



Adult & Continuing Education

Job Training Student Handbook

2010-2011

**PENTA CAREER CENTER
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Cindra Holland, Dietary Management Training & State Trained Nurse Aide Manager
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Debra Morris, AE Program Assistant
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Career / Job Training Instructors

Chris Mulinix, Auto Body Collision Repair
Mike Hall, Automotive Technologies
Calvin Rowe, Builder, Contractor, and Remodeler Technologies
Keith Haig, Heating, Ventilation, Air Conditioning and Refrigeration
Earl Stevens, Welding and Fabrication Technologies
Sheryl Sammons, Customer Service and Administrative Support
Cindra Holland, DMT

Adult and Continuing Education Support Staff

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Welcome to Penta Career Center!

Dear Penta Students:

We are looking forward to this school year. This will be the third year for students and staff in Penta's new facility on Buck Road. We are pleased to provide you with a start-of-the-art educational facility that will serve students and adults in our community for many generations to come.

Students, this handbook contains the rules, policies and procedures that you must follow throughout the school year. If you ever have questions, please contact either your instructor, student services coordinator or adult director for more information.

Thank you for making the choice to attend Penta Career Center! We look forward to working with you.

Sincerely,

Kevin Whitlatch
Director, Adult & Continuing Education

Penta Career Center

Adult & Continuing Education

2010-2011 Calendar

Tuesday, June 01, 2010..... Start of Fall Registration
 Monday, August 16, 2010First Day of School for Students
 Monday, September 06, 2010Labor Day (No School)
 Wednesday, November 24, 2010..... Thanksgiving Holiday (No School)
 Wednesday, December 23, 2010.....Winter Break Starts (No School)/End of Fall Session
 Tuesday, January 04, 2011.....School Resumes/Start of Spring Session
 Monday, January 17, 2011Martin Luther King Jr. Day (No School)
 Monday, February 21, 2011 President’s Day (No School)
 Monday, April 25, 2011 Spring Break (No School)
 Thursday, April 28, 2011Career Opportunity Night
 Thursday, May 05, 2011..... GED Recognition Night
 Thursday, May 26, 2011.....Adult Education Spring Graduation Day

Adult Education Classes Not In Session

September 06, 2010.....Labor Day
 November 24-25, 2010..... Thanksgiving
 December 23, 2010 - January 03, 2011 Winter Holidays
 January 17, 2011MLK Jr. Day
 February 21, 2011 President’s Day
 April 25, 2011Spring Break

ADMISSIONS POLICY

Job Training programs are made available to all individuals who meet the following admission requirements:

1. Hold a high school or GED diploma
2. Complete all pre-tests as required for the program
3. Complete all enrollment forms
4. Pay a \$30 non-refundable administrative fee

INSTITUTIONAL AFFIRMATIVE ACTION / DISABILITY POLICIES

The Penta Career Center Board of Education hereby gives notice that it does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, or other status protected by applicable law in its programs, activities, or employment.

Further, it is the policy of this District to provide an equal opportunity for all students to achieve their maximum potential through the curriculum offered in this District regardless of race, color, creed, disability, religion, gender ancestry, national origin, place of residence, within the boundaries of the District, or social or economic background. Randy Richardson is Section 504 and Title IX Coordinator. This school does not discriminate on the basis of disability provided such disability does not impair the individual's successful completion of the course or the ability to fulfill the job function for which training is being sought.

STUDENT RIGHTS & GRIEVANCE PROCEDURES

In accordance with the U.S. Department of Education and the Ohio Department of Education, Office for Civil Right (OCR) Guidelines, any student/professional staff, e.g., teachers, counselors, or supervisors who believe that the Penta Career Center Career Center School District or any school official has inadequately applied the principles and/or regulations of the Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act on 1972 (sex/gender), Section 504 of the Rehabilitation Act of 1973 (disability, e.g., Special Education and Orthopedic), or 20 U.S.C. Et. Seq., which prohibits discrimination on the basis of age in educational programs receiving financial assistance, she/he may file a compliant which shall be referred to as a formal grievance.

