



“Where Opportunity Meets Potential”
STUDENT HANDBOOK & CONDUCT POLICY
2018-2019

111 W, 10th St.
Kansas City, MO 64105
(office)816-433-4682/816-437-9687
www.strategicwfd.com

OUR VISION

Economic Growth and Financial Stability

Our mission is to provide long-term strategies for skills training and workforce development programming to ensure diversification and attract business partnerships, investments, and community-wide collaboration, leading to sustained economic recovery and growth.

OUR MISSION

Where Opportunity Meets Potential

SWD as a workforce development organization is to provide career coaching, vocational education, and employment placement services. Our beneficiaries are justice-involved adults, discouraged worker populations, and mid-level workers in the Greater Kansas City area. SWD provides training in skilled career trades and jobs in seven sectors of employment with a focus on financial stability, job shadowing, and on-the-job training. SWD has job development professionals who apply a holistic approach to help discouraged and mid-level workers find work, with an in-depth understanding of their client's lifestyle, career goals, and employment approach. SWD's vision of "where opportunity meets potential," is about identifying talent and skills for area employers and creating a pool of skilled and successful workers from burgeoning, stagnated, often overlooked populations.

Our Motto

We find you. Train you. Employ you.

Strategic Workforce Development Inc.

Strategic Workforce Development Inc aka SWD was established in the year 2018 and began as job development and vocational training program. What began as just a vocational program, targeting only the re-entry and discouraged population, evolved into a program and opportunity to see other disenfranchises, and mid-level populations having a similar, unemployment crises. Through the months and to conducting our first class in 2019 lead us to a further understanding of what created the ideal employee, and a sustainable workforce for Kansas City, Missouri employers. Our program initially labelled as On the Job Training evolved into a whole new term Build It KC. That name changed implied a greater focus into workforce problems, all stemming

from employees to employers, traditional and non - traditional barriers as well as the issue of workforce retention. SWD has been innovative We pride ourselves on being a diverse and innovative organization dedicated to providing vocational education which will provide fair living wages, in-depth social survival skills seminars for assessing career development and personal success in all sectors of our students' lives. SWD has developed retention services which align with our goals, to keep our mission alive and students employed.

SWD has partnered up with a staffing agency to help with our professional HR process of recruitment, direct hire and employment opportunities for SWD clients and students. SWD also works with Hope Family Care Center so our clients and students can avail of medical and health care.

The pre-apprenticeship program Build It KC training program builds off of SWD's relationships with over 150 corporations, civic, social agencies, and Allied Trades, throughout the Kansas City Metropolitan Area, and provides applicants to meet the needs of local businesses—leading to long-term retention. Moreover, our business strategy is to develop and enhance much-needed long-term reinvestment in the core areas of Kansas City, Missouri.

In full view of these accomplishments, SWD Inc. has recruited and employed executive-level staff to increase and improve our ability to meet tomorrow's challenges with a sustainable business strategy long term

Facilities

The main campus of Strategic Workforce Development Inc is located at 111 W, 10th St. Kansas City, MO 64105. The administrative offices are located on the main level of the building, of Office Worx, a co-working facility and which provides two administrative rooms and two conference rooms for non-lab, seminars-only classes, whereas SWD's hard skill classes are held at the Builders Association facilities, as well as at 3CE-Safety compound.

SWD looks to change its facility address in the near future to be able to build a bigger facility and add additional classes.

Ownership

Strategic Workforce Development Inc. is a nonprofit organization based in Kansas City, Missouri, under Missouri nonprofit laws. It is run by their board of directors and the executive founding team.

Administrative Hours

The administrative offices of Strategic Workforce Development Inc are open from 9:30 a.m. to 5:00 p.m. Monday through Friday.

Admission Requirements

To be considered for regular admission for all programs, you must:

1. Be interviewed by Admissions staff at the facility to determine eligibility.
2. Complete an application.
3. Provide 2 forms of proof of identity.
4. Provide official transcripts from each school attended.
5. Complete an enrollment agreement and necessary disclosures and acknowledgements.
6. If the application is not accepted, the applicant will be notified within 48 hours.

7. Provide proof of graduation from an accredited high school (diploma) or a recognized high school equivalency credential (HISET/AEL).
8. Be at least 18 years of age.

If you do not have a high school diploma or HISET/AEL, you may still be admitted by meeting the following requirements:

1. Be beyond the age of compulsory school attendance; and
2. Demonstrate the ability to benefit from the program by successfully completing an entrance exam*.

**There is no cost or obligation for testing. The admission test is the TABE locator test. Unless otherwise noted, the minimum score to qualify is 70%.*

Transcript Requests

At the time of enrollment, the student shall certify that he or she has graduated from high school or successfully completed the requirements for a HISET/AEL. This certification form becomes a part of the admissions process. In addition, the student shall provide an official transcript or diploma from the High School or HISET/AEL Center.

Failure to receive an official transcript for high school graduation or HISET/AEL certification will result in the denial of the application in the event the applicant is not beyond the age of compulsory school attendance or cannot demonstrate the ability to benefit from the program by successfully completing an entrance exam.

