



#### 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**

**PHONE 1.304.469.2911  
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# FAYETTE INSTITUTE OF TECHNOLOGY

*A West Virginia School of  
Excellence*



## 2024-2025

## Student Handbook

*"Helping Students FIT into the 21st Century"*

**<https://fitinfo.org/>**

## FACULTY AND STAFF

Principal	Robert Keaton
Assistant Principal	Dennis McGraw
Secretary	Tracey Pino
Clerk	Pam Campbell
Financial Aid	Dennis McGraw
Counselor	Holly Pannell
Automotive Technology	Lee Drake
Automotive Collision and Repair	Rick Pannell
Business Information Technology	Stephanie Lewis
Grow Your Own Pathway to Teaching	Danielle Crouch
Carpentry	Joseph Gutshall
Computer Aided Drafting	Gary Chapman
Computer Technology	Derrick Adkins
Electrical Technology	Daniel Brown
Forestry	Patrick Bennett
Health Science Education	Annette Ashley
Health Science Education/Pre-Pharmacy	Andrea Anderson
HVAC	Charles Shumaker
JROTC	COL Chris Selvey
Machine Tool Technology	SFC David Coomes
Multimedia Publishing	Gregory Urbanski
Parks and Recreation	Keith Doherty
Pre-Engineering	David Chamberlin
ProStart Food Service Management	Gregory Urbanski
Welding	Corbin Tonelli
School of Practical Nursing Coordinator	TBA
SPN Instructor	Michele Robinson
SPN Secretary	Ceresa Pettit
Adult Education Coordinator	Crystal Murdock
AE/TASC Instructor	Josh Asbury
English Specialist	Lee Ann Gore
Math Specialist	Connie Ewing
Special Services	Kelly Black
Custodians	Brian Richmond
	Shawn Gill
	TBA

## Fayette Institute of Technology

300 West Ovler 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

300 West Ovler Avenue Oak Hill WV 25901 Telephone 304-469-2911

Dear Parent/Guardian:

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

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## WELCOME

Welcome to Fayette Institute of Technology (FIT), a recognized leader in technical education for over thirty 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 the Fayette Institute of Technology.

## PHILOSOPHY OF THE CENTER

The 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 to each person as an individual, and which will have all the necessary ingredients to be successful in the workplace.

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

Dear Parents/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

## BELL SCHEDULE

	7:00	<b><i>Teachers Planning/Student Advisement</i></b>
	7:35	OHHS JROTC Students Arrive
<b>Bell</b>	7:45	<b><i>First Bell for Students</i></b> MTHS, OHHS Students Arrive
	8:15	MBHS, Students Arrive
	8:45	MTHS JROTC Students Dismissed
	8:55	OHHS JROTC Students Dismissed
	9:15	Health Concepts Students Arrive JROTC Students Arrive
<b>Bell</b>	10:45	<b><i>All Morning Students Dismissed</i></b>
	11:00	Faculty Lunch
	11:30	Afternoon Students Arrive
	1:05	JROTC & Health Concepts Students Dismissed
<b>Bell</b>	1:50	MBHS, Students Dismissed
<b>Bell</b>	2:15	MTHS, OHHS Students Dismissed
<b>Bell</b>	2:40	OHHS JROTC Students Dismissed
	2:55	<b><i>Teachers Planning/Student Advisement</i></b>

### 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 through high school and beyond.

### ACCREDITATIONS

The 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)

### 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.

A goal profile sheet will be provided to each student giving him/her a competency record and student employability checklist.

### 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 business/industry must be used and established hospital procedure 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 at the home school, 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.