It is recommended that the grievant attempt to solve the alleged discrimination complaint informally at the Director/Supervisor level within five (5) days of the date the incident occurred. However, if the alleged discrimination complaint cannot be solved informally, the following formal procedure shall be followed. At any step, the complaint may be taken to the Office of Civil Rights, U.S. Department of Education, 55 Erie View Plaza, Room 300, Cleveland, OH 44144.

STEP 1

An alleged formal discrimination grievance complaint should first be made to the director or immediate supervisor within ten (10) school days of the date the incident occurred. This complaint is to state the date, time, place, and people involved. It can be made verbally or in writing.

STEP 2

If not resolved at step 1, the decision may be appealed to the district's Title VI, Title IX or Section 504 Coordinator within five school days.

TITLE IV, TITLE IX and Section 504 Coordinator
Randy Richardson
Penta Career Center
9301 Buck Road
Perrysburg, Ohio 43551-3841
Phone: 419.666.1120

STEP 3

If not resolved in step 2, the decision may be appealed to the Penta Career Center School Superintendent who functions as the final mediator at the local level.

STEP 4

If not resolved at step 3, the decision may be appealed by the complainant to the Office of Civil Rights, U.S. Department of Education, 55 Erie View Plaza, Room 300, Cleveland, Ohio 44144-1816.

HEALTH SERVICES AND LIABILITY ISSUES

In case of an emergency, Emergency Services, 911, will be called and will take charge of the emergency situation upon their arrival. If a student is injured at school and must be transported by ambulance to the emergency room, the student is responsible for all fees and charges resulting from transportation, from the hospital or emergency room.

Penta Career Center is not responsible for theft of personal property or personal injuries occurring on campus. Students are responsible for all monetary loss resulting from theft or injuries and should have their own personal insurance policy.

ACADEMIC AND CAREER REQUIREMENTS FOR JOB TRAINING PROGRAMS

PROGRAM COMPLETION STANDARDS

All students who attend Penta Career Center are required to meet **satisfactory progress standards** towards program completion and graduation. Program completion standards include skills competencies, academic grades, and financial obligations.

PROGRAM COMPLETION STANDARDS cont.

Satisfactory Progress consists of a number of elements which will be reviewed during the grading periods.

The student will:

- Build a record of attendance and dependability to prepare the student for employment
- Demonstrate competencies of individual program skills and hands-on training
- Demonstrate teamwork
- Demonstrate commitment to the program and respect for others, school, program tools and materials

ACADEMIC STANDARDS

Penta Career Center Adult Education's course instructional method is a combination of hands-on training and classroom theory. Adult Education's grading scale is as follows:

Grading Scale

90 - 100	Outstanding
80 - 89	Satisfactory
70 - 79	Limited
Below 70	Unsatisfactory Performance

ATTENDANCE

All adult students are expected to maintain an 80% attendance level throughout their course. It is possible that a student could complete the course with a performance level of 70% attendance, if the student was able to demonstrate mastery of the required program training competencies.

WORK EXPERIENCE

Students who are employed in a program-related field may earn up to 10% verified attendance credit if their employer provides up-dated records on company letterhead of work hours and basic skill areas performed on the job.

CAREER PASSPORT AND CERTIFICATION OF COMPLETION

A "**Certificate of Completion**" will be awarded as part of the **Career Passport** to a student who met the attendance requirements and mastered the appropriate skills to satisfactorily complete his/her career education program.

A "**Certificate of Achievement**" will be given to any student who successfully completes a part-time program.

A Letter of Verification of Attendance reflecting the number of hours attended and status at the time of last day of attendance will be available to any student who does not complete a Job Training or part-time program.

The Career Passport will be given during Penta's Recognition Ceremony. Students, who have not met program completion requirements or have an outstanding account, may not participate in the Recognition Ceremony.

INTERVENTION

A student, who is struggling to meet the satisfactory progress standards, will have an opportunity to identify problem areas during the **Third Thursday** conferences. The student will meet with his program instructor to review and discuss the situation. The instructor will identify and document deficiencies, and write an **intervention** plan to help the student to overcome the problem areas.