Foreign Transcripts

Three good-faith attempts must be made to secure foreign transcripts following the procedures described above. Should a positive response not be forthcoming, the student shall be contacted and shall certify that he/she is a high school graduate and that the information provided is correct and complete to the student's knowledge. This certification shall be notarized and placed in the student's academic file.

Transfer Credits

Due to the uniqueness of the Strategic Workforce Development Inc's program, there is no transfer credit or hour equivalency; however, for those students enrolled in the OSHA 30, Aerial and Forklift program, the Allied Apprenticeship Trade schools will accept their SWD graduation certificates and OSHA licenses.

Financial Assistance

SWD receives funding from CDBG grant and WIOVA (previously) grant, fund-raising activities.

Scholarships

Our grant funded classes/program are free of cost to the students.

Placement Assistance

SWD has relationships with local companies that hire industry-specific students upon graduation, as well as Allied Trade Unions like the Carpenters Union, Painters Union, Iron-workers, Laborers etc. SWD assists students in resume preparation and interview skills, the school guarantee job placement upon graduation, job-shadowing for a year and supportive services.

Graduation Requirements

To be awarded a Certificate of Completion, you must meet the following requirements:

1. Complete all required contact hours for the program.
2. Complete each of the required classes in the program with a grade of C or better.
3. Have 100 % attendance for all three weeks of the program.

To graduate, a student must pass each course with a 70% or above and maintain a 70% or above cumulative grade for all courses.

Grades shall be finalized within 48 hours of the close of each course. The grades shall be standard for each course and determined numerically with a base of 100%. The instructor shall convert the numeric grade to the scale of A, B, C, D, and F for the purposes of determining pass or failed.

Grades may be changed only by the instructor with the approval of the Administrative Director.

Incomplete work can only be made up with the approval of the Administrative Director with appropriate documentation for the reason allowed placed in the student's academic file.

Grade	Percentage
A	100%-90%
B	89%-80%
C	79%-70%
D	69%-60%
F	59%-0%

Determination of Satisfactory Progress

The Enrollment Specialist shall identify all students every four weeks who have less than a 1.0 GPA in their current course or less than a 2.0 cumulative GPA at the mid-point of each program. Students shall be counseled with the following actions:

1. Students earning less than a "C" (70%) in any course at a progress checkpoint will be placed on academic probation for 1 week or until the end of the current course. Students who fail to bring their course grade to at least 70% by the end of the probation period will be given a failing grade and must repeat the course at the next available term or be dismissed from the program. Students earning a grade of "D" at the end of a course will receive a written warning that they are in danger of failing to meet satisfactory academic progress for the program.

2. Students who fail to bring their cumulative grade to at least 70% by the next progress checkpoint may be dismissed from the program.

Note: Students who receive an academic warning or who are placed on academic probation may receive extra assistance to reach the expected level of performance. The outcome of the procedure of measuring the progress of students every two weeks is the determining factor in offering support. At the approval of the Administrative Director, the student will be informed by the Instructor that additional assistance is available at no extra cost.

Measurement of Progress

Progress is measured every two weeks and/or at the mid-point of the program. Student progress is measured through attendance, graded homework, quizzes, and exams (written and practical).

Attendance

Students must make every effort to be in class as scheduled and on time. Attendance will be taken at the beginning of each class. Students who are more than 15 minutes late are considered tardy. Students arriving to class after 30 minutes will be listed as absent for the day and will need to arrange a makeup class with the instructor.

Students with excused absences who miss more than 20% of the scheduled clock hours during any six-week period are expected to make-up the missed hours for satisfactory completion. Those students who do not make-up the hours will be dismissed from the program. Five (5) unexcused absences will result in dismissal from the course.

Absences are considered excused if acceptable documentation is provided.

Any student who will have to be absent for more than three (3) days with acceptable documentation will be placed on a leave of absence.

Maximum Time Allowed for Completion

Students are expected to complete their program of instruction during the timeframe indicated in the catalog and on the enrollment agreement. In all cases, the maximum time allowed in which to earn a Certificate of Completion is 1.5 times the program's normal length. Nonattendance while on official leave of absence does not count as time enrolled.

Academic Probation

Student progress will be evaluated every week and final grades will be given at the end of each course. A student who is not making satisfactory progress as defined above will be placed on academic probation. During the probation period, students must attend all classes as scheduled and complete all graded assignments, quizzes, and exams as required by the instructor.

If a student does not achieve satisfactory progress by the end of the probationary period, the student's enrollment may be terminated. Students who are dismissed for unsatisfactory progress cannot be readmitted until a minimum of one progress checkpoint has passed.

Incomplete Grades

All class requirements, including final exams, must be completed by the last day of each class. If an instructor is aware of extenuating circumstances, he/she may record a temporary grade of I (incomplete). Students will have two weeks after the final day of class to clear the incomplete. If the student does not finish in the allocated time, the final grade is an F.

