployment is discussed individually with the instructor and director.

A leave of absence longer than three (3) 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. Incomplete grades will be issued during the one-year leave of absence. 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. A leave of absence may affect the student's satisfactory academic progress standing in regard to Title IV Funding.

Withdrawal Policy

The Boone Career and Technical Center financial aid office must be notified when a student withdraws from a program. Drop forms are available in the office and must be submitted to the school counselor and financial aid office. A student may withdraw from school temporarily or permanently. Such periods of non-enrollment are not counted toward the student's maximum time frame for completing course requirements (150 percent of the original course length). A student may be readmitted so long as he or she was maintaining satisfactory academic progress at the time of withdrawal. Upon re-enrollment, the student will be granted credit for the completed course work for which he or she earned a "C" grade or better. A student who was dismissed for failure to maintain satisfactory academic progress or committed an infraction of school policies may be readmitted to school at the discretion of the principal and the program instructor. A student shall not be re-admitted after three (3) attempts to complete their program.

UNOFFICIAL WITHDRAWAL:

A student will be administratively withdrawn when he or she has been absent for more than 10 consecutive days. The student's last recorded date of class attendance will be used as the unofficial withdrawal date.

Student Dismissal Policy

The Boone Career and Technical Center reserves the right to terminate student enrollment at any time if it becomes evident the student cannot meet the course requirements because of:

- A grade average below passing or absenteeism in excess of hours permitted by program.
- Violation of school policies or policies of the cooperating clinical agencies/internship sites.
- Unsafe performance resulting in possible harm to others or self.
- Cheating, plagiarism, falsification, or mishandling of records.
- Positive drug screen or suspected alcohol use at school or in clinical/internship sites.
- Breach of confidentiality and HIPAA regulations.
- Complaints related to performance from clinical/internship sites.
- Theft from clinical/internship site or school.
- Felony conviction while enrolled in a program of study.

The faculty will carefully review all the records and recommend dismissals 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. LPN records containing current admission materials and student information will be maintained in a locked, fireproof cabinet in the LPN 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 the request has been made.

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.

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 Boone Career and Technical Center course.

Grading Scale

The Boone Career and Technical Center follows the grading scale of Boone County Schools:

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

NOTE: The LPN program has adopted a higher grading scale to meet the 80 percent performance standard required by the West Virginia State Board of Examiners for Practical Nurses.

Satisfactory Academic Progress

The Boone Career and Technical Center requires a student to achieve a passing grade in his or her program of training in order to maintain eligibility for financial aid. Students in the nursing program must pass each course to continue into the next term. In order to maintain Satisfactory Academic Progress (SAP), as it pertains to the Title IV Funding and United States Department of Veterans Affairs education benefits, a student must meet the following requirements:

- Maintain a continuous “C” average
- Attend at least 80 percent of the program hours for each grading period (may vary by program)
- Maintain a continuous 80 percent attendance rate for each course
- Complete course within 125 percent of the originally scheduled course hours
- Meet individual program certification requirements

NOTE: Students must follow the grading scale as specified by their program of training.

Satisfactory Academic Progress will be reviewed at the point when the student completes the scheduled hours in their payment period:

For courses under 900 hours, the payment period is half the course (i.e., 50 percent). For courses of 900 hours or more, the payment period is 450 hours. §668.34(a)(8)(i)

Periods of non-enrollment or approved Leaves of Absences are not considered in Satisfactory Academic Progress determinations.

Should a student fail to maintain Satisfactory Academic Progress for a payment period, the student will be issued a Financial Aid Warning for the following payment period. The student will be expected to meet Satisfactory Progress by the end of the warning period. Should a student fail to meet Satisfactory Academic Progress, the student will no longer be eligible for Financial Aid and may be terminated from the program. §668.34(a)(8)(i)

A student who has failed to meet Satisfactory Academic Progress after a warning period may either be:

1. Terminated from the program and allowed to apply for re-admission after 180 days have passed, or

2. Placed on Probation. The terms of probation will be documented and agreed to by the student, the student's instructor, and the school administrator. Students who request a decision of Probation must be able to convince their instructor and the school administrator that:

a. They will be able to overcome whatever issue and or problem which caused them to fail to maintain Satisfactory Progress in the first place.

b. They have eliminated whatever issue or problem which caused their Satisfactory Academic Progress lapse; or

c. They have made arrangements for ongoing tutoring, extra work, or additional assistance as required in order to meet Satisfactory Academic Progress

Satisfactory Academic Progress Probation may consist of required extra coursework, repeated coursework, counseling, extended or reduced hours, or any combination of these items, based upon the student's individual situation. A probationary period for SAP may be open-ended or defined, and may or may not result in additional charges to the student. If it is determined that the student will incur additional charges, this will be included in the Probationary Agreement. *

*** Students should keep in mind that the Federal Pell Grant can pay ONLY for their original course hours.**

Students who receive Title IV Federal Student Aid will have their progress reviewed by the Financial Aid Officer prior to each Title IV aid disbursement to ensure the student is adhering to their course requirements pertaining to attendance and satisfactory academic progress.

**** If the student's program of study requires more stringent minimum standards, the program standards, as outlined in the student's program handbook, will apply.**

Students on probation shall be deemed to be maintaining satisfactory academic progress and shall be eligible for financial aid during the probationary period, but they generally **shall not receive any financial aid refunds until the terms of their probation have been met.** Students who fail to meet the terms of their probation shall be terminated from their course of study per each department's policies.

Probation Appeal: Students may appeal a probationary status or requirement by submitting a written request to the administrator. The written request should outline the student's reason for the appeal and/or provide evidence that the student has met the requirements of Satisfactory Progress and should not be on probation. The School Administrators will review this information, the student's records, and will consult with appropriate faculty before making a final and binding determination of the student's status. The School Administrators will relay this determination to the student's instructor, who will then inform the student.

Termination Review: Students may appeal a termination decision resulting from failure to meet the probationary criteria by submitting a written request to the School Administrators. The written request for review must outline the student's reasons for appealing termination or provide evidence that the probationary criteria were met. The School Administrators will, after reviewing the student's records and consulting with appropriate faculty, make a final and binding determination, and notify the student in writing of the determination.

