

# Career & Academic Readiness Education

2019 Student Handbook



400 Richards Road  
Zanesville, OH 43701  
1-800-350-1242

Serving Guernsey, Monroe, Morgan, Muskingum, Noble, Perry Counties



Congratulations! You have taken the first steps in furthering your education. We understand that this may not have been an easy thing for you to do, but we celebrate your decision because we believe that learning is a lifelong process.

Right now, Ohio has several options to help adults complete high school, prepare for college, and get ready to start a career. Sorting out the options that are best for you can be overwhelming! We are here to help you through the process.

Ohio has approved three different equivalency tests that adults can take to earn their high school equivalency diploma. The GED® is the option most think of when they think of completing high school, though at Mid-East we also offer the HiSet test, which can be taken on the computer or on paper. Later this year we expect to offer the third approved test, the TASC.

If you are 22 years old or more, there are additional options available to you in the Adult Diploma program or the 22+ program. The Adult Diploma Program (ADP) uses the WorkKeys assessment to evaluate workplace academic skills and also provides students with the opportunity to earn a career certification through an approved ADP provider. The 22+ program is ideal for those students who were only a few credits short, or perhaps didn't pass a required test in order to graduate from high school. With this program, students can finish what they started and quickly move on to the next steps beyond high school completion.

The success of our students is important to us. We will help sort out the option best for you and help you take control of your own learning. We will challenge you to think of this step as a beginning, and ask you to consider what career you would like to pursue as you move forward.

We welcome you to our program, and we are happy you chose to participate in our classes to help you attain success in your immediate and future goals. More information about Ohio's Options can be found at: <http://education.ohio.gov/Topics/Testing/Ohio-Options-for-Adult-Diploma>.

Best of luck!

## **MID-EAST CAREER AND TECHNOLOGY CENTERS**

### MISSION STATEMENT

Mid-East Career and Technology Centers provide every student dynamic career opportunities by creating and delivering exceptional educational programs.

### VISION STATEMENT

Our commitment to every student's success drives us to be the leader in Career-Technical Education.

## **CAREER & ACADEMIC READINESS EDUCATION**

### MISSION STATEMENT

Our mission is to provide quality leadership to our programs for the establishment, improvement, and expansion of life-long learning opportunities for adults in their family, community, and work roles

### VISION STATEMENT

Creating an environment for individuals to take ownership of life-long learning and confidently make lifechanging decisions.

## **EQUAL EDUCATION OPPORTUNITY**

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, age, or genetic information in its programs, activities, or employment.

A complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. The District Compliance Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

## **FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)**

As defined by the Federal Department of Education <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>  
The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called **eligible** students. All students have the right to review their records.

- Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
- School employees who have a need to know.
- Other schools to which a student is transferring.
- Certain government officials in order to carry out lawful functions.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for the school.
- Accrediting organizations.
- Individuals who have obtained court order or subpoenas.
- Persons who need to know in cases of health and safety emergencies; and state and local authorities within a juvenile justice system, pursuant to specific state law.
- Any other request for release of student records must include the student's written permission.

Mid-East Career & Academic Readiness Education Program considers "directory" information to include student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Schools may disclose this information under FERPA. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose "directory" information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

**Note:** The USA Patriot Act of 2001 (Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism) amends FERPA to include additional exceptions to the rules of releasing information without student/parent consent.

## STUDENT GRIEVANCES

In the event a student wishes to file a formal grievance, students must submit a signed document providing details of the incident to their instructor or the Career & Academic Readiness Education Coordinator. After receiving this information, all persons involved may be invited to an informal discussion in an attempt to negotiate a satisfactory settlement of the grievance. If this does not settle the matter further appeal may be made to the District Superintendent.

## HARASSMENT, INTIMIDATION, OR BULLYING

Harassment, intimidation, or bullying behavior by any student in the Mid-East CTC School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which would require that the student-abuser be reported to proper authorities in compliance with State law. Any complaints, allegations, or rumors of aggressive behavior and/or bullying shall be presented to the building director or assistant director or the Superintendent. Students may also report their concerns to teachers or counselors who will be responsible for notifying the appropriate administrator.

