Mineral County Technical and Adult Education Center

"A Center for Advancing Technology"

Adult Handbook

2012-2013

Mineral County Schools
2012-2013 SCHOOL YEAR CALENDAR

20 First day for teachers
23 First day for students

Kindergarten
Home Visits - Aug. 23, 24, 27
Classes Begin - Aug. 28

Pre-Kindergarten/Head Start
Home Visits: Aug. 23,24,27,28,29
Orientations - Aug. 30-31

AUGUST '12						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER '12						
S	M	T	W	Th	F	S
30						1
2	**3**	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

SAFE SCHOOLS HELPLINE
1-800-418-6423 Ex. 359
24-Hour Toll-Free

3 Labor Day - no school

Pre-Kindergarten/Head Start
Classes Begin - Sept. 4

8 Instructional Support Day (Students may attend two hours as scheduled.)

OCTOBER '12						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	**8**	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER '12						
S	M	T	W	Th	F	S
				1	2	3
4	5	**6**	7	8	9	10
11	**12**	13	14	15	16	17
18	**19**	**20**	**21**	**22**	**23**	24
25	26	27	28	29	30	

4 Daylight Saving Time ends
6 Election Day - no school
12 Veterans Day - no school
19-23 Thanksgiving Break-no school

21 Instructional Support Day (Students may attend two hours as scheduled.)
24-31 Christmas Break - no school

DECEMBER '12						
S	M	T	W	Th	F	S
30	**31**					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	**21**	22
23	**24**	**25**	**26**	**27**	**28**	29

JANUARY '13						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	**16**	17	18	19
20	**21**	22	23	24	25	26
27	28	29	30	31		

1 New Year's Day
16 Accrued Instructional Time Day
Last day of 1st semester
(Students do not attend.)
21 M.L. King Jr. Day - no school

18 Instructional Support Day (Students may attend two hours as scheduled.)
25 Staff Development - no school

FEBRUARY '13						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	**18**	19	20	21	22	23
24	**25**	26	27	28		

MARCH '13						
S	M	T	W	Th	F	S
31					1	2
3	4	5	6	7	**8**	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	**29**	30

8 OS Day-no school (Possible make-up day.)
10 Daylight Saving Time begins
29 Easter Break - no school

1 Easter Break - no school
2-5 OS Days-no school (Possible make-up days.)
8 Instructional Support Day (Students may attend two hours as scheduled.)

APRIL '13						
S	M	T	W	Th	F	S
	1	**2**	**3**	**4**	**5**	6
7	**8**	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY '13						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	**27**	28	29	30	31	

27 Memorial Day- no school

31 MCTC Graduation 7:00 p.m.

2 FHS Graduation 4:00 p.m.
2 KHS Graduation 7:00 p.m.

5 OS Day-no school (Possible make-up day.)
6 Instructional Support Day
7 Staff Development Day (Students do not report.)
10 Last Day for Teachers (Prep. for closing schools) (Students do not report.)

JUNE '13						
S	M	T	W	Th	F	S
30						1
2	3	4	**5**	**6**	**7**	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

This Calendar contains 180 instructional days. Days missed must be made up using non-instructional days.

Emergency closing of schools will be posted on the web site http://boe.mine.k12.wv.us
Radio stations will broadcast frequent announcements.
Please do not call the radio stations.

Grading Periods End	
October 4	March 1
November 26	April 23
January 16	June 6

Progress Reports Distributed	
October 11	March 7
December 3	April 30
January 24	June - TBA

Welcome To

Mineral County Technical and Adult Education Center

"A Center for Advancing Technology"

MISSION STATEMENT

The Mission of the Mineral County Technical Center is to serve secondary, adult, post-secondary students, including all special populations, in Mineral County and the immediate area. The underlying purpose of career and technical education is to provide the necessary career and life skills for the work force and the educational demands of a changing society.

MESSAGE FROM THE DIRECTOR

Welcome to the Mineral County Technical and Adult Education Center. Our focus is on ensuring students will acquire the skill sets necessary for success in post-secondary education and the 21st Century workplace. The Mineral County Technical and Adult Education Center provides career and technical training for students and adults in Mineral County, as well as Hampshire, Hardy, Grant, Allegany and Garrett counties.

Today's job market is placing an ever increasing demand on effective communications, problem solving abilities, teamwork/collaboration skills, technology applications and work ethics. The Mineral County Technical and Adult Education Center programs stress career skills and technical knowledge necessary for employment, post-secondary education and advanced occupational placement.

Adult students interested in opportunities at the Center should contact the Center for enrollment. Various forms of financial aid are available for adult enrollment. Investing in training is investing in your future. The 21st Century will challenge everyone to be academic, as well as technically literate. Training and retraining will be necessary for success. The Mineral County Technical and Adult Education Center can serve you.

