

# COOSA VALLEY

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# STUDENT HANDBOOK

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1982 Coosa Valley Tech  
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1982

COOSA VALLEY AREA VOCATIONAL  
TECHNICAL SCHOOL

112 Hemlock Street  
Rome, Georgia 30161  
404 - 235 - 1145



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## WHOM TO SEE AT COOSA VALLEY TECH

ABSENCES	Individual Instructor
ADMISSIONS	Office of Admissions
BOOKS & SUPPLIES	Accounting Office
CHANGE of PROGRAM	Office of Admissions
COUNSELING	Student Personnel Office
FINANCIAL AID	Student Personnel Office
GRADUATION REQUIREMENTS	Office of Admissions
INSTRUCTIONAL PROGRAM	Administrative Office
JOB PLACEMENT ASSISTANCE	Placement Office
LOST & FOUND	Administrative Office
PARKING	Administrative Office
PUBLICATIONS	Student Personnel Office
READMISSIONS	Office of Admissions
RECORDS, ACADEMIC	Admissions & Records
TRANSCRIPTS	Office of Admissions
VETERANS ASSISTANCE	Administrative Office
WITHDRAWAL	Instructor/Placement
TRANSFER	Instructor/Admissions

## WHOM TO ASK FOR AT COOSA VALLEY TECH

ADMISSIONS & RECORDS	Mr. Rice
COUNSELING	Mrs. Callins/Mr. Rice
BOOKKEEPING, PAYMENT, REFUNDS	Mr. Landry
FINANCIAL AID	Mrs. Callins
JOB PLACEMENT SERVICES	Mrs. Casey
INSTRUCTIONAL PROGRAM (Day School)	Mr. Earle
INSTRUCTIONAL PROGRAM (Night School)	Mr. Buice
OFF CAMPUS INDUSTRIAL PROGRAM	Mr. Smith
STUDENT COUNCIL	Ms. Powers
STUDENT AID /CETA	Mrs. Stelts/Ms. Marshal

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### PURPOSE OF THE HANDBOOK

This handbook is provided by the office of admissions to assist new students in becoming acquainted with Coosa Valley Area Vocational Technical School. It is designed to be used as a guide to assist you in becoming more knowledgeable about the school's functions, rules, and regulations. It is the responsibility of the student to read this Student Handbook and other official bulletins to keep abreast of any changes regarding programs, admissions, graduating requirements, and/or other facts relating to attendance at this school.

## DIRECTOR'S MESSAGE

As a prospective or as a new student, the best way for you to become acquainted with our school is to tour the buildings, talk with students and faculty and see for yourself the excellent environment we have for a practical education. You are invited to visit us at any time.

One of the first things you will notice is the abundance of modern, efficient equipment in our classrooms and laboratories. This equipment represents an investment of many hundred thousands of dollars -- an investment made now to prepare for the future, an investment to train you for your life's work.

You will notice also the excellence of our staff and faculty as you visit with us. Our instructors have prepared themselves to be professional educators in their chosen fields and have demonstrated over the years their dedication to imparting their skills and knowledge to our students. Our administrative staff has been chosen to improve and enrich the educational process.

I hope you will be impressed also by many other things at our school: the quiet, friendly atmosphere, the functional beauty of the facilities, the sensible rules and regulations, the low cost of attending, the determination of the students, the accessibility of the school's administration and the pride we all have in this very distinctive form of education.

For our students, preparation for future happiness begins at Coosa Valley Tech. Won't you join with us in preparing yourself for that future? Now is the time to begin. I sincerely hope you will find at our school the knowledge, skills and inspiration that will help you have a better life.

Derward Powell  
Director

## STUDENT PERSONNEL SERVICES

The basic goal of the student services program is to serve the students' needs before, during and after enrollment in order to provide each student with the best possible opportunity to obtain high quality training for future employment. Our staff of experienced counselors provides pre-admission information to aid you in choosing an occupational or educational objective before enrollment. After enrolling, our staff stands ready to help you deal with personal or school problems through its counseling program or its financial aid program. As you progress toward graduation, we urge you to seek help from the school's job placement coordinator for assistance in locating a suitable job. After completion of training at Coosa Valley Tech, you are encouraged to call upon our services for your record of training in the event that this record would assist you in obtaining employment or further education.

In order for the student services program to be effective in meeting its goal, we need your cooperation. I hope that you will feel free to come to our staff with your needs at any time and allow us the opportunity to be of service to you.

Charles L. Rice, Coordinator  
Student Personnel Services

## COOSA VALLEY AREA VOCATIONAL TECHNICAL SCHOOL

### PHILOSOPHY AND HISTORY

Coosa Valley Area Vocational Technical School is dedicated to the belief that educational training should be provided for all citizens with the major purpose of preparing students for successful employment competition in the business and industrial community.

Coosa Valley Area Vocational Technical School, more often referred to as Coosa Valley Tech, began operation in September, 1962, with local funds for the construction and operation of the school provided by the Floyd County Board of Education and the city of Rome.

There were eight programs offered in 1962. During this time the school employed ten full-time instructors and two administrative personnel.

In 1966 Coosa Valley Tech began planning its first expansion. The expanded facilities were occupied in February, 1968, adding 18,250 square feet to the existing building. These facilities included classrooms and labs for six new areas of instruction. During this year the student council was first organized.

The Board of Trustees of Coosa Valley Tech was formed by a legislative act in 1969, with maintenance and operation funds being provided by the Floyd County Board of Commissioners.

During the year of 1969, the school's first yearbook, named BEAR-TRACKS, was published.

Between 1971 and 1975, several new programs and facilities were added, and the school's instructional and administrative staff was enlarged.

In 1972, the school achieved accreditation by the Southern Association of Colleges and Schools, and its medical office assistant program was accredited by the American Association of Medical Assistants.

In 1976, three new programs were added, making an overall total of 27 programs of study offered by Coosa Valley Tech. The majority of these programs are offered full-time, and four are offered jointly with Floyd Junior College.

In 1977, the school was reaccredited by the Southern Association of Colleges and Schools, and the medical office assistant program was reaccredited by the American Association of Medical Assistants.

The year, 1980, marked yet another expansion of facilities as a new building housing the school's health occupations programs, the evaluation/developmental programs, and the office of admissions was begun. Facilities were also added to house new programs in auto body and fender repair and marketing and management.



## GENERAL INFORMATION

### INSTRUCTIONAL PROGRAMS

#### DAY CLASSES

Coosa Valley Tech operates four quarters per year for a total of 208 days. Each day includes six hours of instruction. Classes are held five days a week, usually from 8:00 a.m. until 2:30 p.m. Some programs offer extended hours from 12:30 p.m. to 6:30 p.m. on Monday through Friday.