Within the next evaluation period on **Third Thursdays**, the program instructor will again have a conference to discuss individual performance with the student and will record whether the student has demonstrated improvement, or whether further interventions are needed based on class performance.

At this point, a student who needs further intervention will receive a **Notice of Probation** from the school.

PROBATIONARY POLICY

A student who fails to maintain 80% attendance or fails to make **Satisfactory Academic Progress**, will receive a **Notice of Probation** from the school.

If the student fails to make Satisfactory Progress by the following Third Thursday review, which is required to maintain financial award, the student may be dismissed from the program.

APPEAL OF DISMISSAL or TERMINATION

If a student at Penta Career Center has been dismissed from his/her program by the school, the **student may appeal the decision** by contacting the Adult Education Director, Kevin Whitlatch, **in writing** to state any extenuating circumstances as to why the satisfactory program requirements were not met, and why the student should be reinstated in the program. The Student Services coordinator in room 1225B can assist the student in writing an appeal.

TERMINATION OF A STUDENT FROM ADULT EDUCATION

The Adult & Continuing Education Director, Mr. Kevin Whitlatch, will review the termination decision, and determine whether the suspension from the program is justified. The student will be advised of the decision in writing.

LEAVE OF ABSENCE

All requests for a Leave of Absence must be submitted in writing to the Student Services Office prior to the leave. The school must approve the Leave of Absence. There must be a reasonable expectation that the student will indeed return from the Leave of Absence. Further information about a Leave of Absence may be obtained from the Student Service office in room 1225B.

PROCESS TO WITHDRAW FROM SCHOOL

If you decide to withdraw from school the following steps must be followed:

1. Students wishing to withdraw must first make an appointment with Ms. Covington, Student Service Coordinator, to discuss the reasons for their withdrawal.
2. If the student still wishes to withdraw after speaking with the coordinator, the student is required to complete a withdrawal form, including signature and date. **Students who are withdrawing must also return all books and supplies usable by another student, verify their last date of attendance, and pay all bills.**
3. Students must have the approval and signatures as indicated on the withdrawal form. **The student is responsible for any expenses not covered by a grant, including any additional costs incurred by Penta in an effort to recoup their costs.**

WITHDRAWALS AND REFUNDS

Job Training Programs

Students who withdraw from Job Training programs (for any reason) will receive tuition refunds on the following basis:

◆ Withdrawal before start of semester	100%
◆ Withdrawal between Day 1 and Day 3 of Semester	90%
◆ Withdrawal after Day 3 of Semester	NO REFUND

Job Training students wishing to withdraw from classes should do so before the end of the first week of class. Please refer to the table above.

A \$30.00 administrative fee is non-refundable. No refund will be issued for overpayments of \$5.00 or less. A **part-time student will receive a refund only if they cancel or withdraw a week prior to the start of class.** NO REFUND will be issued after that time.

The school reserves the right to cancel any class. In such cases, a full refund will be made with the exception of the administrative fee, and if applicable in rare circumstances, tuition and other fees *if the course is cancelled during the program year.* In these very rare cases, the tuition and fees will be pro-rated based on the portion of the course that was completed before the cancellation.

PROGRAM TRANSFERS

A Pell eligible student who enrolls in another program in another school year will begin with a new Pell award. For each additional program, the student will have up to 900 hours funded by Pell to complete the program.

GENERAL INFORMATION

1. Parking – all staff and student parking will park in their designated areas only.
2. To maintain a learning environment, **Cellular phones are not to be on or used during classroom or testing hours.** This applies to picture/camera phones, pagers, IPOD/MP3 players, PDA's, headphones, radios and DVD/CD/ Cassette players. School telephones are for business use only. Incoming telephone calls will be relayed to individuals based on priority needs. **Cellular phones must be turned off during class time.**
3. All students are responsible for maintaining all books and supplies in good working order. Reissues will be done at the student's expense.
4. The Penta Career Center buildings and equipment are on a schedule of maintenance and replacement to insure good facilities and equipment. The cooperation of everyone will be needed to keep everything in the best of condition. Replacement of broken materials and equipment, due to student negligence, shall be the student's responsibility.

