



DISCLAIMER

This Student Handbook is designed to serve only as a guide to the Fayette Institute of Technology's policies and rules, and programs may include, but are not limited to items listed. This Handbook may not contain all policies that affect the operation of the Fayette Institute of Technology. The Fayette Institute of Technology has the right to make unilateral changes in this Student Handbook at any time.

**FAYETTE INSTITUTE OF TECHNOLOGY
300 WEST OYLER AVENUE
OAK HILL, WEST VIRGINIA 25901**

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FAYETTE INSTITUTE OF TECHNOLOGY

A WV School of Excellence



2021-2022

Adult Handbook

"Helping Students FIT into the 21st Century"

fit.faye.tec.wv.us

FAYETTE INSTITUTE OF TECHNOLOGY

FACULTY AND STAFF

Principal	Robert Keaton
Assistant Principal	Dennis McGraw
Secretary	Norma Walker
Clerk	Pam Campbell
Night Secretary	Hilary Nicolau
Financial Aid	Dennis McGraw
Counselor	Holly Durham
Electrical Technology	Daniel Brown Master Electrician WVSFMO
School of Practical Nursing Coordinator	Michele Robinson BSN West Virginia University Tech. M.S Education, Marshall University
SPN Instructor	Ceresa Pettit BSN West Virginia University Tech. M.S Education, Marshall University
SPN Secretary	Hilary Nicolau
Adult Education Coordinator	Benitez Jackson
AE/TASC Instructor	Lee Ann Gore
English Specialist	Connie Ewing
Math Specialist	Kelly Black
Special Services	Brian Richmond
Custodians	Charlie Payne Shawn Gill

Fayette County Public Schools
2021-2022 School Calendar

July 2021					August 2021					September 2021				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	2	3	4	5	6			1	2	3
5	6	7	8	9	9	10	11	12	13	6	7	8	9	10
12	13	14	15	16	16	17	18	19	20	13	14	15	16	17
19	20	21	22	23	23	24	25	26	27	20	21	22	23	24
26	27	28	29	30	30	31				27	28	29	30	

October 2021					November 2021					December 2021				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	1	2	3	4	5			1	2	3
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17
18	19	20	21	22	22	23	24	25	26	20	21	22	23	24
25	26	27	28	29	29	30				27	28	29	30	31

January 2022					February 2022					March 2022				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	4	5	6	7	1	2	3	4		1	2	3	4	
10	11	12	13	14	7	8	9	10	11	7	8	9	10	11
17	18	19	20	21	14	15	16	17	18	14	15	16	17	18
24	25	26	27	28	21	22	23	24	25	21	22	23	24	25
31					28					28	29	30	31	

April 2022					May 2022					June 2022				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	2	3	4	5	6			1	2	3
4	5	6	7	8	9	10	11	12	13	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20	13	14	15	16	17
18	19	20	21	22	23	24	25	26	27	20	21	22	23	24
25	26	27	28	29	30	31				27	28	29	30	

Important Student Dates

- 1st day of school – Aug 2
- Labor Day – Sep 6
- Student Holiday – Sep 7
- Student Holiday – Oct 11-12
- *Personalized Learning – Nov 2 (Election Day)
- Thanksgiving Break – Nov 22-26
- Semester Break – Dec 20-Jan 5
- MLK Day – Jan 17
- Winter Break – Feb 14-18
- Student Holiday – Mar 11-14
- *Personalized Learning – Mar 15
- Spring Break – Apr 4-8
- Last Day of School – May 27

*Personalized Learning – Students participate in asynchronous learning from home.

- 1st Day/Last Day/1st Day of Semester
- Personalized Learning
- Student Holiday
- Student/Teacher Holiday



Where Excellence and Creativity Merge

Staff Dates

- School-based Professional Learning Days
- Nov 2
- District-based Professional Learning Days
- Sep 7, Mar 15
- Teacher Workdays
- Oct 12, Jan 5
- Pre-planning – Jul 26-30
- Post-planning – May 31-Jun 1

Progress Reports		Report Cards	
Sep 8	Nov 15	Oct 13	Jan 12
Feb 10	May 2	Mar 28	Jun 3

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WELCOME

Welcome to Fayette Institute of Technology (FIT), a recognized leader in technical education for over forty years. FIT offers both high school and adult students opportunities for learning, training, and further education to enrich their lives and also promote the economic growth of our region and state. All instruction is designed to meet the needs, abilities, and interests of our students, our community, and the businesses we serve.

FIT instructors integrate academics with technological skills acquired through classroom and hands-on experiences providing 21st century skills in state-of-the-art labs and out-of-school environments. Emphasis is also placed on providing employable skills for today's workforce including workplace safety, ethics, positive attitudes, and integrity.

It is with these thoughts of success, that we welcome you to Fayette Institute of Technology.

PHILOSOPHY OF THE CENTER

Fayette Institute of Technology is dedicated to serving the citizens of Fayette County, while they are in high school and after they complete or leave high school through full-time educational opportunities in occupational and continuing education.

