

AGENDA

2011-2012



TEACHING SKILLS
FOR A LIFETIME

Roane-Jackson Technical Center
9450 Spencer Road
Leroy, WV 25252
(304) 372-7335
www.roane-jacksontechnicalcenter.com

STUDENT HANDBOOK 2011-2012

Dear Students:

The staff at RJTC is delighted that you chose to make our school part of your educational plan. You will find that the staff here makes every effort to teach skills that provide the necessary foundation for your future in the work force.

This handbook was developed to provide a document that advises you of RJTC's expectations for students. Included are rules, policies, and other information designed to assist you during the time you are at RJTC. Keep in mind that RJTC is a school that serves students who are serious about their careers. The staff will expect you to give your best and to respect the rules and regulations that make RJTC a safe and effective school.

Whether you are an adult or high school student, you will find that you will be treated with respect, and you will receive encouragement and support from the staff and administration. We are glad to have you as a student. We pledge to make every effort to assist you. Best wishes for a successful school year.

Sincerely,

Ben Cummings, Director

TABLE OF CONTENTS

Letter of Welcome	2
Vision Statement	4
Mission Statement	4
School History	4
Student Calendar	5
Edge Credit	5
Curriculum-Secondary	
Auto Body Refinishing	6
Automotive Technology	6
Administrative Support	6
Child Care	6
Computer Aided Drafting	6
Construction Technology	7
Criminal Justice/Legal Services	7
Diversified Co-Op Training	7
Forestry	7
Grounds Maintenance	7
Health Occupations	8
Marketing Education	8
Millwright/Industrial Maintenance Technology	8
PC Networking Technologies	8
ProStart Restaurant Management	9
Welding	9
Curriculum-Post Secondary	
Medical Office Technology	9
Licensed Practical Nursing	9
STUDENT POLICIES	
Student Progress Reports	10
Textbooks	10
Book Bags and Backpacks	10
Lockers	10
School Days	10
Absences/Make-up	10
Student Attendance	11
Illness	11
Fire Drills	11
Class Transfers & Withdrawals	11
Severe Weather/School Closing	11
Telephones/Cell Phones	12
Visitors	12
Code of Conduct for West Virginia Students	12
School- wide Discipline	12
Assemblies/Club Meetings	12
Cars	13
Respect for Equipment and Facilities	13
Closed Campus	13
Tobacco Policy	13
Dress and Appearance	13
Youth Organizations	14
Insurance	14
Truancy	14
Checks	14
Homework	14
Cheating	14
Nondiscrimination Clause	15
Adult Education Policies	
Time Schedule	15
Attendance Policy	15
Diploma Verification	16
Immunization/Tuberculin Skin Test	16
Accreditations	17
Faculty Members	18
Harassment Reporting Form	19
Attendance Award	20
Student Appreciation Day	21
School Map	22

SCHOOL VISION, MISSION and HISTORY

VISION STATEMENT:

The vision of Roane-Jackson Technical Center is:

1. To broaden and enrich the secondary school curriculum by providing technical skills training needed in the work place and higher education.
2. To provide students with the opportunity to learn basic occupational skills that will qualify them for entry-level employment.
3. To provide transitional services to enable the student to bridge the gap between public school and employment opportunities. On-the-job training will be available in many areas of occupational training.
4. To provide placement services for employment of graduating students.
5. To provide an opportunity for students to acquire post high school training.
6. To provide an opportunity for adults to continue their learning by expanding and updating their skills and knowledge.

MISSION:

Roane-Jackson Technical Center is dedicated to improving students' academic and workplace skills while preparing them for post-secondary education and/or the workplace in the 21st Century.

SCHOOL HISTORY:

February 5, 1968 – The first planning session was held between Roane County, Jackson County, and the State Department.

June 1, 1971 – The site was selected for the center in Frozen Camp, West Virginia.

June 21, 1972 – Melon-Stuart Company was awarded a contract for \$1,096,000.00 to construct the center.

July 2, 1973 – The school was opened to receive the first students.

