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## **ADULT DAY STUDENT HANDBOOK**

**2019-2020**

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**Middle Bucks Institute of Technology  
Adult and Industry Education Staff**

**Administrative Director**  
**Adult Education Coordinator**  
**Administrative Assistant**

Kathryn Strouse  
Kristin Feeney  
Jeanise Dimitri

**Welcome** to Middle Bucks Institute of Technology. We are pleased that you are attending our school and hope that your experience with us will be personally and educationally rewarding.

Our programs are designed to provide you with the opportunities to grow and gain marketable career skills to upgrade your present position, refresh your skills for employment or enter a new field. This can best be accomplished in an atmosphere which is positive, orderly, and when all individuals treat each other with mutual respect.

Arriving at school on time, maintaining regular attendance, and having a positive attitude are important ingredients for your success. Employers tell us that lack of these qualities is a major reason why employees lose jobs.

We encourage you to take advantage of the opportunities provided in both the classroom and through the other support services made available including counseling, academic assistance, and job placement.

The purpose of this handbook is to provide information concerning our school and what is expected of you as a student.

## **ADMISSIONS**

Middle Bucks Institute of Technology is an equal opportunity education institution. Our mission is to guarantee that the youth and adults are fully prepared for work and higher education through a rigorous, integrated, academic and occupational education. Daytime students will be admitted to the program of their choice where space is available. If prerequisites are required and have not been taken, certain remedial or related instruction may be necessary. Successful completion of a training program cannot be guaranteed and it is the student's responsibility to monitor his or her progress as well as seek the advice and counsel of instructors, counselors, and other staff.

## **PART-TIME ENROLLMENT**

Students may change from full-time to part-time enrollment at any time during the month. However, any student who attends class during the month is obligated for the tuition costs incurred at the time of enrollment for the entire month. A student may change from part-time to full-time enrollment anytime during the month. When this change takes place, the student is obligated for the increase in tuition caused by the change. The student will be processed through the enrollment procedures at the time of the change. An adult day student must enroll for a minimum of three class sessions per week.

## **TUITION AND REGISTRATION**

Tuition is established annually by the Middle Bucks Executive Council. Payment of tuition is according to the established schedule. Students are required to make monthly tuition and other payments on a timely basis. Failure to do so will result in temporary suspension from instruction and/or termination from the program. Students who terminate are responsible for tuition for the entire month in which they terminate.

**MBIT requires that the following forms be certified in accordance with Pennsylvania State Law and provided to MBIT prior to attending any classes.**

- 1. PA State Police Request for Criminal Record Check (Act 34)**
- 2. PA Department of Public Welfare Child Abuse History Clearance (Act 151)**
- 3. FBI Federal Criminal History Record Information - Fingerprint Check**
- 4. PA Arrest/Conviction Report Form PDE 6004 (Act 24)**

## **WITHDRAWAL PROCEDURES**

Any student who wishes to terminate his or her enrollment at the Middle Bucks Institute of Technology voluntarily should contact the Adult Education Coordinator. Students who terminate are responsible for tuition for the month in which they withdraw. (GI Bill students will follow VA refund policy and refunds will be pro-rated.)

Students are required to personally visit with their instructors and Adult Education Coordinator when considering termination. Forms for termination and/or leaves of absence need to be completed by the student. Unless the process is followed, the student will be considered as continuing their education and tuition will be charged accordingly.

## **ATTENDANCE**

Attendance is each student's responsibility and the most essential element of learning. In a vocational school, it is even more critical that students attend regularly, due to the hands-on nature of the programs. If you are not present on a regular basis to practice and refine your skills, you deprive yourself of the opportunity to make the most of the educational resources available to you and to be the best you can be. What is missed in school cannot be entirely made up by homework or extra assignments.

*A student who has been absent for 15 consecutive school days without notification will be terminated from his or her course of instruction.*

*An adult student with attendance below 85% may be withdrawn from the program.*

All students' attendance is recorded by the instructor on a daily basis. A student is expected to maintain regular attendance in the instructional program. Employers recognize that students who attend their training program with regularity will also be more responsible and reliable on the job. Employers often request the attendance records of students in addition to performance and behaviors demonstrating the student's willingness to learn.

Class cuts will count as unexcused absences. Tardy students will be recorded as tardy.

## **MEDICAL EMERGENCY**

Students who are absent due to medical reasons may be exempt from the payment of tuition during their absence if the circumstances of the medical leave can be substantiated and verified in writing by a medical doctor. The Adult Education Coordinator will determine the number of days for which the student will not be required to pay tuition.

