

Erie County Technical School

Rationale for Co-Enrollment of Adults

Positive Aspects	Negative Aspects
1. Fills the gap for ‘public, technical, postsecondary’ education in Erie County. 2. The presence of adults in classrooms at other CTCs has shown a positive influence on high school students: the value of technical training, the value of ‘what you’re learning,’ the commitment to education adults possess. 3. Tuition from adult students provides an additional source of revenue. 4. There are 27 CTCs in Pennsylvania currently offering co-enrollment programs. They have enrolled over 380 adults. 5. Enrollment priority is given to high school students. Adults are enrolled on a space available basis. 6. Provides social development and confidence for high school students with adults as they prepare for the workforce. 7. Provides increased job security for instructional staff through low enrollment anomalies. 8. Provides daytime training/education options for 2nd and 3rd shift adult student prospects. 9. Could promote relationships with business and industry by potentially educating their existing workforce, and more importantly increasing their awareness and confidence in our high school. 10. Could provide hours of training needed to proceed to a higher level of certification in industry (i.e. the PA Department of Public Welfare outlines hours of work experience to qualify as an Assistant Group or Group Supervisor in a day care center). 11. May meet the needs of those just needing a brush-up on certain skills- a three week course on a specialized topic.	1. Safety concern with adults in same class as high school students (Could be diminished with required background clearances- in actuality, having another adult in the environment would probably positively affect safety). 2. Scheduling of programs may not meet the training needs of adult students—not offered frequently enough. 3. Faculty may have difficulty providing learning opportunities for students that may move through the curriculum more quickly than high school students. 4. May renew the need for more concrete identification system. 5. Could introduce a student identification challenge with two offices being responsible for registration.

**Erie County Technical School
Quality Action Plan**

Best Practice D. Co-Enrollment of Adults					
Vision Anchors: Customer, Culture and Product					
Desired State			Current State		
• Adult and high school students enrolled in the same programs • An instructional environment that is stronger, more adult-like because of the presence of adults • An improved image of career and technical education because of the “postsecondary prestige” • Improved economies from a dual-purpose training operation • Teachers become instructional managers • Availability of Associate Degrees			• Currently no means for adults to enroll in high school programs • Adults are already in the building for other programming (NC/NO) • Board policy allows for adults to attend high school programs • No programs are accredited for adult training • Reputation and perception of training is weak in the eyes of adults • Adults don’t know the value of what they’ll learn		
Action Step	Solutions/Examples	Responsible Party	Time Line	Financial Resources	Other Resources
1. Develop courses with adult interest and certification	• Change/update current curriculum • Develop flexibility to meet community needs	• Curriculum Coordinator • RCTC Manager • Teachers	• 2003-2004 School Year • Ongoing until complete		• Workforce Investment Board • See Best Practice G
2. Conduct staff development	• Adult learning theory, etc.	• Human & Quality Resources Coord. • RCTC Manager • Teachers	• 2004-2005 School Year • Ongoing until complete	• See Best Practice B, Action Step 2	• See Best Practice B
3. Enroll first adults into selected high school programs	• Advertise • Examine and develop a behavior policy • Training available on part- or fulltime basis	• RCTC Manager • Curriculum Coordinator • Teachers	• 2005-2006 School Year • Ongoing until complete	• Existing funding—RCTC	• RCTC Student Handbook • See Best Practice B
4. Attain accreditation for all programs	• COE, Middle States or PDE • Mercer County Career Center	• Curriculum Coordinator • RCTC Manager	• 2004-2005 School Year • Ongoing until complete	• \$5,000 (initial accreditation) • \$3,000 annually (accreditation fee)	
5. Clarify and obtain funding/subsidy stream	• Community college or technical institute designation	• Director • RCTC Manager • Business Manager	• 2004-2005 School Year		• PDE

Erie County Technical School
Co-enrollment of Adults
Statewide Enrollment

	School	Count	County
1	Beaver County AVTS	5	
2	Berks CTC	58	
3	Bethlehem AVTS	3	Northampton
4	Carbon CTI	2	
5	Central PA IST	8	
6	Central Westmoreland	5	
7	Clearfield County CTC	6	
8	Eastern Center for Arts & Technology	2	Montgomery
9	Forbes Road CTC	11	Allegheny
10	Greater Altoona	36	Blair
11	Greene County CTC	8	
12	Huntingdon County CTC	3	
13	Jefferson County AVTS	3	
14	Lancaster County CTC	92	
15	Lebanon County CTC	15	
16	Lehigh CTI	2	Lehigh
17	Somerset County TC	19	
18	Steel Center AVTS	3	Allegheny
19	SUN Area CTC	15	Union
20	Susquehanna County CTC	19	
21	Schuylkill Technology Centers	39	
22	Middle Bucks IT	11	Bucks
23	Northern Tier CC	6	Bradford
24	Upper Bucks AVTS	4	Bucks
25	Venango Technology Center	3	Venango
26	Luzerne County CTC	5	
	Total	383	