Students who are required to repeat courses within their program of study may do so. Should the student require additional time to repeat any segment of their course, additional tuition will be charged. Any incomplete course work will have a negative impact upon the student's average, and may also cause the student to be placed on probation.

Some students are required, as a condition of enrollment, to attend non-credit remedial courses. While the student's progress in such courses is monitored by the institution, the student's non-credit remedial work has no impact upon the student's maintenance of satisfactory academic progress.

A student may withdraw from school either temporarily or permanently. Such periods of non-enrollment are not counted toward the student's maximum time frame for completing course requirements.

Students' SAP will be reviewed and determined after the completion of each 450-hour payment period and prior to aid disbursement. After a financial aid warning period of one payment period (i.e., 450 hours), students who do not meet SAP will be withdrawn from the program. Students who fail SAP will be notified in person and by mail. 34 CFR §668.34 (a)(11)

Students who are withdrawn from the program because of SAP must sit out at least 180 days before making re-application. Such students may be re-admitted at the discretion of the director. A student who fails to meet the terms of their warning regarding satisfactory academic progress shall be terminated from their course of study. There is no appeal process for academic dismissal.

NOTE: The Cosmetology and Practical Nursing programs will have additional policies and procedures that their students must follow to maintain Satisfactory Academic Progress (SAP). Please see the instructor or individual program handbook for details.

Readmission Policy

A student who is required to repeat courses within a program of study may do so if approved by the director and program faculty. Additional tuition will be assessed if the student requires additional time to repeat any portion of the course. Any incomplete coursework will have a negative impact on the student's average and may also impact their satisfactory academic progress standing. Students should note that failed courses will result in delay of Title IV aid disbursement, as regulations require successful completion of hours.

A student may withdraw from school temporarily or permanently. Such periods of non-enrollment are not counted toward the student's maximum time frame for completing course requirements (150 percent of the original course length). A student shall not be re-admitted after three (3) attempts to complete their program. A student may be readmitted so long as he or she was maintaining satisfactory academic progress at the time of withdrawal. Upon re-enrollment, the student will be granted credit for the completed course work for which he or she earned a "C" grade or better. A student who was dismissed for failure to maintain satisfactory academic progress or committed an infraction of school policies may be readmitted to school at the discretion of the principal.

Applicants who have previously been admitted to any program operated by the Boone Career and Technical Center 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, he or she must repeat the course. 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, he or she will not be eligible for readmission into that program. There is no guarantee that a student readmitted to a program will be eligible for Title IV funds.

Program placement will be determined by the director and program faculty.

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 the curriculum requirements that are currently in place at time of readmission.

** Student dismissed for academic dishonesty will not be considered for readmission to any program at the Boone Career and Technical Center.

Academic Integrity

Academic integrity is a hallmark of professionalism. Students must be honest and ethical in submitting their own academic work, and they must report any violations by other students. All students must exhibit academic integrity throughout their enrollment in the Boone Career and Technical Center. Academic dishonesty will not be tolerated and will result in the student being disciplined and possibly dismissed from the program. Academic dishonesty includes submitting any information or material that is used for academic credit. Submitting work that is not self-created gives that student an unfair advantage over other students in the program. Types of academic dishonesty include plagiarism, cheating, fabrication or falsification, facilitation, and other academic conduct specifically prohibited by the course instructors.

- Plagiarism: submitting work that is the property of another, such as the direct use of another's content or the use of another's words, ideas, or media without complete and accurate acknowledgement
- Cheating: relying on unauthorized resources to gain information for an assignment or examination, such as the use of textbooks without authorization during an examination
- Fabrication: misrepresentation, forgery, or fraud in presenting assignments for academic credit, such as falsifying citations, data, or other records
- Facilitation: providing unauthorized materials or assistance to another student with the intent to commit academic dishonesty
- Collusion: working with another student on an individual assignment without an instructor's permission
- Misrepresentation: giving false information or omitting to provide information with the intent to deceive an instructor for academic credit
- Other prohibited academic conduct: engaging in behavior specifically prohibited by a faculty member in the course syllabus or the student handbook

Examples of academic dishonesty include, but are not limited to:

- Copying another student's work or allowing another student to copy your own work
- Having someone else create an assignment and submit it as your own work

- Assisting other students to cheat through electronic means or otherwise
- Using written or electronic materials not permitted on an assignment or examination
- Falsifying information or misrepresentation of information on a paper or presentation
- Misrepresenting information in order to receive academic credit, such as listing resources in your works cited on a paper you submit that were not actually used in your research, or fabricating the reason for an absence or tardy occurrence
- Using materials, such as textbooks, notes, or electronic devices, during a test without the instructor's permission
- Submitting work as your own that you have not created
- Failing to participate in group assignments for which you receive academic credit
- Working with another student on an individual assignment
- Looking at another student's test during a written or electronic examination
- Submitting the same assignment for two different grades in different classes of the program unless the student receives permission from the instructor for academic credit in each class
- Improper electronics use, including unauthorized use of computer or calculator; selling or giving away information stored electronically; sharing test or assignment answers electronically; taking screenshots of any materials presented electronically; or using smartwatches, cell phones, or any other device during an examination
- Purchasing test banks online, in text, or from other students

A formal complaint will be submitted for any student who engages in academic dishonesty. This complaint will be submitted to the director within three (3) academic days following the conduct in question. The student will be receive a copy of the complaint and will be given the opportunity to respond to the charges of misconduct. The student's response must occur within three (3) academic days of receipt of the formal complaint. The complaint and the student's response will be reviewed by the faculty and the school administrator to determine the outcome. The student will be notified of the outcome in writing within three (3) academic days and will have an additional three (3) academic days to appeal the decision. An application must be made in writing and include supporting documents to establish the grounds for the appeal. Applications of appeal without supporting evidence will not be accepted. Thereafter, the decision of the administrator will be final.

