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WELCOME

On behalf of the entire staff, welcome to the Medina County Career Center Adult Workforce Development Programs. It is our sincere hope that you find your career development program to be both educationally rewarding and a personal growth experience. The staff has the professional responsibility of assisting you to fulfill your educational objectives and you have an equal responsibility to participate fully in a curriculum that has been carefully designed to prepare you for employment in your chosen field.

Our instructors are experienced certified professionals committed to workforce education. They provide students the best training possible to gain entry-level employment and be prepared for advancement at the conclusion of the program.

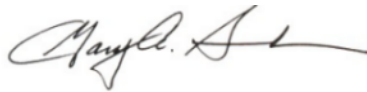
This handbook includes basic operational guidelines pertaining to adult education at the Medina County Career Center. It explains procedures and helps promote an enjoyable and satisfying learning experience. Additionally, this handbook helps promote an efficient and smooth operation for the school system.

Please keep this handbook with you at all times, and refer to it to answer questions as they arise. If an answer cannot be found in the handbook, please consult your instructor or the student services coordinator.

We wish you every success as you pursue your career development objective and endeavor to achieve enhanced personal satisfaction.

If you have any questions or need additional information, please feel free to contact the Adult & Continuing Education Office at 330/725-8461.

Best wishes,



Gary A. Searle, Director
Adult & Continuing Education

PHILOSOPHY & GOALS

MISSION STATEMENT

The vision of the Adult Education Division of the Medina County Career Center is predicated upon joining with citizens, community organizations and businesses, to enhance the standard of living and quality of life for all within Medina County. In this regard we will aggressively and proactively engage with others to provide quality training, career information and solutions appropriate to the needs of our clients and students.

We are committed to organizational excellence, adherence to excellence in academic standards, innovation, creative programming, and equal access and opportunity for all.

Our philosophy is contained in our mission statement which is as follows:

*“To Develop Workforce Skills that Empower
People and Companies to Succeed”*

GOALS

The Adult Education Department believes that its mission is being achieved when there is valid evidence that its educational programs and services make it possible for students to achieve, commensurate with their ability and potential, one or more of the following outcomes:

- A. Obtain student established academic and other educational goals.
- B. Gain entry - level skills in a particular career field and the skills and attitudes to obtain further education and training in that field.
- C. Maintain satisfactory performance of the skills associated with a particular course the student has completed.
- D. Develop enjoyment of the process of learning and commitment to continuous learning throughout one's lifetime.
- E. Strive to achieve an understanding of and the ability to cope with change.
- F. Determine his/her own worth, abilities, potentialities, and limitations.
- G. Develop educational goals specified in individualized educational plans (IEP's).

ACCREDITATION & AFFILIATION

ADULT VOCATIONAL EDUCATION

Medina County Joint Vocational School District's programs are approved by the Ohio Department of Education, Division of Career & Technical Education, for Secondary (high school) and Post secondary (adult) Vocational Education in conjunction with Ohio Board of Regents. Medina County Career Center is also in compliance with North Central Association's Policies and Standards for Vocational Schools and has received full accreditation by North Central Association of Colleges and Schools.

GOVERNING BODY & ADULT EDUCATION ADMINISTRATIVE STAFF

Board of Education

Gary Horton, President – Buckeye School District
Rob Wilder, Vice President – Medina School District
Michael Gannon, Black River School District
Mike Houska – Highland School District
Bonnie Nelson – Brunswick School District
Tom Neumann – Brunswick School District
Mike Schmidt – Cloverleaf School District
Susan Vlcek – Medina School District
Nancy Zelei – Brunswick School District

Administrative Staff

Michael S. Larson, Superintendent
John T. Streett, Treasurer
Gary A. Searle, Adult Director
Carolyn Squire, Administrative Assistant to the Adult Director
Kimberly Grieco, Evening Supervisor

