

FRED W. EBERLE TECHNICAL CENTER

POST-SECONDARY STUDENT HANDBOOK 2025-2026

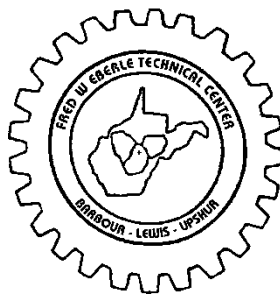
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WELCOME

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

HISTORY

Fred W. Eberle Technical Center was established in 1968 as the state's first "multi-county" vocational school and has been serving the students of Barbour, Lewis, and Upshur Counties ever since. The school is named after Fred W. Eberle, who served as the State Director of Vocational Education/Assistant Superintendent of Schools from 1964-1972. Celebrating its 57th anniversary this school year, Fred W. Eberle Technical Center continues as one of the state's seven multi-county technical centers.

MISSION

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

PHILOSOPHY

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

Core Beliefs

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

Accreditation

Fred W. Eberle Technical Center is accredited by the:

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

7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone: (770) 396-3898
Fax: (770) 396-3790
www.council.org



West Virginia Department of Education



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

The Center is recognized by:

Barbour County Board of Education

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

Lewis County Board of Education

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

Upshur County Board of Education

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

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

WV Region VI Workforce Investment Board

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

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

The practical nursing program is accredited by:

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

The Collision Repair Technology program is certified by:

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



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

The School of Cosmetology and Design is accredited by:

West Virginia State Board of Barbers and Cosmetologists



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

POLICIES

Discrimination:

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

Attendance:

Employers list ***regular attendance*** as one of the ***most important behaviors*** they look for when making a hiring decision. Therefore, we require students to attend classes regularly.

If a student reaches six (6) absences, a meeting will be scheduled with the student, instructor and director to determine a plan of improvement. Due to the hands-on nature of our instruction, ten (10) or more absences may result in dismissal from the technical center. Individual programs may have more stringent attendance rules due to credentialing agency and/or financial aid requirements. Please see individual program handbooks as appropriate.

Criminal Background Checks for Adult Students

Purpose

To ensure the safety and well-being of all students, this policy establishes guidelines for conducting background checks on adult students (ages 18 and older) seeking enrollment or access to a Fred W. Eberle.

This policy applies to all prospective adult students who will be regularly present at Fred W. Eberle Technical Center. It includes but is not limited to students enrolling in dual-enrollment programs (adults in secondary programs).

Administration of the Center reserves the right to admit or deny access to its programs based on the results of the criminal background check.

Background Check Requirements

1. All adult students must undergo a criminal background check before being granted access to the campus.
2. The background check will screen for offenses that may pose a risk to minors, including but not limited to violent crimes, sexual offenses, drug related crimes, and other relevant criminal history.
3. Individuals with a record of offenses that indicate a potential threat to minors may be denied enrollment or restricted from campus access at the discretion of the administration.
4. Background checks must be conducted prior to the start of the academic term.

Confidentiality & Compliance

1. All background check results will be kept confidential and used solely for the purpose of determining eligibility for campus access.
2. Decisions regarding enrollment based on background check findings will follow applicable state and federal regulations, including Title IX and the Fair Credit Reporting Act (FCRA), where applicable.

Exceptions & Special Considerations

Special consideration may be given to individuals with past offenses who can demonstrate rehabilitation and pose no risk to minors, as determined on a case-by-case basis by the institution.

The institution reserves the right to deny or revoke campus access to any adult student whose background check results indicate a potential risk to the safety of minors.

This policy will be reviewed annually and updated as necessary to comply with legal requirements and best practices.

For questions regarding this policy or background check procedures, please contact Rebecca Bowers-Call, Director, 304.472.1259.

Make-up work:

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

Grading:**Fred**

W. Eberle Technical Center uses the following scale:

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

Certificates:

A **Completer Certificate** will be awarded to any student who successfully completes the prescribed curriculum for his or her course of study with a passing grade.

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

Driving Permits:

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

Substance Abuse:

The Fred W. Eberle Technical Center will report any incidents of substance abuse to the authorities.

Harassment and Violence:

The dignity of each human being shall be considered in all school activities, and all learning and working environments are free from racial, sexual, or religious/ethnic harassment or violence. Acts of harassment or violence involving students or staff shall not be tolerated by Fred W. Eberle Technical Center.

Fire and other Emergency Drills:

Emergency drills are necessary for the safety of the students and staff. Drills are held periodically throughout the school year. The signal for a fire drill is a bell or “buzzer” which sounds continuously for 30 seconds or longer. It is essential that everyone promptly clears the building by

the prescribed route when the alarm sounds. All students are required to follow detailed fire drill procedures, given by instructors and posted in the instructional areas.

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

Injury or Serious Illness:

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

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

1:1 Electronic Devices

Electronic devices are available for sign-out for every post-secondary student. The device is the responsibility of the student who completes the sign-out form and receives it into his/her possession. Devices should be returned to the instructor in the same state as they were distributed. If there is any damage to the device or if the device is not returned, the student will be responsible for replacing or repairing the device financially.

Transfer Policy:

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

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

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

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

PREVENTIVE DISCIPLINE POLICY:

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

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

Students with good attendance and good behavior will:

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

RULES:

1. Upon arrival, students report to the appropriate shops immediately.
2. Students should enter their shops by the outside door and not through one shop to get to another.
3. Students are to remain in their own shop. The instructor is the only person who may authorize a student to leave his or her shop.
4. Possession and/or use of tobacco, electronic smoking devices, alcohol, or any form of controlled substance is prohibited at all times on school property. Violation of this can result in immediate suspension or expulsion from school.
5. Students are to practice good housekeeping and take pride in the appearance of the building. Littering, sloppiness, damaging property, etc., are prohibited.
6. A student who has three (3) tardies will be counted one (1) day absent. This absence will be counted as one (1) unexcused absence.
7. Students are reminded to be courteous at all times--address their instructor respectfully, respect one another, and be polite to visitors. Students are preparing for job entry; they must conduct themselves as young ladies and gentlemen so that we can be proud to recommend them. Employers are only interested in the best.
8. Profanity is prohibited in all forms at Fred W. Eberle Technical Center. Profanity includes, but is not limited to; language, gestures, and clothing.
9. Shirts, proper shoes, and other clothing consistent with safety regulations must be worn at all times. Clothing requirements will vary between shops, classrooms, and different classes. The instructor has full authority to establish requirements for his/her class.
10. Any student destroying or stealing property belonging to the school or another individual may be suspended or expelled from the technical center.
11. Students may be allowed a 10-minute break in both morning and afternoon sessions. This break is a *privilege* and not a right. The instructor has full authority over the break period. The hallway and parking lot are not break areas.
12. Students are expected to be in their seats when the class session begins and when class is dismissed at the end of the session. The instructor, not the bell, dismisses the class.
13. The telephone is for school business. No one is permitted to use the telephone without permission from the instructor.
14. **Cell Phones and other electronic devices** are not permitted except for instructional purposes. If utilized for instructional purposes, the instructor's cell phone policy shall be followed. Failure to follow this rule may result in confiscation of the device. Two or more

offenses will be considered a Level I disciplinary infraction and may result in further disciplinary action.

