

UPPER CAPE COD REGIONAL TECHNICAL SCHOOL

ADULT EDUCATION



ADULT EDUCATION PROGRAMS Policy and Procedures

2021-2022

[Effective Sept2021]

DISCLAIMER

This handbook is intended for use by students enrolled in Adult Education at Upper Cape Cod Regional Technical School. Every attempt has been made to publish the most current policies. The faculty may be required to revise, delete, or add a policy for the purpose of maintaining compliance with regulatory and/or accreditation requirements and standards; in the event this occurs, the students will be notified in a timely manner.

EQUAL EDUCATIONAL OPPORTUNITY

Upper Cape Cod Regional Technical School enrolls students and makes available to them its advantages, privileges, and courses of study without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, uniform military or veteran status, and/or economic or housing status.

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UPPER CAPE COD REGIONAL TECHNICAL SCHOOL

MISSION STATEMENT - UPPER CAPE COD REGIONAL TECHNICAL SCHOOL

The mission of Upper Cape Cod Regional Technical School is to foster a lifelong commitment to learning, community, personal responsibility and career growth within a diverse student population of 21st century learners through the integration of academic and technical proficiency, while preparing student to be effective members of a global society.

VISION STATEMENT - UPPER CAPE COD REGIONAL TECHNICAL SCHOOL

Our vision is that Upper Cape Cod Regional Technical School graduates will be personal and professional role models in the workplace, post-secondary schools, and in their communities.

PHILOSOPHY - UPPER CAPE COD REGIONAL TECHNICAL SCHOOL

The Upper Cape Cod Regional Technical School is committed to the development of self-reliant, responsible, lifelong learners capable of successfully competing in a rapidly changing technological world. Administration, faculty, and staff seek to educate the whole student by preparing graduates who know how to think, lead healthy lives, behave ethically, and assume the responsibility of citizenship in the pluralistic society in which we live and work.

We are committed to developing students who enter the workforce prepared for change, with employability skills that can be transferred and adapted as technology advances. We must equip students to be able to find answers to questions that have not yet been asked. We adhere to the philosophy of intensive occupationally specific instruction integrated with strong academic preparation. These high standards will enable students to realize their lifelong employment and educational goals.

We recognize our responsibility to the communities we serve by providing quality equal opportunity post-secondary programs to educate and retrain workers in preparation for the challenges of the 21st century. Upper Cape Cod Regional Technical School addresses the ancillary needs of our communities by providing services and facilities to business, labor, public service, and recreational organizations.

Success in fulfilling our goals is contingent on a sufficient and qualified multicultural staff and on policies that foster professional development and a positive work environment. We believe open communication and participation

with all segments of the school and the community will create an atmosphere of mutual respect and cooperation necessary for successful teaching and learning.

GOALS and OBJECTIVES - UPPER CAPE COD REGIONAL TECHNICAL SCHOOL

1. Strengthen academic and technical knowledge and inspire excellence
2. Develop intellectual curiosity, logical judgment, and critical thinking skills
3. Create an environment which supports concern for the welfare of all students and their right to learn
4. Develop each student's maximum potential
5. Provide students with skills that can be applied to current and future technologies and enable them to adapt to change
6. Promote personal development and citizenship
7. Create and support professional and staff development

APPROVALS

American Society of Phlebotomy Technicians (ASPT)
Massachusetts Board of Cosmetology
Massachusetts Board of Electrical Examiners
Massachusetts Board of Real Estate Brokers and Salespersons
Massachusetts Board of Registration in Pharmacy
Massachusetts Department of Public Health for Nurse Aide Training Programs
Massachusetts Department of Public Health; Office of Emergency Medical Svcs.
Massachusetts Division of Professional Licensure for Plumbers and Gasfitters
Massachusetts Division of Employment and Training
Massachusetts Rehabilitative Commission
National Health Association (NHA)
National Registry of EMTs

UPPER CAPE COD TECHNICAL DISTRICT SCHOOL COMMITTEE

<u>NAME</u>	<u>TOWN</u>
Robert Fichtenmayer, Chair	Wareham
Steven Chalke	Sandwich
Dominic Cammarano, Jr.	Wareham
Thomas Corriveau, ViceChair	Falmouth
Mary L. Crook	Bourne
Michael Degan, Treasurer	Sandwich
James Bride	Marion
David P. Sampson	Bourne
Maryann Smith	Falmouth

ADMINISTRATION

Roger Forget	Superintendent
Mary Burke	Director
Linda Walker	Administrative Assistant

Instructors (as of July 2020)

Nancy De Souza, RN, MSN
Robin Shaw, RN, MSN
Denise Shea, RN, MSN
Karmle Conrad, MHA, CPC, RPT, CMA, CHLC
Deborah Ewald
Angela Kelley, CPT, ASPT
Diane Distolfo, ASCP, MLT
Elise McAllister, VTS
Diane Parini, MS
John Cullen, CAD
Andrew John Pulley, Master Electrician
Paul Townsend, Master Electrician
Troy Gilbert, Master Plumber
James Vaughan, Master Plumber
Kevin Connolly, Master Plumber
Charles Pires
Paula Levasseur
Colby Rottler
Phillip Caramello
Manuel Andrade
Mazie Hollenbaugh, MBSR
Michael Lehman, BA, MA
Norman Sylvester
Maryellen Strout, BSN, RN
Kevin Mott, Master Electrician
James Levesque
Samantha McMahan

