

# FRED W. EBERLE TECHNICAL CENTER

## POST-SECONDARY STUDENT HANDBOOK 2020-2021

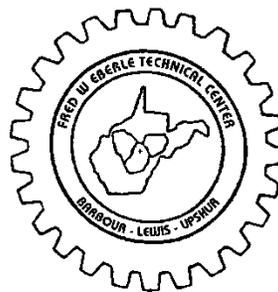
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[www.fetc.edu](http://www.fetc.edu)



## **WELCOME**

Welcome to Fred W. Eberle Technical Center. The faculty and staff are committed to providing you with a high quality training program. This handbook has been prepared to provide you with information regarding the policies and procedures of our school. Please read it carefully. We hope that your time at Fred W. Eberle Technical Center is enjoyable and that you go away with the skills necessary to become a productive member of society.

## **HISTORY**

Fred W. Eberle Technical Center was established in 1968 as the state's first "multi-county" vocational school and has been serving the students of Barbour, Lewis and Upshur Counties ever since. The school is named after Fred W. Eberle who served as the State Director of Vocational Education/Assistant Superintendent of Schools from 1964-1972. Celebrating its 53<sup>rd</sup> anniversary this school year, Fred W. Eberle Technical Center continues as one of the state's seven multi-county technical centers.

## **MISSION**

The mission of Fred W. Eberle Technical Center is to produce generations of knowledgeable, skillful, and productive professionals that will lead the way into the future.

## **PHILOSOPHY**

Fred W. Eberle Technical Center's vision is to promote education and growth in our students. The center strives to assist all students to meet their individualized occupational goals necessary to succeed in the emerging global society.

### ***Core Beliefs***

1. The center believes that all students are entitled to the opportunity to learn within a safe, well maintained, and disciplined environment.
2. The center believes in utilizing input from industry and community professionals to constantly evaluate our programs to ensure we are maintaining current industry standards, including technological changes.
3. The center believes in developing and maintaining a rigorous, relevant, and engaging program of study for each concentration taught, providing for all learning styles with an emphasis on project based learning.

## Accreditation

Fred W. Eberle Technical Center is accredited by the:

**Commission of the Council on  
Occupational Education (COE)**

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)



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### West Virginia Department of Education



Building 6, Capitol Complex  
Charleston, WV 25305  
Telephone: (304) 558-2346

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The Center is recognized by:

**Barbour County Board of Education**

45 School Street  
Philippi, WV 26416  
Telephone: (304) 457-3030

**Lewis County Board of Education**

239 Court Ave.  
Weston, WV 26452  
Telephone: (304) 269-8300

**Upshur County Board of Education**

102 Smithfield Street  
Buckhannon, WV 26201  
Telephone: (304) 472-5480

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Fred W. Eberle Technical Center programs have been approved through:

**WV Region VI Workforce Investment Board**

17 Middletown Road  
White Hall, WV 26554  
Telephone: (304) 368-9530

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**Veterans Education and Training**  
**WV Higher Education Policy Commission**  
1018 Kanawha Boulevard, East, Suite 700  
Charleston, WV 25301  
Telephone: (304) 558-0263

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The practical nursing program is accredited by:

**West Virginia State Board of Examiners for  
Licensed Practical Nurses**  
101 Dee Drive  
Charleston, WV 25311  
Telephone: (304) 558-3572

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The Automotive Technology and Diesel Technology programs are certified by:

**The National Automotive Technicians Education Foundation, Inc. (NATEF)**



101 Blue Seal Drive, SE Suite 101  
Leesburg, VA 20175  
Telephone: (703) 669-6650

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The Collision Repair Technology program is certified by:

**Inter-Industry Conference on Auto Collision Repair (I-CAR)**



5125 Trillium Blvd.  
Hoffman Estates, IL 60192  
Telephone: (800) 422-7872

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The School of Cosmetology and Design is accredited by:

**West Virginia State Board of Barbers and Cosmetologists**



1201 Dunbar Avenue  
Dunbar, WV 25064  
Telephone: (304) 558-2924

## **POLICIES**

### **Discrimination:**

As required by federal laws and regulations, Fred W. Eberle Technical Center does not discriminate on the basis of sex, color, race, religion, disability, age, and national origin in employment and in the administration of any of its education programs and activities. For inquiries contact: Rebecca Bowers-Call, Title IX Director and 504 Coordinator, 208 Morton Avenue, Buckhannon, WV 26201, 304.472.1259 or [rebecca.bowers@k12.wv.us](mailto:rebecca.bowers@k12.wv.us). or to the U. S. Department of Education's Director of the Office for Civil Rights, phone no. 215-596-6795.

### **Attendance:**

Employers list *regular attendance* as one of the *most important behaviors* they look for when making a hiring decision. Therefore, we require students to attend classes regularly. Missing 1 class period at the technical center is the same as missing 1/2 day at the high school.

If a student reaches six (6) absences, a meeting will be scheduled with the student, instructor and director to determine a plan of improvement. Excessive absences may result in dismissal from the technical center. Individual programs may have more stringent attendance rules due to credentialing agency and/or financial aid requirements. Please see individual program handbooks as appropriate.

### **Make up work:**

Make up work will be assigned following each absence. Students will have a reasonable amount of time as determined by the instructor to complete the work and turn it in. If the work is not completed and turned in on time, the student will receive a zero daily grade for the absence. Make up work is the responsibility of the students.

### **Grading:**

Fred W. Eberle Technical Center uses the following scale:

- A = 90-100
- B = 80- 89
- C = 70 - 79
- D = 60-69
- F = 0-59
- I = Incomplete

### **Certificates:**

A **Completer Certificate** will be awarded to any student who successfully completes the prescribed curriculum for his or her course of study. Successful completion is defined as at least a "C" average or above after all 4 semesters.

Additional certifications are offered and earned in each program for students who meet all criteria for each specific certification (i.e. OSHA-10, WV Welding Certification, Journeyman Electrician, Certified Nursing Assistant, ASE, etc.)

**Driving Permits:**

Post-Secondary students must apply for a daily driving permit to Fred W. Eberle Technical Center. Only students who have a parking permit are permitted to drive to the center every day.

**Substance Abuse:**

The Fred W. Eberle Technical Center will report any incidents of substance abuse to the authorities and those involved will be subject to the substance abuse policy of their home school.

**Harassment and Violence:**

The Fred W. Eberle Technical Center believes that the dignity of each human being shall be considered in all school activities, and that all learning and working environments are free from racial, sexual or religious/ethnic harassment or violence. Acts of harassment or violence involving students or staff shall not be tolerated by Fred W. Eberle Technical Center. Violators will be subject to their home school's harassment policy.

**Fire and other Emergency Drills:**

Emergency drills are necessary for the safety of the students and staff. Drills are held periodically throughout the school year. The signal for a fire drill is a bell or "buzzer" which sounds continuously for 30 seconds or longer. It is essential that everyone promptly clear the building by the prescribed route when the alarm sounds. All students will be required to follow more detailed fire drill procedure, which will be given by instructors and posted in the instructional areas.

Notification of other emergency drills will come from the office utilizing the public address system. Students and staff are to follow procedures outlined in the emergency response plan given by instructors and available in all instructional areas.

**Injury or Serious Illness:**

Students who are injured at school or witness injury of another student (*no matter how minor*) should report the injury to the classroom instructor immediately. Students who become ill should report the illness to the instructor. If medical attention is needed, every attempt will be made to contact a parent or relative. The school will always attempt to act in the best interest of the student.