STAFF

ADULT EDUCATION INSTRUCTORS AND INSTRUCTOR/COORDINATORS

Warren Biggs	HVAC Instructor
Andy Brick	Technology Support
Diane Brown	Medical Office Administration Instructor
Dan Goodrow	Diversified Industrial Training Coordinator
Jill Himes	Student Services Coordinator/Financial Aid
Christopher Howells	HVAC Instructor
Carla Keller	Preschool Head Teacher
Kristine Kowalski	Dental Assisting Instructor
Beverly Kreiner	Dental Assisting Instructor
Christine Kurth	Community Relations and Career Services
Crispina Mayes	Health Coordinator
Barbara Natterer	Part-time Medical Assistant Instructor
Kent Patterson	Basic Police Commander
Tracy Rudisill	Student Services Coordinator/Financial Aid
Barbara Shea	Dental Assisting Instructor
Joan Walschon	Child Care Coordinator
Pam Wheeler	Medical Assistant Instructor

OFFICE STAFF

Carolyn Squire	Administrative Assistant to the Adult Director
Teresa Arnold	Career Development Secretary
Mary Ellen Aukerman	Law Enforcement Aide
Amy Nagy	Career Enhancement/Consultative Secretary
Jan Zartman	Evening Secretary

SCHOOL OVERVIEW

The Adult Workforce Development Department at the Medina County Career Center is a state-supported institution offering post-secondary education in Career Development Programs, Career Enhancement Programs, Customized Training Programs and Adult Basic & Literacy Education. State vocational certificates are awarded to all students satisfactorily completing a career development program. Adult Workforce Development Programs allow students to upgrade themselves in their present job, retrain for a job, or prepare for a new career.

Students obtain both theoretical and practical knowledge through "hands-on" experience in well-equipped laboratories and on clinical/field experiences.

CALENDAR

ADULT WORKFORCE DEVELOPMENT CAREER DEVELOPMENT PROGRAM CALENDAR

Insert Calendar

EMPLOYABILITY SKILLS and ASSESSMENTS

CAREER AND WORKPLACE SKILLS

To assist you in meeting your goal of employment, your job-training program includes job seeking skill sessions. These sessions include:

- Job Market Overview
- Resume Preparation
- Securing References
- Cover Letters
- Interview Preparation
- Interviewing Techniques
- Follow-up Tips

Additional hours will be scheduled individually as needed with the Student Services Coordinator.

INDIVIDUAL CAREER & STUDY PLAN

The Adult Education support staff is committed to student success. We will work with students to identify ways to achieve individual success in their program of study and future work career. Students may contact the Adult Education office to schedule a personal appointment with an advisor to determine which services are appropriate for them.

WORKKEYS ASSESSMENT

WorkKeys and or industry credential tests are *required for completion of your training program*.

WorkKeys is a job skill assessment, taken in the first few weeks of Career Development Programs, designed to measure workplace skills and consists of:

- Applied Mathematics – applying mathematical reasoning to work-related problems.
- Locating Information – using information from such materials as diagrams, floor plans, tables, forms, graphs, and charts.

ADMISSIONS

NON-DISCRIMINATION POLICY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the Career Center or any staff person, student, or agent of the District has discriminated against or harassed a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the district, or social or economic background has the right to file a complaint. A formal complaint may be made in writing to the School District's Compliance Office listed below:

Mrs. Margaret Reeves
Associate Principal of Programming
330-725-7461 Ext. 334

ADMISSION REQUIREMENTS

A high school diploma or GED is required for enrollment in the Career Development programs. However, students may enroll without a GED if 1) their admission is approved by the Adult Education Director and 2) they can show continuous and satisfactory effort in pursuing their GED. Students who need to improve basic skills are encouraged to participate in Adult Basic Literacy & Education (ABLE) classes as part of their education.

CRIMINAL RECORDS CHECK

Any applicant seeking to enroll in courses offered by the Adult Education Department shall undergo a criminal record check requested by the Board from the Superintendent of the Bureau of Criminal Identification and Investigation (BCII). The applicant shall pay the cost of the check (\$46.00) to the Adult Education Department at the time of the application.