STUDENT CALENDAR 2011-2012

June 15	First Day	LPN Students
August 18	First Day	High Schools
September 5	No School	Labor Day
October 4	No School	Special Election
October 14	No School	I S DAY
October 20	RJTC	Open House
November 11	No School	Veteran's Day
21-25	No School	Thanksgiving Break
December 22	No School	I S Day
23-31	No School	Christmas Break
January 2	HOLIDAY	New Year's Day
16	No School	Martin Luther King, Jr. Day
February 20	No School	I S Day
March 2	No School	CE Day
9,16, 23, 30	No School	OS Day
April 6	No School	I S Day
9-13	No School	Spring Break
May 8	No School	Election Day
14-18	WESTEST	All Students
May 28	HOLIDAY	Memorial Day
May 31	No School	Last Day Ja. Co.
June 1	No School	Last Day Ro. Co.
4	No School	CE Day
5-6	No School	OS Day
7	No School	Teacher Planning
16	LPN Graduation	LPN Students

EDGE CREDITS AVAILABLE

Talk with your high school counselor and Career Tech instructor to confirm course participation in EDGE. Students enrolled in EDGE courses must pass the final exam for each EDGE qualifying course with a 75% or higher. Students and teachers must complete the EDGE student enrollment form and submit it for college credit when the course is completed.

EDGE transcripts will be generated for the students, at no cost to students or parents, by the WV Council for Community and Technical College Education Central Office. Students must enroll in community college within two years after graduation from high school to take advantage of the EDGE credit. To request an EDGE transcript go to <http://www.wvtechprep.wvnet.edu/> and then click on the EDGE transcript request survey and complete the form. EDGE college credits can be applied to a certificate or an Associate Degree.

* DENOTES EDGE CREDIT AVAILABLE

AUTO BODY/REFINISHING* ET1620

This program offers hands-on experience in frame repair, welding, panel replacement, spray painting, and damage estimating. An “on-the-job” shop setting exposes the student to many different types of car and light truck body repairs and refinishing.

AUTOMOTIVE TECHNOLOGY* ET1870

This two-year course offers the students an opportunity to acquire the skills and knowledge necessary to prepare them for a career in an automotive field. Students receive instruction in specialty areas: fuel injection, computer control, carburetor, electrical systems, brakes, transmissions, engines, differentials, and theoretical knowledge. As students advance through the course, they will be given the opportunity to find and repair automotive problems. The Automotive Technology Program is AYES certified.

Prerequisites and Other Notes: Articulated credit may be available through Washington State Community College.

MEDICAL OFFICE TECHNOLOGY *BM1485

Emphasis will be given to the introduction of modern office equipment (computers, scanners, faxes, laser printers, digital camera, etc.). Students will receive instruction in word processing, databases, spreadsheets, desktop publishing, graphics and communication. They will learn to compile and keyboard all form of letters, reports, manuscripts, and memorandums. Upon successful completion, students will possess the skills necessary to acquire a job. Leadership activities will be offered through participation in Future Business Leaders of America (FBLA).

Prerequisites and Other Notes: Second year placement through Co-Op Program.

CHILD DEVELOPMENT SPECIALIST *HU1000

This course provides students the opportunity to gain many skills required in various Child Care professions. Any student considering elementary education or any of the many areas concerned with the care of children would benefit greatly from this program. Students learn theory, plan activities, and assist in the operation of the onsite childcare preschool lab.

Prerequisites and Other Notes: Second year job placement through Co-Op program possible. This program offers a portion of the requirements to complete the U.S. Department of Labor Apprenticeship in Child Development, which also provides college credit towards an Associate Degree in Occupational Development at WVU-P.

COMPUTER-AIDED DRAFTING AND DESIGN*ET1720

The Drafting and Computer Aided Drafting Program is for students interested in drafting, design, engineering, and architecture. The two-year program takes a hands-on approach to prepare students for college or employment in the broad area of drafting and design.

Students who are creative and enjoy seeing projects from start to finish will convert ideas and sketches into detailed plans using state of the art CAD software. The program introduces students to the basics of manual (board) drafting and the

fundamentals of drafting. Next, they use CAD software to create mechanical and architectural drawings. The curriculum also includes 3D modeling and multiple versions of industry standard CAD software to provide students a valuable head start in the pursuit of post-secondary training and numerous career opportunities.

