The Indiana County Technology Center

Blended Programs

Post-Secondary

Student Handbook

of Policy & Procedure

2023-2024

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Monthly Planning Calendar

Mission Statement

The mission of the Indiana County Technology Center, an innovative regional career development and technology center, in partnership with our member districts and the community, is to provide all learners an environment that includes the integration of a challenging technical and academic education with an emphasis on the development of skills which provide the pathways to further education and employment in an ever-changing world.

Vision Statement

Advocate the critical role of career and technical education for quality education and workforce development.

Collaborate and partner with other educational/community stakeholders to provide enhanced postsecondary opportunities for student success.

Expand and develop quality adult education programs.

Increase student achievement through the integration of academic and occupational standards.

Integrate technology into the instructional practices and operations of the ICTC.

Utilize all sources of the school in an artful manner.

IMPORTANT INFORMATION

This Student Handbook supplements the policies and procedures of the ICTC as outlined in the Post-Secondary Course Catalog and Enrollment Agreement. General ICTC policy sets forth minimum expectations, rules and procedures. This Handbook discloses program-specific information. The policies herein may impose greater obligations, expectations or responsibilities on students enrolled in Blended Programs, but do not override or supersede any policy of the ICTC.

Students are required to read the Student Handbook for Blended Programs in its entirety and familiarize themselves with the policies and procedures stated within it. Any questions regarding the contents of the handbook may be directed to the Adult Education Coordinator within the first week of class. Students are required to sign an acknowledgement that they have read and understood, clarified any questions regarding, and agree to abide by all policies and procedures of the Indiana County Technology Center as outlined in this handbook and in the ICTC Post-Secondary Course Catalog.

This Student Handbook of Policy and Procedure is periodically reviewed and subject to change without prior notification at the discretion of the ICTC in order to meet program objectives, enhance operating procedures and/or comply with regulatory changes. Students will be provided with updated policies as they become effective throughout the course of their program.

Welcome Statement

We would like to take this opportunity to welcome you to the Indiana County Technology Center (ICTC). The administration, faculty and staff of the ICTC are dedicated to assisting students in achieving academic and employment success in their chosen career field. We strive to provide a quality, supportive educational environment where students who actively participate in the learning process can maximize their individual excellence. The educational process does not take place in the classroom alone, but requires coordination of academic and administrative support services. Further, the ICTC is governed by a variety of federal and state statutes, standards and support processes that are designed to foster student success.

The ICTC, among other traits, values:

- ✓ **T*eamwork* –** working together, sharing information, and building on each other's strengths.
- ✓ **S*ervice* –** providing courteous, timely skills and feedback, with a commitment to follow through on student, faculty and staff needs.
- ✓ **I*ntegrity* –** conducting oneself with honor, trust, respect, and honesty.
- ✓ **C*ommitment* –** giving 100% effort to achieve success toward common goals.

We hold the highest expectations of our students, and expect each individual to demonstrate these values and a commitment to their profession.

As you undertake the challenges of your education, you will find that the demands will be great, but the rewards will be even greater. For many of you, that seemingly distant goal of graduating will be upon you much sooner than you imagine today. Take every opportunity to enjoy the experience ahead of you. Building a network of colleagues and friends today can only enhance your experiences in the future.

This Student Handbook of Policy & Procedure will provide you with guidance as you move through your program. It is designed to provide you with program-specific policies and further define the rules and procedures of the ICTC as outlined in the ICTC Post-Secondary Course Catalog and Enrollment Agreement. The student should retain this Handbook, as well as the Course Catalog, for ongoing reference.

Transfer Credit Policy for Previous Training

Credit for previous training is given consideration if a student participated in the program as a secondary student at the ICTC but did not complete all years. The articulation of training from Secondary to Adult Education is guided by transcripts provided by the ICTC. A "transfer" student will still be required to complete 720 hours; however, his/her pace and starting point in training will vary depending on the competencies completed prior to enrolling as a Blended adult student.

Program-Specific Affiliation/Licensures

Blended Programs are diploma programs, with diplomas being issued to students upon verification of their completion of an accredited curriculum. Many of our programs also offer industry certifications as part of the curriculum. These are available according to industry-specific accrediting bodies and/or licensing agencies.

Automotive Technology: fully comprehensive Automotive Service Excellence (ASE) certified program. The course of study, facilities and program equipment have been evaluated by the National Automotive Technician's Education Foundation (NATEF) and meet the ASE standards of quality for the training of automobile technicians.