15. Students are not permitted to carry knives. All knives will be confiscated, and the policy of the respective county followed for disciplinary action. Knives for instructional purposes are provided.
16. Students having a deadly weapon in their possession will be dealt with in accordance with the WV State Board's Safe Schools Policy
17. Students are to exercise safe practices at all times. "Horseplay" and any other form of unsafe conduct is prohibited.
18. **Safety glasses** are provided for each student and must be worn at all times when in shop areas. Instructors have the authority to remove students from shop areas for refusal to wear safety glasses. Additionally, students refusing to wear safety glasses multiple times will face disciplinary consequences through administrative action. There will be a \$5 charge for lost or damaged safety glasses.

DISCIPLINE POLICY:

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

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

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

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

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

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

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

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

WV State Board of Education Policy 4373 sets the requirements for the development of safe and supportive schools that provide optimum learning conditions for both students and staff. Whereas safety and order are the foundation of a positive school climate/culture that supports student academic achievement and personal-social development, this rule also establishes disciplinary guidelines for student conduct that outline behaviors prohibited in West Virginia schools that must be consistently addressed in order to assure the orderly, safe, drug-free, violence- and harassment-free learning environment.

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

Behavior	Definition
Cheating	Plagiarizing or copying the work of others or breaking rules to gain advantage in a competitive situation. Interventions could result in academic sanctions.
Cell Phone Violation	Not adhering to classroom, school, or county rules or policies regarding the use of cell phones, tablets, or other electronic devices.
Deceit	Deliberately concealing or misrepresenting the truth, deceiving another, or causing another to be deceived by false or misleading information.
Disruptive Conduct	Exhibiting behavior that violates classroom/school rules and results in distraction and/or obstruction of the educational process.
Failure to Serve Detention	Failing to serve an assigned detention of which the student and/or parent or guardian have been notified.
Falsifying Identity	Providing false identification to any school official with intent to deceive school personnel or falsely obtain money or property.
Inappropriate Appearance	Dressing or grooming in a manner that is in violation of the county board of education's dress code policy.
Inappropriate Display of Affection	Engaging in inappropriate displays of intimate affection, such as kissing or embracing.
Inappropriate Language	Using profanity in a general context (not directed toward any individual or group), whether orally, in writing, electronically, or with photographs or drawings.
Possession of Inappropriate Personal Property	Possessing personal property that is prohibited by school rules or that is disruptive to the educational process.
Skippping Class	Failing to report to the student's assigned class or activity without prior permission, knowledge, or excuse by the school or by the parent or guardian.
Tardiness	Failing to be in his/her place of instruction at the assigned time without a valid excuse.
Unauthorized Zone	Accessing a prohibited area of the school or campus.
Vehicle Parking Violation	Engaging in improper parking of a motor vehicle on school property.

LEVEL 2: Disruptive and Potentially Harmful Behaviors disrupt the educational process and/or pose potential harm, danger, or educational detriment to self and/or others. The behavior is committed willfully but not in a manner that is intended maliciously to cause harm or danger to self and/or others.

Behavior	Definition
Disruptive/Disrespectful Conduct	Exhibiting behavior that violates classroom/school rules and results in distraction and/or obstruction of the educational process. Conduct is considered disruptive and disrespectful when the student fails to comply with redirection in a discourteous, rude, impolite, or bad-mannered way.
Habitual Violation of School Rules or Policies	Persistently refusing to obey the reasonable and proper orders or directions of school employees, school rules, or policies. Violations of school rules or policies shall be considered to be habitual when a student has had three or more previous discipline referrals for such violations.
Insubordination	Ignoring, refusing to comply with directions, or a general unwillingness to cooperate with instructions given by school authorities.
Leaving School Without Permission	Leaving the school building, campus, or school activity without permission from authorized school personnel.
Physical Fight Without Injury	Engaging in a physical altercation using blows with intent to harm or overpower another person or persons.
Possession of Imitation Weapon	Possessing any object fashioned to imitate or look like a weapon.
Possession of knife not meeting the definition of a dangerous weapon set forth in W. Va. Code §61-7-2	Possessing a knife or knife-like implement under 3½ inches in length.
Profane Language/Obscene Gesture/ Indecent Act Toward an Employee or a Student	Directing profane language, obscene gestures, or indecent acts towards a school employee or a fellow student. This includes, but is not limited to, verbal, written, electronic, and/or illustrative communications intended to offend and/or humiliate.
Technology Misuse	Violating W. Va. 126CSR41, Policy 2460, Educational Purpose and Acceptable Use of Electronic Resources, Technologies, and the Internet.
Reckless Conduct	Creating an unsafe environment through actions that are not intentionally directed towards someone. Carelessly throwing a door open, shoving a chair or other object that inadvertently strikes or nearly strikes another, would both be examples of reckless conduct.

LEVEL 3: Severely Disruptive, Imminently Dangerous, Illegal, and/or Aggressive Behaviors are willfully committed and are known to be illegal and/or harmful to people and/or property. (Specific behaviors are outlined in W. Va. Code §18A-5-1a(c) and the principal shall address these inappropriate behaviors accordingly.)

Behavior	Definition
Battery Against a Student	Injuring another student unlawfully and intentionally.
Disruptive/Defiant Conduct	Exhibiting escalating behavior that violates classroom/school rules, resulting in distraction and obstruction of the overall educational process. Conduct becomes

	defiant when the student refuses to comply with any redirection and will not obey the directives they have been provided, responding in an aggressive or insubordinate manner.
Defacing School Property/Vandalism	Defacing or damaging property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray-painting surfaces are acts of defacement. Examples of damage to school property include, but are not limited to, ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary.
False Fire Alarm	Setting off a fire alarm knowingly and willingly without cause.
Fraud/Forgery	Deceiving another or causing another to be deceived by false or misleading information or signing the name of another person in order to obtain anything of value or defrauding authorities.
Gambling	Engaging in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.
Gang Related Activity	Using violence, force, coercion, threat of violence, or engaging in gang activity that causes disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school county's educational mission. Gang activity includes: • wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member or otherwise symbolizes support of a gang; • using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member, or otherwise symbolizes support of a gang; • gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs; and • recruiting student(s) for gangs.
Harassment/Bullying/Intimidation	W. Va. Code §18-2C-2 defines harassment, intimidation, or bullying as any intentional gesture, or any intentional electronic, written, verbal, or physical act, communication, transmission, or threat that: • a reasonable person should know will have the effect of harming a student, damaging a student's property, placing a student in reasonable fear of harm to his/her person, and/or placing a student in reasonable fear of damage to his/her property; • is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or emotionally abusive educational environment for a student; or • disrupts or interferes with the orderly operation of the school and/or educational process.

