

*International
Polytechnic
Institute*



*Sign up for
Classes!*

General Catalog

2011-12

2320 M.L. King – Calexico, CA 92231- (760) 357-2995

Table of Contents

PERSONNEL	
Welcome	3
Board of Trustees.....	4
Staff & Faculty.....	5
Personnel Qualifications	6-7
IPI CALENDAR	7
GENERAL INFORMATION	
History of IPI.....	8-9
Our Mission	9
Fees and Tuition	10
Financial Assistance	11
Refund Policy.....	11-12
Verification Policy	
STUDENT EXPECTATIONS.....	13
INSTRUCTIONAL FACILITY.....	13
REGULATIONS	
Admission Requirements.....	14
Dropping Students.....	14-15
How to File a Complaint.....	15
Rules and Regulations	15
Safety Practices.....	15-16
Sexual Harassment Policy	16
Student Records: Privacy and Rights Policy.....	16
Student Responsibilities.....	17-18
Suspension and Dismissal	18-19
Student Civil Rights	19
GRADUATION REQUIREMENTS	19
TRANSCRIPTS.....	19
GRADING SYSTEM.....	19
SERVICES	
Counseling.....	20
Student Support	20
Job Search Assistance	20
Contacts For More Information	21
COURSES.....	22

Personnel



International Polytechnic Institute Welcomes You

Welcome to the International Polytechnic Institute, for more than 40 yrs the Calexico Community Action Council, Inc., has been a community gathering place where residents learn information regarding how to enhance their “quality of life” issues, such as low-housing, employment, senior housing, education. Now with IPI they can gain life changing skills through vocational training. IPI has helped hundreds of students/adults further their education and vocational training to make a smooth transition into the workforce.

The administration, faculty and staff of IPI are prepared to assist you in achieving your educational goals. Our classes are designed for people seeking better employment or counseling to further their education and employment needs.

This catalog details the variety of programs and opportunities available to those who enroll in our institute.

Please join us for what could be a life changing experience; we are ready to serve you.

Enrique G. Alvarado
CEO

Board of Trustees

Joe Medlock, Chairman
Antonio Jimenez Vice- Chairman
Raul Coca Treasurer
Ismael Perez, Secretary
Joe Vindiola, Member

Enrique G Alvarado
CEO

The governing board is made up of five members', all from the public and private sector of our community. Members are actively involved in the community and serve four-year terms. Officers are elected twice a year; officers include the Chairman, Vice-Chairman Treasurer and Secretary. The board meets the first Monday of each month in which CCAC/IPI projects vision and goals are discussed. Members of the board make nominations for new board member as vacancies occur. The membership as a whole votes for new members which must be elected by no less than 50% of those members present.

Governing board's responsibility include developing and implementing policy for CCAC/ IPI training, review and make financial decisions, discuss local community projects, guide Executive Director to reach CCAC and IPI goals, and monitor policy implementation and results. The governing board monitors the development and implementation of goals.

To obtain optimum goal results, the board of directors has implemented monthly school staff, administration, and board member meetings to communicate ideas, concerns, and projects.

Full-Time Staff & Faculty

Enrique G. Alvarado
CEO

Raul Coca
Procurement & Logistics

Melissa Leon
Office Manager

Part-Time Staff & Faculty

Dr. Arturo Santoyo
Director Curriculum

Anna O'campo
Financial Aid Director

Sandra Montiel
Accounting Department

Arturo Juarez
Program Instructor

Robert Castillo
Program Instructor

Victor Diaz
ESG Instructor

Carmen Gonzalez
Ability to Benefit Administrador

Vero Hernandez
Support Staff

Beatriz Padilla
Support Staff

Personnel Qualifications

Enrique G. Alvarado, School Administrator

- ❖ Director, Bureau of Private Postsecondary and Vocational Education Certificate
- ❖ Master Trainer, National Center for Construction Education and Research
- ❖ Masters in School Governance Certificate, CSBA
- ❖ Federal Student Aid Fundamentals of Title IV Certificate, US Dept of ED
- ❖ US Dept of Labor, OSHA Outreach Trainer, General Industry and Construction
- ❖ Calexico Unified School District, Board of Trustees (2004-08)
- ❖ Calexico Unified School District, Maintenance and Operations (20 years)
- ❖ High School Diploma