Carpentry, HVAC/R and Masonry: programs are endorsed by the National Association of Home Builders and the Pennsylvania Builders Association.

Machining Technology: one of only three Society of Manufacturing Engineers (SME) Prime Schools in Pennsylvania. The ICTC is also a fully accredited NIMS (National Institute for Metalworking Skills) training and certification site.

Outcomes/Objectives

Automotive Technology

Students who graduate from the Automotive Technology (AT) program will have enjoyed the benefits of a fully comprehensive Automotive Service Excellence (ASE) certified program. Graduates will have obtained the skills to repair and maintain internal combustion engines, including ignition, cooling, fuel injection, fuel systems, computer diagnostics and electrical systems, and have been exposed to various repair procedures that accommodate the computer-monitored, fuel-efficient, environmentally friendly automobiles encountered in the automotive industry.

Industry Certification(s): Students who qualify may obtain the following:
- Pennsylvania Safety Inspection Mechanic Certification
- SP/2 Certification (Safety & Pollution Prevention)

Employment Opportunities: Automobile Technician   Automobile Mechanic Helper
Brake Repair   Front End Mechanic
Heavy Duty Truck Technician   Automotive Retail Salesperson
Automotive Services Manager/Writer*

Additional Education may be required.

Carpentry
Graduates of the Carpentry program will have the entry-level skills necessary to enter the Carpentry field, and an understanding of carpentry-related theory. Skilled in all phases of residential carpentry, beginning with design and layout and working through the final stages of interior and exterior finishing and trim installations, graduates will demonstrate their ability to safely perform specific job-related tasks. Graduates will have exposure to advancement in technology-impacting carpentry, and be efficient in the use of many such new techniques, tools and equipment.

Industry Certification(s): Students who qualify may obtain the following:
- OSHA 10-hour "Construction Safety and Health" Certification
- Bobcat VersaHandler Telescopic Forklift Certification

Employment Opportunities: Carpenter*   Construction Carpenter*
Construction Management*   Carpenter Helper

Additional Education may be required.

Collision Repair Technology
Upon completing the Collision Repair Technology (CRT) program, students will be able to safely operate power- and air-operated equipment used to restore, refinish and replace the bodies, frames, windshields and window glass of damaged automotive vehicles. Graduates will demonstrate an understanding of the following concepts: cost estimating, frame straightening, reshaping metal parts and replacing body component parts, and will have been exposed to automotive paint systems, overall paint and blending procedure, and the art of air-brushing and customizing. Graduates will also have learned to apply automotive finishes in a high-quality paint booth. Among other valuable hands-on skills, graduates may be exposed to Metal-Inert-Gas (MIG) welding, plasma cutting, automotive panel replacement, frame and unibody diagnosis, measuring and repair, and computerized estimating, as well as glass procedures with urethane, gasket-sealed glass, fixed and movable replacement procedures.

Industry Certification(s): Students who qualify may obtain the following:
- SP/2 CERTIFICATION (Safety & Pollution Prevention)

Employment Opportunities:	Collision Repair Technician	Automobile Detailer
	Collision Estimator*	Refinish Technician Assistant

Additional Education may be required.

Information Technology Systems

Upon completing the Information Technology Systems (ITS) program, graduates will be skilled in building and maintaining computer networks for purposes related to business, educational, personal, government and healthcare use. Graduates will have gained the practical experience and knowledge needed to perform functions as assessed by relevant certifications in the information technology (IT) field. Since the ITS program is competency-based, students work at their own pace and receive opportunities for certifications as applicable.

Industry Certification(s): Students enrolled in the ITS program may qualify to obtain the following, depending upon the competencies achieved:
- CompTIA A+ Certification – demonstrates proficiency in computer hardware and software upgrades, installation and trouble-shooting.
- CompTIA Network+ Certification – demonstrates proficiency in basic networking.

Employment Opportunities:	Computer Technician	PC Support
	PC Helpdesk	PC Bench Technician*
	Network Technician*	Network Administrator*
Additional Education may be required.	Security Technician*	

Culinary Arts

Upon completing the Culinary Arts (CA) program, graduates will be prepared for positions in the rapidly growing food service industry through participation in various catering projects and the operation of the ICTC full-service restaurant. Hands-on learning experiences provide graduates with refined table service and dining room management techniques. Graduates will have a basic understanding of the fundamentals of safety, sanitation, nutrition, food preparation and menu planning.