REGIONAL CAREER & TECHNICAL CENTER

**Fulltime Adult
Career & Technical Education**

***Policy & Procedure Handbook
2006-2007***

8500 Oliver Road
Erie, Pennsylvania 16509-4699
814.864.0641 ext. 357
www.ects.org/rctc

General Information

Welcome

Welcome to the Regional Career & Technical Center, also known as RCTC. We are pleased you have chosen to join our student body. This handbook is designed to answer any questions that might arise during your course of study. Students are encouraged to speak with faculty members, counselors, or administrators should a specific issue arise. The entire RCTC staff is genuinely interested in your success and is here to assist you in reaching your goal.

Mission

The mission of the Regional Career & Technical Center is to educate people to have the skills and attitudes to be successful in their choices of career paths by providing a cooperative educational environment.

Goals

Instruction: To provide quality training using state of the art equipment and methods, creating an atmosphere for learning.

Quality Programs: Maintain current curricula consistent with industry's needs by simulating the world of work.

Placement: Provide information and opportunities for students to develop their job search skills to obtain meaningful employment.

School Calendar

RCTC conducts classes year-round with programs starting at various times in the year.

Admissions & Attendance

Admissions Policy

The Operating Committee recognizes the continuing interests of adult members of the community in educational growth and advancement and the need of both adults and minors for learning programs not available to them in the regular program of the school.

The policies and procedures of the Erie County Technical School Operating Committee shall govern the operation of the adult education programs, and all students enrolled in such programs shall adhere to such established policies and procedures.

Admission to the adult education program shall be open to adult residents who reside in Erie County and outside the City of Erie, and adult nonresidents who reside outside of Erie County or in the City of Erie (Reference: Board Policy 125).

Admission Clearance Statement (Act 151)

The Director shall require each applicant for admission to submit an official clearance statement issued within the preceding year by the Department of Public Welfare. Such clearance statements shall include information as to whether the applicant is named as the perpetrator of an indicated or a founded report related to child abuse.

No applicant for admission may be enrolled who is named as the perpetrator in a founded report or is named as an individual responsible for injury or abuse in a founded report for said applicant.

Attendance

Good attendance is an important part of the student's commitment to success in an RCTC program. Often, when potential employers ask about a student's school records, one of the first questions asked is about attendance records.

The RCTC operates under the general principle that class attendance is crucial and that students are expected to attend all classes. Students should be aware that unexcused and/or excessive absences might affect grades and final evaluation. Students are responsible for making up any missed work.

An excused absence is one that is due to illness, death in the immediate family, or any other unavoidable circumstance. If a student is unable to attend classes, they are required to notify the RCTC instructor before the start of class at 864-0641, ext. 357.

Tardiness

Any student not physically present at the start of his/her first class period will be considered tardy. Excessive tardiness could result in the discontinuance of training.

Withdrawal Procedure

A withdrawal is a separation from the school with no intent to return. A student may withdraw from the program at any time.

It is recommended that the student contemplating withdrawal from the school first discuss this with RCTC student support staff. A student who finds it necessary to withdraw is required to obtain an official withdrawal form from the RCTC Office to be completed and filed as directed. The official withdrawal form will then be signed by the RCTC Manager for release of any information regarding grades.

**KNOX
McLAUGHLIN
GORNALL
& SENNETT**

A Professional Corporation

120 West Tenth Street
Erie, Pennsylvania 16501-1461
814-459-2800
Fax 814-453-4530
Attorneys & Counselors

Timothy M. Sennett
Direct Dial Number
814-459-9886 Ext. 240

September 28, 2000

Dr. Aldo S. Jackson, Director
Erie County Technical School
8500 Oliver Road
Erie, Pennsylvania 16509

RE: Co-mingling of adults in classes with students

Dear Dr. Jackson:

We were asked to research whether adults could attend vocational-technical classes with regular day students. As explained in more detail below, it is our opinion that adults may attend classes with regular day students so long as the Board of Directors approves their attendance.

The Vocational Education provisions of the Pennsylvania Public School Code do not directly address the issue of whether adults who wish to participate in certain vocational-technical classes may attend classes during the day with students. Yet, nothing in the Vocational Education provisions specifically prohibit their attendance. Section 1805 of the School Code, 24 P.S. §18-1805, simply provides that vocational schools "may offer instruction in day, part-time, and evening classes. Attendance upon such day, evening, or part-time classes shall be restricted to those over fourteen years of age." Thus, section 1805 prohibits only those students who are aged fourteen years and younger from attending a vocational education class. Similarly, the term "part-time schools or classes," as offered by vocational schools, is defined as "those schools or classes which provide instruction in subjects given to enlarge the civic or vocational knowledge or skill or workers over fourteen years of age who have entered upon employment." 24 P.S. §18-1801(11). Again, the only restriction on who may attend those classes is that attendees must be over fourteen years of age. Since there is nothing within the Pennsylvania Public School Code that prohibits the co-mingling of adults and regular students in vocational classes, it is our opinion that it is appropriate to co-mingle the two groups so long as the Board approves that policy decision.