Shop breakdowns and equipment identified in need of repairs should be reported to your instructor immediately.
5. All food items must be consumed in the Commons Area. This includes any snacks, pop and meals brought from home. **NO food / beverages are permitted in classrooms, labs or hallways.**
6. **Penta Career Center is a tobacco free facility.** Tobacco use is only permitted in the students' own vehicle.

7. Textbooks and supplies for most Job Training programs are included in the program costs. However, textbooks and supplies for part-time programs are not included in the cost of tuition.
 - **Tool kits** for students in Job Training programs become the property of the student **upon the successful completion** of the program.
8. **Computer training and CPR/First Aid** training are included in all programs.
 - Short computer training sessions in the fall and spring will cover the basics of e-mail, web searches, MS Word document formatting, and Excel. Resume preparation, career and job search web sites and electronic applications will also be presented.
 - All students will have the opportunity to take CPR/First Aid to earn a Heartsaver AED card.

Computer training and CPR training courses are a required part of the program curriculum.

9. **STUDENT FINANCIAL RESPONSIBILITY**
Students are responsible for keeping their account current and making payments on time.

Payments are due by the 20th of each month. Payments may be made by cash, check or credit card.

FINANCIAL PROBATION

- A student who fails to meet his/her financial obligation for ONE MONTH will receive a WARNING.
 - If a student is TWO MONTHS in arrears, the student will be placed on FINANCIAL PROBATION.
 - A student who is THREE MONTHS behind on payments MAY BE DISMISSED from the program.
10. Student Receipts - Students must keep their receipts for refunds or exchanges.
 11. **Change of Name, Address and Telephone Number - If your name, address or telephone number changes during the school year, please notify the Adult Education office immediately.** It is important that we have current information in case of an emergency.
 12. Lost And Found - All Lost And Found Articles should be turned in to the Adult and Continuing Education Office, Room 1225. Please notify the instructor at the time of the loss. With the cooperation of everyone, lost articles will be returned to their owners.

PROGRAM COMPLETION

Penta Adult Education has an 86% completion rate for its Job Training programs.

TO CONTACT US

- The Adult and Continuing Education Administrative Team are available to students during office hours in the Student Services office, Room 1225. Appointments are recommended, but not required.
- Information about our programs is available on the internet at www.pentacareercenter.org, as well as our catalog. If any additional information is needed, call our office at 419.661.6555.

CAMPUS SECURITY

Anyone observing or suspecting criminal activity, or involved in an assault, shall immediately report it to the Administrator of Adult & Continuing Education, who shall immediately conduct an investigation and report the activity to the local police department and ask for their assistance. The local police department shall investigate, determine facts and issues, and take action which it feels necessary under their powers. A record of this report will be kept on file.

All students and members of the general public will be expected to abstain from the use of alcohol and drugs while on the campus or under the jurisdiction of the school district. They are also required to observe policies and regulations as developed by Penta Career Center Board of Education as printed in the student handbook. If a student needs counseling as a result of an assault or a drug or alcohol problem, he/she will be referred to the appropriate counseling agency in the district in which he/she lives.

The buildings are secured with an up-to-date security system equipped with security door locks and camera at the end of classes each day/evening by the maintenance staff. Parking lots are well lighted in the evening by an automatic sensor and cameras monitor activities 24 hours a day. Only certified personnel have access to locked facilities.

Students should use the following preventative measures to deter crime from occurring:

1. Keep cars locked.
2. Do not leave personal possessions unattended in the building.
3. Walk in pairs (groups) to vehicles when possible.
4. Be aware of your surroundings.
5. Know where to ask for help to get to the nearest phone in the building.

Penta Career Center, Adult & Continuing Education statistics on the occurrence of the following criminal offenses 2006-2009

Campus Security Summary:

		2006-2007		2007-2008		2008-2009	
		HS	AE	HS	AE	HS	AE
I	Murder	0	0	0	0	0	0
II	Rape	0	0	0	0	0	0
III	Robbery	0	0	2	0	7	0
IV	Aggravated Assault	0	0	0	0	0	0
V	Motor Vehicle Theft	0	0	0	0	0	0
VI	Burglary	0	0	1	0	0	0

Statistics of the number of arrests for the following crimes occurring on campus in 2006-2009.