**Textbooks:**

All basic textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled properly. Students will be required to pay for lost or damaged books.

**1:1 Electronic Devices**

Adult students in secondary programs will have the opportunity to sign out electronic devices for use on remote learning (non-traditional Instruction) days or in the event of a school closure. The device is the responsibility of the student who completes the sign out form and receives the device into his/her possession. Devices should be returned to the instructor in the same state as they were distributed. If there is any damage to the device, or if the device is not returned, the student will be responsible for replacing or repairing the device financially.

**Transfer Policy:**

Persons interested in transferring into a program from another technical center must submit the following to the Director:

1. Current application form
2. Written request for transfer
3. High school transcript or its equivalent
4. Official transcript of all previous academic and technical training from the last career technical center attended
5. Course descriptions for each course satisfactorily completed
6. Letter of recommendation from last school attended
7. Complete written and skills evaluations as requested by the Director.
8. Appear for an interview with the instructor of the program.

Transfer students will only be considered if openings exist. Students who were dismissed or had failing grades when they withdrew from other programs will not be considered. If more than a year has elapsed since a student withdrew from another program he/she will not be considered. Students must have left previous program in good standing.

Students who transfer into a program must agree to adhere to the attendance and all other student policies. Tuition will be based on the number of months left in the program and the total tuition fee for the entire year.

Fred W. Eberle Technical Center will accept, review, and maintain a written record of previous education and training submitted from students using VA education benefits. Such materials will be reviewed to determine if credit toward completion of the desired program is possible.

**PREVENTIVE DISCIPLINE POLICY:**

Fred W. Eberle Technical Center's mission is to provide students the opportunity to become productive and responsible citizens. Two areas identified as crucial in meeting these goals are attendance and behavior.

The following procedures are in place to reward students with good attendance and behavior:

Students with good attendance and good behavior will:

- Be allowed to participate in the Local Skills USA Competition
- Be allowed to participate in an Activity Day each quarter

**RULES:**

1. Upon arrival, students report to appropriate shops immediately.
2. Students should enter their shops by the outside door and not through one shop to get to another.

3. Students are to remain in their own shop. The instructor is the only person who may authorize a student to leave his or her shop.
4. Possession and/or use of tobacco, electronic smoking devices, alcohol, or any form of controlled substance is prohibited at all times on school property. Violation of this can result in immediate suspension or expulsion from school.
5. Students are to practice good housekeeping and take pride in the appearance of the building. Littering, sloppiness, damaging property, etc. are prohibited.
6. A student who has three (3) tardies will be counted one (1) day absent. This absence will be counted as one (1) unexcused absence.
7. Students are reminded to be courteous at all times--address their instructor as Mr. or Ms., respect one another, and be polite to visitors. Students are preparing for job entry; they must conduct themselves as young ladies and gentlemen so that we can be proud to recommend them. Employers are only interested in the best.
8. Profanity is prohibited in all forms at Fred W. Eberle Technical Center. Profanity includes, but is not limited to; language, gestures, and clothing.
9. Shirts, proper shoes, and other clothing consistent with safety regulations, must be worn at all times. Clothing requirements will vary between shop and classroom, and different classes. The instructor has full authority to establish requirements for his/her class.
10. Any student destroying or stealing property belonging to the school or another individual may be suspended or expelled from the technical center.
11. Students may be allowed a 10-minute break in both morning and afternoon sessions. This break is a *privilege* and not a right. The instructor has full authority over the break period. Students are to visit the snack machine and return to their shop or classroom area. The hallway and parking lot are not break areas.
12. Students are expected to be in their seats when the class session begins and when class is dismissed at the end of the session. The instructor, not the bell, dismisses the class.
13. The telephone is for school business. No one is permitted to use the telephone without permission from the instructor.
14. **Cell Phones and other electronic devices** are not permitted except for instructional purposes. If utilized for instructional purposes, the instructor's cell phone policy shall be followed. Failure to follow this rule may result in confiscation of the device. Parents/guardians will be contacted to pick up student's phone. Two or more offenses will be considered a Level I disciplinary infraction and may result in further disciplinary action.
15. Students are not permitted to carry knives. All knives will be confiscated and the policy of the respective county followed for disciplinary action. Knives for instructional purposes are provided.
16. Students having a deadly weapon in their possession will be dealt with in accordance to the WV State Board's Safe Schools Policy
17. Students are to exercise safe practices at all times. "Horseplay" and any other form of unsafe conduct is prohibited.
18. **Safety glasses** are provided for each student and must be worn at all times when in shop areas. Instructors have the authority to remove students from shop areas for refusal to wear safety glasses. Additionally, students refusing to wear safety glasses multiple times will face disciplinary consequences through administrative action. There will be a \$5 charge for lost or damaged safety glasses.

## DISCIPLINE POLICY:

As disruptive student behavior can be a serious problem within the classroom, the following approach improves behavior, and it offers an educational purpose in the place of suspension or other action.

After one or more disruptive offenses, the student will be sent to the Director or Assistant Director where he or she will receive counseling and/or appropriate disciplinary action.

Fred W. Eberle Technical Center recognizes that students who endeavor to learn and grow academically, socially, and emotionally will have the right to be protected from willful disruption of the classroom and learning environment.

Fred W. Eberle Technical Center further recognizes that a safe and drug free environment is dependent upon discipline procedures, which are administered fairly, consistently, and systematically.

Fred W. Eberle Technical Center further recognizes the responsibility for discipline is shared by the community at large, the home, pupils, and all school personnel and asserts that certain acts of serious misbehavior or repeated disruption by individual students warrant extended suspension or expulsion from school.

The West Virginia Code assigns to county boards of education the right “to control and manage . . . the school. . . for all school activities,” provides that the teacher will stand in the place of the parent or guardian in exercising authority over the student while at school. “Teacher” is defined to include principals, aides, student teachers, bus drivers, chaperones, and other school employees assigned responsibilities for supervising instructional programs or other board approved activities.

A teacher is responsible for the discipline and control of his or her classroom/lab; the administrator is responsible for the general control of the entire school. Good discipline can be maintained through appropriate teaching techniques, fairness, and firmness.

Teachers need to take appropriate steps to help students cope with school problems. However, when every reasonable remedy has been tried without significant success, the student is to be referred to the appropriate building administrator along with information related to actions(s) already taken.

WV State Board of Education Policy 4373 sets the requirements for the development of safe and supportive schools that provide optimum learning conditions for both students and staff.

Whereas safety and order is the foundation of a positive school climate/culture that supports student academic achievement and personal-social development, this rule also establishes disciplinary guidelines for student conduct that outline behaviors prohibited in West Virginia schools that must be consistently addressed in order to assure the orderly, safe, drug-free, violence- and harassment-free learning environment.

The following definition, rules, and regulations apply to all students attending Fred W. Eberle Technical Center:

Behaviors	Definitions – Level 1	Interventions and Consequences
<b>LEVEL 1: Minimally Disruptive Behaviors – disrupt the educational process and the orderly operations of the school but do not pose direct danger to self or others.</b>		
Cheating	A student will not plagiarize or copy the work of others or break rules to gain advantage in a competitive situation. Interventions for this inappropriate behavior may include academic sanctions in addition to other discipline.	Administrator/student conference or reprimand.

