

Welcome!

Welcome to Tri-County OIC. Thanks for choosing OIC to help you achieve your academic and vocational goals. The OIC staff is here to help you meet your goals by providing high-quality instruction, academic and vocational guidance, and pupil support services. After you read this handbook, if you have any questions about the policies, services, or benefits that we offer, any staff member will be glad to answer your questions. We are here to help you.

Our Mission

Tri-County Opportunities Industrialization Center's mission is to deliver education and job training services that are high quality and learner-focused, by capitalizing on the experience of our staff, the support of our partners, and the resources of our community. OIC offers hope, opportunity, and achievement by providing academic remediation, pre-skills training, work readiness, and career pathway development.

- At OIC, we believe in the right of every person to live a life of dignity and self-respect.
- At OIC, we offer every person the opportunity to begin to claim that right.
- At OIC, we train people for life.

Nondiscrimination Policy

Tri-County OIC does not discriminate based on 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. We are committed to providing an exclusive and welcoming environment for all our students.

Privacy Statement

Tri-County OIC values individual privacy and protects information you share with us. We use your information to identify and remove barriers that affect participation and success in school activities. We may share your information with other staff, referral agencies, and government agencies that supply support services and resources to help you meet your goals.

OIC Programs

Adult Basic Education (ABE)

If you are a student in adult basic education classes, you will work to improve your reading, writing, and math skills so that you can transfer into higher-level classes that help you prepare for the GED or HiSET secondary credential. In adult basic education classes, you may work in small groups, on a one-on-one basis, or in a larger classroom supported by a teacher, tutor, or facilitator. Your instructors will use computers and textbooks to create blended instruction matched to your learning style.

Adult Secondary Education (ASE)

If you are a student in adult secondary education classes, you will prepare to take the GED or HiSET tests. Group and individual instruction will provide you with the higher-level academic skills you need to pass these exams. You may also be preparing to transition into employment, skills training, or higher education. The adult secondary education classes also include instruction in work readiness skills, financial literacy, and computer assisted learning.

English as a Second Language (ESL)

If you are a student in ESL classes, you will improve your English language skills in reading, writing, and speaking. These classes are taught at different levels. You will be put in a class with students who are at your same level. When you improve your English language skills, you may enter a higher-level class, prepare for skills training, or look for employment.

Distance Learning (DL)

If you are not able to attend classes at an OIC site, you might want to think about distance learning. The distance learning project is designed for students who are not able to attend classes but would still like to learn. There are many reasons why students choose distance learning. You may have trouble with transportation and cannot make it to class. Your work schedule may prevent you from attending regularly. You may have personal or family issues that stop you from coming to class. While the distance learning program is not for everyone, the OIC counselor will help you decide if it is right for you.

Supplemental Distance Learning (SDL)

If you participate in supplemental distance learning, you will use computer-assisted learning to get more practice on the skills you are learning in the classroom. Supplemental distance learning does not take the place of classroom instruction and uses web-based learning tools to support your academic goals. Everyone can use supplemental distance learning at home or at school. Your teacher will help you get started.

Road to Success

Partnering with the United Way of the Capital Region, OIC helps students who are unemployed or underemployed obtain career pathway jobs in high-demand areas. Working with employer partners, the Road to Success counselor will strengthen your work readiness skills. When the Road to Success case manager finds you a job with an employer partner, you may be eligible for free childcare, transportation, and case management services to help you stay employed.

Adult Learning Center (ALC)

Located in downtown Harrisburg, the Adult Learning Center is a satellite location of Tri-County OIC. If you attend the ALC, you will receive more individualized instruction. You may qualify for a tutor or small group instruction. The Adult Learning Center uses professional facilitators to guide you through your instruction.

OIC Services

Academic and Career Pathway Counseling

OIC offers counseling to help you meet your academic and vocational goals. The counselor will help you identify and remove barriers that may prevent you from achieving those goals and assist you in developing a career pathway that leads to skills training, continuing education, or employment. Your counselor can meet with you during regular school hours or by appointment.

Pearson Vue GED/HiSET Testing Center

OIC is an official Pearson Vue GED testing center. OIC is also an official HiSET testing center. The GED and the HiSET testing center is offered as a service to our students, as well as to the public. While GED testing is offered only by appointment, HiSET testing is generally offered biweekly. For more information about the testing center, talk to your instructor or your counselor.

Reentry Services

OIC understands and addresses the challenges that face adults who have been involved in the criminal justice system and are looking to make a successful transition back into the community. Our reentry services help returning citizens create a career pathway in high-demand skills training areas. If you participate in our reentry program, you will receive enhanced counseling and pupil support services. The reentry staff will help you set realistic and attainable goals. OIC partners with many community agencies to provide support to help you become a better worker, a better family member, and a better community member.

Credentials/Certificate Training

If you are enrolled in classes, you may be eligible to earn a stackable credential or training certificate. The stackable credential or certificate of training demonstrates to a potential employer that you have learned a specific set of skills or have met state or nationally recognized proficiency standards. OIC offers credentials for ServSafe, industrial truck operator (forklift training), customer service training, and computer literacy. The credentials that are offered are subject to change based on available funding. You should see your counselor if you are interested in credentials training.

Policies and Procedures

Student Conduct

Students who attend OIC should become familiar with and adhere to OIC policies, procedures, and rules of conduct that guide our agency and are considered socially responsible.