Please give us a call at (304) 788-4240.

This program Guide is certified as true and correct in content and policy and is enforced by school officials.

W. Scott Staley, Director

Jackie Beverlin, Assistant Principal

DIRECTORY

Administration

W. Scott Staley ..... Director/Supervising Principal
Jackie Beverlin ..... Assistant Principal

Instructors

Charles Bennett ..... Mechanics and Engineering in Agriculture
Keith Detrick ..... Collision Repair & Refinishing
Katrina Dolly ..... Food Management/Internship
Paul "Jay" Dolly ..... General Building Construction
Rita Harber ..... Licensed Practical Nursing/Coordinator
Robin Haupt ..... Adult Basic Education
Georganna Mansfield ..... Accounting/Business Management/Marketing/Internship
Wendy Owens ..... Health Occupations Science Technology
Linda Porter ..... Special Populations Coordinator
Carl Rexrode ..... Welding Technology
Ian Saville ..... Automotive Technology
April Shapiro ..... Licensed Practical Nursing/Adult
Jennifer Simpson ..... Licensed Practical Nursing/Adult
Julie Sions ..... Forest Technology
James Spurling ..... CISCO/Electronic Technology
Jill Teets ..... Health Occupations Science Technology
Carol Webb ..... Animal Science and Aquaculture

Secretarial

Nancy Pritts ..... Pell Grant & Financial Secretary
Petula Staggs ..... LPN Secretary

Custodial

Allen Beavers ..... Evening Custodian
Bernard "Tom" Hanson ..... Head Custodian

BELL SCHEDULE

8:05	First Block Begins
8:20	FHS Arrives
9:35	First Block Ends
9:38	KHS Buses Depart
9:40	Second Block Begins
9:46	KHS Arrives
11:05	FHS Departs
11:08	KHS Departs
LUNCH	
11:50	Third Block Begins
1:20	Third Block Ends
1:50	Fourth Block Begins
1:55	KHS Arrives
3:10	Fourth Block Ends

HOLIDAY/SCHOOL RELEASE/EVENTS SCHEDULE FOR SCHOOL YEAR 2012-2013

August	23	First Day for Students
September	3	Labor Day – No School
October	4	First Grading Period Ends
	8	Instructional Support Day (Students may attend two hours as scheduled)
	11	Report Cards
November	4	Daylight Savings Time Ends
	6	Election Day – No School
	12	Veteran's Day – No School
	19-23	Thanksgiving Break – No School
	26	Second Grading Period Ends
December	3	Report Cards
	21	Instructional Support Day (Students may attend two hours as scheduled)
	24-31	Christmas Break – No School
January	1	New Year's Day – No School
	16	Third Grading Period Ends
	16	Last Day of 1st Semester
	16	Accrued Instructional Time Day (Students do not attend)
	21	Martin Luther King's Birthday – No School
	24	Report Cards
February	18	Instructional Support Day (Students may attend two hours as scheduled)
	25	Staff Development Day – No School
March	1	Fourth Grading Period Ends
	7	Report Cards
	8	OS Day – No School (Possible Make-Up Day)
	10	Daylight Savings Time Begins
	29	Easter Break – No School
April	1-5	Easter Break – No School (2-5 OS Days – Possible Make-Up Days)
	8	Instructional Support Day (Students may attend two hours as scheduled)
	23	Fifth Grading Period Ends
	30	Report Cards
May	14-17	WESTEST2
	27	Memorial Day – No School
	31	MCTC Graduation @ 7:00 PM
June	2	FHS Graduation @ 4:00 PM
	2	KHS Graduation @ 7:00 PM
	5	OS Day – No School (Possible Make-Up Day)
	6	Instructional Support Day – (Students may attend two hours as scheduled)
	6	Sixth Grading Period Ends
	7	Staff Development Day – (Students do not report)
	10	Last Day for Teachers (Prep. For closing schools – Students do not report)
	TBA	Report Cards

