



*Start Here... Succeed Anywhere.*

# Postsecondary Student Handbook 2018-2019

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*PO Box 640 | 300 Roosevelt Blvd | Eleanor, WV 25070*  
*304.586.3494 | [www.pctc.edu](http://www.pctc.edu)*

*Putnam Career & Technical Center (PCTC) does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, disability, age, or marital status in any of its policies, procedures or practices as required by Title IX, Section 504, and ADA regulations. For inquiries concerning Title IX, please contact the Director of Personnel, at 304-586-0500 x1109. For inquiries concerning 504 / ADA, please contact the Director of Exceptional Education, at 304-586-0500 x1111.*

*Revised 1/16/19*

# Governance

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Programs are provided under the administration of:

West Virginia Board of Education  
1900 Kanawha Boulevard East  
Charleston, West Virginia 25305-0330  
304.558.2699  
[www.wvde.state.wv.us](http://www.wvde.state.wv.us)

Putnam County Board of Education  
77 Courthouse Drive  
Winfield West Virginia 25213  
304.586.0500  
[www.putnamschools.com](http://www.putnamschools.com)

Putnam Career & Technical Center  
300 Roosevelt Boulevard | PO Box 640  
Eleanor, West Virginia 25070  
304.586.3494  
[www.pctc.edu](http://www.pctc.edu)

## Vision & Mission Statement

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### ***Start Here...***

Our vision is to equip students with essential occupational skills.

### ***...Succeed Anywhere***

Our Mission is to produce career and college ready graduates who will thrive in the modern economy.

# Table of Contents

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|  |    |
|--|----|
| Governance .....                           | 2  |
| Vision & Mission Statement .....           | 2  |
| Accreditation .....                        | 6  |
| School Schedule.....                       | 7  |
| Bell Schedule .....                        | 7  |
| 2-hour Delay Bell Schedule.....            | 8  |
| 2-hour Early Departure Bell Schedule ..... | 8  |
| Admissions.....                            | 9  |
| Student Status .....                       | 9  |
| General Admissions.....                    | 9  |
| Additional Requirements.....               | 10 |
| Specific Program Admissions.....           | 10 |
| Counseling Service.....                    | 10 |
| Tuition & Fees.....                        | 11 |
| PCTC Institutional Scholarship.....        | 11 |
| Federal Financial Aid .....                | 13 |
| FAFSA.....                                 | 13 |
| Process to Obtain Financial Aid .....      | 13 |
| Withdrawal Policy.....                     | 13 |
| Withdraw from a Program .....              | 14 |
| Refund Policy.....                         | 14 |
| Return of Title IV Funds.....              | 15 |
| Simulated Workplace .....                  | 17 |
| Policies & Procedures.....                 | 18 |
| Attire / Dress Code .....                  | 18 |
| Closed Campus .....                        | 18 |
| Alcohol & Tobacco.....                     | 19 |

|  |    |
|--|----|
| Grading Policy.....                                  | 19 |
| Bus Transportation .....                             | 19 |
| Student Parking .....                                | 20 |
| Fire & Safety Drills .....                           | 20 |
| Injuries.....  | 20 |
| Electronic Devices.....                              | 20 |
| Drug Testing Policy .....                            | 21 |
| Adult Graduation Policy.....                         | 22 |
| Attendance & Dismissal.....                          | 23 |
| Class Time .....                                     | 23 |
| Late Arrival or Early Departure.....                 | 24 |
| Absence Verification.....                            | 24 |
| Absences due to Disability or Medical Condition..... | 25 |
| Make-up Work.....                                    | 26 |
| Satisfactory Academic Progress Policy .....          | 27 |
| College Credit Agreements.....                       | 29 |
| EDGE Credit .....                                    | 29 |
| Articulation and Dual Credit Agreements .....        | 29 |
| Transfer of Students and Credits.....                | 30 |
| Transfer of Students within the Institution .....    | 30 |
| Transfer Credits Earned at Other Institutions .....  | 30 |
| Technical Assessments .....                          | 31 |
| Governor’s Workforce Credential .....                | 32 |
| Career Technical Student Organizations (CTSOs).....  | 33 |
| National Technical Honor Society .....               | 33 |
| Media Service .....                                  | 34 |
| Media Resources .....                                | 34 |
| Career Services .....                                | 35 |
| Portfolio Building.....                              | 35 |

Job Board .....35

Job Search Strategies.....35

Career Fair .....35

Employer Surveys .....36

School Effectiveness Survey .....36

Graduate Follow-Up .....36

Employer Follow-Up .....36

Student Records (Procedures).....37

    Enrollment .....37

    Access to Student Files .....37

    Student Access to Student Files .....37

    Maintenance of Student Files.....37

Grievance Process .....38

Exclusion .....39

Staff .....40

    Staff Credentials .....41



## Accreditation

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Putnam Career & Technical Center (PCTC) is accredited by the Commission of the Council on Occupational Education.

*Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
Telephone: 770-396-3898  
FAX: 770-396-3790  
[www.council.org](http://www.council.org)*

PCTC instructors are certified by the West Virginia State Department of Education and have work experience in their respective fields. Our instructors attend annual training sessions and are supported by a committee that is derived from active industry members.

The instructional staff strives to provide technical education and extensive hands-on training to help students prepare for careers in current and future job markets, as well as additional postsecondary education and training. Today, three out of four jobs require technical or business skills and post-secondary training. A postsecondary (adult) student may enroll in a secondary program only if space is available.

### Contact:

Putnam Career & Technical Center  
300 Roosevelt Blvd. | PO Box 640  
Eleanor, WV 25070  
(304) 586-3494  
[www.pctc.edu](http://www.pctc.edu)

# School Schedule

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Putnam Career & Technical Center is under the administration of Putnam County Schools and follows the county calendar. PCTC observes the holidays, school closings, morning delays, early releases due to weather conditions, and all other schedules days off as set by the Putnam County Board of Education.

Please visit [pctc.edu](http://pctc.edu) or [putnamschools.com](http://putnamschools.com) for the current calendar.

