

MARION COUNTY ADULT AND COMMUNITY EDUCATION

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Adult Education Catalog & Handbook 2009 – 2010

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This information contained herein is true and correct in content and policies, and is enforced. It is the responsibility of the student to be familiar with the policies and requirements.

October, 2009

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2009-2010 Calendar

August 2009

Mon.	Tues.	Wed.	Thurs.	Fri.
3	4	5	6	7
10	11	12	13	14
17**	18	19	20	21
24	25	26	27	28
31				

September 2009

Mon.	Tues.	Wed.	Thurs.	Fri.
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2009

Mon.	Tues.	Wed.	Thurs.	Fri.
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2009

Mon.	Tues.	Wed.	Thurs.	Fri.
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December 2009

Mon.	Tues.	Wed.	Thurs.	Fri.
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

No School -

September 7, Labor Day

November 11, Veteran's Day

November 25-27, Thanksgiving Break

December 23 – January 1, Christmas Break(students return to class January 4)

January 1, New Year's Day

January 18, Martin Luther King's Birthday

March 29-April 2, Spring Break

May 11, Primary Election

May 31, Memorial Day

June 18, WV Day

January 2010

Mon.	Tues.	Wed.	Thurs.	Fri.
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February 2010

Mon.	Tues.	Wed.	Thurs.	Fri.
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March 2010

Mon.	Tues.	Wed.	Thurs.	Fri.
1	2	3	4	5-OS
8	9	10	11	12
15	16	17	18	19-OS
22	23	24	25	26
29	30	31		

April 2010

Mon.	Tues.	Wed.	Thurs.	Fri.
			1	2
5	6	7	8	9
12	13	14	15	16-OS
19	20	21	22	23
26	27	28	29	30-OS

May 2010

Mon.	Tues.	Wed.	Thurs.	Fri.
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June 2010

Mon.	Tues.	Wed.	Thurs.	Fri.
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

*OS days are subject to change based on school cancellations with regard to inclement weather

SECTION I: INSTITUTIONAL INFORMATION

MARION COUNTY SCHOOLS

1. ADMINISTRATION

OFFICE OF THE SUPERINTENDENT

Superintendent Thomas Deadrick

MARION COUNTY BOARD OF EDUCATION

President	Rev. James Saunders
Commissioner	Richard Pellegrin
Commissioner	Michael Welty
Commissioner	Dr. Babette Simms
Commissioner	Mary “Sis” Murray

ADMINISTRATIVE STAFF

Adult & Community Education Center

Administrative Assistant	Roman W. Prezioso, Jr.
Principal	Donna J. Metz
Secretary	Bunny Guido
Secretary	Dorothy Saunders

Marion County Technical Center

Principal	Matt Call
Secretary	Carol Root
Secretary	Linda Stanley
Secretary	Lorna Toothman

INSTRUCTIONAL STAFF

Adult Education Instructor	Heather Bayne
Adult Education Instructor	Brianna Boone
Adult Education Instructor	Jo Marie Chandler
Adult Education Instructor	Jessica Eddy
Adult Education Instructor	DeEtta Hayes
Adult Education Instructor	Joe Mlinarcik
Adult Education Instructor	Janice Kay Pitrolo
Adult Education Instructor	Whitney Slagle
Adult Education Instructor	Glenn Tacy

Computer Integrated Manufacturing	Lewis “Chip” West
Computer Integrated Manufacturing	Michael Tiller

This catalog is for informational purposes only and is in no way a binding contract between the Marion County Board of Education and its students. The Marion County Board of Education’s Adult and Community Education Division reserve the right to make changes in course offerings, student fees, and policies governing the successful operation of its programs and facilities.

2. MISSION STATEMENT

MARION COUNTY ADULT AND COMMUNITY EDUCATION CENTER

The Marion County Adult and Community Education Center will establish an environment that offers high quality educational opportunities while serving a diverse population with specific needs and learning styles to assist the adult learner to become proficient at the levels needed to become productive citizens in the areas of their choice.