ADULT EDUCATION PROGRAM ADVISORY COMMITTEE

The Advisory Committee is composed of individuals or representatives from the following facilities/organizations (as of May 2020):

AJ Pulley	Rex Burger Electrical
Nancy DeSouza	Upper Cape Tech-EKG Instructor
Sandra Green	Massachusetts Rehabilitation Commission
Donna Ramos	Greater New Bedford Workforce Investment Board,
Robin Shaw	Upper Cape Tech – Health Careers Instructor

FACILITY

Upper Cape Tech is conveniently located at 220 Sandwich Road, Bourne, MA overlooking the Cape Cod Canal with beautiful views of the Bourne Bridge. Our adult education program proudly serves the Cape Cod and Southeastern Massachusetts area, including the communities of Bourne, Wareham, Plymouth, Falmouth, Mashpee, Sandwich, Barnstable, and beyond. Here at UCT you will find over 500 exciting career and enrichment courses ranging from health careers, computers, technical trades, business, legal, culinary, and wellness.

STUDENT'S RIGHTS AND RESPONSIBILITIES

There is a commitment at Upper Cape Cod Regional Technical School to recognize the legal rights of all students and accompany each with the responsibilities that parallel these rights. Whenever a question exists, students are encouraged to take the matter to the appropriate school authority in accordance with the policies provided in this Handbook.

Students are expected to behave in an orderly and respectful manner at all times. Student behavior must take into account the rights of others as well as the effective operation of the school. This Handbook provides information to facilitate the consistent application of program policies to all students.

Throughout the student enrollment, the student is expected to keep records, to self-monitor their progress. Students are responsible for meeting required due dates for all assignments and will not be reminded of these dates. When appropriate, the faculty will provide the student with a detailed syllabus, as well as other tools to achieve this expectation.

GENERAL POLICIES AND PROCEDURES

ADMISSION

Upper Cape Tech Adult Education consists of open enrollment programs. Students may be required to complete prerequisite courses or health requirements in order to enroll. See individual program information for program requirements. Enrollment is dependent on available seating. Sufficient enrollment is required to run a course.

ATTENDANCE POLICY- Students are expected to attend all classes. In the event that a student is unable to attend class, they should contact their instructor as soon as possible. Continuation in the course or program is at the discretion of the

instructor and Director. In some programs, particularly technical trades, completed classroom hours (as required by the Massachusetts State Licensing Boards) will be calculated based on only those classes that the student was present. Make-up hours or classes are at the discretion of the instructor.

Tardiness- Students are expected to report to class on-time. Students may be asked to leave a course or program for repeated, excessive tardiness.

TRANSFER CREDIT

All previous education completed by a student at an accredited institution will be reviewed and applied if applicable. To obtain transfer credit the student must provide the program director with:

1. an official transcript documenting completion of the equivalent course within the past five years with a grade of “B-” (80%) or better;
2. a description of the course (catalog, syllabus or similar documentation) which demonstrates the course(s) for which the student is seeking transfer credit is equivalent to the course offered at UCT in content and hours;
3. additional materials that the program director may request.

ENROLLMENT POLICY

Entrance requirements-UCT Adult Education courses or programs may require completion of preparatory coursework prior to the beginning of the class. Students should review their specific program information for entrance requirements or prerequisite course requirements prior to registration.

Entrance Dates-please review specific course information for the enrollment start and end dates. These dates will also be provided on the course syllabus. See SCHOOL CALENDAR for dates when class is not in session.

Transfer credit: All classes must be taken at Upper Cape Tech campus to qualify for certificate programs. Under special circumstances in certain programs, transfer of one course is allowed providing the course was taken from an accredited college or technical school. An official transcript documenting completion of the course within the past 5 years with a grade of C or better is required.

CORI-Students enrolling in select health career programs (such as Nurse Aide Training, Phlebotomy Technician, Medical Assistant) will be required to complete a CORI (Criminal Offender Record Information). The outcome of the CORI may impact the student’s ability to participate in clinical experience, which is a requirement of the program. Therefore, the student would not be able to

graduate from the program unless they provide a “clean” CORI report. CORI, which consists of records and data in any communicable form compiled by a Massachusetts criminal justice agency about an identifiable individual that relate to:

- Nature or disposition of a criminal charge,
- An arrest,
- A pre-trial proceeding,
- Other judicial proceedings,
- Sentencing,
- Incarceration,
- Rehabilitation,
- Release

Does not include juvenile history, except for charges on which a juvenile was adjudicated as an adult.

The outcome of the CORI may impact the student’s ability to participate in the clinical experience. Since graduation requires completion of concurrent clinical and academic hours, the student would not be able to successfully graduate from the program.

REFUND POLICY

Students will receive a 100% refund for cancelled courses or if withdrawal occurs four days prior to the start of class. No refunds are issued offered after the first class is held.

HEALTH INSURANCE POLICY-All students are required to carry personal health insurance while they are enrolled in UCT Adult Education courses or programs.

HEALTH CLEARANCE- Students enrolled in health career programs with clinical experience may be required to obtain specific immunizations and/or other screenings in addition to the requirements set forth by the Massachusetts Department of Health. Students should plan to contact their physician’s office as soon as possible to schedule any needed immunizations prior to clinical experience. The student will be informed by their instructor of such requirements.

STUDENT UNIFORMS- Students enrolled in health career programs with clinical experience will be required to purchase uniforms including scrubs and/or lab coats. Those needing scrubs will be required to purchase scrubs that are navy blue in color. Instructors will notify students of such requirements.

