



ADULT TRAINING PROGRAMS GUIDE

SCHOOL YEAR 2014-2015

304.528.5108

Fax: 304.528.5110

We Train Today's Students for Tomorrow's Changing Workplace!

CABELL COUNTY CAREER TECHNOLOGY CENTER

Sharron Chenault.....	Director
Michael Baumann.....	Principal
David Baisden.....	Assistant Principal
Pam Artrip.....	Counselor
Debbie Jude.....	Secretary, High School
Charlene Ritchie.....	Secretary, High School & Adult Day
Cyndy Malone.....	Secretary LPN/Bookkeeper
Terry Spurlock.....	Secretary Adult Day & Eve

ADULT CLASSES AND INSTRUCTORS

Automotive Technology.....	Mark Hetzer
Automotive Technology Specialization.....(Evening).....	Ernest Darby, Jr.
Carpentry.....	Danny Arthur
Collision Repair Technology.....	Randy Wheeler
Electrical Technician.....	Tony Vaughn
ElectroMechanical Technology.....(Evening).....	Tony Vaughn
.....(Evening).....	Charles Vaughn
English as a Second Language.....	Janne Rice
Graphic Design.....	Tonia Fry
HVAC Technician....(Day & Evening).....	James Napier
HVAC Advanced.....(Day & Evening).....	James Napier
Interior Design.....	Lou Etta Bowen
Licensed Practical Nursing.....	Lynda McDermott Deborah Stewart Misty Cooper
Machine Tool Technology.....	Willis Adkins
Medical Office	Beth Monk
Training Coordination Services/Student Services Coordinator.....	Jim Dixon
Welding.....(Day & Evening).....	Wm. Joe Clay

STUDENT HANDBOOK

POLICIES AND PROCEDURES

MISSION STATEMENT

We train today's students for tomorrow's changing workplace.

VISION

We believe we are a safe, nurturing, and inviting environment that is conducive to learning. All students will have the opportunity to achieve through rigorous curriculum, relevant instruction, and meaningful relationships. Learning is enhanced when school, family, and community establish relationships, share resources, and support mutual goals.

DISCRIMINATION PROHIBITED

As required by federal law and regulations, the Cabell County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age or national origin in its employment practices or in the administration of any of its education programs or activities. Inquiries may be directed to Todd Alexander, Title IX Director and Human Rights Officer, Cabell County Board of Education, 2850 Fifth Avenue, Huntington, WV 25709, phone 304-528-5000.

CABELL COUNTY SCHOOL HARASSMENT/VIOLENCE POLICY

It is the policy of the Cabell County Board of Education that the dignity of each human being must be considered in all school system activities. To further this policy, the Cabell County Board of Education feels that it is necessary to maintain learning and working environment free from harassment or violence. Consequently, the Cabell County Board of Education prohibits any form of racial, sexual, and religious/ethnic/national origin harassment or violence. Therefore, no student, school employee or member of the public, during any school related activity or during any education-sponsored event, whether in a building or other property owned, used or operated by the School Board shall engage in racial, sexual, and religious/ethnic/national origin harassment or violence.

Employees and students shall report alleged acts of harassment or violence in a timely manner to the Director, Principal, Assistant Principal, Counselor, or the Title IX Coordinator.

GRIEVANCE PROCEDURE

Purpose: The Cabell County Career Technology Center faculty and staff attempt, in good faith, to resolve complaints and problems as they arise. However, if a matter remains unresolved, the purpose of the student grievance procedure is to provide a process for resolving student complaints against students, faculty and staff. This procedure applies to all student complaints, including but not limited to, academic issues, student services or administrative concerns, or matters involving any form of discrimination or harassment.

Policy: At the Cabell County Career Technology Center students have the right to pursue timely, legitimate grievances. Therefore, the administration shall establish, publish, and follow a procedure that delineates the rights and responsibilities of the aggrieved party and the student(s) and/or employee(s) against whom a grievance may be lodged. The procedure shall provide for adequate time to investigate allegations and for individuals to present information or evidence in support of their positions.

Procedure: The Cabell County Career Technology Center follows the policy and procedures set for the Protocol

for Problem Solving manual.

