

ACADEMIC DEPARTMENT

The purpose of the academic department is to prepare students to enter the workforce and/or further educational opportunities. **All students are expected to reach the 12th grade level in reading and math by the time they graduate** and increase their Effective Functional Level (EFL) in both reading and math skills. This will only help each graduate later in life and is especially important.

Academic Classroom Dress Standards:

1. Trade uniforms will be worn during class time. Any time a uniform is worn, the shirt must be tucked in regardless of time of day.
2. Pants must be appropriate in size and worn at the waist at all times. Belts must be worn at all times with clothing that has belt loops. Belts must fit the waist.
3. No trade hats, headgear, personal electronics of any kind with the exception of center issued laptops which may be used at the discretion of the instructor.
4. Shoes are to be neat, clean, laced and tied, and free of graffiti or markings.
5. Gloves in class are not permitted.
6. Jackets may be worn but must remain unzipped inside buildings. Any clothing that can not be fully unzipped must be worn underneath the trade uniform shirt or removed upon entering a building.

TABE (Test of Adult Basic Education)

During the Career Preparation Period, students are assessed on literacy (reading) and numeracy (math) skills. These tests are done on a computer and are timed. It is very important that students take these tests seriously as placement in training and academic programs are based on the scores attained. Students who arrive with high school diplomas and/or GEDs may be scheduled to academic classes to ensure continued improvement in TABE scores throughout enrollment. The objective is to get every student to the highest Educational Functional Level (EFL) – level 6.

Literacy & Numeracy Classes

All students requiring instruction in academics will be assigned to a class relative to their TABE scores. Typically, students will complete a course of instruction within their literacy and/or numeracy class, or both, and be rescheduled to complete a follow-up TABE test, after 60 hours of instruction in a TABE course. This instruction is mostly through academic

classes and also through the Evening/Weekend Studies Program if you are in a hurry and/or have the need for more instruction. Improvement in TABE scores will result in a new goal, class or completion of literacy or numeracy once the maximum Educational Functional Level (EFL) is reached, whether or not the student has a high school diploma.

TABE Incentive

Specific incentives and rewards will be available to students throughout their enrollment to acknowledge and reward positive performance, positive behavior and progress in academic courses. Since these incentives change as students' needs change, they are posted separately in the academics building and announced to students.

ELL Class

If a student scores below a third-grade level on the TABE literacy test and his/her primary language is not English, they will be provided support in an English Language Learner class during the 2nd week of the CPP phase. Students will have the opportunity to attend his/her ELL scheduled classes off center through Kentucky Skills U. (JCTC Partnership)

This class helps students with foundational literacy skills including: reading, writing, listening and speaking as well as providing support in trade and other academic classes.

HSE/HSD (High School Equivalency Diploma) Classes

Students interested in obtaining a diploma will be placed in a HSD class once his/her TABE scores meet the entry qualifications for either a Penn Foster High School or Eminence High School Diploma. Transcripts are evaluated from prior high schools to ensure that as many credits as possible can be transferred.

- Penn Foster is an accredited high school in Pennsylvania, accredited by the **Commission on Secondary Schools of the Middle States Association and the Council of Accreditation and School Improvement** and is approved by the U.S. Department of Labor and the U.S. Department of Education. Penn Foster is considered as a Tier I school, the same as all other brick and mortar high schools in the country.
- Eminence Independent High School, a local school district that is accredited by Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). Two Eminence staff are on center and conduct an online program using the program Edgenuity— there are some age limitations and

initial TABE scores and previous high school credits are usually a criteria for this program. This diploma is the same as those that attend the actual high school. Once work begins in this class, students are assessed on the HSE test readiness with Official HSE Practice Tests (OPTs). Based on successful passing scores on these practice tests, or “predictors,” students are scheduled for the official HSE exam.

HSD online programs are self-paced, based on how fast and hard you work to get your diploma – we make sure you work 100% of the time to 100% of your potential, but you can do independent study and extra homework to get ahead.