Industry Certification(s): Students who qualify may obtain the following:
- ServSafe Sanitation Certification

Employment Opportunities:	Cook	Food Service Manager*
	Pastry Chef	Baker
Additional Education may be required.	Kitchen Helper	Chef*

Digital Communications

Upon completion of the Digital Communications (DC) program, graduates will have hands-on experience in designing and developing websites and animations for presentation on multiple media platforms. Graduates will have exposure to the diverse career paths in the DC field, including Video Production, Web Development, Image Editing and Photography. Throughout the program, graduates will have gained experience using Adobe Photoshop software to prepare graphics for web or video productions, and will create a digital portfolio to showcase their work.

Industry Certification(s): Students who qualify may obtain the following:
- Adobe Certified Professional (ACP) – Photoshop/Premier/After Effects

Employment Opportunities:	Web Page Designer	Producer/Director*
	Video Editor	Camera Operator
Additional Education may be required.	Multimedia Artist/Animator*	Photographer

Graphics and Electronic Media

Upon completing the Graphics and Electronic Media (GEM) program, graduates will be able to use modern software packages and computer technology to assist in production of a variety of media formats. The GEM program facilitates the bringing together of many areas of creative graphic design and production technologies. Graduates will be competent in the areas of desktop publishing, graphic design, photo editing and illustration, and are able to use a digital press, large format printer and sign plotter.

Industry Certification(s): Students who qualify may obtain the following:
- Adobe Certified Professional (ACP) in Visual Design – Adobe Photoshop
- Adobe Certified Professional (ACP) in Graphic Design & Illustration – Adobe Illustrator
- Adobe Certified Professional (ACP) in Print & Digital Media Publication – Adobe InDesign

Employment Opportunities:

Graphic Designer*	Desktop Publisher*
Advertising Sales Agent*	Art Director*
Electronic Illustrator	Printing Press Operator

Additional Education may be required.

HVAC/R

Upon completing the HVAC/R program, graduates will be able to apply technical knowledge to the installation, repair and maintenance of domestic heating, air conditioning and refrigeration systems. They will have the skills necessary to install and maintain fuel and water supply lines, air ducts, pumps, and other important components, connect electrical wiring and controls, and check the unit for proper operation. Graduates will be adept in the use of a variety of tools used in the industry, including voltmeters, thermometers, pressure gauges and other testing devices to check airflow, refrigerant pressure, electrical circuits and burners.

Industry Certification(s): Students who qualify may obtain the following:
- Refrigerant Recovery #608 Certification
- OSHA 10-hour "Construction Safety and Health" Certification
- Bobcat VersaHandler Telescopic Forklift Certification

Employment Opportunities:

Controls Technician	HVAC Service Technician
Sheet Metal Worker	Refrigeration Technician
Electrician	

Additional Education may be required.

Machining Technology

Upon completion of the Machining Technology (MT) program, graduates will have hands-on experience in the operation of standard machine tools such as drill presses, metal saws, lathes, milling machines and surface grinders. They will also have an understanding of related theory for metal-cutting applications, material properties and layout work, as well as construction and assembly of machinery. Graduates will also have experience operating state-of-the-art equipment, such as the Computer Numeric Controlled (CNC) machine. The program provides graduates a foundation in the application of mathematics and blueprint reading through integration into course projects and competencies.

Industry Certification(s): Students who qualify may obtain the following:
- OSHA 10-hour "General Industry" Certification
- NIMs Level 1 Credentials, (multiple credentials included)

Employment Opportunities:

Machinist Apprentice	CNC Operator
Tool & Die Maker Apprentice*	

Additional Education may be required.

Masonry

Upon completion of the Masonry program, graduates will have the basic skills necessary to begin work in the masonry field. Graduates may be led down several different career paths, such as bricklaying, stone-masonry or cement-masonry. The Masonry program also provides an excellent foundation for a future in architecture and architectural engineering or owning a masonry business.

Industry Certification(s): Students who qualify may obtain the following:
- OSHA 10-hour "Construction Safety and Health" Certification
- Bobcat VersaHandler Telescopic Forklift Certification

Employment Opportunities:

Bricklayer	Estimator*	
Cement Mason	Building Inspector*	
Landscape Designer	Stonemason	

Additional Education may be required.