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### *Embedded Credit*

**Embedded Credit can only be awarded to the senior year, when a student has completed their 4<sup>th</sup> "Required" Course.**

#### **Transition English Language Arts-4013C for Seniors**

**Prostart Food Service Management, 4 required core classes**

**Allied Health, 4 required core classes**

**Therapeutic Services, 4 required core classes**

#### **Advanced Mathematical Modeling for Seniors-3052C**

**Pre-Engineer Project Lead the Way (4 Required Courses)**

## ARMY JROTC

**COLONEL Chris Selvey—Instructor**

**SFC David Coomes—Instructor**

This program instructs cadets to:

1. Appreciate the ethical values and principles that underlie good citizenship.
2. Develop leadership potential, while living and working cooperatively with others.
3. Be able to think logically and to communicate effectively with others, both verbally and in writing.
4. Appreciate the importance of physical fitness in maintaining good health.
5. Understand the importance of high school graduation for a successful future, and learn about college and other advanced educations and employment opportunities.
6. Develop mental management abilities.
7. Become familiar with military history as it relates to America's culture and understand the history, purpose, and structure of the military services.
8. Develop the skills necessary to work effectively as a member of a team.

The JROTC Program consists of these seven subject areas:

- Citizenship in Action
- Leadership Theory and Application
- Foundations for Success
- Wellness, Fitness, and First Aid
- Geography, Map Skills, and Environmental Awareness
- Citizenship in History and Government
- Cadet Safety and Civilian Marksmanship Program (Optional)

### **Uniform and Appearance:**

- Students must meet the US Army appearance and hair standards. Students are required to wear the uniform weekly.

## **DEADLY WEAPON**

As explained in the Student Code of Conduct of Fayette County, 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.

## **ATTENDANCE POLICY**

Regular attendance is necessary for successful completion of any technical program. FIT's secretary will check daily with the appropriate high school to verify absences. Any student who has six (6) or more unexcused absences during any semester will not receive a passing grade for the class, unless he/she has a passing daily average (see Fayette County Student Handbook for explanation of excused and unexcused absences). Excuses must be submitted within ten (10) days of absence.

Parent conferences may be scheduled with the attendance committee. The attendance committee may include the director of attendance, principal, attendance worker, and a faculty representative from the applicable program. Decisions rendered by the attendance committee are final and binding to both the school and the student.

A Certificate of Completion will be issued to students who satisfactorily pass course requirements and have a 92% attendance rate (994 contact hours) in their program of study. **Students should understand that every absence affects contact hours.**

**Excessive absences without completion of assigned make-up work are grounds for dismissal from the program.**

## **SIGN-IN AND SIGN-OUT PROCEDURES**

If a student must leave the school, he/she must have parental and office permission. The student must also sign out in the office before leaving. If students arrive late, they are to sign in and get a tardy slip from the office before going to class.

Parents who need to pick up their child for medical appointments or other reasons must first report to the office. Arrangements must be made in advance should someone other than a parent or guardian pick up a student if that person's name is not listed on the yellow "Student Emergency Card."

Students must remain at school from the time they arrive until dismissed. All exceptions to this policy must be arranged in advance through the student's parents and the school office.

### SKIPPING POLICY

The faculty and staff of FIT believe that skipping class or school is a serious disciplinary offense and directly affects the student's school performance and future employability. We, therefore, set the following as procedures for disciplining students who choose to skip:

1. Student may be assigned to in-school detention.
2. Student may be assigned in-class/in-school suspension with the time, place, and activities determined at the instructor's discretion after consultation with and the approval of the administrator in charge.
3. Student may be assigned to after-school detention at his/her home school.
4. Habitual skippers may be dealt with under the Fayette County Schools Attendance Policy.

The above steps are intended to be used at the discretion of the instructors and administrators involved, in consultation with parents or guardians of the student.

### TARDY POLICY

*Secondary Students*—After a student has received four (4) unexcused tardies during either semester, a conference will be held with the principal. Upon receiving the fourth (4th) unexcused tardy, students will be placed in after-school detention. Failure to attend after-school detention will result in the student being placed on the county discipline system.

### 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)

### USE OF THE SCHOOL PHONE

No student will have permission to use the office telephone without approval from his/her teacher and the FIT staff.

## WELDING TECHNOLOGY

### TBA.—Instructor

Welding Technology is a program designed to give students industrial level skills and techniques for welding and cutting processes which are employed in today's industry. Students are instructed in modern-day careers and the physics associated with the fusion of different metals to the American Welding Society (AWS) standards and specifications. This course is open to juniors, seniors, and adults.