GENERAL BUILDING CONSTRUCTION TECHNOLOGY*ET1820

Students in this course will be involved in various projects, which include housing construction, cabinetry, roofing, plumbing, and electrical work. Students will also be trained in masonry, which will include foundations and footing, jointing and pointing, form construction and brick and block laying. Successful completion of this program will provide individuals with the basic work skills required for entry into the building trades.

CRIMINAL JUSTICE* HU1040

This one-year program is designed to introduce students to the duties of those employed in the various roles of Criminal Justice. Students study: Introduction to Criminal Justice, Principles of Investigation, and Introduction to Law Enforcement. Also, students complete an instructor approved "Field Placement" for the program. Student leadership activities are available through Skills USA.

DIVERSIFIED COOPERATIVE TRAINING*BM0510

This program is available to second year students from all areas at the Center. With the recommendation of the subject area instructor, a student may work at an outside job during class time. All students are closely supervised and monitored while on the job.

FORESTRY*SN0181

Forestry is a class for students interested in working in the wood products industry as loggers, lumber graders, sawmill workers, timber buyers, and wood product careers. Forestry covers areas of wildlife management, forestland management and protection, harvesting, processing, grading lumber, conservation and environmental services. Two-year Associate Degree graduates are in demand in the wood products and forestry management industry. Leadership skills are taught through membership in FFA.

Prerequisites and Other Notes: Articulated credit may be available through Glenville State College toward an Associate Degree in Forestry.

GROUNDS MAINTENANCE *SNO212

This program will offer the student practical experience and instruction in the areas of lawn development and maintenance, operation of various types of power tools and equipment, flower and shrub propagation, and interior and exterior appearance including environmental concerns. Leadership skills are taught through membership in Future Farmers of America (FFA).

HEALTH OCCUPATIONS*HE0710

The Health Occupations Science Technology (HOST) course is a diversified program which offers the student the opportunity to explore and receive hands on training in the following areas: Radiology; Physical Therapy; Respiratory Therapy; Central Supply; Medical Doctor's Office; Dental Office; Birthing Center; Health Department; Dietary; Housekeeping; and Long Term Care Facility. Students participate in leadership activities through Health Occupations Students of America (HOSA).

Prerequisites and Other Notes: Second year job placement through Co-Op Program is possible.

MARKETING EDUCATION* (Ripley High School Only)*BM0420

Marketing Education is a program of instruction in Merchandising, Marketing, and Management, which prepares students for careers in retailing, wholesaling, and service establishments. Marketing Education courses available include Marketing I, Marketing II, Fashion Merchandising, Hospitality and Tourism, Sports Marketing/Management, Marketing Co-Op Seminar, and Marketing Co-Op (DCT). A successful marketing education-training program is the result of cooperative participation by the school, the employer, the business supervisor, the parent and the student. Students involved in the second year of this program are given the opportunity for on-the-job experience. Students enrolled in a marketing course participate in leadership activities through DECA.

-INDUSTRIALEQUIPMENT MAINTENANCE TECHNOLOGY* *ET1870

This area of study is designed to prepare individuals for Industrial Maintenance and Millwright occupation and/or to articulate to WVU-P for an Associate Degree. The major instructional areas include: industrial maintenance pneumatic systems, industrial electrical fundamentals, welding, equipment maintenance, machining, and integrated academic applications. This class will focus on job entry skills necessary to become a millwright. Industrial Maintenance is a concentrated two-year course in high school-with two years of college. Within a few years, there will be a great need for Millwrights.

Prerequisites and Other Notes: Articulated credit may be available through WVU-P and WVU-IT Community College. Six hours of credit is available through WVU-P for Math 107 and Math 108.

PC REPAIR/NETWORKING TECHNOLOGIES*ET1690

This one-year program is designed to teach students strategies for troubleshooting and maintaining personal computers. The program delivers training which builds a solid foundation of networking guidelines and practices which include server installation, maintenance, and administration for non-vendor specific environments. After students successfully complete Networking Technologies, they possess valuable technical experience and are better prepared for the workforce and/or higher education. Student leadership activities are available through Skills USA.

PROSTART RESTAURANT MANAGEMENT*HU1010

The National Restaurant Association developed the ProStart Restaurant Management program utilizing an industry-driven curriculum based on job analysis and other work related research. The two-year program includes training in the business, management, accounting, and food preparation skills necessary to successfully manage a restaurant. Students may test to receive the National Restaurant Association certification at the completion of the course. Student leadership activities are available through Skills USA.