3. ACCREDITATION/ APPROVAL/ CERTIFICATION/ PARTNERSHIPS/ REFERRAL AGENCIES

West Virginia State Department of Education
Division of Technical and Adult Education Career and Technical Education
Marion County Board of Education
Regional Educational Service Agency (RESA VII)
WORKFORCE West Virginia
Region VI Workforce Investment Board
Fairmont WORKFORCE West Virginia Center
Workforce Investment Act (TAA)
West Virginia Rehabilitation Services
Veterans Administration
Department of Health and Human Resources (DHHR)
Fairmont State University
Pierpont Community and Technical College
Marion County Judicial System
Literacy Volunteers of Marion County
Mon Youth Build
Scott Place

4. EEO Statement

It is the policy of the Marion County Board of Education to maintain and promote equal educational opportunity and employment without regard to race, color, sex, age, religion, handicapped conditions, marital status, or national origin.

SECTION II: COURSE DESCRIPTIONS AND CURRICULUM

PROGRAMS

The following course offerings coincide with the philosophy of the Marion County Adult and Community Education Center, which is to prepare individuals for educational training programs, higher education, test preparation, and/ or employment opportunities. The faculty and staff are committed to provide every possible assistance necessary to make the educational experience as rewarding as possible.

COMPUTER INTEGRATED MANUFACTURING

(Automated Electrical Technology)

Course Description

The Computer Integrated Manufacturing Course is a multi – component curriculum course consisting of 1000 core contact hours (200 days). Students whose goal is to be able to take the West Virginia Journeyman’s Electricians Exam must attend the optional 80 hours (16 days) at the conclusion of the core curriculum. There is no cost for the additional 80 hours for those students who satisfactorily complete the 1000 – hour core curriculum course. In order to be eligible to sit for the exam, the student must have successfully completed each component of the prior ten-month program

Starting Date	August 17, 2009
Graduation Date	July 22, 2010
Maximum Enrollment	30 students
Class Schedule	Monday-Friday 5:00pm to 10:00pm
Location	Adult & Community Education Center 601 Locust Avenue, Fairmont, WV
Cost	\$ 2,020.00

Computer Integrated Curriculum	Tentative Curriculum
Technical Mathematics	120 hours
Electric Installation	140 hours
Pneumatics/Vibration Analysis	75 hours
Electronics	100 hours
Biometrics	75 hours
Process Controls	130 hours
Introduction to Fiber Optics	50 hours
AC/DC Machinery	120 hours
Motor Controls Industrial Control	
Laser Alignment	40 hours
PLC’s	100 hours
Hydraulics	50 hours
National Electric Code	80 hours
TOTAL	1080 hours

The program is based upon the essential core curriculum required by Pierpont Community and Technical College which allows students to continue their education at the combined campus of Pierpont Community and Technical College and Fairmont State University. Students completing the Computer Integrated Manufacturing program with a “C” or better average in all core components will be given the opportunity to pursue an associate science degree ~ tentative 1 + 1 cooperative agreement between Pierpont Community and Technical College and the Marion County Adult and Community Education Center.

NOTE: 1. Students must complete and maintain satisfactory academic progress in all course components to be eligible to register for the Journeyman’s Electricians Exam.

2. The content of each core curriculum is subject to change based upon the expedience of class progression and changing technological demands.

Adult Basic Education

Course Description

The West Virginia Department of Education recognizes that today's workplace presents numerous opportunities and challenges for adults in West Virginia. Employers need workers with strong basic skills and an ability to adapt to change. Today's families are faced with multiple responsibilities as they address their children's educational needs, as well as their own. Special populations, such as the homeless and incarcerated, must deal with additional challenges in order to lead safe and productive lives.