Step 1: Attempt to discuss and resolve the problem at the school level. Complete the student complaint form, and submit it to the director.

Step 2: If problem is not resolved, express questions or concerns to the administrative assistant of secondary schools. (304-528-5089) Or report to the Cabell County Board of Education Office and file a formal complaint with the County Title IX Director and Human Rights Office, 2850 5th Ave., Huntington, WV 25702. If the complaint involves harassment, there is a specific form to be completed. If for another reason, a detailed letter must be submitted.

STUDENT CONDUCT

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

Note: The above list of offenses is a synopsis. The Principal, Assistant Principal or Director shall determine whether any alleged conduct constitutes a violation of this policy or West Virginia Code §18A-5-1a.

SCHOOL ACCREDITATION

CCCTC is operated by Cabell County Schools. We are currently candidates for accreditation by the Council on Occupational Education and approved by the West Virginia Department of Education, West Virginia Board of Education, Cabell County Board of Education, the West Virginia Department of Employment Security, Vocational Rehabilitation, Job Corps, Veteran's Administration and Workers Compensation.

VOCATIONAL CERTIFICATION

Vocational certificates will be awarded to secondary and adult students who successfully complete programs.

The qualifications are as follows:

1. Students must have a high school diploma or equivalent before receiving a certificate;
2. Students must complete the *Testing of Adult Basic Education* exam (TABE) and pass with a 9th grade level in all sections;
3. Students must complete any required end of course test or requirement
4. Students must maintain ninety percent (90%) attendance at all times. Please see *Adult Attendance Policy* for complete details;
5. Students must maintain a "C" (2.0) average – some courses may require a more stringent requirement. Please see *Satisfactory Progress Policy* for complete details;
6. All books, fees and tuitions must be paid in full.

SAFETY POLICIES

Student physical well-being is priority. Cooperation by all in observing safety practices is necessary. Each instructor will present specific safety training regarding their field of study. Fire drills and shelter in place drills are also a part of this emphasis on safety.

FIRE DRILLS

Periodically, fire drills will be conducted to familiarize students with the proper procedures for evacuation if

emergencies should occur. Each student should cooperate with his/her instructor in learning the proper techniques for evacuation and clearance of the building.

SHELTER IN PLACE DRILLS

CCCTC periodically joins in exercises simulating chemical or other emergencies. Students are required to follow all instructions. Specifically, students will not be allowed to exit or enter the school once the building has been sealed.

EMERGENCY MEDICAL SITUATIONS

Students should immediately report ALL emergency medical situations to the nearest instructor and then to an administrator in the main office.

VISITORS TO THE BUILDING

All persons entering school grounds for any reason must sign in at the main office and receive a visitor pass.

WEAPONS POLICY

In accordance to WV Code §61-7-2 and West Virginia Department of Education Policy “4373” prohibits the possession of dangerous weapons in or on school property. A student shall not supply, possess, handle, use, threaten to use or transmit any weapon or any other tool or instrument capable of inflicting bodily injury as a weapon. Those persons found to be in violation of this policy will be prohibited from attending this school, financial aid will be terminated, and legal action will be taken.

SUBSTANCE USE/POSSESSION POLICIES

Use, distribution, possession of or being under the influence of liquor, narcotics, or controlled substances, or substances represented to be a controlled substance shall be a violation of code of conduct and subject to expulsion and/or prosecution. No one under the influence of alcohol or narcotics will be allowed on campus or allowed to participate in school functions or activities. Those persons found to be in violation of this policy will be prohibited from attending this school, financial aid will be terminated, and legal action will be taken.

GENERAL STUDENT INFORMATION

REGISTRATION AND ADMISSION POLICY

Registration for classes is conducted Monday, Tuesday, Wednesday from 10:00a.m. to 6:00p.m., Thursday and Friday from 8:00a.m. to 3:00p.m. Registration for LPN is conducted Monday – Friday from 8:00a.m. to 3:00p.m. All fees must be paid at the time of registration and all registrations are accepted in the order received. To ensure successful completion of the course of study, students must meet course requirements and complete all enrollment procedures before being admitted to class. All adult students MUST have a high school diploma, TASC™ or GED®. Those who do not possess a high school diploma, TASC™ or GED® are referred to Adult Basic Education and must earn a West Virginia High School Equivalency Diploma before enrolling. All students must take the TABE exam to determine math and reading levels and their potential for success prior to admission. Students must achieve a 9th grade equivalence in each TABE exam component before enrolling.