### Course includes:

1. *Fundamentals of Welding Technology*
2. *Thermal Cutting and Welding*
3. *Shielded Metal Arc Welding*
4. *Ornamental Metal Work*
5. *Blueprint Reading and Metallurgy*
6. *Gas Metal Arc Welding*
7. *Gas Tungsten Arc Welding*
8. *Advanced Arc Welding*

### Certification:

- WV State Certificate in S.M.A.W.
- WV State Certificate in G.M.A.W.
- American Welding Society Certification
- C.P.R./First Aid Certification
- UMWA 40-Hour Surface Mining Certification
- OSHA 10
- NCCER National Registry



## PROSTART FOOD SERVICE MANAGEMENT

### Corbin Tonelli—Instructor

The Professional Start in Food Service careers program is a two-year program designed to train students for positions in the rapidly expanding food preparation and food management industry. The program includes training in food preparation, serving of food, food management, tourism, and their relationship to the food service industry. The State of West Virginia and FIT have adopted the National Restaurant Association's Professional Start in foodservice preparation and management curriculum. This course is open to juniors and seniors.

### Course includes:

1. *Hospitality Industry and Service*
2. *ProStart IA*
3. *ProStart IB*
4. *Culinary Nutrition and the Menu*
5. *ProStart IIA*
6. *Event Planning*
7. *ProStart IIB*
8. *Food Service Management Practices*

### Certification:

- National Restaurant Association Certificate
- Serve Safe
- Fayette County Food Handlers Card
- OSHA 10

## **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, and the parents will be called to the school 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)

## **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 that exhibits professionalism and that would be appropriate to their school program and simulated workplace environment. **If students wear unacceptable clothing, they may be requested to call home for a change of clothes.**
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 advertisements.
4. No one may dress in any manner that interrupts the educational program.
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 students.
10. Appropriate length shorts and shirts may be worn.
11. Spandex outfits for both females and males that are inappropriate and revealing are unacceptable.

### **GUESTS**

The 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 permission for their visit and to acquire a visitor's pass. Students are not permitted to bring visitors to spend the day with them because of space, organization, and added responsibilities.

***HOWEVER, PARENTS ARE WELCOME!***

### **TEXTBOOKS**

Textbooks are loaned to students at the beginning of each school year. Books damaged, lost, or destroyed will be paid for by the student. Students withdrawing are responsible for turning in their textbooks. *(If you lose your book, check with the school custodian to see if any books have been found.)*

### **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.

## **PRE-ENGINEERING**

### **Gregory Urbanski—Instructor**

The Pre-Engineering program offers students the opportunity to experience a wide range of topics in engineering, thus preparing the students for a two (2) or four (4) year college plan. The courses of this program, created by PLTW: Project Lead the Way, are designed with integrated subjects of math, science, English, engineering, and technology. Students learn the basics of measurements; 3D modeling; digital electronics; mechanics; software including, but not limited to Autodesk Inventor and Revit, Robo-Pro, and Multisim; educational requirements; licensing; and organizational skills that will be required for entry into this evolving field. This course is open to juniors and seniors.

### **Course includes:**

1. *Introduction to Engineering Design/Math (based on experience)*
2. *Principles of Engineering/Trigonometry*
3. *Digital Electronics/Pre-Calculus*
4. *Civil Engineering and Architecture/AP Calculus*

### **Certification:**

- Project Lead the Way (PLTW)
- OSHA 10

## **PARKS AND RECREATION**

### **David Chamberlin—Instructor**

The Parks and Recreation program encompasses the social, cultural, economic, and psychological motivators that move people to work in the recreation and tourism industry. Students in this program will discover leadership, management, and social relationship skills that will lead them to a full-time career in the Recreation and Tourism industry. Students completing this program will have the skill set through hands-on experiences to become guides, instructors, interpreters, managers and program directors, park rangers, and tourism operators. Program participants will also be able to earn college credit through the EDGE program and articulation agreements. The course is open to all junior and senior students.