To effectively serve the foundational learning needs of these diverse groups, a learning system that is flexible and responsive is necessary. The Adult Basic Education Program (ABE) of the West Virginia Department of Education has developed such a system for adult learners. ABE programs provide adults with the opportunity to acquire and improve functional skills necessary to enhance the quality of their lives as workers, family members, and citizens. These programs play an important role in fostering productive employment, effective citizenship, personal and family growth, self-esteem, and dignity for adult learners.

- Gain the speaking, listening, reading, writing, thinking, and math skills needed to acquire or advance in a job.
- Earn certificates to document mastery of important job readiness and work foundations skills.
- Gain the necessary skills to meet the entrance requirements for vocational or other educational testing programs.
- Study to pass the General Development (GED) high school equivalency test.
- Obtain computer skills. Learn how to become an active participant in your children's education.
- Prepare for the citizenship test.
- Learn English as a Second Language.
- Obtain problem solving and thinking skills needed to meet the growing demands around you.
- All Adult Basic Education classes are free of charge.

Source: <http://www.wvabe.org/overview.htm>

OFFICIAL GED TESTING CENTER – MONTHLY - FREE

Adult Basic Education Class schedules are as follows:

Class	Days	Hours	Instructor
Orientation for new students	Twice a month	9:00 a.m. – 3:00 p.m.	Whitney Slagle Jo Marie Chandler
Test Prep/ Basic Skills	Monday, Wednesday, Friday	9:00 a.m. – 3:00 p.m.	Kay Pitrolo
Test Prep/Basic Skills	Tuesday & Thursday	8:30 a.m. – 11:30 a.m.	Brianna Boone
Test Prep/Basic Skills	Tuesday & Thursday	5:00 p.m. – 9:00 p.m.	Jo Marie Chandler Joe Mlinarcik
Test Prep/Basic Skills – Youth	Monday through Thursday	8:30 a.m. – 11:30 a.m.	Jessica Eddy Steve Sandor Joe Mlinarcik
Computer Literacy Class	Wednesday	8:30 a.m. – 11:30 a.m.	Brianna Boone
Test Prep/Basic Skills	Monday & Tuesday	9:00 a.m. – 3:00 p.m.	Heather Bayne

SPOKES

“Strategic Planning in Occupational Knowledge for Employment and Success”

“SPOKES” is an academic and job preparation skills program under contract between the Department of Education, Office of Adult and Education and Workforce Development, and the Department of Health and Human Resources. Specifically, the program provides classes with intense daily activities that will address academic and “soft skills” necessary for adults to pursue and retain gainful employment. The program will allow DHHR, WVWORKS, and One-Stop customers to be referred to the program and receive services on “any given Monday.” The SPOKES class is a six-week program consisting of assessment, job readiness, work process skills, computer skills, and WorkKeys academics. The program will run continuously throughout the year in the comprehensive centers and serve between 15-20 students at any given time. Participants in this program must be referred from Region 6 Workforce Centers or DHHR

Class	Days	Hours	Instructors
SPOKES	Monday through Friday	8:00 a.m. – 3:00 p.m.	Glenn Tacy DeEtta Hayes

Full Circle

Course Description

Fairmont WORKFORCE in cooperation with the Marion County Adult and Community Education and the Region VI Workforce Investment Board are collaborating to provide services to individuals or groups in need of assistance to achieve educational and employment goals.

Full Circle is designed to assist students prepare for the world of work. The class will accommodate various learning levels and learning styles. The course will include, but not be limited to, resume writing, job application assistance, interviewing process, goal setting, communication skills, problem solving, stress management, and working through barriers to education and employment.

Full Circle will be in operation at the Fairmont WORKFORCE
320 Adams Street, Suite G01, Room 108, Fairmont, WV. 26554
If interested, you may call (304)363-5550 for more information

Class	Days	Time	Instructor
Full Circle	Wednesday, Thursday, Friday	9:00 a.m. – 3:00 p.m.	Heather Bayne

Adult Learning Lab

Pierpont Community and Technical College and Marion County Adult and Community Education Center are offering support services necessary to assist students. For more information call 367-4873.