The faculty and staff are committed to helping citizens of all ages and in all communities seeking education and training for immediate and long-range employment needs. FIT strives to meet these needs by continually working with advisory groups representing employers, employees, citizens, community leaders, parents, and students. Emphasis is placed on meeting the needs of business and industry for trained, competent workers. This is accomplished by providing a solid foundation of skills and related technical knowledge in the basic principals and fundamental practices of each profession offered.

The continuation and expansion of the local, state, and national economies are guaranteed with a competent, well-trained, and flexible workforce. Therefore, placement of citizens in gainful employment is the ultimate goal of every FIT program.

This complements the goals and objectives of FIT to help citizens find and attain a station in life which is productive, useful, and satisfying. FIT students will receive the necessary ingredients to be successful in the workplace.

Fayette Institute of Technology
300 West Oyler Avenue Oak Hill WV 25901 Telephone 304-469-2911

INTEGRATED PEST MANAGEMENT PLAN NOTIFICATION

Fayette County Schools adhere to an Integrated Pest Management Plan in accordance with Title 61, Series 12J rules of the West Virginia Department of Agriculture.

Pests are controlled primarily through preventative measures. When pesticides are required, the least hazardous materials will be used.

Pest management methods are classified as Level 1, Level 2, Level 3, and Level 4, depending on their toxicity and the degree of hazard associated with their application.

- Level 1 Non-chemical (preventive)
- Level 2 Least hazardous (low toxicity, non-volatile baits or dusts)
- Level 3 EPA Caution (limited volatility liquids)
- Level 4 EPA Caution (broadcast), Warning or Danger (any application method)

You will be notified if and when Level 3 or Level 4 pesticides are to be applied 24 hours prior to their application.

Fayette Institute of Technology

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Dear Student:

Sometimes it becomes necessary for Fayette Institute of Technology students to engage in fund raising throughout the school year, such as our annual Fruit Sale. Money received from this effort is used to support program activities, various recognitions, club organizations (i.e., SkillsUSA, FBLA, FFA, etc.); purchase program T-shirts, uniforms, and/or apparel; and help defray competition travel costs.

There are times, however, when students have to pay for items in certain programmatic areas. This will be handled on an individual program basis, and you will be notified accordingly.

We encourage all students to participate in fund raising, as it benefits all programs. Thank you for your support and understanding.

Sincerely,

Robert Keaton, Principal

Brian Richmond, Faculty
Senate President

CORE BELIEFS

Fayette Institute of Technology can meet the needs of the communities we serve by providing appropriate educational opportunities and training to allow citizens of all ages to be employed in today's workforce.

MISSION STATEMENT

To assist individuals in preparing for, becoming employed in, and advancing the skills required for their career choice.

VISION STATEMENT

The Fayette Institute of Technology will provide a continuum of education which will allow students to acquire advanced career and technical training.

ACCREDITATIONS

Fayette Institute of Technology is approved and/or accredited by the following agencies:

- Fayette County Board of Education
- West Virginia Department of Education
- West Virginia Division of Rehabilitation Services
- West Virginia Department of Employment Security
- West Virginia Higher Education Policy Commission
- West Virginia Department of Education, Division of Technical and Adult Education Services
- COE (Council on Occupational Education)

TRANSFER POLICY

Transfer from outside the institution: All transcripts will be reviewed for transfer credit, and students will be awarded credits if applicable. Adult students may only transfer credit and hours earned from other institutions that follow the same curriculum as FIT. Students must provide an official transcript, and all transfers are subject to approval by the Director/Principal.

Transfers inside the institution: Transfers from one program into another program with-in the institution are not allowed.

ADMISSION POLICY

Admission Requirements:

An adult student **must**:

1. Make application for admission through the Financial Aid Advisor at Fayette Institute of Technology.
2. Be assessed, using the TABE (Test of Adult Basic Education) 11/12 exam, at a local WorkForce WV Career Center or FIT Adult Education program prior to being considered for admission into secondary or adult programs.
3. Agree to abide by the rules and regulations adopted by the Fayette County Board of Education and FIT.
4. Possess a high school diploma or TASC/GED to qualify for Title IV assistance.
5. Meet other requirements unique to each program of study that are identified in the school brochure/syllabus for that program.
6. Understand that admission to a particular class is contingent upon availability of space, aptitude, and pre-requisites being met by the student.
7. Successfully pass a background check. The background check must be completed within 30 days of first day of class, and any expenses incurred are the responsibility of the student. Convictions of any sort can be grounds for dismissal.

ATTENDANCE AND TARDY POLICY

Adult students are expected to attend all scheduled classes. Students must maintain at least **92%** or better attendance in order to maintain eligibility for financial aid **AND** to receive a certificate of completion from Fayette Institute of Technology. Therefore, any adult student who is absent for more than seven (7) days during any semester may not receive a passing grade and/or hours for that class. The only exception to this policy will be extended illness with a doctor's excuse or extenuating circumstances. **Excuses will not erase the absence.**

Adult students are subject to termination after missing ten (10) school days. Students administratively withdrawn for lack of attendance may be allowed to return on a space-available basis the following year.

Late arrivals to school will be considered tardies to class. An excused tardy will be issued for medical appointments and circumstances beyond the control of the student.