General Program Requirements*

- Basic mathematics and English language skills
- Current copies of non-prohibitive Criminal, FBI and Child Abuse clearances (forms available at the Adult Education Office)
- Reliable transportation to and from all classroom/extracurricular requirements.
- A "C" grade (75%) or better in all courses in order to graduate.

Please Note: Each of our Blended programs may have specific academic and/or physical requirements associated with it given the nature of respective industries.

Exams for Certification

Several of the ICTC's Blended programs offer certifications in their field. For certifications offered as part of an ICTC Blended program, the ICTC will pay any related exam fees **for the first attempt only**. Should the student fail in their first attempt, the student is responsible for covering fees for subsequent retakes.

Equipment

It is the intent of the ICTC to ensure that graduates from our Blended Programs are fully prepared to enter a job in their field. This preparation may include tools of the trade. Therefore, in some programs, where applicable, students will be provided with starter tools as they complete the program in order to be equipped to begin work immediately.

Student Responsibilities & Expectations of Conduct

Students are expected to take responsibility for their education. ICTC staff and instructors do their best to ensure that students have the assistance, information and resources needed to learn effectively. Students are expected to contribute towards this goal by taking responsibility for the following items and others that a reasonable individual would feel to be a student's responsibility.

- **Checking their ICTC email account regularly** – This is the school's official means of communication with the student. Instructors use the school's email to relay important information regarding class.

- **Submitting a current address, home and/or cell phone numbers, and email addresses to the Adult Education Office at the start of class and providing immediate notification of any changes to this information** – It is important that the ICTC is able to contact students as is necessary while they are enrolled in the program. Missing an important communication because the student did not

provide updated contact information to the school will not be considered a justifiable excuse.

- **Notifying school of anticipated absenteeism when unavoidable and providing documentation** – The ICTC strongly recommends seeking to arrange make-up work ahead of time for planned absences and immediately following any unexpected absences. This is to ensure the student completes all program aspects and remains eligible for graduation.

- **Approaching instructors and ICTC staff with concerns and needs** – If a student has a question or concern about their grade or their program, he/she is encouraged to discuss such with the instructor in a professional manner as they arise, so they can be addressed in a timely manner. This is to maintain an open, comfortable environment and prevent any unneeded conflicts. The student should arrange a private meeting with the instructor outside of class time. If a student feels a course is not meeting their needs, this should be discussed with the instructor as early as possible in the term and not at the end of the term when poor grades are imminent.

- **Maintaining a professional attitude & appearance** – Students are expected to have all necessary equipment and obey all rules of personal hygiene and safety while in school.

- **Securing transportation to and from the school, externship site, or class experiences** – Students are advised of the class schedule at the beginning of the program, and are expected to have a plan in place to attend all classes as scheduled. Absences due to a lack of transportation will typically not be considered for excuse.

- **Participating in all learning experiences** – It is expected that each student will attend and actively participate in in all learning experiences which are designed to meet the objectives of the course(s) in which he/she is enrolled.

- **Reporting unsafe behavior** – If a fellow worker/student acts in an unethical, unsafe, or incompetent manner, it is the responsibility of each student to report this behavior to the instructor. If the individual acting in this manner is the instructor, his or her immediate supervisor should be notified.

It is expected that each student participating in Blended Programs at the ICTC will:

- complete and submit an honest written evaluation of the course(s) in which they are enrolled when periodically requested.
- engage in honest, open communication relevant to any factors which interfere with acceptable progress in their course of study with the student's instructor.
- observe all rules and regulations relevant to the program.
- participate in only those activities for which he/she has been prepared, thus minimizing the potential for physical harm to oneself or others.
- respect the rights and professional standing of colleagues in their own or other professions.

Compliance with Expectations of Student Conduct

Expectations of conduct for students in Blended programs are dictated by those moral and personal qualities inherent in the professional role; e.g., honesty, responsibility, dependability, accountability and concern for others. Appropriate action, which may include probation or dismissal from the program, will be taken regarding conduct that:

- Is brought to the attention of the instructor or ICTC Administration as being problematic to self or others.
- Is noticeable and clearly indicates anti-social behavior, irresponsibility or destructiveness.
- Directly reflects the program or profession in a negative manner.

Attendance

As stated in the ICTC Post-Secondary Course Catalog, regular attendance is extremely important. Students are **EXPECTED TO ATTEND ALL** scheduled classroom activities, as Blended programs are BASED UPON CLOCK HOURS. Students are expected to be on time, and to remain in class for the full scheduled session. All absences, late arrivals and early leaves will be recorded as absent hours per the **ICTC Attendance Policy** and reported to the Adult Education Office (see the Post-Secondary Course Catalog for more information).