### **Course includes:**

1. *Leisure Behavior*
2. *Recreation Programming Management*
3. *Outdoor Education*
4. *Travel West Virginia and Tourism Development*
5. *Parks and Facility Design*
6. *Senior Internship with Local Agencies*
7. *National and Cultural Interpretation*

### **Certification:**

- National Association for Interpretation—Certified Interpretive Guide
- Center for Outdoor Ethics—Leave No Trace
- OSHA 10

## **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.

## **DRIVING/PARKING PERMIT**

School buses are provided to transport students from the home school to FIT (except Oak Hill High, which is within walking distance). All students are required to use this mode of transportation. Should it be necessary to drive, an application should be obtained from your instructor and approved by the administration. There is a \$40.00 fee per year (\$20.00 per semester.)

Permission to drive may be granted for special cases only with a written request by the parent. One-day advanced notice is required. Requests to drive are to be approved by the FIT school administration. Any student permitted to drive to FIT will not be allowed to have passengers in their vehicle. Violators will be charged with insubordination.

Students driving in order to bring a car to the Auto Shop for repair shall comply with the above policy. However, these requests are to be approved by the Automotive Technology Instructor.

## **EQUAL OPPORTUNITY**

As required by federal laws and regulations, the Fayette County Board of Education and Fayette Institute of Technology do not discriminate on the basis of sex, race, color, religion, disability, age, marital status, or national origin in employment or in its educational programs and activities.

## **DELAYED SCHEDULE**

Weather conditions may at times necessitate a one- or two-hour delay in the opening of schools. With a delay, buses will follow their morning scheduled runs as per the announced delay—one or two hours later than normal schedule.

### 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); WOAY, Ch.4; and WOWK, Ch. 13. Newspapers include: *The Charleston Gazette* and *Register-Herald*.

The Superintendent of 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 school.

### 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 nine (9) weeks. Interim reports will be sent home on an individual basis where necessary.

## Multimedia Publishing

### Keith Doherty—Instructor

The Multimedia Publishing Program of Study focuses on careers related to photojournalism, videography, editing, social media marketing, and assisting in production. Students in this program get hands-on experience with telling stories across multiple media. Find the stories you want to tell through journalism and creative writing. Make your stories more engaging with design, photography, and video. Then publish them in print, the web, and on mobile devices. Get your work seen through online and social media marketing

### Course includes:

Required course work and the following electives:

- 1 Fundamentals of Media Writing
2. Introduction to Visual Communication
3. Digital Photography
4. Information Graphics
5. Videography
6. Cross-Media Publishing

### Certification:

- OSHA 10

## **Machine Tool Technology**

### **Gregory Urbanski—Instructor**

This program is designed for the student to learn the skills necessary to operate a variety of machining equipment, such as: Lathe, Mill, Grinder, Drill Press, CNC Turning Center and CNC Machining Center.

Sample of job titles upon completion of the Program of Study: Machinist, CNC Operator, Production Worker, Machine Technician, Lathe Operator, Mill Operator, Millwright, Maintenance Mechanic.

### **Course includes:**

NCCER required course work and the following electives:

1. *Fundamentals of Machine Tool Technology*
2. *Fundamentals of Machine Processes*
3. *Machine Tool Operations*
4. *Metal Trades Processes and Applications*
5. *Machine Tool Technology*
6. *Integrated Tool Technology*
7. *Machine Processes and Applications*
8. *CNC Machining*

### **Certification:**

- NCCER National Registry
- OSHA 10

## **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.

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. Fayette County Board of Education, 111 Fayette Avenue, Fayetteville, WV 25840, 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 working days after receiving a written request for inspection. A reasonable fee may be charged to make copies of management plans.

## **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.**

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.**

## HVAC “Heating Ventilation, and Air Conditioning”

### Charles Shuemaker—Instructor

HVAC is a two-year course offering students the skills, knowledge, and hands-on competencies necessary to prepare them for a career as a HVAC technician. Students will be involved in various projects including but not limited to, use of HVAC tools and testing equipment, construction of metal duckboard and ductwork, cost estimates and more. Students must be physically able to lift a minimum of 50 pounds, climb a ladder, and perform sustained overhead work.