CONDUCT AT SCHOOL-SPONSORED EVENTS

The Fayette County/Fayette Institute of Technology Code of Conduct is in effect at all school-sponsored functions. Suspension of a student from school will also result in suspension from all school sponsored functions.

Fayette Institute of Technology
300 West Oyler Avenue Oak Hill WV 25901 Telephone 304-469-2911

Dear Students/Teachers/Employees:

This informational letter comes to you at the direction of the United States Environmental Protection Agency (EPA). The Agency requires all schools to inspect their buildings, and facilities, and to identify, sample, and analyze all friable and non-friable building materials that may contain asbestos. Friable materials are defined as those that can be easily crumbled by hand. All parents, teachers, and employees of all schools are to be notified of the Asbestos in Schools Rule and the Asbestos Hazard Emergency Response Act (AHERA).

Repair or removal is done by contractors experienced and certified in this type of work. After repair or removal, an extensive survey is completed to insure that all of the school areas are safe and free of asbestos fibers.

This is official notification that the Fayette County Board of Education has adhered to the requirements of AHERA Public Law 99-519 and submitted to the Governor of West Virginia the required management plans.

Each individual school under the jurisdiction of the Fayette County Board of Education has on file in the principal's office a copy of the individual school's management plan. The Fayette County Board of Education, 111 Fayette Avenue, Fayetteville, WV, maintains in its administrative office a complete set of the management plans for schools under its administrative control or direction. Plans are available for inspection during regular working hours within five (5) working days after receiving a written request for inspection. A reasonable fee may be charged to make copies of management plans.

Sincerely,

Robert Keaton, Principal

ADULT EDUCATION

Benitez Jackson—AE/TASC Coordinator/Instructor

Lee Ann Gore—AE/TASC Instructor

Adult Education (AE) in Fayette County is a program for adults who want to improve basic skills to enable them to build skills for success. The AE program is designed to assist any adult student in a variety of areas from basic skills to academic enrichment and technology readiness to enable them to be literate, productive, and accomplished in the workplace, home, and community.

Core Services:

1. **Intake and orientation** (with friendly, supportive staff)
2. **Academic assessment** (related to basic skills in the workplace and post-secondary education)
3. **Learning style inventories** (determining best learning modes)
4. **Aptitude and career interest surveys** (matching jobs to an individual's skills and interests)
5. **Referral to support services** (childcare, transportation, literacy, etc.)

Adult Education and Training:

- Basic Skills Remediation
- TEAS Test Preparation
- TABE (Test of Adult Basic Education) Administration
- TASC (Test Assessing Secondary Completion) Readiness Assessment
- TASC Test Registration
- ACT WorkKeys Test Preparation
- ACT/ASVAB/Accuplacer Test Preparation
- Computer Literacy
- Distance Learning
- Special Topic Classes

* This program is not Accredited by COE (Council on Occupational Education)

CERTIFICATES

Two certificates may be earned upon completion of a technical program at FIT. One certificate will be awarded for the number of hours (to a maximum of 540 or 1,080) satisfactorily completed for each particular program. Students must attend in order to acquire certified hours. Any semester failure will result in loss of hours for that semester. Program completion is not required for this certificate.

A Certificate of Completion may be obtained for satisfactorily completing four required courses within a program with 92% attendance or above. The student must also obtain an overall "C" average.

ACCIDENT POLICY

All injuries occurring in the classroom, on school grounds, on related sites, or in the clinical setting (for health occupation students), MUST be reported to a faculty member immediately. Any emergency should be reported to the administration. Students and teachers should not try to handle emergencies.

Should the injury occur in the classroom, on school grounds, or on related sites, West Virginia Technical Education Center Accident Safety Report will be prepared.

Should the accident occur in the clinical setting (health occupation students only), the form used by that medical facility must be used and established hospital/clinic procedures followed.

INSURANCE

All students enrolled at FIT are required to have accident insurance. This can be school group insurance, which is available at FIT or a family plan which will cover technical school injuries. Each student will be required to submit a form verifying that he/she has sufficient insurance.

APPROVED LEAVE OF ABSENCE

A leave of absence may be offered to students who through no fault of their own must temporarily withdraw from school, but fully intend to return and complete their program. Requests must be made in writing, and approved leave may not exceed 120 days. LOA may be approved for medical, military and family concerns. Students must wait until the programs repeats to reenter. Students who fail to return will be withdrawn upon their failure to return. Students returning from an approved leave of absence will not incur additional charges.

DEADLY WEAPON

As explained in the Student Code of Conduct of Fayette County Schools, possession or use of a deadly weapon, as defined in the Safe Schools Act on school premises, school buses, or at a school function is a Step V offense with possible recommendation for expulsion.

CELL PHONES, RADIOS, ETC. ON SCHOOL PROPERTY

Unless specifically requested by a teacher for instructional purposes, students are prohibited from carrying cell phones, radios, tape recorders, and other similar electrical and/or battery operated devices on school property during school instructional hours and during school-sponsored activities. (Board of Education Policy E-21)

SEARCH OF VEHICLES

Vehicles parked on school property may be subject to search.