A finding of academic dishonesty will result in the student being awarded a zero (0) "F" for that assignment. The written complaint will be included in the student's academic record. If a second finding of academic dishonesty occurs, the grade penalty will remain the same and the student will placed on academic probation. A third occurrence of academic dishonesty will result in the student's dismissal from the program. Students who are dismissed for academic dishonesty may be prohibited from enrolling in another program at the Boone Career and

Technical Center, but may apply to the director and the program faculty for enrollment by exception. The approval of both the director and the program faculty will be required in order for the student to enroll.

Artificial Intelligence (AI) Policy

Artificial Intelligence (AI) tools can be used to enhance student learning while maintaining academic integrity. AI tools should complement knowledge and understanding rather than be used as a substitute for the development of critical judgment. The Boone Career and Technical Center emphasizes the use of knowledge, faculty guidance, and best practices to make decisions rather than basing work solely on AI recommendations.

Students may use AI tools to:

- Improve understanding of concepts, brainstorm ideas
- Find references or information to be used on assignments
- Check grammar and organize ideas into outlines
- Brainstorm ideas

Students are prohibited from using AI tools for:

- Assistance with examinations
- Writing complete sentences, paragraphs, or papers to submit for grading
- Responding to online discussions

Students must give credit to AI tools whenever used, even if only to generate ideas. Information must be provided about which tools were used and how they were used in each assignment.

Student Conduct

- Professional behavior always is expected, including but not limited to punctuality, attentiveness, patience, respect, and cooperation.
- Arrive on time, attend regularly, and stay until the class is dismissed. Students are not permitted to enter class once it is in session unless consent is given by the instructor.
- Respect for the instructors and fellow students is to be demonstrated through behavior, language, tone, and attitude. The student must be able to accept constructive criticism.
- Communication always must be dignified and courteous, assisting peers when appropriate and resolving conflicts in a professional manner. Avoid loud talking, laughing, and inappropriate conversations.

- Maintain strict confidentiality during discussions. Any potentially confidential information should be used for learning purposes only and carried out in private areas.
- Sleeping or lack of attention in class is not acceptable.
- No headphones or other electronic devices are permitted during lectures unless authorized by the instructor. Cell phones must be muted and not visible.
- When you are not engaged in an educational activity, be aware of what you are doing to fill your time. Acceptable activities would include reading procedure manuals, reading your text, preparing for class, etc. Unacceptable activities include texting, talking on the phone, watching videos, scrolling through the phone, reading leisure magazines, etc.
- Offensive or inappropriate language, behavior, tone, or attitude will not be tolerated. Expect disciplinary action that could include but is not limited to dismissal from the classroom for that class period. Further action may be taken if indicated by the seriousness of the behavior, including dismissal from the program.
- Behavior in a manner that guarantees the rights of all persons in the school.
- Keep lab areas and classrooms clean and orderly.
- Adhere to all local, state, and federal laws.
- Adhere to any industry-specific rules and regulations that your program of study requires.

Damages and Losses

Students using equipment belonging to the school or their programs of study shall assume responsibility for its proper care. When damage or loss of school equipment is due to the student's carelessness or neglect, the student must assume the cost of repair or replacement of the equipment. Program completion and 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 secure an appointment 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

The Boone Career and Technical Center has three active Career and Technical Student Organizations (CTSOs): Educators Rising, HOSA Future Health Professionals and SkillsUSA. Full-time and part-time adult students are eligible to participate in CTSO conferences and

competitions with the recommendation of their course instructors. Membership dues and conference fees are the responsibility of the student.

Full-time students also are eligible for nomination to the Boone Chapter of the 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 his or her own priorities regarding work. It is the position of the Boone Career and Technical Center 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, technical, and attendance standards of their programs of study. No allowances will be made for the students who elect to work. It is the responsibility of the student to arrange work schedules that do not conflict with hours spent in class or clinical areas.

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

Insurance

Malpractice coverage for practical nursing 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 his or her program of study with the required grades and attendance for that program. The student will not be issued a certificate until program graduation.

Dress Code

Students must be in program-specific professional dress when they are on campus or when they are representing the school or their programs at a professional conference or other event.

Cell Phones and Electronic Devices

Cell phones and other electronic communication devices are to be kept in silent mode while in the classroom and used only at the discretion of the program instructor.

Lab Maintenance

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. Students are responsible for conducting inventory, stocking supplies, and maintaining equipment at the direction of the program faculty.

Tobacco Policy

Tobacco products in any form, including cigarettes, cigars, pipes, electronic cigarettes, vape pens, snuff, and chewing tobacco, are not permitted on school property as per West Virginia Legislative Code 16-9A-4.

Drug and Alcohol Abuse Policy

Drugs that are illegally acquired and alcohol will not be tolerated on the Boone Career and Technical Center campus or at any school event. 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 during participation in a school event). 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 Policy

- Students are not to bring their family members, including children, to class or lab areas.
- Students are to bring only authorized visitors to class or lab areas.
- Visitors to any adult program must report to the receptionist upon entering the school.
- Students are not to invite guests to lunch or to visit them during school events.
- Students are not to visit friends or relatives while wearing their student uniforms.

Emergency Calls

Students are not to make or receive personal phone calls during class or technical activities without instructor authorization. In cases of emergency, a message may be left with the school secretary if the student cannot be reached by other means.

Parking

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

Weather Policy and School Closing Information

The Boone Career and Technical Center follows the Boone County Schools inclement weather policy.

Computer Usage Policy

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:

- No food or drinks should be consumed around electronic devices.
- Do not install any programs on school computers or electronic devices without the instructor's permission.
- No changes are to be made to school electronics or programs (i.e., color of screen, volume, screen saver, etc.) without the instructor's permission.
- Nothing is to be saved on the hard drive of a school computer or electronic device without the instructor's permission.
- The color printer is only to be used for special projects that require color printing and have been assigned by the instructor. Printers cannot be used for personal use.
- Students will have an assigned user identification to log on to school computers. Students may be granted Wi-Fi access for school purposes. You are not authorized to grant another person access to these credentials.
- If someone uses your password and logs in on your account, YOU will be cut one letter grade automatically in that class for the course.
- E-mail is for internal learning use only. E-mails to instructors are to be limited to educational issues only — no junk mail, jokes, etc.

- Students are prohibited from downloading and saving any material from the internet without the instructor's permission.
- Internet use is for educational use only. Access of inappropriate material is prohibited.

