



# **ADULT AND CAREER DEVELOPMENT STUDENT HANDBOOK 2019-2020**

It is the policy of Indian Capital Technology Center to provide equal opportunities for Title VI, Title IX and Section 504 ADA, without regard to race, color, national origin, gender, age, disability, or status as a veteran in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid and employment.

# WELCOME TO INDIAN CAPITAL TECHNOLOGY CENTER

We are excited that you have chosen ICTC for your training needs. The objective of Indian Capital Technology Center (ICTC) is to provide quality training in technical education to high school and adult students. Any student age 16 or older may attend Adult and Career Development classes.

This handbook explains our policies and procedures for students who are enrolled in Adult and Career Development courses. Any additional questions can be directed to your instructor or the campus ACD Coordinator/Specialist.

## KNOWING AND ABIDING BY HANDBOOK POLICIES

Each student should use this handbook as a ready reference to questions that may arise during their class. Student policies apply to all students enrolled in ICTC Adult and Career Development courses. Each student is responsible for knowing and abiding by these policies and others which may be prepared and posted throughout the year.

### Certificate of Completion

Indian Capital Technology Center will issue a certificate to each student who meets all requirements and successfully completes the class.

### Withdrawal/Refund Policy

In the event that a student decides to officially withdraw from an adult ACD class, a refund of a portion of the tuition may be approved. A registration fee of \$15.00 as well as any applicable books and supplies will be charged the first night the class makes and are non-refundable. The balance of the course tuition will be refunded if requested by the second class meeting. **NO REFUNDS CAN BE GRANTED AFTER THE SECOND CLASS MEETING.** If a course meets less than 18 hours, ICTC must be notified after the first class meeting. Refunds can be expected to be received within 10 business days if the necessary paperwork has been submitted and approved to the business office. In the event a course cancellation is decided by ICTC, all tuition, fees, and supply charges will be refunded 100%.

Students are notified at the time of enrollment if their class requires a background check. At that time students are also given a list of offenses that will prevent them from completing the class. If a student is dismissed from class because a background check reports an offense, the student will be refunded tuition and textbook charges. However, the student will not receive a refund for the \$15.00 registration fee or **\$62.00** background check fee.

### **Attendance**

In order to receive certification or a completion grade, the student must attend 90% of class periods. This percentage is based on the number of hours a class will be in session. For example, if a class meets for 120 hours then the student may only miss 12 hours of class time. Once a student has missed 10% of scheduled class time, the student will not receive a completion certificate but will be able to audit the remaining class sessions. If a student is sponsored by an agency or business, the sponsoring organization will also be notified of non-attendance. One hundred percent (100%) attendance is required for all clinical training sessions and for students who attend the Long-Term Care Aide (C.N.A) Fast Track classes.

### **Dress Code**

Students must be appropriately dressed in relation to the occupation for which they are preparing as defined by the instructor and approved by the administration of the school. Students are required to wear clothing and safety devices compatible to the nature of the training. Students that represent the school on field trips will dress appropriately for the field trip. Scrubs are required for students who attend healthcare-related clinicals.

### **Smoke Free/Tobacco Free Environment Policy**

Smoking, distribution, and the use of possession of tobacco or tobacco products or paraphernalia used with tobacco and tobacco products is prohibited on school property. Additionally, students are prohibited from possessing or distributing tobacco products or simulated tobacco products on school property. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner to be suitable for chewing, smoking, or both. "Simulated Tobacco Products" are defined as products that imitate or mimic tobacco products, including, but not limited to cloves, bidis, kreteks, and vapor smoking with/without nicotine. "Use" is defined as lighting, chewing, dipping, inhaling, or smoking any tobacco as defined within this policy.

### **Eating and Drinking**

Please confine eating and drinking to designated areas. Student should place containers/wrappers in the receptacles provided before leaving the break area. Food or drinks are not permitted in the classroom.

## **Inappropriate Behavior**

The Superintendent or anyone designated by the Superintendent or Board of Education to maintain order in Indian Capital Technology Center shall have the authority and power to direct any person to leave ICTC property who is not a student, officer or employee thereof, and who interferes with the peaceful conduct of activities on ICTC property, or enters ICTC property for the purpose of committing an act that may interfere with the peaceful conduct of activities on ICTC property.