### Course includes:

1. *Basic Safety*
2. *Basic Control Circuits*
3. *Heating Systems*
4. *Cooling Systems*
5. *Soldering and Brazing*
6. *Basic Ductwork and Installation*
7. *Gas Line Threading*
8. *Plumbing with Pex and Copper*

### Certification:

- Prep for EPA 608 Certification
- Prep for R410A Certification
- National Center for Construction Education and Research Certification (NCCER)
- WV State Technician in Training License
- NCCTC Completion Certificate
- EDGE-approved curriculum

## **HEALTH SCIENCE EDUCATION**

**Annette Ashley—HSE/Certified Nursing Assistant Instructor**

**Andrea Anderson—HSE/Pre-Pharmacy Instructor**

Students are provided classroom, laboratory, and clinical experiences to prepare for employment in a variety of clinical settings which they choose from a broad health occupations cluster. They may receive a minimum of fifty (50) to a maximum of (120) hours of on-the-job training, depending on the program, in the field that matches personal occupational goal. Students must maintain at least an 80% grade average to stay in the program. This course is open to juniors, seniors, and adults.

### **Course includes:**

1. *Fundamentals of Health Science*
2. *Medical Terminology*
3. *Advanced Principles of Health Science*
4. *Understanding Human Behavior*
5. *Clinical Concepts*
6. *Body Structures and Functions*
7. *Diversified Clinical Applications*
8. *Pharmacy Technician Certification Board Preparation*
9. *Certified Nursing Assistant*

### **Certification:**

- WV State Licensure in Long-Term Care Geriatric Nursing Aide
- National Pharmacy Technician Certification
- OSHA 10

## **TOBACCO/VAPING CONTROL 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, after-school detention or out of school suspension
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

## **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 favor, 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.

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.

## **FORESTRY**

### **Patrick Bennett—Instructor**

This two-year course gives the student skills and knowledge to prepare for a career in Forestry, Agriculture, Natural Resources, and Ecology. This program is open to juniors and seniors.

### **Course includes:**

1. *Establishing a Forest*
2. *Wood Utilization*
3. *Erosion Control*
4. *Lumber Grading*
5. *Equipment Operation and Repair*
6. *Wildlife Management*
7. *Saw Mill Operation*
8. *Map Reading*
9. *Chainsaw Operation and Repair*

### **Certifications:**

- Stihl Chainsaw Safety Certificate
- Private Pesticide Handlers License
- WV Division of Forestry Certified Logger
- OSHA 10



## **ELECTRICAL TECHNOLOGY**

### **Daniel Brown—Instructor**

Electrical Technology is a two-year course offering students the skills, knowledge, and hands-on competencies necessary to prepare them for a career as a journeyman electrician. Students work in collaboration with Building Construction, and Computer Aided Drafting toward the completion of a local house built on-site. This program is open to juniors, seniors, and adults.

### **Course includes:**

1. *Fundamentals of Electricity*
2. *Basic Electronics*
3. *Blueprint Reading for Electricians*
4. *Residential Wiring*
5. *Industrial and Commercial Wiring*
6. *Integrated Electrical Lab*
7. *Rotating Devices and Control Circuitry*
8. *National Electrical Code*

### **Certification:**

- Students who receive a 1,080 hour certificate are eligible to take the WV State Exam for a journeyman electrical license.
- NCCER National Registry
- OSHA 10 Safety Card

## **CLUBS AND ORGANIZATIONS**

Fayette Institute of Technology has the following clubs and organizations: National Technical Honor Society, Student Council, FBLA, FFA, FCCLA, SkillsUSA, HOSA, JROTC Drill Team, JROTC Color Guard, JROTC Rifle Team, and the Screaming Eagle Cadet Battalion. Each student is encouraged to participate in one or more clubs.

The National Technical Honor Society requires its members to be students of leadership, service, and character. The qualifications for Fayette Institute of Technology are in compliance with the eligibility standards set forth in the National Technical Honor Society constitution and by-laws. These include:

1. All students are nominated for membership by a technical teacher.
2. A candidate must have spent one full semester in a program at Fayette Institute of Technology.
3. A candidate cannot have more than five absences of ***any kind*** per semester.
4. A candidate must have no less than a 3.0 grade point average in his/her field of technical study.
5. A candidate must have no less than a 3.0 grade point average at his/her home school in grades 9 through present.

