**Adult Education**

**PARTICIPANT HANDBOOK**

2016 - 2017

Potterville Public Schools



***Mission of the Office of Adult Education***

**“To create a safe, caring, and respectful environment for learning in which students acquire the knowledge, skills, and attitudes they need to succeed in life and in work.”**

It is the policy of Potterville Public Schools that no person on the basis of race, color, religion, national origin of ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program conducted by this education facility

**ADMINISTRATIVE AND SUPPORT STAFF**

 Julie DeRose . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Adult Education, Director

 Pam Voltattorni . . . . . . . . . . . . . . . . . . . . . . . . . . . . Adult Education Coordinator

 Jennifer Hicks . . . . . . . . . . . . Administrative Assistant (Grants, Adult Education)

Marilyn Washington . . . . . . . . . . . . Administrative Assistant (GED,LTE,Program)



**TEACHING STAFF**

 Kelly Boyle …………………ESL, ABE

 Susan Cady . . . . . . . . . . . English, History

 Terry Hill . . . . . . . . . . . . . . Science

 John Ley . . . . . . . . . . . . . .Science

 Jason Marietti . . . . . . . . . . .English, Reading

 Linda Norwood . . . . . . . . . .Adult Basic Education (ABE)

 Tom Sharkey . . . . . . . . . . .Government, Economics

 Pam Voltattorni . . . . . . . . . Employability Skills, Business Education

Welcome to Potterville Adult Education (PAE).

The PAE provides educational and support programs for youth and adults in the tri-county area.

We believe that everyone is entitled to receive a quality education and that each

individual, regardless of age or previous school history, should be given an opportunity to earn a HSE and acquire the skills needed for success in life and in work.

**PROGRAMS**

**AVAILABLE OPTIONS:**

High School Equivalent (HSE)

Prepares participants, ages 18 and up, to take the “General Education Development” tests leading to a GED certificate. To enroll in the program, participants must demonstrate the potential to pass the GED tests.

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Adult Basic Education **(**ABE, Pre GED)

Designed for adults whose math and reading skills are below the ninth grade level.

Instruction focuses on the development of basic skills in core subject areas.

**SUPPORT PROGRAMS**

Learn To Earn (LTE)

Provides basic literacy instruction, GED preparation to Path program clients

receiving services through Capital Area Michigan Works! within the Lansing

and Charlotte Service Centers.

**REGISTRATION FEES**

There is a required registrationfee of $25.

This fee must be paid before the student begins classes.

**EXPECTATION OF REASONABLE PROGRESS**

It is expected that participants will make reasonable progress toward earning a HSE Certificate during their enrollment in the program. Reasonable progress is defined as follows:

* Regular attendance of at least 80% is expected, except in extenuating circumstances which have been approved by the program administrator.
* Completion of daily assignments and tests as directed by the instructor.
* Completion of HSE practice and pre tests with a passing score in preparation for actual test.
* Participant demonstrates appropriate conduct in the classroom and on school

 grounds.

The following steps are expected in order to assist students in making reasonable progress:

* Participant will maintain communication between teachers and staff regarding the progress they are making.
* Schedule meetings with staff for extra help and tutoring

**TECHNOLOGY POLICY**

Use of the school district’s education technology, including membership to the Potterville Public Schools

Network, is limited to legitimate educational purposes to support and enhance the school district’s curriculum in a manner that is consistent with the school district’s mission statement. The following uses are strictly prohibited and may subject the offender to restriction, or termination of educational technology privileges and to appropriate disciplinary sanctions, such conduct to include, but not be limited to:

* Unauthorized entry into a file, whether to use, read, change, or for any other purpose.
* Unauthorized transfer, deletion, or duplication of a file.
* Unauthorized use of another individual’s identification or password.
* Unauthorized access to telecommunications files or facilities.
* Use of computing facilities that interfere with the work of another participant, faculty member, or school official.
* Use of computing facilities to draft, send, or receive inappropriate communications including, but not limited to, communications that are obscene, profane, vulgar, threatening or otherwise prohibited by law.
* Use of computing facilities, including telecommunications facilities, to interfere with the operation of the school district’s computing system.
* Violation of copyright law.
* Use of computing facilities for the purchase, sale, and/or advertisement of goods or services.
* Use of SOCIAL MEDIA – facebook, etc.