Prerequisites and Other Notes: Second year placement in training on the job is possible. Students who complete the course and pass the certification test may be eligible to receive 21 hours of articulated college credit toward an Associate Degree in Hospitality Management at Marshall University Technical and Community College and Bluefield State College.

WELDING*ET1980

The two-year program is planned to give the student entry level skill in the welding field. The student will receive training in blueprint reading, metal fabrication, and welding theory. Shop training will consist of the following: shielded metal arc basic and advanced, oxygen ace welding and cutting, MIG welding, TIG welding, plasma arc cutting, and related metal working equipment. Students completing the course will have an opportunity to take the West Virginia Welding Certification Test.

Prerequisites and Other Notes: Students should have finger dexterity and spatial aptitude and should not be color blind.

POST-SECONDARY CLASSES – ADULTS ONLY

MEDICAL OFFICE TECHNOLOGY*BM1485

This course of study is designed to provide the (student) learner with skills to work as a medical office assistant. Major instructional objectives include: handling telephone calls, scheduling appointments, greeting patients, and preparing effective communications. Students will also become proficient with medical records, patient billing, health insurance, financial records, travel arrangements, meeting preparations, and medical terminology. Student leadership activities are available through Phi Beta Lambda (PBL). Students must have a High School Diploma or GED for this program.

Financial aid is available through the federal and state government. You will need to fill out a FAFSA at <http://www.fafsa.ed.gov> to see if you qualify.

LICENSED PRACTICAL NURSING*HE0776

This class provides an educational experience designed to produce a well-trained, competent practical nurse that can provide quality-nursing care to clients of all ages. There is concurrent classroom, laboratory, and clinical experience that will prepare practical nurses for employment in a variety of health care facilities. Clinical experience, under supervision, Financial aid is available to those who qualify is gained at local health care facilities. Student leadership activities are available through HOSA.

Financial aid is available to those who qualify.

STUDENT PROGRESS REPORTS

Reports of student progress are issued on a six-week basis for Jackson County High School Students and on a nine-week basis for Roane County. RJTC policy allows for the semester exam to count for 1/7 of the final grade. The Roane-Jackson Technical Center grading policy is as follows:

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

TEXTBOOKS

All basic hardback books are loaned to the student for their use during the school year. Instructional supplies are paid through the school budget with the exception of projects constructed for home use. The student would share the expense of any excessive costs for such projects.

BOOK BAGS AND BACK PACKS

Book bags and back packs are not permitted at the Roane-Jackson Technical Center with the exception of the adult programs.

LOCKERS

The lockers are the property of the Technical Center and are subject to inspection by any authorized school personnel. The Center is not responsible for any stolen items.

SCHOOL DAYS

Classes may be in session from 8:00 a.m. until 10:00 p.m. Monday through Friday. Students are required to be in their educational area at their scheduled time for each lab/classroom exercise. Students may not leave school between classes or during a break period without permission from the administrative personnel. Appointments with the doctor, dentist, etc., should not be made during school time. In case this should be necessary, however, the student should bring a note signed by his/her parent/guardian stating the time it will be necessary for them to leave school and the reason with the phone number where the parent may be contacted for verification.

ABSENTEES-MAKE-UP RESPONSIBILITY

Students returning from an absence must make-up any work/tests missed within a reasonable period of time. **It is the responsibility of the student to request all make-up work/tests.** Failure to do so will result in a grade of "F" on the test(s) missed due to such absences. Absences related to school functions will not detract from time earned toward certification.

STUDENT ATTENDANCE

The instructor will keep the official record of attendance for each student. Attendance is a matter of critical importance to employers. Poor attendance records in school are a tremendous barrier to successful employment. The guideline provided herein is less stringent than those required by any employer. Do not assume that the maximum absences are days that you may miss school, because they are “allowed”. Such an attitude will adversely affect your employability.