Deceit	A student will not deliberately conceal or misrepresent the truth, deceive another or cause another to be deceived by false or misleading information.	Administrator and teacher-parent/guardian conference. Academic sanctions may be used to deny credit for work resulting from cheating; however, previously earned grades/credits may not be reduced. Counseling referrals and conference to support staff or agencies. Daily/weekly progress reports. Behavioral contracts Change in the student's class schedule. School service assignment. Confiscation of inappropriate item Revocation of privileges. Restitution/restoration Detention (lunch, before and/or after school). Denial of participation in class and/or school activities. Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion, (West Virginia Code <a href="#">§18A-5-1</a> ). Voluntary weekend detention ( <a href="#">Superintendent's Interpretation of May 12, 2006</a> ). In-school suspension *West Virginia Code <a href="#">§18A-5-1 (d)</a> prohibits the use of suspension solely for not attending class. While out-of-school suspension is not recommended for Level 1 Inappropriate Behavior, if used at the discretion of the school administrator, it should be limited to a maximum of three (3) days. Law enforcement notification if warranted. Absent a real and immediate threat to school or public safety, incidents involving public order offenses shall be considered school discipline issues to be handled by school officials rather than criminal law issues warranting formal law enforcement intervention.
Disruptive/ Disrespectful Conduct	A student will not exhibit behavior that violates classroom/school rules, results in distraction and obstruction of the educational process or that is discourteous, impolite, bad mannered and/or rude. Behavior is considered disruptive and/or disrespectful if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.	
Failure to Serve Detention	A student will not fail to serve an assigned detention of which students and/or parents/guardian have been notified.	
Falsifying Identity	A student will not use another person's identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.	
Inappropriate Appearance	A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distracting or indecent, to the extent that it interferes with the teaching and learning process, including wearing any apparel that displays or promotes behavior and/or items prohibited by this policy.	
Inappropriate Display of Affection	Students will not engage in inappropriate displays of intimate affection, such as kissing or embracing.	
Inappropriate Language	A student will not orally, in writing, electronically, or with photographs or drawings, use profanity in general context (not directed toward any individual or group).	
Possession of Inappropriate Personal Property	A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning.	
Skipping Class*	In accordance with WVBE Policy <a href="#">4110 - Attendance</a> , a student will not fail to report to the school's assigned class or activity without prior permission, knowledge or excuse by the school or by the parent/guardian.	
Tardiness*	A student will not fail to be in his/her place of instruction at the assigned time without a valid excuse.	
Vehicle Parking Violation	A student will not engage in improper parking of a motor vehicle on school property.	
<b>LEVEL 2: Disruptive and Potentially Harmful Behaviors – disrupt the educational process and/or pose potential harm or danger to self and/or others. The behavior is committed willfully but not in a manner that is intended maliciously to cause harm or danger to self and/or others.</b>		
Gang Related Activity	A student will not, by use of violence, force, coercion, threat of violence or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's educational mission. Gang activity includes: Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.	Administrator/student conference or reprimand. Administrator and teacher-parent/guardian conference. Referral to support staff or agencies for counseling or other therapeutic services. Daily/weekly progress reports. Behavioral contracts.

	Using any word, phrase, written symbol or gesture that intentionally identifies a student as a member of gang, or otherwise symbolizes support of a gang. Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs. Recruiting student(s) for gangs.	Change in the student's class schedule. School service assignment. Confiscation of inappropriate item. Revocation of privileges. Restitution/restoration. Before and/or after-school detention. Denial of participation in class and/or school activities. Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion, (West Virginia Code <a href="#">§18A-5-1</a> ). Voluntary weekend detention ( <a href="#">Superintendent's Interpretation of May 12, 2006</a> ) In-school suspension. Out-of-school suspension with a recommended maximum of five (5) days (See guidelines in Chapter 6, Section 2) West Virginia Code <a href="#">§18A-5-1 (d)</a> prohibits the use of suspension solely for not attending class. The principal and/or superintendent may recommend placement in an Alternative Education program as described in Section 5 of this chapter. Expulsion. Law enforcement notification if warranted. Absent a real and immediate threat to school or public safety, incidents involving public order offenses shall be considered school discipline issues to be handled by school officials rather than criminal law issues warranting formal law enforcement intervention.
Habitual Violation of School Rules or Policies	A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, complete an assignment, work with another student, work in a group, take a test or do any other class- or school-related activity not listed herein, refusing to leave a hallway when requested by a school staff member, or running away from school staff when told to stop, all constitute insubordination/unruly conduct.	
Insubordination	A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, complete an assignment, work with another student, work in a group, take a test or do any other class- or school-related activity not listed herein, refusing to leave a hallway when requested by a school staff member, or running away from school staff when told to stop, all constitute insubordination/unruly conduct.	
Leaving School Without Permission	A student will not leave the school building, campus of school activity for which the student is enrolled without permission from authorized school personnel.	
Physical Fight Without Injury	A student will not engage in a physical altercation using blows in an attempt to harm or overpower another person or persons.	
Possession of Imitation Weapon	A student will not possess any object fashioned to imitate or look like a weapon.	
Possession of Knife not meeting Dangerous Weapon Definition (West Virginia Code <a href="#">§61-7-2</a> )	A student will not possess a knife or knife-like implement under 3½ inches in length. West Virginia Code <a href="#">§61-7-2</a> clarifies that a pocket knife with a blade 3½ inches or less in length, a hunting or fishing knife carried for sports or other recreational uses, or a knife designed for use as a tool or household implement shall not be included within the term "knife" as defined as a deadly weapon unless such knife is knowingly used or intended to be used to produce serious bodily injury or death.	
Profane Language/ Obscene Gesture/ Indecent Act Toward... An Employee or A Student	A student will not direct profane language, obscene gestures or indecent acts towards a school employee or a fellow student. This inappropriate behavior includes but is not limited to, verbal, written, electronic and/or illustrative communications intended to offend and/or humiliate.	
Technology Misuse	A student will not violate the terms of <a href="#">WVBE Policy 2460</a> , Safety and Acceptable Use of the Internet by Students and Educators.	
<b>LEVEL 3: Imminently Dangerous, Illegal and/or Aggressive Behaviors – are willfully committed and are known to be illegal and/or harmful to people and/or property.</b> The principal shall address these inappropriate behaviors in accordance with W. Va. Code <a href="#">§18A-5-1a, subsections (b) through (h)</a>		
Battery Against a Student	A student will not unlawfully and intentionally injure another student.	Level 3 behaviors are criminal offenses and therefore warrant formal law enforcement intervention which may result in issuance of a criminal citation, ticket, or summons, filing a delinquency petition, referral to a probation officer or actual arrest.
Defacing School Property/ Vandalism	A student will not willfully cause defacement of or damage to property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray painting surfaces are acts of defacement. Examples of damage to school property include, but are not limited to, ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary.	In collaboration with law enforcement, the school shall also implement invention strategies and meaningful consequences that promote and support appropriate behavioral changes. These strategies include but are not limited to: Administrator/student conference or reprimand. Administrator and teacher-parent/guardian conference. Referral to support staff or agencies for counseling or other therapeutic services.
False Fire Alarm	A student will not knowingly and willingly set off a fire alarm without cause.	
Fraud/Forgery	A student will not deceive another or cause another to be deceived by false or misleading information or sign the name of another person in order to obtain anything of value or defraud authorities.	
Gambling	A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.	
Hazing	A student will not haze or conspire to engage in the hazing of another person. "Hazing" means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition	