		2006-2007		2007-2008		2008-2009	
		HS	AE	HS	AE	HS	AE
I	Liquor Law Violations	0	0	0	0	0	0
II	Drug Abuse Violations	0	0	0	0	3	0
III	Weapons Possessions	0	0	0	0	0	0

If any such crimes are committed, students and staff will be notified at once.

INCLEMENT WEATHER - School Cancellation Policy

The closing of evening Adult and Continuing Education classes **will normally be announced by 2:00 p.m.** on the following radio stations: WSPD, WCWA, WIOT, WOHO, WFOB, WFIN, WMHE, WPOS, WTOD, television stations Channels 11, 13 and 24 and **it will also be posted on the home page of the Adult Education Website** at:

http://www.pentacareercenter.org/penta_aded

The closing of Penta High School daytime classes **does not** automatically close Penta Adult and Continuing Education evening programs. If a student is uncertain whether the classes will be in session, he / she should call 419-661-6555.

92.5 FM	KISS	106.5 FM	WRWK
93.5 FM	WRQN	1230 AM	WCWA
94.5 FM	WXKR	1330 AM	WFIN (Findlay)
98.3 FM	WTWR	1370 AM	WSPD
99.9 FM	WKKO - K100	1470 AM	WFOB (Fostoria)
100.5 FM	WKXA (Findlay)	1560 AM	WTOD
101.5 FM	The River	WTOL	Channel 11
104.7 FM	WIOT	WTVG	Channel 13
105.5 FM	WWWM	WNWO	Channel 24

PROGRAM CANCELLATIONS

The Adult and Continuing Education administration reserves the right to cancel any classes due to insufficient enrollment through out the duration of the course. For this reason, please register early to reserve a place in the program of your choice.

Every effort will be made to notify the student that a class has been filled or canceled. Students may choose alternate classes if available.

CONDUCT AND DISCIPLINE

The general code of behavior, approved by the Penta County Board of Education, for students directs, cooperatively, the behavior of the administration, faculty and student body. At Penta Career Center we are concerned with developing values important in the world of work. **Penta Career Center places emphasis on the need to develop self-discipline and restraint as well as the ability to govern one's own conduct.**

The discipline procedures are based on the premise that every student attending school is able to differentiate between right and wrong; that every student is aware that he/she is attending school primarily to learn and profit through our training; and that constituted authority and school regulations are necessary for the proper conduct of the schools.

The school recognizes that it has a solemn obligation to protect the public property entrusted to its care and protect the rights and privileges of those students who sincerely desire to learn and who make an honest effort to do so.

Any student who demonstrates that he/she is unable to differentiate between right and wrong; who has no apparent desire to profit from the course of instruction; who has no regard for the rights of other students—or an combination of the above—is subject to severe disciplinary action, including exclusion from school.

Offenses that are in violation of the Ohio Criminal Code may be referred to the appropriate law enforcement authorities.

STUDENT BEHAVIOR CODE

A violation of any school rule may result in removal from the program. The following rules apply on school grounds or at school activities and events off school grounds. These rules are not meant to be all-inclusive; a building administrator may use other options if they are deemed more appropriate.

Rule 1 – Disruption of School

A student shall not by use of violence, force, gang related activities or dress, coercion, threat, obscene language, or any other behavior cause disruption, obstruction or interference with activities of the school.

Rule 2 – Damage to and/or Theft of School Property

A student shall not cause or attempt to cause damage to and/or theft of school property.

Rule 3 – Damage to and/or Theft of Private Property

A student shall not use verbal abuse, threaten to use physical force, or behave in such a way as to cause physical and/or mental injury to staff, students or other persons while on school premises, during a school activity, function, or event off campus.

Rule 4 - Assault, Menacing and Hazing

No student, relative, or visitor, while on the property of Penta Career Center or involved in any activity related to Penta Career Center, shall commit assault, menacing and/or hazing. Any student that strikes or attempts to strike an employee of Penta Career Center will be removed from the program.