Students who miss school must make up their work in order to be successful. For more information on absences and make-up work, please refer to the previous page. Should you have any problems associated with absences consult you instructor and/or the assistant director Mr. Todd Layhew

ILLNESS

A student who is too ill to remain in class is to report to the administrative office. At this time, arrangements will be made for the student to contact parents or be transported to the hospital. Medication cannot be given to anyone at the Center without a doctor’s order.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the alarm is given everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are required to remain outside the building until the signal is given to return inside.

CLASS TRANSFERS AND WITHDRAWALS

Any student who wishes to request transfer to another vocational program must first consult with the Center Director of Student Services. All requests will be considered on an individual basis and cannot be honored if the program requested is already filled.

SEVERE WEATHER – SCHOOL CLOSING

In case of severe weather – snow, ice, flooding, etc. – the official announcement for school closing may be heard over the local radio and TV stations. Listen to these stations:

WOWK WSAZ WMOV WVRC WCHS WCEF

TELEPHONES

Telephone calls may be made to the school at 372-7335 between the hours of 7:00 a.m. and 4:00 p.m. The office is not open on Saturdays, Sundays, or holidays. Students will be called to the phone only in extreme emergencies. Personnel will deliver only messages of an urgent nature to students from the administrative office. Students may use the office phones only in the case of emergency.

**Students are not permitted to use Cell Phones at the Center.
See Roane-Jackson Technical Center Cell Phone Policy JDAE**

VISITORS

All visitors must sign in at the receptionist desk when entering the Center.

CODE OF CONDUCT FOR WEST VIRGINIA STUDENTS

Students in West Virginia public schools, in order to have opportunity to reach their potential shall:

1. Attend school faithfully, complete their assignments on time, and work to their full potential.
2. Behave in a manner that does not disrupt classroom learning or the operation of the school.
3. Obey teachers, principals, and others in authority.
4. Refrain from aggressive or threatening behavior toward fellow students, teachers, or other school staff.
5. Refrain from the possession or use of any weapons, illegal drugs, alcohol, or tobacco products.

(West Virginia Board of Education Policy 4373)

SCHOOL WIDE DISCIPLINE

West Virginia Code assigns to the Roane-Jackson Technical Center Administrative Council the right to “control and manage ...the school... for all school activities.” The Administrative Council has adopted Policy JK (Roane-Jackson Technical Center Discipline Plan) as guidelines for student behavior. All instructors will explain Policy JK to all students during opening of school orientation.

Roane-Jackson Technical Center requires all students to enter and exit school by way of the main doors in the lobby area.

ASSEMBLIES-CLUB MEETINGS

Prior to a general assembly, all students are to report to their assigned instructional area. Textbooks and other materials are to be left in this area. Purses and billfolds may be taken with the students to the assembly. Students are responsible for any loss of materials or articles that are left unattended.

CARS

Secondary students are not permitted to drive a car to the Technical Center without an approved permission form signed by the parent, teacher, high school principal, and Technical Center Director.

Automobiles have become one of the greatest methods for transporting and concealing contraband to and upon school property. Therefore, in exchange for the privilege of driving a privately owned vehicle to school the **STUDENT AND PARENT AGREE AND CONSENT TO THE DIRECTOR OR HIS/HER DESIGNEE SEARCHING ANY VEHICLE DRIVEN AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT ADVANCE NOTICE TO THE PARENT OR STUDENT. FREQUENT RANDOM SEARCHES MAY BE CONDUCTED.**

RESPECT FOR EQUIPMENT AND FACILITIES

Each student is expected to assume responsibility for the care of all school property. Damage of a malicious nature will be considered a very serious matter and must be repaid and/or replaced at the expense of the student involved. A pupil, who willfully damages or defaces any part of the building, equipment, or apparatus, may be suspended from the Center until proper restitution is made.

CLOSED CAMPUS

Parents and possibly appropriate law enforcement officials will be notified when any student or students leave the campus without permission. Students may not leave the Center with individuals who are not listed on their emergency information form.

Identification may be required of anyone who picks up a student from the Center. Students are required to fill out information listing the adults that are allowed to sign them out at the beginning of the year. Anyone NOT on this list will NOT be able to sign out a student.

TOBACCO POLICY

Tobacco products are prohibited on school property. Roane-Jackson Technical Center Policy JK states the possession of or use of tobacco products on school grounds will result in a suspension of one to five days.