MINERAL COUNTY TECHNICAL & ADULT EDUCATION CENTER
PROGRAM COSTS

PROGRAM	TUITION	BOOKS	PARKING & LOCKERS OTHER FEES	*EQUIPMENT/ SUPPLIES	CURRICULUM DEVELOPMENT	ADMINISTRATIVE COST	CERTIFICATION FEE	INSURANCE **	TOTAL
LPN	$2,500	$958	$4/$627	$200	$250	$320	$475	$16***	$5,350
Welding Technology	$1,400	$200	$4	$1,000	$250	$320	$225	$16	$3,415
Animal Vet Science	$1,400	$400	$4	$250	$250	$320	----------	$16	$2,640
Horticulture	$700	$200	$4	$250	$125	$160	----------	$16	$1,455
Aquaculture	$700	$200	$4	$250	$125	$160	----------	$16	$1,455
Forest Technology	$1,400	$200	$4	$250	$250	$320	----------	$16	$2,440
Agriculture Mechanics	$1,400	$200	$4	$500	$250	$320	----------	$16	$2,690
Accounting/ Business	$1,400	$400	$4	$100	$250	$320	$200	$16	$2,690
Marketing/ Business Education	$1,400	$400	$4	$100	$250	$320	$200	$16	$2,690
Collision Repair & Refinishing	$1,400	I-Car CD's	$4	$500	$250	$320	$135	$16	$2,625
General Building Construction	$1,400	$400	$4	$500	$250	$320	$50	$16	$2,940
Electronic Technology	$1,400	$400	$4	$500	$250	$320	----------	$16	$2,890

PROGRAM	TUITION	BOOKS	PARKING & LOCKERS OTHER FEES	*EQUIPMENT/ SUPPLIES	CURRICULUM DEVELOPMENT	ADMINISTRATIVE COST	CERTIFICATION FEE	INSURANCE **	TOTAL
Health Occupations Science Technology	$1,400	$400	$4	$500	$250	$320	$100	$16	$2,990
Food Management	$1,400	$400	$4	$500	$250	$320	----------	$16	$2,890
Automotive Technology	$1,400	$400	$4	$500	$250	$320	$135	$16	$3,025
CISCO	$1,400	-----	$4	$750	$250	$320	$150	$15	$2,890

*Options for Equipment/Supplies except LPN.
**$16.00 per year or insurance waiver on file.
***LPN Insurance not optional.

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ADULT ADMISSION REQUIREMENTS

Adult preparatory students attending the Mineral County Technical Center are defined as students who are (1) high school graduates, (2) have a General Equivalency Diploma (GED®), or (3) are beyond compulsory school age, not enrolled in a secondary level school, and have the ability to benefit from the programs provided by the Mineral County Board of Education. Non-high school graduates must enroll, regularly attend, and complete a GED® program to be eligible for a technical certificate.

Prospective students are required to provide, at the time of their enrollment, either a legal transcript from their home high school, their original diploma, or a copy of the GED®. For students who do not have either a high school diploma or GED®, one of several methods must be used to determine the ability to benefit. These include a letter of recommendation and justification from high school counselors or from the Veterans Administration, Department of Human Services, Vocational Rehabilitation, or other appropriate agencies. In the absence of any of these, fitness for the desired program will be determined both by counseling with the Technical Center's Director and/or appropriate testing.

Out of state adults entering secondary programs at the Mineral County Technical and Adult Education Center are required to have a copy of their tine test.

First-year students planning on a second year of enrollment can hold a place in class by pre-enrolling during June. The tuition must be paid in advance, or the grant waiver must be approved and on file, to hold a reservation. Otherwise, qualified students will be enrolled on a first-come, first-serve basis.

No person in the United States shall on the basis of race, color, religion, national origin, disability, age, or marital status, be exclude from participation in, be denied the benefits of, or be subjected to discrimination under any educational program, activity or in employment receiving federal financial assistance, or be so treated on the basis of sex under an education program and activities receiving federal assistance. Students are hereby informed that all programs in Mineral County Schools are intended to conform with this federal law. If any students have a question or concern about sex discrimination he or she should call the Title IX Coordinator, Mrs. Linda Marsh, at the Mineral County Student Services Office at 788-4218.

CERTIFICATE PROGRAMS
Available for Adult Preparatory/Post Secondary Students

Accounting/Business Management ..... 540-810 hours
Mechanics & Engineering in Agriculture ..... 675-810 hours
Collision Repair & Refinishing ..... 810 hours
Automotive Technology ..... 810 hours
Electronic Technology/CISCO ..... 540-810 hours

Food Management/Prostart ..... 540-810 hours
Forest Technology ..... 540-810 hours
General Building Construction ..... 675-810 hours
Electrical Technology ..... 540-810 hours
Health Occupations Science Technology ..... 540-810 hours
Animal Science ..... 540-810 hours
Aquaculture/Internships ..... 504 hours
LPN (Licensed Practical Nurse) ..... 1400 hours
Marketing/Business Education ..... 540-810 hours
Welding Technology ..... 675-810 hours

**Hours may vary above the minimum state standard as clinical/internship opportunities arise, and/or enhanced certificates.

PLACEMENT SERVICES

Job placement services at Mineral County Technical Center, in the areas of job awareness, job seeking skills, and job keeping skills, is directed toward placement of all students. This included secondary, post-secondary and adult students.