Any violation of Rule 4 – Assault, Menacing and Hazing will be referred to the proper law enforcement agency for the purpose of filing appropriate criminal charges immediately.

Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee is within the authority of the school administration to apply the Student Behavior Code.

Offenses are defined as:

Assault: Knowingly, purposely or recklessly cause or attempt to cause physical harm to another or another's property.

Menacing: No student shall knowingly or recklessly cause another to believe that the offender will cause physical harm to the person or the property of another.

Hazing: No student shall in any way participate, or coerce another to participate in any act that causes or creates a substantial risk of causing mental or physical harm to any person, which is considered hazing. Permission, consent, or assumption of risk by an individual subjected to hazing **does not** lessen the prohibition contained in this policy.

Rule 5 – Disregard of Reasonable Directions

A student shall not willingly disregard reasonable directions or commands by school staff or other authorized school personnel. Truancy, tardiness and plagiarism are considered not following reasonable directions.

Rule 6 – Dangerous Weapons and Instruments

A student shall not possess, handle, convey, attempt to convey, or conceal any object defined by law as an illegal weapon or item which could reasonably be considered a weapon. This list of such objects includes, but is not limited to knives, guns, explosives (includes fire crackers) and other physically damaging objects. Students are prohibited from bringing the items described above on school property, in a school vehicle, or to any school-sponsored activity.

Rule 7 – Narcotics, Alcoholic Beverages and Drugs

A student or teacher shall not possess, transmit, conceal or show symptoms of using drugs, hallucinogens, volatile chemicals, alcohol, or possess paraphernalia conducive to above substances, or counterfeit controlled substance as any one or more of the aforementioned items while on school property or while attending school sponsored activities.

1. A counterfeit controlled substance is defined as:
 - A. Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark;
 - B. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed or distributed it;
 - C. Any substance that is represented to be a controlled substance, but is not a controlled substance, or is a different controlled substance;
 - D. Any substance other than a controlled substance that a reasonable person would believe to be controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
2. No student shall directly or indirectly represent a counterfeit controlled substance, nor shall any student knowingly make, sell, give, package, or deliver a counterfeit controlled substance.
3. No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either with words or conduct, its effects as being the same or similar to the physical or mental effects associated with use of a controlled substance.
4. No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

Students will be dismissed if drugs or alcohol are discovered.

Rule 8 – Tobacco

Penta Career Center is a tobacco free facility. Tobacco use is only permitted in the students' own vehicle.

Rule 9 – Repeated Violations

A student shall not repeatedly fail to comply with school policies listed in this student handbook, directions of instructors, regular school staff, or other authorized school personnel during any period of time when the student is under the authority of school personnel which includes field trips, parking lots, and all campus grounds.

Rule 10 – Collusion

No student shall assist or aid in any way another student in violating school rules, regulations or policies.

Rule 11 – Harassment

No student shall sexually harass another student, staff or other persons on school premises during a school activity, function or event off campus. Sexual harassment is defined “in the eyes of the beholder” as unwanted sexual advances which may be verbal, visual, or physical contact. The definition is very broad and could include propositioning, making threats of reprisal after a proposition is refused, making actual reprisals after a proposition is refused, displaying sexually suggestive objects, making sexual remarks or gestures, making frequent sexual comments, displaying sexual pictures or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person’s body, touching a person inappropriately, blocking their exit, or assaulting a person.

No student shall harass by any written, oral or non-verbal innuendos, comments, jokes, insults, threats or disparaging remarks concerning a person’s gender, national origin, or religious beliefs.

PENTA DRUG FREE STATEMENT AND INTERVENTION PROCEDURES

The Penta Career Center Board of Education recognizes that chemical use and abuse by our students may lead to chemical dependency, a treatable but potentially fatal disease. Furthermore, this use and abuse often contributes to an inappropriate behavior that interferes with learning within the school environment. Because of the nature of our school, the behaviors can also be a serious threat to the safety of the students and staff in our career training labs. In response, Penta practices a “Positive Action” intervention plan that emphasizes referral for help. Although disciplinary action will still hold the student accountable for his/her behavior. The emphasis is on finding help for the student through the referral agency rehabilitation process. (see page 22).