DRESS AND APPEARANCE

Rules and regulations concerning student dress must relate to a specific educational purpose such as health and/or safety. School authorities may prohibit dress, which clearly results in disrupting the classroom and the learning process, or which constitutes a hazard to the safety of others. A student's dress must allow them to fully participate in all class activities. **See Roane-Jackson Technical Center Discipline Plan Policy JK.**

YOUTH ORGANIZATIONS

All students are encouraged to belong to a youth organization in order to develop a well-rounded individual in the way of leadership as well as skill development. Only recognized school organizations will be privileged to use any initial or name suggesting connection with the Center. For youth organization winners visit www.roane-jacksontechnicalcenter.com.

INSURANCE

Insurance for all students participating in technical programs is provided by the Center at no cost to students.

The Administrative Council and/or the administrative staff will not be responsible for any physical and/or personal items being stolen and/or damaged at the Technical Center campus unless the insurance liability policy will cover said damage or theft.

Students must report injuries to the supervising teacher at the time of injury. This is necessary for proper first aid treatment. An accident report will be completed on all reported injuries.

TRUANCY

Roane-Jackson Technical Center Policy JHB defines truancy as unauthorized or unlawful absence from school, class, or activity for which the student is scheduled. A student is truant if he leaves school without signing out, leaves school without the permission of his parents, comes to school but does not attend class, or obtains permission to go to a certain place but does not report there. Students who are truant will be referred to the director.

CHECKS

Personal checks will be accepted only for services rendered. The person's phone number and full address should be listed on the check. Two party checks cannot be cashed. Lists will be kept on file in the office containing the names of persons from whom we cannot accept checks. All payments for services will be made to the administrative secretary, who will maintain all accounts.

HOMEWORK

Although technical students devote most of their instructional time to practical laboratory-type work, all technical programs include some instruction in theoretical applications. It will be necessary for students to complete occasional theory assignments as homework in order to maximize their time in class for hands-on-training.

CHEATING POLICY

Cheating, copying, sharing of answers, etc., of class work will be considered a violation of the WV Student Code of Conduct and will be addressed according to classroom policy.

NONDISCRIMINATION CLAUSE

The Roane-Jackson Technical Center does not discriminate on the basis of sex, race, color, religion, disability, age, or national origin in employment and in the administration of any of its educational programs and activities. Inquiries may be directed to Ben Cummings, Title IX Coordinator, or Todd Layhew, Section 504 Coordinator, Roane-Jackson Technical Center, 9450 Spencer Road, Leroy, WV 25252-9700 or to the Department of Education's Director of the Office for Civil Rights.

ADULT EDUCATION POLICIES 2011-2012 YEAR

Time Schedule

A.M.	8:15 – 11:15
Lunch/Planning	11:25 – 12:05
P.M.	12:15 – 3:00

Please do not report to your classroom or shop area prior to 8:15 a.m. If you do come in early, you will have to wait in the lobby.

Financial Aid questions should be directed to Todd Layhew. Single Parent applications for financial assistance should be turned in to Todd Layhew.

School closures will be the same as is observed in the county in which you live. School closings are announced on local radio and TV stations.

No student may be admitted to adult programs without a high school diploma or GED certificate. Only those who have a high school diploma or GED certificate will be eligible to receive Title IV Financial Aid. All students who enroll in the Pell eligible programs (LPN and Medical Office Technology) must apply for the Pell Grant before they are eligible for any other financial aid.

Lunch – Adult students may eat in the Criminal Justice Classroom. Snack and soft drink machines are available. Microwaves are also available. Students are asked not to eat in cars in the parking lot.

Please do not loiter in the lobby before school or during lunch.

Adult students are not permitted to use cell phones during class.

ADULT ATTENDANCE POLICY

Students whose absences exceed 15 days per year will not be eligible to receive a certificate of completion from his/her chosen class. Any days in excess of 15 days may result in the termination of the student's enrollment from the Technical Center.

For an adult, after his/her 10th day of absence, he/she will be placed on probation and will receive a warning about excessive absenteeism and what will happen after the 15th day of absence.

An adult who has a major medical, family, or personal situation that causes them to exceed the 15-day absence limit may ask for a waiver from the Attendance Committee. All waiver requests must be in writing and include a full explanation of the situation and documentation verifying that the absence was required.