#### NIGHT CLASSES

All evening programs are considered half-time or part-time. These classes usually meet within a four hour period per night Monday, Tuesday, Wednesday, and/or Thursday from 6:30 p.m. until 10:30 p.m.

#### OFF - CAMPUS CLASSES

Short-term adult vocational courses are offered on a demand basis in Bartow, Gordon, Floyd, and Polk Counties. Classes are scheduled when and where they are needed and are usually offered at no cost.

Individuals, business, industry and governmental agencies are invited to utilize the training services available through Coosa Valley Tech.

### STUDENT DEVELOPMENTAL SERVICES

#### WORK SAMPLE EVALUATION LAB

The objective of the evaluation lab is to make regular vocational training possible for disadvantaged and/or handicapped persons. Through appropriate testing, those individuals who need basic academic skills to succeed in a vocational program are identified. The center is geared to provide basic academic skills training in order to remedy the identified deficiencies. Also the lab utilizes work samples, aptitude, and interest tests to discover clients' capacities to perform in certain areas. The center attempts to guide the client's vocational choice to obtain placement that is commensurate with the client's abilities, desires and needs.

## DEVELOPMENTAL LAB

It is the purpose of the developmental lab to help students overcome diagnosed deficiencies in reading and math. Applicants are made aware of opportunities in the lab when their placement test scores indicate that difficulties might be encountered in the program they wish to enter. The instruction is individualized and the student concentrates on only those areas where a need for help is indicated.

After students complete their programs of individualized study, they are retested. If the grade placement level has been improved, the student returns to a normal schedule of classes. If the grade placement level is still low, the student may remain in the developmental lab or re-evaluate possible career goals.

## ADMISSIONS

Any citizen of Georgia will be considered for admission to Coosa Valley Tech without regard to race, sex, or national origin subject to the following conditions:

1. Completion of all admissions requirements
2. Availability of space in class
3. Ability to profit from the instruction

Additionally, all applicants must be 16 years of age or older and no longer in a secondary school, except if attending under the senior plan. Cosmetology and all health occupation programs require applicants to be 17 years of age or older.

## CLASS ENROLLMENT PROCEDURES

Applications are received at any time and are processed for the nearest entry date or date requested. Most programs enroll students at the beginning of any quarter. (See school calendar.)

To enroll applicants should

1. File directly with the office of admissions a completed application form naming course desired.
2. Schedule and take the reading and math placement tests.
3. Have interview with the instructor or instructional coordinator in the program for which applied.
4. Provide any additional data or supporting documents as may be required by an individual program: i.e., tests, reference forms, records of previous education, birth certificates and /or other materials.

5. If space is available, pay a \$10 Acceptance Fee to reserve space in the class. This fee is not refundable.

## ADVANCED STANDING

Persons wishing to establish credit based on previous training or experience should submit applicable documentation for evaluation by the school. Due to a wide variance under which this training could have occurred, each case will have to be evaluated on an individual basis. Advanced standing could reduce the required period of enrollment by the number of courses for which credit can be given if remaining courses can be scheduled sequentially.

## HIGH SCHOOL SENIOR COOPERATIVE PROGRAM

The full-time senior cooperative program is designed to help those high school students who do not plan to go to college become prepared for immediate employment. A high school student may be accepted to Coosa Valley Tech under this plan when it has been formally certified to the school by his/her principal that the student meets the local board of education's requirements for "senior" standing.

High school seniors are credited with attendance at their high school, although they attend Coosa Valley Tech on a "full-time" basis. They may participate in sports, clubs and other high school activities not interfering with their technical program.

With satisfactory conduct and progress in the technical school's program, the high school seniors will be graduated with their senior class at the regularly scheduled commencement exercise. They then continue with their programs in the technical school until those programs are completed.

High school seniors attending Coosa Valley Tech are subject to all the rules and regulations as set forth by the board of trustees, the director, the administrative staff and individual instructors. This is especially true in regard to attendance and conduct. All students, including high school seniors, are expected to be familiar with the rules and regulations presented in this handbook and to adhere strictly to them.

## JOINT ENROLLMENT WITH FLOYD JUNIOR COLLEGE

Coosa Valley Tech and Floyd Junior College have since 1972 cooperated to offer joint programs in several areas of study. Students successfully completing the program requirements may be awarded an associate degree from Floyd Junior College and a certificate from Coosa Valley Tech.

Programs jointly offered by the two schools are secretarial science, mechanical engineering technology, electronics technology, and data processing technology. Students considering a joint enrollment program must meet the admissions requirements of both Floyd Junior College and Coosa Valley Tech.

## GENERAL EDUCATION DEVELOPMENT (GED)

We encourage all students who have not graduated from high school to complete the requirements for a high school diploma through adult education classes or participate in the General Education Development (GED) Program. Classes are held at Coosa Valley Tech to prepare persons for the GED test. The GED test is administered on campus by school personnel on a regular basis.

## GENERAL REGULATIONS AND PROCEDURES

### GRADING SYSTEM

In evaluating students, each instructor establishes standards and procedures which emphasize the need for quality performance within the trade or profession. At the end of each calendar quarter, the instructor considers attendance, daily grades, written tests, class participation and evaluation of job performance skills in arriving at a grade for each student. The following grading scales are used at CVT:

<u>BUSINESS, TRADE and TECHNICAL OCCUPATIONS</u>	<u>HEALTH OCCUPATIONS</u>	<u>DEVELOPMENTAL STUDIES</u>
91 - 100.....A	94 - 100.....A	S...Satisfactory
81 - 90.....B	87 - 93.....B	U...Unsatisfactory
70 - 80.....C	80 - 86.....C	
Below 70.....Unsatisfactory	75 - 79.....D	
INC.....Incomplete Work	Below 70...Unsatisfactory	
	WD.....Withdrew within three weeks of entry	
	WP.....Withdrew passing	
	WF.....Withdrew Failing	
	IP.....Classes in Progress	

An incomplete (INC) signifies that the student has not yet fulfilled all class requirements at the end of the grading period. The incomplete is removed by the instructor after the student completes the class requirements. If the student receiving the incomplete does not complete requirements for a grade in the course for which the incomplete was given within the period of time as determined by the instructor and the instructional coordinator, the incomplete will be recorded as a failure on the official transcript of the student.

## TRANSFER OF CREDITS

Credit may be given for courses transferred from one curriculum area to another and from other institutions. The credit value of each segment of training will be determined by the appropriate staff or faculty member. Official transcript of a student's record at Coosa Valley Tech will be furnished to any authorized person or persons upon written request of a student.