Those who fail to achieve this level are referred to Adult Basic Education. Upon review, ACT/SAT test results may be accepted as well as post-high school certifications from other educational facilities.

ADMISSION PROCEDURES

1. Complete the *Tests of Adult Basic Education* (TABE) Exam in the Learning Center (Room 128) and score a 9th grade level or above in all four components of the test.
2. Students who do not meet the minimum academic requirements for their program must meet with the Learning Center Coordinator to discuss test results and available services.
3. Provide a copy of their high school diploma, TASC™ or GED®.
4. Submit a completed registration form.
5. Submit a \$20.00 non-refundable registration fee.
6. Complete and file a FAFSA and meet with our Financial Aid Consultant to review your financial aid eligibility.

Any additional program proficiency requirements are determined by the instructor.

Adults enrolling in a day program that includes high school students will need to have a background scan and tuberculin skin test which is not included in the tuition and fees.

Please see the attached **13th Year Tuition Waiver** for the qualifications for the CCCTC's own version of the "Promise Scholarship."

CABELL COUNTY SCHOOLS EMPLOYEE DISCOUNT

Cabell County Schools Employees who enroll in any course program is entitled to receive a discount at the CCCTC of 50% for TUITION ONLY. (This excludes the LPN Program). Recipients must maintain satisfactory attendance and progress to maintain eligibility. Recipients may only receive the employee discount for one course program.

TUBERCULIN SKIN TEST

West Virginia State Law requires each adult day student to have the Tuberculin Skin Test before entering classes. Tests are administered at the Cabell Huntington Health Department.

Cabell Huntington Health Department
703 7th Avenue
Huntington, WV 25701

TB skin tests are given Monday (read on Thursday)
& Friday (read on Monday)
8:00 am-11:00 am and 1:00 pm -3:00 pm

Cost is \$5.00

ADULT ATTENDANCE POLICY

Attendance is a priority in establishing a dependable reputation with potential employers. Adult students should observe the following:

1. Unless otherwise stated in specific course materials, the Cabell County Career Technology Center's attendance policy allows an adult student to miss up to 10% of their course hours without having to make up absences. Unless stated in specific course materials, any hours missed due to school closing in Cabell County need not be made up.
2. A student who absents themselves from class for more than 3 consecutive days should contact the instructor about their absence. A student who absents themselves from class for more than 5 consecutive days WITHOUT contacting their instructor may be dropped from the program.
3. A student, who exceeds their allowed absences, may incur additional tuition cost for any hours scheduled beyond the program length. A student who needs 1280 hours to complete a 1080 hour course would be charged for the additional 200 hours, with NO financial aid available.

SATISFACTORY PROGRESS POLICY (except LPN*)

Students must display a willingness to listen, to study, to attend school, and to concentrate in order to successfully complete their program. A student's progress toward program completion will be measured at the following program measurement points:

Courses 900 hours or less: at course mid-point
Courses over 900 hours: after each 450 hours

Progress is measured by 2 standards:

Grades: Students must maintain a "C" (2.0) average – some courses may require a more stringent requirement. If a particular program of study sets a higher-grade maintenance level, the student must adhere to that level to maintain satisfactory progress. Any such exceptions will be noted in the course information.

Pursuit of Program: A student will be allowed no more than 150% of a course's scheduled length to successfully complete a course**. Official Leaves of Absence and periods of non-enrollment are not counted towards this total.

Should a student fail to maintain Satisfactory Progress, the student will be given a WARNING (recipients of Federal Aid will receive a Financial Aid Warning) – this notice will inform the student that he/she has ONE, and ONLY ONE program measurement period to improve their grades and program pursuit. After this warning period, a student who still does not meet the Satisfactory Progress Policy will be terminated from the program. There is NO APPEAL process for such a student's dismissal.