## **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.

## **COMPUTER USE POLICY**

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

## **SAFETY PROTOCOL**

Students are expected to maintain high levels of professionalism and safety standards. Students must stay in their designated classroom or common areas. Students must use tools/equipment professionally, safely and for their intended purpose.

Students are responsible for reporting any unsafe behavior or conditions. Students are responsible for following the Student Code of Conduct for Fayette County Schools.

Student who disregard safety protocols and endanger themselves or their fellow students are subject to dismissal from their program.

### 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. Penalty: Student will receive a zero for the assignment and/or test.

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

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.*

## COMPUTER TECHNOLOGY

### Derrick Adkins—Instructor

The Aries® Certified Professional Computer Technician curriculum offers four semesters of dynamic, professional information technology training. The course material is delivered over the Web including the lessons, practice quizzes, labs, and exams and can be reviewed at home. This program is open to juniors and seniors.

### Course includes:

1. *A+ Certification: Hardware*
2. *Fundamentals of Computer Systems*
3. *A+ Certification: Operating Systems*
4. *Linux Essentials*
5. *Networking Essentials*
6. *Wireless Network Essentials*
7. *Server Essentials*
8. *Secure Network Essentials*

### Certification:

- Aries PC Maintenance and Repair Certification
- Aries Networking Essentials Certification
- Aries Server Essentials Certification
- Aries Security Essentials Certification
- Aries Linux Essentials Certification
- EDGE approved curriculum

### Coursework prepares the student for:

- CompTIA A+
- Microsoft Certified Professional (MCP)
- Cisco Networking Academy
- CompTIA Network+
- Microsoft Certified System Engineer (MCSE)
- OSHA 10

## **COMPUTER AIDED DRAFTING**

### **Gary Chapman—Instructor**

This two-year program gives the student skills and knowledge needed to prepare for careers in various fields involving drafting and design, some which include mechanical drafting, piping drafting, architectural and construction drafting, civil drafting, interior design, and illustration and design detailing. This program is open to juniors and seniors.

### **Course includes:**

1. *Fundamentals of Drafting*
2. *Electrical/Electronic Drafting*
3. *Drafting Techniques*
4. *Advanced Computer Aided Drafting*
5. *Drafting Specialization: Architectural*
6. *Drafting Specialization: Civil*
7. *Drafting Specialization: Mechanical*
8. *Structural Drafting*

### **Certifications:**

- OSHA 10
- ADDA Drafting Certification

## **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 INFORMATION CARDS**

Parents, students, and FIT instructors are responsible for assuring that the Student Information Cards are filled out, signed, and turned into the office correctly. Only parents, guardians, and people listed on the emergency portion of the card may sign students out of FIT.

## **STUDENT PHOTOGRAPHS**

Parents or guardians who prefer that their student NOT 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.

# Secondary Programs

## Automotive Technology

Automotive Technology Collision and Repair

Business Information Technology

Grow Your Own Pathway to Teaching

Carpentry

Computer Aided Drafting

Computer Technology

Electrical Technology

Forestry

Health Science Education

Health Science Education-Pre-Pharmacy

HVAC

Machine Tool Technology

Multimedia Publishing

Parks and Recreation

Pre-Engineering

Pro-Start

Welding Technology

Army JROTC

## CARPENTRY

### Joseph Gutshall—Instructor

Students will be involved in various projects which include house construction, cabinetry, roofing, masonry, plumbing, electrical work, and material and cost estimation.

Students will be trained in the classroom, shop, and field in the carpentry trade and related areas of building construction such as siding, insulation, painting, drywall, prefabrication, and heavy equipment operation. This course is open to juniors and seniors.

### Course includes:

1. *Fundamentals of Building Construction*
2. *Building Construction Applications*
3. *Foundation and Framing*
4. *Blueprint Reading for Construction*
5. *Masonry and Plumbing*
6. *Exterior Finish Carpentry*
7. *Finish Carpentry*
8. *Concrete Finishing*

### Certification

- OSHA 10
- NCCER—National Center for Construction Education and Research

## **Grow Your Own Pathway to Teaching**

### **Danielle Crouch—Instructor**

This program is a two-year preparatory program for high school students interested in pursuing a career and/or college degree in education or related fields after graduation. During the program students will study human learning and development, instructional techniques, classroom management, and school issues. They will also have the opportunity to practice their knowledge in classroom settings. This course is open to juniors and seniors.