## ACADEMIC PROBATION

Students failing to maintain a quarterly grade average of 70\* or better are subject to academic probation for the following quarter or period designated by the school. Students will be given written notice of probation. Students who do not make satisfactory progress during the probationary period are subject to suspension from further classes following probation.

\*Differs in health occupations.

Students placed on academic, attendance or disciplinary probation will be notified in writing as follows:

1. The reason for probationary action.
2. The corrective actions to be taken by the student.
3. The time when corrective actions are to be taken by the student.
4. The results if the corrective actions are not satisfactory.

The student will be asked to sign the probation form and will be given a copy of it for a record. Students placed on probation are advised to acquaint themselves of their right to appeal.

## DISCIPLINARY ACTION FOR BAD CONDUCT

The Coosa Valley Tech Board of Trustees has established the following policy relating to offenses toward the school, the community or other individuals: "Should a student exercise his/her citizenship in such a manner as to be charged, indicted, and/or convicted for violation of any city or state or federal law, (s)he shall be subject to appropriate action by the school including probation, suspension or dismissal. Any student guilty of theft of school property, vandalism or damaging school property; drinking or in possession of alcoholic beverages, narcotics or drugs, or showing signs of having been drinking, taking narcotics or drugs prior to coming to school or to school affairs; assault on any member of the faculty, or any other act of aggression or conduct deemed to be detrimental to the best interest of the student body or school staff, shall be subject to immediate dismissal from school and prosecution as the law permits."

## RIGHT TO APPEAL

Students have the right to appeal any action of the school which seeks to discipline their behavior or restrict their participation in ordinary school activities. All appeals should be directed to the school's chief administrative officer and the board of trustees in accordance with GA Code Section 32-910 and regulations of the state board of education governing such appeal. The penalty need not be postponed pending the outcome of the appeal.

## ATTENDANCE POLICY

Students are expected to attend each scheduled class. Regular attendance is a part of the job preparation for students and is an important consideration of employers when reviewing a student's record. There are no excused absences, and all absences count when applying the following limits. All students, regardless of program or date of entry, are subject to these attendance policies.

Students will be dropped from class when their absences exceed 10% of the total time scheduled for class. They will be dropped from school when the absences in every class exceed 10%. (Since there are 52 days in a quarter, this allows a student to be absent 5 days from a program of study or 5 hours from a single class without penalty.) It is advisable that a student keep a record of his own absences and the reason for them. Absences should be conserved for emergencies.

A student who is not in class when the bell rings is tardy. Three tardies count as one absence. If a student is as much as 15 minutes late to a single class, (s)he may be counted out for the hour.

### DEFINITIONS OF TERMS

Absence	Failure to be present for a scheduled class regardless of the reason.
Tardy	Entering after or leaving a class before the scheduled time.
Class	Any scheduled period of time for a class or lab instruction or practice.
Class Period	Usually fifty-five minutes and counted as one class hour.
Attendance Review Board	A board made up of representatives from counseling, administration, and various instructional programs in the school for the purpose of reviewing the applications for extensions from those students whose absences exceed 10%

### RE-ADMISSION TO CLASS

If a student feels, after being dropped for poor attendance, that (s)he is justified in asking the school to allow him/her to return to class, the following procedure should be used:

1. File a written statement with the school's coordinator of Instruction giving the reason why the attendance policies should not apply to him/her. This appeal should be filed within 24 hours or the next school day.
2. Appear before an Attendance Review Board. The board will consider the student's grades, his/her reasons for being absent, and the recommendation of the instructor or instructors involved.

If the Attendance Review Board decides that the student is justified in asking for a time extension, (s)he will be allowed to return to school or class immediately.

## RE - ADMISSION OF PERSONS DROPPED BY ATTENDANCE REVIEW BOARD

If the Attendance Review Board decides that a student is not justified in asking for a time extension, (s)he will not be allowed to return to school until the beginning of the next quarter. (If the student was dropped from only one class, (s)he may continue in those classes in which absences did not exceed 10%.)

At the time the student returns, (s)he must re-apply and repeat the application procedure required of a new student. If accepted for re-admission, the student will be enrolled under probation for the first quarter following return to class. Should the terms of the probation be exceeded, the student will be dropped and not allowed to apply for re-admission to any program until one full year has elapsed from the termination date.

## APPEAL TO BOARD OF TRUSTEES

If a student is not satisfied with a decision made by the Attendance Review Board, (s)he may appeal the decision to the school's Board of Trustees. The penalty imposed for non-attendance by the Attendance Review Board will not be postponed until the outcome of the appeal to the Board of Trustees.

## ABSENCES AND FINANCIAL AID

All students attending and receiving benefits from the following agencies must maintain minimum attendance standards as defined below:

Veterans .....30 clock hours per week for full-time.  
Veterans .....15 clock hours per week for half-time.  
C.E.T. A.....30 clock hours per week  
Social Security..20 clock hours minimum per week.

Attending less than these hours may interrupt your financial aid.

## CETA STUDENTS ABSENCES

After absences occur, all CETA students are required to fill out "Request for Excused Absence" forms, located in the administrative office by 2:30 p.m. on Friday of the week absences occur. In the event that the student is absent on Friday and cannot return the form, (s)he must bring it to the administrative office on the first day (s)he returns to class. Students are urged to comply with this requirement within the prescribed time limit in order to insure consideration.

