

# Welcome Students



*School Year*  
*2022-2023*



# We Have a Great Staff

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## In the Office:

- \* Dr. Lazarus
- \* Ms. Talavera
- \* Ms. M. Bodine
- \* Mr. Tatem
- \* Ms. Coleman
- \* Ms. Cruz-Budden
- \* Ms. Riccitello
- \* Ms. B. Bodine



## Buildings & Grounds:

- \* The Day/Night Crew

## IT Department

# How Can I be Successful?

## Attendance

- ❑ Show up to EVERY class
- ❑ Be on time
- ❑ 3 lates = 1 absence
- ❑ Stay the entire class
- ❑ Make sure the teacher knows you are during role
- ❑ Must attend at least 85% of classes, most classes have different attendance policies (LPN, Cosmo, CNA, Apprenticeship, etc.)
- ❑ Leave early considered same as lateness
- ❑ Attendance credit = hrs of instruction attended
- ❑ Meet SAP (satisfactory academic progress)
- ❑ Can only make up 8 hours max at \$39/hour or \$100 full day or \$50 half day rate



# How Can I be Successful?

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- ❑ **Complete the Work**
  - ✓ Theory/Hands On/Assessments
  
- ❑ **Listen to instructor/staff**
  - ✓ Follow classroom and building rules
  
- ❑ **Follow procedures/policies**
  - ✓ Go over later in powerpoint
  
- ❑ **Have a good attitude**
  - ✓ Be positive, respectful and do your best

# ID's

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- ❑ Students will be issued a badge in September and they must be visible and worn unless it is a safety issue.
- ❑ Students will use their ID only to swipe in and out of the building. Appropriate entrances ONLY.
- ❑ All ID's **MUST** be turned in on the last class to the teacher or you may be charged a fee.
- ❑ Your ID is your responsibility and there is a cost to get a new one.



# Accidents/Injuries



- ❑ Report incidents to instructor/AE office ASAP
  - ✓ Failure to report may nullify insurance coverage
  - ✓ Nurse is in building until 3:20pm - emergency
  
- ❑ Wear proper protective equipment
  - ✓ Safety glasses, appropriate footwear, etc.
  
- ❑ Follow safety procedures
  - ✓ Listen to instructor
  - ✓ Be careful



# Dangerous Instruments & Weapons

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- ❑ Can't have any weapons (knife, gun, razor, etc.) on school grounds
- ❑ Do not talk or joke about any threats to other students/staff/or the school
- ❑ If you hear/see anything report to admin or security ASAP
- ❑ Inappropriate items/objects will be confiscated
- ❑ Serious offenses will be reported to the township police



# AAO, HIB (Harassment, Intimidation, and Bullying)

## ❑ REPORT INCIDENTS TO JESSE PAPPLER

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### ❑ Affirmative Action Officers

Ms. Valerie Lee (609) 267-4226 x8227  
(vlee@burlcoschools.org) - West

Dr. Heidi Bouchard (609) 654-0200 x8409  
(hbouchard@burlcoschools.org) - Medford

Mr. Eder Joseph - AAO Officer for BCIT

([ejoseph@burlcoschools.org](mailto:ejoseph@burlcoschools.org)) - 609-267-4226 x8686

- ❑ Comments about someone's race, gender, appearance, sexual orientation, etc can fall under AAO/HIB.
- ❑ Would lead to an investigation and could get you dismissed from the program.
- ❑ Please be mindful that you are in a High School and students could be present.

# Address Changes / Class Cancellations

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- ❑ If your address or phone number changes at anytime it is your responsibility to inform the Adult Education office immediately - complete a new registration form
  
- ❑ It is your responsibility to ensure that your instructor has your correct phone number
  - ✓ Verify correct number 1st class
  - ✓ Instructor will inform all students if a class is cancelled or changed by school email.
  - ✓ Check AE website for cancellations for inclement weather
  - ✓ Cancelled classes get made up
  - ✓ Subscribe to REMIND (text messages)-ask teacher

# Discipline

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- Must maintain a positive environment that is conducive to student learning at all times
- If sent out of class, students must report to Adult Ed office where appropriate action will be taken
- Can't disrupt educational environment
- Progressive discipline will occur and may result in being removed from course

# Parking/Smoking/ Drugs/Alcohol

- ❑ Students are to park in designated areas and obey the speed limit (day will get pass)
  - ✓ Failure to follow these procedures may result in loss of driving privileges
  
- ❑ There is no smoking on school grounds (parking lot, bathrooms, classroom, etc.)
  - ✓ Cigarettes, vapes, smokeless tobacco, etc.)
  