## Bell Schedule

|                       |                     |
|-----------------------|---------------------|
| 8:30–9:50 a.m.        | First Block         |
| 9:50–10:00 a.m.       | Break               |
| 10:00–11:15 a.m.      | Second Block        |
| 11:15–11:45 a.m.      | Lunch               |
| 11:45 a.m.–12:15 p.m. | Instructor Planning |
| 12:15–1:35 p.m.       | Third Block         |
| 1:35–1:45 p.m.        | Break               |
| 1:45–3:05 p.m.        | Fourth Block        |
| 3:05 p.m.             | All Students Depart |

## 2-hour Delay Bell Schedule

|                      |                     |
|----------------------|---------------------|
| 10:30–11:15 a.m.     | First Block         |
| 11:15–12:15 p.m.     | Second Block        |
| 12:15–12:45 p.m.     | Lunch               |
| 12:45 a.m.–1:15 p.m. | Instructor Planning |
| 1:15–2:10 p.m.       | Third Block         |
| 2:10–3:05 p.m.       | Fourth Block        |
| 3:05 p.m.            | All Students Depart |

## 2-hour Early Departure Bell Schedule

|                       |                     |
|-----------------------|---------------------|
| 8:30–9:22 a.m.        | First Block         |
| 9:22–10:15 p.m.       | Second Block        |
| 10:15–10:45 p.m.      | Lunch               |
| 10:45 a.m.–11:15 a.m. | Instructor Planning |
| 11:15–12:07 p.m.      | Third Block         |
| 12:01–1:05 p/m.       | Fourth Block        |
| 3:05 p.m.             | All Students Depart |

*Note: There are no breaks morning or afternoon on 2-Hour Delay and Early Departure Bell Schedules.*



# Admissions

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## Student Status

For the purposes of enrollment, students are classified in terms of their current educational status.

**HIGH SCHOOL STUDENTS:** Students admitted into PCTC programs who are still enrolled in a Putnam County high school are considered “high school students” and are subject to the same rules and regulations that apply to all county high school students. **This includes students enrolled in Option Pathway. OPTION PATHWAY STUDENTS ARE NOT CONSIDERED POSTSECONDARY STUDENTS.**

**ADULT STUDENTS:** Students admitted into PCTC programs who have provided evidence of a high school diploma or TASC are considered “adult students” and are subject to the rules and regulations outlined in Putnam County Schools policies.

## General Admissions

Admission to PCTC programs requires that prospective students meet the following criteria:

1. Submit an application with the appropriate application fee no later than the 10th day following the start of the academic calendar. Requests for enrollment submitted more than 10 days after the start of classes will be date-stamped and held until the next enrollment period.
2. Provide evidence of high school diploma or TASC
3. Complete and submit federal FAFSA form
4. Sign and submit a Simulated Workplace Agreement / Application

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## Additional Requirements

Additional entrance requirements vary by program. Other requirements may include pre-entrance testing, physical exams, vaccinations, driver's license, etc.

Any student that falsifies or omits required information on any documents related to PCTC is subject to immediate dismissal.

Students who drop out of high school automatically forfeit their enrollment in all PCTC courses scheduled prior to their dropping out. As drop out students are no longer classified as high school students, they must re-apply as adult students during the next enrollment period (early January or late August).

Putnam Career & Technical Center reserves the right to refuse admission to any applicant.

## Specific Program Admissions

Admission to PN program requires adherence to additional policies. Please contact the PN Admissions office at 304-586-3494 Ext. 4403 for more information.

## Counseling Service

Academic, career and financial aid counselors are available to all students whenever they need assistance with school/job-related, financial or personal problems. Students may make an appointment with the counselors.

|   |                                    |
|---|------------------------------------|
| Hannah Hudson,<br><i>Financial Aid/Post-Secondary</i> | 7:00-11:00, 12:00-3:00 year-round  |
| Alysen Bryant, <i>Counselor</i>                       | 7:50-11:15, 12:15-3:20 school year |
| Lynn Tupes, <i>Student Services</i>                   | 7:50-11:15, 12:15-3:20 school year |

# Tuition & Fees

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Tuition at PCTC is calculated by clock hour. The rate of tuition is \$2.75 per clock hour for all programs.

| Program Length               | Hours | Tuition    |
|------------------------------|-------|------------|
| 18 weeks (1 Semester)        | 270   | \$742.50   |
| 36 weeks (half-time student) | 540   | \$1,485.00 |
| 36 weeks (full-time student) | 1080  | \$2,970.00 |
| PN Program                   | 1350  | \$3,712.50 |

Most programs require 1080 clock hours and take two academic years to complete. Tuition prices do not include lab fees, books, supplies, parking pass, or registration. Many of these items are required for enrollment and are the responsibility of the student.

Tuition is due and payable on the 1st day of class. Students may arrange a payment plan or, if eligible for Financial Aid, pay their program costs as aid is earned.

## PCTC Institutional Scholarship

The PCTC Financial Aid Office works very hard to find grants and other funding sources for all seniors graduating high school in Putnam County, so that the transition from high school to postsecondary education is not hindered by financial limitations. To prevent unnecessary student debt, PCTC does not participate in educational loans of any type.

The Putnam Career and Technical Center Institutional Scholarship provides high quality career and technical education (CTE) students an opportunity to pursue advanced education and/or training in eligible programs related to their career aspirations. It is available to secondary students currently residing in Putnam County who will have completed all graduation requirements by the end of the current school year. Preference is given to applicants meeting attendance and GPA requirements stated in the application and who have completed (or are in the process of completing) courses at the career center.

Scholarships will be awarded to cover the cost of tuition only. Materials and other fees still apply and must be paid by the student. Adult Only programs (Practical Nursing & Dental Lab) are not eligible for the scholarship. Students will be selected by a committee of PCTC personnel. Applicants selected must

present proof that they have maintained their eligibility requirements before awards are presented.

Applicants are required to submit a scholarship application, and must also submit an application for federal student aid (FAFSA).

# Federal Financial Aid

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Putnam Career & Technical Center (PCTC) operates as a public school in the state of West Virginia, and also provides career and technical education courses to qualified adults seeking to improve their skills and enhance their employability. PCTC offers federal student aid in the form of the Pell Grants.