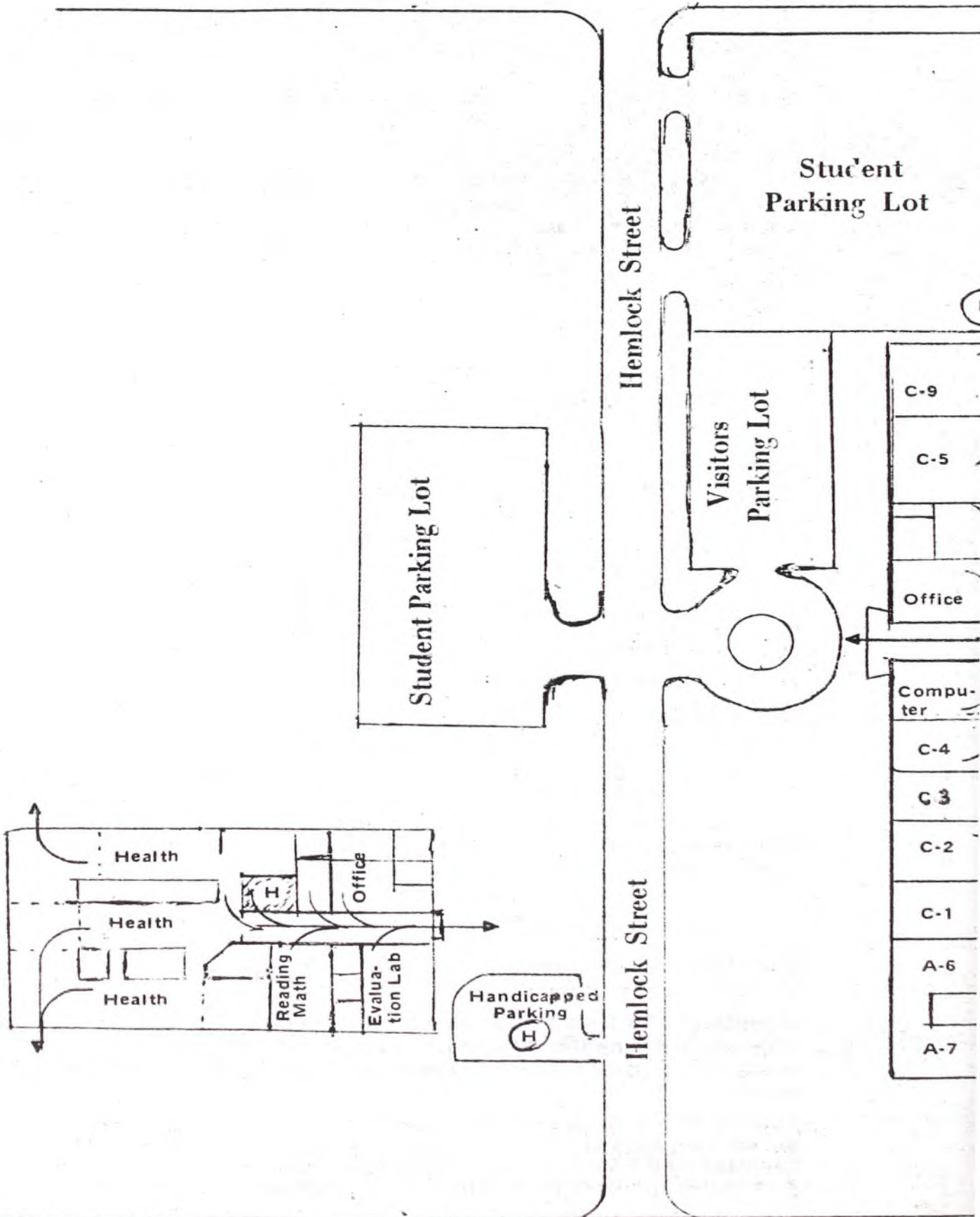
## VETERANS' ATTENDANCE INFORMATION

The attendance policies for students receiving veterans' benefits are the same as those for other students.

Changes in a Veteran's Attendance . . . . . V.A. Regulation " Educational institutions are required to report promptly the entrance, reentrance, change in hours of credit or attendance, of each veteran or eligible person enrolled."

The regulation quoted above makes it mandatory that the veteran contact the school whenever there is any change in attendance status. Any over-payment to the veteran resulting from failure to report changes in attendance status will have to be repaid by the veteran.

Cedar Avenue






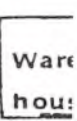
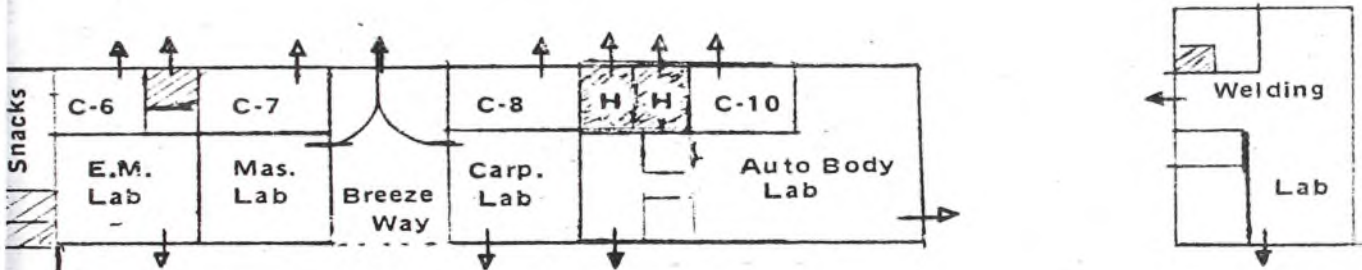


Cedar Avenue

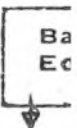
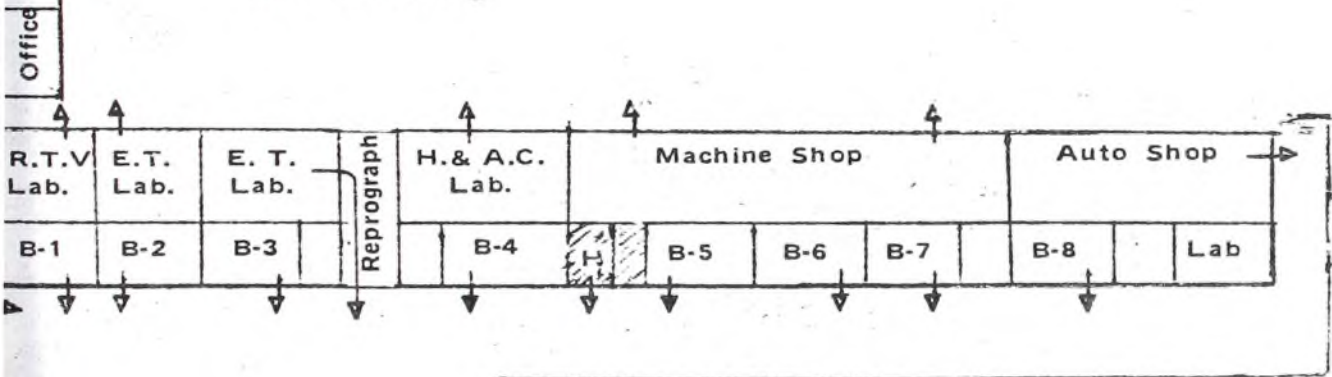
# COOSA VALLEY TECH Fire Evacuation Plan / 80

Student  
Parking Lot

-  Restroom for the Handicapped
-  Restroom not equipped for the Handicapped.
-  Handicapped Parking Area



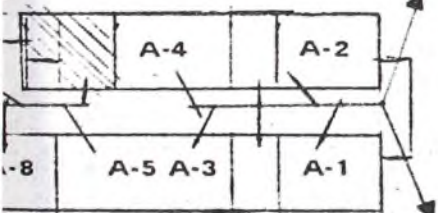
No Parking



Handicapped  
Parking



Student Parking Lot



Stude  
Parkin  
Lot

Hemlock Street

## LATE REGISTRATION

To enroll in classes where instruction is not individualized, a student registering late may be required to make up the work (s)he has missed. After the first week in the quarter, the student may not be permitted to enroll for a full-time class schedule.

