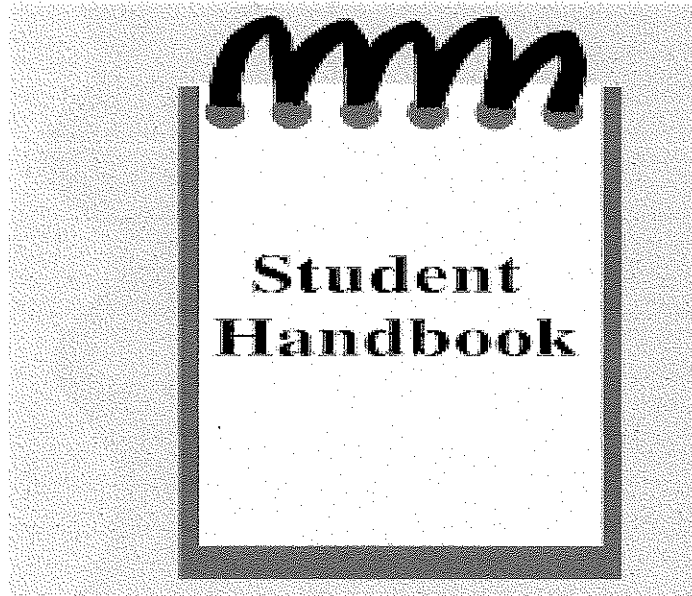


Date: 09-18-17

**TRI-COUNTY OPPORTUNITIES
INDUSTRIALIZATION CENTER (OIC)**

OIC STUDENT HANDBOOK 2017-2018



- Programs and Services
- Student Policies
- Rights and Responsibilities



Welcome to Tri-County OIC!

This handbook describes our student policies and the programs and support services that we offer at OIC.

You can refer to this handbook if you have any questions about our student services. But also, please ask any staff if you have any questions. We are here to help you meet your goals.

We hope that your training here will be enjoyable, challenging, and rewarding.

Our goal at OIC is to help you to achieve your work, school and family goals.

Best of Luck,

The **OIC** Staff



CALL OIC AT 717.238.7318

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181 Mission Statement

Since 1965, **Tri-County OIC** has been the area's premier adult learning center serving Dauphin, Cumberland, Perry and northern York counties.

OIC students are everywhere—on every street, in every neighborhood, in every community. Whatever their background, our students have one important thing in common: they want to make their lives better by improving their educational or vocational skills. At **OIC**, we help students have better lives by giving them a second chance to succeed.

OIC delivers learner-focused education and training to help you finish high school, transition into post-secondary education, become informed and responsible parents, and develop the skills and knowledge you need to earn a decent living. With the education you receive at **OIC**, our hope is that you become better workers, better citizens, and better family members.

281 Remediation & Core Literacy Services

Remediation and Core Literacy classes provide instruction for students who show a need for learning or reinforcing foundation skills in reading, math, or writing.

282 Adult Basic Education Services

Adult Basic Education classes provide structured instruction and independent study for students who show a need for learning or reinforcing reading, math, or writing skills required to complete the GED and transition to work, job training, or post-secondary education.

284 School-to-Work Transition Services

The *School-to-Work Transition* program offers employability skills to help students transition into the workforce. Skills include how to conduct job searches, prepare resumes and cover letters, practice job interviews, complete job applications, and understand expectations in today's workplace.

285 Academic Transition Services

The *Academic Transition* program provides students with the reading, math, and writing skills needed to transition into vocational trade schools, community colleges, or four-year institutions. Students learn how to complete admission applications, apply for financial aid, and become an independent learner.

286 High School Equivalency (GED® & HiSET) Testing Center Service

The *Testing Center* is open to both students and the public. Center hours vary and can be scheduled on demand.

287 BookyMobile® Services

The *BookyMobile*® is **OIC**'s library-on-wheels. It travels to communities throughout central Pennsylvania, distributing books to kids and adults. Free student textbooks are available at the main office.

290 Volunteer Opportunities Services

Volunteers contribute to **OIC**'s programs by helping adult learners, children, parents, and special populations successfully complete academic, work, family, and community competencies. **OIC** volunteers work closely with professional educators in all types of learning settings, including classrooms, small groups, and one-on-one.

291 Community Service Project Services

Persons who need or want to contribute to their community can volunteer at **OIC** to help maintain clean and safe classroom environments, beautify the surroundings, perform many essential functions, or assist in special projects and events.

292 Spay/Neuter Partnership Services

Low income residents of the city of Harrisburg may be able to have their cats spayed or neutered for free through Castaway Critters. Call 831-5010 and leave a message in Mailbox #2.