	for continued membership in, any activity or organization, including both co-curricular and extra-curricular activities.	Notification of appropriate Health and Human Resources. Daily/weekly progress reports. Behavioral contracts. Change in the student's class schedule.
Improper or Negligent Operation of a Motor Vehicle	A student will not intentionally or recklessly operate a motor vehicle, on the grounds of any educational facility, parking lot, or at any school-sponsored activity, so as to endanger the safety, health or welfare of others.	School service assignment. Confiscation of inappropriate item(s). Revocation of privileges. Restitution/restoration. Before and/or after-school detention.
Larceny	A student will not, without permission, take another person's property or have another person's property in his or her possession. Property valued at \$1,000 or more will increase this behavior to a Level 4 because it is considered a felony in accordance with West Virginia Code <a href="#">§61-3-13</a> .	Denial of participation in class and/or school activities. Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion, (West Virginia Code <a href="#">§18A-5-1</a> ). Voluntary weekend detention.
Sexual Misconduct	A student will not publicly and indecently expose themselves, display or transmit any drawing or photograph of a sexual nature, or commit an indecent act of a sexual nature on school property, on a school bus or at a school sponsored event.	<a href="#">(Superintendent's Interpretation of May 12, 2006)</a> In-school suspension. Out-of-school suspension for up to ten (10) days (See guidelines in Chapter 6, Section 2). The principal and/or superintendent may recommend placement in an Alternative Education program as described in Section 5 of this chapter.
Threat of Injury/Assault Against... An Employee A Student	A student will not threaten (verbal or written) or attempt to injure another student, teacher, administrator or other school personnel. [This includes assault on a school employee defined in West Virginia Code <a href="#">§61-2-15</a> ].	Expulsion.
Trespassing	A student will not enter upon the premises of the county school system property, other than to the location to which the student is assigned, without authorization from proper school authorities.	
Harassment/ Bullying/ Intimidation	<p>A student will not bully/intimidate/harass another student. According to West Virginia Code <a href="#">§18-2C-2</a>, "harassment, intimidation or bullying" means any intentional gesture, or any intentional electronic, written, verbal or physical act, communication, transmission or threat that:</p> <ul style="list-style-type: none"> <li>• A reasonable person under the circumstances should know will have the effect of harming a student, damaging a student's property, placing a student in reasonable fear of harm to his or her person, and/or placing a student in reasonable fear of damage to his or her property;</li> <li>• Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or emotionally abusive educational environment for a student; or</li> <li>• Disrupts or interferes with the orderly operation of the school.</li> </ul> <p>An electronic act, communication, transmission or threat includes but is not limited to one which is administered via telephone, wireless phone, computer, pager or any electronic or wireless device whatsoever, and includes but is not limited to transmission of any image or voice, email or text message using any such device.</p> <p>Acts of harassment, intimidation, or bullying that are reasonably perceived as being motivated by any actual or perceived differentiating characteristic, or by association with a person who has or is perceived to have one or more of these characteristics, shall be reported using the following list: race; color; religion; ancestry; national origin; gender; socioeconomic status; academic status; gender identity or expression; physical appearance; sexual orientation; mental/physical/developmental/ sensory disability; or other characteristic.</p> <p>When harassment, intimidation or bullying are of a racial, sexual and/or religious/ethnic nature, the above definition applies to all cases regardless of whether they involve students, staff or the public. Detailed definitions related to inappropriate behavior of this nature are as follows:</p>	Upon receipt of a complaint of racial, sexual and/or religious/ethnic harassment or violence that has been substantiated through investigation, the appropriate school official shall take action appropriate to the status of the offender (student, staff or public guest). Such action for students may include all options listed above. Actions for staff may include but not be limited to, warning, suspension, termination, revocation of licensure, notification of law enforcement and/or human services. Actions for public guests may include but not be limited to removal from school property and school sponsored functions, notification of law enforcement and/or human services.

Sexual harassment consists of sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education; or
- creating an intimidating, hostile or offensive employment or educational environment.

Amorous relationships between county board employees and students are prohibited.

Sexual harassment may include but is not limited to:

- verbal harassment of a sexual nature or abuse;
- pressure for sexual activity;
- inappropriate or unwelcome patting, pinching or physical contact;
- sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats and/or promises concerning an individual's employment or educational status;
- behavior, verbal or written words or symbols directed at an individual because of gender; or
- the use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, climate/culture or opportunities.

Racial harassment consists of physical, verbal or written conduct relating to an individual's race when the conduct:

- has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- otherwise adversely affects an individual's employment or academic opportunities.

Religious/ethnic harassment consists of physical, verbal or written conduct which is related to an individual's religion or ethnic background when the conduct:

- has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- otherwise adversely affects an individual's employment or academic opportunities.

Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to:

- touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
- threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
- threatening or forcing exposure of intimate apparel or body parts by removal of clothing.

	<p><u>Racial violence</u> is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.</p> <p><u>Religious/ethnic violence</u> is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion or ethnicity.</p>	
Imitation Drugs: Possession, Use, Distribution or Sale	A student will not possess, use, distribute or sell any substance that is expressly represented or implied to be a controlled substance or simulate the effect and/or the appearance (color, shape, size and markings) of a controlled substance.	The selection of appropriate interventions and consequences for substance abuse must be considered very carefully depending upon the severity of the behavior and potential safety concern for others in the school. The first action must be to conference with the parent/guardian and appropriate law enforcement representatives in an effort to direct the student to appropriate addiction services. Referral to tobacco cessation services/treatment and substance abuse treatment services shall be a priority intervention strategy for these behaviors.
Inhalant Abuse	A student will not deliberately inhale or sniff common products found in homes, schools and communities with the purpose of "getting high". The action may be referred to as <u>huffing, sniffing, dusting and/or bagging</u> .	
Possession/Use of Substance Containing Tobacco and/or Nicotine	<p>A student will not unlawfully possess, use or be under the influence of any substance containing tobacco and/or nicotine or any paraphernalia intended for the manufacture, sale and/or use of tobacco/nicotine products in any building/area under the control of a county school system, including all activities or events sponsored by the county school district.</p> <p><u>Special considerations</u> according to West Virginia Code <a href="#">§16-9A-4</a>.</p> <ul style="list-style-type: none"> <li>No person (student, staff member or public guest) shall at any time use or distribute any tobacco or nicotine containing product on school property or during school sponsored events.</li> <li>Individuals supervising students off school grounds are prohibited from distributing or using tobacco or nicotine containing products in the presence of students.</li> <li>An exception shall be made to allow possession/use of approved nicotine replacement product for tobacco cessation. WVBE Policy <a href="#">2422.8 - Medication Administration</a> must be followed in order for students to use such products on school property or at school sponsored events.</li> </ul>	
<p><b>LEVEL 4: Safe Schools Act Behaviors - are consistent with those addressed in West Virginia Code <a href="#">§18A-5-1a (a) and (b)</a>.</b> The following Level 4 behavior definitions are aligned with West Virginia Code <a href="#">§§61-6-17, 61-6-24, and 18A-5-1</a>, and in the <a href="#">Gun-Free Schools Act of 1994</a>. These laws require that the principal, superintendent and county board address Level 4 behaviors in a specific manner as outlined in West Virginia Code <a href="#">§18A-5-1a</a>.</p>		
Battery Against a School Employee	A student will not commit a battery by unlawfully and intentionally making physical contact of an insulting or provoking nature with the person of a school employee as outlined in West Virginia Code <a href="#">§61-2-15(b)</a> .	
Felony	A student will not commit an act or engage in conduct that would constitute a felony under the laws of this state if committed by an adult as outlined in West Virginia Code <a href="#">§18A-5-1a(b)(i)</a> . Such acts that would constitute a felony include, but are not limited to, arson (West Virginia Code <a href="#">§61-3-1</a> ), malicious wounding and unlawful wounding (West Virginia Code <a href="#">§61-2-9</a> ), bomb threat (West Virginia Code <a href="#">§61-6-17</a> ), sexual assault (West Virginia Code <a href="#">§61-8B-3</a> ), terrorist act or false information about a terrorist act, hoax terrorist act (West Virginia Code <a href="#">§61-6-24</a> ) and grand larceny (West Virginia Code <a href="#">§61-3-13</a> ).	
Illegal Substance Related Behaviors	A student will not unlawfully possess, use, be under the influence of, distribute or sell any substance containing alcohol, over-the-counter drugs, prescription drugs, marijuana, narcotics, any other substance included in the Uniform Controlled Substances Act as described in West Virginia Code <a href="#">§60A-1-101, et seq.</a> or any paraphernalia intended for the manufacture, sale and/or use of illegal substances in any building/area under the control of a county school system, including all activities or events sponsored by the county school district. This includes violations of WVBE Policy <a href="#">2422.8 - Medication Administration</a> and instances of prescription drug abuse.	
Possession and/or Use of Dangerous Weapon	<p>According to West Virginia Code <a href="#">§18A-5-1a(a)</a>, a student will not possess a firearm or deadly weapon as defined in West Virginia Code <a href="#">§61-7-2</a>, on any school bus, on school property or at any school-sponsored function as defined in West Virginia Code <a href="#">§61-7-11a</a>.</p> <p>As defined in West Virginia Code <a href="#">§61-7-2</a>, a "dangerous weapon" means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous weapons include, but are not limited to, blackjack, gravity knife, knife, knife-like implement, switchblade knife, nunchaku, metallic or false knuckles, pistol, or revolver. A dangerous weapon may also include the use of a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another.</p>	