Fairmont State University Campus
Pierpont Community and Technical College
Hardway Hall – Room 308

Class	Days	Time	Instructor
Learning Lab	Tuesday & Thursday	9:00 a.m. – 4:00 p.m.	Kay Pitrolo

Literacy Volunteers of Marion County

ProLiteracy Worldwide is a nonprofit international literacy organization based in Syracuse, NY. It was formed by the 2002 merger of Laubach Literacy International and Literacy Volunteers of America, Inc. ProLiteracy Worldwide is now the oldest and largest nongovernmental literacy organization in the world and pursues a mission of sponsoring educational programs that help adults and their families acquire the literacy practices and skills they need to function more effectively in their daily lives.

ProLiteracy's International Programs Division builds on work begun more than 70 years ago in the Philippines. In 48 developing countries around the world, thousands of adult learners are improving conditions for their families and their communities through ProLiteracy's 86 grassroots partner programs. ProLiteracy uses its unique methodology to provide training, technical assistance, and targeted local grants to support tailored programs that combine literacy with economic self-reliance, health, education, peace, human rights, and environmental sustainability projects.

ProLiteracy America, the U.S. Programs Division of ProLiteracy Worldwide, represents 1,200 community-based volunteers and adult basic education affiliates in all 50 states and the District of Columbia. ProLiteracy America provides accreditation, advocacy, and technical assistance as well as program and professional development services. In addition, its affiliates benefit from an annual conference and a menu of regional trainings.

Source website: www.proliteracy.org

Literacy Volunteers of Marion County is part of this national network and offers services to those who have needs related to literacy and may not be aware that services are available to meet those needs. Literacy Volunteers of Marion County has trained and qualified tutors and they provide free, convenient, and confidential instruction.

Literacy Volunteers of Marion County schedule:

Days	Hours
Tuesday & Thursday	8:30 a.m. – 7:00 p.m.
Wednesday	8:30 a.m. – 5:30 p.m.

Executive Director: Kim Cummings
Office Manager: Jane Woolfitt
Telephone: (304)366-6055

SECTION III: GENERAL INFORMATION

1. HANDICAPPED FACILITIES

The Marion County Adult and Community Education Center is remodeled to aid the handicapped by means of an elevator, sidewalk and building ramps, restroom facilities and large doors.

2. CAMPUS SECURITY

It is the responsibility of the students, staff or any person on campus to immediately report any criminal activity to the administration. The administration will report these occurrences to the appropriate authorities and pursue all avenues to see that the situation is resolved. A record of all criminal incidents will be noted and filed in the Administrator of Adult and Community Education office at the center. These files will be made available upon request.

Note: See Campus Security Report – page 18.

The Marion County Board of Education will not be held responsible for lost or stolen articles. It is the responsibility of each student to protect his or her valuables and personal property in school and in their vehicles. For added protection, security cameras are positioned throughout the building and grounds.

3. VISITORS

Students may not bring visitors to the school. If someone must contact a student, he/she must receive permission from the office. At no time should there be unauthorized persons in the building or on the school grounds. Marion County Schools supports Credential Exchange for visitors to obtain a pass. **All visitors must report to the office, deposit a photo I.D., preferably a driver's license, sign in, and obtain a visitors tag. The I.D. will be returned to you when you return the visitor's pass as you leave.**

4. TELEPHONES

School telephones are to be used for school business only. Students are permitted to use telephones only in emergencies. Students will not be summoned from class for in-coming calls. A pay phone is located in the back hallway on the main floor of the Adult Education Center.

5. SMOKING AND TOBACCO PRODUCTS

5512 - USE OF TOBACCO

The Board of Education is committed to providing students, staff, and visitors with tobacco-free environment. The negative health effects of tobacco use for both the users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing tobacco-free environment is consistent with the role-modeling responsibilities of teachers and staff to our students.