## FAFSA

Completion of a Free Application for Federal Student Aid (FAFSA) form is required for all students seeking financial assistance, including PCTC Scholarship applicants.

To determine eligibility for financial assistance, students may visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and use 014800 for Putnam Career & Technical Center's federal school code.

A student applying for any type of financial assistance may not be admitted until s/he has submitted a completed application for Federal Student Aid.

## Process to Obtain Financial Aid

1. After submission of a FAFSA form, award letters will be distributed to notify students qualifying for aid.
2. 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.
3. Pell awards are divided into 2 equal payments.
4. Payments are dispersed in the Fall and the Spring for full time students.
5. Pell payment requires 90% attendance and Satisfactory Academic Progress (SAP).
6. Unpaid materials fees are retained by the school from the first disbursement.
7. Disbursements for students who withdraw or are dismissed will be returned to Pell.

## Withdrawal Policy

The PCTC financial aid office must be notified when a student drops or chooses to withdraw from a program. Drop Forms are available in the office and must be submitted to the school counselor and to the Financial Aid office.

## Withdraw from a Program

For the purpose of calculating repayment, withdraw date will be:

- The date the student provides notification in writing (Drop Form) to the Counselor of his/her intent to withdraw, or,
- The date posted by the instructor indicating the student's last date of attendance in class.

The Financial Aid Office will identify, all students who completely withdraw. According to the withdraw date, the Financial Aid Office will calculate the part of the grant "earned" and the part of the grant that was "unearned".

The Financial Aid Office will then calculate the amount of aid owed back according to the Federal Regulations.

NOTE: If students withdraw after 60% point-in-time, they do not owe any repayment.

Students will be billed for the amount of Federal Aid they are required to repay. If a student fails to repay the debt due, the student will be reported to the Department of Education National Student Loan Data System (NSLDS). Students owing a grant repayment are not eligible for any federal financial aid until the debt is repaid. This includes all schools.

Calculations will be completed following the same guidelines as students with Federal Aid for students who are self-pay or have some other means of funding/payments.

Students considering withdrawing or leaving should first visit the Counselor to discuss their academic or personal reasons for leaving and the Student Services Specialist for possible job placement.

## Refund Policy

Entrance exam and registration fees are non-refundable items. PCTC reserves the right to retain up to \$100 of any fees paid prior to the start date, in the event that a student fails to attend school after registering. Any other funds beyond the initial \$100 will be refunded to the student.

Tuition is charged by “period of enrollment,” (i.e. a typical 1080-hour course would have two 540-hour periods of enrollment) with fees assessed for the course during the first period of enrollment, unless otherwise noted as a charge per period of enrollment.

Tuition will be adjusted on a percentage basis, based upon the scheduled number of hours for the enrollment period between the student’s first day of class and last date of attendance as follows: first week – 75% refund; second week – 50% refund; and third week – 25% refund. No refund will be given beyond the three weeks following the first day of class.

Refunds, when due, are made (1) within 45 days of the last day of attendance if written notification has been provided to PCTC by the student, or (2) from the date PCTC terminates the student or determines withdrawal by the student.

## Return of Title IV Funds

Putnam Career and Technical Center participates ONLY in the Federal Pell Grant program and complies with the Federal Return of Funds policy for all full-time students. The Return of Title IV Funds regulations do not dictate an institutional refund policy. Instead, a statutory schedule is used to determine the amount of Title IV funds a student has earned as of the date he or she ceases to attend. The amount of Title IV program assistance earned is based on the amount of time the student spent in academic attendance; it has no relationship to the student’s incurred institutional charges.

Up through the 60% point in the period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the period of enrollment, a student has earned 100% of the Title IV Federal Pell Grant disbursement.

This policy is based upon clock hours completed through the student’s last date of attendance divided by (1) the clock hours in the payment period; and/or (2) the clock hours scheduled to be completed in the payment period. The resulting percentage determines the amount of funds to be returned, if any. Any cash balance owed to the school becomes the responsibility of the student.

Prior to completion of more than 60% of the payment period, the amount of Federal Pell Grant earned is calculated by multiplying the total amount of aid

that could have been awarded for the payment period by the percentage of time completed. The amount to be returned to the U.S. Department of Education is determined by taking the amount of Federal Pell Grant earned and subtracting it from the amount of Federal Pell Grant disbursed. The institution's share of the amount to be returned is calculated by multiplying the institutional charges (registration, application, entrance test, lab fees and tuition) by the percentage of time not enrolled. The student's share is calculated by subtracting the amount the school must return from the total amount to be returned.

Should the Return of Federal Funds calculation show a repayment due, any refund due the student from the institutional refund calculation will be applied toward the student's unearned Federal Pell Grant before any funds are disbursed to the student. Should the school's return of Federal funds result in a balance due the school, the student will be billed.

For Example:

A student attended 50% of their payment period. The institutional charges for the period of enrollment were \$1500, and the Federal Pell Grant disbursement was \$2000. The unearned Federal Pell Grant was 50% of \$2000, or \$1000. The institutional share of the unearned Federal Pell was 50% of \$1500, or \$750. The student's share of the unearned Federal Pell Grant would be \$1000 - \$750, or \$250; however, since this is less than 50% of the amount disbursed, the student would have no overpayment. The student would be billed by the school for the \$750 of institutional charges due to the school as a result of the returned funds by the school unless the student had other aid to cover the returned funds.



# Simulated Workplace

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All secondary and post-secondary programs at Putnam Career & Technical Center participate in the Simulated Workplace initiative through the West Virginia Department of Education. The Simulated Workplace environment (WVBOE Policy 2520.13) is governed by a set of protocols to assure consistency and quality. This educational initiative aligns with West Virginia workforce requirements and includes the following protocols:

- Students will punch in/out on a time clock to document attendance
- Students will participate in random drug testing
- Students will wear workplace uniforms daily (provided)
- Students will complete required safety training
- Students will exhibit professionalism

All students enrolled at Putnam Career & Technical Center must agree to abide by the Simulated Workplace protocols.

