



# **Fishes and Loaves Vocational and Literacy Center**

If you give a man a fish he eats for a day, teach him to how to fish and you will feed him for a lifetime.

## **Student Catalog**

**3519 Sheffield Rd. Springfield, IL 62703**

**Office: (217) 529-3333**

**[www.fishesnloaves.org](http://www.fishesnloaves.org)**

**email: [fishesnloaves@flov.org](mailto:fishesnloaves@flov.org)**

## Table of Contents

<b>School Philosophy</b>	<b>3</b>
<b>Faculty and Staff</b>	<b>3</b>
<b>General Information</b>	<b>4</b>
<b>COVID-19 Policies and Procedures</b>	<b>4</b>
<b>Admission Policies and Procedures</b>	<b>5</b>
<b>Tuition and Fee's</b>	<b>5</b>
<b>Financial Aid</b>	<b>6</b>
<b>Administrative Policy</b>	<b>6</b>
<b>Student Conduct/ Termination Policy</b>	<b>7</b>
<b>Classroom Attendance</b>	<b>7</b>
<b>Dress Code Policy</b>	<b>9</b>
<b>Cell Phones</b>	<b>9</b>
<b>Safety</b>	<b>9</b>
<b>Visitors</b>	<b>10</b>
<b>Internet Policy</b>	<b>10</b>
<b>Student Rights</b>	<b>10</b>
<b>Support Services</b>	<b>11</b>
<b>Guidance</b>	<b>11</b>
<b>Tutor Services</b>	<b>11</b>
<b>Grading</b>	<b>12</b>
<b>Transcripts</b>	<b>12</b>
<b>Transfer FLVC Credits</b>	<b>12</b>
<b>Graduation Requirement's</b>	<b>12</b>
<b>Clinical</b>	<b>13</b>
<b>Program/Course Outline</b>	<b>14</b>
<b>Class Schedule</b>	<b>15</b>
<b>Consumer Information/Acknowledgment and Receipt</b>	<b>16</b>

## **School Philosophy**

Fishes and Loaves Vocational and Literacy Center (FLVC), a division of Fishes and Loaves Outreach Ministries, approaches training and provision of services within a holistic career pathway bridging model connecting the student to educational and career opportunities. These opportunities lead to gainful employment and a quality lifestyle. The mission of Fishes & Loaves Outreach Ministries is to stabilize individuals by providing a pathway to job opportunities and careers by breaking the cycle of poverty, illiteracy, and intergenerational criminal activity and intergenerational governmental dependency. We provide non-traditional educational opportunities in a manner that will enhance the dignity of each student and make every effort to provide supportive services that enable an individual to acquire knowledge and skills that last a lifetime. FLVC assists people in their quest for economic independence. The staff at FLVC is committed to making a difference, by providing a friendly and supportive quality training environment. The training center models the workplace, and fosters the learning of appropriate employee skills and employer-preferred work ethics. FLVC staff collaborate with community employers in their search for skilled and motivated employees to enhance the productivity, quality, and diversity of an employer's workforce. Empowering individuals strengthen the community's economy and social structure.

### **Administration and Faculty**

**Chief Executive Officer**

**Janet Ginger**

**Director of Education**

**Barbara Rochelle**

**Student Services Specialist**

**Renee L. Scott**

**BNAT Program Coordinator/Instructor**

**Becky Durbin R.N.**

## **General Information**

Contact the admissions office for general questions or inquiries.

Admission Office  
Monday-Thursday  
9:00am – 5:00pm  
(217) 529-3333

## **COVID-19 Policy and Protocol**

Fishes and Loaves Vocational and Literacy Center (FLVLC) has created a plan to assist families and staff as we navigate operating our programs during the COVID-19 pandemic. While no public entity can ensure the absence of COVID-19 in its buildings and in its activities, the FLVLC is working diligently to reduce the impact of COVID-19 (as feasible).

The procedures are to protect the well-being of students and staff, to establish a sense of normalcy, and to provide instruction and support services for students. The guidelines referenced in this plan are based upon guidance from the Centers for Disease Control and Prevention (CDC) and the Illinois Department of Public Health (IDPH). This plan is fluid as the situation with COVID-19 changes from day to day. Regular updates will be made to this plan based on information provided by the CDC, IDPH, and applicable federal, state and local agencies.

**STUDENT SCREENING AND PROTOCOLS:** To help prevent the spread of COVID-19 and reduce the potential risk of exposure to employees and students, students will participate in a touchless temperature reading each morning before entering the building.