### Search and Seizure in Public Schools:

Student lockers are school property and remain, at all times, under the control of the school; however, students are expected to assume full responsibility for the contents of their lockers. Periodic general inspection of lockers may be conducted by school authorities at any time without

notice and without student consent. Fred W. Eberle Technical Center will not be responsible for any article a student may leave in his/her locker.

Any school administrator has the authority to search a student's personal possessions, (purse, wallet, book bag, etc.) and/or vehicle or bicycle on school property or at a school function as long as the administrator has reasonable suspicion that the student is violating school policy or state or federal law. In any case where a violation of state law may have occurred, the administration has the right to refer the offense to civil authorities and/or the police.

Any student committing an offense or violation is responsible for any and all damages and personal injuries, and the parents or legal guardians are responsible for damages to the extent provided by the law.

### **STUDENT ORGANIZATIONS:**

**Skills USA** is the national youth organization serving trade, industrial, and technical students with leadership, citizenship, and character development through programs and activities. Members in high school and post-secondary programs join Skills USA for civic, educational, professional, and social activities that develop social and leadership abilities. Students also learn respect for the dignity of work, high standards in trade, ethics, workmanship, scholarship, and safety. Skills USA strives to develop the "whole student" and prepare him/her for a responsible role in the community and labor market. Students from Fred W. Eberle Technical Center regularly compete in local, state and national skill contests sponsored by Skills USA.

**National Technical Honor Society** is a student organization whose mission is to honor student achievement and leadership, promote educational excellence, and enhance career for NTHS members. Students are nominated by their teachers based on academic and leadership skills.

### **DISCLAIMER:**

Pictures of students will be placed in local newspapers and school publications occasionally for recognition of awards and individual placements for the career and technical contests. If a student does not wish to have his/her picture or information placed in these articles, please advise the administrative staff.

### **CAREER COUNSELING:**

Counseling services are provided to all students at their home high schools. Career counseling is available from any staff member at Fred W. Eberle Technical Center.

### **Student Records**

Information from records, files, and data directly related to a student will not be disclosed to individuals or agencies outside the Center without the consent of the student in writing, except pursuant to lawful subpoena or court order, or except in the case of specifically designated educational and governmental officials as required by Public Law 93-380 (Educational Amendments of 1974). Information contained in such records may be shared within the Center. Records originating at another institution will be subject to these policies.

### **Simulated Workplace**

“The demand for a more work ready employee among West Virginia business and industry leaders continues to grow. It is clear in today’s workforce that Science, Technology, Engineering and Mathematics (STEM) skills, along with attendance, drug free, team work and professionalism are critical abilities required to be a work ready employee. Through the Simulated Workplace initiative, students will be immersed within an engaging workplace environment which offers support in addition to rigorous training while developing the necessary skill sets to be a next generation work ready employee.

Simulated Workplace shifts classrooms into workplace company settings, while introducing students to various business processes using twelve distinct measurement areas. These areas are proven to be essential to the success of many companies both locally and internationally. Simulated Workplace works closely with local business and industry experts to identify effective CTE programs that meet the needs of tomorrow’s workforce. Integrating these authentic business practices statewide gives every student access to the necessary skill sets, certifications and academics needed to be college and career ready.”

All programs at Fred W. Eberle Technical Center will operate under Simulated Workplace protocols. These include:

- Application/interview process to be accepted into a program.
- Formal attendance system. Attendance will be tracked by time clocks. It is the **responsibility of the student** to remember to clock in and out each day.
- Drug-free work zones. All students will be subject to random drug testing.
- Safe work areas. Students are expected to observe all safety precautions for their work area including cleaning and disinfecting.

### **GRIEVANCE PROCEDURE:**

The purpose of this procedure is to provide a way for students to reach solutions to problems, large and small that may occur in school life. It is the intent of this procedure to maintain good morale, and provide a simple, straight-forward method of problem solving.

**STEP I:** Any student/citizen who feels they have a valid grievance may request a meeting within one week with their classroom instructor to discuss the problem. The desire is that a satisfactory solution may be reached for the student at this level.

**STEP II:** If the grievance is not resolved in Step I, the matter may be presented to the Director of Fred W. Eberle Technical Center, in writing, within one week. The Fred W. Eberle Technical Center Grievance will be followed (see next page).

## Fred W. Eberle Technical Center Conflict Resolution Process WVDE Policy 7211



*The Citizens' Conflict Resolution Process is to be used when a citizen believes a school or county school system has violated state law or the policies, rules, and regulations of the WVBE. The process is not to be used in situations where the county does not have the authority to act or where there is another solution specifically provided by law (such as with the placement of exceptional students). It is also not to be used for personal complaints about school or county employees. Personal complaints about employees and other citizen complaints not governed by this process must be filed pursuant to the county school system's specific procedures.*

Students unsatisfied with the Level 3 decision may contact:

Council on Occupational Education  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350  
Telephone (Toll-Free): 800-917-2081  
www.council.org

## **ADULT STUDENTS**

*ADMISSION POLICY* (Post-secondary Students)

**Fred W. Eberle Technical Center has a long tradition of providing quality training to post-secondary students. Several post-secondary programs are offered. Students can also enroll in secondary programs where space is available.**

**Individuals interested in enrolling in a program must first submit an application. A high school diploma or equivalency is required. Instructor interviews are conducted for all adult students.**

**(In programs participating in the Simulated Workplace Initiative, students are required to submit to random drug testing.)**

*Individual program requirements can be found in the school catalog.*

## **FINANCIAL AID:**

*Eligible Student (Pell Grant)*

Financial aid is available to qualified students. To apply: complete the Free Application for Federal Student Aid (FAFSA). You may apply on line at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The Title IV code number for Fred W. Eberle Technical Center is 017035.