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.

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 his or her instructor, and the instructor will provide first aid measures and complete an incident report. If there is a significant exposure, current Centers for Disease Control and Prevention guidelines will be followed at the student's expense. The student is strongly encouraged to carry health insurance to help cover these costs. The Boone Career and Technical Center director will maintain records of incidents that occur on campus and during externship activities.

Vocational Evaluation

A vocational evaluation is available for students who are unsure about their career goals. This free evaluation will help determine the student's career strengths and weaknesses as well as career programs that relate to the student's talents and interests.

Placement Services

Boone Career and Technical Center adult programs do not guarantee job placement but will assist students in finding employment. Instructors maintain a record of industry-specific employers for students and assist with resume development, applications, and interview preparation. Please contact the program instructor for more information.

Services for Students with Special Needs

The Boone Career and Technical Center provides accommodation to students with special needs upon request. Students are required to notify the program faculty, counselor, or director of the student's special needs in advance so accommodations can be made available prior to the student's enrollment at BCTC.

2023 – 2026 Strategic Plan

Scope of Services

The strategic plan strives to meet the needs of its students by increasing enrollment, performance, retention, successful completion, and post-graduate employment for students in all Advanced Career Education programs.

Major Activities

1. Increase enrollment by 5% to better meet the needs of the community
2. Increase number of adult completers by a total of 10% in all programs.
3. Maintain COE Accreditation: reaffirmation of accreditation in Fall 2026.
4. Provide students with exposure to business, industry, and community organizations.
5. Provide students the opportunity to achieve industry credentials.

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.

Annual Security Report

BCTC Annual Security Report 2025				
VAWA OFFENSES				
Offense	Year	# On Campus	#Off Campus	# Public Property
Domestic Violence	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Dating Violence	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Stalking	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Arrest and Disciplinary Referrals				
Offense	Year	# On Campus	#Off Campus	# Public Property
Arrests Weapons: Carrying, Possessing, etc.	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Disciplinary Referrals Weapons: Carrying, Possessing, etc.	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Arrests Drug Abuse Violations	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Disciplinary Referrals Drug Abuse Violations	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Arrests Liquor Law Violations	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Disciplinary Referrals Liquor Law Violations	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Criminal Offenses				
Offense	Year	# On Campus	#Off Campus	# Public Property
Murder/Non-Negligent Manslaughter	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Manslaughter by Negligence	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Rape	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Fondling	2025	0	0	0
	2024	0	0	0
	2023	0	0	0

Annual Security Report

Criminal Offenses (Continued)				
Offense	Year	# On Campus	# Off Campus	# Public Property
Incest	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Statutory Rape	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Robbery	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Aggravated Assault	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Burglary	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Motor Vehicle Theft	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Arson	2025	0	0	0
	2024	0	0	0
	2023	0	0	0



 Dr. Jacob Messer, Boone Career and Technical Center Director and Principal

03/17/26

 Date



 Chad Barker, Boone County Sheriff

3/17/26

 Date

Boone Career and Technical Center Adult Academic Catalog 2025–2026

BCTC Adult Programs

Last Revised: 3/17/26

Title IX ADA 504 Notice

The Boone Career and 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 Boone County Schools Director of Human Resources Doug Barrett at dbarrett@k12.wv.us or 304-369-8276. For inquiries concerning 504/ADA, please contact Boone County Schools Director of Exceptional Children Bretta Kuhn Cook at bretta.kuhn@k12.wv.us or 304-369-8245. Inquiries also may be submitted in writing to Mr. Barrett or Mrs. Kuhn Cook at Boone County Schools, 69 Avenue B, Madison, WV 25130.

Table of Contents

Cosmetology	44
Phlebotomy	48
Practical Nursing	50
Truck Driving	54
Welding	57

Cosmetology

Instructors: Sarah Fowler, AS
sarah.fowler@k12.wv.us
Southern West Virginia Community and Technical College: AS
West Virginia Board of Cosmetology Licensed Cosmetologist
West Virginia Board of Cosmetology Certified Cosmetology Instructor
West Virginia Department of Education Certified Cosmetology Instructor

Dena Wall
dena.wall@k12.wv.us
Charleston School of Beauty Culture
West Virginia Board of Cosmetology Licensed Cosmetologist
West Virginia Board of Cosmetology Certified Cosmetology Instructor
West Virginia Department of Education Certified Cosmetology Instructor

Telephone: 304-369-4585, extension 70119
Salon Telephone: 304-369-1645

At Boone Career and Technical Center Cosmetology, our staff possesses the skills required to provide necessary training, and we aspire to produce capable, productive cosmetologists and stylists who exhibit the determination, skills, ability, and desire to succeed in the salon environment. Each student not only will receive instruction and exposure to essential technical skills and equipment, but also will be afforded the opportunity for hands-on, supervised work with the public.

Admission Requirements for Cosmetology

- High school diploma or GED
- Pre-entrance Exam: TABE score of 525 or above
- Completed FAFSA application
- Completed BCTC application
- Completed student registration form for the West Virginia State Board of Barbers and Cosmetologists
- State photo ID and Social Security card
- Picture to be sent to state board
- Copy of health certificate
- Clear background check
- Drug test with negative drug screen
- \$25 application fee in the form of check or money order made payable to the West Virginia State Board of Barbers and Cosmetologists (*non-refundable*)
- \$100 reservation fee (*non-refundable*)

Enrollment

There are 20 spots available; priority is given to students who completed their junior and senior years of Cosmetology at the Boone Career and Technical Center.

Schedule

Classes are scheduled 32.5 hours per week, Monday through Friday, from 8:00 AM to 2:30 PM.