INCLEMENT WEATHER PROCEDURES

At any time if a student does not feel that they can travel to campus or a clinical experience due to the weather, students may use their own discretion and choose not to travel, however this will result in an absence.

I. CLASS CANCELLATION

If Upper Cape Cod Regional Technical School is closed then:

- Students do not report to class.

II. CLINICAL CANCELLATION

If Upper Cape Cod Regional Technical School is closed then:

- Students do not report to clinical sites.

III. SCHOOL CANCELLATION INFORMATION

In the event of excessive snow or other hazardous weather conditions, Upper Cape Tech has a computerized telephone notification system that will automatically call you with a recorded message to inform you of cancellations. You can also visit or tune in to one of the following stations for school closing information. Please do not call the Program Secretary for cancellation information. The staff learns of the cancellation at the same time it is announced to the public.

Radio:

WCIB	101.9FM	WFAL	101.1FM
WQRC	99.9 FM	WXTK	95.1 FM
WKPE	104.7AM/FM	WFHN	107.1FM

Television: Channel 4, Channel 5, Channel 7, Channel Boston

Cancellation of school in Bourne, Falmouth, Marion, Sandwich, and/or Wareham does not mean UCT is, or will, be cancelled, nor does it excuse any previously reported absence for that class, clinical, and/or skills lab. Listen specifically for an announcement for Upper Cape Cod Regional Technical School.

EMERGENCY PROCEDURES **SAFETY AND SECURITY CODE**

Emergency conditions may at some time necessitate one of three safety procedures to be employed. Each of the three situations requires a unique response on the part of students, faculty, and staff. Regardless of the emergency situation, it is paramount that the safety of all is of the utmost concern and importance.

The three emergency conditions referred to above are:

1. **FIRE:**

In the event of a fire, the fire alarm system will activate. Students and staff are to evacuate the building using the nearest means of exiting the building. Upon leaving the classroom, windows should be closed, doors closed (left unlocked) and lights turned off.

- All staff and students follow FIRE EXIT INSTRUCTIONS posted in each academic and technical area.
- Staff members and students should assemble at a safe distance from the building and far enough away from the path that emergency vehicles or personnel may travel.
- Facilitators must keep the student group together and take attendance, assuring that all students have been safely evacuated.
- Students and staff are not allowed to re-enter until the “all clear” signal has been given by the Superintendent, Principal, or other designated school official who will be so advised by the fire department official in charge.

2. **BOMB, EXPLOSIVE DEVICE, GAS LEAK: (CODE RED)**

In the event that an explosion from an incendiary device or gas, etc. is suspected, an announcement will be made to evacuate the building. This announcement will be made as a **CODE RED** EMERGENCY. (The fire alarm will not be sounded as it triggers fire doors throughout the building.

- In a **CODE RED** emergency, students and staff will exit the building using a minimal number of exits.
- All staff and students follow FIRE EXIT INSTRUCTIONS posted in each academic and technical area.
- Staff members, upon leaving their rooms, will open all windows, leave classroom doors open and turn off lights.
- At the area where assembled, staff members will take attendance, assuring that all students have been safely evacuated.
- Students and staff are not allowed to re-enter until the “all clear” signal has been given by the Superintendent, Principal, or other designated school official.

3. **LOCK DOWN**

In the event that an emergency situation necessitates all personnel and students to remain in their classrooms until restored, a **LOCK DOWN** announcement will be made.

- Under a **LOCK DOWN**, staff should secure their rooms by closing doors and prohibiting anyone from entering or leaving until the emergency situation is resolved. Since classroom doors lock only from the outside,

locking the door would be in order providing that the staff member is assured that students who might have left the room have returned or can safely gain access if necessary. All staff and students must remain out of sight of doors and windows.

- All staff and students are to remain in place until the “all clear” announcement is given by school administration.
- Unattached students will report to the nearest classroom or shop. Teachers will note any student additions and relay the information to the administrative team.

Emergency exits are clearly marked and evacuation instructions are posted in every location at UCT. The evacuation plan will be reviewed with students during the first day of classes and students should familiarize themselves with the specific instructions for evacuating the building. During an evacuation, students are expected to leave the building in a quiet and orderly manner. Students are required to remain with their facilitator during evacuation drills. Attendance will be taken.

CAMPUS SECURITY

The United States Department of Education, Office of Postsecondary Education, in accordance with section 485 of the Higher Education Act of 1965 (HEA), as amended, as a condition of this institution's continued participation in Federal student financial assistance programs, collects data about the number and nature of crimes and fires on the campus of Upper Cape Tech.

To view the institutional data on crimes and fires at Upper Cape Cod Regional Technical School go to: <http://ope.ed.gov/security/GetOneInstitutionData.aspx>; enter the name of the institution as "Upper Cape Cod", click Search, and a link to the most recent data for UCT will be displayed. A copy of the most recent UCT campus crime statistics is also found the Appendix of this Handbook.

BUILDING SECURITY

Buildings are secured during the day for high school use. As such, UCT has a secure locked building. Students will be provided entrance at specified times as required by the daily schedule.

PARKING

1. There are several parking areas on the campus grounds. However, students are encouraged to park at the far end of the building underneath the solar panel parking area.
2. Safety belts are **REQUIRED** for drivers and passengers while on school property and should be worn at all other times. Failure of any driver or

passenger to wear safety belts on school property may result in revocation of parking privileges.