## **ACCOMMODATIONS**

MBIT recognizes the diversity of our adult population and intends to provide reasonable accommodations to students enrolling in PA registered vocational- technical programs for the purpose of developing or upgrading occupational skills. The Administrative Director or designee will process requests for specific accommodations on an individual basis and determine how these services will be provided.

## **MILITARY LEAVE**

Students who must be absent for military orders requiring active duty or extended training requiring leaves of absence may be exempt from the payment of tuition during this absence if a copy of the orders is submitted to the Adult Education Coordinator.

## **PERSONAL EMERGENCIES**

Personal emergencies such as funerals or other non-medical difficulties are considered temporary absences. Students are required to continue their progress and tuition responsibilities. If you feel your personal circumstances warrant special consideration and include extenuating circumstances, you may request consideration through the Adult Education Coordinator. A leave of absence can be requested from the Adult Education Coordinator in advance of a leave. The request must be made in writing and include dates of the requested leave.

## **STUDENT PROGRESS**

All students will be given numerical grades for each quarter in attendance. Counseling is available for students who may be failing. The following information indicates the letter equivalents for the numerical grades:

90- 100%= A

80 - 89% = B

70 - 79% = C

60 - 69% = D

0 - 59% = F

### Grading Components:

Since vocational and technical educations ultimately prepare students for work, evaluation and grading procedures must be tied to this overall outcome. Competence in the work place involves the ability to use knowledge, perform skills, and exhibit positive attitudes. Consequently, evaluation and grading include measures from each of these three domains. Following are some examples of how each domain may be assessed:

## 1. Knowledge/Theory

Assessment of this domain will occur using written evaluations and should include:

- Written tests and quizzes Oral tests and quizzes
- Written and oral reports
- Homework
- Safety tests

## 2. Skills

This portion of the grade will be determined by the number of skills (i.e., tasks/competencies) completed and the level of achievement at which the skills were completed (i.e., the quantity and quality of the work completed). Assessment of skills will occur through the use of performance assessment instruments (i.e., rating scales and checklists) which are part of every learning guide. Skill assessment will include:

- Demonstration of safety practices
- Operation of equipment
- Use of hand/power tools and instruments Completion of projects, jobs, live work Procedures
- Basic skill competencies
- Experiments

## 3. Work Attitudes and Habits

This portion of the grade will be determined by the student's ability to consistently demonstrate behaviors that are required by the school and industry. The following factors will serve as a minimum in qualifying this very important domain:

- Promptness or tardiness
- Dress/Safety equipment/Preparedness
- Attendance
- Enthusiasm/Initiative
- Ability to work as a team member (i.e., peer relationships) Lab cleanup
- Safe work habits
- Language
- Student notebooks

### Computation of Quarterly Grades:

Unless otherwise approved by administration, the weighing of grading components for each marking period is Knowledge/Skills/Application =75% and Employability Skills is 25%. Students will be provided with a skill profile at the completion of the program. This profile will list all of the individual competencies which the student has mastered.

Make up work is not permitted for students receiving Veterans Affairs training allowances.

Probationary Period – MBIT does not have a probationary period after an adult day student application has been accepted.

Re-admission of Students – An adult day student may re-apply for admission. Acceptance will be dependent on complete application and space available. If a student was dismissed for failure to comply with MBIT policies or for disciplinary reasons, he/she may not be granted readmission at the discretion of the Administrative Director.

## **STUDENT SERVICES**

Student services provides a wide range of benefits to all students enrolled in a Middle Bucks Institute of Technology program. The Student Services staff can help students become oriented to the Middle Bucks Institute of Technology, provide counseling and guidance in career planning and placement, personal growth and development, crisis management, interpersonal relations, scholastic achievement, placement and testing, and sources of scholarships and grants.

Counseling is done on both an individual and group basis, and the counselors make every effort to give the student their immediate attention when the student makes known that he or she requires their assistance. All discussions between the counselors and students are regarded by the counselors as strictly confidential.

The Middle Bucks Institute of Technology counselors work cooperatively with community agencies in order to provide the best possible service to every student.

## **COOPERATIVE CLINICAL WORK EXPERIENCE**

As part of your instructional program, you may have the opportunity to be part of a clinical and/or cooperative work experience. These types of educational experiences are an integral part of the program and will require continued tuition payments.