**Consequences of Inappropriate Network Behavior**

* Any member who does not comply with the Electronic Information Access and Policy will lose network privileges. Repeated or severe infractions of the policy may result in permanent termination of privileges. The system administrator will determine what is inappropriate use based on the Electronic Information Access and Use Policy, and the decision is final. The system administrator may terminate membership at any time for infractions.
* Members violating any of these privileges and responsibilities may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school district.

**ATTENDANCE POLICY**

**Absences**

Success in school and good attendance are strongly related. Participants with frequent absences lose valuable instruction time and fall behind in testing preparation. While provisions can be made to make up assignments, nothing can replace the instruction that has taken place in the classroom.

**GENERAL INFORMATION**

**Food and Beverage**

Bringing food items in the classroom is at the discretion of each teacher. However, there is no food or drink allowed near computer stations at any time. Participants are expected to clean up after themselves at all times.

**Records and Access Rights**

No records, files, or data directly relating to an individual participant shall be

made available to anyone without the consent and notification of the adult participant with the exception of the following:

1. the teachers and officials of this school district who have a legitimate educational interest in such information, or
2. there has been a federal request for submission of a participant's records in connection with the participant's application for financial aid. The participant will be notified if an official or a school to which a participant intends to enroll desire access to participant records. For other investigation of participant records, participant consent is needed. Outcomes of participant disciplinary measures are a matter of a participant’s private educational record; as such, they will not be disseminated to others who lack legitimate educational interest as determined by the Family Educational Rights and Privacy Act (**FERPA**).



**School Closings**

For information on school closings, participants should listen to the local radio and televation stations

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| --- | --- |
| TELEVISION | RADIO STATIONS |
| WLNS TV 6 | WJIM - 1240 AM AND 97.5 FM |
| WILX TV 10 | WFMK - 99 FM |
| Fox 47 | WITL – 100.7 FM |
| WOOD TV 8 |  |

If Potterville Schools are closed due to bad weather, the Adult Ed program will also be closed for morning, afternoon, and evening classes. This includes all classroom sites. If bad weather begins later in the day, participants should call the office at 645-4792 by 2:00 p.m. for information about evening classes being cancelled.



**PARTICIPANT CODE OF CONDUCT**

**Participant Citizenship Policy**

Potterville Schools are committed to maintaining an environment that promotes learning and is free from hostile, threatening, or illegal behavior. To maintain such an environment, each participant has a dual citizenship responsibility.

First, participants are responsible for conducting themselves in a way that does not create unsafe, hostile, or threatening conditions. It is expected that each participant will follow all school rules and abide by the laws that govern us as members of the general Potterville community.

Secondly, participants are expected to report conduct occurring on school premises that violates the law or that presents potential or actual harm to other participants, employees, or visitors of the school. Included in this reporting obligation are violations of the school rules or policies on fighting, harassment, sexual harassment, substance abuse, theft/vandalism, threats of physical harm, and weapons.

**Code of Conduct and Learning for Participants**

The Adult Ed. staff is committed to providing the best educational program possible for its participants. It is our goal for each participant to be successful in and out of the classroom. To reach this goal, we need the cooperation of our participants and, therefore, have the following expectations of all our participants.

**Show Up and Be On Time for Class**

Participants need to come to school every day, be in class on time, be ready to learn, and participate in class activities

**Show Self-Control**

Participants are expected to follow instructions, listen when instruction is given,

work quietly, and keep behaviors under control.

**Show Respect For Individuals**

Participants are expected to treat everyone as equals by avoiding racial, sexual, or “class” putdowns, using positive comments, listening when someone is talking, and avoiding behaviors that might be dangerous to others.

**Show Respect For Learning**

Participants are expected to attempt to do all work assigned, ask for help

when needed, and show effort.

**Show Respect For Property**

Participants are expected to treat school property as their own; avoid writing on desks, or walls; respect the private property of other participants; and keep our school clean by picking up litter and avoiding eating or drinking in class. Participants are expected to respect and abide by the directives of all school staff.

**Conflict Resolution**

Participants are expected to resolve conflicts with each other and staff in a peaceful, respectful manner. Any participant experiencing a conflict with another participant that could potentially disrupt normal classroom activities must notify a staff member to intervene and to arrange for a meeting to discuss strategies for resolving

the conflict as deemed appropriate.