3. The 15-MPH speed limit approaching the lot must be observed at all times and school buses have the exclusive right-of-way on school grounds. A 5-MPH speed limit must be observed once the vehicle reaches the parking lot.
4. NEVER pass any vehicle on the roadway leading to the school when leaving or arriving at the school.
5. To do so will result in the immediate loss of parking privileges and referral to legal authorities and appropriate disciplinary action.

UCT is not responsible for damage or loss to a student's vehicle while parked on school property.

SEARCH AND SEIZURE

School officials maintain the right to seize items in a student's possession and to search school property assigned to a student under the following guidelines:

1. There is a **reasonable suspicion** to believe that the items in possession are illegal or in violation of school rules, or constitute a hazard to health and safety of the students or others.
2. Upper Cape Tech will work cooperatively with law enforcement agencies and the K-9 unit to search school property. Student vehicles parked on school grounds will be searched if there is reasonable suspicion of illegal items or violation of school rules anywhere on campus.

Upper Cape Tech assures that no individual rights will be violated in conjunction with searches. Students who, in the opinion of any faculty member, administrator or the school nurse, may be in possession of, or under the influence of any controlled substance or may be in possession of any materials dangerous to the student or other students, may be asked to empty their pockets and/or possessions and may be subject to a search. Examples of items subject to this regulation include, but are not limited to: drugs, alcohol, weapons, pornography, stolen goods, fireworks, explosives, and/or tobacco products.

It is not the intent of the School District to violate individual liberties; however, the obligation of the school is to provide a safe environment conducive to learning for all students.

VALUABLE ARTICLES/MONEY

Items of significant value or large sums of money should never be brought to campus or to the clinical site. Be mindful of the safety of all possessions at all

times. There is no space for storage of personal items at the clinical agencies; your clinical facilitator will provide specific details.

PROGRAM EVALUATION

At the conclusion of each course, the student will complete evaluation forms for the purpose of input, assessment and continual improvement. At any time, students are able to contact Mary Burke, Director of Adult Education at mburke@uppercapetech.org with comments or concerns about their class.

DISCRIMINATION / HARASSMENT POLICY

Harassment is the unwanted attention from anyone through annoying, threatening, or demanding behavior causing fear and/or preventing another's normal behavior and actions. It can range from verbal baiting to name calling to sexual harassment.

The procedure dealing with harassment issues can be formal or informal. It may be possible to resolve an offensive situation informally without an extensive and involved investigation. However, any involved party may request a formal investigation at any time. Based on the seriousness of the charge, the Title IX coordinator may decide that a formal investigation is most appropriate to address issues

DRUG/ALCOHOL POLICY

A student who comes to school or to a clinical facility in the possession of or under the influence of alcohol/drugs presents a threat to the safety and welfare of all and will be treated as an impaired person. The instructor will determine the appropriate course of action which may include but is not limited to immediate treatment, and/or referral, and/or immediate removal from class.

Any student who comes to school under the influence or has consumed, possessed or distributed drugs and/or alcoholic beverages of any kind while in school, on school grounds, or at any school-sponsored function will be subject to the following:

- Notification to law enforcement agency where appropriate and/or;
- Due process hearing and/or;
- Disciplinary action up to and including termination from the program.
- Drug screen at the students' expense

Upper Cape Cod Regional Technical School or any clinical facility reserves the right to require a random urinalysis testing and/or CORI and/or fingerprinting at any time while the student is enrolled. Such testing will not be requested unless

“reasonable suspicion” is found that the student is under the influence of alcohol or drugs. Indications of intoxication or being under the influence of drugs may include, but not be limited to observable phenomena such as bloodshot eyes, flushed face, disorientation, slurred speech, the smell of alcohol or any illegal substance, failure to grasp instruction, erratic behavior, unusual behavior, changes in behavior and such similar behavior associated with intoxication or being under the influence of drugs. Events such as direct observation of alcohol or drug use or possession of alcohol or a drug; arrest or conviction for an alcohol or drug-related offence; the identification of a student as the focus of a criminal investigation into illegal drug possession use, or trafficking; information provided either by reliable and credible sources or independently corroborated; or newly discovered evidence that the student had tampered with a previous drug test may constitute “reasonable suspicion”. NOTE: Students have the right to refuse to take a screen test, but such refusal may be considered in any disciplinary action. Should the student be allowed to return to school, the following should be presented at the readmission meeting:

1. If there is reason to suspect the student remains under the influence of an illegal substance, evidence must be provided that student is free of all substance (alcohol/drugs).
2. Documentation of attendance at a rehabilitative program or counseling, whichever is deemed most appropriate by the Director.
3. Student must demonstrate a willingness to pursue extra help after school until such time that missed schoolwork is up to date.

A second violation of the drug/alcohol policy will result in termination from Upper Cape Cod Regional Technical School. Any student who has been prescribed a narcotic or other medication which they have reason to believe could impair their ability to function should inform the Director prior to participating in program activities. The Program respects the privacy of its students and will work cooperatively with any student who is taking such medication and his/her healthcare provider to ensure such medications will not interfere with the student’s ability to perform safely, without risk to the student or others.

TOBACCO USE REGULATION

Smoking is prohibited in the Upper Cape Cod Regional Technical School parking lots, school building, adjacent grounds, and before or during clinical experience. Students may not use tobacco products of any kind anywhere on school grounds.