Employers are contacted on a continuing basis to determine employment needs, trends, and attitudes of business and industry toward the Technical Center.

PAYMENT OF FEES

1. The student will have the following options in paying fees:
   a. Pay fees in full.
   b. Contract for monthly payment of fees.
   c. Payment will be held until student's financial aid is received. "This is only after eligibility for financial aid has been determined."

2. Any student who has not paid fees by the fifth of each month will be withdrawn from school. The student will then have to pay an additional $10 re-entry fee plus the monthly payment. In very limited and special circumstances, a waiver of this regulation can be granted by the administration. Upon withdrawal from school all financial and supporting agencies will be notified.

REFUND POLICY

A refund policy will be used to calculate a refund when any student withdraws from school. Depending upon when a student withdraws from school, the student's charges will be adjusted. The student must realize that in some instances he/she may have to return some of the financial aid that is received.

1. If a student withdraws before the first day of class, all fees will be returned to the student.
2. Refund procedure:

Hours Attended	Refund Rate	
Start – 60	90%	
60 – 120	50%	
Thereafter	0%	No Refund

The following items are not refundable nor calculated in the refund rate:

a. Curriculum Development/Administrative Costs
b. Books (become the property of the student on the first day of school)
c. Test fees (required in the beginning of program)
d. Uniforms

NOTE: Any money owed to Federal Pell Grant will be returned first, before any refund is given to any other agency. Upon request, an example of refund recalculation will be given.

ADULT PREPARATORY FEES

All students not regularly enrolled in one of the Mineral County High Schools will be considered Adult Preparatory/Post Secondary students according to the definitions found in the Admissions Requirements section and subject to the following fees and conditions as approved by the Mineral County Board of Education. **Students will be withdrawn for failure to pay fees according to payment schedule.**

Adults not qualifying for any financial assistance, may enroll in day programs through a tuition waiver as provided in Senate Bill 14. They must meet the following criteria:

- Students must meet all general admission guidelines
- Students must be a West Virginia resident

*Any adult student who enrolls for training in one technical program may not return for tuition free training in a second program.

MINERAL COUNTY SCHOOL OF PRACTICAL NURSING
TUITION POLICY

A student enrolling in the LPN Program may choose one of the following options when paying tuition and fees. Students are expected to pay their tuition promptly, as outlined by the selected option. Failure to make payments will result in a conference with the Director of Adult Education and the Coordinator of the Program, withholding of grades and possible dismissal from the program.

1. The preferred method is the total tuition and fees paid prior to the first day of class.
2. Tuition may be paid on a payment schedule.
3. Students using a combination of Pell and other funds will be responsible for the same schedule as in option number 2. (Once a student becomes Pell eligible, that student will receive a waiver for the payment due by the amount of the award.)

RETURN OF TITLE IV FUNDS

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The Federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is base don the percentage of earned aid using the following Federal Return on Title IV funds formula: Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other the PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Parent (PLUS) Loans
- Direct PLUS Loans
- Federal Pell Grants for which a return of funds in required
- Federal Supplemental Opportunity Grants for which a return of funds is required
- Other assistance under this Title for which a return of funds is required (e.g., LEAP)

LPN PAYMENT SCHEDULE

1ST Payment (Due January 2nd) $2,238.00

Administration Cost/Curriculum Development	285.00
Tuition	625.00
Uniforms	200.00
Textbooks	980.00
Lab	70.00
Drug Test	45.00
Accident Insurance	16.00
HOSA Dues	13.00
Lockers/Parking	4.00

2nd Payment (Due May 1st) $745.00

Tuition	625.00
Achievement Test	120.00

3rd Payment (Due by September 4th) $1,267.00

Administration Cost/Curriculum Development	285.00
Tuition	625.00
Graduation Fees	237.00
Achievement Tests	120.00

4th Payment (Due November 1st) $1,100.00

Tuition	625.00
NCLEX Review	275.00
National Council Testing Fee	200.00

Total Cost for the Program $5,350.00

LPN TRANSFER POLICY

An individual who is ***actively*** enrolled in a nursing program and desires to transfer to the Mineral County School of Practical Nursing will be considered if the following are met.