**Insubordination**

Insubordination is defined as outright refusal to follow, or argue about following, a reasonable request made by any adult education staff member. If a participant feels that the directive is wrong or inappropriate, he/she should request a conference with that adult rather than be insubordinate. If a participant refuses to follow the directive of a staff member and the administrator to move to a specified location, theauthorities may be called to assist the removal of the participant.

**Police Questioning and Apprehension**

The good relationship between the district and law enforcement agencies in our community is to be encouraged. The board will allow law enforcement agencies to interview participants during school hours as appropriate.

Law enforcement officers are empowered by law to arrest persons upon a lawful warrant or without a warrant if the officer has reasonable cause to believe that the person has committed a felony or for a misdemeanor committed in the presence of the officer.

**Dress and Appearance:**

School is a place for education, and participants are expected to attend school clean, appropriately groomed, and dressed in a manner appropriate for school. The school has the responsibility of establishing and maintaining an atmosphere that enhances the opportunity of individuals to learn. Participants who come to school dressed

inappropriately or groomed improperly may be asked to leave for the day.

**Conduct Related to Participant Use of Substances**

When a participant exhibits symptoms of being under the influence of drugs, alcohol and/or narcotics, the instructor will discuss the matter with the participant and request that he/she arrange for transportation and leave school for the rest of the day. The participant will not be allowed back in the classroom without a meeting with

an administrator. In order to maintain enrollment, the participant may be asked to obtain a substance abuse assessment by an approved agency, agree to share the results with staff, and arrange for ongoing treatment and/or counseling if appropriate.

**WEAPON-FREE SCHOOL ZONE POLICY**

The Board of Education of Potterville Public Schools shall permanently expel a participant from attending school in the school district if the pupil possesses a weapon in a weapon-free school zone. Within five school days after the event of the alleged

weapon possession, the Board of Education will hold an expulsion hearing.

Such expulsion is mandatory, unless the participant establishes, in a clear and convincing manner, at least one

of the following:

* The object or instrument possessed by the participant was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
* The weapon was not knowingly possessed by the participant.
* The participant did not know or have reason to know that the object or the instrument possessed by the pupil constituted a weapon or dangerous weapon.
* The weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

Expulsions mandated under this policy shall be imposed in accordance with the procedures for participant discipline as established by the school district and as set forth in the participant handbook or other appropriate documents.

This policy shall be applied in a manner consistent with the rights secured under federal law to participants who are determined to be eligible for special education programs and services.

**DEFINITION OF *A WEAPON OR DANGEROUS WEAPON***

**"Weapon" or "dangerous weapon"** includes, but is not limited to the following: a firearm; gun; revolver; pistol; dagger; dirk; stiletto; knives of any kind, pocket knife opened by a mechanical device; iron bar; or brass knuckles.

**"Weapon-Free School Zone"** means school property and/or vehicle used by the school to transport participants.

***"*School property*"*** refers to a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school.

Participants are cautioned to remove anything that may not be intended for use as a weapon but that would fall under the provisions of state law (personal hunting items, kitchen utensils, for example) from their vehicles, clothing, lockers, bags, and other personal items that are brought to the school property.

**Bomb Threats, Threats of Violence, and Gross Misbehavior**

Participants involved with bomb threats, threats of violence, or gross misbehavior will be subject to expulsion. A hearing will be convened with the Board of Education with recommendation for expulsion, the length of which will be determined by the Board.

**Theft or Vandalism**

Any participant guilty of stealing or vandalizing either school or private property will be dismissed from the program. Police and legal action will be taken immediately.

Stealing a teacher's text may result in an automatic drop from class. Removing books or other materials from the classroom without properly checking them out will be considered theft.

Participants are advised to avoid bringing personal items of high monetary value or interest to others to school. Participants should take all precautions to safeguard their items (i.e. keeping them out of sight, not lending to

others, etc.). District officials may act to investigate matters of personal theft to the extent possible given district resources.

**Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or communication of a sexual nature. If participants experience any form of sexual harassment and/or are subjected to unsolicited physical contact by employees of this school district or by other participants,

they are requested to contact a school administrator immediately. Sexual harassment will be treated very seriously and may result in a participant being removed from school.

