

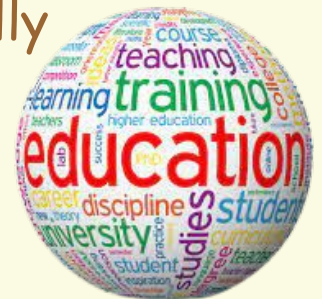
Welcome Students



School Year
2023-2024

Introducing Mr. Jesse Pappler

- ❑ I've been in the district for 17 $\frac{1}{2}$ years
 - ✓ Teacher & Coach at BCIT-Medford for 10 years
 - ✓ 2 $\frac{1}{2}$ years I served as the AP/AD @ Medford
 - ✓ Assistant Principal of AE since July of 2018
- ❑ Along with our staff, I'm here to assist you so that each of you can be successful in our programs and hopefully obtain a job in the field you choose.



We Have a Great Staff

In the Office:

- * Dr. Lazarus
- * Ms. Talavera
- * Ms. M. Bodine
- * Mr. Parlato
- * Ms. Coleman
- * Ms. Cruz-Budden
- * Ms. B. Bodine



Buildings & Grounds:

- * The Day/Night Staff

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 present during role
- ❑ Must attend at least 85% of classes, most classes have different attendance policies (LPN, Cosmo, DA, 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 for non full time programs at \$39 or \$61/hour or \$100 full day or \$50 half day rate if applicable



How Can I be Successful?

- ❑ **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 to all and do your best

ID's

- ❑ 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



- ❑ 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 Mr. Eder Joseph

- ❑ Affirmative Action Officer

Mr. Eder Joseph - AAO Officer for BCIT

(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 HS students could be present.

- ❑ Refer to the student handbook section titled "Affirmative Action Program" for more information

- ❑ You can also visit <https://www.bcit.cc/Page/10178> for information as well as to file a complaint.

Address Changes / Class Cancellations

- ❑ 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
- ❑ With your permission, it is your responsibility to ensure that your instructor has your correct phone number. You do not have to provide it, as communication will come via school email.
 - ✓ 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

- 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
- See student handbook for more information

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

- ❑ 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

- ❑ 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

- ❑ 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

- ❑ 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 - i.e. school email
- ❑ Warning notices (in danger of failing)
 - ✓ Low test scores, poor attendance, etc

Hall Regulations/Breaks

- ❑ 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, etc.)
 - ✓ Please stay in your "area"
- ❑ We have other high school events going on and other people in the building

Obligations/Student Records

- ❑ Students who owe monetary obligations for tuition, books, supplies, ID's, etc. will not receive certificates, transcripts or diplomas until the obligation is paid.
- ❑ Transcripts are available as needed. Contact the Adult Ed office and someone can help you with processing/payment.

Unacceptable Behavior

- ❑ 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 and/or fighting
 - ✓ Weapons, drug possession, and/or consumption, etc
 - ✓ Unacceptable behavior can put you at risk of removal from program and/or expulsion from school
 - ✓ Actions that disrupt the classroom environment or cause a disruption to others
 - ✓ See student handbook for more information

Visitors/Withdrawals and Enter/Exit Building

- ❑ 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 by submitting an official withdrawal form - located on our website.
 - ✓ 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 (see below) - do not hold a door or let any other person enter the building.
 - ✓ Medford - Main Office | West - Front Adult Ed entrance

Acceptable Use Policy/ Safety Statement/Handbook

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

Certificates

- ❑ Completion certificates for courses will be given to students who meet requirements (full time program diplomas will be distributed after 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

- ❑ 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 the dismissal process will begin as per the student handbook.

Final Thoughts

- ❑ 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, be receptive to feedback and instruction
- ❑ Questions can be emailed to:
 - ❑ adulthoodaccount@burlcoschools.org