DRESS AND APPEARANCE

Dress and appearance guidelines are based upon the knowledge of what employers expect of their employees in dress and appearance, as well as safety industry requirements.

Penta requires certain minimum standards regarding dress and appearance:

1. Tank-style shirts, tube tops, mesh shirts, and any garment which fails to cover the mid-section of the body are not permitted. All shirts and blouses should be tucked in unless they are designed to be worn outside. Casual wear including **shorts, sweat suits and fad fashions** which, in the opinion of the administration, cause distraction or disruption of the educational process **are not permitted**.
2. Students shall NOT wear clothing or patches that: contain symbols, words or pictures that suggest violence; are vulgar, offensive, obscene; denigrate other on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; promote alcohol or drug use; is torn or has holes; or are otherwise inappropriate in a setting designed to model the workplace.
3. Clothing that is torn or with holes is not permitted. Pants must be worn at the waist.
4. Tattoos that are offensive or otherwise inappropriate as determined by administrators must be covered.
5. **Jewelry may not be worn in lab areas** unless approved by the administration according to guidelines established by the administration. **Facial rings** are not permitted. Wallet chains/dog chains are prohibited as a clothing accessory.
6. The board prohibits the presence of any pagers, notebooks, apparel, jewelry, accessory, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in gangs which advocate drug use, violence, or disruptive behavior. This policy shall be applied at the Director's discretion, after consultation with the Superintendent of schools, as the need for it arises. Items confiscated will be turned over to appropriate authorities.

It is important that students realize that these standards represent minimum guidelines and that individual instructors/departments may impose stricter guidelines pertinent to specific vocational areas standards and/or safety requirements such as uniforms, work shoes, hair nets, etc.

CONCEALED WEAPONS LAW

Unless otherwise authorized by Law, pursuant to Ohio Revised Code Section 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone.

ASSESSMENTS

We validate our competency-based programs with several assessment instruments. The following assessments are generally used within our various programs.

Assessments

	NCRC	CPR	Specialty tests
	WorkKeys		
Auto Technology	X	X	ASE Auto: Brakes (A5), ASE Heating & Air Conditioning (A7)
Auto Body	X	X	ASE Collision: Paint & Refinishing (B2) ASE Heating & Air Conditioning (A7)
BCR	X	X	EPA Core 1
Customer Service	X	X	Office Proficiency Assessments & Cert.
DMT	X		CDM Exam, NRA ServSafe
HVAC	X	X	EPA Refrigerant Transition & Recovery Test
Nurse Aide	X		STNA State Nurse Aide Exam
Welding/Fab	X	X	1G 1"Plate Certification
			6G Pipe Certification

NCRC
CPR

National Career Readiness Certificate
American Heart Association or American Red Cross

ACT WorkKeys® and National Career Readiness Certificate

WorkKeys assessments will be given to all full-time students enrolled in Adult Education & Continuing Education at Penta Career Center. This is an assessment of industry-related skills which is mandated by the Ohio Department of Education. WorkKeys was designed to test many skills that employers look for when hiring new employees.

Following scoring of the WorkKeys assessment, **Penta Career Center will offer basic skills classes to help students who need to improve these industry-related skill levels. The skills classes will be mandatory for students whose scores on the WorkKeys do not meet the standards required.**

Certificate Levels

Individuals who score at certain levels on three WorkKeys® assessments—Reading for Information, Applied Mathematics, and Locating Information—will qualify for a Gold, Silver or Bronze certificate.

State-level officials and employers across the nation are endorsing WorkKeys® for their workforce programs and training and take part in the National Career Readiness Certificate program.

ACCREDITATION

Accreditation has been granted by the **North Central Association Commission on Accreditation and School Improvement (NCA CASI)** and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) are accreditation divisions of AdvancED, (National Occupational Competency Testing Institute (NOCTI). State Certificate #051359. Additional approvals include: The U.S.