To qualify, a student must:

- ✓ Be a U.S. citizen or other eligible non-citizen.
- ✓ Be a high school graduate or have earned a GED. If a student has received a Bachelor's degree, he or she is not eligible for a Pell Grant.
- ✓ Be enrolled in an eligible program of at least 600-clock hours in length that leads to a certificate or other educational credential.
- ✓ Not be in default on any prior Title IV loans or owe a repayment on any grant
- ✓ Show financial need as determined by the Department of Education.
- ✓ Must maintain satisfactory academic progress.

## **Return of Title IV Funds**

This institution participates ONLY in the Federal Pell Grant Program; in accordance with the Title IV Return of Federal Funds regulations, Federal Pell Grant recipients should be aware that their

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

The percentage of hours completed in the payment period is calculated by dividing the number of scheduled hours or completed hours through the student's last date of attendance by the hours in the payment period (generally 450). After 60% of the payment period is completed, there is no return of the Title IV (Pell) funds. The amount of Pell Grant earned is calculated by multiplying the total amount of Pell Grant that could have been awarded for the payment period by the percentage of time completed. The amount to be returned to the U.S. Department of Education is determined by taking the amount of Pell earned and subtracting it from the amount of Pell disbursed. The institution's share of the amount to be returned is calculated by multiplying the institutional charges (registration fee, application fee, activity and lab fees, and tuition) by the percentage of time not enrolled. The student's share is calculated by subtracting the amount the school must return from the total amount to be returned. The amount of the student's share is then divided in half, and must be repaid to the school within 45 days of notification of the repayment due, or the student's account will be turned over to the U.S. Department of Education for collection, and the student becomes ineligible for further federal financial aid.

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 Pell before any funds are disbursed to the student. Should the school's return of federal funds result in a balance due the school, the student will be billed.

For example: A student attends 255 hours of a 450-hour payment period, or 50% of the payment period. The institutional charges for the period of enrollment are \$750, and the Pell Grant disbursement was \$1000. The unearned Pell Grant is 50% of \$1000, or \$500. The institutional share of the unearned Pell is 50% of \$750, or \$375. The student's share of the unearned Pell Grant would be \$500 - \$375, or \$125 – but the student has only to return half this amount, or \$75. The student would also be billed by the school for the \$375 or institutional charges due to the school as a result of the returned funds by the school. The student would be obligated to repay \$75 to the U.S. Department of Education, even though they might have spent their entire refund on books and other school-related expenses.

### **Tuition Waivers:**

Students, who are West Virginia residents, enroll in eligible vocational programs and meet eligibility requirements may receive a tuition waiver as legislated by State Senate Bill #14.

### **Tuition/Enrollment Periods:**

The enrollment period for most programs is at the semesters. Tuition in all programs (except LPN and CDL) will be billed on a per semester basis.

**Refund Policy:**

Students who officially withdraw during any enrollment period will receive a refund of any unused fees and a portion of tuition in accordance with the following schedule:

During the first and second week.....90% refund

During the third and fourth week.....70% refund

During the fifth and sixth week .....50% refund

Beginning the seventh week .....NO Refund

Refunds, when due, are made without requiring a request from the student. The student may request a refund at the time of withdrawal or termination. If the student does not request a refund, the center will process the refund within 15 business days.

All refunds are processed within 15 business days of the time the student withdraws and notifies the business office. If a student misses 10 consecutive days and does not officially withdraw or make contact with the instructor, a refund will be processed if warranted.

**HEAPS:**

Higher Education Adult Part-Time Student (HEAPS) Grants are available to eligible students

**WIA:**

Workforce Investment Act (WIA) funds are available to a limited number of students who are determined to be eligible by Job Service-Employment Security Office. These funds provide tuition and expenses for qualified students enrolled in eligible programs.

**Other Funding Sources:**

Students should check with the following agencies to see if they are eligible for funding under their guidelines:

- Vocational Rehabilitation
- Workers Compensation
- Veterans Benefits
- United Mine Workers (UMWA)
- Trade Adjustment Act (TAA)

**Attendance:**

Post-secondary students whose attendance rate falls below 90% will be in danger of losing their financial aid.

**Satisfactory Academic Progress:**

Satisfactory Academic Progress shall be defined as maintaining a minimum of a “C” average or 70% for the duration of the program. Should a student’s grades fall below a “C” average for a nine-week grading period or the midterm of a semester, they will be placed on academic probation.

A student will be removed from academic probation only after the grade point deficiency has been made up and the average grade point average is 2.0 or better. If a student remains on academic probation for two nine-week grading periods, the instructor may recommend removal from the program.

The Guidance Counselor and the Academic Instructors will be available to assist students with solutions to problems that result in poor academic progress. Any student whose grades are not brought up to a "C" average by the end of the semester will not be eligible for financial aid.

For Satisfactory Academic Progress requirements in the Practical Nursing Program, see the Fred W. Eberle School of Practical Nursing Handbook.

**Verification Policy:**

It will be the policy of the school to verify 100% of the financial aid applications selected for this process by the federal processor.

**Withdrawal Policy:**

To make a proper withdrawal from school, an adult student must complete a Withdrawal Form with the instructor of the program. He/She should then report to the Director or Assistant Director to establish the reason for withdrawal. It is necessary that the school have the reason for withdrawal and other information for permanent records.

A secondary student must receive authorization from his/her home school to withdraw or drop a class. The student should also complete a Withdrawal Form with his/her instructor. All students must also have any outstanding charges paid in full before leaving their program.

**Re-Entrance Policy for Dismissed Students:**

Students seeking reentrance into a program must:

1. Submit a letter of consideration for readmission.
2. Submit a current admission application
3. Not be indebted to the school for any fees incurred previously at Fred W. Eberle Technical Center. Indebtedness includes books, tuition, etc.
4. Appear for an interview with the instructor.
5. Enter at the designated time.
6. Adhere to all current policies, including any revised ones.
7. Submit any additional information required.
8. Submit to any requested skills and/or written testing.
9. Have no disciplinary actions taken against them.

All previous students will be considered for readmission on a case-by-case basis and at the discretion of the director and instructor of the program. Students who were dismissed because of failing grades or who withdrew with a failing average must show that they have taken steps to improve their academic skills. Tuition and costs and fees will be calculated according to the number of hours needed for completion.

**PROGRAMS OF STUDY**

**SECONDARY PROGRAMS**

Adults are admitted in secondary programs on a space available basis. These programs run the normal school year (August to June). In order to complete a program in one year, the student must attend all day. There is the option of attending half days and completing in two years. Persons

wishing to apply for admission in a secondary program should have a high school diploma or equivalency. They should have an application form on file in the admissions office.

### **Automotive Technology**

Skills in analyzing and repairing all major systems of the automobile are taught. These systems include: ignition, engine, computer, fuel, brake, electrical, air conditioning and drive trains.

### **Carpentry**

All phases of house construction are taught. This includes use of power tools, blueprint reading, foundation, all types of framing, interior & exterior finish, plumbing systems and cabinet making.

### **Computer Repair Technology**

This program teaches students the basic skills need to build and repair computer systems. Four courses introduce students to: Hardware, Operating Systems, Networking Essentials, and Server Essentials.

### **Robotics and Drones**

The robotics and drone program of study is designed to provide knowledge and skills necessary to develop, operate, and maintain robotic and drone flight systems. The robotics curriculum teaches fundamentals of robotic functions and uses as they apply to manufacturing. The drone curriculum teaches the requirements for the FAA 107 License.