Raul Coca, Procurement & Logistic/Master Trainer/ Instructor

- ❖ 20+ yrs of experience
- ❖ United States Department of Labor OSHA Outreach Trainer
- ❖ NCCER Master Trainer

Melissa Leon, Office Manager/ Registrar

- ❖ 8+ years of Administrative experience
- ❖ Public Relations, San Jose State University
- ❖ Powers to Arrest Guard Card Permit
- ❖ High School Diploma

Dr. Arturo Santoyo, Curriculum Director

- ❖ 30+ yrs as Professional Manager/Educator
- ❖ B.A., Cum Laude
- ❖ M.A.E Counseling & Guidance
- ❖ Graduate Studies, Adult Education
- ❖ Graduate Studies, Special Education
- ❖ Graduate Studies, School Administration
- ❖ Doctoral Candidate, Curriculum & Instruction
- ❖ Ed.D, School Administration
- ❖ High School Diploma

Anna O'campo, Financial Aid Director

- ❖ 26+ years of Financial Aid Experience
- ❖ Imperial Valley College, Psychology
- ❖ High School Diploma

Sandra Montiel, Accounting Department

- ❖ 17+ years of Accounting & Tax experience
- ❖ Accounting Technician Certificate, Imperial Valley College
- ❖ Accounting, UABC
- ❖ High School Diploma

Arturo Juarez Rodelo, Program Instructor

- ❖ 25 + years of Teaching experience
- ❖ Teachers Credential State of California Commission on Teacher Credentialing

Robert Castillo, Program Instructor

- ❖ 15 + years of Teaching experience
- ❖ Teachers Credential State of California Commission on Teacher Credentialing
- ❖ UCSD Extension
- ❖ A.A. ITT Tech

Victor Diaz, Program Instructor

- ❖ 3+ Years of teaching experience
- ❖ Career Technical Edu. State of California Commission on Teacher Credentialing
- ❖ EPA Certified
- ❖ General Journeyman Electrician Certification

Carmen Gonzalez, Ability to Benefit Administrator

- ❖ 17+ years of experience
- ❖ B.A. Psychology, San Diego State University

Veronica Hernandez, Support Staff

- ❖ High School Diploma

Beatriz Diaz, Support Staff

- ❖ Electrical/Electronic Equipment Installation and Repair Certificate, International Polytechnic Institute
- ❖ High School Diploma

IPI Calendar

2011

January	17	Monday	M.L. King Jr. Birthday
February	21	Monday	Presidents Day
April	1	Friday	Cesar Chavez Day
April	22	Friday	Good Friday
May	30	Monday	Memorial Day
June	30	Thursday	Fiscal Year Ends
July	4	Monday	Independence Day
September	5	Monday	Labor Day
November	11	Friday	Veterans Day
November	24-25	Thu/Fri	Thanksgiving Break
December	26-30	Mon-Fri	Christmas Break

2012

January	2	Monday	New Years Day Observed
January	16	Monday	Martin Luther King Day
February	20	Monday	Presidents Day
April	16-13	Fri-Fri	Spring Break
April	30	Friday	Cesar Chavez Day
May	28	Monday	Memorial Day
June	30	Saturday	Fiscal Year Ends

General Information

History of IPI



In 1968, a group of concerned citizens sets in place the preliminary foundation for the **Calexico Community Action Council (CCAC)**. Recognizing that 42.8% of Calexico's population lives in substandard housing, their foresight identify a need to organize and address this unacceptable community void. Thus, in 1969, the incorporation of the Calexico Community Action Council occurs. CCAC's early mission statement is and remains, but is not limited, to providing housing and creating job for Calexico's low-income persons and families. Additionally, authorization allows the CCAC provisions for educational and social services to low-income families, and when possible, donate to organizations deemed worthy, especially those concerning youth. For forty-three (43) years, the CCAC, a 501 (c) (3) non-profit organization, enthusiastically embarks on many ventures benefiting the community. Satisfying community needs and filling critical voids concerning human well-being remains a central point of mission priorities.