## CHANGE OF COURSE

During the first week of the school's calendar quarter, students may make changes in their schedules without academic penalty by obtaining permission from the coordinator of instruction.

## INTERRUPTION OF TRAINING

Students who withdraw from class in good standing because of illness or personal hardship may be allowed to re-enter at the next opportunity with preferential treatment of admission policies. Students should work out the details of this procedure far enough in advance to insure that space will be available.

Students who withdraw from class, either voluntarily or by request, while under any type of probation or as a result of disciplinary action may apply for readmission after one full quarter has elapsed. They will be subject to all admission requirements of a new student and then can be accepted only conditionally on a probationary status with terms of their second probation given in writing at the time of their acceptance. If the requirements of the second probation are not met, the student will be dropped and cannot apply for admission until after two full quarters have elapsed. After the second probation, the student cannot re-enter school in that major course area.

## READMISSION POLICY

Students who are scheduled to graduate from or complete the requirements of a program may make application for admission to a new program during the last quarter of their training. They will be subject to all admissions requirements of a new student including a review of previous grades and attendance as well as any disciplinary action. Each new program requires payment of a \$10 Acceptance Fee before the applicant can be listed for admission.

## GRADUATION POLICY

Students completing the requirements of their programs graduate from Coosa Valley Tech throughout the year. To graduate from the school a student must:

- † Complete the one or two years course of study in which (s)he is enrolled.
- † Maintain a minimum grade average of 70 or better. (health occupations - 75 or better.
- † Attend a minimum of 90% of the enrollment period.
- † Have no outstanding debts to the school
- † Be recommended for graduation by the supervising instructor.
- † Complete an application form for graduation.

## GRIEVANCE PROCEDURE

Persons may seek prompt resolution of complaints alleging discriminatory policies and/or practices related to their race, sex, age, handicap, religion, belief, or national origin by:

- a. Filing a written statement with the Coordinator of Instruction all details of the alleged discrimination.
- b. If a satisfactory solution cannot be effected within three normal work days, an appeal may be made to the school's Director.
- c. If a mutually satisfactory solution can be agreed upon within five work days, from the date of the second appeal, the grievant may submit a final appeal, in writing, to the school's Board of Trustees. The decision of this board will be final.

The school has designated C.L. Rice as Title IX Coordinator and Ron LaRue as Coordinator for Section 504 complaints.

## LIVE WORK POLICY

Instructors are encouraged to keep their programs of instruction up-to-date by incorporating into the curriculum current practices, procedures, techniques, materials, and equipment as found in local business and industry. One method of achieving this objective is to accept live work projects as class activities. These projects must be carefully selected using the following criteria:

1. The project must fit into the instructional program as a learning activity.
2. The instructors, with the approval of the instructional coordinator, may accept or reject live work projects.
3. The owner of any item used in a live work project must sign forms releasing the school, its employees, students, and board members from any liability.
4. The owner of any item used in a live work project must sign all agreements concerning payment of any costs incurred and the disposition of the item should the terms of the agreement not be met.
5. Live work projects should be accepted in the following priority order:
  - a. Owned by Coosa Valley Tech.
  - b. Owned by CVT students within the same program.
  - c. Owned by CVT instructors and staff.
  - d. Owned by CVT students outside the program.
  - e. Owned by other government agencies.
  - f. Owned by charitable and civic organizations.
  - g. Owned by selected members of the general public as determined by program requirements.

Departments accepting live work projects from the general public or students enrolled in other programs will charge a shop fee to cover equipment usage and overhead costs. Fee schedule is available from the business office. All fees are to be agreed upon before the project is accepted. Individuals requesting live work projects to be done on campus are encouraged to provide all parts of materials, a mark-up of 10% will be added to the purchase price. Individuals requesting off-campus live work will be required to purchase all materials and have them delivered to the work site. Only emergency purchases may be charged to the school and must be paid within 30 days of billing. Off campus projects requiring the use of school or student vehicles to transport personnel or materials to and from the job site will require milage charges of 18 cents per mile per ve-

hicle payable at the end of each calendar month that work is in progress. All monies due the school for on campus projects must be paid upon completion of the project and before the item is picked up. All monies due the school for off campus projects must be paid within 30 days of billing except transportation costs on a payment schedule agreed upon before the project begins.

## **SAFETY**

Students should exercise all safety precautions given by the instructor regarding the use of equipment in the laboratory. Students are not to use any equipment except under the supervision of the instructor. It is desirable that no accident occur, regardless of how minor, report it to your instructor immediately. Instructors will make an accident report to the administrative office.

Please help in maintaining safe working conditions by notifying your instructor of any dangerous conditions that exist or any unsafe practice being conducted.

## **BULLETIN BOARDS**

Bulletin boards are located at various points in the buildings. Each student is responsible for reading posted information. All students are expected to keep up-to-date on the material posted on the bulletin boards in their classrooms, as well as the ones located in the corridors. Changes of policy, general information, and current job opportunities are placed on the bulletin boards.

## **TELEPHONE**

Emergency telephone call messages will be taken in the administrative office and relayed to students. Students are to use pay telephones that are provided for them in the corridors of the main building, the A-Wing building, and the snack bar.

## **CLOSING SCHOOL**

Coosa Valley Tech **WILL NOT BE CLOSED** at any time due to inclement weather. Students should use discretion in traveling to school in severe weather and should not take unnecessary chances. School will be closed only during holidays as indicated on the school's calendar and in the event of a state or national emergency.

## **OTHER INFORMATION**

### **REGISTRATION**

Registration for a new quarter is usually held the last two weeks of the remaining quarter. Schedules are posted and announced for students already attending. Dates for registration are sent to applicants and also publicized by radio and newspapers.

### **BOOKROOM**

It is the student's responsibility to obtain the required books and supplies for the program in which (s)he is enrolled. The purpose of the

bookroom at Coosa Valley Tech is to offer the supplies needed in the training process of its students. Students are to purchase their textbooks and other supplies on the first day of the quarter.

#### CHANGE OF NAME AND/OR ADDRESS

It is the obligation of the student to notify the office of admissions of any change in name or address. Failure to do so can cause a serious delay in the handling of student records and in the notification of emergencies at home.

