

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROGRAMS

TITLE: ADULT EDUCATION

ADOPTED: June 19, 2003

REVISED: September 20, 2007

125. ADULT EDUCATION	
1. Purpose	The Joint Operating Committee charges the school to be actively involved in training, re-training and upgrading the career and technical skills of adult learners in Carbon County. Accordingly, adult education programs shall be established to meet the workforce needs of business and industry, as well as the general education requirements of adults.
2. Authority	In order to achieve this goal, the Joint Operating Committee shall offer: <ol style="list-style-type: none"> 1. Regular adult education programs. A variety of day, afternoon, and evening school options shall be open to adults on a slot available basis. 2. Customized training programs for businesses or industries. 3. Federal, state and/or agency funded training and literacy programs. 4. Apprenticeship and trade association programs, as available.
SC 1850.1	The Joint Operating Committee shall employ staff, utilize available facilities, provide custodial services, supply instructional and supplemental materials, offer counseling and guidance services, and provide administrative leadership required to maintain the adult education program. All programs shall be established through the approved actions of the Joint Operating Committee. Program entrance requirements and costs may vary, some in accordance with the guidelines set by the Workforce Investment Board and other funding agencies. Written and signed contracts shall be established for all customized training programs.
3. Delegation of Responsibility	The Coordinator of Adult Education shall be responsible for addressing requests for adult programs. Organizations requesting to use their own personnel as instructors must be approved by the Coordinator of Adult Education. The Joint Operating Committee recognizes that in certain circumstances the school will provide the facility in which to offer a suitable adult program, with no other involvement.

<p>4. Guidelines</p>	<p>All courses to be offered shall be listed in written format, published at least twice a year and circulated to each of the participating school district populations. Whenever feasible, print and electronic media shall be utilized to inform the public. The length of the courses, costs and schedules shall be listed.</p> <p>First priority for enrollment in adult programs shall be granted to residents of the participating school districts. High school students may be accepted if space is available and if approval is granted by their high school principal. When quotas and space permit, nonresidents of the attendance area may participate in adult programs.</p> <p>The school shall encourage qualified adult students, both independently and supported by local businesses, to enroll in secondary CTE programs, provided the students meet the selection criteria. Adult students shall be admitted only after all regular high school students are placed, except in those programs organized specifically for adults. Adult students in day classes must have an acceptable PA criminal history clearance, a clear PA child abuse registry clearance, and a successful FBI fingerprint check as provided for in Act 114. Adult students in secondary CTE programs shall conform to the student Code of Conduct.</p> <p>Adult students shall be required to pay tuition based on a fee as established by the Administrative Director and the Coordinator of Adult Education. This may be arrived at independently or in conjunction with the Workforce Investment Board and other funding sources and approved by the Joint Operating Committee.</p> <p>Certificates of completion shall be awarded to individuals who meet the agreed upon attendance requirement of scheduled class hours or as indicated by state rules for credentials, e.g. Nurse Aide 288 hours, Cosmetology 1,250 hours, and who have obtained a passing grade in all subjects. Each student shall receive a transcript of competencies, indicating the tasks in which the student has demonstrated proficiency.</p> <p>Upon receipt of written notice of withdrawal and return of all property of the school to the Adult Education Center, program fees shall be refundable in accordance with the following schedule:</p> <table data-bbox="500 1604 1170 1787"> <tr> <td>Before the class begins</td> <td>100%</td> </tr> <tr> <td>During the first week of class</td> <td>75%</td> </tr> <tr> <td>During the second week of class</td> <td>No Refund</td> </tr> </table> <p>If the student fails to return materials, the cost of these items shall be deducted from the refund.</p>	Before the class begins	100%	During the first week of class	75%	During the second week of class	No Refund
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If a student is terminated from a program as a result of violating school rules and regulations, there shall be no refund of program fees. Specific program rules and regulations shall be reviewed by the instructor and signed for by the student on the first day of class.

If a program is cancelled due to lack of enrollment, all tuition and deposit fees shall be refunded. Refund checks shall be issued following the next regularly scheduled Joint Operating Committee meeting.

Adult Education staff members are obligated to safeguard all information, either written or spoken, regarding any adult student. They are bound not to reveal the identity circumstances of any past or current adult students, except by the consent of the student. No information concerning the attendance, grades or aptitudes of an adult student shall be discussed or released to anyone including spouses, parents/guardians or employers without the written consent of the student.

Individual training programs may have dress code/uniform requirements, mandated physical examinations, assessments, and/or drug testing prior to acceptance into the program. Students shall meet all program requirements for admission and compliance within the program.