# Policies & Procedures

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## Attire / Dress Code

Students are expected to come to school appropriately dressed. If school administrators determine that student attire is inappropriate, they have the right to require a change of clothing and may send the student home. General guidelines for dress are as follows:

- The midriff is not bare, front or back. See-through or open-sided tops shall be worn with a shirt underneath.
- Shirts, tops and dresses must have one inch width straps.
- Footwear with soles must be worn.
- Shorts/skirts/dresses are to be no shorter than mid-thigh.
- Offensive language or symbols are not permitted. Clothing may not advertise or promote drugs, alcohol, or tobacco.

Shop & Clinical: Simulated Workplace requires specific attire, in addition to the special regulations for footwear, body accessories, etc. that may accompany enrollment in certain programs. Please consult specific program instructors for a list of dress requirements.

## Closed Campus

PCTC is a closed campus facility for all high school students. Adult students are required to sign in and out of the office when arriving or leaving at a time other than the regular arrival or dismissal time. Adult students attending both a.m. and p.m. classes may leave campus from 11:15 a.m. to 12:15 p.m. each day for lunch.

Breaks: Daily breaks are scheduled at 9:50 a.m. and 1:35 p.m. Students should not use these times to leave campus, run errands, etc. Personal activities should be done before or after school time.

## Alcohol & Tobacco

Putnam County Schools has a zero tolerance policy regarding possession and use of alcohol, tobacco and other mind alternating substances. Violation of this policy will result in consequences, including substance assessment, suspension and/or expulsion from school. This policy applies to extracurricular activities held off premises and school property such as school buses. With probable cause, the school has the right to conduct searches.

Students in possession of tobacco products will be ticketed by local or county police, in accordance with West Virginia state law.

PCTC reserves the right to request a drug test from any student suspected of being intoxicated while on campus. Positive test results may result in dismissal from academic program. (See Drug Testing Policy). All students must agree to random drug testing as a part of the Simulated Workplace initiative.

## Grading Policy

The following grading system\* is used at Putnam Career & Technical Center which follows the Putnam County Board of Education Grading System:

A = 90-100% B = 80-89% C = 70-79%

D = 60-69% F = 0-59%

\*PN Program uses an alternate scale

Student cumulative grade point average is based upon grades received in all classes. To determine the cumulative grade point average, the following scale is used:

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0

## Bus Transportation

Secondary students are not permitted to drive to Putnam Career & Technical Center (PCTC) by order of the county Superintendent. Because bus transportation is provided from each high school, transportation may be available to postsecondary students under the age of 21 with written approval

from school administrators and the county Coordinator of Transportation. See school office for details.

## Student Parking

Adult students must have a parking permit in order to drive to or park on the PCTC campus. Permits are available in the office at a cost of \$5.00.

All vehicles must be parked in the front parking lot unless other pre-approved arrangements have been made with the principal or assistant principal. Handicapped parking is available in front of the school to those with the appropriate decal or tag. Violators will be towed at the owner's expense. The Putnam County Board of Education and Putnam Career and Technical Center are not responsible for damage to vehicles while parked on campus.

AN ADULT STUDENT MAY NOT TRANSPORT A HIGH SCHOOL STUDENT UNLESS SUCH STUDENT RESIDES IN THE SAME HOUSEHOLD.

Failure to comply with any of the above terms will result in the loss of parking privileges.

## Fire & Safety Drills

Regular fire and other safety drills are required by law. When the signal is given, it is essential that students obey promptly and clear the building by the prescribed route. Specific exit instructions are posted in each shop and classroom, and will be provided by instructors. Students must remain outside the building until the return signal is given.

## Injuries

Student injuries must be reported to the office. The employee in charge has the responsibility to complete the accident report.

## Electronic Devices

As requested by industry advisers, PCTC limits phone, iPod, etc. use to break and lunch times. This is to eliminate classroom disruptions and to promote

professional work habits. Repeat failure to comply with this policy may result in disciplinary action. At the recommendation of industry partners, many PCTC shops have defined areas where devices are stored during instruction.

## Drug Testing Policy

PCTC maintains a drug-free educational environment. Students are subject to random testing to show proof of a physical condition free from use of illegal substances or the inappropriate use of prescription medication as part of the Simulated Workplace.

Drug testing (at the school's expense) may also be required whenever the Principal or his designee suspect or have reason to believe that a student might be engaging in the unlawful and/or inappropriate use of a controlled or illegal substance.

A student who refuses to submit to a request for drug testing from an authorized school official, refuses to authorize the release of test results to the school, or tampers with a drug test sample will be disciplined up to and including dismissal from the school. A positive drug test does not necessarily demand a disciplinary response, unless circumstances surrounding the test warrant administrative involvement.

Drug testing will be conducted by a representative of a testing lab selected by Putnam County Schools, and will be overseen by the Putnam County Schools Coordinator of Drug Abuse Prevention.

## Adult Graduation Policy

Following successful completion of the curriculum in the approved courses outlined in the West Virginia Department of Education Programs of Study, students are eligible to receive a Graduate Completer certificate and may participate in graduation if:

- the required course hours for the entire Program of Study have been met;
- a minimum of a “C” average has been earned (some programs requirements are higher);
- all end of course tests/requirements have been met;
- and all books, fees and tuitions are paid in full.

Students meeting the graduation requirements are considered Graduate Completers and may participate in the graduation ceremony. Adults not completing the full Program of Study will receive a Certificate of Hours and may also participate in the graduation event if they have successfully completed the four (4) core courses in the Program of Study. The graduation ceremony is held in May of each year. Participation in the ceremony is optional. Putnam Career and Technical Center provides graduation gowns for the ceremony.

The Practical Nursing graduation ceremony is held in July of each year.

# Attendance & Dismissal

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Adult students enrolled in a program at PCTC may be dismissed for any of the following:

- Student accrues absences exceeding 10% of their total anticipated enrollment for either semester (for a 180 calendar, students may not exceed 9 days per semester). Students will be contacted via letter and/or conference prior to five (5) absences and again prior to nine (9) absences.