STUDENT SEARCHES

Upon reasonable suspicion, students may be asked to submit to a random search of person, locker, book bag, vehicle, and other personal belongings. FIT reserves the right to use a hand-held metal detector at any time.

Mitigating circumstances are evaluated on case-by-case basis by the program coordinator as to validity. These circumstances are allowable in an appeal process provided they are determined to be valid.

COMPLAINT LOG

Complaints by adult students are to be reported and recorded in the Financial Aid Advisor's office. The Fayette County Grievance policy will be followed. Complaints that can not be resolved at the local level can be addressed to the: Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta GA 30350, or at 1.770.396.3898. (www.council.org)

Veterans Affairs Pending Payment Compliance:

While payment to the institution is pending, The Fayette Institute of Technology will not:

Prevent their enrollment

Assess a late penalty fee to;

Require they secure alternative or additional funding

Deny their access to any resource (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

SCHOOL of PRACTICAL NURSING

Michele Robinson—SPN Coordinator/Instructor

Ceresa Pettit—SPN Instructor

Hilary Nicolau—SPN Secretary

The school of practical nursing is a post-secondary 1350 hour course that provides skills necessary for licensed practical nursing. It teaches the fundamentals of patient care as well as professional development. Training in infection control, medical-surgical nursing, pediatric nursing, oncology nursing, geriatric nursing, and mental health nursing is provided. This program prepares students to take the Licensed Practical Nursing Examination for licensure through the West Virginia State Board of Examiners.

The program conforms with the written requirements of the State Department of Education, Division of Technical and Adult Education Services, and the policies of the State Board of Examiners for Licensed Practical Nurse.

1. The curriculum is practice oriented. Planned learning experiences are designed to prepare the practical nurse in assisting the primary health care agent and the professional nurse in assessment, planning, implementation, and evaluation of nursing care. The major focus is on implementation. The curriculum is divided into units of study. Units are divided into specific lessons and contain theory and clinical practice.
2. Adults interested in the School of Practical Nursing program must make application through the School of Practical Nursing Program Coordinator. These applicants must pass an entrance exam and be interviewed by the School of Practical Nursing faculty and/or their designated representatives prior to being considered for admission.
3. School of Practical Nursing applicants **MUST** hold a high school diploma or TASC/GED upon submission of application.
4. Classroom and clinical training is provided from April to March of each year in order to prepare students to take the WV State Board Exam for Licensed Practical Nursing.
5. The cost of the SPN Program is approximately \$4500.00 which includes uniforms, books and fees. Financial aid is available to qualified students. Federal student loans are not available.

ELECTRICAL TECHNOLOGY

Daniel Brown—Instructor

Electrical Technology is a one-year 1080 hour course offering students the skills, knowledge, and hands-on competencies necessary to Prepare them for a career as a journeyman electrician. The course is taught from 2:30 p.m. to 8:30 p.m.

WVDE Policy 2521.13

Requirements to sit for the Electrical Journeyman License:

1. Attain an overall grade of “B” or better in all courses.
2. Attain a verified school attendance record with no more than 6 days absent.
3. Earn the OSHA 10 certification.
4. Pass 2 drug screening.
5. Score at or above workforce Entry-Level cut score of the NOCTI test.

Course includes:

1. *Electrical Trade I*
2. *Electrical Trade II*
3. *Electrical Trade III*
4. *Electrical Trade IV*
5. *Blueprint Reading for Electricians*
6. *Residential Wiring*
7. *Integrated Electrical Lab*
8. *National Electrical Code*

Certification:

- Students who receive a 1080 hour certificate are eligible to take the WV State Exam for a journeyman electrical license.
- NCCER Registry.
- OSHA 10-hour General Industry Certification.

*Students can only make-up 5 days of hours due to absences.

*Co-Op agreements must be pre-approved.

GUESTS

Fayette Institute of Technology does not permit students to invite guests to attend classes during the regular school day. Guests are not permitted on our campus during students' lunch period.

VISITORS

All visitors are required to report to the Administrative Office to obtain a visitor's pass. Students are not permitted to bring visitors to spend the day because of space, organization, and added instructor's responsibilities.

STUDENT RECORDS AND TRANSCRIPTS

Student records are kept securely in the office and are password protected in an electronic format. Transcripts must be requested in writing, and a fee of \$5.00 is required to obtain an official transcript.

STUDENT RECORDS PRIVACY

Records may not be released without a written consent of the student. School officials and instructors having a legitimate educational interest are the exception. All others, such as police or officers of the court must show proper authorization in order to examine student records.

SCHOOL LOCKERS

School lockers remain the exclusive property of the Fayette County Board of Education. Lockers are subject to inspection at any time, and the student assigned the locker is responsible for the contents. Locker rental fee is \$3.00 per year and is non-refundable.

COUNSELING/REMEDATION SERVICES

Counseling services, placement plan/resources, and college information are available through the FIT guidance counselor. Remediation is provided through the Adult Education and Special Services programs.

ACCOMMODATIONS

Student who have a disability or need accommodations need to self-declare at enrollment and complete the accommodations request form. Fayette Institute of Technology will make reasonable accommodations to help meet student's needs.