295 Counseling Services

The counselor's responsibility is to help students obtain their academic and vocational goals by assisting them in removing barriers to participation and by providing them with information and guidance that supports goal attainment.

Academic Counseling

OIC's counseling staff will provide individuals and groups with career and educational counseling. Staff also advocate for students and work with other individuals and organizations to promote the academic, career-based and personal objectives of adult learners, and social development of children and youth. The counseling staff will help students evaluate their abilities, interests, talents and personality characteristics in order to develop realistic academic and career goals.

Staff provide:

- Career information and education
- Job search skills—counseling and aptitude tests
- Job loss, stress counseling

Career Counseling & Job Development

OIC currently provides comprehensive career development services to students. Through classroom activities, students can identify their career interests and goals. A combination of individual counseling sessions, group discussions, independent and classroom projects, field trips, and lectures are used to help students determine their career choices.

581 State Required Assessments

You will be assessed to determine your incoming academic levels. You will also be assessed periodically to measure academic gains.

582 Attendance Requirements

You are expected to attend classes according to your schedule. Please follow the call off procedure if you are unable to come to class.

681 Student Conduct

This **Code of Conduct** is designed to provide the minimal standards of personal conduct that **OIC** expects of you. The right to attend **OIC** carries with it responsibilities, and you must adhere to the standards of this **Code of Conduct** if you wish to remain enrolled at **OIC**.

You will conduct yourself in a conscientious, competent and careful manner and with honesty and integrity at all times.

You will familiarize yourself with, and will at all times adhere to, the policies, rules, regulations, codes, guidelines, and procedures of **OIC**, which are relevant to them, and the rules and regulations of society in general.

You will attend your program and program activities regularly and on time. You will complete assignments, projects, and any other learning activities on time.

You will ensure that your conduct at school contributes to a productive learning environment and in no way detracts from or disrupts the learning environment.

You will not attempt to divert other program participants in support of any personal, political, religious, or social agenda or to use one program or class as a forum to complain about another program, class, student, or member of the staff.

You will not possess, use, manufacture, consume, furnish, or aid in the consumption or furnishing of alcohol, drugs, or controlled substances except as expressly permitted by law and in accordance with **OIC** policies and procedures. You will not possess or use firearms, explosives (including fireworks), dangerous chemicals, or weapons of any kind on **OIC**-controlled property.

You will demonstrate courtesy, fairness, and respect in all your interactions with others, including interactions with other learners, staff, volunteers, or visitors both inside and outside the learning environment. Disrespectful behavior, including: using offensive, profane, or obscene language; making remarks or engaging in conduct which is racist, sexist, or in any way discriminatory; engaging in behaviors or remarks which could reasonably be interpreted as threatening will not be tolerated and could result in suspension or dismissal from the program.

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sexist, or in any way discriminatory; engaging in behaviors or remarks which could reasonably be interpreted as threatening will not be tolerated and could result in suspension or dismissal from the program. This includes wearing clothing that contains offensive, sexist, or racist slogans, innuendos or images.

You will not use your cell phone in the classroom. Cell phones must be turned off during class.

You will not assist, by act or omission, any other person in violating this **Code of Conduct** or any other policies,

682 Grievance Procedures

Step 1 Complete a grievance form – which is available under Resources at www.tricountyoic.org -- and submit it to any staff member within two school days of the grievance. The staff member will sign and date the grievance form, provide a copy to you, and give the original to a counselor. In the event you are unable to complete the form, a staff member will be available to help.

Step 2 A counselor will set up a meeting with you. The counselor will then meet with the person against whom the grievance was filed. Both meetings must take place within two school days of the grievance being filed.

Step 3 If unresolved, the counselor will meet with you and the person against whom the grievance was filed within two school days of the meetings in Step 2.

Step 4 If unresolved, the counselor, you, and the person against whom the grievance was filed will meet with a management staff member within two school days of the meeting in Step 3.

Step 5 If unresolved, all parties will meet with the grievance committee within two school days of the meeting in Step 4. The committee's decision is final.

If you fail to appear at any scheduled meeting, the grievance will be considered resolved.

881 Computer Usage

The use of computers at **Tri-County OIC** is a privilege. They are owned by **OIC** and are the responsibility of **OIC**. **OIC**, therefore, reserves the right to inspect any and all files and history stored on its computers.

- To maintain the integrity of our organization, students are prohibited from doing the following:
- Visiting web sites that contain pornography, nudity, or violence and sites that are not in harmony with our Mission Statement, such as social network sites, chat rooms, etc.