NOTE: There are no excused absences. Each day not present in the classroom is an absence.

- Student knowingly participates in an unethical or dishonest action
- Student violates the policies and procedures outlined by Putnam County Schools Student Code of Conduct

Certificates of Completion will be withheld from students who fail to pay tuition or tuition payment within the time frame pursuant with PCTC policy, or who have an outstanding balance upon completion of an academic year.

Students who fail to maintain a 2.0 cumulative GPA for all courses in a program will be granted a Certificate of Hours for only those hours of training successfully completed at a 2.0 GPA level.

At the discretion of the school administration, dismissal for violating attendance requirements may be waived due to extenuating circumstances (i.e. jury duty, serious injury, etc.).

A student who is dismissed due to excessive absences has the right to appeal to the Director.

## Class Time

A “day” is defined as the number of hours or blocks normally spent in class/clinical. If the class is normally in session full-time (six hours or four blocks per day), then any six hour or four block absence constitutes a “day” absent. If the class is normally in session part-time (three hours or two blocks per day) then any three hour or two block absence will constitute a “day” absent. Any time a student is not in class/clinical, he/she is considered absent. This includes being tardy, returning late, or leaving early.

## Late Arrival or Early Departure

A primary goal of instruction at PCTC is to prepare students for the workforce. Punctuality and regular attendance are an essential part of work readiness. Adult students are expected to arrive before 8:30 a.m. for morning classes, and before 12:30 p.m. for afternoon classes. A school-wide bell system is used to alert students of break times and return times during the course of the instructional day.

### **3 Tardies = 1 Absence**

Students arriving after the start of instructional time, including returns from scheduled breaks, will be marked as “tardy” by instructors and/or office staff. Students leaving prior to the end of scheduled instructional time will also be marked as “tardy” on their attendance record. For every three (3) tardy marks recorded, the student will be counted for one (1) day absence. Students exceeding nine (9) total absences during a semester will be dismissed.

## Absence Verification

Written documentation explaining any absence is due immediately following the absence, or at the school administration’s discretion in consideration of extenuating circumstances.

While only high school students may submit verification for an absence to be coded as excused, PCTC encourages adult students to submit verification for absences and reserves the right to grant consideration for absences exceeding the dismissal limit if the absence is granted approval by the school principal. Examples of such absences might include jury duty, prolonged hospital admittance, or other absences beyond the control of the student. This approval is at the sole discretion of the school principal.



## Absences due to Disability or Medical Condition

A student with disabilities or chronic medical conditions that might interfere with her/his ability to meet attendance requirements (including arriving late and leaving early) must present to the school, prior to or within one week of enrollment, a letter from the attending physician stating the following:

- The disabling or chronic medical condition for which student is being treated
- A statement documenting that student may have difficulty meeting the attendance requirements even with treatment.
- A statement estimating the number of days in a 20 day school month that the condition might require student to be absent or tardy.

A student who develops disabling or chronic medical conditions after s/he has started the program must present a letter from the diagnosing physician within five business days of the condition being diagnosed.

The school administration, along with the program instructor, will determine whether we can reasonably accommodate the absences.

This may vary from program to program depending on the nature and/or sequencing of the instructional program.

In no case will a disability or chronic medical condition be accepted as a basis for appeal of a due to excessive absences if the above requirements have not been met.

## Leave of Absence

A “Leave of Absence” will be given until the next scheduled enrollment date due to family care responsibilities or medical reasons only. Medical Leave of Absence includes illness of the student or the student’s parents, children or spouse. A Personal Leave of Absence may also be requested. Requests for a “Leave of Absence” must be made in writing and approved by the school administrator. In the event of an emergency or extenuating circumstance, the school administrator should be notified as soon as possible. Students requesting a “Leave of Absence” must be in good standing both in grades and attendance.

## Make-up Work

In all classes, the student must make up missed written work. It is rarely possible to make up missed lab/shop work. Consequently, students will be graded accordingly. Individual instructors may schedule time for making up lab activities depending on availability in the school calendar.

A few Saturday school make-up days are scheduled during the school year. It is at the discretion of the instructor to permit alternative make-up work during those times.

# Satisfactory Academic Progress Policy

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*All Programs except Practical Nursing (PN)*

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 of 900 hours or less: at the mid-point

\* Courses over 900 hours: after each 450 hours

Satisfactory academic progress (SAP) applies to all full-time and part-time students and is measured by two (2) standards:

1. Grades: Students must maintain at least 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 syllabus.

2. Pursuit of Program: A student will be allowed no more than 150% of a course's scheduled length in weeks to successfully complete a course.\*\*

Official "leave of absence" and periods of non-enrollment are not counted towards this total.

The Counselor will review each student's progress prior to Title IV Aid disbursement and notify the Adult Financial Aid Secretary of any students not making SAP. Students are also expected to adhere to the school attendance policies.

Failure to maintain satisfactory academic progress will result in a "warning" period (recipients of Federal Aid will receive a Financial Aid Warning) not to exceed one payment period. The exception to this policy may be for the Practical Nursing program, where certain class failures may result in the student's dismissal due to West Virginia State Nursing Board regulations.) This notice will inform the student of their deficiencies and warning that s/he has ONE, and ONLY ONE program measurement period to improve their grades and program pursuit. A student on warning shall be deemed to be maintaining

satisfactory academic progress and shall be eligible for financial aid during the warning period. However, s/he may not receive any financial aid refunds until the terms of their warning have been met. 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.

A student who is required to repeat courses within the program of study may do so. Additional tuition will be assessed if the student requires additional time to repeat any portion of the course. Any incomplete course work 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 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% 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 s/he 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 s/he 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.

\*Please refer to the PN Course handouts for the Standards of Satisfactory Progress approved by the WV State Board of Nursing for the PN Course. The PN 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.