To obtain a GED, students must pass four subject tests: math, reading, social studies and science. To pass the test, students must:

Obtain a minimum score of 145 in each test area. There are three score levels that can be earned.

- a. 145 – 164: Pass/High School Equivalency
- b. 165 – 174: College Ready
- c. 175 – 200: College Ready + Credit – some colleges will credit three credits for math, three credits for science, three– credits for social studies and one credit for humanities classes with college ready scores.

Evening and Weekend Classes

The goal of the Evening/Weekend Studies Program is to create a positive culture and to send a clear message that achievement in both academics and career technical training is expected to be the students’ focus. A Job Corps expectation is that all students are exposed to and participate in activities that promote life-long learning. The Evening/Weekend Studies Program is for students to speed their skills achievement for TABE, Career Technical Training and High School Diploma course work. The schedule for evening classes is Monday thru Friday from 3:15-4:15 pm. Students assigned to evening and weekend classes will have their attendance monitored by staff.

Driver’s Education

Students will have the opportunity to obtain a learners permit and driver’s license. Each student must have their original birth certificate and social security card. Also, if you are a minor (16-17 years of age), you must have a parental permission form signed by parent or guardian.

What are the Career Success Standards?

The way we prepare young people for the workforce has changed during Job Corps' 45+ years. With the growth of technology and its impact on education in the workplace, and the surge in various high-growth industries, it continuously creates new opportunities to learn and grow.

Job Corps is responding to this opportunity with the Career Success Standards (CSS), a set of **eight** behavioral expectations in the areas of employability, social development, and independent living skills.

The Career Success Standards are:

Standard	Definition
Workplace Relationships and Ethics	The student will leave Job Corps with the ability to productively interact with co-workers and deal with problems and situations with honesty, integrity and responsibility.
Communications	The student will leave Job Corps with the ability to listen actively, follow directions and communicate with others to solve problems and accomplish tasks.
Personal Growth and Development	The student will leave Job Corps with the personal skills, attributes and behaviors that foster confidence and drive for life-long growth.
Interpersonal Skills	The student will leave Job Corps with the ability to get along with others and adjust to a variety of social and professional situations.
Information Management	The student will leave Job Corps with the ability to interpret and evaluate data, organize and maintain information, and use technology to perform work.
Multicultural Awareness	The student will leave Job Corps valuing diversity, practicing cultural sensitivity and able to work with people of different backgrounds and cultures.
Career and Personal Planning	The student will leave Job Corps with his/her My Pathway to Achieving Career Excellence (MyPACE) Career Plan and a completed Pathway Achievement Record (PAR), fully prepared to transition to his/her mid-term goal and to effectively access resources and services that will assist him/her in making a successful transition.

Independent Living	The student will leave Job Corps capable of finding, managing and utilizing the resources needed to maintain employment, satisfy physical and emotional needs, and lead a productive life as an independent adult.
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What do the Career Success Standards mean to you?

- They promote a standard of conduct that is expected on center and in the workplace.
- They assist you to identify and change those negative behaviors that will reduce your chances of succeeding in the workplace.
- They develop guidelines of appropriate behavior for the center that can be modeled, learned, and reinforced for the workplace.
- They develop a sense of self control and self-discipline that makes it possible for you to get a job, keep it, and move up the career ladder.
- They develop a professional standard of dress, personal appearance, and cleanliness.
- They teach you skills needed to live and work together with others.
- The standards help the center in maintaining a Positive Center Culture.

What hands-on activities are available to practice the Career Success Standards?

- All students are introduced to the eight career success standards during the Career Preparation Period (CPP). Each standard is introduced, discussed, and students given an opportunity to demonstrate the standard. At the end of the CPP, students are given a quiz to test their knowledge of the standards.
- Students are administered the CS SET survey during CPP to determine their level of current knowledge for each standard.
- A standard may be introduced at the student business meeting. A special activity specific to that standard is designed for all staff and students to participate in.
- Special groups are conducted by the counselors to help students strengthen their Career Success Standards.
- The Career Success Standards are reinforced during the Evaluation of Student Progress (ESP) every sixty days.