*Please refer to the LPN Course handouts for the Standards of Satisfactory Progress approved by the WV State Board of Nursing for the LPN course.
The LPN Course HAS NO WARNING PERIOD.

** Students are expected to complete their programs within the scheduled course hours, and may be charged for extra hours required to complete course requirements once the student exceeds the scheduled course length.

Students who are dismissed from school under this policy may, with the permission of their instructor and the school Director, make re-application for the program after a period of 180 days from their last date of attendance has transpired. If re-admission is granted, the student will be treated as a new student, and be charged accordingly.

TUITION, BILLING AND COLLECTION

Registration for classes creates a financial obligation by the registrant to pay tuition and fees while constituting an understanding and acceptance of this responsibility. Students are expected to have made the necessary financial arrangements prior to enrolling for classes. Students who will receive financial aid must have documentation to verify pending receipt of financial aid. If a student does not qualify for financial aid, or if there is a balance after financial aid is applied to the student's account, the student should pursue financing from outside sources such as family or local lending institutions. Students who fail to make arrangements in advance of the semester are responsible for making all payments due while a financial aid application is in process.

Bills are mailed to the billing address on file with the school office. It is the student's responsibility to keep all addresses (local and billing) updated with the main office. Students who do not receive a bill are required to contact the administration at CCCTC. Not receiving a bill is not an acceptable reason for not making a payment when due.

If an adult student requires additional hours to complete the program they are enrolled in, they will be responsible to make payments of \$3.50 for each additional hour.

Any student, who has an outstanding balance whether it is an account receivable or an adjustment to financial aid balance, will be responsible for any additional costs incurred by CCCTC associated with the collection of that balance. This balance includes, but is not limited to, collection agency fees, litigation costs, attorney fees, etc.

FINANCIAL AID

All programs of 600 hours or more are eligible for financial aid. Financial aid counseling is available on Tuesdays from 10am-1pm. Pell Grants, HEAPS, Vocational Rehabilitation, WIA and eligible VA benefits are the types of aid available. **If a student is receiving financial aid, federal regulations will be followed.** Please call 528-5108 for more information.

Cabell County Career Technology Center does **NOT** participate in any Federal Student Loan Programs!

FINANCIAL RESPONSIBILITY

Students receiving financial aid must submit all required financial documents to the Financial Aid Consultant. All State and Federal regulations governing financial aid must be met in order to qualify. Required documentation or verification items must be submitted as determined by the Financial Aid Consultant.

Adult students not receiving financial aid or only receiving partial awards will be responsible for paying school related financial obligations in a timely manner. Those receiving partial financial aid will be advised by the Financial Aid Consultant as to what the grant will pay for and what is still owed. Students not receiving financial aid must see the adult secretary regarding class costs and payment options. Failure to do so may constitute expulsion.

REFUND POLICY

The Cabell County Career Technology Center has a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event the institution cancels a class or if a student does not enter or does not complete the period of enrollment for which the student has been charged. The policy, as set forth in the Cabell County Career Technology Center's student handbook and the Cabell County Career Technology Center's Program Guide is uniformly administered for all students.

Return of Title IV and financial aid funds meets the following criteria: If students withdraw or stop all of their classes within a quarter, federal financial aid regulations require that a recalculation be done on financial aid funds received for that quarter. The financial aid is recalculated based on the students' last day of attendance and any unearned aid must be returned to the federal government. Federal financial aid is not 100 percent earned until the attendance has exceeded 60 percent of the quarter. As a result of a financial aid recalculation, students may be responsible to pay tuition charges that were originally covered by financial aid funds that the school was required to return, and they could also owe money directly to a grant program. Students should contact the financial aid consultant at the school for additional information about the recalculation policy.

When a student withdraws from school prior to completion of the program, the student is responsible for all fees, books, and supplies issued to and accepted by the student. The student will also be responsible for the portion of tuition and lab fees due for scheduled hours in the period of enrollment for which they have been charged. The Cabell County Career Technology Center defines the period of enrollment as:

For courses **less than** 700 hours, the course length;

For courses 700 hours **and more**, ½ the course length.