#### PARKING

Students enrolled at Coosa Valley Tech may operate motor vehicles on the campus and use parking areas designated for student use. Parking areas designated for student use are:

1. The two parking lots on Cedar Avenue and corner of Hemlock Street near the main entrance.
2. The two parking lots on Hemlock Street facing Springwood Nursing Home.

Students are requested not to park in the visitors parking lot next to the main entrance or along the side of the road. Parking in spaces provided for the handicapped is illegal and could result in fines or legal action. Student parking behind building B is prohibited as this area must be left clear in the event of fire and for delivery of materials.

#### CLASS RINGS

Students who are eligible for graduation and desire to purchase a class ring should watch for notices placed on the bulletin boards stating when the ring representative will be on campus. The representative is usually on campus twice a year, March and July. When ordered, rings are sent COD to students' homes.

#### SNACK BAR

A student snack bar is located in the "C" building at Coosa Valley Tech. This is the only eating area on campus. This snack bar is managed by the Georgia Co-op for the Blind. Students are asked to please be honest in purchasing items and changing money.

#### VISITORS

Coosa Valley Tech encourages prospective students and interested industrialists and citizens to visit and tour the facilities. High school students are invited individually, with their parents or friends or in a group scheduled by high school counselors. It is requested that sponsors of larger groups coordinate their visits with the admissions office so that arrangements can be made for an organized tour.

Throughout the year visitors of various concerns tour our facilities. Students should continue their work without obvious concern unless asked to do otherwise.

## STUDENT EXPENSES

**Tuition:** No tuition is charged at present.

**Acceptance Fee:** A \$10 fee is charged to those eligible for entry. This is a non-refundable fee paid by the applicant prior to issuance of an acceptance letter that commits space in class to the applicant. This fee is charged upon initial entry, upon re-entry following withdrawal, and upon re-entry to any different program of study.

**Supply Fee:** Upon entry and thereafter at the beginning of each calendar quarter, students are expected to pay fees to defray the costs of expendable supplies. This fee is based upon the amount of training time and the type of program you plan to enter. Students entering at times other than the beginning of the quarter will pay a pro-rated fee based upon the time remaining. Thereafter, all supply fees will be paid at the beginning of each school calendar quarter.

**Out-of-State Fees:** Students living outside the state of Georgia will pay additional charges as outlined below:

Supply Fees per type of Program	Georgia Resident	Out of State Resident
Part-time - one subject	\$ 8	\$ 14
Part-time - two subjects	16	28
Three or more subjects in health, business or night trade & technical programs other than those listed below.	24	40
Three or more subjects in day skilled trade and technical programs other than those listed below.	36	60
Machine shop/day or afternoon -1st quarter	45	75
Each remaining full-time quarter in MS	55	85
Machine shop/night (4 nights per week)	44	74
Welding/day or afternoon -- 1st quarter	80	110
Welding/day or afternoon-- 2nd quarter	105	135
Welding/each remaining full-time quarter	130	160
Welding/night classes -- 1st quarter	50	80
Welding/each remaining night quarter	65	95

All fees are due and payable on the date of registration.

### REFUND OF FEES

There will be no refund of the \$10 Acceptance Fee. A refund of 80% of the supply fee paid will be made to the student, upon request, only during the first ten days of the calendar quarter in which the fee is paid. The student must file a request for refund with the school's office. Refunds will not be made if there is previous indebtedness to the school or if the request does not follow correct procedure. Refunds of monies paid for textbooks and instruments may be made at the discretion of the administration during the quarter in which they are purchased provided they are in resaleable condition. The school is in no way obligated to

refund monies for any reason after they have been paid and goods or services have been provided regardless of the period of time. To apply for a refund, simply complete the questions on the back of your receipt. No pro-rata refunds of fee are permitted.

#### TEXTBOOKS, UNIFORMS, & EQUIPMENT

The cost of textbooks, reference materials, special tools and uniforms differs from course to course. As a rule, business and health students and those in technologies purchase more textbooks than those in the skilled trades. Uniforms are required in health programs. Personal hand tools are required in auto mechanics and electrical maintenance.

#### STUDENT ACCIDENT INSURANCE

All students are encouraged to take advantage of the low cost accident insurance provided through the school. This insurance has limited coverage. At present the insurance premium is \$4.50 per year, but is subject to change. The coverage is from fall quarter through summer quarter. Persons entering at times other than fall quarter may join this plan; however their coverage must be renewed with the beginning of the fall quarter of each year of participation. All students must be covered by an accident insurance policy. Any person wishing to have coverage under the school's plan should contact the business office. Those students with outside insurance coverage who do not wish to purchase school accident insurance are required to sign an accident insurance release statement.

#### OTHER EXPENSES

Class pins, state board examination, and the cost of accessories such as calculators, small tools, etc. represent additional expenses.

### STUDENT PERSONNEL SERVICES

#### COUNSELING

The school provides professional counseling service for students who need assistance with problems. One of the most important objective of this service is to provide each student with the necessary information, counseling, testing and assessment to assist in developing and progressing toward a goal.

Any student may see a counselor at any time on an individual basis to discuss personal, academic, or vocational problems. This may be done by appointment or just by "dropping" in to see one of the counselors.

#### ORIENTATION

The Student Handbook is presented to each student as a form of orientation to the school's objectives, services, policies, and regulations. Each department or program has its own orientation to specific work rules and regulations pertaining to that department or program. Individual instructors and staff members orientate all new students at the beginning of their training with the general policies and rules of the school.

Information is generally disseminated throughout the year to students by way of notices on bulletin boards, memorandums to instructors and newsletters to the student.

## STUDENTS RECORDS

A permanent record will be kept on file of each student enrolled at Coosa Valley Tech. The student's record will not be made available to other persons or agencies without a written release made by the student or guardian when the student is less than 18 years of age. Upon written request, any present or former student may inspect personal educational records and may request a hearing to challenge any information deemed to be misleading or inaccurate.

## JOB PLACEMENT

A full-time follow up and placement specialist is employed by Coosa Valley Tech. The placement service has the primary objective of placing graduates on the jobs for which they have been trained. The placement specialist strives to maintain communication with employers, both locally and statewide, to assist in informing students of the employment opportunities available. Through the combined efforts of the placement specialist, faculty, and staff, a close cooperative relationship is maintained with business and industry. Students are urged to respond to all follow-up information from the placement office.

## FINANCIAL AID

Coosa Valley Tech provides a limited program of student financial aid for students who, without financial assistance, might otherwise be unable to attend school. These programs provide funds for students needing financial assistance:

### Basic Educational Opportunity Grant (BEOG)

This is a program which provides federal funds to eligible students for their post-secondary education and training. Basic grants are available to students who began their post high school education after April 1, 1973, and who are attending on a full time basis. Grants are based on a federal formula which measures the ability of the students and their families to meet education expenses. Applications may be secured at the admissions office at Coosa Valley Tech or the office of most high school counselors.