Tobacco use is the leading cause of preventable death and illness in Massachusetts and in the nation:

- More than 8,000 Massachusetts residents die each year from the effects of smoking

- Though they are not smokers themselves, an estimated 1,000 or more Massachusetts adults and children die each year from the effects of secondhand smoke.
- Tobacco kills more people each year than car accidents, AIDS, homicides, suicides and poisonings combined.
- Smoking costs the Massachusetts economy more than \$5.5 billion each year

The Massachusetts Tobacco Cessation & Prevention Program works to improve public health in the Commonwealth by reducing death and disability from tobacco use. To get help taking the first steps to quitting or for extra support after you quit, call the Massachusetts Smokers' Helpline for free support and advice: 1-800-QUIT NOW (1-800-784-8669).

SUBSTANCE ABUSE PREVENTION

The Massachusetts Substance Abuse Information and Education Helpline provides free and confidential information and referrals for alcohol and other drug abuse problems and related concerns. The Helpline is committed to linking consumers with comprehensive, accurate, and current information about treatment and prevention services throughout Massachusetts. Services are available Monday through Friday from 8:00 am to 10:00 pm and on Saturday and Sunday from 9:00 am to 5:00 pm. Language interpreters are always available. Call: (800) 327-5050. TTY: (800) 439-2370

CRISIS SERVICES

Crisis Services are available 24 hours per day, every day throughout the year. The following information is provided should a student need assistance in dealing with a crisis.

Region	Towns served	24-hour Access Number
Southern Coast	Acushnet, Carver, Dartmouth, Duxbury, Fairhaven, Halifax, Hanover, Hanson, Kingston, Marion, Marshfield, Mattapoisett, New Bedford, Pembroke, Plymouth, Plympton, Rochester, Wareham	Child and Family Services of New Bedford (877) 996-3154
Brockton	Abington, Avon, Bridgewater, Brockton, East Bridgewater, Easton, Holbrook, Rockland, Stoughton, West Bridgewater, Whitman	Brockton Multi-Service Center (877) 670-9957
Cape Cod & The	All of communities on Cape Cod and the islands of Martha's Vineyard &	Cape & Islands Emergency Services

Islands	Nantucket	(800) 322-1356
Fall River	Fall River, Freetown, Somerset, Swansea, Westport	Corrigan Mental Health Center (877) 425-0048
Taunton, Attleboro	Attleboro, Berkley, Dighton, Lakeville, Mansfield, Middleborough, North Attleboro, Norton, Raynham, Rehoboth, Seekonk, Taunton	Norton Emergency Services (800) 660-4300

ACADEMIC POLICIES & PROCEDURES

PROGRESSION THROUGH THE PROGRAM*

A grade of 75%/"C" or better is required in select academic course at the end of each term in order to progress to the next term. Students must achieve a grade of 75%/"C" or better and Pass the clinical/lab Numerical equivalents are as follows:

94 – 100 = A	
90 – 93 = A-	
87 – 89 = B+	
84 – 86 = B	
80 – 83 = B-	
77 – 79 = C+	
75 – 76 = C	Passing Grade
70 – 74 = C-	
67 – 69 = D+	
64 – 66 = D	
60 – 63 = D-	
Below 60 = F	

CLASSROOM POLICIES & PROCEDURES

ACADEMIC INTEGRITY

All students enrolled in Adult Education courses and programs are expected to act with honesty and integrity at all times in class, skills lab, and clinical settings. Unless given express permission by the facilitators, students may not collaborate, share information in any way, give or take information on quizzes, exams, and/or assignments or submit any work that contain the ideas or work.

Cheating is a violation of academic integrity. The Program considers giving or attempting to give or receiving unauthorized information or assistance during a quiz or exam, or assignments or any kind.

During the administration of a quiz or exam, the instructor reserves the right to:

- Change a student's seat
- Remove the student from the classroom
- Other action that is deemed necessary and appropriate to insure the integrity of the quiz or exam.

Plagiarism is a violation of academic integrity. According to the Merriam-Webster online dictionary, [<https://www.merriam-webster.com/dictionary/plagiarize>], to "plagiarize" means:

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

The Program will consider all of the following to be plagiarism [Source: <http://www.plagiarism.org/article/what-is-plagiarism>]:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

Any form of cheating or plagiarism is considered a violation of Program integrity and will result in disciplinary action. Disciplinary action may take the form of: issuance of a warning; receipt of a failing grade (0%) on a quiz, exam, and/or assignment; course failure; or dismissal from the Program.

CLASSROOM DECORUM

The following principles and process help maintain a positive environment conducive for learning.

Be ready to start class on time. Students shall be in their seats, ready for class to begin at the appointed time. Students arriving late are to enter the classroom quietly and take the most accessible and available seat. It is not appropriate to

arrive late then expect your colleagues move so that you may sit in your usual place. You may move your seat during the break. Students arriving late may be recorded as absent.

Stay in class until it is over. Students are not to leave early without informing the facilitator beforehand, and then only for unavoidable circumstances of an urgent nature. At the end of class, students should wait until the facilitator has announced that class has ended before beginning to talk, stand, or put away materials. Students not staying the entire period may be recorded as absent.

Save conversations until after class. During class there are very few times when talking between students is appropriate. Occasionally asking a student for clarification on a facilitator's words or briefly commenting on a topic relevant to the class may be acceptable. Regular conversation or chattering among students is a distraction both for the facilitator and the class members. Talking makes it difficult for other students to hear what the facilitator is saying. Refrain from any unnecessary discussion that competes with the message of the facilitator.