Tuition and Fees	
Tuition	\$5,400
Lab Fee	\$3,396
Cosmetology Kit	\$1,025
Uniforms	\$415
Books	\$244
Name Tag	\$20
Reservation Fee (Non-Refundable)	\$100
Total	\$10,600

Payment Plan Breakdown

Length in Months: 17

Total Number of Payments: 17

Monthly Payment: \$623.53

Charges for Additional Instruction

In the event that students require additional time for completion of the course in which they are enrolled beyond their stated contact date, due to unexcused absences or unsatisfactory attendance, they will be responsible for paying additional tuition at the current hourly rate for the course. The current hourly rate for the Cosmetology program is \$3 per hour. Students who miss more than the allotted six days will be charged \$3 per hour for every hour they miss. The amount due will be calculated based on the number of hours the student still needs to complete at the end of their contract date. A new graduation date will be calculated using the student's scheduled hours per week. If the student does not complete by the new graduation date, due to unexcused absences or unsatisfactory attendance, this process again will be applied until the student completes the Cosmetology program.

"13th Year Students"

Boone County Schools students who completed their junior and senior years of Cosmetology at the Boone Career and Technical Center will be eligible for a tuition discount for their "13th year" in the Cosmetology adult program. They will receive a discount based on hours completed during their junior and senior years of Cosmetology. This discount can be applied only to tuition; it cannot be applied to books, fees, kits, uniforms, and other costs.

Certification

Upon completion of the prepaid course of study, each student is awarded a diploma certifying to the fact the school's requirements have been met.

Program of Study Description:

HU9505 Cosmetology (ACE)

The Cosmetology program provides 1800 hours of instruction over the course of 18 months, including 900 hours of Hair Styling, 300 hours of Manicuring, and 500 hours of Aesthetics, with 100 hours of general studies, consisting of classroom studies into the arts and sciences of Cosmetology, integrated with supervised practice and demonstrations of various techniques on a mannequins and real clients. Cosmetology is an occupational field bringing together many diverse elements of beauty from hair care to skin care to nail ornamentation, incorporating modern sciences and understanding with traditional beautician services. Students are expected to learn the role of cosmetologists, bringing professionalism, skill, creativity, and pride to their work. The practical side of cosmetology is not only learning the proper techniques, but also learning to interact with the public, manage a business, and promote themselves, their services, and their products. Students are required to achieve a minimum grade of 80 percent on both their theory and practical work. Students will spend a portion of their time in the student salon learning to perfect the skills they have been taught.

Core Courses:

- **9193A Barbering and Cosmetology Foundations**
Professional Information Theory — 100 hours. In this section, student will learn Professional Development, Communication, Human Relations, Business Management, State Aesthetics Laws, Sanitation Processes and Guidelines, Infection Control, and First Aid.
- **9201A Cosmetology Science I**
9202A Cosmetology Science II
200 hours Practice — 50 hours. In this section, students will learn Infection Control for Cosmetologists, Anatomy, Physiology, Diseases and Disorder of the Skin, Skin Structure, Properties of the Hair and Scalp, Chemistry, and Electricity 15.
- **9198A Cosmetology Professional I**
9199A Cosmetology Professional II
9200A Cosmetology Professional Advanced
50 hours Practice — 400 hours. In this section, students will learn Client Consultation, Hair Analysis, Shampooing, Conditioning, Scalp Care, Product Chemistry, Principles of Hair Design, Various Haircutting and Hairstyling Techniques, Braiding, Extensions, Wigs, and Hair Additions.
- **9203A Cosmetology Chemical I**
9204A Cosmetology Chemicals II
100 hours Practice — 100 hours. In this section, students will learn Chemical Texturing Services including Permanent Waving and Relaxing, Hair Coloring including Analyzing, Mixing, Applying, Processing and Corrective Coloring, High-lighting and Low-lighting.

- **9196A Skin Sciences I**
9195A Aesthetics Science
9194A General Aesthetics I
9197A General Aesthetics II
 500 Hours. In this section students will learn Anatomy and Physiology and Basic Chemistry, Electricity and Nutrition of Aesthetics, Physiology and Histology of Skin, Disorders and Diseases of Skin, Skin Analysis and use of Skin Care Products, Facial and Basic Massage Techniques, Hair Removal, Advanced Topics and Treatments and Makeup.

- **9190A Nail Technology Science and Procedure**
9191A Art of Nail Technology
9192A Nail Technology Clinical Experience
 300 Hours. In this section students will learn General Anatomy and Physiology and Structure of the Skin and Nails, Nail Diseases and Disorders, Nail Product Chemistry, Pre- and Post-Service Procedures, Tool/Instrument Disinfection, Polishing, UV Gel and Design, Advanced Manicuring and Pedicuring, Wraps, Tips and Paraffin, and Monomer Liquid and Polymer Nail Enhancements.

Graduation Requirements

The following factors are used for determining academic progress: Theory, practical, and laboratory (clinic). An overall average of 70 percent is required for all courses offered. In order to complete the program and graduate, students must achieve:

- A. Satisfactory completion of course of instruction for which the student is enrolled.
- B. Completion of all required hours of instruction for the course.
- C. Payment of all fees in full and any outstanding balance owed to the school.
- D. Completion and passing of all written and practical assignments and tests with a score of 70 percent or higher. Satisfactory completion of final examination in scientific theory and practical demonstration with a score of 70 percent or higher.

A passing grade is required in both practical and theory work for graduation and eligibility to take the state board examination.

Each student is responsible for registering and paying for his or her licensure exam fees.

Phlebotomy Technician

Instructor: Paula Webb, MS, RN
West Virginia University School of Nursing: BSN
Marshall University Graduate College: MS Adult and Technical Education
West Virginia Registered Professional Nurse
WVDE CTE Instructor, AMT Certified Allied Health Instructor
pholstei@k12.wv.us
304-369-4585, ext. 70137

ADMISSION REQUIREMENTS

- High school graduation or GED transcript
- Pre-entrance exam: TABE score of 525 or above
- Clear background check
- Negative drug screen
- Driver's license
- Vaccination records with proof of required immunizations

Program of Study Description:

HE 9301-1 Phlebotomy Technician (ACE):

This 270-hour course is offered twice a year in January and July. The class meets twice weekly from 3:00 PM until 7:30 PM. Students must complete 120 hours of clinical internship in a health care facility to qualify for national certification. ***A minimum enrollment of 10 students is required for this class.***

Tuition and Fees	
Tuition	\$705
Phlebotomy Text**	\$60
Phlebotomy Supplies	\$50
Uniform Tops	\$85
Background Check and Drug Test	\$100
Total	\$1,000

Textbook: Phlebotomy: Worktext and Procedures Manual, 6th Ed. (Warekois & Robinson)
ISBN 978-0-323-64266-8

Other Fees: Students must purchase black scrub pants and waterproof black clinical shoes to wear to clinicals. NHA national certification exam: \$129

Course Description:

- **9065 Phlebotomy Skills (270 hours)**

Phlebotomists draw blood from patients in hospitals, blood centers, or similar facilities for analysis or other medical purposes. Students will learn the anatomy of the vascular system as well as perform basic phlebotomy procedures. Students will demonstrate basic point of care testing, such as blood glucose levels on patients; they also will prepare blood, urine, and other body fluid specimens for testing according to established standards.