## ASPIRE STUDENT ELIGIBILITY

We are a provider of Aspire services through the Ohio Department of Higher Education. The Ohio Department of Higher Education is responsible for ensuring that federal and state Aspire funds are distributed in accordance with state and federal law. Inquiries from local Aspire program providers regarding eligibility of sixteen and seventeen year old individuals, those who are homeschooled or court-ordered, as well as those with other special circumstances, have supported the need to continue to review and update the Aspire Eligibility Policy in relation to current state and federal law. The current policy in its entirety can be found at [www.ohiohighered.org/able/reference](http://www.ohiohighered.org/able/reference).

In order to enroll in Aspire, participants must be at least 19 years old. Students ages 16-18 may be permitted into the Aspire program if they meet Aspire/Ohio Board of Regents requirements, including providing documentation of official withdrawal from school (official school letterhead signed by superintendent or designee). **Documentation of official withdrawal or a copy of the diploma must be received prior to enrollment and must be kept on file with other required student records.** Students age 16 and 17 must also obtain a parent or guardian's signature on the Release of Information Form before attending.

Services and instruction may not be provided to Limited English Proficient students who are in the United States with F-1 visas. These individuals may not enroll in publicly funded adult education programs. Thus, during orientation and intake, individuals who disclose that they have this type of visa should be informed that they are ineligible for Aspire services.

Individuals are not required to demonstrate that they are legal residents of the United States as a condition of enrollment in Aspire programs. Thus, it is not necessary or appropriate for individuals to present passports, visas, work permits or social security cards to prove legal status in order to enroll. Individuals from other countries need only to satisfy the same requirements as others with the exception listed above.

Any adult with or without a high school diploma may attend Aspire classes to increase their academic skills.

## **EXPENSE**

Our classes are free! There is no charge to attend any Career & Academic Readiness Education classes. Ohio Aspire programs are financed through federal funds provided by the Adult Education Act of 1966, and through state funds made available by the Ohio legislature and through contributions of local districts.

## **CAREER & ACADEMIC READINESS EDUCATION CLASS POLICIES**

New students can start class every Tuesday at our Mid-East location. In other locations, students are asked to begin class during the following weeks of the upcoming year:

Week of July 9, 2018

Week of August 13, 2018

Week of September 10, 2018

Week of October 8, 2018

Week of November 12, 2018

Week of December 10, 2018

Week of January 7, 2019

Week of February 11, 2019

Week of March 11, 2019

Week of April 8, 2019

Week of May 13, 2019

Week of June 3, 2019

Attendance is required during the initial week of each session. The length of time it will take to achieve your academic and career goals will depend on your current academic level and your commitment to your studies. Regular attendance, along with additional work completed outside of class times, will help you obtain your goals faster. Commit to making this class a priority and schedule everything else around your class time.

Subjects covered include Language Arts (reading and writing), Math, Science, Social Studies and potentially other topics the student needs to master to move forward in achieving their goals. Students are encouraged to bring pens, pencils and paper for note taking. Books and study materials are provided.

Students should come to class dressed in clothing appropriate for an academic setting. Instructors will advise students of any specific location regulations.

There is to be no smoking in Mid-East Career and Technology Centers facilities. Classes held at other locations should adhere to local policies.

## EQUIVALENCY TESTING

The Ohio High School Equivalence Office coordinates official testing for adults to obtain a high school equivalency diploma. The GED® is the option most think of when they think of completing high school, though at Mid-East we also offer the HiSet test, which can be taken on the computer or on paper. Later this year we expect to offer the third approved test, the TASC. Students can access additional information here:

<http://education.ohio.gov/Topics/Testing/Ohio-Options-for-Adult-Diploma/HSE>

## ADULT DIPLOMA PROGRAM

### Admissions Requirements – Adult Diploma Program

House Bill 483 of the 2014 Mid-Biennium Review set requirements via Ohio Revised Code 3313.902 for an Adult Diploma Pilot Program. The Adult Diploma Program aims to create career pathways for adults to complete their high school education, earn technical training, and gain employment in high-growth, high-demand fields. This program applies to adults age 22 and older who do not have a high school diploma (or its recognized equivalent) or completed a secondary education in a home-school setting, and are enrolled in an “eligible career pathway program”.