Don't distract the class through inappropriate behavior. Students are not to engage in behavior distracting from the instructor's teaching. Examples of inappropriate distracting behavior include the following:

- doing work/reading of a non-class orientation,
- using electronic devices (laptop, tablet, MP3 player, cell phone) in a way that is irrelevant to class or distracting to others. This includes text messaging, Internet access, placing or receiving calls, or checking voice messages. Cell phones should be off unless there is an emergency. Improper usage of computers during class will lead to the loss of the privilege of using electronic devices.
- intentionally making loud noises or rude comments that compete with the facilitator for the students' attention,
- regularly moving between locations in the classroom, and
- engaging in unsolicited comments on what is being taught.

Sleeping during class will not be tolerated. Sleeping during class demonstrates the student is not actively engaged in the learning process.

While others could be listed, the general principle is that any intentional behavior which keeps the facilitators from having the class's full attention is inappropriate.

Respect the facilitator's authority to set policies. The authority of the facilitator in the classroom is paramount. Facilitators create policies on a number of issues; the student is expected to abide by all of them. These may include, but are not limited

to, usage of electronic devices, locking the door when class begins, no questions until the end of class, or anything that the facilitator thinks will be beneficial to the learning experience. Any student believing that a particular policy is inappropriate should address the concerns in writing to the facilitator.

RECORDING CLASSES

No student shall record either audio, an image, or video using any electronic device, including cell phones, of any administrator, faculty member, staff, employee, or other student(s) without their permission in accordance with MGL Chapter 272, Section 99: *Interception of wire and oral communications*, [<https://malegislature.gov/laws/generallaws/partiv/titlei/chapter272/section99>].

If the request to record a class is granted, the student will be required to sign the following statement:

I agree that the information that is recorded during class is the property of the faculty and/or the Program and that the recorded material will ONLY be used for the purpose of learning the class material. Any other use of the recorded material may result in the student being liable for copyright infringement. I agree to only use this material in a private area where it will not be available to others.

Students in a class that is being recorded must be notified that the class is being recorded and any comments, questions, discussions, etcetera, may be included in the recording.

ELECTRONIC DEVICES

Electronic devices include, but are not limited to cell phones, IPODs, cameras, laser pointers or any other device. Headsets are not allowed during classes.

Instructors reserve the right to deny a student the use of any device in the classroom, including a computer, should it become a distraction to other students or the facilitator. Students are encouraged to report any student using a device in a manner that is interfering with their learning. Examples include, but are not limited to: observing a student using their computer to access e-mail or Facebook, and/or shopping and other like non-academic activities.

Electronic devices must be turned off and cannot be visible while students are in classrooms. Cell phones may not be used for personal phone calls or messaging while in class.

STUDENT RECORDS

Students are encouraged to keep record of course and program completion. UCT will maintain student records for a period of not more than 7 years and 3 years after completion.

PROGRAMMATIC INFORMATION

Upper Cape Tech Adult Education mission is to provide the highest quality education and training such that our students have the potential to achieve their academic, career and personal goals. The programs offered include a wide variety of career and technical training programs, many that prepare students for licensure. In addition, there are numerous skill-based, self-improvement and enrichment courses.

HEALTH CAREERS

EMT

The Institute for Emergency Medical Education (IEME) sponsored Emergency Medical Technician Program is an invigorating and challenging program that exceeds the mandated training requirements set forth by the Massachusetts Department of Public Health, Office of Emergency Medical Services and the National Registry of EMTs. Students participate in clinical rotations at the hospital and in the field, participate in a mock extrication with simulated emergent calls while working from our ambulance. The program utilizes a blended model of education by combining classroom lectures and skills lab with an interactive website that adds additional interactive program examinations and message boards with chats. The program consists of approximately 130 classroom hours, 48 online hours and a 10+hour clinical component. This is an entry level program designed to teach the student how to conduct emergency medical care in the pre-hospital environment and focuses on the development of the EMTs critical role as a team member in patient crisis situations. The program follows the National Scope of Practice for EMTs and will develop the student's confidence, knowledge and skills in performing critical assessment and management of patients in need of medical assistance. Successful completion of the course will allow the student to be eligible to take the National Registry for Emergency Medical Technicians (NREMT) exam and apply for EMT certification in Massachusetts as well as many other states. The course tuition excludes program textbook, uniform shirt and certification /exam fees. Internet access is required.

Nurse Aide Training

This course will prepare you for the state certification exam to BECOME a Certified Nursing Assistant. The Nurse's Aide Training covers basic nursing skills, personal care skills and recognition for mental health and social service needs, basic restorative services and residential rights. It does NOT include Home Health Aide (HHA). If you are currently a certified nursing assistant, you must register separately for the HHA course. Employment opportunities exist at hospitals, nursing homes, home health agencies, domiciliary care and residential care facilities. Uniforms, textbooks, gait belt, and certificate fees ARE NOT included in tuition. A Mantoux test is required prior to the start of class. You must be able to lift, push, move and turn at least 50 lbs. Final acceptance depends upon an acceptable CORI.

Medical Assistant: Administrative & Clinical Essentials

Train for a career in this high growth medical field. This class prepares you to work in both clinical and administrative settings. Working for physicians, medical groups or other health care facilities. Topics include: Working in the health environment, infection control, comfort measures, examination procedures, specimen collecting, taking and recording vital signs, response to basic medical emergencies, medical law, communication, health information, health insurance, confidentiality, HIPPA Regulations, business operations of the medical office, job search essentials and more. Students may opt to enroll in the Medical Assistant National Certification Exam Prep Course immediately following this course.