Students that have a fever of 100.4 or higher will immediately be sent home.

If prior to a class or meeting, a student feels ill or that they may have come in contact with COVID-19, they must contact the staff immediately and re-schedule their appointment.

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

**Masks/Facial Coverings:** Face masks/facial coverings are an important part of employee and student protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

FACE MASKS OR DISPOSABLE MASKS FROM HOME WILL BE ALLOWED BUT MUST MEET CURRENT DRESS CODE POLICY (specifically as it relates to slogans), MUST NOT BE CONTROVERSIAL, AND MUST NOT BE INAPPROPRIATE.

Each day the facility and classrooms will be cleaned and sanitized.

### **Admission Policies and Procedures**

The admission process at FLVC is selective. Each applicant must submit a complete application to be considered. Generally, applicants for the training center must demonstrate that they will be able to benefit from the vocational training programs and/or adult continuing education classes in which they are enrolled. The specific goal of the vocational training programs is to prepare applicants for employment or to enhance their employability. Job placement is the desired outcome of all programs, and job placement services are available free of charge to applicants. Specific requirements and academic prerequisites for individual courses and programs are described in other sections of this catalog. It is the policy of FLVC not to discriminate on the basis of gender, sexual preference, age, handicap, race, color, religion, marital status, or national and ethnic origin in its educational programs, admissions policies, employment policies, or other school administered programs. The confidentiality of student academic records is maintained in accordance with the Family Educational Right and Privacy Act of 1974, as amended.

### **Tuition and Fees**

NON-REFUNDABLE REGISTRATION FEE:	\$ 100.00
TUITION:	\$ 896.00
BOOKS & SUPPLIES:	\$ 80.00
OTHER:	\$ 124.00
<i>Other Includes: backgrounds checks, and state exam fees etc.</i>	
<b><u>TOTAL PROGRAM COST:</u></b>	<b><u>\$1200.00</u></b>

### **Refund Policy**

The school shall adhere to the following refund policy. (A) If notification of cancellation by the student is given to the school prior to the first day of class attendance, all tuition and books and material charges shall be refunded to the student or sponsor, excluding the enrollment fee. (B) If notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course of instruction; the school will retain the enrollment fee, 10% of the tuition plus the cost of any books and materials, which have been provided by the school. (C) If a student has completed in excess of 5% of the course of instruction, the school will retain the enrollment fee and the cost of books and materials that have been provided, and an amount computed prorate by days in class plus 10% of tuition and other instructional charges up to completion 60% of the theory portion of instruction. When the student has completed in excess of 60% of the course of instruction, the school will retain the enrollment fee and the entire tuition and other charges.

### **Financial Aid**

FLVC is not recognized by the US Department of Education and therefore, federal grants, loans or other forms of federal and state financial aid are unavailable. FLVC does not have any specialized grants or scholarships, but will work with all grant programs designed for economically disadvantaged individuals and/or special populations.

### **Administrative Policy**

FLVC assumes that when a student registers for a program, that student accepts responsibility for full participation in all classes, lab activities, and clinical requirements. Students are, therefore, expected to attend all classes. If the student fails to comply, a meeting with the respective Education Director will follow and the student may be dismissed. Basic Nursing Assistant students must meet IDPH attendance requirements. All exams are generated by FLVC. Prospective students must pass the entrance exam prior to admission. **(See specific programs)** If a prospective student fails to meet program assessment goals the student may be referred to the tutoring program for 20 hours of one on one tutoring.

## **Student Conduct/Termination**

The school reserves the right to dismiss, at any time, any student whom it deems "unsatisfactory" for any reason. Students are expected to act with decorum, to obey the regulations of the school, and to pay due respect to its officers, instructors, and other students. "Undesirable conduct", which is inconsistent with general good order whenever it may occur, is held to be sufficient grounds for dismissal.

## **Class Dismissal Policy**

FLVC reserves the right to drop students from the program for the following reasons, but not limited to,

- Inappropriate, undesirable or unprofessional behavior.
- Threats made to staff or students (zero tolerance).
- Fighting or Loud talking during class or clinicals (zero tolerance)
- Using inappropriate language, such as cursing in class or clinical
- Cheating or plagiarizing
- Non-compliance with school rules, policies or procedures.
- Drug or Alcohol use or possession while on property.
- Positive Drug Test
- No call/ No Shows for Theory or Clinical (must call prior to class starting)
- Violation of dress codes in classroom and clinical
- Students are subject to dismissal as addressed under the following headings:
  - o Dress Code/Appearance
  - o Classroom and Clinical Attendance Policy
  - o Cell Usage

## **Attendance**

### **Students who NO CALL NO SHOW Will BE DROPPED!**

- Attendance on the first day of class is mandatory and cannot be made up.