# College Credit Agreements

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## EDGE Credit

Students have the option to earn college credit for their work in PCTC programs through the West Virginia EDGE initiative. EDGE is an acronym for Earn a Degree – Graduate Early, and was established in 2001. Most programs at PCTC provide credits that will count toward an Associate Degree at community and technical colleges throughout West Virginia. Enrollment in a participating community and technical college and completion of the EDGE Transcript Request allows EDGE credit from PCTC to transfer to a student’s academic transcript. These credits may count toward college credit when applied to specific programs.

## Articulation and Dual Credit Agreements

Many PCTC programs have also been designed to allow students to transfer credits directly to specific colleges in both West Virginia and the surrounding states. Articulation agreements with these specific colleges allow students to enter technical programs with credit for their work at PCTC counting toward degree requirements.

# Transfer of Students and Credits

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## Transfer of Students within the Institution

Due to the sequence of courses, required safety training, and other curricular constraints, students may only transfer between programs in unique cases. Such transfers require both instructor and Director approval after evaluation of course options, space availability and financial responsibility. Students seeking to transfer between programs should visit the school office to speak to a counselor.

## Transfer Credits Earned at Other Institutions

PCTC does not accept transfer credits from other institutions for adult students (see exception for Practical Nursing students below). Once admitted, students are expected to complete the entire 1080 hours of instruction to complete a training program.

Practical Nursing students may be accepted on a transfer basis. The transfer must correspond with all the provisions laid forth in the, “Criteria for Determining Scope of Practice for Licensed Nurses” available online at [www.lpnboard.state.wv.us/scope.pdf](http://www.lpnboard.state.wv.us/scope.pdf) under Students 10-1-9.

# Technical Assessments

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The West Virginia Department of Education and Career and Technical Education Division prescribes two types of technical assessments, Student Portfolios and End-of-Course Skills Assessments

Student Portfolios are an electronic collection of documents and artifacts which document an individual's learning experiences, goals and achievements. Contents may include: resume, sample cover letter, sample application, credentials earned, presentations, projects and honors/achievements. The portfolios and resumes are utilized by students to market themselves in mock interviews conducted by industry representatives.

National Occupational Competency Testing Institute (NOCTI) exams are administered as pre- and post-written examinations and as end-of-course skills-based assessment in students' occupational area.

# Governor's Workforce Credential

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West Virginia's Governor's Workforce Credential (WVGWC) was created to ensure that West Virginia's developing workforce have industry-ready skills to meet high quality business and industry expectations. WVGWC has been created to assess applicable real world skills of students. West Virginians who meet these rigid criteria have proven they can not only meet but exceed work readiness to potential employers. Earning a WVGWC will allow employers to quickly identify those potential employees for high-quality job openings. The WVGWC verifies students' work readiness to potential employers and demonstrates their commitment to success.

To achieve the GWC, students must successfully meet the all of the following criteria:

- I. Complete the four required state-approved CTE Program of Study courses, and achieve a minimum of 95% Portfolio score;
- II. Have a verified minimum attendance rate of 95%;
- III. Achieve a minimum of Level 3 on the Math and ELA categories of the WV Summative Assessment or Level 5/85% on a Career Readiness Assessment (ACT Work Keys, ACT Key Train, or WIN) or 15% above the NOCTI criterion-referenced cut score;
- IV. Earn a nationally recognized Industry Credential that coincides with a state-approved program of study (i.e., NCCER Core, WV Welding, ASE-student, ServSafe, C.N.A., etc.);
- V. Obtain a Drug-free Certification – Participate/Pass a minimum of 2 mandatory drug screenings.



# Career Technical Student Organizations (CTSOs)

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Career Technical Student Organizations (CTSOs) are an integral part of the curriculum for all occupational programs. These organizations promote employability skills important for job success, leadership, cooperation, responsibility, positive attitude and initiative.

Putnam Career & Technical Center CTSOs include:

- SkillsUSA (national organization serving technical, skilled & service occupations)
- HOSA (Health Occupations Students of America)
- WVSNA (West Virginia Student Nurses Association)
- National Technical Honor Society

## National Technical Honor Society

The National Technical Honor Society (NTHS) recognizes students who have achieved excellence in their occupational program. An induction ceremony held annually at PCTC honors eligible students who have been selected based on the following criteria:

- 3.5 in technical field/3.0 overall
- Active involvement in a CTSO, student government, civic, or service organization
- No more than 3 unexcused absences
- No disciplinary actions
- Recommendation of their CTE instructor

Instructors submit candidate names to the NTHS committee who review the applications and approve the final selection of members. A copy of the by-laws is available in the school office. Membership dues are the responsibility of the student. Students are urged to strive to attain this high honor.

# Media Service

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Each program houses a variety of current and relevant material, such as but not limited to: reference books; periodicals and manuals of a business, professional, technical, and industrial nature; audio-visual materials and equipment, internet access; and any other materials deemed necessary for educational purposes.

The instructor for each program is responsible for procuring such materials through proper administrative channels. A media inventory as well as an equipment inventory is maintained by each individual program instructor.

Students shall be oriented to media resources by program instructors. The evaluation and effectiveness of media services shall be performed by individual program Advisory Committee members through periodic meetings where such services are scrutinized to ascertain if they are up-to-date, relevant, educationally valuable and meeting current industry standards. Students also evaluate the service as part of the annual exit survey.

## Media Resources

Putnam Career and Technical Center maintains a large Success Lab (computer lab) in A-wing; a multi-seat computer lab in B-wing and two mobile labs. All labs offer internet access with various productivity software packages installed including Microsoft Office 365. Wi-fi is available for all students and guests to access the PCTC network from their personal devices.

All students must sign the Putnam County Acceptable Use Policy before using any school computers.

Multiple copiers and printers are located in each of the building wings and in individual offices and classrooms.

# Career Services

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## Portfolio Building

The program instructors work in conjunction with the English/Language Arts teacher to guide students in the creation of an individualized electronic portfolios in accordance with the Simulated Workplace Initiative sponsored by the West Virginia Department of Education Division of Career and Technical Education at <http://simulatedworkplace.com>

## Job Board

A job posting bulletin board, located at the intersection of B-Wing, is maintained with current job openings. Students may inquire about postings or request applications with the Student Services Specialist in the office adjacent to the job board.