PARKING PERMIT

Adult students who drive must pay a parking fee of \$40.00 per year (\$20.00 per semester) and will be assigned parking spaces in the paved parking lot at the front of the school.

EQUAL OPPORTUNITY

As required by federal laws and regulations, the Fayette County Board of Education and Fayette Institute of Technology will not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status in its admissions procedures, educational programs, services, activities or employment practices as required by Title VI, Title IX, Section 504 and/or any other applicable federal statute.

DELAYED SCHOOL SCHEDULE

Weather conditions may at times necessitate a one- or two-hour delay in the opening of schools. Adult students will follow the Fayette County School public announcement for delays.

EMERGENCY CLOSING OF SCHOOL

If inclement weather or other emergencies force closing schools, information will be given as early as possible over 104.5 FM, 100.5 FM, and 92.5 FM and through the Fayette County automated calling system. Do not call the radio stations, teachers, or other school personnel.

Other radio/TV stations carrying Fayette County Schools closing announcements are WOAY, Oak Hill; WJLS, Beckley; WWNR, Beckley; WCIR, Beckley; WTNJ, Mt. Hope; WAXS, Beckley (94.1); and WOWK. Newspapers include: *The Charleston Gazette* and *Register-Herald*.

The Superintendent of Fayette County Schools makes the decision to close schools according to Chapter 18, Article 4, Section 10 of the West Virginia Code. The Superintendent enlists the assistance of the National Weather Service, WV Department of Highways, bus drivers, principals, and other staff members in assessing road conditions and weather forecasts before closing schools.

Post-Secondary Programs

Electrical Technology

School of Practical Nursing

Adult Education

VETERANS AFFAIRS ACADEMIC PROGRESS STANDARDS

Students utilizing US Department of Veterans Affairs education benefits must meet the same academic progress standards as students using Federal Financial Aid. Students will not have enrollment certified to the VA for payment if they are not meeting these standards.

DRESS CODE

In order to create the best possible learning environment, students will dress in a safe and appropriate manner. The instructors in each area will prescribe specific personal safety devices and protective clothing if necessary (hard-toe shoes, hard hats, eye protection devices, gloves, etc.). Students will obtain these items and be required to use them.

Each student will be required to pass a safety unit for his/her area of study before being permitted to participate in lab activities. Some labs may have additional safety requirements.

ADDITIONAL DRESS CODE REQUIREMENTS

1. Students are expected to wear clothing appropriate and that does not in any manner interrupt the educational program or progress.
2. Attire which is unsafe, unhealthful, disruptive, offensive to generally accepted community standards, or obscene is prohibited.
3. Clothing must NOT have inappropriate slogans, words, pictures, or alcohol and/or drug advertisements or images.
5. Modesty and cleanliness are considerations for proper dress.
6. Hats, headbands, sweatshirt hoods, do-rags, and the like are not to be worn in the school building.
7. Sunglasses are NOT to be worn in the school building at any time.
8. Shoes MUST BE worn at all times.
9. Tank tops that do not cover the body properly are not to be worn. A student's midriff may not be exposed at anytime during school hours. This rule applies to both female and male.
10. Appropriate length shorts and shirts may be worn.
11. Spandex outfits for both females and males that are inappropriate and revealing are unacceptable.

DISMISSAL

Students can be dismissed at anytime for failure to abide by the Fayette Institute of Technology/Fayette County Schools code of conduct or if they present a safety hazard to themselves or other students.

GRADING POLICY

Uniformity among teachers in assigning grades to pupils in the same major subjects in a particular school or among the teachers of the different school of the county is difficult to attain. In order to work toward reasonable uniformity in grading in the Fayette County schools, the following plan is recommended:

GRADE	POINTS
A 90 – 100	4
B 80 – 89	3
C 70 – 79	2
D 60 – 69	1
F 0 – 59	0

GRADING PERIOD

Reporting periods for grades will be once every (9) nine weeks. Interim reports will be sent home on an individual basis where necessary.

ASBESTOS POLICY

On October 22, 1986, the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519) was signed into law. This law requires that ALL public and private schools within the United States be inspected for friable and non-friable asbestos with a management plan developed for each individual site. School systems were required to use accredited persons to carry out the required inspections, write management plans, and response actions.

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VIDEO SURVEILLANCE

Fayette Institute of Technology uses a video surveillance system to ensure the safety of its students and staff.

BULLYING

Bullying will not be tolerated at FIT. Students who bully other students will be subject to disciplinary action as outlined by the Fayette County Discipline Code.

DRUG AND ALCOHOL POLICY

If a student is found to possess a controlled substance or commits an act considered a felony when committed by an adult, the student will receive a mandatory suspension by principal and possible expulsion for up to one school year by the county board.

DRUG AND ALCOHOL TESTING POLICY

The student understands and agrees that he/she may be requested to submit to random drug/alcohol screening during the course of the academic year per work site request. Screening may be requested at any time by the work site student coordinator/supervisor, Fayette Institute of Technology technical program instructor, or Fayette Institute of Technology administration. If drug/alcohol screening is performed on a urine sample rather than on a blood sample, the student shall provide the sample under observation. Appropriate chain of custody procedures shall be followed.