- It is your responsibility to make it to class on time. Once you are late you will have to ring the doorbell to enter. Three tardy equal 1 missed day. Your 4<sup>th</sup> tardy will result in your dismissal from the class.
- Permission to leave classroom will be for emergencies only; Students are required to notify their instructor if leaving class or lab.
- Sleeping in class is not allowed and student will be counted as absent.
- **Absences must be supported by a reasonable excuse or will be listed as unexcused.**
- ALL ABSENCES must be made up. Please discuss with your instructor.
- APPOINTMENTS ARE NOT AN EXCUSED ABSENCE. Make ALL appointments around your school schedule and rearrange any appointments already scheduled.
- All phones will be kept on the phone rack. Any emergency phone calls should come thru our office phone (217) 529-3333.
- Bookbags, backpacks or purses should not be oversized.
- ALL food and drink will be kept in the break room. You may only bring water in the classroom with you. Bring snacks appropriate for 5-minute breaks. NO FOOD DELIVERIES.
- Smoking is not permitted on the grounds, including in your car. Please go across the street.
- Students must stay on school grounds until class is dismissed (end of the day).
- NO VISITORS, including breaks. Drop off and pick up ONLY.
- Must wear scrubs to class. They must be clean, neat and appropriate. Shoes MUST BE closed toe. You will be sent home if you are not appropriately dressed.

### **Absences recognized for the following reasons:**

1. Absences for family or personal emergencies (verified by the Director)
2. Absences for medical reasons (discussed with instructor)

Students must contact his/her instructor after absence to identify any classroom, lab activities requirements that need to be made up. The instructor will identify make-up assignments and provide guidelines for completion. You are responsible for getting class notes from a classmate. Make-up assignments are due by the end of the class following the missed class. Make up work will be approved on a case-by-case basis.

### **Tardiness**

- Students expected to report to class on time and remain in class until the scheduled dismissal time.
- Students receive credit for every one full hour of class attendance.
- The student may appeal the determination of his/her tardiness to their instructor.



## **Dress Code Policy**

All students must be in scrubs (purchase of scrubs are the responsibility of the student) for theory and clinical, black or white shoes, leather or vinyl, (No Mesh) ID badge, watch with a second hand.

Students should be neat, clean and well-groomed and practice good daily hygiene. Hair should be off the collar. Small post earrings 1 pair are acceptable; spacers may be used for all other piercings; no dangling necklaces or bracelets and no excessive make-up or perfume.

No acrylic nails or any type of nail polish. Nail length will be approved by the instructor. No unprofessional hair colors i.e. purple, pink, orange, green, blue, no head wraps or curlers, etc. Absolutely, no false eyelashes of any type. Violation of dress/appearance code is addressed with an initial warning and after continued disregard for the code, student is dismissed.

### **Uniform:**

Students are responsible for watches with second hand and black or white leather or vinyl shoes and scrubs.

Payment of the non-refundable registration fee secures a student's seat in a class and must be paid at the time of registration and tuition must be paid in full prior to the first day of class. There is a fee of \$25 for checks returned for insufficient funds.

## **Cell Phones**

Cell phone usage (includes texting) is not allowed in the classroom and is only allowed before, after class or during break, QUIETLY in the break area or outside in the student's car. Any student who chooses to violate this rule will be sent home and receive zero hours for the remainder of the day. A continued violation of the cell usage policy is subject to dismissal.

## **Safety**

All accidents must be reported to your instructor immediately following the accident and an accident report completed and signed.

The purpose and authority of FLVC staff is limited to the enforcement of campus rules and regulations. Incidents that go beyond this scope are referred to and

investigated by the Police

Department. The goal of FLVC is to ensure a safe environment for students, staff, faculty, and visitors.

## **Visitors**

SAFETY OF STUDENTS, STAFF, AND VISITORS EMPLOYEE AND STUDENT SAFETY VISITOR RESTRICTIONS Due to COVID-19 transmission, visitation on school campuses will be restricted. The following protocol will be used at each campus:

1. Visitors will contact the front office via phone for entrance into the building if necessary.
2. In most cases, visitors will not be allowed into the building. Rather, visitors can relay messages through phone communication with the front office.
3. If deemed necessary (deliveries/approved guest speakers/etc.), visitors will be screened (temperature, COVID-19 specific questions, etc.) before entry into the building during normal business hours.