Late arrivals and early departures will be handled as follows: Any five occurrences of arriving late and/or leaving early of 30 minutes or less will result in one day of absence being added to that student's personal record. Any time in excess of arriving or leaving 30 minutes up to a half-day shall result in a half-day absence.

Practical Nursing students adhere to specific policies relating to the LPN program.

DIPLOMA VERIFICATION

In order to make things go more smoothly in relation to financial aid reporting and Workforce WV reporting, it is necessary that each adult student have a copy of his/her high school transcript or GED certificate on file.

Please contact your high school and have them send a copy of your high school transcript to us at your earliest convenience. If you have a GED certificate, please bring us a copy or let us make a copy to put in your file.

IMMUNIZATION/TUBERCULIN SKIN TEST REQUIRED FOR ADMISSION

All students entering school in West Virginia for the first time, unless properly exempted, must be immunized against diphtheria, pertussis, tetanus, polio, measles, and rubella as listed below. This does not apply to students who have previously attended school in West Virginia. Private physicians may authorize exemptions according to WV School Law 16-3-4.

1. PRESCHOOL STUDENTS ENROLLED FOR CHILD CARE

DPT: Before admission, must have at least *three* doses. One on or after 4th Birthday.

POLIO: Before admission, must have at least *three* doses. One on or after 4th Birthday.

MEASLES: Before admission, must have at least *two* doses. One on or after 1st Birthday.

RUBELLA: Before admission, must have at least *two* doses. One on or after 1st Birthday.

2. ALL POST SECONDARY STUDENTS

DPT: Before admission, must have at least *three* doses, including *one* dose on or after the fourth birthday.

RUBELLA: Before admission *one* dose required. *

HEPATITIS B: Highly recommended for anyone enrolling in the health care related programs that may come in contact with blood and body fluids during their career, but not required prior to admission.

WV Bureau for Public Health recommends that vaccine doses administered ≤ 4 days before the minimum interval or age to be counted as valid.

Roane-Jackson Technical Center
is Accredited by
the State Board of Examiners for Licensed
Practical Nurses

Roane-Jackson Technical Center
is Accredited by the
North Central Association



FACULTY AND STAFF MEMBERS

Ben Cummings	Director
Todd Layhew	Assistant Director
Debbie Cline	Finance
Vacant	ProStart/Restaurant Management
Dana Hager	Auto Body Repair
Emily Durst	Child Development
Michelle Ellis	Practical Nursing, Coordinator
John Fichtner	Forestry/Grounds Maintenance
Monica Gibson	Executive Secretary, LPN
Terry Gump	P C Repair/Networking
Evie Harris	Practical Nursing
Jeffrey James	Construction Technology
Vickie Langford	Practical Nursing
Rick Chevront	Welding
Stacy Parsons	DCT
Lea Ann Puckett	Medical Office Technology
Douglas Schutt	Automotive Technology
Lawton Sharp	Custodian
Donald Sheppard	Conventional/CAD
JoAnn Dever	Executive Secretary
Vince Tolley	Maintenance
Debbie Tottten	Criminal Justice/Legal Services
Joyce White	Custodian
Luke Parsons	Marketing
Mark Webb	Millwright/Welding
Robin Lance	English
Donita Young	Health Occupations
Melissa Kuhl	Math

Roane-Jackson Technical Center
Harassment and Violence Report Form

The use of this form is not mandatory; RJTC permits reports to be made orally or in writing.

School: Roane-Jackson Technical Center Date of Occurrence: _____

Type of Harassment/Violence:

___ Racial ___ Sexual ___ Ethnic ___ Religious

Name of Complainant or Victim: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

Victim: ___ Student ___ Staff ___ Member of Public ___ Age ___ Grade ___ Gender

Record Race, Ethnicity or Religion if Relevant

List Witnesses (Present): _____

Where Did Incident(s) Occur: _____

Describe the Incident(s) as Clearly as Possible. (Attach Additional Pages if Necessary.)

This complaint is filed based on my honest belief that harassment has occurred. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

Signature of Complainant or Victim

Date

Name of Individual Receiving Report

Date

Name of Individual Completing
Form Based on Report

Date

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THANK YOU!