	An electronic act, communication, transmission, or threat includes, but is not limited to, one which is administered via telephone, computer, pager, or any electronic or wireless device, and includes, but is not limited to, transmission of any image or voice, email, or text message using any such device. Acts of harassment, intimidation, or bullying that are reasonably perceived as being motivated by any actual or perceived differentiating characteristic, or by association with a person who has or is perceived to have one or more of these characteristics, shall be reported using the following list: race; color; religion; ancestry; national origin; gender; socioeconomic status; academic status; gender identity or expression; physical appearance; sexual orientation; mental/physical/developmental/sensory disability; or other characteristic. When harassment, intimidation, or bullying are of a racial, sexual, and/or religious/ethnic nature, the above definition applies to all cases whether or not they involve students, staff, or the public. Detailed definitions related to inappropriate behavior of this nature are as follow.
Sexual Harassment	Sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education by creating an intimidating, hostile, or offensive employment or educational environment.
Racial Harassment	Amorous relationships between county board of education employees and students are prohibited, pursuant to W. Va. Code §61-8B-11b. Physical, verbal, or written conduct relating to an individual's race when the conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment; or otherwise adversely affects an individual's academic opportunities.
Religious/Ethnic Harassment	Physical, verbal, or written conduct related to an individual's religion or ethnic background when the conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment.
Sexual Violence	Physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts include the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to: touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex; coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts; coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another; or; threatening or forcing exposure of intimate apparel or body parts by removal of clothing.
Racial Violence	Physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

Hazing	Hazing or conspiring to engage in the hazing of another person. Hazing means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons, to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any activity or organization, including both co-curricular and extra-curricular activities.
Imitation Drugs: Possession, Use, Distribution or Sale	Possessing, using, distributing, or selling any substance that is expressly represented or implied to be a controlled substance or to simulate the effect and/or the appearance (color, shape, size, and markings) of a controlled substance.
Improper or Negligent Operation of a Motor Vehicle	Operating a motor vehicle intentionally and recklessly on the grounds of any educational facility, parking lot, or at any school-sponsored activity which endangers the safety, health, or welfare of others.
Inhalant Abuse	Deliberately inhaling or sniffing common products found in homes, schools, and communities with the purpose of intoxication. The action may be referred to as huffing, sniffing, dusting, and/or bagging.
Larceny	Taking another person's property or having another person's property in his/her possession without permission. Property valued at \$1,000 or more will increase this behavior to a Level 4 because it is considered a felony in accordance with W. Va. Code §61-3-13.
Possession/Use of Substance Containing Tobacco and/or Nicotine	Possessing, using, or being under the influence of any substance containing tobacco and/or nicotine or any paraphernalia intended for the manufacture, sale, and/or use of tobacco/nicotine products in any building/area under the control of a county school system, including all activities or events sponsored by the county. This includes any electronic cigarette or vaporizing device; regardless of whether or not it contains nicotine.
Sexual Misconduct	Exposing himself/herself publicly and indecently, displaying or transmitting any sexually explicit media including, but not limited to drawings, photographs, animations, or videos of a sexual nature, or committing an indecent act of a sexual nature on school property, on a school bus, or at a school-sponsored event.
Threat of Injury/Assault Against An Employee or A Student	Threatening (verbal or written) or attempting to injure another student, teacher, administrator, or other school personnel. (This includes assault on a school employee defined in W. Va. Code §61-2-15.)
Trespassing	Entering the premises of county school system property, other than the assigned time and the location without authorization from proper school authorities.

Level 4 Behaviors

LEVEL 4: Safe Schools Act Behaviors are defined in W. Va. Code §18A-5-1 and §18A-5-1a. These laws require that the principal, county superintendent, and county board of education address Level 4 behaviors in a specific manner as outlined in W. Va. Code §18A-5-1a and paraphrased in this chapter.

W. Va. Code §18A-5-1 and §18A-5-1a require mandatory out-of-school suspension by the principal and mandatory expulsion for a period of not less than 12 consecutive months by the county board of education for possession of a deadly weapon, battery on a school employee, or sale of a narcotic drug.

Level 4 Behaviors			
Battery on a School Employee	A student will not commit a battery by unlawfully and intentionally making physical contact of an insulting or provoking nature with the person of a school employee or causing physical harm to a school employee as outlined in W. Va. Code §61-2-15. A student who violates this code section shall be suspended and expelled.	Shall Suspend	Shall Expel
Felony	A student will not commit an act or engage in conduct that would constitute a felony under the laws of this state if committed by an adult as outlined in W. Va. Code §18A-5-1a(b)(i). Such acts that would constitute a felony include, but are not limited to, arson as outlined in W. Va. Code §61-3-1; malicious assault and unlawful assault, as outlined in W. Va. Code §61-2-9; bomb threat, as outlined in W. Va. Code §61-6-17; sexual assault, as outlined in W. Va. Code §61-8B-3; terrorist act or false information about a terrorist act, hoax terrorist act, as outlined in W. Va. Code §61-6-24; and grand larceny, as outlined in W. Va. Code §61-3-13. The principal shall suspend a student from school and from transportation if the principal determines the student committed an act or engaged in conduct that would constitute a felony. The principal shall request that the superintendent recommend to the board that the student be expelled. *Threats of mass or whole school violence, including but not limited to, school shootings or gun violence shall be considered a felony in WVEIS.	Shall Suspend	Shall Expel
Illegal Substance Related Behaviors – Narcotic	A student will not sell, possess, or distribute a narcotic drug as defined in W. Va. Code §60A-1-101 on the premises of an educational facility, at a school-sponsored function, or on a school bus. A student guilty of this behavior shall be suspended and expelled.	Shall Suspend	Shall Expel
Illegal Substance Related Behaviors – Nonnarcotic	A student will not unlawfully possess, use, be under the influence of, distribute, or sell any substance containing alcohol, over-the-counter drugs, prescription drugs, any other substance included in the Uniform Controlled Substances Act as described in W. Va. Code §60A-1-101, et seq., or any paraphernalia intended for the manufacture, sale, and/or use of illegal substances in any building/area under the control of a county school system, including all activities or events sponsored by the county school district. This includes violations of W. Va. 126CSR25A, Policy 2422.7, Standards for Basic and Specialized Health Care Procedures and Standards for the Possession and Use of Medical Cannabis By a Student, and instances of prescription drug abuse (Policy 2442.7). This also includes the possession, use, or distribution of electronic cigarettes or vaporizing devices that possess any level of THC, or its derivative. The principal shall suspend a student from school and/or from transportation and may recommend expulsion for possession of a controlled substance governed by the Uniform Controlled Substance Act. The principal determines consequences for other violations listed herein. *Provisions for medical cannabis can be found in Policy 2422.7.	Shall Suspend	May Expel