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco products, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco products by students on Board premises, in Board-owned or operated vehicles, within any facility owned or leased or contracted for by the Board and at all Board-sponsored events. Smoking clove cigarettes or other substances is also prohibited.

Individuals supervising students are prohibited from distributing or using any tobacco product while in the presence of students or at any time while engaged in any activities directly involving students.

The Board shall enforce the consequences and/or interventions that are consistent with the levels specified in West Virginia Board of Education Policy 4373, or local Board policy, to address violations. The specific procedures to be followed when any staff member observes any violations outlined in this tobacco control policy shall be as follows:

A. First Violation: In accordance with due process, disciplinary action taken for the First Violation of this policy shall include the following sanctions:

1. Conference with principal (or designee) and completion of appropriate discipline form.
2. Contact parent or legal guardian by phone or letter.
3. Assigned in-school or out-of-school suspension for 1-5 days. During this time the student will complete a tobacco education assignment including information on the addiction process and cessation programs. Failure to complete this assignment will result in additional assigned suspension or detention.
4. Referral for legal action.

B. Second Violation: In accordance with due process, disciplinary action taken for the Second Violation of this policy shall include the following sanctions:

1. Conference with principal (or designee) and completion of appropriate discipline form.
2. Contact parent or legal guardian by phone or letter.
3. Assigned in-school or out-of-school suspension for 3-10 days. During this time the student will complete a tobacco education assignment including information
4. Referral to education program on tobacco cessation provided through the school, the American Cancer Society, or other group.
5. Referral for legal action.

C. Additional Violations: In accordance with due process, disciplinary action taken for Additional Violations of this policy shall include the following sanctions:

1. Conference with principal (or designee) and completion of appropriate discipline form.
2. Contact parent or legal guardian by phone or letter.
3. Assigned in-school or out-of-school suspension for 10 days.
4. Referral to education program on tobacco cessation provided through the school, the American Cancer Society, or other group, and be required to have parent/legal guardian sign that they are aware of the availability of these programs.
5. Referral for legal action.

The Board shall maintain a list of providers to make referral to voluntary support programs (such as local mental health provider or tobacco cessation program or hotline programs) that address the physical, psychological and social issues associated with addiction; provide on-going support and reinforcement necessary for desired behavior change; and provide information about available programs to all 4th through 12th grade students and staff on a regular basis. All schools in the county will be provided with a list of available cessation programs to refer students interested in cessation. Cessation support education shall not be used as a punishment for those caught violating this policy. Referral information shall be provided by the school administration to violators of this policy in addition to any sanction taken by the school. Individual schools will make the determination to provide or refer a student to voluntary cessation programs.

- A. Referrals may be made to the locally determined site for tobacco cessation classes for students.
- B. Information regarding upcoming cessation support education programs will be given to all students K-12 via the school calendar, school newsletters, and/or on bulletin boards.
- C. Schools may elect to provide a cessation program for students if staff or community agencies agree to provide the program for a minimum of one (1) year.

This policy shall be provided to students, school staff, parents or families, visitors and the community-at-large through:

- A. staff development;
- B. employee and student handbooks;
- C. parent/guardian notification;
- D. general public notification (e.g., signs, announcements); and
- E. attaching a summary of this policy on to all requests for school facility use.

The County shall review its tobacco control policy at least every two (2) years and make appropriate modifications as necessary.

20 U.S.C. 6081 et seq., 20 U.S.C. 7182
W.V.B.E. Policy 2422.5
W.V.B.E. Policy 2520.5
W.V.B.E. Policy 4373
Adopted 8/26/08

6. ALCOHOL AND DRUG POLICY

Absolutely no alcoholic beverages or controlled substances are permitted on school property. Students reporting to class under the influence of alcohol or a controlled substance or bringing alcoholic beverages or a controlled substance on school grounds will be terminated immediately.