Criteria:

Applicant must have on file in the school office:

A. Evidence of good health
B. Transcript of high school grades
C. Evidence of completing the 12th grade or results of the GED® Test showing satisfactory performance
D. Evidence of completion of a medical terminology class within five years with a grade of B or higher
E. Evidence of passing a pre-admission examination as part of program's pre-admission standard
F. Transcript from original nursing school showing:
   1. Acceptable grades
   2. Satisfactory clinical performance
   3. Evidence of the *required hours* in theory and clinical performance for each subject
   4. Copies of *written clinical evaluations* indicating satisfactory performance of clinical skills
   5. Evidence of *knowledge and skills prerequisite* to the term of placement
   6. Written recommendation from the director/coordinator of the nursing program

Procedure:

1. Interested person applies to the school by phone or letter.
2. Application form will be mailed to the individual.
3. Applicant will submit to the school:
   a. Completed application form
   b. Transcript of high school grades with evidence of completing the 12th grade or copy of passing results on the GED® Test; and, grade transcript showing completion of a medical terminology class within five years with a grade of B or higher
   c. Results of pre-admission examination from current nursing program
   d. Transcript from current nursing school
   e. Health record from current school of nursing
   f. Written recommendation from the director/coordinator of the nursing school
4. Completion of criminal background check as outlined in admission policy

5. Applicant interviews with the coordinator or faculty member
6. Applicant obtains permission from the West Virginia State Board of Examiners for Licensed Practical Nurses
7. Physical examination, if records indicate last physical was done more than 12 months earlier. Physical examination components are the same as for enrollment to program
8. Completion of competency examination of program courses previously studied to demonstrate knowledge and skill of course content with a minimum grade of "C" as defined in the MCSPN grade policy
9. Enrollment must be at the beginning of a quarter. A student must be enrolled a minimum of ninety (90) days before a diploma may be granted.
10. Applicant will be notified in writing of acceptance or rejection.

NOTE: Failure to meet criteria will constitute standards for rejection.

Written 09/90
Reviewed 11/92; 11/94; 10/96; 05/97; 04/98; 08/01; 11/03
Revised 11/95; 10/99; 10/00; 11/02; 11/04; 11/05

TRANSFER OF CREDIT

Credit being submitted from a college or another nursing program for the purposes of meeting requirements of the foundational courses (Pharmacology, Nutrition, Anatomy & Physiology, and/or Fundamentals of Nursing/Skills) of the program must meet the following criteria:

1. The course must have been completed within 5 years of the date of enrollment in the Mineral County School of Practical Nursing (MCSPN).
2. The final course grade must be a B or better.
3. The applicant must submit a copy of the course syllabus to the MCSPN.
4. The applicant must have an official grade transcript mailed to MCSPN.
5. The applicant must submit a letter of intent to transfer the credit to the MCSPN Coordinator by November 1 or the year preceding enrollment.
6. The applicant must complete a competency examination of the course (see list above) to demonstrate knowledge and skill of course content, scoring a minimum grade of 80%.
7. The applicant understands that this transfer of credit does not affect the MCSPN tuition rate; the cost of the program will remain the same.

Written: 11/00
Reviewed: 11/03
Revised: 04/04

VETERANS ADMINISTRATION INFORMATION

The programs listed in this brochure are available for student enrollment. The Veterans Administration, through your application, will determine their eligibility for benefit payment.

CONSUMER INFORMATION

Applications for Pell Grants must be filed as early as possible, during or prior to the school year.

Student recipients of grants who withdraw from school for any reason may expect to repay a partial share of their grants to the program involved. This process will be fully explained during an orientation scheduled for adult students at the beginning of the school term.

All programs are accessible and available to physically handicapped students. All shops are on the ground floor with all necessary facilities self-contained within the shop/classroom area.

FINANCIAL ASSISTANCE

Financial Aid Eligibility

Financial aid is money made available to non-secondary students to assist in meeting costs and expenses necessary to attend the technical school. Financial aid is awarded to students who have filed an appropriate application showing that they demonstrate need for additional money to meet school expenses.

Financial aid is the difference between the cost of education and the amount that the student and his/her family can afford to pay.

Types of Financial Aid Available

Financial aid at the Mineral County Technical Center comes in two types: 1) **Grants** – financial aid which is given and does not have to be repaid; 2) **Scholarship** – financial aid which is awarded and does not have to be repaid. The following types of financial aid are available at the Mineral County Technical Center, and require separate applications.

Basic Education Opportunity Grant (Pell Grant)

The Mineral County Technical Center participates in the Pell Grant program for adult preparatory students enrolled in eligible programs. This is a federal aid program designed to provide financial assistance to those who need it to attend eligible programs. The amount you may be eligible for is determined on the basis of your own and families' financial resources.

The Pell Award is a grant for those who demonstrate financial need. The award, unlike a loan, does not have to be repaid. It must be applied toward the cost of the education program. Applications are available at the Mineral County Technical and Adult Education Center. Adult students who come from (1) either low income families, or (2) large families of moderate income, or (3) more than one member pursuing adult preparatory education should apply to determine eligibility.

It is estimated that the award, $5,550.00 based on need, will probably range between $100.00 and $2,775.00 (per semester) for full-time students. Upon completion of the application one should return the grant form to Mrs. Nancy Pritts for processing. The Center will receive an eligibility report so that your award can be determined, processed and returned for payment. The award will be made in two payments.