Level 4 Behaviors			
Possession and/or Use of Deadly Weapon	According to W. Va. Code §18A-5-1a(a), a student will not possess a firearm or deadly weapon as defined in W. Va. Code §61-7-2, on any school bus, on school property, or at any school-sponsored function as defined in W. Va. Code §61-7-11a. As defined in W. Va. Code §61-7-2, a deadly weapon means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Deadly weapons include, but are not limited to, blackjack, gravity knife, knife, knife-like implement, switchblade knife, nunchaku, metallic or false knuckles, pistol, revolver, or other firearm. A deadly weapon may also include the use of a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another. The student shall be suspended and expelled for violating W. Va. Code §61-7-11a.	Shall Suspend	Shall Expel

Search and Seizure in Public Schools:

Student lockers are school property and remain under the school's control; however, students are expected to assume full responsibility for their lockers' contents. School authorities may inspect lockers at any time without notice or student consent. Fred W. Eberle Technical Center will not be responsible for any article a student may leave in his/her locker.

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

Any student committing an offense or violation is responsible for any and all damages and personal injuries,

STUDENT ORGANIZATIONS:

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

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

DISCLAIMER:

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

CAREER COUNSELING:

Career counseling is available from all instructors and the Student Services Coordinator at Fred W. Eberle Technical Center.

Student Records

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

Simulated Workplace

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

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

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

- Application/interview process to be accepted into a program.

- Formal attendance system. Attendance will be tracked by time clocks. It is the student's responsibility to remember to clock in and out each day.
- Drug-free work zones. All students will be subject to random drug testing.
- Safe work areas. Students are expected to observe all safety precautions for their work area, including cleaning and disinfecting.

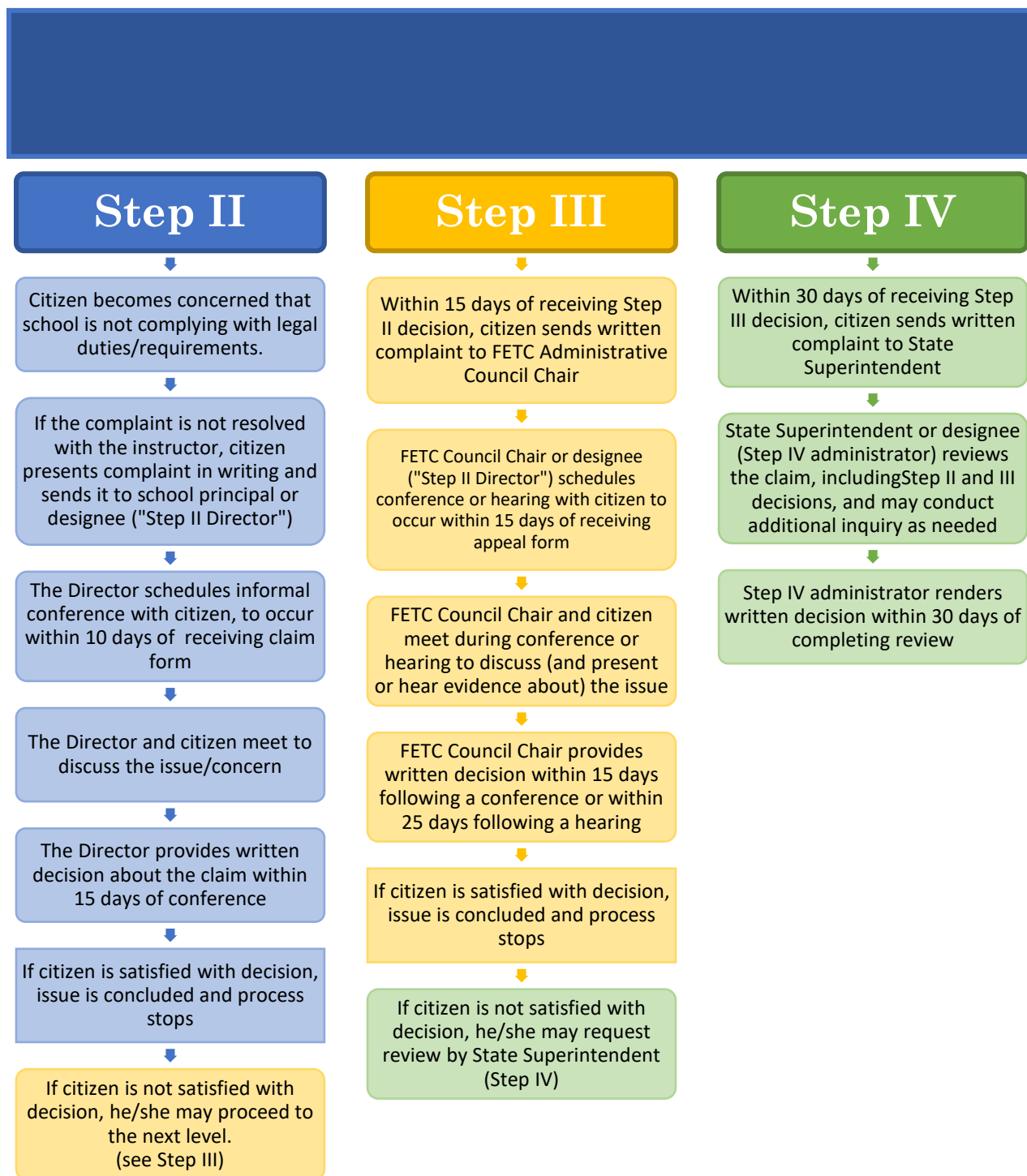
Grievance Procedure

The purpose of this procedure is to provide a way for students to reach solutions to problems, large and small, that may occur in school life. It is the intent of this procedure to maintain good morale and provide a simple, straightforward method of problem solving. For more details on Steps II and III, please see the Fred W. Eberle Technical Center Conflict Resolution Flow Chart on the next page.

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

STEP II: If the grievance is not resolved in Step I, the matter may be presented to the Director of Fred W. Eberle Technical Center, in writing, within one week.

STEP III: If not resolved in Step II, the grievance may be presented to the Administrative Council of Fred W. Eberle Technical Center in writing within one week.