Random drug/alcohol screening shall be performed at the expense of the work site. Upon request of the work site, if reasonable cause exists, the student shall agree to submit to testing to determine whether alcohol, controlled substances, or substances which are mood altering in any way are present in his/her blood and/or urine. Testing shall be performed as soon as possible. If a urine sample is collected, it shall be under observation and appropriate chain of custody procedures shall be followed. Drug/alcohol screening pursuant to probable cause shall be at the expense of the work site. ***Failure to submit to such a reasonable request shall be prima facie evidence of the presence of the aforementioned substances and shall be grounds for immediate dismissal from the work site and from Fayette Institute of Technology.***

SATISFACTORY ACADEMIC PROGRESS FOR ADULT STUDENTS

A Title IV recipient student must do the following to maintain Satisfactory Academic Progress:

- **Maintain a “C” average;**
- **Complete at least 90% of his/her assignments;**
- **Complete his/her course within 100% of the originally scheduled course hours.**

The technical programs are designed to be completed by the full-time student in a 36-week time frame for total possible contact hours of 1080. Pell Grant qualifications require a minimum of 600 clock hours.

All students at the Fayette Institute of Technology are considered full time and all students will be treated the same in regards to SAP policy. GPA is calculated using the 4.0 scale and is calculated at each disbursement period.

Each student's progress will be reviewed at the end of each payment period.

If a student fails to maintain satisfactory academic progress, he/she will be notified in writing and placed on probation; this probationary period generally will not exceed nine (9) weeks. A probation form will be completed, outlining the student's deficiencies and probation completion criteria. The student and a school official will sign this form. A student on probation will receive their first Pell grant disbursement during their first semester; however, the second disbursement will be withheld until such time as probation requirements are completed.

The student may appeal the determination of satisfactory progress and the termination of financial aid to the school's principal based upon extenuating circumstances, such as homelessness, or illness. Documentation must be provided such as a doctor statement or statement from a 3rd party source. In such cases, the principal may determine that the student is making satisfactory progress towards his/her certificate despite the failure to conform within the time frame or minimum grade averages.

Students who are required to repeat courses within their program of study may do so, at no extra charge, so long as they are able to complete such courses by their originally scheduled completion date. If the student requires additional time to repeat any segment of their course, additional tuition may be assessed, and financial aid will not be available. All programs are designed to be completed within a 12 month period or less.

A student who has been dismissed from the program for one semester may be reinstated on a probationary period of one semester. Financial aid will be reinstated for the probationary period after a mid-term grade verifies satisfactory academic standing.

Students may withdraw and may receive a tuition refund if they withdraw prior to times stated in this handbook. Credit is given only for time completed and will only be kept on record for one (1) year following the withdrawal. Dates of withdraw is calculated by the last day of student attendance.

REFUND POLICY

Adult enrollees will not receive a refund on textbooks and/or lab fees. Registration for adult education classes does not automatically carry with it the right to a refund or reduction of indebtedness in cases of inability to attend class or in cases of withdrawal. The student assumes the risk of all changes in business or personal affairs. Refund when due are made without requiring a request from the student and are made with-in 45 days (1) of the last day of attendance if written notification has been provided by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student.

Retention of tuition and fees collected in advance for a student who does not commence class will not exceed \$100.00.

Fayette Institute of Technology will apply an institutional refund policy formula for each period of enrollment as follows:

If the student completes:

- From start to 10% of the period of enrollment, **100% refund of charged tuition.**
- From 10.01% to 25% of the period of enrollment, **50% refund of charged tuition.**
- Over 25% of the period of enrollment, **NO REFUND of charged tuition.**

The Fayette Institute of Technology will honor a pro-rata refund policy per 38 CFR 21.4255 VA for VA students.

Return to Title IV Policy

All students receiving Federal Pell Grant monies will have the US Department of Education's Return of Title IV Funds formula applied. Please be aware that student's withdrawal prior to completion may result in the student owing money to the Pell Grant program. If you withdraw, drop out, or terminated from your class before completing 60% of your payment period, you may be required to repay a portion of award funds received.

Both official and unofficial withdraw dates are determined by the actual last day of attendance.

All unearned aid will be returned by the institution with 45 days of the students withdrew date.

If students are due a post-withdraw disbursement, funds will be mailed to the address on file with 45 days.

The amount of Title IV funds earned or unearned is calculated as follows:

- **$\text{Number of hours completed} \div \text{total hours in payment period (450)} = \% \text{ of aid earned by the student.}$**
- **$100\% - \% \text{ of aid earned} = \% \text{ of aid unearned}$**

If the calculation results in an amount to be returned that exceeds the school portion the student will be responsible for repayment of funds.

Any student who is prescribed any narcotic medication or medication which may be mood altering in any way, shall cause his/her physician to document the prescribing of said medication. The student shall furnish documentation to the coordinator of the work site, the FIT instructor, or FIT administration, on the next instructional day following the prescribing thereof. At no time shall the student engage in work related activities at the work site while he/she is under the influence of alcohol, a narcotic drug, or other mood altering medication. A statement from his/her attending physician must be provided indicating the student's ability to perform required functions. The instructor also shall evaluate the student to determine the student's functional ability.

