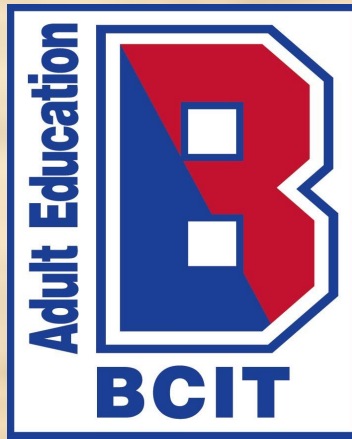


Welcome Back Students



School Year
2022-2023

Introducing Mr. Jesse Pappler

- ❑ I've been in the district for 16 $\frac{1}{2}$ 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 obtain a job in the field you choose.



We Have a Great Staff

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?

- ❑ **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

- ❑ 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 JESSE PAPPLER
- ❑ 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
- ❑ Comments about someone's race, gender, appearance, sexual orientation, etc can fall under 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

- ❑ 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

- 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

- ❑ 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
- ❑ 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)
 - ✓ 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.
- ❑ Board of Education authorized certified school personnel to collect and maintain student records (more info in student handbook).

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
 - ✓ Fighting
 - ✓ See student handbook for more information
 - ✓ Weapons, drug possession, and/or consumption, etc

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.
 - ✓ 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

- ❑ 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

- ❑ 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

- ❑ 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

- ❑ 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?