SECTION IV: ADMISSIONS

1. REQUIREMENTS

Applicants for full-time adult preparatory programs must have a **high school diploma or GED**. Enrollment forms can be obtained at the Marion County Adult and Community Education Center and the Marion County Technical Center between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday. Students enrolling into a full-time adult preparatory program will be required to sit for the Workkeys assessment.

2. OPEN ENTRY / OPEN EXIT

Marion County Adult and Community Education operate its full-time adult preparatory programs under an open entry/open exit enrollment policy. Under this policy students can be accepted into these programs at any point throughout the school year, provided space is available.

3. TRANSCRIPT OF GRADES

A copy of each student's high school transcript or GED must be provided to the school and will be kept in the students file. A "Request for Transcript" form is provided on page 18 in this catalog. It is the responsibility of the student to complete the form and forward it to the appropriate institution.

4. TUITION

The following is the total included cost for each course:

Fee/Tuition

Computer Integrated Manufacturing \$ 20.00 / \$2,020.00

A twenty-dollar (\$20) non-refundable enrollment fee and one of the three payment options must accompany the enrollment application. Students may choose to pay the entire tuition in one total payment, in two payments, or by month.

	Option 1	Option 2	Option 3
Computer Integrated Manufacturing	\$2,020.00	\$1,020.00	\$200.00

Students that choose the monthly option must pay their tuition fees by the first day of class in each calendar month. Students who report to their classes without paying the tuition will be allowed to remain in class for the remainder of the day's session but will not be permitted to attend further sessions until the tuition is paid.

Students receiving a financial award will abide by the agency's payment schedule. Tuition may be waived for students receiving a financial award.

5. REFUND POLICY

Students withdrawing from a program will have their unused prepaid tuition refunded **based on the last day of attendance.** Enrollment fees are non-refundable.

Refunds are calculated on a monthly basis:

Scheduled Monthly Class Time Refund

5 scheduled class periods: 75% refund

6 or more class periods: No Refund.

Note: If a student attends class after the 5th scheduled class period within a month, there will be no tuition refund and the student is expected to pay the full monthly tuition.

Students who have an unpaid balance will not be given the opportunity to enroll in any adult education program.

SECTION V: STUDENT AFFAIRS

1. ATTENDANCE

The following attendance policy is designed to reward students who are serious about their training program. Also, it will give both instructors and students guidelines to follow in order to deal with problems of absenteeism and tardiness.

Students are expected to arrive on time and attend scheduled classes. Instructors will accurately record all late arrivals and early departures. **Absences or tardiness will not be excused.** See satisfactory Academic Progress for requirements.

2. GRADING - Computer Integrated Manufacturing Class

Marion County Adult and Community Education will use the following grading schedule:

A = 93-100 Superior

B = 85-92 Excellent

C = 77-84 Average

D = 70-76 Poor

E = 69 and below Unsatisfactory

I = Incomplete

W = Withdrew

Grades will be posted on the student's Permanent Record Card within five school days of the last scheduled day of the grading period. Upon completion of one-half of the grading periods a first term cumulative grade shall be averaged and recorded. The same procedure will be followed for the second term. Finally, the two term grades will be averaged and shall constitute the final course grade. Student absent for part of a class period will have their tardiness recorded to the nearest half-hour. (Example: A student who is tardy two (2) hours and thirty-three (33) minutes would be recorded as being two and one-half (2 ½) hours absent. Cumulative tardiness will be calculated to determine days absent.

3. SATISFACTORY ACADEMIC PROGRESS

Satisfactory academic progress is defined as having attended 80 percent of the total hours taught within a grading increment (the student must complete 500 hours within 150% of the scheduled hours) and maintained a "C" or better average. The definition of satisfactory academic progress will be addressed in two parts: quantitative (time frame) and qualitative (grade).