Applicants shall be given a separate written statement informing them that the Board shall use a criminal record check as part of the admission or enrollment process. The notice must be on a separate document that contains only this notice. The individual's written authorization to obtain the criminal record check will be obtained prior to requesting the criminal check.

The Board may deny admission to any applicant who has been convicted of or pled guilty to certain specified offenses identified in O.R.C.3319.39(B)(1)(a), or has engaged in activities that could have an adverse effect on other students.

Because adult students will enter the workforce in professional careers, it is incumbent upon them in particular, to be drug free. Consequently, as a condition of admission, adult students agree to take random drug testing as requested.

ADMISSIONS PROCEDURE

Step 1

- Take the TABE (Test of Adult Basic Education) assessment test.

Step 2

- Determine your program choice.
- Meet with the program teacher.

Step 3

- Complete the FAFSA on-line at www.fafsa.gov MCCC School Code (015612).
- Schedule an appointment to meet with a Financial Aid Coordinator, Jill Himes or Tracy Rudisill (ext. 333), once the student has received a Student Aid Report (SAR).
- Students who do not have access to a computer or would like help filling out the FAFSA, can schedule an appointment with a Financial Aid Coordinator.

Step 4

- Complete an application.
- Submit the application along with a \$50.00 (non-refundable) application fee to the Adult Education Admissions office. Application fee for the Basic Police program is \$100.00.
- Schedule fingerprint background check (background check costs \$46.00 and must be paid at the time of your appointment.) In addition, some programs may require a drug test.
- Must provide a valid, active credit card to be kept on file.

** A minimum 9th grade reading and math score is recommended. Students needing assistance will be referred and encouraged to attend classes to strengthen those skills.*

TRANSFER CREDIT

Credit earned in other institutions may be transferred to the Medina County Career Development Programs provided the course content is similar to the course being sought and a C (74%) or better was earned in the other course.

An official transcript and catalog course description for each course which credit is being sought must be submitted. The program coordinator will make a determination concerning the transfer credit request.

PAYMENT OF FEES

Adult Education Payment Options

1. Student must pay a nonrefundable \$50.00 application fee prior to start of class and a \$46.00 criminal records check fee at the time of their fingerprinting appointment. Students entering the Basic Police Academy must pay a \$100.00 nonrefundable application fee.
2. Books, tool kits, uniforms, safety equipment as required must be paid for before receipt.
3. Payment Options:
 - a. Pay in full prior to first day of class.
 - b. Be approved for and submit a signed copy of a Tuition Installment Plan prior to the first day of class. (Approval for a Tuition Installment Plan will be based on proof of ability to make payments and decision of the Adult Education Director.)
 - c. Receive Pell or other Financial Aid Programs for payment (any difference can be paid prior to the start of class or be approved for a Tuition Installment Plan).

Tuition Installment Plan

- The contract is valid for the current program year.
 - An initial payment of 10% of the course cost plus any books or supply fees must be paid prior to the start of class.
 - Monthly payments are required to be paid in full and on time by the first day of each month. (Payment months are determined by the course schedule.)
 - Students who are unable to meet their agreed payment schedule are required to inform the Adult Education office. An appointment will be scheduled at that time to address the financial shortfall. In all cases, all fees and outstanding financial obligations must be met prior to graduation.
 - A student may be suspended from class if the monthly payment is more than 5 days late.
 - A student must supply a valid Discover, MasterCard or VISA to participate in this plan.
 - If a payment is not made according to the contract, the student's Discover, MasterCard or VISA can automatically be charged.
 - Delinquent accounts will not be issued any letters of recommendation or certification of hours completed.
 - If full payment of all outstanding fees are not received, the student will not be able to test for certification or graduate from the program.
 - Failure to secure financial assistance or other funds anticipated for repayment of the total amount deferred will not absolve the student of any condition regarding payment of this obligation unless an extension is granted by the Director of Adult Education.
4. Checks returned for insufficient funds will result in a service charge of \$25.00. Cash or cashiers check will be required for all future payments.
 5. All payments are to be made at the Adult Education Office.