Putnam Career and Technical Center provides a job opening notification feature on the website for potential employers to post job inquiries for specific programs. The Student Services Specialist responds to each notification and distributes the job descriptions to the individual instructors as well as posting them on the job board.

## Job Search Strategies

The Student Service Specialist is available for students to stop by or obtain an appointment to obtain assistance with the following:

- Resume creation/development
- Cover letter creation
- Job Searches
- Interview Techniques
- Mock Interview
- Completing online & manual applications

## Career Fair

Each spring Putnam Career and Technical Center hosts a Career Fair. All students are encouraged to attend, distribute resumes and make contact with local employers and services.

## Employer Surveys

Student Services performs a variety of follow-up activities that collect information from graduates and employers to measure the effectiveness of the institution's occupational training programs and student services. These activities include:

### School Effectiveness Survey

Each spring, students are asked to complete a survey that solicits their opinions on the institution's facilities, safety, faculty, curriculum and services including financial aid, counseling and job placement services. Survey responses are compiled and analyzed with program instructors, occupational advisory committees and the school Advisory Council.

### Graduate Follow-Up

Following graduation, students are sent a Graduate Follow-Up Form asking them to identify if they are employed or attending school. Information collected from those employed includes: employer, location, contact information for the employer, current salary and full-time/part-time status. Information collected from those continuing education includes: institution and major. In addition, students are provided the opportunity to submit comments or suggestions to improve the overall program. Responses are compiled, analyzed and shared with the program instructors, occupational advisory committees and the school Advisory Council. Employer information is utilized to contact employers regarding employer follow-up information.

### Employer Follow-Up

Following notification of student employment, employers are sent an Employer Follow-Up Form which asks them to compare the student which they employed with other entry-level employees of similar age in the same position for: entry level skills, work habits/attitude, attendance/punctuality and opportunities for advancement. In addition, they are provided the opportunity to submit comments or suggestions to improve the overall program. Responses are compiled, analyzed and shared with the program instructors, occupational advisory committees and the school Advisory Council.

# Student Records (Procedures)

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PCTC complies with all county, state and federal guidelines related to the establishment, access and privacy of student records and files. Refer to Putnam County Schools Policy Manual for detailed data.

## Enrollment

At the time of enrollment, an individual student file is established with the student's application, copy of a high school diploma or TASC/GED, the student's schedule, and basic information as entered in West Virginia Education Information System (WVEIS). This file is kept in the Financial Aid Office in a fireproof safe.

## Access to Student Files

The only personnel with access to the student files are the Director, Assistant Principal, Financial Aid/Postsecondary Secretary, Counselor, and Student Services Specialist. No instructor or other staff within the building should have access to the student files.

## Student Access to Student Files

Pursuant to Putnam County Schools' policy, eligible students may request access to their individual records. Access will be granted within 45 days. Fees may be charged for requested copies of files.

## Maintenance of Student Files

Student files are kept current throughout the duration of the student's time enrolled in a program at Putnam Career and Technical Center (PCTC). Financial Aid receipts/records, grades, attendance, and other necessary paperwork are maintained throughout the program.

# Grievance Process

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Students should be given reasonable opportunities to express complaints and to resolve grievances. According to Putnam County School policy, grievances require that:

1. The student must have the opportunity to meet informally with the teacher, sponsor, or other person involved in the problem; and
2. The school must provide for an informal appeal to the principal, who shall have authority to resolve grievances after a conference with all parties involved.

All student complaints of unequal treatment must be handled pursuant to Title IX regulations. The school administrator will conduct an investigation of the alleged violation.

If the complaint cannot be resolved by the sponsor or teacher, the student may appeal first to the principal, then to the Director of Personnel, then to the Superintendent, and finally to the Board of Education. All such grievances should be submitted in writing.

For inquiries concerning Title IX, please contact the Director of Personnel, at 304-586-3494 x1109.

For inquiries concerning 504 / ADA, please contact the Director of Exceptional Education, at 304-586-0500 x1111.

For further grievance process information contact:

Council on Occupational Education 7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
Telephone: 770-396-3898  
FAX: 770-396-3790  
[www.council.org](http://www.council.org)

# Exclusion

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Inappropriate student conduct may be used as grounds to prohibit student participation in school activities. Such activities may include SkillsUSA and/or HOSA competitions, activities requiring state or national travel, graduation ceremonies, etc.

The decision to limit student participation will be made at the Director's discretion.

# Staff

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|                       |  |
|-----------------------|--|
| Baldwin, Carolyn      | Assistant Principal                          |
| Bayless, Jennifer     | Graphic Design                               |
| Bryant, Alysen        | Counselor                                    |
| Caldwell, Carl (C.D.) | CTE Director / Principal                     |
| Carr, Robin           | Option Pathway                               |
| Casto, Jason          | Masonry                                      |
| Childers, Kevin       | Carpentry                                    |
| Collins, Kirk         | Head Custodian                               |
| Cobb, Sarah           | Practical Nursing                            |
| Darby, Dave           | Custodian                                    |
| Erwin, Rebecca        | Allied Health Science (Dental Assisting)     |
| Eye, Jackie           | Option Pathway                               |
| Harvey, Sally         | Direct Care Worker (Health Occupations)      |
| Holtz, Julie          | CTE English                                  |
| Hoover, David         | Plumbing                                     |
| Hudson, Hannah        | Financial Aid                                |
| Johnson, Tim          | HVAC Technician                              |
| Jones, Lynette        | ProStart Restaurant Management               |
| Jones, Steve          | Law and Public Safety                        |
| Lewis, David          | Electrical Technician                        |
| Lyons, Roy            | Drafting                                     |
| Mears, Sherri         | Receptionist                                 |
| McCoy, Patricia       | Practical Nursing Coordinator                |
| McKenzie, Bobby       | Automotive Technology                        |
| Midkiff, Amber        | Practical Nursing Secretary                  |
| Mynes, Sherry         | Finance Secretary                            |
| Pickron, James        | Diesel Equipment Technology                  |
| Ragle, Brittany       | Support Specialist                           |
| Rayburn, Terry        | Collision Repair Technology                  |
| Scott, Adam           | CTE Math                                     |
| Smith, Jesse          | Dental Laboratory Technology                 |
| Smith, James          | Custodian                                    |
| Stover, Tonia         | Patient Care Technician (Health Occupations) |
| Summers, Jarrod       | Emergency and Fire Fighting Management       |
| Toler, Tim            | Cisco Networking Academies                   |
| Tupes, Lynn           | Student Services Specialist                  |
| Walters, Marcie       | Option Pathway                               |
| Williams, Russell     | Welding                                      |