Graduation Requirements for the Phlebotomy:

- Satisfactory completion of course of instruction for which the student is enrolled.
- Completion of all required hours of instruction and clinical internship for the course.
- Payment of all fees in full and any outstanding balance owed to the school.
- Completion and passing of all written and practical assignments and tests with a score of 70 percent or higher. Satisfactory completion of final examination with a score of 80 percent or higher.

Practical Nursing

Nurse Coordinator: Paula Webb, MS, RN
West Virginia University School of Nursing: BSN
Marshall University Graduate College: MS ATE
West Virginia Registered Professional Nurse
WVDE CTE Instructor, AMT Certified Allied Health Instructor
pholstei@k12.wv.us
304-369-4585, ext. 70137

Nursing Instructor: Kelly Harless, BSN, RN
Mountain State University: BSN
West Virginia Registered Professional Nurse
WVDE CTE Instructor
kelly.harless@k12.wv.us
304-369-4585, ext. 70154

Admission Requirements

- High school diploma or GED
- Pre-entrance Exam: TEAS score of 60 or above
- Completed FAFSA application
- Completed BCTC application
- Completed student registration form for the West Virginia Clearance for Access: Registry and Employment Screening (WV CARES)
- State photo ID and Social Security card
- Copy of health and dental certificates
- Vaccination records with proof of required immunizations
- Clear background check
- Drug test with negative drug screen
- \$100 reservation fee (*non-refundable*)

Practical Nursing Curriculum

The BCTC School of Practical Nursing offers a one-year training program to prepare nursing students to become licensed practical nurses. Applications are accepted through September of each year. Each cohort is selected by the end of September and must complete a 10-week self-paced orientation course to enroll in the program.

Nursing classes begin in January. Students who complete the 48-week nursing program will graduate in December of the same year. Each course has an academic and clinical component. Students must complete 1,350 hours of academic course work and clinical training to qualify to sit for the National Council Licensure Examination for Practice Nurses (NCLEX-PN). The program concludes with a 100-hour comprehensive review course to prepare students to successfully pass the NCLEX-PN and become a licensed practical nurse.

Textbooks

Elsevier 360 for Nursing Digital Curriculum

- Sherpath with Elsevier Adaptive Quizzing (EAQ)
- Elsevier eBooks
 - Fundamental Concepts and Skills for Nursing RR 7E 9780443245992 2026
 - Growth & Development Across the Lifespan 3E 9780323809405 2022
 - Success in Practical/Vocational Nursing 10E 9780323811750 2023
 - Human Body in Health and Illness 8E 9780323882408 2024
 - Basic Nutrition and Diet Therapy 16E 9780323653763 2022
 - Introduction to Clinical Pharmacology 11E 9780443115967 2025
 - Foundations of Mental Health Care 8E 9780323810296 2023
 - Stromberg Medical-Surgical Nursing 6E 9780443245251 2026
 - Basic Geriatric Nursing 8E 9780323828895 2023
 - Introduction to Maternity & Pediatric Nursing 10E 9780443127571 2026
- Shadow Health® Simulations
- HESI® Case Studies
- Clinical Skills Videos
- SimChart®
 - HESI® Specialty Exams: Fundamentals, Geriatrics, Pediatrics, Maternity, Mental Health, Anatomy, Nutrition, Pharmacology, Dose Calculations, Community Health
- HESI® Custom Exams
- HESI® Exit Exams
- HESI® Readiness for NCLEX®
- HESI® Comprehensive Review eBook
- HESI® Compass
- HESI® Live/Virtual Review
- Elsevier Adaptive Quizzing (EAQ) for the NCLEX
- Elsevier Assessment Builder

Tuition and Fees	
Tuition	\$4,200
Textbooks, simulation, and NCLEX test prep materials	\$2,395
Licensure Exam Application and Fee	\$355
Uniforms: Scrub Tops, Jacket, T-Shirt, and Name Tag	\$250
Lab Fee	\$300
LPN and Medical Surgical Skills Packs	\$300
Reservation Fee (non-refundable)	\$100
Background Check and Drug Test	\$100
Total	\$8,000

Other Fees: Students must purchase black scrub pants, black socks, and waterproof, closed heel, black clinical shoes to wear to clinicals.

Course Descriptions:

- **Practical Nursing Principles and Fundamentals (230 Hours)**
This course introduces students to advance directives, advocacy, client rights, collaboration, confidentiality, ethical practices, informed consent, resource management, infection control, ergonomics, safety, injury prevention, health promotion and maintenance topics, human growth and development, disease prevention, cultural awareness, stress management, and therapeutic communication.
- **Anatomy and Physiology (60 Hours)**
Students learn basic structure of the human body, such as organization and functional components of each organ system, including the integumentary, skeletal, muscular, circulatory, lymphatic, respiratory, digestive, urinary, endocrine, nervous, and reproductive systems.
- **Social Sciences Integrated (150 Hours)**
Students gain advanced principles of client care and advanced directives, communication, management and supervision, health promotion and maintenance, health care trends, changing roles in nursing, critical thinking, concepts in health care, law and issues for the LPN, ethics and issues for the LPN, nurse-client relationships, leadership, practice issues, scope of practice, and growth and development.
- **Nutrition and Diet Therapy (40 Hours)**
Students review the anatomy and physiology of the digestive system and learn about basic nutrition and food composition, metabolism, nutrition guidelines, dietary elements of the regular diet, menu planning, principles of therapeutic diets, eating disorders, and principles of patient/client teaching.
- **Pharmacology (100 Hours)**
Students are introduced to the principle of pharmacological therapies, dosage calculations, adverse reactions, side effects, interactions, contraindications, medication administration, pain management, therapeutic procedures, advanced pharmacology, prescriptions and medication orders, and medication classifications and actions.
- **Geriatrics (100 Hours)**
Students learn about gerontology, health promotion and maintenance, developmental tasks of aging, developmental disabilities, mental health, elder abuse and neglect, safety, nutrition, mobility and elimination problems, rehabilitative and restorative care, long-term care, stages of grief, age-related changes, and medication administration.