REFUND POLICY

Students who begin classes will receive a refund according to the following schedule:

- A full refund will be given if the class is canceled by the school.
- The \$50.00 or \$100.00 non-refundable registration fee, along with the \$46.00 criminal records check fee, will be withheld from a student that withdraws before the first scheduled class session.
- Books, tools, supplies and lab fees for any portion of the period being charged are non-refundable.
- Students will be charged for time, which they were scheduled to be in school on a per-hour basis, plus a \$100.00 withdrawal fee.
- Any student completing more than 50% of their class will be charged their full tuition and must also pay a \$100.00 withdrawal fee.
- Financial aid recipients who withdraw from a course must be aware that their financial aid grants may be reduced and/or they may be held responsible for repayment to MCCC.
- Pell Grants only cover the percent of class hours assigned up to the withdraw date. A student withdrawing is responsible for the difference between the Pell Award earned and the balance due to MCCC.

RETURN OF TITLE IV FEDERAL STUDENT AID POLICY

Federal law now specifies how a school must determine the amount of federal financial aid to be returned upon withdrawal from school. This requirement applies to you ONLY if:

1. You received federal student aid (Pell Grant) AND
2. You are withdrawing prior to completing 60% of the payment period for which the aid was provided.

The amount of federal financial assistance that the student earns is determined on a percentage basis. Once the student has completed more than 60% of the payment period, all financial assistance is considered earned.

Percent earned = number of clock hours completed up to the withdrawal date divided by the total clock hours in a payment period.

Percent unearned = 100% minus the percent earned.

When a student receives federal financial aid in excess of earned aid

The school returns the lesser of:

- Institutional charges multiplied by the unearned percentage, or
- Title IV federal financial aid disbursed multiplied by the unearned percentage.

The student returns:

- Any remaining unearned aid not covered by the school.
- Any loans are repaid in accordance with the terms of the master promissory note.

Any grant amount the student has to return is a federal grant overpayment and arrangements must be made with the school or the U.S. Department of Education to return the funds.

The student will be billed for any balance due created on their account when the school is required to return funds. The student will be billed and payment is due immediately upon withdrawal. The student has 45 days from the withdrawal date to repay to the school any federal grant overpayments. After that, the student must work directly with the U. S. Department of Education to resolve their overpayment and may not receive any additional federal aid until the overpayment has been satisfied.

The school must report to the U. S. Department of Education any student who is in an overpayment status.

FINANCIAL AID

Pell Grants

The Pell Grant makes funds available to eligible students attending post-high school institutions. The applicant must complete The Free Application for Federal Student Aid online at www.fafsa.gov. Once the student receives his/her Student Aid Report he/she should call to schedule a meeting with the Financial Aid Coordinator. If the applicant does not have access to a computer or would like help filling out the FAFSA, he/she can schedule an appointment with the Financial Aid Coordinator. The Financial Aid Coordinator will process a Pell Grant for tuition payment to the Career Center Adult Education Department.

To receive aid from the programs, a student must:

- Qualify for financial need.
- Have a high school diploma or a General Education Development (GED) certificate.
- Be working toward a certificate in an eligible program.
- Be a U.S. citizen or eligible noncitizen.
- Have a valid Social Security Number (unless the student is from the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau).
- Register with the Selective Service if required. Students can use the paper or electronic FAFSA to register, register at www.sss.gov or call 1-847-688-6888. (TTY users can call 1-847-688-2567).
- Maintain satisfactory academic progress once in school.
- Students must certify that they are not in default on a federal student loan and do not owe money on a federal student grant.
- Certify that federal student aid is used only for educational purposes.

The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law for the sale or possession of illegal drugs while enrolled and receiving federal student aid. If students have a conviction(s) for these offenses, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3242) or go to the FAFSA on the Web site, click “Before Beginning a FAFSA”, then click on “Drug Conviction Worksheet” in the left column to find out how this law applies to them.