Adult Diploma Program participants will receive their high school diploma upon successful completion of the credential program, acquire the designated industry credential(s), and attain industry and program specific ACT WorkKeys scores. The high school diploma will be issued through the Ohio Department of Education. Mid-East CTC Adult Education has identified the following programs as Adult Diploma eligible:

Program Name	Total Hours	In-Demand Occupation	Industry Credential(s)
State Tested Nurse Aide	80	STNA	STNA
Word & Excel	137	Office Clerks	OPAC – Word Basic OPAC – Excel Basic
Accounting/QuickBooks	128	Bookkeeping, Accounting, and Auditing Clerks	OPAC – QuickBooks
Multi-Craft Construction 1	360	Carpenter	First Aid/CPR/AED OSHA 10 NCCER CORE Forklift/Scissor Lift/Aerial Lift NCCER Carpentry Level 1
Welding 1	360	Welder	First Aid/CPR/AED OSHA 10 NCCER CORE Forklift/Scissor Lift/Aerial Lift NCCER Welding Level 1
NCCER Core	120	Construction Laborer	First Aid/CPR/AED OSHA 30 NCCER CORE Forklift/Scissor Lift/Aerial Lift
Commercial Driver’s License	80	Truck Driver	Commercial Driver’s License

\*Adult Diploma Program eligible programs effective as of July 1, 2017; Program availability subject to change.

\*Adult Diploma Program eligible programs are not eligible for Federal Student Aid.

In order to be admitted under the Adult Diploma Program the applicant shall, prior to admission, take the ACT WorkKeys assessment to determine if the applicant has achieved the academic competencies needed to obtain a high school diploma and industry credential and/or certificate. To obtain a high school diploma, Adult Diploma applicants are required to meet or exceed Ohio Department of Education program specific ACT WorkKeys assessment scores. For more information regarding required ACT WorkKeys assessment scores, please contact the Student Services Coordinator or Career and Academic Readiness Education Coordinator.

Students enrolled in the Adult Diploma Program are required to adhere to all enrollment and program specific policies as stated in the Mid-East CTC Adult Education Student Handbook and/or program supplemental handbooks.

Students must remain in good standing to meet both the academic grade standard and the attendance standard for the program. Failure to do so, may result in a dismissal.

To maintain a status of “good standing” a student must maintain a grade average of at least “C” and an attendance rate of 90% in accordance with the attendance policy.

\*If time is missed in the STNA class, a student must come back in the next class to make up the time they have missed. This is also true for Truck Driver Training depending on the module that time was missed.

All time missed must be made up in order to meet the requirements of the Adult Diploma Program. If a student misses on a day that a specific training is offered, the school will provide that training at a later time depending on class scheduling.

A student who falls below “C” average will receive an initial academic probation notice. The initial academic probation shall be in effect for one (1) class week to allow improvement toward or attainment of “good standing” status. Students must have made progress, according to their instructor, during this initial academic probation or they will be subject to dismissal.

#### Advanced Standing

Advanced Standing into full-time programs upon completion of the Adult Diploma Program will be left up to the full-time program coordinator. Completion of the Adult Diploma Program includes:

1. meeting the appropriate ACT WorkKeys assessment scores
2. passage of the career-tech program
3. passage any and all certifications required of that specific program

A student will not be eligible for a full-time program, nor financial aid, without completing all three of the areas required in the Adult Diploma Program.

For more information on the Adult Diploma Program, contact the Career & Academic Readiness Education Department at 740-454-7242. Additional information can be found here:

<http://education.ohio.gov/Topics/Testing/Ohio-Options-for-Adult-Diploma>

## **22+ ADULT HIGH SCHOOL DIPLOMA PROGRAM**

Requirements for 22+ Adult High School Diploma Program have been set in Ohio Revised Code 3317.23 and 3317.24. Students will participate in a competency-based educational program earning the credits toward a high school diploma based on subject mastery. This program only applies to adults age 22 and older who do not have a high school diploma (or its recognized equivalent) or completed a secondary education in a home-school setting and are current residents of Ohio. Students may be enrolled up to two years to satisfy high school diploma requirements.

