



*Start Here... Succeed Anywhere.*

## Postsecondary Student Handbook 2016-17

C.D. Caldwell  
Director/Principal

Carolyn Baldwin  
Assistant Principal

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 3/2017



## **Accreditation**

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.  
Eleanor, WV 25070  
(304) 586-3494  
[www.pctc.edu](http://www.pctc.edu)

## **School Staff**

Baldwin, Carolyn..... Assistant Principal  
Bayless, Jennifer ..... Graphic Design  
Bryant, Alysen ..... Counselor  
Casto, Jason ..... Masonry  
Carl (C.D.) Caldwell..... CTE Director / Principal  
Childers, Kevin..... Carpentry  
Darby, Dave ..... Custodian  
Davis, Brooke ..... CTE English  
Deweese, Granvel..... Head Custodian  
Erwin, Rebecca ..... Allied Health Science (Dental Assisting)  
Fleming, Cindy ..... Finance Secretary  
Harvey, Sally ..... Direct Care Worker (Health Occupations)  
Hoover, David..... Plumbing  
Hutchison, Ann..... Resource Education  
Johnson, Tim ..... HVAC  
Jones, Lynette ..... ProStart Restaurant Management  
Lewis, David..... Electrical Technician  
Lyons, Roy..... Drafting  
Mears, Sherri ..... Receptionist  
McCoy, Patricia ..... Practical Nursing Coordinator  
Midkiff, Amber..... Practical Nursing Secretary  
Moore, Debra..... Financial Aid  
Pickron, James ..... Diesel Equipment Technology  
Rayburn, Terry..... Collision Technology  
Roberts, Kevin ..... Automotive Technology  
Scott, Adam ..... CTE Math  
Smith, Jesse ..... Dental Laboratory Technician  
Smith, James ..... Custodian  
Stover, Tonia ..... Patient Care Technician (Health Occupations)  
Toler, Tim..... Cisco Networking Academy  
Tupes, Lynn ..... Student Services Specialist  
Walters, Marcie..... Option Pathway  
Ward, Amy ..... Practical Nursing  
Williams, Russell..... Welding Technology

## **Academics**

All programs at Putnam Career & Technical Center (PCTC) participate in the Simulated Workplace initiative. The Simulated Workplace environment (WVBOE Policy 2520.13) is governed by a set of protocols to assure consistency and quality. Included in these protocols included in this initiative include:

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

All students enrolled at PCTC must agree to abide by the Simulated Workplace protocols.

### **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 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 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.

## Tuition & Fees

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.

### 13th Year / PCTC Institutional Scholarship

The PCTC Financial Aid Office works very hard to find grants and other funding sources for all 13th Year students, 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 Handbook**

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.

### **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.

### **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.

Students considering withdrawing or leaving should first visit the Counselor to discuss their academic or personal reasons for leaving.

### **Student Records (PROCEDURES)**

#### **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.

#### **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.



## **Satisfactory Academic Progress Policy**

(for all Programs except 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

Maintain satisfactory academic progress (SAP) 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 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. 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. This notice will inform the student that s/he has ONE, and ONLY ONE program measurement period to improve their grades and program pursuit. A student on warning shall be considered to be maintaining satisfactory progress and shall be eligible for financial aid during the warning period. However, s/he may not receive any financial aid refunds while on financial warning. A student who fails to meet satisfactory academic progress at the end of their financial aid warning will be dismissed. **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.

A student may withdraw from school temporarily or permanently. Such periods of non-enrollment are counted toward the student's maximum time frame for completing course requirements. 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.

### **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. Students seeking to transfer between programs should visit the school office to speak to a counselor.

# Admissions

## **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. *THESE 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

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.

### **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.

### **Transfer Credits**

PCTC does not accept transfer credits from outside institutions for adult students. Once admitted, students are expected to complete the entire 1080 hours of instruction to complete a training program.

### **School Schedule**

Putnam Career & Technical Center is part 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 scheduled 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.

## **Attendance & Dismissal**

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

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.

## **Alternative Arrival or Departure**

### **3 Tardy = 1 Absence**

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.

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.

### **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.

### **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.

### **Grievance Process**

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**

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.



## **Policies & Procedures**

### **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:

1. The midriff is not bare, front or back. See-through or open-sided tops shall be worn with a shirt underneath.
2. Shirts, tops and dresses must have one inch width straps.
3. Footwear with soles must be worn.
4. Shorts/skirts/dresses are to be no shorter than mid-thigh.
5. 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 altering substances. Violation of this policy will result in consequences, including substance assessment, suspension and/or expulsion from school. This policy applies to extra curricular 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:

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

\*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 PCTC campus. Permits are available in the office and cost \$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. **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.