Even when students are ineligible for federal aid, they should complete the FAFSA because they may be eligible for nonfederal aid from states and private institutions. If a student regains eligibility during the award year, he/she should notify the financial aid coordinator immediately. If a student is convicted of a drug-related offense after submitting the FAFSA, the student might lose eligibility for federal student aid, and may be liable for returning any financial aid received during a period of ineligibility. Students should contact the financial aid office at the college or career school they plan to attend if they have a question about their citizenship status.

Pell Grant Disbursement

A student's Pell Grant award is applied to an academic school year through two disbursements. The first payment period equals ½ of the student's Pell award hours and the second payment period is the last ½ of the Pell award hours. The disbursement will be divided into two equal parts. The first disbursement will be credited to the student's account 30 days from the start of the program. The second disbursement will be credited to the student's account 30 days from the halfway point of the program. Disbursement schedule dates can be obtained through the Financial Aid office. Pell Grant funds will be directly credited to the student's school account. Once the student's account is paid in full, the student will receive excess funds in the form of a refund check from the school treasury office.

High School Diploma Policy

Students seeking Title IV financial aid may be required to supply additional documentation if the validity of a student's high school diploma is in question. Additional documentation includes, but is not limited to, a copy of the high school diploma, a final high school transcript or high school contact information. Supporting documentation will be reviewed and a final ruling will be determined by the Director of Adult Education.

Veteran's Benefits

The Medina County Career Center is approved for Veteran's benefits for most full-time adult programs including the Basic Police School. Contact the local Veterans Affairs Office or the Financial Aid Coordinator at the Career Center for any additional information.

Bureau of Vocational Rehabilitation

Financial assistance is available through BVR for those who qualify. A counselor is available to answer questions at (800) 251-2368.

Trade Readjustment Act/Workforce Investment Act

Financial assistance is available for tuition and fees. Contact the Medina County Workforce Development Center for details (330) 722-9332 or your county's Workforce Center.

External Scholarships and Grants

External scholarships and grants are numerous and vary according to individual award policies. All external scholarships and grants will be accepted by the Medina County Career Center for payment of tuition, books, and fees. It is the student's responsibility to notify in writing and coordinate with the Financial Aid office of external awards.

ACADEMICS

GRADING SYSTEM

The Career Development Programs will have four (4) grade reports.
The following grading scale will be utilized:

			<u>Percentage</u>
Consistently Exceeds Requirements	A+	=	100-98
	A	=	97-94
	A-	=	93-91
Frequently Exceeds Requirements	B+	=	90-88
	B	=	87-84
	B-	=	83-81
Meets Requirements	C+	=	80-78
	C	=	77-74
	C-	=	73-71
Does Not Meet Requirements	D+	=	70-68
	D	=	67-64
	D-	=	63-61
Failing	F	=	60 & below
Incomplete	I	=	Work must be made up

A student receiving an "I" or incomplete grade will have one term to bring the incomplete up to a "C" average. An incomplete grade not corrected within one term will revert to an "F".

Grades will be determined from daily participation, professional appearance and demeanor, class assignments, quizzes, and major tests. Instructors will establish specific criteria for determination of grades as a part of the specific course requirements.

All students are required to maintain satisfactory academic progress.

ATTENDANCE AND GRADING POLICY

In order to complete a program a student must maintain 90% attendance of classroom hours and a 74% academic average in theory and laboratory. Attendance and grades are taken on a program term basis with cumulative 90% attendance required and 74% grade average in theory and laboratory. Students must complete 100% of the required externship hours (when applicable).

Students who do not meet the attendance and/or grade requirements for a term will receive a letter of concern. (Note: Medical Assisting students must have a C (74%) cumulative grade average in both theory and laboratory.) Students, who do not improve their attendance to 90% or raise their grade average to 74% by the end of the next term, will be placed on probation. Students on probation who continue not to meet the attendance and/or grade requirements will be subject to dismissal. A review can be conducted by the Director of Adult Education, and an additional term of probation can be granted if circumstances warrant. If the attendance and or grade requirements cannot be met to complete the program and receive a certificate during the additional probation, the student will be dismissed. Dismissed students who receive financial aid will be responsible for the balance of tuition not covered.