Repeating a Class

You will be given three opportunities to pass your test for OSHA 30, if a grade of F was received. A failed class will be repeated at the earliest possible term at the option of the Campus Director. The fee for repeating a class is prorated according to the required make up time and tuition.

Student Conduct Policy

As a student at SWD, appropriate conduct and integrity are expected. In some instances of student misconduct, SWD will issue a warning or will dismiss the student from the Institution. A written policy on student conduct is available from the office of the Administrative Director. Respect and tolerance are key words in the institutional expectations of students in their interaction with each other and with other members of the school. Legal violations will be

turned over to police authorities. The following rules of conduct are to be adhered to at all times students are on facility/premises:

1. No obscene or abusive language.
2. No smoking is allowed in the facility. All no smoking ordinances by the local and/or state health department are to be followed.
3. Appropriate dress is required at all time i.e., no miniskirt or low-cut blouse or low-cut slacks or jeans, no shorts. No clogs, crocs, sandals, or open toe shoes.
4. Any threats of violence against Instructors, staff, or students are grounds for immediate expulsion and withdrawal from the program.

A verbal warning will be given on the first offense. A written warning will be given on the second offense. The student will be dismissed on the third offense. To be considered for re-admission, the student must submit an application along with a written pledge to make every effort possible not to violate the conduct policy again. The decision to reinstate the student is at the discretion of the Administrative Director in consultation with the student's previous instructor(s).

Cancellation/Withdrawal Procedure

Students may cancel the enrollment agreement without penalty or obligation, within 3 business days (excluded are Saturday, Sundays, and legal holidays) after the contract is signed; and are entitled to a full refund. To cancel, mail or deliver a signed and dated copy of the notice to Strategic Workforce Development Inc, 111 W, 10th St. KCMO 64105 Attn: Administrative Director, to be received no later than midnight.

Re-Enrollment

Students who withdraw or are dismissed from the school for reasons other than academic progress may, at the discretion of SWD, apply to re-enroll to complete a program by making application for re-enrollment using the same procedures as required for initial application. The record of previous education and training shall designate any accumulated credit for the previous courses successfully completed that are part of the student's official program.

A student may re-enroll only at the beginning of a new course. However, in the circumstance of termination for unsatisfactory academic progress, the re-entry must be after the lapse of at least one grading period. Change of status form must be completed indicating the course credits accepted from the previous enrollment.

Refund Policy

1. Refund computations will be based on scheduled clock hours of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of the withdrawal for refund purposes will be the earliest of the following:
 - a. The last day of attendance if the student is terminated by the Institution.
 - b. The date of receipt of written notice from the student; or
 - c. Three school days following the last date of attendance.
3. If the student withdraws or is dismissed after the expiration of the cancellation period, the school will provide a refund of tuition only as follows:

- a. After completion of 75% of the contact hours, there will be no refund.
4. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made.
5. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - a. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.
 - b. Student withdraws within 3 days of enrollment.

Refunds will be totally consummated after the effective date of termination, absence or withdrawal.

Leave of Absence

A leave may be granted for illness of the student or a family member, death in the family, military service or other extenuating circumstance or emergency. A leave of absence may not be granted for a student relocating away from the school or as an avoidance of termination for attendance or academic progress standards.

A student who may qualify for a leave of absence shall present in writing a request for the leave. The request shall include the reason for which the leave is being requested and signed by the student. A request received by email or delivered by a family member is considered acceptable if the student's signature appears on the request.

The Enrollment Specialist shall prepare the necessary student status change documentation and determine the official date of return within the guidelines above. The request must be signed by the student and approved by the Enrollment Specialist prior to the student taking the leave.

The student must be advised as to the expected date of return and informed that failure to return on the designated date will result in termination of enrollment.

The student on LOA must report back to class on the designated day or his/her enrollment terminates. The Enrollment Specialist shall prepare the appropriate student status change documentation and the instructor notified as to the student's return and placement on the daily class roll.

Request for Transcript

Students or graduates may request an official copy of their transcript/certificates by submitting a written request to the Administrative Director at the address on the catalog.

Discrimination Policy

Diversity is one of the strengths of our society. SWD supports diversity and is committed to an educational environment that is multicultural, multiracial, multiethnic, and all-inclusive. SWD does not discriminate or permit discrimination by any member of its staff against any individual based on race, color, religion, political beliefs, national origin, age, sexual orientation, disability, or veteran status in matters of admissions, services in educational programs and activities, or employment.

Student Grievance Procedure

Any student who has a grievance with the school or an instructor should first discuss the problem with the instructor or school director. If a resolution is not reached, the student should make a written complaint and submit it to the Administrative Director asking for a written response. The Administrative Director will provide a written response to the student within ten (10) days of receipt of the written complaint.

If the student is dissatisfied with the resolution of the issue, the student may contact the Missouri Department of Higher Education for information on filing a formal grievance.

Mo. Dept of Higher Education
PO Box 1469
Jefferson City, Mo. 65102-1469
(573) 751-2361