**Bullying, Harassment, Aggressive Behavior**

**Bullying** is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts) that is likely to harm one or more participants either directly or indirectly by:

1. substantially interfering with the educational experience of one or more participants,
2. adversely affecting the ability of a participant to participate in or benefit from the

school experience due to reasonable fear of physical harm or by causing substantial emotional distress,

1. having an actual and substantial detrimental effect on a participant’s physical or

 mental health, and/or

1. causing substantial disruption in, or substantial interference with, the orderly

 cooperation of the school. Bullying can be **physical** (e.g. hitting, kicking, spitting,

pushing, taking personal belongings, impeding participant movement, unwelcome contact), **verbal** (teasing, name calling, making threats), **psychological** (spreading rumors, manipulating social relationships, engaging in social exclusion/shunning, intimidation) or a **combination** of all three.

**Harassment**includes, but is not limited to, unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability but may also include sexual orientation, physical, or other characteristics.

**Aggressive behavior**is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a participant’s educational, physical, or emotional well-being (e.g. bullying, name-calling, making threats, etc.)

Bullying or other aggressive behavior toward a participant by other participants or adults associated with the district is strictly prohibited and will not be tolerated. This includes physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal humiliation.

This policy applies to all “at-school” activities in the district, all school-sponsored activities, and during travel in a school vehicle. Misconduct outside of school may also be disciplined if it interferes with the school environment.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for participants, conducive to learning and other legitimate objectives of the school program.

Any participant who believes she/he has been or is the victim of bullying, hazing, or other type of aggressive behavior should immediately report the situation to an administrator, teacher or counselor who will take

appropriate action as needed.

Every participant is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a participant.

Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

Adult education staff shall promptly investigate and document all complaints about bullying and other aggressive behaviors that may violate the Districts’ policies. The investigation must be completed as soon as possible as the circumstances permit. Retaliation or false allegations regarding bullying or in response to a complaint will not be tolerated and may result in dismissal from the program. Suspected retaliation will be

treated in the same manner as bullying/aggressive behavior.

**Inappropriate Language/ Verbal Abuse of an Adult**

The use of inappropriate language in school is a sign of disrespect. Inappropriate language is defined as any language that makes adults or other participants in the school uncomfortable. The use of derogatory or profane language directed at a staff member in the school community is ***unacceptable!!!!***

**Cell Phones/Electronic Devices**

Cell phones are to to be placed on silent while in the classroom.

As a courtesy to others, personal calls should be taken out side of the classroom.

Use of other electronic devices in classrooms during class hours is left to the discretion of each teacher.

**Smoking**

The use of tobacco products is prohibited in buildings and on real estate owned, leased, or otherwise controlled by the Potterville Public Schools. Participants caught smoking or chewing tobacco on school property or during any school activities may be subject to disciplinary action.

**Visitation Policy**

The goal of enforcing the Potterville District’s Visitation Policy is to limit any disruption to the instructional program and to the legitimate activities of participants, staff, and district personnel throughout the school day. Controlling access to the building and monitoring visitors are also important for maintaining a safe school environment.

All persons (other than district employees and participants or persons on school district business) upon entering during the school day, any building or grounds operated under the authority of the Potterville School District, shall immediately report to the building office and identify themselves and state the nature of their business. They will then be advised of the best time to see the participant, teacher, or district personnel they wish to visit. Building administrators are authorized to deny permission to visitors to remain in or on school property. Any person failing to comply with a request to leave the premises shall be subject to prosecution for trespassing.

**Making General Complaints**

Participants who wish to make a complaint may use the following procedure. First, the participant needs to discuss the complaint with the appropriate person. If a satisfactory solution is not achieved, the participant should bring the complaint to the next higher authority.

The proper channel of complaints is in the following order:

1. Teacher
2. Program Coordinator
3. Program Director
4. Superintendent.

**TELL YOUR FRIENDS**

**AND FAMILY ABOUT US!**

 **OPEN ENROLLMENT ALL YEAR!**

 **(517) 645-4792 OR (517) 645-4699**

 **Email:** **hicksj@pps.k12.mi.us**

**Our Website**

**www.pottervilleadulteducation.com**

**or**



**wwwfacebook.com/adultedpotterville**

**PARTICIPANT:**

**AFTER REVIEWING THIS DOCUMENT, PLEASE COPY, SIGN AND RETURN THIS FORM TO THE ADULT EDUCATION OFFICE. Thank You**

**Statement of Educational Commitment and Enrollment Agreement**

I acknowledge having received this copy of The Office of Adult Education Handbook and understand all sections of its contents.

Participant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participant Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I have the following questions/comments/concerns regarding this handbook*:***