ACCREDITATION cont.

Department of Labor, Bureau of Apprenticeship Training, Toledo Heating and Air Conditioning Contractors Association (THACCA), the American Heart Association, the American Heart Association, Microsoft Certified Partner, the National Institute for Metalworking Skills, Inc. (NIMS), American College Testing (ACT), ServSafe® system, National Restaurant Association Educational Knowledge, Penta Adult and Continuing Education is approved for the training of veterans and their eligible dependents.

Association for Career and Technical Education (ACTE), Ohio Department of Education Career-Technical & Adult Education and Ohio Board of Regents Workforce Development.

OOPS! (This is our disclaimer). We proofread and proofread the handbook, but errors still have a way of sneaking into print. You should not consider this handbook to be a contract with the Adult and Continuing Education. We reserve the right to cancel or change courses as necessary. The Adult and Continuing Education Division will make every effort to correct errors and to notify you of cancellations and changes.

Our Mission

Penta Career Center is a high-performing school that provides:

- ◆ Options and opportunities
- ◆ Real-world learning
- ◆ Partnerships with business and industry
- ◆ Productive citizens

Our Commitment

The staff at Penta is committed to:

- ◆ Achieving excellence
- ◆ Delivering results
- ◆ Responding to our communities
- ◆ Creating an environment for success

Adult Education Mission Statement

The Mission Statement of Adult and Continuing Education – provides to its students life-long learning directed toward their economic growth and personal enrichment in a rapidly changing world.

PENTA FOCUS • PENTA FAMILY • PENTA FUTURE

REFERRAL AGENCIES

Salvation Army Social Service Office

1045 N. Main St.
P.O. Box 86
Bowling Green, OH 43402
(419) 352-5918
M, T, TH, F - 9:00 AM-12:00 PM and 1:00 PM- 4:00 PM (Call for Appointment)
W - 1:00 PM - 4:00 PM (Call for Appointment)

Family Services

1616 E. Wooster St.
Unit #24
Bowling Green, OH 43402
(419) 352-4624
M - 8:30 AM - 6:00 PM and T-F 8:30 AM- 9:00 PM (Call for Appointment)

Rehabilitation Services Commission (RSC)

441 Frazee Ave.
Suite B
Bowling Green, OH 43402
(419) 353-8471 or (800) 248-8366
M-F 8:00 AM - 4:45 PM (Call for Appointment)

Ohio Rehabilitation Services Commission (RSC)

5241 Southwyck Blvd.
Suite 200
Toledo, OH 43614
(419) 866-5811

Veteran's Assistance Center

1616 E. Wooster St.
Unit #22
Bowling Green, OH 43402
(419) 354-9147
M-F 8:30 AM - 12:00 PM and 1:00 PM - 4:30 PM (Call for Appointment)

Bureau of Services for the Visually Impaired (BSVI)

Harbor Behavioral Healthcare (www.harbor.org)

4334 Secor Rd.
Toledo, OH 43623
(419) 475-4449

5151 Monroe St.
Suite 200
Toledo, OH 43623
(419) 475-4449

123 22nd St.
Toledo, OH 43604
(419) 241-6191

NOTES

NOTES

SIGNATURE PAGE

I have read and understand the Penta Career Center's Adult & Continuing Education Handbook, specifically the policies of:

- 2010-2011 Adult Education School Calendar – page 4
- Student Rights - page 5 & 6
- Liability – page 6
- Academic Standards for Program Completion – page 6, 7 & 8
- Leave of Absence procedures – page 9
- Withdrawal procedures – page 9
- Refund procedures – page 9
- Parking Policy – page 10
- Cell Phone Policy – page 10
- Food and Beverage Policy– page 10
- Tool Kit policy – page 11
- Financial Probation – page 11
- Right of Program Cancellation – page 14
- Student Behavior Code – page 14, 15, 16 & 17
- Drug and Tobacco Policy – page 17

Student Name (Print)

Program

Student Signature

Date

I give Penta Career Center permission to use my picture in any press release or publications.

Student Signature

Date