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

Students unsatisfied with the Step IV decision may contact:

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

ADULT STUDENTS

ADMISSION POLICY (Post-secondary Students)

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

Individuals interested in enrolling in a program must first apply. Instructor interviews are conducted for all adult students. Students applying for Electrical Technician, Diesel Equipment Technology, and Welding must take a basic math test and pass a background check before admission. Students applying for the Commercial Driving program must take a basic knowledge test at the time of the interview and pass a background check. For requirements specific to the Cosmetology and Practical Nursing programs, see the handbook for those programs.

All programs are subject to random drug testing.

Individual program requirements can be found in the school catalog.

FINANCIAL AID:

Eligible Student (Pell Grant)

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

To qualify, a student must:

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

Return of Title IV Funds

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

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

Should the Return of Federal Funds calculation show a repayment due, any refund due the student from the institutional refund calculation will be applied toward the student's unearned Pell before any funds are disbursed to the student.

Tuition/Enrollment Periods:

The enrollment period for most programs is August of each year. Tuition in all programs (except Cosmetology, Practical Nursing, and Truck Driving) will be billed clock hour.

Refund Policy:

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

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

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

During the fifth and sixth week50% refund

Beginning the seventh weekNO Refund

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

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

WIOA:

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

Other Funding Sources:

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

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

Attendance:

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

Satisfactory Academic Progress:

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

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

The Student Services Coordinator and the Academic Instructors will be available to help students solve problems resulting in poor academic progress. Any student whose grades are not brought up to a "C" average by the end of the semester will not be eligible for financial aid.

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

Verification Policy:

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

Withdrawal Policy:

To make a proper withdrawal from school, an adult student must complete a Withdrawal Form with the instructor of the program. The student should then report to the Director or Assistant Director to establish the reason for withdrawal. The school must have a reason for withdrawal and

other information for permanent records. All students must also have any outstanding charges paid in full before leaving their program.

Re-Entrance Policy for Dismissed Students:

Students seeking reentrance into a program must:

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

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

POST-SECONDARY PROGRAMS OF STUDY

Electrical Technician

This is a 1,080-hour class held in the evening. Students completing this program are eligible to take the State Journeyman Electrician's Exam. The topics covered include basic theory and Ohm's law, blueprints, residential wiring, appliance and air conditioning, and the National Electrical Code.

Commercial Driving

Classes are held Monday through Friday and last up to 7 weeks (about 1 and a half months). Must have a valid WV Level 3 driver's license, be at least 18 years old, and two years of driving experience, and pass a DOT physical examination and drug screening.

Cosmetology

The Cosmetology concentration focuses on the knowledge, skills, attitudes, and practices required for careers in Cosmetology. This concentration is designed for licensure by the State Board of Barbers and Cosmetologists. (1,800 hours)

Practical Nursing

This is a one-year program. The program provides classroom and clinical instruction necessary for taking the state board of examiners exam for Licensed Practical Nursing. (1,350 hours)

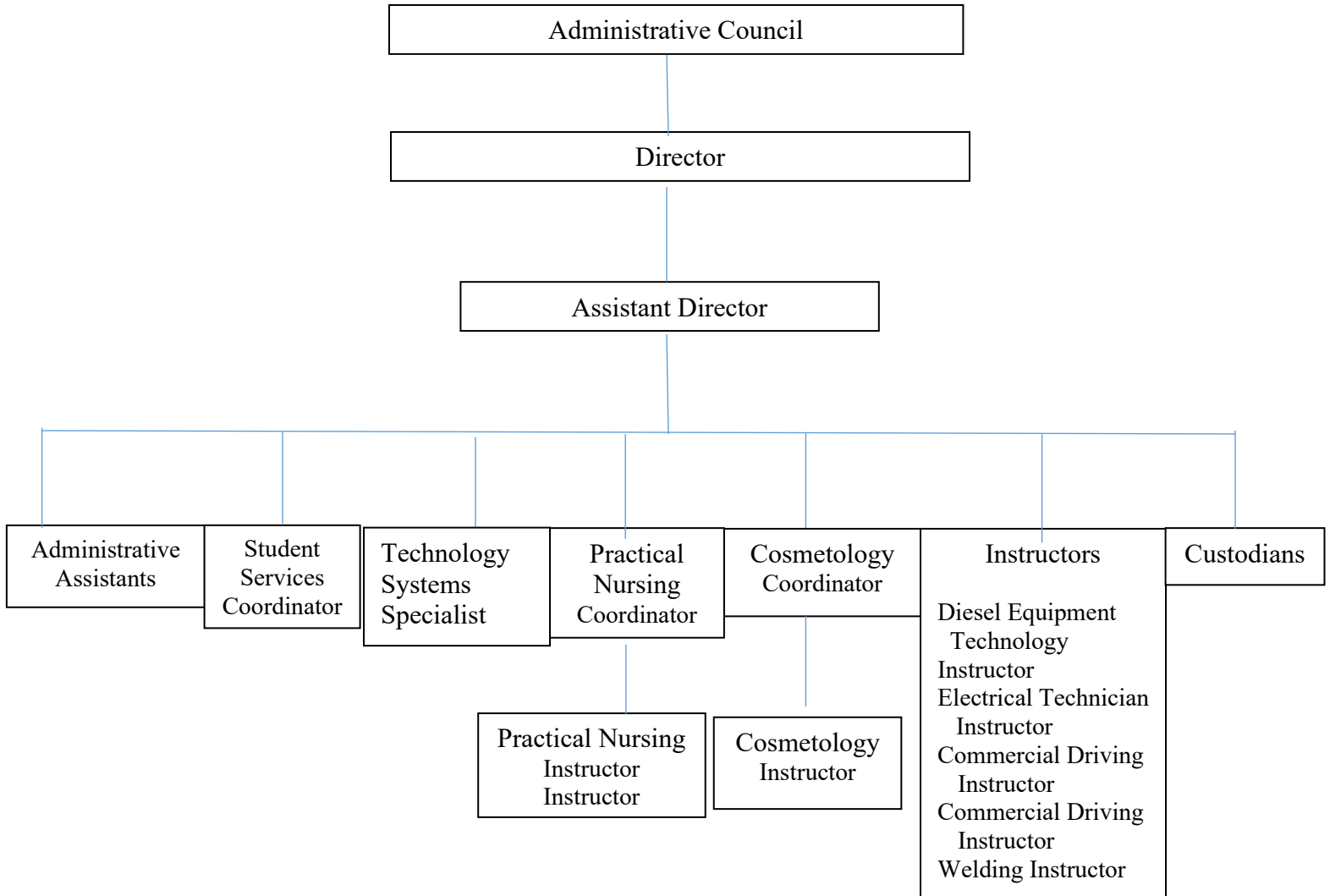
Diesel Equipment Technology

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

Welding

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

Fred W. Eberle Technical Center
Organization Chart 2025-2026



FRED W. EBERLE TECHNICAL CENTER STAFF

Administration

Rebecca Bowers-Call, Director
Michael Murray, Assistant Director

Instructors

Nicholas Bosley, Diesel Equipment Technology
Rheanna Davis, Practical Nursing
Trey Fulton, Welding
Ryan Hines, Practical Nursing Coordinator/Instructor
Mary Hull, Cosmetology Coordinator/Instructor
Barry Kiernan, Commercial Driving
John Marteney, Electrical Technology
Crystal Moss, Cosmetology Instructor
Joey Slaughter, Commercial Driving