#### **Course includes:**

1. *Early Childhood Development I, II, III, and IV*
2. *Foundations of Education*
3. *Student Learning, Development, and Diversity*
4. *Educational Psychology*
5. *Teacher Preparation Seminar*

#### **Related Careers:**

- Elementary/Secondary Teacher
- Day Care Owner/Supervisor
- Special Education Teacher
- School Psychologist
- Social Worker
- School Administrator
- Speech Pathologist
- Occupational Therapist
- Physical Therapist

#### **Certifications:**

- CPR/First Aid
- OSHA 10

## **AUTOMOTIVE TECHNOLOGY**

### **Lee Drake—Instructor**

Automotive service technicians and mechanics inspect, maintain, and repair cars and light trucks. As the number of vehicles in use continues to grow, more service technicians will be needed to do basic maintenance and repair traditional mechanical components such as engines, transmissions, belts, and hoses. However, they must also be familiar with a growing number of electronic systems including braking, transmission, and steering systems. The increasing lifespan of late-model cars and light trucks will further increase demand for qualified workers. This course is open to juniors and seniors.

#### **Course includes:**

1. *Fundamentals of Automotive Technology*
2. *Electrical/Electronic Systems*
3. *Brakes*
4. *Engine Performance*
5. *Suspension and Steering Diagnosis*
6. *Manual/Automatic Drive Train Axles (time permitting)*
7. *Basic Engine Concepts*
8. *Heating and Air Conditioning*

#### **Certifications:**

- ASE Certified
- OSHA 10

## **AUTOMOTIVE TECHNOLOGY COLLISION AND REPAIR**

### **Rick Pannell—Instructor**

Automotive body technicians can repair most damage from everyday vehicle collisions and make vehicles look and drive like new. Damage may be minor, such as replacing a cracked windshield, or major, such as replacing an entire door panel. Repair technicians use many tools for their work including pneumatic tools, metal-cutting guns, and plasma cutters. For major structural repairs, such as aligning the body, they often use heavy-duty hydraulic jacks and hammers. For some work, they use common hand tools, such as metal files, pliers, wrenches, hammers, and screwdrivers. This course is open to juniors and seniors.

### **Course includes:**

1. *Fundamentals of Collision Repair Technology*
2. *Non-Structural Analysis and Damage Repair*
3. *Structural Analysis and Damage Repair*
4. *Surface Preparation and Refinishing*
5. *Refinishing Techniques*
6. *Mechanical and Electrical Components*
7. *Custom Finishing Processes*
8. *Detailing and Interior Parts*

### **Certification:**

- I-CAR
- NATEF
- OSHA 10

## **BUSINESS INFORMATION TECHNOLOGY AND ADMINISTRATIVE SUPPORT**

### **Stephanie Lewis—Instructor**

The e-Business Publishing area of study is designed to provide students with knowledge and skills needed in e-Business and related occupations. Major instructional concepts are: producing images through hands-on activities such as using a digital camera, using imaging and drawing software; basic Web page design concepts and practice in creating Web sites; developing proficiency in using desktop publishing software to create a variety of printed publications with emphasis on journalistic principles in design and layout of print and Web publications.

Students will be given the opportunity to become proficient when using word processing, spreadsheets, presentations, database applications, Internet, and/or personal information programs. Real world learning opportunities are provided as well as simulations and project-based learning activities. This course is open to juniors, seniors, and adult students on a half-day basis. **Keyboarding skills are required.**

### **Course includes:**

1. *Word Processing*
2. *Business Computer Applications I*
3. *Business and Marketing Essentials*
4. *Desktop Publishing*
5. *Business Computer Applications II*
6. *Digital Imaging*
7. *Web Page Design*
8. *Accounting I*

### **Certifications:**

- Business Information Technology Certification
- OSHA 10