## Staff Credentials

**Jennifer Bayless**, *Graphic Design Instructor*

Career Technical Certificate, West Virginia University Institute of Technology

**Robin Carr**, *Option Pathway Teacher*

Master's, Marshall University

Special Education

Reading Specialist

ESL (English as a Second Language)

**Jason Casto**, *Masonry Instructor*

Bachelor's, West Virginia University Institute of Technology

Associate's, West Virginia State University

Career Technical Certificate, West Virginia University Institute of Technology

ACI Concrete Flatwork Finisher & Technician

OSHA Authorized Construction Trainer

WV Contractor's License

NCCER Certified Core & Masonry Instructor

Excavator/Fork Truck/Skidsteer/All-Terrain Fork Truck Certification

**Kevin Childers**, *Carpentry Instructor*

Career Technical Certificate, West Virginia University Institute of Technology

Journeyman Carpentry Certification

WV Contractor's License

NCCER Certified Carpentry Instructor

**Sarah Cobb**, *Practical Nursing Instructor*

Master's, Marshall University

Bachelor's, Marshall University

Registered Nurse

Advanced Practice Registered Nurse

Certified Family Nurse Practitioner

**Becky Erwin**, *Allied Health Sciences - Dental Assisting Instructor*

Associate's, West Virginia University Institute of Technology

WV Board of Dentistry

Registered Dental Hygienist

Certified Dental Assistant

Local Anesthesia Licensure

Direct Supervision Certification

Public Health Certification

**Jackie Eye, *Option Pathway Teacher***

Master's, Marshall University  
Bachelor's, Marshall University  
Speech/English 7-12  
Middle Childhood Endorsement 5-8

**Sally Harvey, *Patient Care Technician Instructor***

Associate's, University of Charleston  
Registered Nurse

**Julie Holtz, *Career-Technical Education English Instructor***

Master's, National Louis University  
Master's, Fontbonne University  
Bachelor's, Fontbonne University  
Administration & Supervision  
Special Education K-12  
Social Studies & English 5-A

**David Hoover, *Plumbing Instructor***

Career Technical Certificate, West Virginia University Institute of Technology  
Master Plumber  
WV Contractor's License  
OSHA Authorized Construction Trainer  
NCCER Certified Core & Plumbing Instructor  
Excavator/Fork Truck/Skidsteer/All-Terrain

**Tim Johnson, *HVAC Instructor***

Career Technical Certificate, West Virginia University Institute of Technology  
Journeyman Electrician Certification  
WV Contractor's License  
OSHA Authorized Construction Trainer  
NCCER Certified Carpentry Instructor

**Lynette Jones, *ProStart Restaurant Management Instructor***

Master's, Marshall University  
Bachelor's, Marshall University  
Associate's, Mountwest Community & Technical College  
Career Technical Certificate, West Virginia University Institute of Technology  
Adult Technical Education  
ServSafe Certified Instructor

**Stephen Jones, Law and Public Safety Instructor**

Bachelor's, West Virginia Wesleyan College

Bachelor's, West Virginia Wesleyan College

Associate's, Marshall University

West Virginia Law Enforcement Officer Certification

**David Lewis, Electrical Technician**

Career Technical Certificate, West Virginia University Institute of Technology

Master Electrician

WV Contractor's License

NCCER Certified Core & Electrical

**Roy Lyons, Drafting Instructor**

Career Technical Certificate, West Virginia University Institute of Technology

Certified by the American Design Drafting Association (ADDA)

**Patricia McCoy, Practical Nursing Coordinator/Instructor**

Master's, Marshall University

Bachelor's, Mountain State College

Adult Technical Education

Registered Nurse

**Bobby, McKenzie, Automotive Technology**

Bachelor's, Marshall University

ASE Master Certified Automotive Technician

**James Pickron, Diesel Equipment Technology Instructor**

Bachelor's, West Virginia State University

Career Technical Certificate, West Virginia University Institute of Technology

ASE Certified Medium/Heavy Duty Truck Technician T2/T4/T5/T6/T8

Marine Corps MOS Diesel Technician

**Brittany Ragle, Student Support/Resource Teacher**

Master's, Marshall University

Bachelor's, West Virginia State University

Special Education BD/LD/MI/Autism

Elementary Education K-6

**Terry Rayburn**, *Collision Repair Instructor*

Career Technical Certificate, West Virginia University Institute of Technology  
ASE Certified Master Collision Repair Technician

**Adam Scott**, *Career-Technical Education Math Teacher*

Bachelor's, Alderson Broaddus  
Teacher Certification, Wheeling Jesuit University  
Math 5-A

**Jesse Smith**, *Dental Laboratory Technology Instructor*

Career Technical Certificate, West Virginia University Institute of Technology  
Certified Dental Technician

**Tonia Stover**, *Direct Care Worker Instructor*

Associate's, Hocking College  
Registered Nurse

**Jarrod Summers**, *Emergency & Fire Fighting Management Services Instructor*

Career Technical Certificate, West Virginia University Institute of Technology

**Marcie Walters**, *Option Pathway Teacher*

Master's, Washington University Graduate College  
Bachelor's, West Virginia State University  
Secondary Education  
Special Education K-12  
Biology 9-12

**Russ Williams**, *Welding Instructor*

Career Technical Certificate, West Virginia University Institute of Technology  
AWS Certified Welding Inspector  
SMAW & SMAW Pipe Certified ASNT Certified ACCP Level II  
GMAW & GMAW Pipe Certified  
FCAW Plate Certified  
NCCER Certified Core & Welding Instructor