Note: Lab Fees are assessed during the first enrollment period. Lab Fees will be prorated **ONLY** during the first period of enrollment.

Tuition will be prorated as follows:

- When a student withdraws from school prior to the first day of class, all paid tuition, lab fees and application fee will be refunded. The registration fee will not be refunded.
- If the student withdraws from school on or after the first day of class but prior to the completion of 5% of the enrollment period, 10% of the enrollment period tuition and 10% of the lab fee is due to the school. The application fee and registration fee will not be refunded.
- After 5% of the enrollment period through 20% of the enrollment period, 25% of the enrollment period tuition and 25% of the lab fee is due to the school.
- After 20% of the enrollment period through 30% of the enrollment period, 50% of the tuition for the enrollment period and 50% of the lab fee is due to the school.
- After the student completes more than 30% of the enrollment period, there is **NO** tuition or lab fee refund. **The full amount of tuition and lab fee for the enrollment period is due the school. There is no refund on textbooks.**

A non-refundable registration fee of \$20.00 is due upon registering for the program. A \$100.00 non-refundable application fee is due on the first day of class. Students applying for the Licensed Practical Nursing program are required to pay a non-refundable registration/entrance exam fee of \$90. Also a \$100.00 non-refundable application fee is due on the first day of class. The non-refundable registration/entrance exam fee includes the TEAS test, which is required for admission.

Any student who withdraws before the first class and has pre-paid the \$100.00 application fee, will receive a refund of the application fee. However, if the student attends a least one day of class, the \$100.00 application fee will **NOT** be refunded. Students may wait until the first day of class to pay the \$100.00 application fee.

Refunds do not require a request from the student and are made within 45 days of the last day of attendance if written notification of withdrawal has been provided to the Center by the student, or from the date the Center terminates the student or determines withdrawal by the student. A request from the student is recommended, but not required. A request from the student assists in processing the refund expeditiously as outlined in the Cabell County Career Technology Center's Refund Policy. A Student Withdraw/Termination Form is located in the Student Handbook.

All refund policies have been approved by the Cabell County Board of Education, the Cabell County Career Technology Center's governing board.

RETURN OF FEDERAL FUNDS

Students who are Federal Pell Grant recipients should be aware of federal regulation, which REQUIRE both the student and the school to return unused federal funds to the government in cases of a student withdraw from school. This regulation dictates that a student must earn Federal Aid. If a student withdraws from school after 5% of his/her schedule payment period, only 5% of the grant is earned. The student may have a liability to the federal government for Pell Grant monies issued for books, supplies and fees refunded to the student.

If a student owes Pell Grant funds to the government, the school will attempt to reduce or delete the student's liability by returning receipted Pell funding in excess of the school's required Pell return on the student's behalf. Should the student still owe Pell funds, the school will notify the student via mail, and instruct the student to contact the U.S. Department of Education to arrange a repayment plan. The student must also notify the school that a repayment plan is in place. Failure to do so will result in the school notifying the U.S. Department of Education of the student's OVERPAYMENT status. Such a notification will deny the student further aid until a repayment plan is entered. The adult student Pell Grant recipient should, therefore, be advised, a Pell Grant is no longer "gift" aid. It must be earned through attendance, or the student will be required to repay the grant! A student who withdraws from school might also owe the school money for tuition, since the school cannot necessarily keep enough Pell Grant funds to cover the student's incurred tuition and lab fee bill.

STUDENT WITHDRAWAL

Any student who is withdrawing must notify the school's administration to establish the reason for withdrawal. A Student Withdrawal/Termination Form is provided with this handbook or a copy can be obtained in the adult secretary's office. This form must be signed by the student and acknowledged by the student's instructor, and approved by the financial aid consultant, student services coordinator, the director and the adult secretary.

STUDENT RECORDS, TRANSCRIPTS AND VERIFICATIONS

The last five (5) years of student records/transcripts are stored in a locked, fire-safe vault located in the main office. Previous years' student records are maintained electronically at the Central Office of the Cabell County Board of Education located at 2850 Fifth Avenue, Huntington, WV 25702 or call 304-528-5088.