### **Collision Repair Technology**

Units of study include safety practices, tools & equipment, welding & cutting, metal working & forming, frame & unibody, refinishing systems, metal finishing and collision repair.

### **Cosmetology**

The Cosmetology concentration focuses on the knowledge, skills, attitudes and practices required for careers in the field of Cosmetology. This concentration is designed for licensure by the State Board of Barbers and Cosmetologists.

### **Health Professions**

This class is designed for students who plan a professional pathway in health care. It will be a fast paced program for the accelerated learner. Clinical rotations may include: nursing assistant, phlebotomy, EKG, physician's offices, physical therapy clinics or pharmacies.

## **Allied Health**

The Allied Health Program is a one-year program. The program consists of four core courses, Foundations of Health Science, Advanced Principles of Health Science, Medical Assistant Clinical Procedures, and Medical Laboratory and Diagnostic Procedures. Students enrolled in the program will get hands-on experience in labs, physician offices and other health care settings. Students will gain healthcare knowledge and skills such as drawing blood, performing EKGs and obtaining vital signs. Upon completion of the program, students will be eligible to earn certification in phlebotomy, EKGs, CPR/First Aid and OSHA.

## **POST-SECONDARY PROGRAMS**

### **Electrical Technician**

This is a 1080 hour class held in the evening. Students completing this program are eligible to take the State Journeyman's Electrician's Exam. Topics covered include basic theory and ohms law, blueprints, residential wiring, appliance and air conditioning and National Electrical Code.

### **Truck Driving**

Classes are held Monday thru Friday from 3:00 to 9:00 p.m. and last up to 10 weeks. Must have a valid WV driver's license, be at least 18 years old with two years driving experience, and pass a DOT physical examination and drug screen.

### **Cosmetology**

The Cosmetology concentration focuses on the knowledge, skills, attitudes and practices required for careers in the field of Cosmetology. This concentration is designed for licensure by the State Board of Barbers and Cosmetologists. (1,890 hours)

### **Practical Nursing**

This is a one year program. The program provides classroom and clinical instruction necessary for taking the state board of examiners exam for Licensed Practical Nursing. (1350 hours)

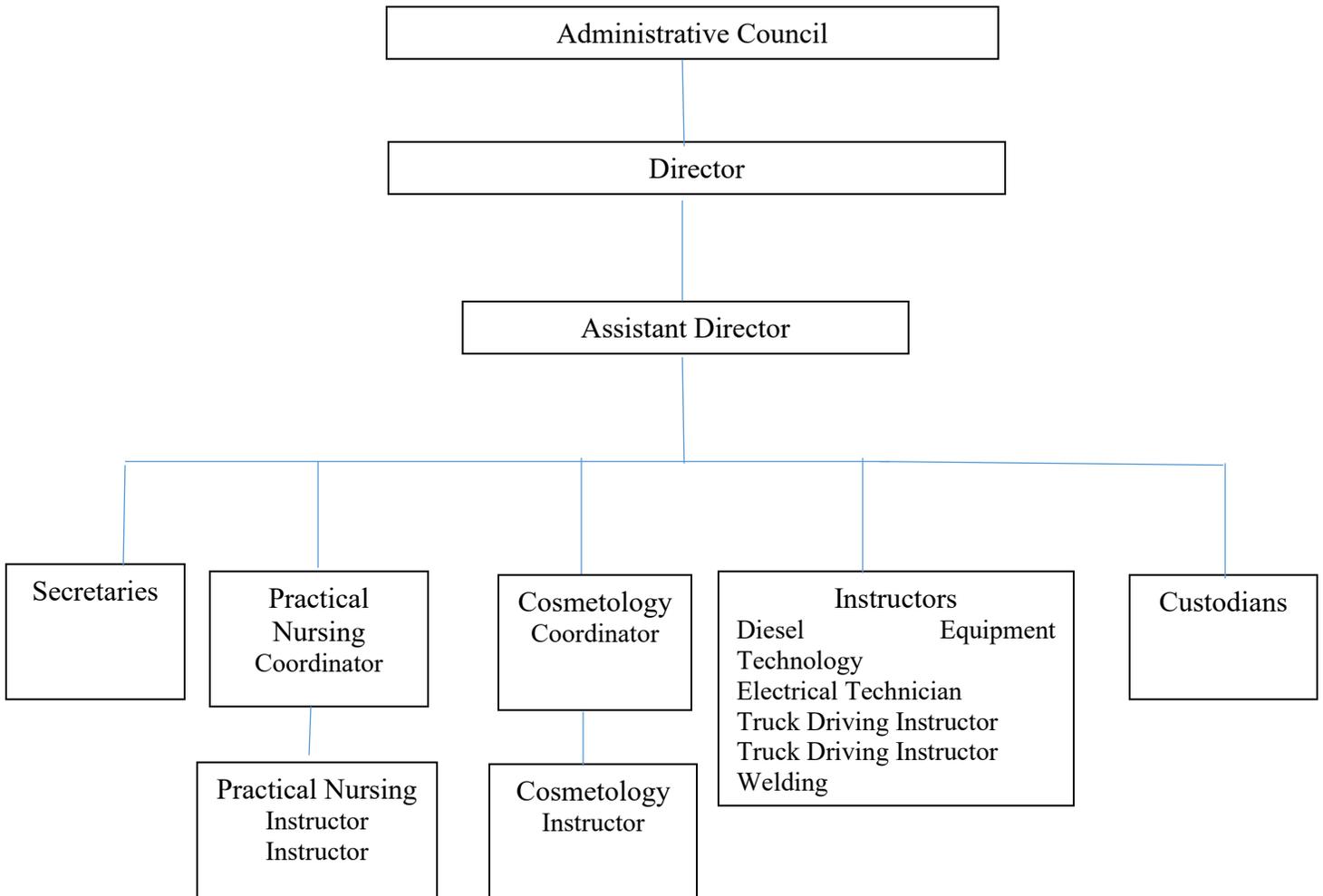
### **Diesel Equipment Technology**

This is a 675 hour class offered in the evening. Units of study include care & use of tools, diesel engine construction, truck systems, fuel systems, engine overhaul, troubleshooting and electronic engine controls.

### **Welding**

This is a 600 hour class offered in the evening. This course teaches oxyacetylene, arc, MIG and TIG welding. It also stresses blueprints & layout, safety practices and tools & equipment. State certification available on-site.

Fred W. Eberle Technical Center  
Organization Chart 2020-2021



## ***FRED W. EBERLE TECHNICAL CENTER STAFF***

### **Administration**

Rebecca Bowers-Call, Director  
Michael Murray, Assistant Director

### **Instructors**

Randall Cunningham, Carpentry  
Scott Currence, Collision Repair Technology  
Rheanna Davis, Practical Nursing  
Kendel Guthrie, Practical Nursing  
Amie Hawkins, Medical Assisting  
Ryan Hines, Practical Nursing Coordinator/Instructor  
Mary Hull, Cosmetology Coordinator/Instructor  
Robert Lowther, Electrical Technology  
Evelyn McLean, Academic Math  
Chad McKisic, Information Technology  
Crystal Moss, Cosmetology Instructor  
Billy Poling, Welding  
Tammy Ross, Health Professions  
Charles Smith, Diesel Technology  
Hannah Snyder, English  
Tim Turner, Automotive Technology

### ***Support Staff***

Julie Burns, Finance Secretary  
Christie Boone, Adult Ed Secretary  
James Streets, Custodian  
Randy Tenney, Custodian

### **Administrative Council Members**

Dr. Greenbrier Almond, Upshur County Board of Education  
David Everson, Barbour County Board of Education  
Michael Holden, Lewis County Board of Education  
Dr. Robin Lewis, Superintendent, Lewis County Schools  
Mendy Marshall, WV Department of Education  
Dr. Sara Stankus, Superintendent, Upshur County Schools  
Jeffrey Woofter, Superintendent, Barbour County Schools

## **ACCEPTABLE USE POLICY**

### **FOR THE FETC NETWORK, COMPUTERS, AND THE INTERNET**

As a computer user, I agree to follow the rules in all my work with computers while attending Fred W. Eberle Technical Center. The parent agrees to take responsibility for their child's behavior regarding use of the Fred W. Eberle Technical Center Network, Computers, and the Internet. The sponsoring teacher agrees to instruct the student on acceptable use of and the proper etiquette on the Fred W. Eberle Technical Center Network, Computers, and the Internet.