## **Internet Policy**

FLVC's technology resources will be used only for learning, teaching, and administrative purpose consistent with FLVC's mission and goals. Software or external data may not be placed on any computer, whether stand alone or networked to the FLVC's system, without the guidelines outlined by FLVC's Technology Team. The use of FLVC's computer system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of our system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate FLVC's policies, including termination or civil or criminal liability under other applicable laws.

## **Student Rights**

The student has the right to cancel the initial enrollment agreement until 5:00 pm on the (5<sup>th</sup>) business day after the student has been admitted to Fishes & Loaves Vocational and Literacy Center. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within (30) days of cancellation.

FLVC is regulated and licensed to operate by the Illinois Board of Higher Education. If you believe your rights have been violated, please refer to the school's Student Complaint/Grievance Procedure Policy.

### **Student Complaint/ Grievance Review Board**

A student of FLVC seeking redress through grievance regarding attendance, academics, or conduct, must first attempt to resolve the matter informally by following the chain of command. The student must first speak with their instructor. If the issue is unresolved, the student can request to meet with the Director of Education. Issues remaining unresolved at the institutional level may be directed to the Illinois Board of Higher Education Illinois Board of Higher Education Division of Private Business and Vocational Schools 1 N. Old State Capitol Plaza, Suite 333 Springfield, IL 62701(217) 782-2551 Fax (217) 782-8548 [www.ibhe.org](http://www.ibhe.org)

### **Support Services**

Supportive Services, such as tutoring and job readiness services, offered to students are part of the training components and facilitated before or after classes. FLVC cannot guarantee employment, but this school is committed to making every effort to assist students in obtaining employment. All job-related workshops hours are not included in the designated classroom hours and offered to enhance student's employment skills and success.

### **Guidance**

Guidance services provided at no cost to students while they are enrolled in vocational and adult education programs. Students may request and receive referrals to other organizations for human care services.

### **Free Tutoring**

No cost tutoring services are provided for students who possess math and literacy skills under the 9th grade level. This service is made possible by a grant

awarded by the Illinois State Library, a division of the Office of Secretary of State, using state funds designated for literacy.

## **Grading**

Letter grades are not assigned. Classroom success is measured by completion of the course, including the required number of course hours, passing grade of at least 75% for classes in which there are final examinations, evaluation on each of the skills within the specific training program and the awarding of certificates. Success in school courses will be measured by pass/fail demonstration of competencies and the ability to pass course examinations with a 75% minimum.

## **Transcripts**

Students may obtain a copy of their transcripts by sending a written request to:

Fishes and Loaves Vocational Center  
3519 Sheffield Rd  
Springfield Illinois 62703

The first transcript is free, a fee of \$5.00 will be charged for each additional transcript

## **Transfer of FLVC Credits**

Students are advised to consult the institution of higher learning to which they may seek to transfer course credits regarding the transferability of any earned course credits to said institution; course credits are not likely to transfer to another institution. Credit and hours earned at this school may not be accepted by institutions that are recognized by the Department of Education.

## **Graduation Requirements**

Those who meet attendance requirements, satisfy financial obligations to the school, and have a satisfactory completion of classroom and clinical hours will receive a

certificate and/or transcript stating that they have successfully completed the elected program. Students will also be permitted to sit for approved certification exams. Diplomas and transcripts will not be given to students who have not successfully completed requirements in their elected program. Successful completion is an overall class average of 75% with a 75% on final exam.

## **Clinical**

All requirements must be completed by first day of clinical.

Complete TABE pretest with qualifying scores for specific program selection.  
Must have a reading level of 8.5 and math level of 5.0 GLE  
Must be able to pass criminal background check and drug test  
Must complete and present 2 Step TB Skin tests. (Valid 1 year BNATP)  
Immunization record  
Vaccine during flu season  
18 years of age and up  
Valid driver's license, state issued ID, or passport is required.

Students must provide proof of a 2-step TB test that will be valid through their contracted graduation date. If for any reason the contracted graduation date is revised, the student may need to repeat the 2- step TB test. The student is responsible for obtaining this and providing proof to, FLVC before their class start date. The student can receive this test at any local Health Department (or facility of the student's choice) at the student's own cost.