Students who are receiving Title IV (Pell Grant) funding for their program must maintain satisfactory progress. They are subject to the below financial aid policy in addition to the school's attendance and grading policy.

STANDARDS OF SATISFACTORY PROGRESS

In accordance with the provisions of Title IV of the Higher Education Act, a student must maintain satisfactory progress in academic, attendance and completion rate to continue to be eligible to receive financial assistance (Pell Grant).

Grades

Student must maintain a cumulative grade average of 74% or better in theory and laboratory (where applicable). (Note: Medical Assisting students must have a C (74%) cumulative grade average in both theory and laboratory.)

Attendance

Student must maintain a cumulative attendance rate of 90% of classroom time and must complete 100% of externship hours (if applicable).

Time Frame

Students must complete the program within a maximum time frame of no longer than 150% of the published length of the educational program.

A student's progress will be reviewed at the end of each payment period. For example, a student enrolled in a 600 hour program will have his/her progress reviewed after the completion of 300 hours. If the student fails to make satisfactory academic progress, he/she will be placed on a Financial Aid Warning for one payment period. The student will be required to follow an academic plan to ensure that they will be able to meet the Satisfactory Academic Progress. If the student is not meeting the academic plan requirements they can lose their eligibility for their Pell Grant.

A student may appeal the loss of Pell Grant funding by following the school's appeal policy on page 22 of the Student Handbook. The Director of Adult Education may, if circumstances warrant, reinstate the student's eligibility for the second disbursement of aid. The student will be placed on Financial Aid Probation and will have to meet the conditions imposed by the school for continued eligibility.

Students participating in Basic Police should see their individual program handbook for attendance requirements. Cosmetology student's attendance will be monitored based on the Ohio Department of Cosmetology guidelines.

Students who will be absent from class due to illness or personal emergency need to contact the Adult Education Office prior to their absence.

Students who may have extenuating circumstances should see the Leave policy.

Students who miss three consecutive days from school without notification of their absence to the Adult Education Office or their Program Instructor can be considered to have voluntarily withdrawn from the program. Students may be readmitted to a course upon documentation of absence and approval of the Adult Education Director.

LEAVE

Emergency Leave - One leave of absence may be granted during the school year. A student must submit an "Emergency Leave of Absence" request to the Director of Adult Education. The reason for the leave and the dates requested should be included in a letter to the Director one week prior to the leave or as soon as practical. Documentation may need to be provided. Emergency leave is granted on a case-by-case basis. Emergency Leave will not be granted for vacations.

Court Appearance and/or Military Service - A student may be granted time out of class for Court Appearances and Armed Services Reserve Duty. Active papers or Court documents must be submitted to the Adult Education Office for verification.

Emergency Leave, Court Appearance, and National Guard Duty leaves shall not be counted against Vocational Certificate, however, they will be counted against attendance awards.

TARDINESS & EARLY DEPARTURE

Students are expected to be in class on time. Students shall be considered tardy if they enter class after the start of class in both morning and afternoon sessions. The amount of time deducted from attendance records will be documented each term. Teachers will be responsible for logging tardiness and early departures into daily records of students. The student is required to obtain an admit-slip from the Adult Education Office before going to the class.

COURSE REPETITIONS, INCOMPLETES AND WITHDRAWALS

- A student may repeat a course that he/she failed or did not complete upon approval from the Adult Education Director. The student would be expected to complete the program within the published time frame. The repeated grade will supersede any previous grade.
- A student receiving an “I” or incomplete grade will have one term to bring the incomplete up to a “C” (74%) average. An incomplete grade not corrected within one term will revert to an “F” requiring the student to repeat the course.
- Should a student withdraw before completing the program, grades will be assigned only if the student was making satisfactory academic progress prior to withdrawal. The grade will be recognized for a period of one year.
- Students choosing to withdraw should follow the process below:
 - Notify the instructor.
 - Complete a withdrawal form to officially withdraw from a program. This form may be obtained from an Adult Education office secretary.
 - Meet with the financial aid officer.