- **Psychiatric Nursing (100 Hours)**

This course includes principles of behavioral management, chemical and other dependencies, coping mechanisms, crisis intervention, cultural awareness, mental health concepts, support systems, dynamics of anger and aggression, personality development, treatment, communication, and different psychiatric disorders.

- **Obstetrics (60 Hours)**

This course provides training in the care and management of pregnant clients from conception until childbirth, including health promotion, ante/intra/postpartum and newborn care, prenatal development, prenatal care, nursing care during labor and delivery, pregnancy complications, postpartum care, and postpartum complications.

- **Pediatrics (60 Hours)**

This course provides training in health promotion and maintenance and the aging process. Students learn to care for children from newborn to adolescence, including health care adaptations, common health conditions, communicable diseases, hospitalizations, and developmental conditions.

- **Medical Surgical Nursing (450 Hours)**

This course trains students in client care, management, and supervision of medical-surgical patients, including establishing priorities, health promotion, comfort interventions, nursing diagnoses, therapeutic procedures, pathophysiology, fluid and electrolyte balance, medical emergencies, infectious disease, and pre-operative/operative/post-operative care.

- **NCLEX-PN Preparation (100 Hours)**

This capstone course is not part of the nursing curriculum. It is a study course designed to provide students with a comprehensive review of the knowledge and skills obtained throughout the nursing program and prepare students to take the NCLEX-PN.

Progression in the Program: Each course must be completed with a minimum of an 80 percent C average to progress to the next course. Student must successfully complete 100 percent of the practical nursing competencies to qualify to take the NCLEX-PN licensure examination.

Graduation Requirements for the Practical Nursing Program:

- Completion of all required hours of instruction and clinical internship for the course.
- Payment of all fees in full and any outstanding balance owed to the school.
- Successful completion of all written and practical components with a score of 80 percent or higher.
- Satisfactory completion of program final examination with a score of 80 percent or higher.

Truck Driving

Lead Instructor: Jeff Foster
Commercial Driver's License
West Virginia University Institute of Technology: CTE
WVDE Certified Truck Driving Instructor
jfoster@k12.wv.us
304-855-5045

Part-Time Instructors: Robert Dickson, CDL
Bobby King, CDL
Rexford Lorrison, CDL

Truck Driving

The truck driving program of study focuses on careers that will build a knowledge base and technical skills in the truck driving industry. Students will receive hands-on training in order to obtain a Class A or Class B CDL (Commercial Driver's License).

This course involves a careful examination of the safe and efficient operation of commercial motor vehicles. Emphases are on safety, proficiency, and adherence to laws as set forth by the Federal Motor Carriers Safety Regulations (FMCSR). Students will have a mixture of classroom, online, and hands-on training in various types of commercial motor vehicles. Students will be instructed in log book procedures and maintenance, hours of services, vehicle inspections, trip planning, map reading, drop and hook procedures, load distribution and redistribution, backing exercises, and driving safely on a variety of road types and conditions.

The truck driving program is a 180-hour course, with 40 hours of classroom and online instruction to prepare for the state-required CDL examination and satisfy the ELDT requirements as set forth by the FMCSR and 140 hours of hands-on training in trucks and buses. It is an open-enrollment program, which means students can start immediately. It takes students four to six weeks to earn a Class A CDL and two weeks to earn a Class B CDL.

Classes are taught at the Boone Career and Technical Center's extension campus at 193 Academy Drive, Chapmanville, WV 25508. Classes meet from 8 a.m. until 4 p.m. Monday through Friday.

Admission Requirements:

- Must be at least 18 years old
- Must have a valid unencumbered driver's license
- Must have at least one year of licensed driving experience
- Must have less than six points against driving record
- No driving under the influence (DUI) convictions in the past two years
- No felony convictions for any type of sexual assault
- \$100 reservation fee (*non-refundable and goes toward tuition*)

TR9803 Truck Driving (ACE)

Would you like to travel on the open road while earning money? If so, get behind the wheel at the Boone Career and Technical Center Truck Driving Academy! By offering small class sizes, students can take advantage of individualized training and behind-the-wheel experience. The curriculum is designed to prepare students for the open highway with an emphasis on obtaining a CDL license and achieving employment after completion. Our highly trained instructors are equipped to adequately prepare students to operate anything that is legal on the roadway (with the exception of motorcycles). Nowhere else can you learn a new and valuable trade in such a short time, with a minimum investment, and immediately begin a rewarding career.

Training to include:

- Preparation for the learner's permit exam
- Logbooks and hours of service
- Trip planning and map reading
- Backing safely
 - Straight line and offset backing
 - Parallel parking and alley dock parking
- Negotiating turns safely
- Sharing the road with other drivers
- Mountain driving and city driving

Program	Tuition	Testing	Textbooks	Supplies	Other Expenses	Total
Class A	\$2,695	\$100	\$0	\$0	\$1,205	\$4,000
Class A with Hazmat	\$2,695	\$100	\$0	\$0	\$1,680	\$4,475
Class A with all endorsements	\$2,695	\$200	\$0	\$0	\$2,305	\$5,000
Class B	\$1,795	\$100	\$0	\$0	\$1,105	\$3,000
Class B with Hazmat	\$1,795	\$100	\$0	\$0	\$1,580	\$3,475
Class B with all endorsements	\$1,795	\$200	\$0	\$0	\$1,905	\$3,700
Passenger Only	\$500	\$100	\$0	\$0	\$225	\$825
Passenger and School Bus	\$1,000	\$100	\$0	\$0	\$400	\$1,500

Course Descriptions:

- **9260A Truck Driver Training I**

This course teaches students the knowledge base and technical skills of the truck driving industry, including those required for a Commercial Driving License (CDL) as required by the West Virginia Department of Transportation. Areas of study include CDL license information, licensing procedures and requirements, and traffic laws.