TIME FRAME

Quantitative is the completion of a minimum number of attempted credit hours within a maximum time frame. The 10 month, 1,000 hour Computer Integrated Manufacturing program is divided into two equal 500 hour increments.

A student missing more than twenty percent (20%) of the instructional time in any given increment (half) will be placed on probation and given a grade of incomplete (I). An

“Incomplete” grade is given due to poor attendance can be removed when the minimum time is completed. The student has generally 2 ½ months from the last day of the grading period to make up this time, or the grade will be recorded as an “E”.

GRADE

Qualitative is the minimum cumulative grade point average a student can obtain in any grade period. Student must maintain a “C” or better average in any increment. An “Incomplete” given for unsatisfactory classroom performance can be removed when assignments are completed as designated by the course instructor. The student has 2 ½ months, from the last day of the grading period when the incomplete (I) was issued, to make up the class work or the grade will be recorded as an “E”.

4. APPEALS

Students reserve the right to appeal the definition of satisfactory academic progress based upon mitigating circumstances. They must submit an explanation and all relevant back-up information of the circumstances in writing to the director of adult and community education. This information must be delivered within the time frame allowed to complete the course work. The administrator and the classroom teacher will make the determination of satisfactory academic progress based on each individual case.

5. MITIGATING CIRCUMSTANCES

Each appeal will be determined on an individual basis based upon the written evidence provided by the student.

6. ACADEMIC SUSPENSION

A student **must maintain a “C” average and complete 80 percent attendance** at the end of any half or semester, or they will be placed on academic suspension for the next half or one semester. A student will be suspended and will not be eligible to enroll in a program if he/she has received two academic suspensions in a full time adult prep program.

7. RECORDS

A student’s Permanent Record Card is maintained for each student. This card contains clearly defined grading periods, progress grades, hours attended, and the dates of attendance and absences for the term. The permanent record card is available to the student upon request. The program instructor will provide each student with a photocopy of their permanent record card within six school days after the end of the grading period.

8. CERTIFICATES

Certificates will be presented to students who have successfully completed their programs and **maintained satisfactory academic progress for all grading periods.** All students who have completed 75% or more of the program must take the WorkKeys CTE completer assessment. Certificates will be issued accordingly.

9. CONDUCT

As a general rule all training programs operate with a minimum of restrictions. However, in offering educational training programs, definite rules, regulations, standards of progress, and an attendance policy need to be in operation to ensure a safe and equitable condition. It is assumed that students enrolled in adult preparatory programs are mature and have constructive attitudes toward learning. All rules and regulations of the West Virginia State Department of Education, the Marion County Board of Education, and the Marion County Adult and Community Education shall be adhered to and enforced.

The General rules of good behavior will be observed in the classroom, corridors, and on the school premises. The instructor is in complete charge of the training program and is free to make reasonable demands upon the students. Students who consistently disrupt classroom activities, who do not cooperate with the instructor, or who fail to show proper progress due to poor conduct will be disciplined according to the school's "Schedule for Disciplinary Action".

10. SCHEDULE FOR DISCIPLINARY ACTION

A. Offenses that may result in first, an oral reprimand; second, a written reprimand; and third, termination are:

- Tardiness
- Unauthorized absence from school.
- Rudeness or inconsiderate actions toward the rights of others.
- Foul or abusive language.
- Failure to maintain satisfactory or harmonious working relationships with the instructor or other students.
- Bringing unauthorized visitors or other students in the school building
- Any other act which restricts the learning rights of others.

B. Offenses that may result in first, a written reprimand; second, termination:

- Gambling on school property.
- Sleeping in class.
- Careless, negligent, or improper use of property.
- Failure to report to class without notification for a period of five days
- Any other act which infringe on the learning rights of others or endangers their health or well-being.