### Assessment Process:

Students participating in the 22+Adult High School program will complete a variety of assessments at various times during their enrollment. In addition to an analysis of the high school transcript, initial assessments will establish a base from which to develop a learning plan for the student.

New enrollees in the 22+ Program will complete TABE testing in order to determine achievement level. When exiting the 22+ Program, students will complete additional TABE testing in order to determine progress. Scores from required graduation tests if available will also be considered. Students may complete additional career interest assessments, credential assessments and/or other assessments required by the state of Ohio.

### Competency Assessment:

Results of the TABE test will be used to identify any basic skills gaps the student may have. Those who are greatly deficient in basic skills will be referred to the local Aspire program until they are academically ready to succeed in the 22+ program.

Once enrolled, students may also complete diagnostic assessments related to the educational software used for earning credit. The Edmentum/Plato software uses pre-tests, quizzes, and post-tests and finals to determine progress and content mastery. The results of these assessments may be used to revise learning plans. Post-testing will verify the student has reached mastery of the course material and show credits earned. If required by the Ohio Graduation Requirements, the student may take Ohio Graduation Tests.

### Prior Credit:

Prior Credit will be determined by evaluating the student's transcript using the Adult Learner on-line system and the 22+ Review Form. Students who are identified as a candidate for the 22+ program will work with staff to request high school transcripts and any other pertinent information.

The comparison of candidate records with the state requirements will be recorded (Past Credits Earned Checklist) and discussed. Using the Checklist and the TABE results, an Academic and Career Success Plan will be developed to meet candidate's goals and graduation requirements. Other Ohio Options, such as Adult Diploma Program and High School Equivalence testing will also be reevaluated at this time.

Learners who have life experiences that warrant awarding high school credit may earn up to 6 high school credits. The student will provide a letter from their employer on business letterhead indicating the job performed, indication they worked at least 120 hours that year, dates, and a signature from a supervisor. The student will also submit a job description that includes the skills required and tasks completed to do their job. These documents will be uploaded to the 22+ system along with the Work/Life Experience Credit form.

### Career Technical Training and Workforce Credentials:

Mid-East Career and Technology Centers offers a variety of career technical training. The 22+ Coordinator will also discuss with the student other educational options that may be available from other providers located closer to the students' residence. This workforce training may include construction laborer credentials, nurse aide, Microsoft Word and Excel training, and truck driving. Career assessments and counseling will be used to guide these decisions. Funding opportunities through local Job and Family Services will be thoroughly explored. Additionally students will be able to earn a certificate in customer service as a part of our CARE (Career & Academic Readiness Education) Program. All students will also explore a variety of post-secondary education and training opportunities upon completion of the 22+ program.

### Location and Time of Service:

It is expected that students who need to complete high school will enter their local Aspire classroom in order to learn about all available pathways to completion. Those that are eligible for the 22+ program will be assisted in the 22+ registration process as needed.

The student's work in the Aspire classroom will help determine the commitment of the student. Upon enrolling in the 22+ program, students will primarily study using computer-based learning. The 22+ Program Coordinator may meet with students face to face as needed, utilizing existing Aspire class locations. See back page for locations.

### Program Accessibility:

Mid-East Career and Technology Centers is committed to providing educational services to adults and works to ensure our programs are accessible to all students without regard to race, color, national origin, sex or disability. The main classroom site located on campus at 400 Richards Road, Zanesville, OH meets ADA accessibility standards. Instructional strategies and reasonable accommodations are available to meet student needs. Staff learn a variety of techniques to meet student instructional needs and take into account different learning styles. Instructors use universal design learning activities and differentiate instruction as needed to accommodate students functioning at various academic levels. Adaptive instructional materials can be used as needed, many available within the Edmentum/Plato learning environment or available on most computers. Instructors provide opportunities for guided practice of material. Computer-based instruction includes audio capability. Reader software and dictation software is available for student use where appropriate. Reasonable accommodations for testing is also available and may be approved where appropriate. A 22+ student's last Individual Education Plan and/or 504 are used to determine the accommodations necessary. All materials used in offering instruction to 22+ is appropriate to and relevant for the adult learner.