Receipt of results indicating the presence of any amount of any substance for which the student has no legal, valid prescription or for a non-prescription substance not declared prior to the drug/alcohol screen shall be grounds for immediate dismissal from any Fayette Institute of Technology program.

TOBACCO CONTROL / VAPING POLICY

This policy shall apply to any building, property, or vehicle leased, owned, or operated by any school or the county board of education. This policy shall apply to any private building or other property, including automobiles or other vehicles, used for school activities when students or staff are present. A complete copy of this policy is on file in the office.

No person shall distribute or use any tobacco product in any area defined in this policy. In addition, students under the age of 21 may not possess any tobacco product at any time as outlined by West Virginia Code 16-9A-1 through 16-9A-4. Students who violate this policy will be subject to penalties as follows:

1. First Offense:
 - A. Contact parent/legal guardian
 - B. Provide educational information on tobacco use
 - C. Option: in-school or after-school detention
2. Second Offense:
 - A. Contact parent/legal guardian
 - B. Referral to education program on tobacco at expense of parent/legal guardian (if available)
 - C. Insubordination violation of Fayette County Code of Conduct and placed on appropriate step of code

3. Third Offense:
 - A. Contact parent/legal guardian
 - B. Referral to education program on tobacco at expense of parent/legal guardian (if available)
 - C. Insubordination violation of Fayette County Code of Conduct and placed on appropriate step of code

4. Repeated Offenses:
 - A. Contact parent/legal guardian
 - B. Insubordination violation of the Fayette County Code of Conduct with continual placement on appropriate step
 - C. Police Notification/Prosecution: After a student has prior violations in the same school year or refuses to participate in furthering education and/or school or community service assignments, the school may choose to notify police and have a warrant issued (fine) and refer students to magistrate court for violations
 - D. Possible expulsion with continuous violations

Vaping, the inhaling and exhaling of vapor from a device such as an electronic cigarette (e-cigarette), is prohibited on FIT school property. The violation policy for use of tobacco products listed above will be instituted for infractions regarding vaping and the use of e-cigarettes.

SEXUAL HARASSMENT

It is the policy of the Fayette County Board of Education to maintain a learning and working environment that is free from sexual harassment. Therefore, sex-based harassment on board property is prohibited.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct of communication of a sexual nature. Sexual harassment may include, but is not limited to, the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; unwelcome touching; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc. Also, some acts of sexual harassment of students by adults may be sexual abuse of minors, a violation of West Virginia State Code.

Disciplinary action taken pursuant to this policy may include warning, counseling, suspension, expulsion, or dismissal in order to end sexual harassment and prevent its recurrence.

FINANCIAL AID

Financial aid is available to qualifying adult students enrolled in eligible programs. Financial aid in the form of Federal Pell Grants, Workforce Innovation Opportunity Act (WIOA), WV Department of Vocational Rehabilitation, Veterans Affairs, Higher Education Adult Part-time Student (HEAPS), Trade Readjustment Allowance, and Alternative Loans are offered for many technical programs at the Center. Pell Grants are limited to programs of 600 hours or more in length.

TUITION AND FEES

Tuition for all classes is listed below. Equipment, supplies, and textbooks must be purchased and will be in addition to tuition costs. Tuition is payable in equal monthly installments; the first payment due upon enrollment. Students who's accounts are past 30 days due are subject to dismissal. Textbooks must be paid when picked up.

TUITION AND FEES SCHEDULE

	TUITION	BOOKS	SUPPLIES	FEES	TOTAL
Electrical Technology	\$0.00	\$0	\$0	\$1950	\$1950
School of Practical Nursing	\$0.00	\$1000	\$1000	\$2405	\$4400

WITHDRAWALS

Adult students who withdraw during the first two weeks of the course are not considered as enrolled. Students wishing to withdraw must do so in writing to the Financial Aid Advisor or school secretary. Failure to inform the FAA office or school secretary in writing will result in grades of "F" being recorded for those classes in which the student is enrolled.

PROFESSIONAL JUDGMENT

Professional Judgment refers to the authority of a school's financial aid advisor to make adjustments to the data elements on the FAFSA and to override a student's dependency status. Students applying for Professional Judgment must apply and provide supporting documentation no later than thirty (30) days before the start of the award year. Notice of the professional judgment will be provided in writing within thirty (30) days of application.

FIRE DRILLS

Regular fire drills are conducted for student safety. The route to follow from each room is posted in that room. When the fire alarm rings, shut off all power equipment, close any open windows, and leave the room with your class, moving away from the building. Do not return to the building until the recall signal is given by your teacher. **Rules to follow: close windows, turn off lights in room, close room doors, walk in single file, do not run, remain quietly at your station until signaled to return, return directly to your room.**

EMERGENCY EXITING

If the fire alarm sounds and a student is not in a classroom, the student is to exit the nearest door and move immediately to the farthest designated safe area.

STUDENT PHOTOGRAPHS

Adult students who prefer that they are NOT to be included in school, clubs, classroom, or workplace-setting photographs or videos MUST provide a written request to the Principal.