- **9283A Truck Driver Training II**

This course teaches students how to handle cargo, cargo security, trip planning, night driving, and understanding the hours-of-service requirements.

Upon successful completion of the course, students will obtain:

- Class A Commercial Driver's License (CDL) with all endorsements
- Transportation Worker Identification Credential (T.W.I.C.) Card
- Hazardous materials certification
- Certificate of completion from the Boone Career and Technical Center

Welding

Instructor: Brandon Geer
AWS Certified Welding Inspector
West Virginia Certified Welder
West Virginia University Institute of Technology: CTE
WVDE Certified Welding Instructor
brandon.geer@k12.wv.us
304-369-4585, ext. 321

Admission Requirements for Welding

- High school diploma or GED
- Pre-entrance exam: TABE test
- Completed FAFSA application
- Completed BCTC application
- State photo ID and Social Security card
- Clear background check
- Drug test with negative drug screen

Program of Study Description:

The Welding Program of Study focuses on careers that will build a knowledge base and technical skills in all aspects of the Welding industry. Students will have the opportunity to earn the West Virginia Welding Certification for each skill set mastered and be exposed to skills to develop positive work ethics.

The adult welding program is 1080 hours total consisting of 900-hour ACE-certified welder program and four locally approved courses. Students at the Boone Career and Technical Center become trained welding technicians upon completion of the course. They will have received training along with welding in fabrication, metallurgy, pipe welding, oxy-acetylene cutting, plasma cutting, OSHA-approved fork truck certification, and all safety requirements for the welding field.

Welders can enter the field of welding with the potential to earn a high salary and good benefits. Some welding opportunities are welder helper, welder first class, pipe welder, metal fabricator, and welding inspector. This program is fully equipped to teach all forms of welding and prepare the welder for a future in the welding field. **Certification in plate welding is required to advance to pipe welding.**

The program includes:

1. Welding safety and theory
2. Oxy-Acetylene set-up and cutting/plasma
3. Fabrication/Project-based learning
4. Shielded Metal Arc Welding (SMAW)
5. Flux Core Arc Welding (FCAW)
6. Gas Metal Arc Welding (GMAW)

7. Gas Tungsten Arc Welding (GTAW)
8. Fork truck training and OSHA-10 certification

The class schedule is year-round Monday through Friday except holidays. Class starts at 8:00 AM and ends at 2:00 PM each day. The class is self-paced and student driven.

Tuition and Fees	
Tuition	\$2,700
Lab Fee	\$2,200
Welder Starter Package	\$800
Background Check and Drug Test	\$100
Total	\$5,800

The school provides all welding equipment, welding consumables, and metal. All West Virginia certification tests are given at the Boone Career and Technical Center, and their costs are included in the tuition and fees.

Students should complete the program hours within 12 months of their start date. Students who do not complete the program hours within 12 months will be charged \$225 per month for each additional month that it requires them to complete the program. The Welding program will follow the SAP guidelines stated on page 28 of the adult student handbook.

“13th Year Students”

Boone County Schools students who completed their junior and senior years of Welding at the Boone Career and Technical Center will be eligible for a tuition discount for their “13th year” in the ACE Welding program. They will receive a discount based on hours completed during their junior and senior years of Welding. This discount can be applied only to tuition; it cannot be applied to lab fees, starter kits, and other costs.

Certifications students can receive are:

- | | |
|------------------------------------|--------------------------|
| 1. SMAW plate through 6G | 2. GMAW plate through 6G |
| 3. FCAW plate through 6G | 4. GTAW plate through 6G |
| 5. OSHA approved forklift training | 6. OSHA 10 Cert |

Program of Study:

MA9704-1 Certified Welder (ACE) (900 hours)

The Welding Program of Study focuses on careers that will build a knowledge base and technical skills in all aspects of the Welding industry. Students will have the opportunity to earn the WV Welding Certification for each skill set mastered and be exposed to skills to develop positive work ethics. Program courses include:

- 9311: SMAW-Plate (113 hours)
 - This course instructs students on the fundamentals of the shielded metal arc welding process on plate. These fundamentals include topics such as base metal preparation, weld quality, beads and fillet welds, and joint fit-up and alignment
- 9312: GMAW-Plate (113 hours)
 - This course covers the basics of gas metal arc welding. Students will learn about the equipment, skills, and techniques needed for GMAW on plate.
- 9313: FCAW-Plate (113 hours)
 - This course will cover the theory and application skills needed for flux-cored arc welding. Students will understand FCAW safety and be able to operate FCAW equipment successfully.
- 9314: GTAW-Plate (113 hours)
 - This course will cover the theory and application skills needed for gas tungsten arc welding. Students will understand GTAW safety and be able to operate GTAW equipment successfully.
- 9315: SMAW-Pipe (113 hours)
 - This course will instruct students on the theory and application skills needed for open-root shielded metal arc welding. Students will also learn open-root positions.
- 9316: GMAW-Pipe (113 hours)
 - This course will instruct students on the theory and application skills needed for open-root gas metal arc welding. Students will also learn open-root v-groove positions.
- 9317: FCAW-Pipe (113 hours)
 - This course will instruct students on the theory and application skills needed for open-root gas metal arc welding. Students will also learn open-root v-groove positions.
- 9318: GTAW-Pipe (113 hours)
 - This course will instruct students on the theory and application skills needed for open-root gas tungsten arc welding. Students will learn open-root v-groove positions.

Local approved extensions (Required)

- Welding Safety and Theory (40 hours)
 - orientation, shop safety, and welding safety will be covered in this course
- Oxy-Acetylene Set-Up and Cutting/Plasma (60 hours)
 - Oxy-fuel safety and equipment setup, oxy-fuel cutting/ plasma cutting will be covered in the course
- Basic Fabrication/Project-Based Learning (60 hours)
- OSHA-Approved Fork Truck Training and OSHA-10 Certification (20 hours)