### Support Services:

All students who do not have a high school diploma are initially referred to a success course offered through the Career & Academic Readiness Education program (formerly ABLE). The success course will guide students through the processes required for 22+ while also allowing them to consider all other options for high school completion. This class will include specific activities for career exploration, employability skills review, study skills and learning styles.

A dedicated coordinator for the 22+ program will be available by appointment to address academic, career or personal issues, including transitions beyond the 22+ program. The coordinator, together with the student will develop individual career and academic plans to identify the steps needed to graduate and earn a diploma and to set and achieve educational goals beyond 22+ program completion. The coordinator will help students with

selection of specific courses and monitor students' progress and communicate all information back to the student as needed.

The 22+ coordinator will work with other counseling professionals within our district as well as with other agencies in an effort to provide any needed supports to students. Adult learners who need help in resolving social, physical, financial or family issues that are interfering with their education will be referred to local government agencies (such as Jobs and Family Services).

The coordinator will have multiple opportunities to ensure the 22+ Adult High School Diploma program is an appropriate match for the student. As part of this process the number of credits and assessments the adult learner needs to pass are identified and if the student needs to earn more than 5 credits and pass more than 3 assessments the student may be referred to the local Aspire program or ADP Provider to determine the best pathway for the adult learner to achieve his/her career goals.

Students enrolled in the 22+ Adult High School Diploma Program are required to adhere to all Mid-East Career and Technology Centers policies as posted on the district website.

For more information on the 22+ Adult High School Diploma Program, contact the Adult Career Readiness Education Department at 740-454-7242. Additional information can be found here:

<http://education.ohio.gov/Topics/Testing/Ohio-Options-for-Adult-Diploma>

The following is a list of current classes, but it is subject to change. See the most current class listing at [www.mideastctc.org/care\\_home.aspx](http://www.mideastctc.org/care_home.aspx).

**GUERNSEY COUNTY**

**ZANE STATE COLLEGE - CAMBRIDGE**

9900 Brick Church Road, Cambridge, OH 43725

**MONROE COUNTY**

**WOODSFIELD FIRST UNITED METHODIST CHURCH**

136 Main Street, Woodsfield, OH 43793

**MORGAN COUNTY**

**MORGAN COUNTY LEARNING CENTER**

4277 North SR 376 NW, McConnelsville, OH 43756

**NOBLE COUNTY**

**NOBLE COUNTY OHIO MEANS JOBS CENTER**

46049 Marietta Road, Caldwell, OH 43724

**MUSKINGUM COUNTY**

**MID-EAST CTC, ZANESVILLE**

ABLE Building, 400 Richards Road, Zanesville, OH 43701

**ZANE STATE COLLEGE - ZANESVILLE**

1555 Newark Road, Zanesville, OH 43701

**PERRY COUNTY**

**MUSKINGUM VALLEY EDUCATIONAL SERVICE CENTER**

1605 Airport Road, New Lexington, OH 43764

**PERRY COUNTY OHIO MEANS JOBS CENTER**

212 South Main Street, New Lexington, OH 43764

If you have any questions throughout your time in our Aspire classes, we encourage you to first talk to your instructor. You can also contact the program coordinator, Connie Shriver, at 740-454-7242, 1-800-350-1242, or at [cshriver@mideastctc.org](mailto:cshriver@mideastctc.org).

**Mid-East Career and Technology Centers**

400 Richards Road, Zanesville, OH 43701

(740) 454-7242 or 1-800-350-1242

Fax - (740) 454-6721

[www.mideastctc.org/care\\_home.aspx](http://www.mideastctc.org/care_home.aspx)