## **Clinical Attendance Policy: Students who NO CALL NO SHOW WILL BE DROPPED!**

- Attendance on the first clinical day of this course is mandatory and cannot be made up.
- Students with a justifiable emergency may miss NO MORE than 2 hours of clinical.
- The required procedure to follow if student will miss clinical:
  - Call immediately.
  - Explain reason for the absence.
  - Make up day is at the discretion of the facility administrator and/or instructor.
  - Your instructor may ask for written verification from appropriate persons.

There may be a rare instance where the above policy can't be followed. In that case, the instructor must be informed within 12 hours of the start of the clinical or the student will be considered a "no call/no show" and **will be dropped** from the course.

### **Clinical dress code**

In addition to the classroom dress code, for clinical, you must wear a face mask, scrubs (grey top/black pants), nursing shoes (black or white), name tag.

You must have your watch with second hand, gait belt if required, ink pen, pocket notebook and hand sanitizer AT ALL TIMES.

All students are expected to act in a manner that shows respect for themselves and others. During clinical assignments each student must be on-time, dressed according to the dress code and have a positive attitude.

Violation of FLVC's behavior policy will result in removal from the program.

### **Program/Course Outline**

**FLVC offers 126 total hours: 84 hours of theory and 42 hours of Clinical**

Attendance is required at all classroom and clinical times. Break will be given, but not included as classroom hours.

- All BNA students must demonstrate a qualifying TABE reading score
- All BNA students must demonstrate a qualifying TABE math score
- Possess keys skills such as compassion, physical endurance, punctuality, people skills, and communication skills.

### **I. BASIC NURSING ASSISTANT PROGRAM -BNATP**

The Basic Nursing Assistant Training Program (BNAT) prepares a person to take the certification exam which is necessary to become a BASIC Certified Nursing Assistant (BNAT) in the State of Illinois. The program design prepares qualified individuals to be safe, caring, and effective nursing assistants who work under the supervision of qualified health care professionals. Trained BNAs perform at a minimum entry level in positions normally available in hospitals, nursing homes,

and home health agencies. This program presents basic nursing assistant principles' as well as providing opportunities for practice and demonstration of skills related to patient care. The students' time is divided between classroom instructions, laboratory time, and supervised experience in the nursing home and/or hospital settings (Clinical). Upon meeting graduation requirements of the BNAT, the student is entitled to a Basic Nursing Assistant certificate and is eligible to take the nurse aide competency evaluations as required by federal and state legislation.

### **Class Schedule**

Monday, Tuesday, Thursday

Afternoon Classes                      10:30 – 3:45 pm

Evening Classes:                        4:00pm – 9:15 pm

*\*Registration is ongoing*

**There are no classes scheduled on the following:**

#### **Holidays:**

New Year's Day  
Martin Luther King Day Presidents' Day  
Memorial Day Independence Day  
Labor Day  
Columbus Day  
Thanksgiving  
Christmas Day

**See Website for class dates and/or schedule changes.**  
**[www.fishesnloaves.org](http://www.fishesnloaves.org)**

### **Consumer Information**

- 8 BNAT students were admitted to the program as of July 1, 2019
- 77 new starts 77
- 0 Re-enrollments
- 0 Transfers into the program from other programs at the school
- 0 Transferred out of the program and into another program course at school
- 77 completed from a course of instruction
- 0 withdrew from school
- 0 are still enrolled
- 61 placed in field of study
- 2 Certified students enrolled in LPN
- 14 placed out of the field
- 0 not available for placement due to personal reasons
- 0 not employed
- 77 took the state certification
- 73 passed the state certification
- 45 obtained employment in the field who did not use the school placement assistance.
- \$14.90 average salary

### **Acknowledge and Receipt**

I acknowledge receipt of a copy of the 2020-2021 Fishes and Loaves Vocational and Literacy Center Student Handbook.

I understand that these documents contain the academic rules, policies and procedures of Fishes and Loaves Vocational and Literacy Center.

I understand that these documents may be changed by right of faculty and administration during my time at Fishes and Loaves Vocational and Literacy Center.

I understand any changes will result in an updated Student Handbook being posted on Fishes and Loaves Vocational and Literacy Center's webpage.

I understand it is my responsibility to read the Student Handbook and all its policies completely.

I understand that I will be held accountable for all stipulated academic requirements and for adhering to all policies put forth in this document, or its subsequent versions.

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Student Signature

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Date