In addition to performing the above research, we contacted the Pennsylvania Department of Education Bureau of Vocational Education about this "co-mingling" issue. The Bureau representative stated that there was no prohibition against adults attending classes with students. The Bureau informed

WILLIAM C. SENNETT
EDWIN L.R. McKEAN
WALLACE J. KNOX II
RICHARD H. ZAMBOLDI
RICHARD A. LEVICK
JACK M. GORNALL
HARRY K. THOMAS
MICHAEL A. PETZNER
JAMES T. MARNEN
DONALD E. WRIGHT, JR.
RICHARD W. PERHACS
ROBERT G. DWYER
R. PERRIN BAKER
MARK E. MODUSZEWSKI
CARL N. MOORE
DAVID M. MOSIER
THOMAS A. TUPITZA
GUY C. FUSTINE
RICHARD E. BORDONARO
BRIAN GLOWACKI
JOHN O. DODICK
TIMOTHY M. SENNETT
WILLIAM C. WAGNER
PATRICIA K. SMITH
MARK T. WASSELL
RICHARD A. LANZILLO
JOANNA K. BUJDE
PETER A. PENTZ
MARK G. CLAYPOOL
THOMAS C. HOFFMAN II
MARK J. KUJAR
CHRISTOPHER J. SINNOTT
TIMOTHY M. ZIEZIULA
W. JOHN KNOX III
JENNIFER E. GORNALL-ROUCH
VASILIOS T. NACOPoulos
JEROME C. WEGLEY

JOHN M. McLAUGHLIN (Retired)
M. FLETCHER GORNALL (Retired)
JOSEPH P. MacKRELL (Retired)
JOHN W. BEATTY (Retired)

Dr. Aldo S. Jackson
September 28, 2000
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us that many vocational schools across Pennsylvania co-mingle adults with regular students in vocational classes. The Bureau recommended we discuss this issue with Dr. Richard Burley, the Director of Lancaster County Career and Technology Center (his phone number is 717-464-7052). Dr. Burley has been providing instruction for adult students co-mingled in the secondary vocational programs for twelve years. Upon contacting Dr. Burley, he informed us that his co-mingled program has been very successful. The information obtained from the Bureau and from Dr. Burley further supports our conclusion that it is appropriate and legal to co-mingle adults with students in secondary vocational classes.

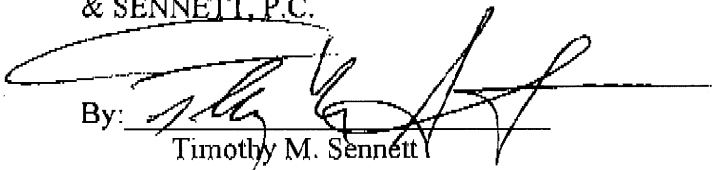
We also looked into whether there are any special restrictions or requirements that apply to adult students enrolled in day classes with vocational students. Regarding background checks, Act 34 of 1985, 24 P.S. §1-111, and Act 151 of 1994, 23 Pa. C.S.A. §§6354-6358, both apply solely to school or district employees. Since the adults at issue here are not applying for employment with the school, the background requirements of Act 34 and Act 151 do not apply. However, even though state law does not require that any specific background check be performed on adults who are co-mingled with students during their classes, we nevertheless recommend that background checks through the Pennsylvania state police department be performed on every adult prior to him or her being accepted into the class. Since we are placing students in a direct contact situation with these adults, it is our opinion that should a problem ever arise in the future with one of the adults enrolled in the classes, the Vocational School would be better insulated from liability if the School had a policy of requiring background checks prior to that adult's admission to the class. Thus, if the Board approves the co-mingling of adults with students in vocational classes, the Board should also pass a policy that a prerequisite for any adult to be accepted into a co-mingled class is that he/she must consent to have a background check performed on him/her by the state police.

Other than the background check, there are no other adult-specific restrictions or requirements that need to be followed. We do recommend, of course, that you apply the very same health and safety requirements to the adults that you apply to the regular students who attend vocational classes.

Please feel free to contact me if you have any further questions about this issue. Thank you very much.

Very truly yours,

KNOX McLAUGHLIN GORNALL
& SENNETT, P.C.

By: 

Timothy M. Sennett

JEGR:jcc
342623

cc: Neil Donovan, Principal