In 1976, the CCAC directs its efforts towards the latter part of its mission statement: the creation of jobs in Calexico. To this end, the CCAC acquires seventy-eight (78) acres of land, with funding from CCAC and a feasible grant award from the State of California provides for developing the **Calexico Industrial Park (CIP)**. The CIP *Pilot building's* first application is to provide incubator spaces for start-up businesses. The CCAC still owns and operates the pilot building.

In 2002, the Calexico Community Action Council (CCAC) initiated a Vocational Training program in the building trades. At that time, we realized the need for Imperial County to have a "skilled-labor workforce" in the construction field. These trainings would enable our unemployed, displaced farm worker, single parent, young adults and those hard to serve residents with an opportunity to acquire the skills needed to obtain a good paying job. By doing this, we could help them achieve "self-sufficiency" and pursue the "American Dream" of saving money to purchase a "home" in the future. We got the programs running, worked out the "kinks" and started polishing up the programs.



Our Training programs were a success, graduating hundreds participants as "entry-level apprentices." They trained in Electrical, Carpentry, Plumbing, HVAC, Painters, Dry Wall and Landscaping, with a 75% placement. Even though we had a national accreditation with our affiliation with National Center of Construction, Education and Research (NCCER), we decided to pursue a more recognized accreditation, enter the **Western Association for Schools and Colleges, (WASC)**.

Determined to provide effective high quality education and vocational training, CCAC decided upon receiving the new accreditation from WASC in 2007, to change the school's name to "**International Polytechnic Institute**". Our school students are made up of adults from various backgrounds and ethnicities including Anglo, Hispanic and African American ranging from 18 years and older. We can provide training in other areas such as: ESL, life skills and job readiness. Due to the importance of obtaining positive student learning, IPI has included job search, resume writing, and hands-on experience to the training curriculum to provide high quality training.

To ensure that students attending IPI programs receive a well-developed education and training, instructors have to meet strict criteria set by WASC, NCCER, and any other accredited institution. Our instructors must be properly credential by the California Dept. of Education in their field. Besides having the technical knowledge and trade experience, instructors must satisfactorily pass a training course offered through the National Center for Construction Education and Research specifically designed for instructors.

During this process of change we have included new partnerships to better enhance IPI's mission:

North American Board of Certified Energy Practitioners (NABCEP), San Diego County Office of Education (SDCOE), National Center for Construction Education and Research, NCCER), OSHA (Dept of Labor), U.S. Dept of Education Financial Student Aid Program (FSA), Association of Classroom Teacher Testers (ACTT).

Our Mission

The mission of the International Polytechnic Institute (IPI) is to provide an educational environment in which students feel safe, secure and unlimited in pursuing learning experiences to their maximum potential. We are committed to providing students with the encouragement and educational opportunities to prepare them to become productive members of society. To this end we are dedicated in providing an educational environment where students are challenged, excellence is expected, and differences are valued. IPI is committed to provide a quality educational environment, responsive to the needs of our diverse student population in preparing for gainful employment. We are committed to preparing students to compete in a challenging job market and/or proceed to higher education.

Fees and Tuition

Cost of Attendance for Electrical/Electronic Equipment Installation & Repair

Cost of Attendance: \$7,000.00

This includes: Books, Software, Test, Certifications

All school materials, equipment/ supplies for school use in program Hand tools, Power Tools, Bending Machines, Connectors, Paper, Calculators etc.