- Accessing **OIC**'s server
 - Accessing personal email for non-work related purposes
 - Connecting any electronic device to an **OIC** computer without an instructor's permission
 - Changing wallpaper and screen savers
-

882 Bad Weather Policy

Should severe weather hit the Harrisburg area, please refer to school closings under Dauphin County on **WHTM Channel 27** (Channel 9 on **Comcast**) or www.abc27.com.

883 Evacuation Policy

Fire drills will be held to familiarize students with **OIC**'s building evacuation plan. A floor plan is displayed in the reception area.

There are three main exits. Your location at the time of evacuation will determine which door to use, as indicated on the next page:

Room	Nearest Exit
Receptionist Office	Main door outside to Maclay Street
Administrative Office	Main door outside to Maclay Street
Incentives Storage Room	Main door outside to Maclay Street
Classroom 1	Main door outside to Maclay Street
Classroom 2	Glass doors to hallway inside church*
Classroom 3	Glass doors to hallway inside church*
Kitchen/Stockroom	Glass doors to hallway inside church*
Bathroom	Side door outside to courtyard
Classroom 4 – Child Development Center	Side door outside to courtyard

All building occupants should meet in the parking lot located at Fifth and Maclay Streets.

*When exiting through the glass doors that open to the church, turn left down the hall and exit the building through the church's main doors.

NOTE: This information refers to the main site of **Tri-County OIC** at 500 Maclay Street. If you are not attending classes at the main site, please refer to your building's evacuation plan.

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OIC Student Policy Guidelines

- We expect you to arrive on time. Please notify OIC if you will be unable to attend school.
 - Please treat students and staff with respect and courtesy.
 - OIC is a smoke-free building. Please smoke outside across the street and dispose of your cigarette butts properly.
 - Your safety and comfort are important to us. Please report problems or concerns to a staff member.
 - Please ask permission to use the telephone at the front desk. Also, remind friends and family that messages will be given to you between classes.
 - If you need special assistance because of learning differences, please consult with a staff member.
 - Please feel free to ask questions or seek out help.
-

OIC Staff Policy Guidelines

- Your teacher will be in the building to greet you when you arrive for class.
 - Your teacher will treat you and other staff with respect and courtesy.
 - OIC is a smoke-free building. Please smoke outside across the street and dispose of your cigarette butts properly.
 - Your teacher will create a safe and comfortable classroom environment.
 - Your teacher will make sure that you receive all emergency phone calls immediately and that you receive other messages in a timely manner.
 - Your teacher will provide any available special assistance to accommodate your learning differences.
-

PROGRAMS AND SERVICES

OIC offers these programs and services for students. Ask your teacher or counselor for more information about:

- Opportunities for Women in the Workforce
- PPL Energy Savings Program
- Distance Learning

SCHOOL CLOSING INFORMATION

To see if OIC is having class, check the following website:

www.abc27.com

- Click on the “Weather” tab
 - Click on “Delays and Closings”
 - Click on “Dauphin” for the correct county
 - Check the list for “OIC Adult Learning Center”

Students may also watch the ABC-27 channel to check the scrolling blue bar at the top of the screen.

Look for Dauphin County.

Check “OIC Adult Learning Center” for a message.

To call off from classes, please call the following number and record a message that includes your name, teacher's name, class time, and reason for the absence.

717-238-7318

Please Note:

If you have an F1-VISA status, you are **NOT** eligible to enroll in Tri-County OIC classes.

If you have any medical conditions that might require special attention while at school please talk to your teacher.

- Please note: OIC is a smoke-free building. Please smoke outside across the street and dispose of your cigarette butts properly.

TRI-COUNTY OIC

500 Maclay Street
Harrisburg, PA 17110

Phone: 717-238-7318
Fax: 717-238-6251
www.tricountyoic.org

Student Acknowledgement & Release of Information Form

This handbook describes important information about *Tri-County OIC*, and I understand that I should see any OIC staff member if I have any questions not answered in the handbook. Any of the information, policies, and services described in the handbook may change from time to time. The student will be notified of any changes to the information, policies and services. By signing this paper, I state that I have received the student handbook and understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Tri-County OIC does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteer, subcontractors, vendors, and clients. Tri-County OIC also values individual privacy and actively seeks to preserve the privacy rights of those who share information with us. We use the information to identify and remove barriers that affect participation in school activities. We may share information with staff, referral agencies and government agencies that supply support services.

Signature _____

Date ____ / ____ / _____