If an absence from class is unavoidable, the student is required to **call off to the Adult Education office at 724-349-6700 x141 at least one (1) hour prior to the start of the class day** to report their absence. Students should leave a message if no one answers. **DO NOT send text messages to your instructor or another student.** Even though a student has called off, the absent hours will be recorded per the ICTC Attendance Policy. Students may also be required by their instructor to notify them directly of an absence, and students should follow this direction. However, any communication other than that above will not be considered an official call off, and may result in the absence being unaccusable even if for an excusable reason.

IMPORTANT PROGRAM-SPECIFIC ATTENDANCE DEFINITIONS

The ICTC Attendance Policy refers to maximum allowable absent hours and Attendance Period, which are specific to each program. For Blended Programs, these definitions are as follows:

1. A student may not accumulate more than 36 unexcused* absent hours (5% of program hours) over the course of the Program. Cumulative absence tallies will be evaluated on a regular basis. Students with absent hours in excess of the allowance will be terminated effective the date on which the maximum absent hours was exceeded.
2. The Attendance Period is defined as the morning session, which is 3 hours, and the afternoon session, which is 2 hours. Therefore, as outlined in the ICTC Attendance Policy, students who are more than thirty (30) minutes late to class will be marked as absent for the full attendance period (i.e. 3 or 2 hours depending on when the late arrival occurred).

IF A STUDENT ARRIVES LATE OR LEAVES EARLY, the student must sign in/out at the ICTC front office. This is for safety purposes, as well as to ensure that attendance is accurately recorded. Failure to sign in/out can result in the student being incorrectly marked absent for the full day.

Please see the Post-Secondary Course Catalog for information on Excused Absences., which, if approved, may be permitted up to 3% in addition to the 36 Unexcused Absent hours

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 Attendance is critical to the learning of concepts in all courses, and the student is responsible for completing all competencies as required by the curriculum. Each individual student is responsible for the material covered in class and assignments given in his/her absence. Attendance may be calculated as part of the final grade by the instructor. Students should schedule a meeting with their instructor to discuss absenteeism.

Each student is responsible for transportation to and from school. Students who car-pool together should be aware that missing class and/or clinic because a driver is unavailable is NOT an excusable absence. Backup transportation is the responsibility of each student.

Students should refer to the Post-Secondary Course Catalog for additional information on Attendance, Tardiness, Early Departures, etc.

Academic Progress

Academic progress of a student enrolled in Blended programs is based upon academic achievement, and adherence to the policies and procedures of the Indiana County Technology Center. **To successfully move into the next term in good academic standing, the student must pass each term with a grade of "C" (75%) or better.**

Blended programs consists of nine (9) months of coursework (720 classroom contact hours). Performance evaluation is done through oral discussion, written examination, hands-on experience, quizzes, student participation, and teacher observation. Progression through the curriculum is based on the completion of all required courses in each term. Graduation from the program is based upon satisfactory completion of the course objectives, scheduled hours and technical competencies.

The ICTC grading scale, which applies to Adult students, is as follows:

Grade	Percentage	
A	93 - 100	Superior Achievement
B+	89 - 92	Excellent Achievement
B	84 - 88	Above Average Achievement
C+	80 - 83	Average Achievement
C	75 - 79	Passing
D	70 - 74	Unsatisfactory Performance
F	0 - 69	Failure

Students may also be evaluated throughout the program based on Competencies. A Competency is a graded component which evaluates the students' ability to demonstrate and/or perform the skills they learn in the classroom. Competency grading is based on a PASS/FAIL system. Prior to advancing to the next term, each student must pass all competencies taught during the current term. Failure to do so will result in academic probation. If a competency is failed, the student must meet that competency within the next term in order to remain in the program. In determining course grades, all competencies as well as numerical grades earned through quizzes, tests and required written assignments may be considered.

Please note: a student who fulfills all of the ICTC graduation requirements may find themselves ineligible for certain industry certifications or licensures if they do not meet the licensing agencies' requirements.

Remediation Process

At the end of each term, the Adult Education office will conduct a review of each student's academic performance including grades and attendance. Students will be notified if a determination is made that they are not meeting the standards. In such cases, eligible students will be placed on Academic Probation and/or subject to remediation.