Pell Grant applications should have been submitted before or within the first 30 days of the program. Students missing time lines will not be eligible for Pell applications.

In filling out your application for the Pell program, you are cautioned to be scrupulously accurate. The program may require documentation of the data you have provided. Treat this application and the data required as seriously as you would the preparation of your annual income tax return. A copy of your income tax return is required by the school to verify income information you have provided.

Student Responsibilities for Receiving Financial Aid

- Review and consider all information about a school's program before you enroll.
- Pay special attention to your application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay your receiving financial aid. Intentional misreporting of information on application forms for federal financial aid is a violation of law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.
- Return all additional documentation, verification, corrections and/or new information requested by either the financial aid office or the agency to which you submitted your application.
- Read and understand all forms that you are asked to sign and keep copies of them.
- Accept responsibility for all agreements you sign.
- Know and comply with the deadlines for application or reapplication for aid.
- Know and comply with your school's refund procedures.

FEDERAL FINANCIAL AID REGULATIONS AND SCHOOL POLICY

Federal Regulations:

1. Be a High School Graduate, had a GED®, or the ability to benefit after testing.
2. Must maintain at least half time status.
3. Must maintain satisfactory progress. Students must be maintaining a "C" average by the time you reach 405 clock hours.
4. Students may not be in default of any Federal Loan Programs. If a student attended any school beyond the high school level, a Financial Aid Transcript from all schools that were attended must be attained.
5. The student must show financial need.

School Policy:

Mineral County Technical Center has the right to set policies for all students receiving financial aid. The following are the policies set by this school (note: part of our policies are also federal regulations):

1. Students receiving Federal Financial Aid (Pell Grant), must verify all information on the Pell Grant Student Aid Report. You must have a signed copy of your or your parents' last year's income tax returns. If income tax returns are not available, a signed statement from another income source is acceptable.
2. A verification worksheet may be requested for any student receiving Federal Financial Aid.
3. Pell Grants are based on the hours for completion of the program.
4. If you owe a refund and do not refund the money to the Mineral County Technical Center Financial Aid Account, you will be in default of Title IV money. Therefore, you cannot receive any other federal financial aid. The Mineral County Technical Center and/or the Federal Government will then be notified and has the jurisdiction to prosecute for non-payment.
5. Co-Op hours or outside work hours can not be figured in Pell Grant hours and you can not use these hours to receive Pell Grant money.
6. Pell Grant students receive the first half of the Pell award during the first 405 hours of the program. The remaining half of Pell Award will be paid upon satisfactory completion of the program during the calendar year.
7. When Pell Grant is received in the financial aid office, tuition fees, book, etc. are to be taken out of the money to cover as many months as it takes before receiving the next half of the money.
8. Each year financial aid services are reviewed for appropriateness to students at the Center.

BASIC SKILLS/RESOURCE

Every adult student enrolled at the Mineral County Technical and Adult Education Center is provided with Basic Skills assessment and remediation services if their situation warrants. This service is provided through the following procedures:

1. Pretesting using the TABE (Adult Basic Learning Examination) and CASAS.
2. Development of basic skills folders containing areas of deficiencies.
3. Creation of individual student disk for use on the Key Train computer program which provides direct remediation of deficient skills.
4. Post-testing using the TABE (Adult Basic Learning Examination) alternate form and CASAS.
5. Presentation of Basic Skills Certificate upon successful completion of the Key Train program.
6. SCANS Certificate available through Portfolio process.

CERTIFICATION

Upon successful completion including all required assessments, a formal certificate of graduation will be issued by the Mineral County Board of Education and presented at a special commencement exercise at the end of the school term. All adult students are required to participate in the graduation exercise in order to earn a formal certificate. **Those not participating will be issued a wallet-sized certificate of completion.** These certificates are recognized and authorized by the following:

Mineral County Board of Education
State Department of Education
State Bureau of Adult and Technical Education
North Central Association of Schools and Colleges
National League of Nursing
United States Education Department

Note: A student must pass each technical course or component attempted and maintain a "C" average in the total program to be eligible for a certificate. Students who are withdrawn from an Internship, Clinical, Co-Op program, or AYES will receive an "F" and will be ineligible for a certificate. The "C" average is calculated by taking grades of each course or component and averaging. Students are responsible for fees associated for credentialing exams.

SPACE, FACILITIES, AND EQUIPMENT

The Mineral County Technical Center is a modern, up-to-date training facility, which meets all standards required by its accreditation agencies pertaining to space, condition of facilities, amount and quality of equipment.