**Students must provide safe clothing and safety shoes that are not covered by the program cost.*

**Students must provide their own housing, transportation and meals.*

**Students at the end of program will need to purchase tools (where ever they want) necessary for employment after program (we can provide a list to students).*

Financial Assistance

The Financial Aid Department is accessible to all students for assistance. Appointments can be made for financial assistance regarding Financial Aid policies, procedures and eligibility.

- U.S. Dept of Education Federal Student Aid (FSA, for those who qualify)
- State Department of Rehabilitation Voucher
- CCAC Grants

Refund Policy

RETURN POLICY OF TITLE IV FUNDS:

1. The amount of federal financial aid assistance that a student earns is determined on a pro-rate basis. Once a student has completed more than sixty percent (60%) of the payment period, all financial aid assistance is considered to be earned. Federal financial aid assistance includes: Pell Grant, Supplemental Opportunity Grant (SEOG).

2. For students who completely withdraw from school before more than sixty percent (60%) of the term has been completed or who do not officially withdraw and receive all failing grades for the term, the Title IV Return Policy goes into effect.

3. The withdrawal date is defined as the actual date the student begins the institution's withdrawal process, the student's last date of an academically related activity, or the midpoint of the payment period for a student who leave without notifying the institution.

4. When a student receives federal financial aid in excess of earned aid, the student's repayment obligation is determined after the school's share is calculated.

The school returns the lesser of:

- the amount of Title IV funds that the student does not earn, or
- the amount of institutional charges that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned.

The student:

- is responsible for all unearned aid that the school is not required to return.
- may not have to return the full initial amount because a student does not have to return the full amount of any grant repayment due
- pays any loan funds in accordance with the terms of the promissory note, that is, scheduled payments to the holder of the loan over a period of time
- must make arrangements with the school to return the funds for any grant amount the student has to return which is considered to be a grant overpayment

5. The student is billed for funds IPI is required to repay. Accounts not paid within 45 days are turned over to a collection agency.

Note:

--If student is receiving Title IV funding (F-Aid) refund will be sent to Federal Student Aid (G5) without students consent.

REFUND POLICY FOR NON-FINANCIAL AID STUDENTS:

Ex: tuition \$7,000.00 – 900 hr course

1. After the 1st day of class & during the 1st 10% (90hrs) of the period of financial obligation, the institution shall refund at least 90% (\$6,300) of the tuition. Institution stays with \$700.
2. 11-25% (225hrs) of the period obligation, institution shall refund at least 50% (\$3,500) of the tuition. Institution stays with \$3,500.
3. 26-50% (450hrs) of the period obligation, institution shall refund at least 25% (1,700) of the tuition. Institution stays with \$5,250.
4. After 51% (after 459hrs) of period obligation, institution will retain all (\$7,000) of the tuition.

IMPORTANT:

The student has a right to a full refund of all tuition charges within 30 days of the last day of attendance less the amount of \$100 for the enrollment fee if he/she cancels this agreement prior to or on the first day of instruction.

- If a bank is paying for student's tuition, refund will be given to the bank not the student

- If the school cancels a course the student will receive 100% of the tuition and fees collected.

Student Right to Cancel: The student has a right to a full refund of all tuition charges less the amount of \$100 for the enrollment fee if he/she cancels this agreement prior to or on the first day of instruction. You may cancel this agreement by providing a written notice or notifying.

Student Expectations

International Polytechnic Institute is designed to promote an educational environment for anyone over the age of compulsory school attendance in which after satisfactory completion, students will have obtained four valuable skills.

1. Life Skills:

- Acquire self-sufficiency through training and educational awareness
- Attain critical and analytical skills to make decisions
- Value and respect differences and cultural diversity

2. Job Employment Skills:

- Use effective job search techniques through well written resumes, internet research, and employer contact
- Plan and achieve career goals
- Promote the importance of lifelong learning to improve quality of life

3. Career Technical Skills:

- Demonstrate occupational competencies by demonstrating knowledge on learned trade
- Capacity to undertake employment, based on construction trade training
- Use of trade machinery and tools
- Ability to understand the importance and utilize occupational safety codes and standards