- ❑ The use, possession, or sale of any type or quantity of drug, drug paraphernalia or alcohol is strictly prohibited at BCIT
  - ✓ Could be expulsion and police will be notified



# Dress Code

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- ❑ Instructor may specify dress in any program, which requires a uniform
- ❑ Students are urged to emulate the dress code of successful adults in the occupation for which they are preparing
- ❑ No bare feet, flip flops, slippers, etc.
- ❑ Cell phones should be off or on vibrate while attending class (no photos, video recording of students/staff members)
- ❑ No hats, hoods or anything that is a safety concern



# Eating Classroom/Shops

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- ❑ Break rooms will be open this year
  - ✓ Students will eat lunch in the break room or leave school grounds for lunch
  - ✓ Please clean up and keep our school neat
- ❑ Must clean up the classroom before leaving each class (especially in specific shop areas (carpentry, welding, etc.))
  - ✓ Everything needs to be stored away in appropriate spot
  - ✓ Floors need to be swept if needed
  - ✓ **Share the area with each high school**
  - ✓ HS students need to have their area clean and ready for class each day the same as you would

# Drills

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- ❑ We will have drills during the day and night
  - ✓ Instructor will review procedures at times throughout the class
  - ✓ Please follow all procedures as indicated by your instructor



# Grading

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- ❑ Grading info will be given out at the 1st class (Financial Aid students must meet SAP)
  - ✓ Final grade and hours will be supplied by instructor at the end of the course
  - ✓ Theory/practical portions (classwork, quizzes, and tests, etc.)
- ❑ It is your responsibility to check with the teacher periodically for grade/hour status
  - ✓ Keep lines of communication open with teacher
- ❑ Warning notices (in danger of failing)
  - ✓ Low test scores, poor attendance, etc



# Hall Regulations/Breaks

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- ❑ Your cooperation is required in refraining from excessive noise in the halls/corridors
  - ✓ Distract from the learning of others (high school included)
- ❑ Please do not "roam" or be in a restricted area (stairwell, fishing in the pond at Medford)
  - ✓ Please stay in your "area"
- ❑ We have other high school events going on and other people in the building

# Obligations/Student Records

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- ❑ Students who owe monetary obligations for tuition, books, supplies, ID's, etc. will not receive certificates, transcripts or diplomas until the obligation is paid.
- ❑ Board of Education authorized certified school personnel to collect and maintain student records (more info in student handbook).

# Unacceptable Behavior

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- ❑ We will treat you with respect; we expect you to do the same
- ❑ There will be zero tolerance for any unacceptable behavior
  - ✓ Safety violations
  - ✓ Destroying or defacing school property
  - ✓ Inappropriate classroom/shop behavior
  - ✓ Obscene language
  - ✓ Fighting
  - ✓ See student handbook for more information
  - ✓ Weapons, drug possession, and/or consumption, etc

# Visitors/Withdrawals and Enter/Exit Building

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- ❑ Students are **NOT** permitted to have any visitors during school hours.
- ❑ Students withdrawing must make their intentions known to the Adult Education office in writing.
  - ✓ The student will have to see his/her teacher(s) before being released.
  - ✓ Obligations must be cleared as well
- ❑ All students must enter and exit the building through appropriate entrance only
  - ✓ Medford - Main Office | West - Front Adult Ed entrance

# Acceptable Use Policy/ Safety Statement/Handbook

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- ❑ Instructor will distribute this document for you to sign
- ❑ Appropriate use of computers/technology
  - ✓ Explained in more detail in student handbook
- ❑ Safety statement - information provided by instructor and detailed in student handbook
- ❑ Received/reviewed a copy of the handbook. It is posted online for review.

# Certificates

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- ❑ Completion certificates for courses will be given to students who meet requirements (full time program diplomas will be distributed at graduation). Part-time class certs will be given out after course completion.
  - ❑ Certificates will only be given out to students who pass part one & two of a two part class. Certs. will not be given to students who only complete one part of a two part course (i.e. HVAC I, Pet Grooming)

# Payments

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- ❑ Most classes are pay in full prior to registration.
- ❑ If your class has a payment plan (LPN, COSMO, Dental Assisting, Medical Asst, Patient Care) the payment due dates must be met. The payment plan for those courses is located in the Adult Ed office
  - ✓ Payment deadlines must be met or dismissal process will begin as per the student handbook.

# Final Thoughts

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- ❑ Looking forward to a great year
- ❑ Half the battle is showing up and being on time to EVERY class
- ❑ Get the work done early
- ❑ Have a good attitude and be receptive to feedback and instruction
- ❑ Questions?