## **JOB PLACEMENT SERVICES**

Job placement services are available to any adult who successfully completes his or her program. The school-to-work coordinators are Ms. Pamela Swoyer and Dr. Thomas Gregor. The placement service is located in the Student Services office.

## **CHILD CARE**

Child care for children of adult students is available while classes are in session through the Li'l Bucks Partners in Learning Childcare Center. Please request application and cost information from the Adult Education Coordinator regarding the childcare center. Adult students are not to be in the childcare facility unless requested by the childcare instructor.

## **DRESS CODE**

It is expected that students will dress according to the dress requirements of the school and their particular field of study. Special garments, safety glasses, hairnets, etc. may be required for certain learning experiences as well as health and safety purposes. It is essential that students follow the established dress code. A student may be denied admission or excluded from class activities for not adhering to the school dress code.

Uniforms must be purchased if required by class. Purchasing of textbooks may be required, depending on the specific course of study. Adult students may leave for the lunch hour or bring lunch. No food service is available in the building.

## **PARKING and DRIVING**

Student parking is available in the front lot and all cars must be appropriately registered and have a visible parking permit. Parking is not allowed in driveways or anywhere near the building due to fire regulations.

Adult students may not transport high school students for any reason without prior written permission and approval. Adult students may not ride with high school students who drive without prior written permission and approval. See the Adult Education Coordinator to request exceptions.

## **EMERGENCIES**

Announcements are posted on TV stations NBC10, 6 ABC, CBS 3, Fox 29, as well as [www.mbit.org](http://www.mbit.org). All emergency closings of the school due to weather, mechanical malfunction, or other reasons will be announced as soon as the emergency is declared.

### **In case of Emergency (e.g., fire):**

When a fire alarm is activated in the building, all students must evacuate the building by following the instructor's directions for an immediate and orderly evacuation. After leaving the building, students must stand at least 200 feet from the outside of the building before the all clear is given. All fire drills are monitored for compliance.

## **SAFETY AND HEALTH**

An adult applying for an opening in a day school program at the Middle Bucks Institute of Technology must provide documentation of all immunizations and tuberculosis testing as required by the Pennsylvania School Law as well as a completed health form.

### **Safety Glasses/Eye Protection**

All students must follow the eye protection rules and regulations provided through federal and state statutes pertaining to the Occupational Safety and Hazardous Act. Protective eyeglasses are required in many areas. It is necessary to follow this requirement while working in these specific locations.

### **General Safety**

All students are required to abide by each lab's specific safety rules and regulations as outlined by the instructor. This includes, but is not limited to following common sense rules for safety and using ear protection, respirators, steel tipped shoes, protective clothing, etc. where appropriate.

### **Smoking**

Smoking is prohibited on all school property.



## **STUDENT BEHAVIOR**

Two of the most important goals of education are the development of self-discipline and the acceptance of individual responsibility. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the education process. It is the student's responsibility to conform to the following:

1. Be aware of all the rules and regulations for students' behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
2. Share responsibility for maintaining a positive learning environment by volunteering information in matters relating to the health, safety and welfare of the school, community and protection of school property.
3. Dress and groom to meet established standards and not to cause disruption to the education processes.
4. Assist the school staff in operating a safe school by exhibiting self-discipline and encouraging others to do so as well.
5. Exercise proper care and respect when using public facilities and equipment.
6. Attend school as scheduled and be on time at all classes and other school functions.
7. When absent from school, immediately make arrangements with the instructor to make-up work.
8. Pursue and attempt to complete satisfactorily the courses of study prescribed by the Commonwealth and local school authorities.

### **Violation of any of the following rules and regulations by any participant will be cause for termination:**

1. Possession, use, distribution, or being under the influence of drugs, alcohol, or controlled substance on school property.
2. Possession of firearms or other weapons on school property.
3. Any threatening actions or words with intent of bodily harm or harassment to students, school, or program personnel.
4. Disrespect in conduct or in words, including profanity, regarding school or program personnel.
5. Fighting or malicious conduct resulting in bodily harm to students, school personnel, program personnel, or damage to school property.
6. Reckless use of an automobile on school property.

7. Students in unauthorized area of school.
8. Vandalism of school property. (In addition, participant is responsible for remuneration)
9. Theft of school property. (Additionally, participant is responsible for return of goods and faces possible arrest.)
10. Refusal to complete assignments, follow teachers' directions, or work to an acceptable minimum standard.
11. Comply with Commonwealth and Local Law.