EKG Technician

The basic EKG technician course offers the skills necessary to perform EKG tracings of the heart. This program is designed to be an introduction to the cardiovascular system and related terminology with an emphasis on performing 12-lead EKG tracings and basic rhythm identification. If you are training for a career in the health care industry, this skill will enhance your career opportunities in a physician's office, clinic, skilled nursing or hospital setting. Prerequisite: Medical Terminology. Students are required to purchase the textbook prior to the start of class.

Diagnostic Technician Certificate

A Diagnostic Technician is responsible for accurately performing and processing electrocardiograms, draws intravenous and capillary blood from adults, infants and children and all related functions. You will receive a Diagnostic Technician Certificate upon successful completion of the following courses: Medical Terminology, Anatomy & Physiology, EKG Technician, Advanced EKG Technician, Phlebotomy Technicians, Medical Law & Ethics, and Basic Life Support.

Patient Care Technician

Patient Care Technicians work with doctors, nurses and other health care professional to provide direct patient care in a variety of health care environments, especially hospitals and other acute care settings. Prerequisite: You must be a Certified Nursing Assistant prior to enrollment. You will receive a Patient Care Technician Certificate upon successful completion of the following courses: Medical Terminology, Anatomy & Physiology, Basic Life Support, EKG Technician, Advanced EKG Technician, Phlebotomy Technician, Medical Law, Ethics.

Phlebotomy Technician

The primary responsibility of a Phlebotomist is to obtain blood specimens from clients for the purpose of laboratory analysis. Phlebotomists must be familiar with all aspects of the blood collection process. Lectures include laboratory terminology, anatomy and physiology, blood collection procedures, specimen processing, communication skills, legal/ethical issues and professionalism. You will have hands-on laboratory practice sessions as well as clinical training. The course consists of 90 hours of classroom training. You must meet acceptable standards in order to advance to clinical training. PREREQUISITES: Medical Terminology, must be able to Speak & Write Fluent English. MANDATORY ORIENTATION FINAL acceptance depends upon an acceptable CORI. Vaccinations, after classroom portion, students who want to earn a Certificate and be eligible to sit for the National Exam must complete a 3 week, 120 hour clinical during daytime hours at an area lab based on the Instructor's discretion. Students are required to purchase the textbook prior to the start of class.

Medical Billing & Coding Certificate

Prerequisites: Medical Terminology, Anatomy/Physiology, basic computer skills, and knowledge of Medical Coding. This program is designed to help students prepare for a career as a medical billing specialist, an integral part of providing quality health care to patients. 'Certified Medical Billing and Electronic Health Records Specialists' must be familiar with the rules and guidelines of specific health insurance plans and the variances in their methodologies and processes. In order to submit a 'clean claim', proper documentation is needed and the Electronic Medical Record (EMR)/Electronic Health Record (EHR) fulfills that need. The course includes procedural skills on how to bill both the payers and patients. Students will become familiar with Health Information Management using a practice management program to manage patient records, billing/collections, electronically create and transmit claims. The student will learn how to prove Medical Necessity by the proper application of ICD-10-CM and CPT codes. This course demonstrates applying HIPAA and HITECH standards to ensure compliance, maximum reimbursement, and electronic exchange of health information with privacy and security. Students are required to be knowledgeable in Medical Coding because as a 'CPB-CEHRS' you will complete the billing cycle process and must know how ICD-10-CM and CPT codes are linked.

Veterinary Assistant

Interested in exploring the world of veterinary medicine? Learn the skills needed to become a functional part of a veterinary team. Topics in this course include, but are not limited to: Office and Hospital Procedures, Communication and Client Relations, Animal Restraint, Medical Terminology, Pharmacy, Lab Procedures, Radiology, Surgical Preparation, Small Animal Nursing, Basic First Aid and CPR.

Pharmacy Technician

The UCT Pharmacy Technician Certificate program prepares students for practice as entry-level pharmacy technicians in a variety of settings such as community, hospital, home care and long-term care. The curriculum includes 120 hours of theory and 120 hours of practical instruction. Students learn the skills and abilities needed for practice. Upon successful completion of the program, students will be required to pass either the PTCB certification exam or a Massachusetts Board of Pharmacy approved licensing exam before applying for a Pharmacy Technician license.

TECHNICAL TRADES

Electrical Technician

Students need to purchase in time for first day of class NFPA 70®: National Electrical Code® (NEC®), 2017 Edition

These classes are for apprentices in the electrical trade working towards the State of MA required 600 hours of schooling

Students must be currently working under the supervision of an electrician to fully benefit from this course

Electrical Level I will be an introduction to safety on the job, writing a job description, terms of the trade, basic electron theory, a review of math skills, DC Theory, energy and power, electrical conductors and wire sizes, batteries, magnets and magnetic fields. Also covered are generation of electromotive force, basic understanding of motors and generators, introduction into the code

book, grounding and practical wiring, diagrams and switching. The class concludes with an exam. If students pass they will proceed to Electrical II

Electrical II will review Electrical I and also cover series, parallel and series/parallel circuits, alternating current principals, AC theory, AC power, power factor and power factor corrections and three phase services. Also covered are making use of tables in the code book, proper use of code book tables and formulas and practice working on code questions in preparation for exams. The class concludes with an exam. If students pass they will proceed to Electrical III

Electrical III will be a review of Electrical I & II and also a review of A/C theory, three phase calculations, series, parallel and their combination, branch circuit calculations, feeder and service calculations and requirements, motor controls, low voltage system and controls, review of Massachusetts code and Amendments and learn various types of incandescent bases. At the conclusion of the class an exam will be given and if the students pass they will go onto Level IV.