TRESPASSING

Unauthorized individuals found in the building or on school property are subject to trespassing charges. This provision includes students on suspension who have no prearranged authorization to be on school property. Trespassers will be arrested.

PERSONAL RELATIONSHIPS

Upon entering a school building and while upon school grounds during regular school hours, kissing, hugging, petting, holding hands, or other physical contact is prohibited. The adherence to this policy should also be encouraged for school-sponsored functions after regular school hours. The penalties for violating this policy are as follows:

First offense: The student will be referred to the principal for a conference.

Second offense and offenses thereafter: The student will be charged with insubordination and placed upon the appropriate step in the discipline code. (Board of Education Policy E-23)

CODE OF CONDUCT

The Fayette County Code of Conduct will be provided at student orientation.

Please see the link below for the Code of Conduct.

[codeofconduct_secondary\(fcboe.org\)](http://codeofconduct_secondary(fcboe.org))

The purpose of Fayette County Board of Education Policy A-32 is to prevent racial, sexual, or religious/ethnic harassment or violence toward students and staff, to protect the academic environment, and to assure that Fayette County Schools respond to harassment and/or violence incidents when they occur in a manner that effectively deters future incidents and affirms respect for individuals. Also, this policy outlines the preventions and response program, the investigatory and reporting procedures, and penalties for violations of the policy. It is the intent of the Fayette County Board of Education to assure that the learning and working environment is free from any type of harassment or violence.

CRIME PREVENTION POLICY

The statistics represent criminal activity made known to and officially recorded by the administrative staff pertaining to:

1. Crimes against persons (murder, sexual offenses, and aggravated assault)
2. Crimes against property (robbery, burglary, and motor vehicle theft)
3. Arrests for: liquor law violations, drug abuse violations, and weapon law violations

ON-CAMPUS CRIME STATISTICS

	2017-2018	2018-2019	2019-2020
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Motor Vehicle Theft	0	0	0

JOB PLACEMENT AND EMPLOYMENT SKILLS TRAINING

FIT incorporates employability skills training as a part of all of our technical programs. Graduates complete a portfolio which includes a resume, awards, certificates, samples of work product, etc. Portfolio evaluation, practice job applications, and mock interviews are conducted by business and industry leaders from the community. All programs participate in the WV Simulated Workplace initiative.

ADULT COMPLETION/GRADUATION STATISTICS

As required by the Title IV financial program, the following completion/graduation report for adult students covers the periods of July 1, 2015-June 30, 2016; July 1, 2016-June 30, 2017, and July 1, 2017-June 30, 2018. The following statistics include the total number of adult students attending programs participating in Title IV funding at this institution:

	2017-2018	2018-2019	2019-2020
Total Enrollment	51	39	34
Completed	43	26	30
Withdrew	8	3	4
Completion Rate	84%	92%	88%

CLUBS AND ORGANIZATIONS

Fayette Institute of Technology has the following clubs and organizations: SkillsUSA and HOSA (Health Occupations Students of America) available for adult students. Each student is encouraged to participate.

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel and provides educational programs, events and competitions that support career and technical education (CTE) in the nation’s classrooms. Electrical Technology, HVAC, and Plumbing students can join the local FIT SkillsUSA Chapter.

The mission and purpose of HOSA is to empower future health professionals to become leaders in the global health community through education, collaboration, and experience. HOSA develops leadership and technical skill competencies through a program of motivation, awareness and recognition, which is an integral part of the Health Science Education instructional program. School of Practical Nursing students activity participate in the local and state chapters of HOSA.

COMPUTER USE POLICY

All FIT students must sign an Acceptable Use Policy before they can begin usage of the computers at the center.

PLAGIARISM OR ACADEMIC CHEATING

Plagiarism means any act of using, without acknowledgement, the ideas, writings, or inventions of another, either word-for-word or in substance, and representing them as one’s own, i.e., failure to use quotation marks, footnotes or bibliography to indicate material used directly or substantially from other sources in written or oral reports. This definition would apply to themes, poems, musical compositions, research reports, reviews, etc., or any other work done in preparation for school assignments.

Academic cheating means the attempt to obtain knowledge, information, or material from another person or source of information and to submit such work as the work product of the students: for example, giving or receiving aid during a testing period, lending one’s own work, or acquiring the work of another for the purpose of submitting all or a part thereof as the work product of the student. Penalties: Student will receive a grade penalty and/or disciplinary action according to the FIT Code of Conduct.

MAKE-UP WORK POLICY

Students will be allowed to make up all work. Whenever an absence occurs, the students shall be responsible for any and all class work missed. If the make-up work is requested during the absence, after a period of three (3) days it should be made available to the student. All class work missed due to absences will be made up on the following manner: one (1) day will be given for each day missed; for example, one (1) day absent, one (1) day to make up work; two (2) days absent, two (2) days to make up work; three (3) days absent, three (3) days to make up work, etc. The teacher shall determine when missed class work can be made up. However, the time limit can only be extended with the principal’s permission. It is the responsibility of the student to check with the teachers regarding class work missed after returning from being absent.