## **INTIMIDATION AND HARASSMENT**

Middle Bucks Institute of Technology and its employees are totally committed to the philosophy that every student has the right to attend school and be guaranteed a learning environment which is safe and free from physical and verbal abuse. Physical and verbal abuse are generally categorized as either intimidation or harassment. Intimidation is defined as that which makes someone timid or afraid, or any action that is implied or perceived as a threat.

Further, any action implied or perceived as causing worry or torment to others, including comments or actions with unwelcome sexual overtones, is defined as harassment. Both are violations of school policy. Neither will be tolerated and both will lead to suspension and/or expulsion.

A student is expected to behave and perform as an adult in an orderly manner at all times. Student behavior in school and on school grounds is expected to be responsible in nature and modeled after any other employment situation. It is essential that the rights and welfare of all training program participants are protected.

**WHILE IN ATTENDANCE, STUDENTS MUST ABIDE BY THE RULES AND REGULATIONS ESTABLISHED BY THE MIDDLE BUCKS INSTITUTE OF TECHNOLOGY. FAILURE TO DO SO WILL RESULT IN TERMINATION FROM THE PROGRAM.**

## **GENERAL INFORMATION**

If a student has a concern or question about a policy or procedure or other practice related to an instructional program, employee, student behavior, or other areas concerning the Middle Bucks Institute of Technology, the student should first contact the instructor. If the issue is one involving the instructor, or the issue is not resolved at this level, the student may pursue the matter with the Adult Education Coordinator. If at any time the student feels his or her concern cannot be resolved satisfactorily, or he or she would feel intimidated by contacting the person at the next level of authority, he or she should take the concern to the next higher level of responsibility.

This handbook is based on the approved policies of the Middle Bucks Executive Council. In addition to the Adult Handbook, adult students shall be subject to all policies approved by the Middle Bucks Executive Council not included herein.

## **DUE PROCESS**

Students are entitled to due process pertaining to attendance, tardiness, suspension and expulsion. Due process includes notification of the reasons for the administrative/disciplinary actions and the right to be heard prior to final action being taken.

## **CONFIDENTIAL INFORMATION**

Only information considered “directory information” (name, program, and status of enrollment) may be released to the general public without the student’s permission. Specific information is restricted unless the student has provided a written release.

However, information necessary for research and documentation prescribed by state law is made available to the Department of Education, the State Board for Vocational Education, and other approved agencies under this act. If a student should desire to see his or her personal records, he or she should request the information from the Adult Education Coordinator.

## **EQUAL EMPLOYMENT/EDUCATION OPPORTUNITY**

The Middle Bucks Institute of Technology does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to Middle Bucks Institute of Technology, Title IX Coordinator or Section 504 Coordinator at 2740 Old York Road, Jamison, PA 18929 or 215-343-2480.

## **POLICIES FOR VETERANS AND DEPENDENTS RECEIVING GI BILL BENEFITS**

Admission Requirements – Students will be admitted to programs on a space available basis. Applications are available in the adult education office.

Transfer Credit – Previous education and experience will be evaluated. When appropriate, a student may be advanced in the coursework, allowing for a reduced time frame to complete the program of studies.

Attendance Policies – All absences and tardiness will be recorded as absences. A student is required to attend a minimum of 85% of the scheduled classes.

Tardiness – See above attendance policy.

Leave of Absence – A leave of absence will be granted on an individual basis. The request for a leave must be made in advance and in writing. The Department of Veteran Affairs will be notified of the dates of a leave of absence.

Make-up Work – Make up work is not permitted to extend the length of training. Make up work is not permitted for the purpose of receiving Veterans Affairs training allowances. (CFR 21.4254)

Withdrawal policy – Students who withdrawal will be credited with tuition on a pro-rated basis and the Department of Veteran Affairs will be notified of the last date of attendance.

Grading System - All students will be given numerical grades for each quarter in attendance. Counseling is available for students who may be failing. The following information indicates the letter equivalents for the numerical grades:

90 - 100%= A

80 - 89%= B

70 - 79%= C

60 - 69%= D

0 - 59%= F

Grading Components:

Since vocational and technical educations ultimately prepare students for work, evaluation and grading procedures must be tied to this overall outcome. Competence in the work place involves the ability to use knowledge, perform skills, and exhibit positive attitudes. Consequently, evaluation and grading include measures from each of these three domains.

See section of this handbook on student progress for additional information.

Minimum Satisfactory Grades – Students must pass competencies to move forward and will maintain a minimum of 60% grades.