4. Workplace Ethics and Behaviors:

- Articulate ideas clearly to employer and coworkers.
- Work independently as well as reach goals through team involvement in a diverse workplace
- Acquire work behavior: punctual, reliable, responsible, and ethical

Instructional Facility

Typical classroom setting is approximately 1000 square feet in an open class room setting. The instructional facility allows IPI to allocate space for student lectures and lab activities. Classrooms are climate controlled and have a maximum occupancy of 25 students. The instructional facility is equipped with student seating for lectures, multimedia equipment to accompany course instruction, and work based lab simulators designed to provide trade specific experience. Storage for appropriate instructional material (i.e. tools, materials and equipment) are included in the class. Parking is available for students on site.

Regulations

Admission Requirements

1. IPI's training is available to anyone over the age of compulsory school attendance and wants to learn a skill for job placement. Staff members will also determine if the student applicant needs complementary training, and if eligible for some form of financial aid under one of CCAC's/IPI funding sources.
2. High School Diploma, GED, Preparatoria (must be certified that credential meets a minimum High School level), or equivalent or ATB Passing Score

Ability to Benefit - Test Procedures

If student does meet any of these educational requirements the student may make arrangements with Registrar to utilize The U.S. Department of Education's provision and take a "Ability to Benefit" (ATB) exam.

"Please note by taking this ATB exam and passing it, only lets you to be able to participate in the training program. This is not a High School Diploma or GED Certificate equivalency exam."

- *Student must make an appointment to take exam at least 3 weeks before orientation date*
- *Student must adhere to ATB exam date or be placed at the bottom of list for retake.*
- *Student must pass exam with at least a minimum score of "97"*

Those who fail the ATB exam must sign up again to retake exam, the second exam will be different from the first exam.

** IPI does not score the examinations, they are sent to The Association Classroom Teachers Testers (ACCTT) who scores the exams and sends a copy to student and another copy with the list of students who passed or failed to IPI business office.*

ADMISSION REQUIREMENTS PROCESS:

1. Mandatory Orientation, student interview, completed admissions form, school Application, and proper required documentation.

Transfers

International Polytechnic Institute does not allow transfer of students between programs within the institution and/or of students from other institutions. Students must register in to programs as regular enrollments. Transfer credits earned at another institution is not permitted for IPI programs. Exceptions may be made with prior authorization at the discretion of IPI Administration.

Dropping Students

Instructors may drop any student who fails to attend the first class meeting, if the class is at maximum enrollment and other students are waiting to enroll.

Students will be dropped from a class for a lack of a prerequisite.

Instructor must refer any student who has not been in attendance during a period of 3 consecutive calendar days unless an approved leave of absence petition has been filed with Administration

Instructors will refer a student for excessive tardiness. Excessive tardiness is defined as arriving late more than three times after the first two weeks of the semester. If the instructor intends to drop the student after the third tardiness, the instructor shall warn the student verbally and in writing. Following such a warning, the instructor may refer a student to Administration upon the next instance of tardiness.

How to File a Complaint

If you feel that you are being treated unfairly, first discuss the problem with the instructor. If you feel he does not provide relief, please discuss with your case manager. If you feel that you are still not satisfied, fill out an incident report and notify IPI administration in the following order:

1. Instructor
2. Case Manager
3. Office Manager
4. Administrator
5. Executive Director
6. Board of Directors

If grievance issue has not been resolved by the institution you may contact the commission at:

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Phone: (770) 396-3898 or 800-917-2081
Fax: (770)396-3790

www.council.org

Rules and Regulations

- 1) You may be suspended for three days if you fail to notify instructor or Administration of any injury within 24 hours.
- 2) You will be dismissed for being under the influence or possession drugs or alcohol.
- 3) You will be dismissed for stealing, vandalism, or possession of any weapon.
- 4) You may be dismissed for insubordination or disorderly conduct.

Safety Practices

IPI requires their students and staff be working under safe conditions at all times. IPI has a certified OSHA Outreach Trainer on staff, and an Injury Illness Prevention Program (IIPP).