### Georgia Incentive Scholarship (GIS)

The Georgia Incentive Scholarship Program was created by an act of the 1974 Georgia General Assembly in order to establish a program of needs-based scholarships for qualified Georgia residents, to enable them to attend eligible post secondary institutions of their choice within the state. The scholarships are designed to provide only a portion of the students' financial need and to complement the federally funded BEOG Program.

Further information and applications for GIS may be obtained at the admissions office or by writing to: GHEAA, 9 LaVista Perimeter Park, Suite 110, 2187 Northlake Parkway, Tucker, Georgia 30084.



## State Work Study Program

This program is available to students between 16 and 21 years of age who meet financial need requirements of the program. Students in this program are expected to work in jobs either on campus or in jobs with an approved off-campus agency. Applications are available in the admissions office. Students interested in work-study should complete a Financial Aid Form (FAF) and request that the results be sent to Coosa Valley Tech.

## GHEAA Loans

Students may secure loans through the Georgia Higher Education Assistance Authority. Loans for various amounts may be applied for, depending on the financial standing of the student. Locally, loans may be secured from participating banks under the Guaranteed Student Loan Program. To apply for a State Direct Student Loan, write GHEAA for an application. (Find address on preceding page.)

## Others

Other financial assistance is available through the Veterans' Administration, Social Security, Vocational Rehabilitation programs and the Georgia Department of Labor Employment Services, CETA and WIN programs. Interested persons should contact the nearest office of the agency providing the assistance or the office of admissions.

## VETERANS' INFORMATION

Persons located in the administrative office will assist veterans with enrollment information.

## SEX BIAS ROLE STEREOTYPING

Students of either sex are encouraged to enter programs of their choice regardless of traditional sex stereotyping of such programs in the past.

## TITLE IX

Coosa Valley Tech does not discriminate on the basis of race, sex, religion, belief or national origin and supports Title VI of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972.

Inquiries regarding compliance with Title IX may be directed to:

Mr. C.L. Rice, Title IX Coordinator  
Coosa Valley Tech  
112 Hemlock Street  
Rome, GA 30161      Tele.--(404) 235-1145

## STUDENT ACTIVITIES

The primary goal at Coosa Valley Tech is to prepare students to enter skilled occupations, and this leaves little time for extra curricular activities. However, on campus functions are planned each year by the student council, which is composed of elected representatives from each program area.

Some events sponsored by the student council:

Community service projects  
Field Day Activities  
Penny Queen  
Miss CVT Pageant

The Georgia Occupational Award of Leadership (GOAL) Program is another activity in which Coosa Valley Tech participates. The GOAL program is designed to promote enthusiasm and pride among the student body and faculty and to improve the image of vocational education in general. This program is sponsored statewide by the Georgia Department of Education and the Georgia Chamber of Commerce. Locally, the GOAL program is cosponsored by the Rome Area Chamber of Commerce and Coosa Valley Tech.

Students are nominated for the GOAL program by their instructors on the basis of character, attitude, leadership ability and scholastic achievement. The GOAL Program began in 1972. In 1976, Sally Hawkins from Coosa Valley Tech was the first state GOAL winner from Northwest Georgia.

PRIDE is an acronym for: Performance Recognition Indicating Demonstrated Excellence. The PRIDE Award was initiated during the 1980 State GOAL Judging Activities. This award of \$1000 is based on evidence of occupational proficiency as submitted to judges in the form of an exhibit.

## CONSTITUTION OF STUDENT GOVERNMENT ASSOCIATION

### ARTICLE I: NAME

The name of this organization shall be the Student Council of Coosa Valley Area Vocational Technical School.

### ARTICLE II: PURPOSE

The purpose of this organization shall be to provide an opportunity for students to participate in student activities through the student council, to coordinate student activities and to encourage and promote the unity and welfare of the school through democratic practices and procedures.

### ARTICLE III: POWER AND AUTHORITY

Section 1. The student council shall have power to recommend ideas and action to the student body or the administration for the welfare of the school.

Section 2. The student council shall have the power to raise funds to be used for the welfare of the students.

### ARTICLE IV: ORGANIZATION AND MEMBERSHIP

Section 1. The membership shall be composed of one representative from each classroom or his/her alternate and one or more faculty advisers.

Section 2. Each member of the council shall be responsible for a full day's schedule of school work that is missed due to this activity.

Section 3. After the president is elected, the alternate from the room (s) he represents shall replace him/her and another alternate shall be elected.

### ARTICLE V: DUTIES OF OFFICERS AND MEMBERS

Section 1. Members of the council (a) must attend all meetings; (b) members or their alternates must attend all committee meetings to which they are assigned.

(c) Members or their alternates must report the complaints and suggestions of the homerooms represented. (d) Members or their alternates must report the activities of the council to their homerooms.

Section 2. The president (a) shall preside over the business meetings of the council. (S)He shall use correct parliamentary procedure. (b) The president shall vote only on matters in which the members of the council are equally divided. (c) (S)He shall appoint committees and shall act as the chairman of the executive committee.

Section 3. The vice-president (a) shall perform the duties of the president in the president's absence. (b) (S)He shall serve as program chairman and shall serve as chairman of the projects committee.

Section 4. The secretary (a) shall keep the minutes of the meetings and take care of necessary correspondence. (b) The secretary shall call the roll at each of the meetings and read the minutes of the previous meeting.

Section 5. The treasurer (a) shall serve as a member of the projects committee. (b) The treasurer shall be prepared to give an accurate treasurer's report at all meetings.

#### ARTICLE VII: MEETINGS AND QUORUMS

Section 1. (a) The student council shall hold its first meeting the third Wednesday of the first quarter of school. (b) Meetings shall be held every Wednesday for four weeks, after which meetings shall be held the first and third Wednesdays of each month. (c) Special meetings may be called by the president or adviser at any time when approved necessary. (d) The president must give the members at least twenty-four hours notice before calling a special meeting. (e) Candidates for offices shall be nominated at the second meeting and petitions for candidates-at-large shall be accepted only during the third meeting. (f) The fourth week shall be reserved for preparations of election campaigns. (g) A regular council meeting shall be in session for approximately forty-five minutes, beginning at the time designated by the president or adviser.

Section 2. Quorum. There must be a quorum of at least thirteen members in order to hold a regular meeting.