Because equipment, tools, supplies, etc. are costly, and replacement funds are in short supply, students will exercise proper care and caution in their use. Any lost or abused tools or equipment will be paid for by the student.

Thorough safety training will be included in each program. Safety glasses and appropriate safety equipment and proper clothing will be used in all classes.

DRUGS AND ALCOHOL

Any student in possession of any controlled substance/drug paraphernalia or alcohol on school grounds will be turned over to the authorities. Adult preparatory students in violation of the above rules will automatically be withdrawn. Adult students must set an example for high school students. Nothing less is acceptable.

SMOKING/TOBACCO USE

The use of any tobacco product is prohibited at all times by all individuals. Students are not permitted to sit in cars/vehicles on school grounds and use tobacco products. Students are not permitted to leave school grounds during class and use tobacco products. Violation of these rules will lead to disciplinary action. **(Note: Students are not permitted to stand across the road [creek side] from the Technical Center and smoke.)**

SATISFACTORY ACADEMIC PROGRESS

An adult preparatory student is assumed to be enrolled because he or she is interested and motivated toward the occupational objectives and have the ability to benefit from the career training. Ability to benefit will be determined by aptitude testing. Testing will be related to appropriate standardized aptitude score dependent on the occupational choice. Enrollment counseling will be available throughout the enrollment period, by instructors and administrators upon appointment only.

Students must be committed to regular attendance and satisfactory academic progress. Satisfactory progress must lead to a summary average of 2.0 or above to receive a certificate.

Grade reports will be issued every six weeks according to the program. A student who has an average of 75% or less at six weeks will be counseled, and remedial work initiated. Counseling and assistance may also be requested by the student, at any point in the term. If, at the semester report, the grade is a failure, the student will be withdrawn from the program for failure to achieve "satisfactory academic progress".

In special cases, an ineligible student may be enrolled in a more suitable program if aptitudes warrant program change. Before a student may be re-enrolled, special testing and interviewing will be conducted to determine program suitability.

Incomplete Grades:

1. Are only issued to students in emergency situations which are beyond the student's control.
2. A student who withdraws from a program will receive a "W" and a listing of completed clock hours on the student transcript.
3. Students who receive an "incomplete" will be given a definite period to resolve the incomplete depending on the severity of the situation.
4. Students who receive "an incomplete grade" will be placed on probation until the situation is resolved.
5. The student must be making at least a "C" average by the next marking period past the resolution point to be removed from probationary status.

Program Completion:

1. A student is expected to complete all requirements for certification in a given area within two years (four semesters).
2. A student who does not stay on schedule for certification, will not be eligible for Pell Grant.

Withdrawal/Appeal /Reinstatement:

1. A student who withdraws from the program must meet with a member of the administration of the Technical Center for an exit interview. Any Pell or any other financial adjustment needed will be calculated at this time.
2. A student who is dropped from a program for poor attendance, lack of satisfactory progress, or disciplinary reasons can request a hearing on the matter with the Director of Technical Education.
3. The student has five school days to appeal the withdrawal decision.
4. The appeal must be heard within five school days.
5. The final decision on the appeal must be made within three days of the hearing.
6. If the appeal is granted, then a joint agreement will be written that specifies the details of what is to be done and how the time will be made up.

WITHDRAWAL PROCEDURE

A student must meet with an administrator before withdrawing from school. A withdrawal conference is required for each student withdrawing from school. A refund will be calculated at the withdrawal conference.

When a student has received financial aid resources paid to him/her and withdraws, the institution is required to calculate the amount or portion of these costs for the period enrolled. If the student received resources in excess of the non-instructional costs for the period of enrollment, it is considered an overpayment. The institution has a responsibility to both determine the amount of overpayment and attempt to contact the student and recover the overpayment.

REPORTS OF STUDENT PROGRESS

Report cards will be issued six times per year or at the end of each six week period. The grading scale is as follows:

93-100	A
85-92	B
75-84	C
65-74	D
0-64	F

Individual class records of student progress will be maintained and made available upon request. *Note: Students must maintain a 2.0 average to be eligible for a certificate.

ATTENDANCE POLICY

A major goal of the Mineral County Technical Center is to help each student develop work habits and attitudes. It is vitally important for the student to become a dependable, punctual, and reliable citizen and potential employee. Employers often emphasize the significance of regular attendance in order to thoroughly learn the required job skills. Attendance records often weigh as heavily on one's job recommendation and employability as do achievement records.

I. A student may have no more than 10 absences per year.
   a. Any student that has 10 absences may be withdrawn from the program

II. Counseling for attendance problems.
   a. Student will have conference with administration at five days absent.
   b. Student will have conference and be placed on probation at eight days.

III. Appeal Procedures
   a. A student may appeal to an attendance committee to excuse some or all of the absences. The committee will have the right to accept or reject the appeal in apart or whole.