*For additional IPI safety practices please refer to the Injury & Illness Prevention Program Handbook and our Hand book for Safety and Security Reporting Manual

Sexual Harassment Policy

Sexual harassment is not permitted nor tolerated by IPI. Staff attends Harassment Prevention Training throughout the year.

Sexual harassment can be in the form of unwelcome words or actions in some cases of a sexual nature. Most instances involve a man harassing a woman. However, sexual harassment can come in any combination.

Examples:

- Offensive or suggestive comments
- Offensive jokes
- Pressure for dates
- Offensive looks or gestures
- Request that involve threats or insults
- Photos, posters, or drawing of sexual manner displays in the work area.
- Cornering or trapping
- Touching private parts, pinching, grabbing or patting

Note: Sexual harassment need to be reported immediately to any IPI staff.

Student Records: Privacy and Rights Policy

STUDENT ACCESS

Former and currently-enrolled students have the right of access to their records. Student records maintained by IPI include information relevant to admission, registration or services, counseling and guidance, discipline or matters relating to student conduct. Access to his/her own records shall be granted to any student filing a written request with Admissions. Access shall be granted no later than 15 working days following the request and is only released with a signed authorization from student.

ACCESS AND CONFIDENTIALITY

IPI may permit access to student records to any person for whom the student has executed consent specifying the records to be released and identifying the party or class of parties to whom the records may be released. Such consent must be signed and dated by the student, and the recipient must be notified that the transmission of the information to others is prohibited. The consent notice shall be permanently kept with the record file.

IPI is not authorized to permit access to student records to any person without the written consent of the student or under judicial order. IPI administration and faculty have access to student records for administrative purposes but are asked to sign a contracts confidentiality to further protect the privacy of IPI students.

RECORDS OF ACCESS

Each office officially charged with maintaining student records will also maintain a record of access which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate interests. The listing will not include:

- Students granted access to their own records.
- Parties to whom public directory information is released.
- Parties for whom written consent has been given by the student.
- IPI Officials or employees having a legitimate educational interest.

Student Responsibilities

ATTENDANCE

1. All students must report to training on time every day.
2. Students may be dismissed from the program after three unexcused absences. If absent, student needs to call their assigned case manager at 8:00 a.m. on the day of the absence
3. Students may be dismissed from the program after three unexcused tardies; a tardy constitutes being late ten (10) minutes or more.
4. Attendance sheets may not be altered by students. The consequences of altering such documents will be expulsion from training program.
5. Students may make up program hours due to excused absences or leaves of absences; hours must be made up during current year program, after class or during weekends with instructors present.

DRESS AND APPEARANCE

1. All students must dress appropriately for training, hands on experience, and/or community service. Clothing worn should be protective for student's safety.
2. Student dress and appearance must not present health or safety problems or cause disruption to the educational process. Any type of dress, behavior, or practice that creates a dangerous situation, infringes on the rights or safety of others, will not be allowed. Instructor will inform students of the proper dress code. Removal of the item will be requested along with a verbal and written warning, a second occurrence will result in suspension.
3. Inappropriate clothing includes:
 - Open shirts, torn clothing and open toe shoes.
 - Any gang related apparel including headwear, shirts, or accessories
 - Excessive baggy pants
 - Hats or clothing that advertise the use or sale of alcohol or drugs

CONDUCT

Cooperation/Insubordination: Students must show respect for instructors and IPI staff. Students will display cooperation in class by giving an honest effort to meet class requirements. Students are required to identify themselves to any instructors, IPI staff, and IPI Board of Directors during school hours or school sponsored events. Insubordination may result in students being suspended or dismissed from training program.