Students will meet with the Adult Education Coordinator to review the Academic Probation and/or remediation plan. Terms of the plan will be outlined including any attendance or academic areas to improve performance and timeframe of the probation or remediation requirements. In addition, students are required to submit a letter outlining their plan to bring academic or attendance performance to satisfactory levels. Students will also meet with instructors to outline a plan for success. This could include completing failed competencies, tutoring sessions, additional practice and retesting.

During the academic probation and/or remediation period the Adult Education Coordinator will periodically touch

base with the instructor and student to ensure progress is maintained. At the end of the period, the Adult Education Coordinator will meet with the student to determine if the plan was successful or unsuccessful.

Make-Up Work

The ability to make up any work administered/due on a date the student is absent from class is not guaranteed. In most cases, a student will be permitted to make up a theory exam missed due to an absence that has been excused by the Adult Education Office. When feasible, a student will typically also be permitted to make up other missed work if the absence was excused. Otherwise, it is at the sole discretion of the instructor if the student may make-up work and/or exams missed due to unexcused absences.

All make-up work must occur outside of regularly scheduled class time, and be completed within one (1) week of the absence, unless alternative arrangements have been made with the instructor and approved by administration. Students should understand that permission to make up missed work does not erase the absent hours from the student's attendance record.

Any assignments or exams not turned in or made up, if permitted, will be recorded as a zero (0%).

Work Cooperatives

Students enrolled in a Blended Program may be eligible to participate in cooperative education (co-op) opportunities during the second half of their program. Through co-op, students are able to gain work-based experience at a local employer as part of their ICTC education. Cooperative opportunities are not guaranteed, and once the student graduates, there is no guarantee that the student's employment with that company will continue. In most cases, work cooperatives are paid opportunities, but compensation is not guaranteed.

If a work co-op opportunity arises, either as identified by the ICTC or the student, the student must coordinate this with the Adult Education Office and the ICTC Cooperative Education Coordinator before any employer-based learning begins in order for academic credit to be awarded for the hours. Typically, a student will be permitted to substitute up to two (2) class days per week with the partnering employer, which would be counted as regularly attended classroom days.

Policy on Professional Conduct & Safe Practice

The blended student will recognize the importance of appropriate professional conduct. Students are required to exhibit professional and appropriate behavior at all times. Pronounced and repeated unprofessional behavior during classroom instruction renders the student unsuitable for professional work. **Demonstration of unprofessional behavior at any time during enrollment may be cause for dismissal.**

Adult students must exhibit the following characteristics:
- Cooperation and honesty
- Respect and courtesy toward instructors, superiors, classmates and co-workers
- Responsibility and dependability – good class attendance
- Initiative and Enthusiasm
- Appropriate professional attitude
- Appropriate professional appearance – neat and clean grooming
- Appropriate conduct under stressful situations
- Ability to respond appropriately to constructive criticism
- Restraint from abusive behavior toward others

Students will be required to demonstrate safe practice at all times while enrolled in their program at the Indiana County Technology Center. Dismissal for unsafe practice may occur at any time while the student is enrolled. Dismissal is based on unsafe behavior demonstrated by the student as determined by the Program Instructor or Adult Education Coordinator.

Any of the following may be cause for immediate dismissal from any of the Indiana County Technology Center's Blended Programs:

- Insubordination, including willful negligence or refusal to perform tasks in the manner assigned.
- The use of alcoholic beverages or drugs while in class or lab, or reporting to class while under the influence of drugs or alcohol.
- Theft of school property/externship property, property of fellow students, or school/externship employees.

- Any act to damage or any abuse of school/externship property including careless or intentional damage.
- Failure to observe and adhere to established safety procedures or any demonstration of unsafe behavior.
- Conduct which is considered improper, unprofessional, offensive, insulting or inappropriate while in lab, class, or at a clinical site, including bullying

Any violation of the ICTC's Student Conduct Policy will result in immediate action from the ICTC administration. See the Post-Secondary Course Catalog for additional information.

Dress Code & Conduct for the Classroom

The following policy regarding dress and conduct will be adhered to by all students in Blended Programs unless otherwise specified by the instructor.