C. Offenses that may result in immediate termination:

- Theft.
- Fighting.
- Refusal to complete reasonable assignments.
- Gross defiance of school authority.
- Willful destruction of property.
- Possession or use of alcohol or any controlled substance.
- Gross misconduct.
- Falsification, fraud, or omission of information.
- Failure to report to class without notification for a period of thirty days.
- Any other act which endangers the safety, health, or well-being of another person, or which is of sufficient magnitude that the consequences cause, or act to cause disruption of mission or gross discredit to the Marion County school system.

11. RE-ENROLLMENT

Adult preparatory students that are terminated for any disciplinary action may re-enroll in any adult technical education program after one year has lapsed from the date of termination. Students re-entering school after being terminated will not be eligible to attend until all financial obligations have been met. Students may apply to re-enroll in programs which they have successfully completed on the condition they pay for all of the costs incurred.

SECTION IV: FINANCIAL AID

Students attending full-time adult preparatory programs may receive various types of financial assistance depending on their eligibility. It is recognized that the primary responsibility for a student's education lies directly with the student and his/her family. In situations where the family's resources are not adequate to fund the cost of the student's education, money may be available to assist with this cost.

1. FINANCIAL AID OFFICER

The Administrative Assistant of Adult and Community Education will serve as the school's financial aid officer. Offices are located at the Marion County Adult and Community Education Center. Office hours are between 8:00 a.m. and 3:00 p.m. Monday through Friday.

2. TYPES OF FINANCIAL AID

- 1. Workforce Investment Act (WIA).** The only students who are placed into a full-time educational programs under the Workforce Investment Act are those who have been certified eligible by the Workforce Center. The Workforce Center determines eligibility on the basis of economic hardships. Certified eligible participants are then referred to the center and placed into programs on a space available basis. Call 304-363-0654 ext. 51254
- 2. Veterans Administration (G.I.).** The Marion County Board of Education is approved to provide educational training to veterans in adult preparatory programs. Veterans should contact their local veteran's counselor or the regional office in Huntington, West Virginia. Call 304-429-8087
- 3. Vocational Rehabilitation.** The Marion County Board of Education works directly with the Division of Rehabilitation Services on a referral basis. For more information contact the local Rehabilitation Service at 304-367-2714
- 4. Trade Adjustment Assistance Act (TAA)** The TAA program helps workers who have lost their jobs as a result of foreign trade. The TAA program offers a variety of benefits and services to eligible workers, including but not limited to job training, income support and job search. For more information, please contact the Workforce Center nearest you.

NOTE: Benefits and eligibility criteria for the Trade Adjustment Assistance have recently changed. For latest information, visit the U. S. Department of Labor web site at www.doleta.gov/tradeact/

SECTION VI: EMPLOYMENT DATA AND CAMPUS SECURITY REPORT

EMPLOYMENT DATA

This follow-up data is provided for students that attended the Marion County Adult and Community Education's Adult Preparatory Computer Integrated Manufacturing Programs.

	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009
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Total					
Enrollment*	26	17	27	29	27
Completed less					
Than 50%	4	5	8	7	5
Completed 50%					
Of Program	7	1	2	10	16
Graduated					
	15	9	17	12	6

*Total enrollment is the number of students enrolled in a program at any particular time. Some students enroll to take a certain portion of the class or obtain a certification.

CAMPUS SECURITY REPORT

INCIDENT	NUMBER OF OCCURRENCES				
	04-05	05-06	06-07	07-08	08-09
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Murder	0	0	0	0	0
Rape (forcible/nonforcible sex offenses)	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0

REQUEST FOR TRANSCRIPTS

Please send a copy of my official transcript to the following address:

**MARION COUNTY ADULT & COMMUNITY
EDUCATION CENTER**

601 Locust Avenue
Fairmont, WV. 26554
(304)363-7323

Social Security Number: _____

Student Name and Address

Last	First	Maiden	Middle

Route or Street			

City	State	Zip	

High School: _____

Dates of Attendance: _____

Signature: _____

Date: _____

C: TRANSCRIPT