ALCOHOL BEVERAGES/DRUGS/DRUG PARAPHERNALIA

The manufacture, distribution, sale, possession, use, or being under the influence of the following substances is strictly forbidden:

- Alcohol or any alcoholic beverage
- Illegal drugs
- Any exploitable drug, aerosol, or other chemical substances
- Steroids, human growth hormones, or other performance drugs
- Any drug paraphernalia such as pipes, syringes, or any object considered to used with drugs

Legal use of prescription medicine is not a violation of this policy if student obtains permission from IPI staff to use or possess medication while in school building.

Violation of this policy will result in suspension for a minimum of two (2) days and a referral to Program Manager as well as a referral to an assistance program assessment.

Legal authorities may also be notified when appropriate.

FALSIFICATION/CHEATING

1. Students are subject to suspension for one (1) day and/or dismissed from training program if they falsify signatures on attendance forms or any other document related to the training program.

2. Cheating/copying will result in an automatic zero for the test. A second occurrence will result in dismissal from the training program. Students may not retake test.

THREATS

Threats to instructors/students are not tolerated in any way. A threat is considered as any of the following:

- Threat with weapon
- Verbal/written threat to hurt individual
- Verbal/written threat to damage property
-

EQUIPMENT AND RESOURCES

Media Resources are readily available for student use to enhance the learning process. Equipment is accessible upon permission of Instructor. The safe use of such resources will be further explained during the OSHA outreach training. Media Resources are strictly for school and job related purposes. Personal use is restricted.

VANDALISM/THEFT

1. At no time will destruction, damage, or theft of school property or of student personal belongings will be tolerated. International Polytechnic Institute will seek damages in all malicious destruction or damage to school property.
2. If appropriate legal authorities will be called in. Students caught stealing or committing acts of vandalism can be automatically dismissed from training program without previous written warning.

WEAPONS

There is zero tolerance policy for weapons in school buildings in possession of students, visitors, or IPI staff. Students found carrying a weapon will subject to two (2) day suspension and may be considered for dismissal from training program. A weapon is considered to be:

- Any pocket knife
- Pocket chains
- Pointy objects worn as rings, necklaces, or bracelets
- Any type of gun including toy guns

REPORT INJURIES

1. All injuries shall be reported immediately. An injury report must be filled out by student and signed by student, case manager, and instructor in charge. Students may be suspended for three (3) days if they fail to notify the instructor and/or case manager of a training related injury within 24 hours.
2. Health and safety rules are posted in classroom for your safety. Read and observe them. Your instructor will explain the school's safety policies and procedures.

IMPORTANT: All injuries occurred during training projects or in community service need to be reported immediately to instructor or any vocational training staff. Timely reporting of injuries is important because Worker's Compensation Insurance will cover student's medical expenses for injuries occurred during training.

Suspension and Dismissal

As an adult education facility, students are expected to follow the above policies. Failure to do so will result in action leading up to dismissal from program. The following steps will be taken.

A verbal warning will be given, if student fails to adhere to any policy mentioned in the rules and regulations. IPI staff will automatically present a written warning and hold a

meeting with instructor, case manager, and compliance supervisor. Notes of conduct will be taken and filed in student's file.

Depending on the severity of the behavior or misconduct the written warning will go along a suspension of (one day) if not stated otherwise.

- Suspension count as an absence.
- During suspension, students are responsible to make up testing and classroom material.

Students Civil Rights

There will be no discrimination at International Polytechnic Institute. You will receive equal treatment. You will not be segregated or treated differently from other students because of you race, color, age, religion, political affiliation, beliefs or national origin while you are being registered, interviewed, counseled, tested, working or attending classes as part of this program.

Graduation Requirements

Graduation requirements are established and addressed in each academic/content area. The graduation ceremony is a completed with well-known community leaders as speakers to acknowledge student's commitment, dedication, and accomplishment of educational goals. Graduation ceremony is a planned event in which a banquet is provided to students and their family members and friends to highlight the importance of and educational attainment.

Transcripts

Each student who has an academic record at International Polytechnic Institute is entitled to two transcripts without charge. Additional copies may be obtained for a fee. A student may request a transcript by mailing a written request to admissions or by completing a transcript request form available in Admissions. The office must have the signature of the student before any transcript can be forwarded.