Student Services Coordinator

Dodi Slaughter

Support Staff

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

Technology Systems Specialist

Michael Taylor

Administrative Council Members

David Everson, Barbour County Board of Education (Chairperson)
Roy Wager, Upshur County Board of Education (Vice Chairperson)
Michael Holden, Lewis County Board of Education
Dr. Melinda Stewart, Superintendent, Lewis County Schools
Christine Miller, Superintendent, Upshur County Schools
Eddie Vincent, Superintendent, Barbour County Schools
Sherri Williamson, West Virginia Department of Education

Fred W. Eberle Technical Center

Simulated Workplace Drug Testing Policy

Program Guidelines

Fred W. Eberle Technical Center (FETC) is proud to be part of the West Virginia Simulated Workplace Program to better prepare students for careers in business and industry. Students can thrive in authentic workplace cultures and take ownership of success through their educational choices. An important part of preparing students to work in industry is to help them be drug-free. Therefore, FETC will operate as a Drug Free Work Zone. Random drug testing is a crucial piece of the program to help ensure a drug-free school and workplace.

Drug testing is random for students in CTE programs at Fred W. Eberle Technical Center. Students are randomly selected for testing from computer results via FETC's selected drug testing company.

In addition to random testing, students in Commercial Driving or any medical program will be subject to mandatory drug testing. This complies with all Federal Motor Carrier Safety Administration (FMCSA) and Medical Clinical Site regulations for work in the nursing industry. The students who will be mandatorily tested are:

- Commercial Driving TR9803
- Practical Nursing HE0776
- Allied Health Sciences HE0715
- Sports Medicine HE0800
- Therapeutic Services HE0723

Additionally, students may be tested mandatorily based on staff/administrative reasonable suspicion and safety concerns.

Privacy and Confidentiality

The test results remain confidential and are only released to the student, his/her parent or guardian, and the CTE director. In addition, the test results will not be used for student discipline and will not become part of the student's permanent record/transcript or be communicated to any other party. All files regarding the participants in the program and test results shall be kept strictly confidential and separate from the mandatory school files required for each student. Drug test results will not be communicated to any other party unless subpoenaed by the courts.

Drug Test Procedure

Test procedures will comply with all state and federal drug testing requirements. Student data and information will also be kept in strict confidentiality.

Verification of Sample

All drug test samples will be verified in a controlled laboratory process by a medical doctor. The results will meet all government, legal, and technical challenges.

Drug Screening

Drugs that Fred W. Eberle Technical Center Simulated Workplace tests for include, but are not limited to, Marijuana (THC), Cocaine, Amphetamines (Meth), Opiates, Barbiturates, Phencyclidine, and Benzodiazepines. Alcohol and other drugs can be tested on a reasonable suspicion basis. Fred W. Eberle Technical Center incurs all costs for drug screenings conducted at the school.

Consequences, Rehabilitation, and Assistance

A student may refuse to be tested. If he/she chooses to do so, he/she will immediately be suspended from participating in the CTE Simulated Workplace Program.

The consequence for a positive drug test in the Commercial Driving program or all medical programs identified above will be dismissal from the program. The consequence for a first offense positive test shall be firing from his/her position in the program as a full-time employee. Students are required to seek drug rehabilitation on their own time and expense. Students are placed on contractual employee status and suspended from operating any tools, equipment, machinery, etc. When the drug rehabilitation program is finished, documentation submitted to the CTE administrator and follow up drug test results are negative, he/she can reapply for a position within the company.

Consequences for a second offense positive test shall be continued enrollment in a drug rehabilitation program at the students' expense and time, continued contractual employee status and suspension from operating any tools, equipment, machinery, etc. Reapplication for a position within the company may be permitted at a time agreed upon by the student, the administrator, and the instructor; only after a second follow up drug test results are negative.

A student who receives a third offense positive test shall be suspended from the program for one (1) calendar year.

Additionally, students in any CTE medical or nursing program will be immediately dismissed from the program with a positive drug test. Because of credentialing regulations, clinical site

rules, and access to drugs at clinical sites, students that test positive will not be allowed to continue in those programs for liability reasons.

Student Code of Conduct

A violation of this policy is NOT a violation of the Student Code of Conduct Policy. Any Simulated Workplace student who tests positive in a drug test under this policy shall be subject only to the restrictions described under the section labeled Consequences, Rehabilitation and Assistance.

Approved by Fred W. Eberle Administrative Council, June 13, 2018

ACCEPTABLE USE POLICY

FOR THE FETC NETWORK, COMPUTERS, AND THE INTERNET

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

I. I recognize that all computer users have the same rights to use the equipment, therefore,

- I will not play games or use the computer resources for non-academic activities when others require the system for academic purposes;
- I will not waste or take supplies such as paper, printer ribbons or cartridges, and diskettes that are provided by the school.
- I will avoid excessive use of network hard disk space by removing any file that has not been used within one month.

II. I recognize that software is protected by copyright laws; therefore,

- I will not make unauthorized copies of software found on school computers by copying them onto my own diskettes or onto other computers through electronic mail or bulletin boards;
- I will not give, lend, or sell copies of software to others unless I have the written permission of the copyright owner, or the original software is clearly identified as shareware or in the public domain.

III. I recognize that the work of all users is valuable; therefore,

- I will protect the privacy of others' areas by not trying to learn their password.
- I will not copy, change, read, or use files in another user's area without that user's permission.
- I will not attempt to gain unauthorized access to system programs or computer equipment.
- I will not create or introduce any virus that may destroy files or disrupt service to other users.
- I will not download information onto the hard drives of any computer.

IV. I recognize that the computer network is to be used as an educational tool to support the mission of the Fred W. Eberle Technical Center.

- I will not transmit any materials in violation of any U.S. or state regulation, including but not limited to, copyrighted material, threatening or obscene material, or material protected by trade secrets.
 - I will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
 - I will not use the network for commercial activities, product advertisements, or political lobbying.
- V. Use of computer networks is a privilege, not a right. Violations of the rules described above will be dealt with seriously. Violators will lose computer privileges.