COMPLETION TIME

Job-training programs are designed to be completed in a stated number of weeks. Uninterrupted training is the most effective preparation for employment. Any extension of the program time must be approved by the Director of Adult Education or designee and may affect total program cost. The maximum allowable completion time is dependent on the instructor’s decision but shall not exceed 150% of the published length of the education program.

For students with specific learning needs, extra hours can be added to the program year upon approval of the Director of Adult Education. However, Pell Grants cannot be used to pay for the additional hours. If other funding sources are available, it is the student’s responsibility to obtain approval for payment of additional time and costs.

STUDENT APPEAL PROCEDURE for actions deemed to be detrimental to their interests

Students may submit an appeal, via letter format, to any action they believe is detrimental to their interests. Documentation supporting their position, which describes any undue hardship or circumstances which may have caused a failure of the students to meet the satisfactory scholastic progress, attendance, financial or professional conduct standards, should be included. Upon receipt of the letter, the Director of Adult Education will convene a review board to determine the validity of the appeal. The board of review will convene within one week of receiving the appeal request. Students are encouraged to attend the review board session and they may choose to be represented by others. If the students disagree with the findings of the review board, they retain the right to appeal their position to the Superintendent, Medina County Career Center.

ACADEMIC AWARDS

Students achieving an overall 91% and above will receive an Academic Achievement Letter of Commendation each grading quarter.

Students achieving an overall 95% and above will receive an Academic Excellence Award at graduation.

ATTENDANCE AWARDS

Perfect attendance - Students, who attend faithfully and do not miss more than one-half day total during the entire school year, will receive an award for "Perfect Attendance".

One Day Absent – Students, who attend regularly and only miss 1 day during the entire school year, will receive an award for "Exemplary Attendance".

Two Days Absent – Students, who attend regularly and only miss 2 days total during the school year, will receive an award for "Excellent Attendance".

Three Days Absent – Students, who attend regularly and only miss 3 days total during the school year, will receive an award for "Outstanding Attendance".

NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

Medina County Career Center is proud to be a member school of the National Technical Honor Society. NTHS has brought significant recognition to our Adult Students who have achieved a record of excellence through our participation. Thousands of schools and colleges throughout the U.S. and its territories have a chapter of the honor society on their campus. These member schools agree that NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace.

The National Technical Honor Society mission is to lift up and publicly recognize ordinary heroes, men and women committed to excellence, values, courage, and achievement – the tested and true fabric of a great nation. NTHS is also leading the way to introduce America's top career and technical students to staffing professionals of America's top corporations.

NATIONAL HONOR SOCIETY GUIDELINES FOR ADULT EDUCATION

Students will be inducted into the National Technical Honor Society by nomination from a Career & Technical teacher. The Adult Education Director and the NTHS Advisor will review the student's nomination for approval.

Students must obtain an overall grade average of 94% or higher. The student must maintain "Outstanding Attendance" as defined in our attendance policy of the Student Handbook. Emergency Leave, Court Appearance, and National Guard Duty leaves shall not be counted against Vocational Certificate, however, they will be counted against attendance awards. No student can be inducted into NTHS if they have current discipline problems or are delinquent on their student fees.

Students nominated for the NTHS are to be active in community service. They are also expected to be good, honest, responsible student-citizens who have made a personal commitment to excellence.

Student Membership Benefits

Society membership is an important career and professional investment recognized by education, business and industry. Members receive:

- The NTHS membership certificate, pin, card, graduation tassel, window decal and official NTHS seal to be applied to the member's diploma or training certificate.
- The opportunity to receive NTHS commencement accessories and other official NTHS gear.
- *NTHS American Careers Journal* – 2 issues per year. Available through advisor.
- Personal recommendations for employment, college admission and scholarships provided by NTHS National Headquarters.

