

Marion County Technical Center
Adult Student School Policy Checklist

_____ **ATTENDANCE** - Regular attendance is necessary for satisfactory completion of courses. Students are required to attend class and arrive promptly.

_____ **MCTC/NMHS CAMPUS** – Adult students are **not** to be at the North Marion High School building. If you need to see your son/daughter attending North Marion, you must sign in at North Marion main office.

_____ **ACADEMIC PROGRESS** - Students dropping below a "C" average will be placed on probation and will have 30 days to bring their grades up or will be dismissed from the program. Students missing more than 10 days per semester will be withdrawn from class. In order to receive a Certificate of Achievement, a student must pass End of Course (EOC) test at end of year.

_____ **HOURS OF INSTRUCTION** - Program hours are:

Trade & Industrial - AM - morning = 7:50 - 10:50, PM - afternoon = 11:25 - 2:00

Health Science/CNA - AM - morning = 7:50 - 10:50, PM - afternoon = 11:25 - 2:00

(2nd Semester Health Science II & CNA - 7:50 - 11:45am)

Business Education - 7:50am - 3:00pm (1 hour classes)

NOTE: Lunch for all classes 10:50 - 11:20

_____ **PARKING** - Students must apply in the main office for a parking permit for the school parking lot.

_____ **MEALS** - Students must furnish their own lunch. The DECA Store and Pro-Start Class have lunch available, which must be purchased during AM Break (9:45).

_____ **TESTING REQUIREMENTS** - All Adult students will be required to take an End of Course Test and Work Keys Test prior to exiting their program of study.

_____ **DRUG POLICY** - Drug possession and/or use, tobacco possession and/or use, alcohol possession and/or use, is prohibited on school property. Possession and/or use of these products will be reason for suspension from school.

_____ **ELECTRONIC DEVICES** - It is against school policy for students to bring cell-phones, beepers, headsets & walkmans' to class with them.

_____ **MEDICATION** - Adult students will be subject to disciplinary action (according to the Controlled Substance Abuse Policy) for dispensing prescription or non-prescription medications

ADULT STUDENTS ARE REQUIRED TO FOLLOW THE SCHOOL POLICY AS OUTLINED.

I have read the school policy and understand that I am required to follow them.

Signature

Date

DISCRIMINATION PROHIBITED: As required by federal laws and regulations, the Marion County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, marital status, or national origin in employment or in its educational programs and activities. Inquires may be referred to Dennis Edge, Title IX Coordinator, Marion County Board of Education at 200 Gaston Avenue, Fairmont, WV 26554. Phone: 367-2100, Ext. 14, or to the Department of Education's Director of the Office for Civil Rights.

If you feel you have been discriminated against, grievance forms may be obtained from your principal or other designated person at your school.

Marion County Technical Center Acceptance Agreement

I, _____, do acknowledge that I have received a copy of Marion County Technical Center Policy Checklist. I understand that as a student of the Marion County Technical Center I will be required to abide by the school policy and procedures that are stated therein.

Student Signature

Date