



Student Handbook | 2015-2016

For Classes of 74 hours or less

The adult education staff of Tolles Career & Technical Center welcomes you! Enhancing your education is an asset to your future. We wish you well as you embark upon those goals. If you have questions, please ask for assistance or phone 614.873.4666.x4248.

VISION STATEMENT

The Tolles Career & Technical Center Adult Workforce Education Program shall ensure that all enrolled learners are properly prepared to achieve successful employment in the global workforce marketplace.

MISSION STATEMENT

Our mission is simple: *To Lift All Students*. We lift because there is no ceiling to a student's potential. We believe education is a sky's-the-limit proposition. With expectations high and our standards rigorous, Tolles will lift generations of students to meet the challenges of what's next. Adult learners see Tolles as a way to re-tool, re-focus, and reinvest in their careers. Our programs are practical, market-driven and affordable, casting a wide net to lift as many adults as possible.

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***HANDBOOKS:** *Tolles Career & Technical Center reserves the right to modify or amend these guidelines at any time with or without prior notice.*

Visit our website at: TollesTech.com/AdultEd

Program Information:

Attendance and Certificates:	A Tolles Career & Technical Center certificate of completion will be awarded to each student who attends 90% of scheduled classes, satisfactorily completes the required pass/fail work and has made full payment of tuition and fees.
Books and Supplies:	Work books and supply fees are included in most course offerings. Workbooks cannot be returned. In some cases students must provide their own safety equipment and hand tools or other minimal supplies. <ul style="list-style-type: none">• Students dismissed from the school or withdrawing at the school's request for non-academic reasons are NOT entitled to a refund.• Fees, work books and supplies are non-refundable items.• Persons requesting a refund for <i>extenuating circumstances</i> must make the <i>request in writing</i> to the Adult Education Director.
Refund Policy:	<ul style="list-style-type: none">• <u>If</u> a refund is issued, a 25% administrative fee will be charged, less work books and supplies and instructional time already received.• If the student needs to cancel registration for the class and does so in writing three (3) business days before the start date of the class, a full refund will be given, less a \$30 processing fee.• If the student cancels registration in writing for a class LESS than 3 business days before the start of the class, but before the actual start of the class, a credit voucher will be issued (less the \$30 processing fee). This credit voucher may be redeemed toward tuition in any other class. It is not transferable and is valid for one year.• No cash refund will be given.• Tolles Career & Technical Center reserves the right to cancel classes due to low enrollment or other unforeseen circumstances.
There are <u>NO refunds</u> on any class of <u>less than 300 hours.</u>	
If Tolles cancels a class, full refunds will be given.	
Student Conduct:	All students in the class have a right to an optimum learning environment. *Conduct that threatens, intimidates, or coerces another person at any time will not be tolerated. Disruptive behavior, theft, damage, possession of dangerous weapons, or substance abuse, will not be tolerated and is cause for removal and/or dismissal. *Tolles reserves the right to remove any student from class who is interfering with the learning process. Depending on the nature of the offense, the student may be placed on probation, dismissed, and /or referred. Courtesy, respect and cooperation are excellent substitutes for exhaustive rules.
Harassment:	Sexual or other forms of harassment will not be tolerated. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Any problems should be reported to a staff member.
Drug-free:	No narcotics, alcoholic beverages, or stimulant drugs will be permitted on the school property at any time. That is also interpreted as having consumed anything prior to attending class.
NO SMOKING:	Smoking or use of tobacco products are not permitted on Tolles Career & Technical Center property.
Dress Code:	Extremes in dressing are not acceptable. The word "extreme" in this case typically refers to anything that draws unusual attention to oneself. Instructors will recommend appropriate clothing for laboratory work situations and safety.

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Procedures:

Cell Phone/Pagers:	Electronic devices must be turned off as not to distract classroom activity.
Visitors:	All adult visitors to a class must have the prior permission of the classroom instructor. Visitors are not permitted to participate in any activity related to the class. <i>Children are not permitted in any classroom or are not to be left unattended in any part of the building or parking lot.</i>
Class Breaks and Refreshments:	For every 50 minutes of instruction, students are allowed a 10-minute break. Students may relax at break time in the school cafeteria, where vending machines are available. Food and beverages are NOT permitted in classrooms; please help us keep our building clean.
Restrooms:	Six sets of restrooms are located throughout the building for students.
Parking:	All students are to park in the Student Parking lot located at the north end of the facility and enter through the double doors at that entrance. HANDICAPPED spaces are marked and may only be used by drivers with official stickers or plates.

Safety:

Inclement Weather:	<ul style="list-style-type: none">• The adult classes will meet as scheduled unless inclement weather prohibits travel. In such a case, a decision will generally be made by 3:00 p.m. and posted to our website: TollesTech.com/AdultEd• However, because we serve students from a large geographical area, it is impossible to make a decision that best effects all involved; students are asked to use their best judgment about driving to class in inclement weather.
Fire Drill:	For fire, a deep honking tone that also flashes will alert students to exit the building following the maps posted in the rooms. Stay with your group until an all clear is given to return to the building. If a student is somewhere else in the building at the time of a drill, they should exit the nearest exit, walk around outside the building and join their class.
Tornado Drill:	For tornadoes, there is a loud series of high frequency intermittent beeps over the public address system. Move immediately to the first floor of the building. Crouch down on an inside wall, avoiding areas of glass. The inside wall along the cafeteria is one recommended location. Others are posted in each classroom.
Security Cameras:	In order to maintain the safety of our staff & students, security cameras are installed to cover parking lots, building entrances, and internal building locations. All cameras are videotaped to assist in documentation of potential events. Lockers, desks, and other property of the Board of Education are subject to random search at any time without reasonable suspicion of any wrong doing. Students are expected to leave the building promptly at the end of class. *Anyone observing or suspecting criminal activity should report it to the instructor or Adult Education office immediately. An investigation will be conducted and the Madison County Sheriff's Department may be asked for their assistance. A record of this report will be kept on file.
Accidents:	In case of an accident or injury, notify the nearest instructor or staff member. Immediately thereafter, please contact the office as to the type and extent of the injury and the location of the injured person. Appropriate medical attention will be secured based on the student's medical information. Any adult may phone 911 if it is appropriate. A report will then be filed.

Nondiscrimination and Access to Equal Educational Opportunity

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

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