Students whose behavior indicates use of alcohol and/or drug substances will be referred to the ACD Coordinator/Specialist. Other inappropriate behavior will not be tolerated. The ACD Coordinator/Specialist or designated evening clerk has the authority to call proper authorities or ask someone to leave as needed.

HB 1765 makes it a felony to commit aggravated assault and battery on a school employee while in the performance of their duties as a school employee or upon any student while such student is participating in any school activity or attending courses on school property during school hours.

Inappropriate behavior also includes, but is not limited to:

- Disruption of school and/or class
- Abusive language/profanity
- Assault
- Bullying
- Damage or destruction of school or private property
- Carrying of weapons or dangerous instruments
- Abuse of driving privileges (speeding, reckless driving, etc.)
- Use or possession of tobacco products or simulated tobacco products on campus
- Unlawful possession, use, distribution, or being under the influence of drugs or alcohol on school property or as part of any school activity

## **Use of District Computer Resources**

District computing resources are intended for education, training, research, administration, and planning purposes. Any other computer usage must be approved by the ACD Coordinator/Specialist. Internet access is provided as a tool for the user's education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials. Messages relating to or in support of illegal activities may be reported to appropriate government agencies.

### **Care of Textbooks, Tools and Equipment**

Students are responsible for the care of all school-owned property that is assigned to them. If items are lost, destroyed, or stolen through irresponsible action, students will be charged the purchase price for the replacement.

### **Parking/Locking Cars**

Students are asked to park their vehicles in the designated areas while respecting handicapped parking. Parking is prohibited in front of the main entrance, next to any building, and in front of fire plugs. Remove all items of value from view and lock your vehicle. Indian Capital Technology Center is not responsible for loss or damage to automobile and/or contents while parked on campus.

### **Weapons Free School Policy**

Any student in this school district who uses or possesses a firearm (or any other type of instrument that can be used as a weapon) on school property will be removed from the campus and dropped from classes.

### **Tips to Avoid Victimization**

The following suggestions are for the personal safety of students, employees, and community members: Report strangers to a school employee; Do not hesitate to call campus authorities or local police; When parking, remove valuables from plain view; Avoid getting into no-exit places; At night, always walk in groups of two or more; Report all incidents immediately; Always lock all doors as soon as you enter your car.

### **Report a Crime**

Crime victims are encouraged to report any incident regardless of apparent insignificance, to the ACD Coordinator/Specialist in person or by phone. An official report will be taken, and copies will be made available to the victim. Efforts to investigate the situation will be made at the appropriate agency level.

### **Class Cancellations Due to Inclement Weather**

Announcements will be made through the local media for evening class cancellations. These decisions are made at each campus based on local weather. Evening classes will be reported to local media after 2:00 pm

### **Emergency Situations**

In the event of an accident while on an ICTC campus, please notify your instructor immediately. Students will be asked to complete an Accident Report by the ACD Coordinator/Specialist upon return to class.

Emergency evacuation procedures are posted in each classroom. Please follow your instructor's directions for emergency evacuation instructions or safe room designations.

## **Grading Scale**

100%-90% = A

89%-80% = B

79%-70% = C

69%-60% = D

## **Adult and Career Development Contact Information**

Please contact our offices at any time for any additional information or questions you may have. Our office hours are 8:00 am to 10:00 pm Monday through Thursday, and Fridays 8:00 am to 4:30 pm. You may call our office at 918-348-7966 or 918-348-7967.



## **Handbook Agreement**

**Each student is required to sign and turn in the following statement to his or her instructor on the first night of class.**

**I HAVE READ AND UNDERSTAND THE POLICIES SET FORTH IN THE INDIAN CAPITAL TECHNOLOGY CENTER STUDENT HANDBOOK. I AGREE TO ABIDE BY THE RULES AND POLICIES AS INDICATED BY MY SIGNATURE.**

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**Student Signature**

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**Date**

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**Instructor Signature**

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**Date**