- Students are required to dress in a manner that conforms to industry standards. Students in any program should be conscious of wearing jewelry or clothing that will result in safety hazards. Other program-specific dress codes will be discussed at orientation. Students' enrollment in the program signifies their willingness to comply with all program requirements, including dress code.
- All electronic devices (cell phones, iPods, etc.) must be turned off while students are in class. If there is an emergency, a message will be delivered to the student. Failure to comply with this regulation may result in disciplinary action, including but not limited to confiscation of the device or removal from class for the day. Any missed hours will be marked as unexcused absent hours.
- Food is permitted at the instructor's discretion. Drinks must be in a covered container.
- There is to be no improper fraternization between Adult Intergen students and ICTC faculty/staff/secondary students on school property or during class hours.

Students violating classroom policy will be counseled and, depending upon the violation, not permitted to participate in the activity for that class until the offense is remedied. Inappropriate clothing or shoes will result in the student being sent home, and missed time will be recorded as an unexcused absence. Repeated instances prompting counseling may result in disciplinary action.

Dismissal Policy

Herein is outlined dismissal guidelines that inform students of their responsibilities, rights, and requirements concerning academic performance, fieldwork, education and professional behaviors. Dismissal from the ICTC may result at any time during the academic calendar under the following circumstances:

- Poor attendance

- Poor academic performance

- Unsafe practice
- Academic/professional dishonesty (including cheating and plagiarism)
- Unprofessional behavior

Students should refer to the ICTC Post-Secondary Course Catalog for additional information.
A student who has been dismissed from the program may be considered for readmission, depending upon the reason for dismissal. The student must apply for readmission according to ICTC policy.

Note: Students should refer to the Student Complaint Procedure as outlined in the ICTC Post-Secondary Course Catalog for information regarding addressing any concerns about a dismissal.

Dismissal for Poor Attendance
In accordance with the ICTC Attendance Policy, students with cumulative absences exceeding five percent (5%) of total program hours (36 hours) will be terminated effective the date on which the permissible number of absent hours is exceeded. This absence tally does not include Excused Absences UNLESS the student has exceeded the three percent (3%) of total program hours (22 hours) maximum for Excused Absences.

Students who feel their attendance is not correctly recorded may provide documentation of such, which will be reviewed by the Adult Education Coordinator with the program instructor(s) who will make a determination if the student's record should be adjusted.
Absent hour maximums for transfer students are calculated at 5% of hours scheduled to be complete at the ICTC.

Dismissal for Poor Academic Performance
In accordance with the Blended programs Academic Progress Policy, students may be dismissed from the program after earning a grade of less than a "C" in any term for two consecutive terms. Students must also successfully complete all competencies within each term.

Students earning a grade of "F" in any course will be terminated without the option for probation, except in the case of documented extenuating circumstances. Satisfactory Academic Progress and Probation is discussed in detail in the appropriate sections of the ICTC Post-Secondary Course Catalog.

Dismissal for Unsafe Practice
Dismissal for unsafe practice may occur at any time during the student's program. Dismissal is based on unsafe behavior demonstrated by the student as determined by the instructor(s) of the program.

Dismissal is based upon:
- one potentially life-threatening incident; or
- one incident contributing to the injury or death of another; or
- two or more incidents of unsafe practice identified at any time during the length or enrollment in the program, or
- failure to maintain control of health disorders or practice health maintenance; or
- failure to protect self, peers, staff, faculty and the community at large from actual health hazards; or
- failure to adhere to ICTC policy that impacts on safety, which includes but is not limited to the Student Conduct Policy and Drug and Alcohol Free Facility policy, as outlined in this Handbook and in the ICTC Post-Secondary Course Catalog.

For safety purposes it is strongly recommended that students report all health disorders or pregnancies to the Adult Education Coordinator and/or their instructor in writing.

Dismissal for Unprofessional Behavior

Dismissal for unprofessional behavior may occur at any time during the program. Dismissal is based on unprofessional behavior demonstrated by the student as determined by the instructor or other ICTC staff.

The following listing provides examples of behaviors, which may be considered as a basis for dismissal:

1. **Regulatory:** Example: the student's failure to practice within the guidelines of: the Policies & Procedures of the Indiana County Technology Center

2. **Accountability:** Examples include, but are not limited to, the student's:
   a. failure to adequately prepare for learning experiences;
   b. failure to report unsafe or incompetent practice of peers or others to the instructor;
   c. failure to practice within the limitations of the student's role;
   d. failure to accept responsibility for own behavior;
   e. failure to seek appropriate guidelines from the instructor/supervisor;
   f. respect for worth and dignity of faculty and peers;
   g. offensive or insulting behavior, including offensive language;
   h. academic or professional dishonesty.