Current student records/transcripts are maintained in the main office. Access to student records is limited to administration and the CTE administrative secretary for adult programs.

Student records/transcripts (verification of attendance or completion) are available upon written request as follows:

1. Request forms are located in the main office.
2. The first transcript is given without charge, and each transcript thereafter will be provided for a nominal fee. Contact the office for current charges.
3. Official copies are mailed.
4. Unofficial copies can be faxed, mailed or picked up.
5. Unless prior approval is given, only the person requesting records can pick up and must show ID.
6. Universities or corporations must provide signed releases from former students before records are released.

Student records, transcripts and verification of attendance or completion **will not** be issued or released if any financial obligations are outstanding.

FERPA – Family Educational Rights and Privacy Act.

Staff members are trained annually on FERPA. For complete information about this Federal law, visit the website: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

JOB PLACEMENT/STUDENT SERVICES

The Student Services Coordinator will work with the staff, programs, students, parents and community leaders to provide student services and job placement assistance with job shadowing, cooperative work arrangements, and school-to-work related activities. This assistance is designed to provide students with reality-based work experiences to sharpen their understanding of classroom learning and the world of work. These services are designed to provide a successful future for students of the Cabell County Career Technology Center, Cabell County Schools, and area employees and businesses. Well-trained students and employees are among our greatest resources now and in the future. The student services coordinator assists adults as well as high school students.

Cabell County area businesses can take advantage of workshops designed to improve the skills of their employees, increase productivity, and improve profitability. There are a variety of topics available and others can be developed upon request and may include loss prevention, marketing, management, job interviews, resume', and job applications. Additional subjects may also be available including diversity topics, sales, and customer service. **JOB REQUESTS:** All requests for job placement or job placement assistance must come through the Student Services Coordinator. If an employer requests an employee, please have them contact the Student Services Coordinator. The Coordinator will prepare the necessary paperwork and make the necessary arrangements between employer, instructor and student.

ADULT GRADUATION

After successful completion of the prescribed course of study outlined under the curriculum, a minimum of a “C” average has been earned, and the required number of days/hours for the program have been met, students are eligible for graduation and is considered a completer and a certificate will be prepared upon the request of the instructor.

A Completer’s Ceremony is held in May of each year to recognize our graduates.

The Cabell County Career Technology Center complies with federal law that prohibits discrimination on the basis of race, color, or national origin; sex; or handicap in educational programs and activities.

“This catalog is true and correct in content and policy”

CABELL COUNTY CAREER TECHNOLOGY CENTER

Student Withdrawal/Termination Form – Adult

To be completed by the student

Name: _____ Date: _____

Student Signature: _____

Address: _____

Program: _____

Reason for Withdrawal: _____

To be completed by the Instructor

Grade to Date

1	2	3	4

Instructors: Do not sign if (1) Equipment, tools or other items have not been returned

To be completed by Financial Aid Consultant

Course Cost: \$ _____

Amount paid to date: \$ _____

Outstanding Balance: \$ _____

Breakdown: _____ Notes/Comments:

Office Use Only

Signatures **Date of Termination:** _____

Program Instructor: _____

Financial Aid Consultant: _____

Student Services Coordinator: _____

Director: _____

Adult Secretary: _____

Student Complaint Form

Name _____ Date _____

Address: _____ Phone _____

Program Name: _____ Instructor Name _____

1. A clear statement of the disagreement.

2. The regulations, policies, procedures, or practices you believe are being violated.

3. A statement of what you believe will resolve the problem(s).

Signature: _____

CABELL COUNTY CAREER TECHNOLOGY CENTER

Student Handbook Contract for Students

I, _____ (_____) hereby affirm that I have read and/or have
(Print Student Name) (Student Number)

had read to me the Cabell County Career Technology Center's Student Handbook, or a summary thereof, and have had a copy made available to me through:

- _____ student handout
- _____ access on-line
- _____ power point presentation
- _____ teacher classroom presentation
- _____ or school assembly

I understand that the terms set forth in the Student Handbook, including the consequences for violating the provisions set forth therein. I hereby agree to abide to these terms.

(Student Signature)

(Date)