Grading System

STUDENT ACADEMIC POLICY

The grade assigned to each student in a course directly reflects the student's achievement of a specific set of objectives and classroom attendance and participation. A student entering a course assumes the responsibility to master the objectives of the course to the best of his/her ability. Course completion is dependant on a Pass or Fail grading system. An overall course completion rate of 70% (2.0 GPA) or above is required to pass the course.

Student Academic progress is measured by Instructors and administration throughout the duration of the program and is evaluated by IPI Administration upon completion of the first 450 clock hours and once again prior to overall course completion (900 clock hours). Failure to adhere to the academic progress policy may result in the student's dismissal from the program as well as a suspension of fund appropriations to students who are eligible for Title IV funds (Financial Aid). As a result, IPI Administration will first issue a written warning to students. Failure to comply will result in further action by Administration.

IPI does not implement a formal appeals process, if a student is recognized as not meeting satisfactory academic progress but eligibility may be reestablished with prior authorization by the Executive Director.

Services

Counseling

Counselor is available to assist students with all aspects of academic and/or vocational planning. A counselor can assist you with career and vocational decisions. We also provide:

- Transcript evaluation
- Academic and Vocational assessment
- Registration and Enrollment in academic classes
- GED Testing
- Cal Works Counseling
- Personal Counseling
- Scholarship Information
- Academic and Career Assessment
- Guidance Services
- Cal Works
- Workforce Investment
- Scholarship

Student Support

Students can seek our guidance and information in the following areas:

- Career Research
- Family Counseling Referrals
- Develop a Career and Education Plan
- Discover Your Interest and Abilities
- Finding the Right Training or College
- Personal Improvement/Job Skills Videos
- Resume Preparation
- Financial Aid Guidance for Continuing Education
- Any need keeping you from completing your educational goals
- Volunteer Opportunities within the Community
- Local Job Market Information
- Achieving your Educational or Career Goals

Job Search

IPI offers job search services to all students and encourages students in the job search process. IPI will provide techniques on seeking and securing employment. Job search services include assistance with:

- Resume Writing
- Interviewing
- Identifying job openings
- Guidance on dressing for success
- Other job search activities

For more information, forms or documents, contact IPI

Administration at:

2320 M.L. King St.

Calexico, CA 92231

Phone: (760) 357-2995

Fax: (760) 357-2923

Or visit us at our website:

www.ccac-vtc.org

**For Information about National and Program Accreditation, contact
the institution or the**

Council on Occupational Education

7840 Roswell Road

Building 300, Suite 325

Atlanta, GA 30350

Phone: (770) 396-3898 or 800-917-2081

Fax: (770)396-3790

www.council.org

Courses

ACTIVE

Name of Program: ESG

Electrical/Electronic Equipment Installation & Repair

900 hours program

This course prepares the student for work in the various facets of the electrical field by presenting technical knowledge in the classroom, then applying these techniques in “hands-on” applications. Program will teach students the ten (10) Standards of Solar Panel Installation (PV) to prepare for the North American Board of Certified Energy Practitioners (***NABCEP***) examination to become a certified entry level Solar Panel Technician.

INACTIVE

Program	Clock Hours	Cost
<i>Retailing and Retail Operations</i>	900	\$7,000
<i>Business/Commerce General</i>	900	\$7,000
<i>Medical Insurance Coding Specialist</i>	900	\$7,000
<i>Plumbing</i>	900	\$7,000
<i>Painting</i>	900	\$7,000
<i>Building/Property Maintenance & Management</i>	900	\$7,000
<i>Electrical</i>	900	\$7,000
<i>Carpentry</i>	900	\$7,000
<i>Security & Loss Prevention Services</i>	900	\$7,000
<i>Heating & Air Conditioning</i>	900	\$7,000
<i>English (ESL) for College Educated Foreigners</i>	900	\$7,000
<i>Cosmetology</i>	1600	\$10,000
<i>Culinary</i>	900	\$7,000