#### ARTICLE VII. AMENDMENTS

Section 1. This constitution may be amended by a two-thirds vote at two successive regular meetings. The proposed amendment must have been written and presented to the council at the previous regular meeting before voting can begin.

Section 2. By-laws may be amended as adopted by a two-thirds vote at a regular meeting. The proposed by-law(s) must have been written and presented to the council at the preceding regular meeting.

#### BY-LAWS

##### ARTICLE I: VOTING

Section 1. Voting on candidates for offices shall be held the last day of the campaign week. Voting shall be by secret ballot.

Section 2. Balloting is to be directed by an election committee appointed from the student council.

Section 3. Election winners shall be determined by the majority of the votes cast.

Section 4. A tally of votes shall be made by the election committee aforementioned. In case no candidate receives a majority of votes cast, there shall be a run-off between the top two candidates one week later.

##### ARTICLE II: REMOVAL OF OFFICERS AND MEMBERS

An officer or member may be removed by a two-thirds vote of the council, with the approval of the adviser or director, for failure to carry out duties, attend meetings, represent his group properly and for any action detrimental to the school.

### ARTICLE III: MAJORITY

All matters of general business conducted and voted on by a quorum of the student council shall be settled by majority vote of those present.

### ARTICLE IV: COMMITTEES

Section 1. The executive committee. (a) The executive committee shall consist of the president, vice-president, secretary and treasurer. The executive committee is responsible for the overall direction of the student council. (b) The projects committee shall be appointed by the president and will be responsible for the initiation and supervision of all projects. (c) The programs committee shall be responsible for the initiation and supervision of all projects.

### ARTICLE V: ORDER OF BUSINESS

The business of each meeting shall be conducted in the following order:

1. Call to Order
2. Devotional
3. Roll call
4. Minutes of the previous meeting
5. Reading of correspondence
6. Unfinished business
7. Committee reports
8. Submission of financial reports
9. New business
10. Adjournment

**DAY SCHOOL CALENDAR  
1980 - 1981**

July 1, 1980	Summer Quarter Begins
July 4, 1980	Holiday
August 4,5,6,7,8, 1980	Inservice (No Classes)
September 1, 1980	Labor Day Holiday
September 19, 1980	End Summer Quarter
September 19, 1980	Graduation Exercises
September 22,23,24,25,26, 1980	Inservice (No Classes)
September 29, 1980	Fall Quarter Begins
November 27, 26, 1980	Thanksgiving Holidays
December 11, 1980	Fall Quarter Ends
December 11, 1980	Graduation
December 12,15,16,17,18,19, 1980	Inservice (No Classes)
December 22,23, 1980	Office Open (Student & Faculty Holidays)
December 24 through 31, 1980	Holidays, School Closed
January 1,2, 1981	Holidays, School Closed
January 5, 1981	Winter Quarter Begins
March 17, 1981	Winter Quarter Ends
March 17, 1981	Graduation
March 18,19,20, 1981	Inservice (No Classes)
March 23, 1981	Spring Quarter Begins
April 13 through 17, 1981	Spring Vacation
June 9, 1981	Spring Quarter Ends
June 9, 1981	Graduation Exercises
June 10,11,12, 1981	Inservice (No Classes)
June 15 through 30, 1981	Summer Vacation

**NIGHT SCHOOL CALENDAR  
1980 - 1981**

July 1, 1980	Summer Quarter Begins
August 4,5,6,7, 1980	Inservice (No Classes)
September 1, 1980	Labor Day Holiday
September 18, 1980	End Summer Quarter
September 19, 1980	Graduation Exercises
September 22,23,24,25, 1980	Inservice (No Classes)
September 29, 1980	Fall Quarter Begins
November 26,27, 1980	Thanksgiving Holidays
December 11, 1980	Fall Quarter Ends
December 11, 1980	Graduation Exercises
December 15,16,17,18, 1980	Inservice (No Classes)
December 22,23, 1980	Office Open (Student & Faculty Holidays)
December 24 through 31, 1980	Holidays, School Closed
January 1, 1981	Holiday, School Closed
January 5, 1981	Winter Quarter Begins
March 17, 1981	Winter Quarter Ends
March 17, 1981	Graduation Exercises
March 18, 19, 1981	Inservice (No Classes)
March 23, 1981	Spring Quarter Begins
April 13 through 16, 1981	Spring Vacation
June 9, 1981	Spring Quarter Ends
June 9, 1981	Graduation Exercises
June 10,11, 1981	Inservice (No Classes)
June 15 through 30, 1981	Summer Vacation

## PROGRAMS OF INSTRUCTION

PROGRAMS	WHEN AVAILABLE	LENGTH
Accounting	Day/Night	9/18 Mos.
Air Conditioning Service	Night only	24 Mos.
Auto Body & Fender Repair	Day/Night	12/24 Mos.
Automobile Mechanics	Day/Night	12/24 Mos.
Cabinetmaking	Night only	12 Mos.
Carpentry	Day only	12 Mos.
Clerical	Day/Night	12/24 Mos.
Computer Operations	Night only	12 Mos.
Computer Technology	Night only	24 Mos.
Cosmetology	Day/Afternoon	12 Mos.
Data Processing Operations	Day only	12 Mos.
* Data Processing Technology	Day only	18 Mos.
Electrical Construction	Night only	24 Mos.
Electrical Maintenance	Day only	12 Mos.
* Electronic Technology	Day only	24 Mos.
Heating & Air Conditioning	Day only	24 Mos.
Industrial Electronic Technology	Night only	24 Mos.
Machine Shop	Day/Afternoon/Night	12/24 Mos.
Adv. Machine Shop/Tool & Die	Day/Afternoon/Night	12/24 Mos.
Marketing & Management	Day only	12 Mos.
Masonry	Day only	12 Mos.
* Mechanical Engineering Tech	Day only	24 Mos.
Medical Office Assistant	Day only	12 Mos.
Practical Nursing	Day only	12-18 Mos.
Radio & TV Repair	Night only	18/36 Mos.
* Secretarial Science	Day/Night	12/24 Mos.
Unit Record Data Processing	Day only	12 Mos.
Welding	Day/Afternoon/Night	12/24 Mos.

\* Indicate programs offered jointly with Floyd Junior College for the Associate Degree.

### Developmental Studies Program

Applicants may develop skills in math or reading through review classes designed for persons who have been away from the classroom for some years or who were never able to master basic skills in these subjects. Recommended for applicants in these categories prior to entering regular programs of study. Classes are non-credit and free of charge.

### Adult Education Classes

Non-credit, free classes designed to prepare persons for the GED Test

**Cocoa Valley Technical College**  
**Library Services**  
**One Maurice Culberson Drive**  
**Rome, GA 30161**