SCHOOL CALENDAR - 2025-2026 School Year																																																
For <u>Fred W. Eberle Technical Center</u> County Schools																																																
WWEIS: <u>87701</u>																																																
Month	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Instructional Days	Compensated	Not Taught Days	Total Employment Days				
First	PM 11	PM 12	P 13	14	15	Aug 18	19	20	21	22	25	26	27	28	29	H 1	2	Sep 3	4	5	Oct 1	2	3																					16	4	20		
Second	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	1	2	3																								20	0	20		
Third	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31																								20	0	20		
Fourth	3	4	5	6	7	OS 10	H 11	12	13	14	17	18	19	20	21	O 24	O 25	O 26	O 27	O 28	Dec 1	2	3	4																			17	3	20			
Fifth					5	8	9	10	11	12	15	16	17	18	19	FS 22	O 23	O 24	H 25	O 26	O 29	O 30	O 31	H 1	2	5	6	7	8	9															17	3	20	
Sixth	12	Jan 13	14	15	16	H 19	20	21	22	23	26	27	28	29	30	2	3	4	5	6	Feb 1	2	3	4	5																			19	1	20		
Seventh	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	2	3	4	5	6	Mar 1	2	3	4	5																					20	0	20
Eighth	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31	1	2	3	FS 6	7	8	9	10																					20	0	20
Ninth	13	14	15	16	17	20	21	22	23	24	27	28	29	30	1	4	5	6	7	8	May 1	2	3	4	5																					20	0	20
Tenth	OS 11	E 12		14	15	OS 18	19	20	21	22	H 25	26	27	28	29	P 1	TP 2	OS 3	OS 4	OS 5																								11	9	20		
First and Last Dates		Faculty Senate Meetings		School Holidays Within Instructional Term		Noninstructional Days - Recap		Totals		180		20		200																																		
08/11/25 First day employment term		08/13/25 1st meeting		(West Virginia Code §18A-5-2)		CD 0 FS - Early Dismissal		Out-of-Calendar (Non-paid) Days		0		15		Out of Calendar Days																																		
08/14/25 First day instructional term		10/15/25 2nd Meeting		September 1, Labor Day		P 2 Curriculum Development		Maximum number of out-of-calendar days possible is 40 in order that the 200 day employment term does not exceed 48 weeks. Out-of-calendar days must be used to make-up canceled instructional days, if non-instructional days are not adequate, however, since June 20th is a school holiday, it cannot be used for make-up if its use causes the total number of holidays to exceed seven.		0		15		Out of Calendar Days																																		
10/03/25 Last day of second month		12/22/25 3rd Meeting		November 11, Veteran's Day		C 0 Continuing Professional Development				0		15		Out of Calendar Days																																		
12/22/25 Last day first semester		02/18/26 4th Meeting		November 27, Thanksgiving Day		TP 1 Teacher-Pupil-Parent Conference				0		15		Out of Calendar Days																																		
05/29/26 Last day instructional term		04/06/26 5th Meeting		December 25, Christmas Day		OS 6 Outside School Environment				0		15		Out of Calendar Days																																		
06/05/26 Last day employment term		06/01/26 6th Meeting		January 1, New Year's Day		SE 0 Special or Bond Levy Election				0		15		Out of Calendar Days																																		
				January 19, Martin Luther King Jr.'s Birthday		E 1 Primary/General Election				0		15		Out of Calendar Days																																		
				May 12, Election Day		H 7 Holidays				0		15		Out of Calendar Days																																		
				May 25, Memorial Day		PM 3 Professional Meeting				0		15		Out of Calendar Days																																		
				No Students - PL Day		MU 0 Make-up Day				0		15		Out of Calendar Days																																		
						FS 4 Faculty Senate				0		15		Out of Calendar Days																																		
						S 0 Snow Day				0		15		Out of Calendar Days																																		
						20 Total Noninstructional Days				0		15		Out of Calendar Days																																		
School <u>Fred W. Eberle Technica Center</u>		Graduation date <u>5/19/2026</u>		School _____		Graduation date _____		6/1/2025		Rebecca Bowers-Call		Date		Name of Director																																		
School <u>Philip Barbour HS</u>		Graduation date <u>5/21/2026</u>		School _____		Graduation date _____																																										
School <u>Lewis County HS</u>		Graduation date <u>5/22/2026</u>		School _____		Graduation date _____																																										
School <u>Buckhannon-Upshur HS</u>		Graduation date <u>5/22/2026</u>		School _____		Graduation date _____																																										

WWE 11-20-35 (Revised 1 17)



Fred W. Eberle Technical Center

*208 Morton Avenue
Buckhannon, WV 26201*

*(304) 472-1259
"Reaching For The Future"*

Electronic Device Checkout Contract

Student Name: _____

Program: _____

Computer: _____

Computer serial number: _____

Identification tag: _____

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

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

Student Signature: _____

Date: _____

If you need assistance with the device, please contact your instructor.

Fred W. Eberle Technical Center Annual Notification of Rights under FERPA and WVBE Policy 4350 + Annual Directory Information Notice

Parents and eligible students (that is, students who are 18 years of age or older) have certain rights with respect to their children's (or their own) education records. These rights are guaranteed by laws and regulations, including the Family Educational Rights and Privacy Act (FERPA), West Virginia Board of Education (WVBE) Policy 4350¹, and others. Generally, these rights are:

1. The right to inspect and review education records in a reasonable timeframe after a school receives the request.

If parents or eligible students want to inspect their child's or their own education records, they should submit a written request to the Director. That written request should identify the specific records they want to see (such as enrollment, attendance, discipline, grades, schedules, and so on). The school officials will make appropriate arrangements for access and will notify them about when and where they may view the records. School officials will try to provide electronic access when feasible, making sure that the security of the information is a high priority. Per WVBE Policy 4350, parents and eligible students must be given access to review the records within 30 days after the school receives the request.

2. The right to request amendments or corrections to education records if a parent (or the eligible student) believes they are inaccurate, misleading, or otherwise in violation of the student's privacy rights.

If parents or eligible students want to request a correction or amendment to an education record, they should write the Director in a letter that (1) clearly identifies the part of the record that should be changed, and (2) specifies the reason(s) why it should be changed (including why it is inaccurate or misleading). If school officials decide not to amend the record as requested, the school will notify parents/eligible students of the decision and of their right to a hearing regarding the request. Additional information regarding the hearing procedures will be provided when notification is sent.

3. The right to provide written consent before personally identifiable information (PII) from the student's education records is disclosed to other parties (except to the extent that regulations authorize disclosure without that consent).

In general, parents or eligible students must provide written consent before schools or districts can disclose PII from education records. However, there are some exceptions that allow schools to share education records without this written consent. One such exception is called the "School Officials Exception." Under this exception, schools may disclose PII from education records to school officials with a legitimate educational interest. "Legitimate educational interest" means that the official needs information from education records to perform their assigned job or tasks or to carry out the responsibilities for which they have been hired/contracted.