Electrical IV will be a review of Electrical I, II, and III. It will also cover extensive code questions and code table review questions, review circuit problems for AC/DC and help prepare the apprentice for taking the Electrical Exam.

Upon the completion of Electrical IV, students may opt to enroll in a preparatory class towards their Electrical Masters license.

Journeyman Plumber

Tier I consists of 110 hours of the Massachusetts plumbing and gas code and meets the requirements toward the 550 classroom hours required by the Commonwealth of Massachusetts for those who wish to take the Journeyman Plumbing & Gas Fitter's Exam. Topics include: introduction to plumbing safety, installation practice, materials, tools, joining methods, residential blueprint, reading, math and definitions.

Tier II program is for the licensed apprentice plumber who has completed 110 hours of Tier I or equivalent required.

Tier III program is for the licensed apprentice plumber who has completed Tier I and II or equivalent. Students must pass tier III final exam before continuing on to Tier IV. Pending enrollment.

Tier IV program is for the licensed apprentice plumber who has completed Tier I, II and III and passed the tier III final exam. Students must pass tier IV final exam before continuing on to Tier V. Pending enrollment.

Municipal Wastewater

Prepare to take the Massachusetts Municipal Wastewater Grade 1-4 Certification Exam. This course will provide an overview of the basic concepts of the preliminary, primary, biological and tertiary treatment; the function of related equipment and support systems; environmental responsibilities required to safely and properly operate, maintain and manage a municipal wastewater treatment facility. You will learn OSHA confined space entry and equipment lock out tag out.

MA Unrestricted Construction Supervisor License

This is a six (6) session class which is designed to provide you with the basic understanding of the various codes that you will need to know to prepare you for taking the CSL exam. Students should go to the Prometric site and download this booklet https://www.prometric.com/en-us/clients/Massachusetts/Documents/MACS_CIB.pdf which will tell you how the licensing process works. On page 11, under the CSL description, you will find the list of what books you are to have for taking this class and for taking the CSL exam. On the first day of the class, you are expected to have both the 2015 International Building Code and the Massachusetts Amendments to the 2015 International Building Code.

OTHER CERTIFICATES

REAL ESTATE

Massachusetts Real Estate Salesperson's Exam Preparation

This 40-hour course meets the Massachusetts course requirements and is designed to prepare students to take the Massachusetts Salespersons' Exam. You will be introduced and have the opportunity to discuss all subjects in a way that will leave you understanding what you have studied and be prepared to take the examination. Students will come to understand the different real estate concepts and will discuss how these concepts will assist them in a future real estate career. Must be at least 18 years of age to take the exam.

Culinary Certificate

Students are required to complete 55 hours of culinary classes. Students must first complete Cooking Basics and work toward earning a ServSafe Certification.

Individual Courses

Upper Cape Tech Adult Education offers over 500 exciting career and enrichment courses ranging from health careers, computers, technical trades, business, legal, culinary, and wellness. There are also numerous courses, programs and certificates offered online. Go to our website for the most current course offerings.

ONLINE COURSES

Upper Cape Tech Adult Education offers an extensive list of courses and program in an online format through Cengage Learning and Gatlin Online Programs. Please visit our website for a complete list.

UCT Adult Education
Academic Calendar for 2021-2022

Semester Schedules

Summer 6/2/19-8/31/19

Fall 9/9/19-12/31/19

Winter/Spring 1/13/20-6/1/20

There will be no evening classes on the following dates:

7/4/21	Fourth of July Holiday
9/6/21	Labor Day
9/23/21	No Classes-High School Sponsored Evening Event
10/13/21	No Classes-High School Sponsored Evening Event
10/11/21	Columbus Day
10/28/21	No Classes-High School Sponsored Evening Event
11/11/21	Veterans Day
11/24-11/26/21	Thanksgiving Recess
12/23-12/31/21	Holiday Recess
1/17/22	Martin Luther King Jr Day
2/21-2/25/22	Winter Vacation
3/24/22	No Classes-High School Sponsored Evening Event
4/7/22	No Classes-High School Sponsored Evening Event
4/15-4/22/22	Spring Vacation
5/18/22	No Classes-High School Sponsored Evening Event
5/30/22	Memorial Day

Upper Cape Technical School
Adult Education Tuition and Fees

Tuition

EMT \$1250 (textbook, uniform, certification exam fee not included)

Nurse Aide Training \$999 (textbook, uniform, certification exam fee, and gait belt not included)

Medical Assistant: Clinical (textbook not included)

Part 1 \$1,500

Part 2 \$1,000

Part 3 \$1,000

EKG Technician \$650 (textbook not included)

Phlebotomy Technician \$1999 (textbook, uniform, certification exam fee not included)

Medical Billing & Coding \$1100 (coding books not included)

Veterinary Assistant \$450 (textbook not included)

Pharmacy Technician \$2000 (textbook not included)

TECHNICAL TRADES

Electrical Technician\$499/525 semester (code book not included)

Journeyman Plumber\$525/550 semester (code book not included)

Municipal Wastewater\$499 (textbook not included)

MA Unrestricted Construction Supervisor License \$399 (textbook not included)

AutoCAD \$299

OTHER CERTIFICATES

REAL ESTATE \$475 (textbook not included)

Culinary Certificate \$59/course (cooking supplies & Certification fees not included)

Nail Technician \$1,376 (includes textbook, nail kit and exam book)

FEES

\$15 Registration Fee

\$15 Reissue of Certificate

\$ 25 Withdrawal Processing Fee