OIC maintains a safe learning environment. Any behavior that prevents students from learning is unacceptable and will result in appropriate discipline.

OIC classes and other student services are conducted in a safe, secure, and respectful environment.

Attendance

You are expected to arrive at your class or counseling appointments on time and to follow your schedule as presented. If you know that you are going to be late or absent, you should give your teacher as much advance notice as possible. Talk to your teacher or counselor to find out how to communicate with them if you are going to be late or absent from class.

Drugs and Alcohol

OIC maintains a drug- and alcohol-free learning environment. The use of controlled substances is inconsistent with the behavior expected of students. The unlawful manufacture, distribution, possession, sale, or use of a controlled substance on or around the property is prohibited. Anyone coming to school or classes under the influence or odor of alcohol or any other controlled substances will be subject to disciplinary action including termination from the program.

Grievance Procedure

Grievances are concerns, problems, or complaints that you raise about instruction, services, classmates, or any other issues that you feel are adversely affecting your ability to learn in a safe, supportive environment.

If you have a grievance, you should first bring it to the attention of any staff member who will listen to your grievance and try to resolve it.

If your grievance is not resolved within two school days, you have the right to seek out a school counselor, instructor, or supervisor to hear your grievance. If possible, you should put your grievance in writing.

If your grievance remains unresolved, you will be given information on how you can appeal your grievance to management or to a member of the OIC Board of Directors.

Computer Use

Computers and related hardware and software are the property of Tri-County OIC. Use of OIC computers is a privilege. OIC reserves the right to inspect all files and history stored on OIC computers. You are responsible for your actions and activities when using OIC computers, network, and Internet services.

The rules listed for the use of computers are intended as general guidance and examples of allowable and prohibited uses of the computers. The rules do not attempt to describe every possible allowable or prohibited activity.

Access

These rules apply to all school computers and all school-provided laptops wherever used and all uses of school servers, Internet, and networks regardless of how they are accessed.

Acceptable Use

- Computers, network, and Internet services are provided for educational purposes and research consistent with OIC's educational mission, curriculum, and instructional goals.

- You must comply with all OIC policies, school rules, and expectations concerning student conduct and communications when using school computers, whether on or off school property.

Unacceptable Use

- accessing or communicating inappropriate materials
- illegal activities
- violating copyright or software licenses
- plagiarism
- use for non-school related purposes
- misuse of passwords or unauthorized access
- malicious use or vandalism
- avoiding school filters
- unauthorized access to blogs or social networks

Bad Weather/Closing Policy

You can find out if OIC is officially closed by visiting the OIC website www.tricountyoic.org. For weather related closings, refer to school closings under “Dauphin County” on WHTM, broadcast Channel 27, Comcast Channel 9, Verizon Channel 10, or abc27.com/closings. Look for “OIC Adult Learning Center.”

Holiday Schedule

OIC is closed for observance of these holidays:

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| ● New Year’s Day | ● Labor Day |
| ● Dr. Martin Luther King, Jr. Birthday | ● Indigenous American’s Day |
| ● President’s Day | ● Veteran’s Day |
| ● Good Friday | ● Thanksgiving Day |
| ● Easter Monday | ● Thanksgiving Friday |
| ● Memorial Day | ● Christmas Eve |
| ● Independence Day | ● Christmas Day |

Assessment Policy

As an OIC student, we measure your progress by testing the knowledge and skills that you have gained in class. The Pennsylvania Department of Education requires that we use approved standardized tests to measure your skill gains. You will be given these assessments at benchmark periods during your training. You may be required to take these assessments to continue attending classes.

Evacuation and Fire Drill Policy

You may be asked, on occasion, to participate in fire drills and mock evacuations. Please follow the guidance of OIC staff and the evacuation plans posted throughout the building.

General Student Information

- If you have an F-1 visa, you are not eligible to enroll in Tri-County OIC classes.

- OIC's Maclay Street phone number is 717-238-7318.
- You can submit any questions or concerns to info@tricountyoc.org.
- OIC is a smoke-free building. There is no smoking inside the building or on school property.
- Ask permission to use a school telephone.
- Do not use cell phones in the classroom other than for academic purposes.
- Tell your teacher or counselor if you have learning differences and need additional learning support.
- Tell your counselor or teacher if you have a medical condition that might require special attention while you are at school.

COVID-19 Student Policies

As a student, we need your help to maintain a safe and healthy environment for everyone. If your classes are at the main OIC location at 500 Maclay Street, or at a different location, you can have a safe learning experience by following all the safety procedures for your location. The safety precautions for each location may be different. Please check at the front desk or with your teacher to learn and understand what precautions you are asked to take.

Because of our concern for your safety and the safety of others you may experience some minor inconveniences such as signing in at the front desk, submitting to temperature checks, wearing facial masks, avoid gathering in groups, and using hand sanitizer frequently. Other precautions will be listed throughout classrooms and common spaces.

To maintain social distance, OIC may reduce the number of students at any given time in a classroom. To make sure that we can instruct as many students as possible, we offer blended instruction. Blended instruction combines face-to-face classes you take at school with remote classes that you do at home or away from school. You can speak with your teacher or counselor to learn more about how to participate in blended learning.

As these policies and procedures change your teachers will keep you informed. Please feel free to ask if you have any questions about the policies or suggestions for improvements.

Stay Safe and Keep Learning!