"School Officials" at Fred W. Eberle Technical Center include:

- Staff members employed by the school or school district:
 - Administrators
 - Teachers
 - Student support personnel (including counselors, school nurses, social workers)
 - Other support staff (including secretaries and bus drivers)

¹ WVBE Policy 4350, 126 CSR 94, *Procedures for the Collection, Maintenance and Disclosure of Student Data*

- Administrative Council members
- Contractors or consultants who perform institutional services or functions for which the school or district would normally use employees and who are under the direct control of the school/district with respect to accessing, using, and/or maintaining personally identifiable information (PII) from education records
 - such as an attorney, auditor, medical consultant, contracted counselor, or therapist

When students transfer or seek to enroll in other schools or districts, Fred W. Eberle Technical Centre will forward or transfer students' education records from this district/school to officials at the new school or institution upon request. These disclosures related to enrollment/transfer will occur when appropriate records requests are made either by the new school/institution or by parents or eligible students.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations and § 126-94-19 of WVBE Policy 4350. Except for specific types of disclosures (such as disclosures of directory information), federal and state regulations require the school to record the disclosure. Parents and eligible students have the right to inspect and review the record of disclosures.

For more information about instances in which disclosures of PII from education records can be made without parental or eligible student consent, please refer to one of the following resources:

- FERPA for Parents: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/parents.html>
- FERPA Regulations: <https://studentprivacy.ed.gov/node/548/>
- WVBE Policy 4350: <http://wvde.state.wv.us/policies/>

4. The right to file a complaint with the U.S. Department of Education (USED) and/or the West Virginia Department of Education (WVDE) if a parent or eligible student believes that a school or district has not complied with the requirements of FERPA and/or WVBE Policy 4350.

Parents or eligible students who believe that their school or district has failed to comply with FERPA and/or WVBE Policy 4350 may file a complaint with the USED Student Privacy Policy Office and/or the WVDE Office of Data Management and Information Systems.

- Privacy Concern Forms and instructions for filing a privacy complaint with the WVDE are available online at <https://wvde.us/data-analysis-research/privacy-and-protection-of-human-subjects/>
Please Note: It may be necessary to right-click to save the complaint form to your local computer. If a parent or eligible student needs a form and cannot access it online, they may call the WVDE at 833-627-2833.
- More information about filing a complaint with the USED (including appropriate forms and contact information) can be found online at <https://studentprivacy.ed.gov/file-a-complaint>

Complaints and concerns can also be mailed to the following addresses:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Ave, SW
Washington, DC 20202-8520

West Virginia Department of Education
ATTN: Student Privacy Concern
1900 Kanawha Blvd. E, Building 6
Charleston, WV 25305-0330

Directory Information Notice

The *Family Educational Rights and Privacy Act* (FERPA) and West Virginia Board of Education Policy 4350 require that Fred W. Eberle Technical Center, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from students' education records. However, Fred W. Eberle Technical Center may disclose appropriately designated "directory information" without written consent, unless parents or eligible students (that is, students who are 18 years of age or older) have advised the Fred W. Eberle Technical Center not to disclose that information.

Directory information is information that is generally not considered harmful or an invasion of privacy if released. Fred W. Eberle Technical Center has designated the following information as directory information:

- Student name
- Address
- Telephone number
- Date and place of birth
- Dates of attendance
- Major field of study
- Indication of "graduate" or "non-graduate"
- Degrees and honors/awards received
- Participation in officially recognized activities
- Photograph

A major purpose of directory information is to allow the Fred W. Eberle Technical Center to include limited information from students' education records in certain publications or announcements. Directory information is used in various publications, including (but not limited to):

- Programs, announcements, and award ceremonies
- Annual yearbooks
- Honor rolls or other awards/recognition lists
- Graduation programs
- Press releases and news stories about student awards and accomplishments

Directory information may also be disclosed to outside organizations such as companies that take school or student organization photos, offer graduation announcements, or publish yearbooks.

Two federal laws (Section 9528 of the Elementary and Secondary Education Act [20 U.S.C. § 7908] and 10 U.S.C. § 503(c)) also require that Fred W. Eberle Technical Center provide the names, addresses, and phone numbers of high school students to military recruiters unless parents or eligible students have advised Fred W. Eberle Technical Center that they do not want that information to be disclosed without prior written consent.

If a parent or eligible student does not want Fred W. Eberle Technical Center to disclose any or all of the types of information designated as directory information from a student's education record without prior written consent, that parent/eligible student must notify Fred W. Eberle Technical Center in writing by September 1, 2025 that directory information about the student should not be released.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) ensures that parents and eligible students¹ have certain rights regarding the conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

1. Give consent before students are required to submit to a survey that concerns one or more protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S.

Department of Education. Protected information includes the following:

- Political affiliations or beliefs of the student or the student’s parent
- Mental or psychological problems of the student or the student’s family
- Sex behavior or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of others with whom respondents have close family relationships
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
- Religious practices, affiliations, or beliefs of the student or the student’s parent
- Income, other than as required by law to determine program eligibility

2. Receive notice of and an opportunity to opt a student out of the following:

- Any other protected information survey, regardless of funding source
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under WV law
- Activities involving the collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others

(This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

3. Inspect the following upon request and before administration or use:

- Protected information surveys of students and surveys created by a third party
- Instruments used to collect personal information from students for any of the marketing, sales, or other distribution purposes listed in item 2
- Instructional material used as part of the educational curriculum

Fred W. Eberle Technical Center has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Fred W. Eberle Technical Center will notify parents of these policies at least annually (and/or after any substantive changes). Fred W. Eberle Technical Center will also directly notify parents whose children are scheduled to participate in the specific activities/surveys and will provide an opportunity for parents to (a) review any pertinent surveys and (b) opt their children out of participation in the survey/activity. Fred W. Eberle Technical Center will adhere to reasonable notification timelines. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

¹These rights transfer from the parents to a student who is 18 years old or an emancipated minor under WV law.

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

Parents/guardians and students: After reading the school handbook, please read, complete, and sign this form and return the entire form to the school as soon as possible. All students should have this form signed and returned to their teacher by the end of the second week of school. If you have any questions, please call the school during regular hours.

I have reviewed a copy of the 2025-2026 Fred W. Eberle Technical Center Student Handbook that can be found online at <https://fetc.edu> or by requesting a printed copy. I have read and understand the information contained in the handbook. I understand that all information was current at the time of publication, but all items are subject to change as county, state and federal policies and laws are modified. I also understand that nothing in this handbook is intended to supersede any county, state, or federal policy, law, or code.

Print Student Name: _____

Student ID # (9 digits): _____

Internet Usage Permission: _____ Yes or _____ No

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

Student Signature: _____

Date: _____