Probationary Period – If a student is not making satisfactory progress after a 90-day period, the Department of Veteran Affairs will be notified and a remediation plan put in place.

Re-Entrance for student dismissed for unsatisfactory progress – Students will be evaluated on an individual basis. Students dismissed for misconduct will not be readmitted.

Graduation Requirements – Students must complete program of studies competencies. All outstanding financial obligations must be paid.

Conduct Policies – See page 8 and 9 of this student manual.

Refund Policy – In the event that a veteran does fail to enter, withdraws or is discontinued from the program at any time prior to completion, the amount charged to the veteran does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the program bears to its total length. (34 CFR 21.4255)

## **ADULT DAY STUDENT INFORMATION SHEET**

### **ADMISSIONS/ Registration**

- Adult Day Students can be admitted to their selected program of study if space is available.
- Confirmation of acceptance will be made after July 1.
- Students can submit an application for admission at any time.
- Students can start the first day of a marking period.
- A refundable deposit of \$100 should be enclosed with the initial application however deposits will not be processed until confirmation of acceptance. The deposit will be credited to the first month's tuition.
- Application packets are available in the Adult Education Office.

### **ATTENDANCE & SCHEDULES**

- MBIT schedules classes in two sessions each day
- A Session: 7:45-10:30
- B Session: 11:30- 2:15
- Students attend the session according to their level in their program, either A or B.
- First year students are 100 level.
- Returning students will be placed in the level recommended by their instructor.
- Adult students are encouraged to attend full time, however a part time schedule of a minimum of three days/week is permitted.

### **CLEARANCES**

All Adult Day Students are required to submit clearances before they will be permitted to enroll. Application information and directions are on the MBIT website or from the Adult Education Office. The required clearances are:

- State Police Criminal Background Check
- DPW Child Abuse Clearance
- FBI Fingerprints

### **TRANSPORTATION**

- All Adult Day Students must provide their own transportation.
- Parking for adults is permitted in the front parking lot only.
- Adult Day Students may not transport any other student without permission.
- Adult Day Students may not ride with high school students who drive.

### **ADULT EDUCATION CONTACT:**

Adult Education Coordinator  
Kristin Feeney  
215 343-2480 x 108

**Middle Bucks Institute of Technology**  
**Adult Day Student**  
**2019-2020**

**Note:** Enrollment for adult students cannot be confirmed until July 1.

**TUITION POLICY:**

- Tuition is established annually by the Middle Bucks Executive Council.
- Payment of tuition is according to the established schedule.
- Students are required to make monthly tuition and other payments on a timely basis. Failure to do so will result in temporary suspension from instruction and/or termination from the program.
- Students who withdraw are responsible for tuition for the entire month in which they withdraw.
- Tuition is calculated for a 180-day school year divided into nine payments.
- Additional program specific costs listed in the Program of Studies book may apply.
- MBIT does not have financial aid available.

<b>A Session</b>	<b>7:45-10:30 am</b>	<b>2.75 hours per session</b>
<b>B Session</b>	<b>11:30-2:15 pm</b>	<b>2.75 hours per session</b>

**PAYMENT POLICY:**

- ***Tuition is due on the first of the month prior to scheduled classes.***
- Tuition for the year will be billed in nine equal monthly payments. \*
- Invoices will be sent on the 15<sup>th</sup> of the month and will be due on the first of the month.
- If a student withdraws, no refund for that month will be given.
- If payment is more than 10 days late the student may be asked to terminate or suspend attendance until the account is current.
- **1 Half Day = one session.**

2019-2020	180 Day Total	Monthly Tuition	Due Date
<b>5 Half Days/wk</b>	\$ 5,652	\$ 628	First of the month
<b>4 Half Days/wk</b>	\$ 4,522	\$ 502	First of the month
<b>3 Half Days/wk</b>	\$ 3,391	\$ 377	First of the month
<b>2 Half Days/wk*</b>	\$2,261	\$ 251	First of the month

	180 Day Total	Monthly Tuition	Due Date
<b>5 Full Days/wk</b>	\$ 11,304	\$ 1,256	First of the month
<b>4 Full Days/wk</b>	\$ 9,043	\$ 1,005	First of the month
<b>3 Full Days/wk</b>	\$ 6,783	\$ 754	First of the month
<b>2 Full Days/wk*</b>	\$ 4,522	\$ 502	First of the month

\*Adult students must be enrolled at least three sessions/week unless an exception is approved by the Administrative Director. A five-day schedule is recommended for optimal progress.