IV. Make-Up work

a. Make-up work, consisting of tests, quizzes, projects, papers, or other assignments due on the date of absence, will be the responsibility of the student who must make the necessary arrangements with the teacher(s) involved.
b. Failure to complete the assignment within a specified time will result in a grade of "0" for the date(s) of absence.
c. Upon returning to school following a period of absence, the student will have two school days to complete make-up requirements for the first day absence and one additional day for each succeeding absence.
d. Testing, other than the final exam, will be conducted on a regular basis with no less than six grades scheduled each six week report period.

V. Dismissal

a. A post-secondary student will be dismissed immediately for theft, alcohol influence, abusive language, fighting, harassment, setting fire alarms, bomb threats, possession of weapons, or other seriously improper conduct. For lesser cases of unacceptable conduct, the student will be counseled and placed on probation. Further infraction will mean dismissal.
b. Any student in possession of any controlled substance or alcohol on school grounds will be turned over to the authorities. Adult preparatory students in violation of the above rules will automatically be withdrawn. Adult students must set an example for high school students. Nothing less is acceptable.

DEFINITION OF FULL-TIME STUDENT

A full-time student is one who is enrolled for 22 clock hours per week. A half-time student is enrolled for 15 clock hours per week. Enrollment of less than 22 hours but more than 15 hours is counted as full-time. 15 hours or less is half-time.

LEAVE OF ABSENCE POLICY

A student who takes a leave of absence will have a calculated refund based on the last day of attendance. A student should request through administration, permission for a leave of absence. When a student takes a leave of absence, the student will be withdrawn from school and can re-enter at the appropriate point in their educational program in the future.

CLOSED CAMPUS POLICY

Students are not permitted to leave school grounds during scheduled class time. Students will be permitted to leave school grounds during lunch break. **Students leaving school other than on lunch break must sign out in the office.**

CARS AND PARKING REGULATIONS

Adult preparatory students will register their vehicles by filing a special form provided by the administrative office. A special identification mirror hanger will be dispensed for a fee of $3.00 and permanently displayed on the vehicle.

Parking is a privilege which can be revoked at any time if the following infractions are observed:

1. Unfortunately, some adult students have used parked automobiles for the use of alcohol, smoking, and other illegal practices. We, therefore, require that students will not loiter in automobiles during the school day.
2. Smoking or use of any tobacco products is prohibited by students in any vehicle on school grounds.
3. Students will drive safely, slowly and cautiously at all times. Spinning of wheels, or any of the above, can result in parking rights being revoked.
4. **Adult students, under no circumstances will transport secondary level students to or from school. Bus transportation is provided and will be used by high school students.**

ADULT USE OF COUNTY TRANSPORTATION

Adult students are permitted to ride public school buses, provided by the Mineral County Board of Education, if (1) the buses have space, and (2) the student has received permission from the County Transportation Director. Adult students, however, must observe all rules and regulations which apply to regular secondary students.

LOCKER POLICY

Lockers are issued at the beginning of the school year by classroom teachers. Student lockers are to be locked at all times. Students sharing a locker share the responsibility equally relative to security, cleanliness, and free from tape, posters, stick-ups, damage, etc. Locker malfunctions must be reported to the main office. A fee of $2.00 is required for a school issued lock. Any student who does not return a lock will be charged an additional $5.00.

TITLE IX STATEMENT

No person in the United States shall on the basis of race, color, religion, national origin, disability, age, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program, activity or in employment receiving federal financial assistance, or be so treated on the basis of sex under an education program and activities receiving federal assistance.

ASBESTOS NOTICE

Each facility in Mineral County is required to have an Asbestos Management Plan.

You may review the plans of the Mineral County Technical Center by contacting the Director of the Center or the Superintendent of Mineral County Schools.

Most facilities in Mineral County and in the United States contain asbestos.

Asbestos does not present a health risk if it is maintained in a manner required by the Environment Protection Agency (EPA).

CHEMICAL MATERIAL SAFETY DATA SHEETS

Each facility in Mineral County is required to have an MSDS Plan.

You may review the plans of the Mineral County Technical Center by contacting the Director of the Center or the Superintendent of Mineral County Schools.

INTEGRATED PEST MANAGEMENT

The Mineral County Integrated Pest Management Program (IPM) complies with West Virginia Department of Agriculture Emergency Rules Title 61 series 12J.

SCHOOL SAFETY

The Mineral County Technical Center has instituted a video surveillance system covering the grounds and buildings for student and staff safety.

The Mineral County Board of Education holds a zero tolerance when dealing with Drug Free Schools.

SAFE SCHOOL HELP LINE: **1-800-418-6423 EXT. 359**