- I. I recognize that all computer users have the same rights to use the equipment, therefore,
  - I will not play games or use the computer resources for non-academic activities when others require the system for academic purposes;
  - I will not waste or take supplies such as paper, printer ribbons or cartridges, and diskettes that are provided by the school.
  - I will avoid excessive use of network hard disk space by removing any file that has not been used within one month.
- II. I recognize that software is protected by copyright laws; therefore,
  - I will not make unauthorized copies of software found on school computers by copying them on to my own diskettes or on to other computers through electronic mail or bulletin boards;
  - I will not give, lend, or sell copies of software to others unless I have the written permission of the copyright owner or the original software is clearly identified as shareware or in the public domain.
- III. I recognize that the work of all users is valuable; therefore,
  - I will protect the privacy of others' areas by not trying to learn their password;
  - I will not copy, change, read, or use files in another user's area without that user's permission;
  - I will not attempt to gain unauthorized access to system programs or computer equipment;
  - I will not create or introduce any virus which may destroy files or disrupt service to other users;
  - I will not download information onto the hard drives of any computer.
- IV. I recognize that the computer network is to be used as an educational tool to support the mission of the Fred W. Eberle Technical Center;
  - I will not transmit any materials in violation of any U.S. or state regulation, including but not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret;
  - I will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means;
  - I will not use the network for commercial activities, product advertisement, or political lobbying.
- V. Use of computer networks is a privilege, not a right. Violations of the rules described above will be dealt with seriously. Violators will lose computer privileges.



## 2020-2021 Fred W. Eberle Technical Center Calendar

Month	Mon	Tue	Wed	Thu	Fri	Descriptive Information
Aug 2020					PL	August 14 Professional Learning Day-Personnel Only
	PL	CD	CD	CD	PL	August 17 Professional Learning Day-Personnel Only
	24	25	OS	OS	OS	August 18-20 Curriculum Development Day
	OS	OS	2	3	4	August 21 Professional Learning Day-Personnel Only
						August 24 Professional Learning Day-Personnel Only
Sep 2020	H	8	9	10	11	August 25 Prep Day - 2 HR Faculty Senate
	14	15	16	17	18	August 26-31 Outside School Environment Day
	21	22	23	24	25	September 1 Outside School Environment Day
	28	29	30	1	2	September 2-4 Out of Calendar Day
Oct 2020	5	6	7	8	9	September 7 Holiday-Labor Day
	12	13	14	15	16	September 8 First Day of Instruction for Students
	19	20	21	22	23	September 16 Professional Learning Day-Personnel Only
	26	27	28	29	30	October 2 Mid-Term-1st Nine Weeks
	2	3	4	5	6	October 14 Non-Traditional Instructional Day
Nov 2020	9	10	H	12	13	November 3 Election Day
	16	17	18	19	20	November 4 End-1st Nine Weeks
	23	24	25	H	27	November 23-25 Non-Traditional Instructional Day
	30	1	2	3	4	November 26 Holiday-Thanksgiving
Dec 2020	7	8	9	10	11	November 27 **Out of Calendar Days
	14	15	16	17	18	December 10 Mid-Term-2nd Nine Weeks
	21	22	23	24	H	December 24 Out of Calendar Day
	28	29	30	31	H	December 25 Holiday - Christmas
	4	5	6	7	8	December 28-31 **Out of Calendar Days
Jan 2021	11	12	13	14	15	January 1 Holiday - New Year's Day
	18	19	20	21	22	January 15 End of 1st Semester
	25	26	27	28	29	January 18 Holiday - Martin Luther King Jr. Birthday
Feb 2021	1	2	3	4	5	February 17 Non-Traditional Instructional Day
	8	9	10	11	12	February 18 Mid-Term-3rd 9 Weeks
	15	16	17	18	19	March 22 End of 3rd 9 Weeks
	22	23	24	25	26	April 2 Non-Traditional Instructional Day
Mar 2021	24	25	26	27	28	April 22 Mid-Term-4th 9 Weeks
	1	2	3	4	5	May 14 Continuing Education Day-In-Lieu
	8	9	10	11	12	May 28 End 4th Nine Weeks / 2nd Semester
	15	16	17	18	19	May 31 Holiday-Memorial Day
Apr 2021	22	23	24	25	26	June 1 Prep Day - 2 HR Faculty Senate
	29	30	31	1	2	June 2 Parent-Teacher Conference Day
	5	6	7	8	9	June 3-June 30 **Out of Calendar Days
	12	13	14	15	16	June 21 Holiday - West Virginia Day
	19	20	21	22	23	
May 2021	26	27	28	29	30	
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
Jun 2021	24	25	26	27	28	
	31	P	OS	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
	28	29	30			

**Fred W. Eberle Technical Center  
Handbook Acknowledgement Form**

Parents/guardians and students: After reading the school handbook, please read, complete, and sign this form and return the entire form to the school as soon as possible. All students should have this form signed and returned to their teacher by the end of the second week of school. If you have any questions, please do not hesitate to call the school during regular hours.

I have reviewed a copy of the 2020-2021 Fred W. Eberle Technical Center Student Handbook that can be found online at <https://fetc.edu> or by requesting a printed copy. I have read and understand the information contained in the handbook. We have had the opportunity to have a parent-child discussion about the expectations contained in the handbook. I understand that all information was current at the time of publication, but all items are subject to change as county, state and federal policies and laws are modified. I also understand that nothing in this handbook is intended to supersede any county, state, or federal policy, law, or code.

Print Student Name: \_\_\_\_\_

Student ID# (9 digits): \_\_\_\_\_

Internet Usage Permission:      \_\_\_\_\_ Yes or \_\_\_\_\_ No

Permission to Photograph,  
videotape, and/or publish:      \_\_\_\_\_ Yes or \_\_\_\_\_ No

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



*Fred W. Eberle Technical Center*  
208 Morton Avenue  
Buckhannon, WV 26201  
(304) 472-1259  
*"Reaching For The Future"*

## **Electronic Device Checkout Contract**

Student Name: \_\_\_\_\_

Program: \_\_\_\_\_

Computer: \_\_\_\_\_

Computer serial number: \_\_\_\_\_

Identification tag: \_\_\_\_\_

This device is being loaned to \_\_\_\_\_ for the his/her personal use. This device is to be used to complete assignments and communicate with instructors. This device is to be returned to Fred W. Eberle Technical Center in the same state it is on the date issued. If there is any damage to the device, or if the device is not returned, the student and parent will be responsible for replacing or repairing the device financially.

\*\* I, \_\_\_\_\_, have read this contract and I agree to the terms.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If you need assistance with device please contact your instructor.