EXTERNSHIP

Eligibility for externship, where applicable, (please refer to Program Guide) is based upon the following criteria:

- Recommendation of the instructor
- Satisfactory attendance
- Secure a bona fide related position that meets or exceeds stated program objective and ICP career goals.
- Satisfactorily complete the Work Keys examinations.
- Grades for the quarter will be based on an employment grade determined by meeting all criteria of placement averaged with previous class work grades for the quarter.
- Achieve satisfactory level of professional demeanor and work attitude as decided by the program instructor.
- Provide the instructor weekly written assignments and documentation of competencies performed on the job to meet graduation requirements.
- All financial obligations must be current and completed in accordance with the fee payment agreement until paid in full for the program year.
- Students must complete 100% of the required externship hours prior to the date of the certification exam to be eligible to sit for the exam.

Changing extern sites prior to completion of predetermined clinical hours is NOT RECOMMENDED. If the student plans to change to another site, whether terminated from the site or by choice, the following criteria must be met by the student prior to leaving the current site, in this order.

1. The student must choose and get permission from the desired extern site (the school will not provide a second or more sites – this is the student’s responsibility).
2. The program instructor from MCCC must be contacted with the information of the desire of old site termination and new site choice.
3. The program instructor from MCCC will contact the new student’s chosen site.
4. The clinical instructor from MCCC will contact the student when and if the student may write a termination letter.
5. After the program instructor’s permission, two week’s notice of the desire to terminate the current site must be in writing in the form of a professional business letter with copies to:
 - The extern site
 - The Director of Adult Education at MCCC
 - The clinical instructor

GRADUATION REQUIREMENTS

The requirements for graduation are as follows:

- Students must have a C (74%) overall accumulated grade point average. (Note: Medical Assisting students must have a C (74%) cumulative grade average in both theory and laboratory.)
- Students must attend at least 90% of the scheduled classroom hours and 100% of externship hours to earn a vocational certificate.
- Students are required to take a program specific certification exam(s).
- Students must complete 100% of the required externship hours prior to the date of the certification exam to be eligible to sit for the exam.
- Grades or certificates will not be released and a student will not be permitted to graduate if the student has any outstanding financial obligations to the school.
- Students must be clean and professionally attired in order to take part in the graduation ceremony.
- WorkKeys must be taken.

A Student Passport containing Official Student Transcript, Certificate of Completion, Student Awards, Industry Certification, and WorkKeys test results will be awarded upon completion of graduation requirements and are given to students at graduation.

COLLEGE CREDIT AGREEMENTS

The Medina County Career Center has entered into articulation agreements with a number of colleges and universities that will allow graduates of some of the career development programs to receive credit toward a two-year college degree. For specific details regarding each program, contact the Adult Education Office.

CENTER OPERATIONS AND POLICIES

DISCIPLINARY PROBATION AND DISMISSAL

Students may be subject to disciplinary dismissal for conduct disruptive to the educational process or destruction of school property. Classes must operate in accordance with rules and regulations as set forth by the school administration and the Board of Education. A student may be dismissed for poor attitude, lack of progress or interest, misconduct, not following directions from instructors, or excessive absences. Insubordination is grounds for dismissal.

Students whose progress is unsatisfactory will be notified in writing and placed on disciplinary probation for a time determined by the instructor and the Adult Education Director not to exceed 30 days. Students who do not show improvement during the probation period will be dismissed.

When it is deemed advisable by the instructor to confer with a student on a discipline situation, the director shall be notified.

The conference shall be held in a friendly, not adverse, atmosphere. Adequate opportunity for all parties to present their point of view shall be permitted.

The Director, when present, should be the moderator and assume the responsibility of making a report of the conference.

CODE OF CONDUCT – Applicable to all Medina County Career Adult Education students.

A specific list of classroom and lab rules, as well as the requirements of a quarterly, professionalism grade is written in each Program Guide.

A. Dress Code

The manner of dress at the Medina County Career Center will be determined to a great extent by your vocational program. The diversity of programs makes it difficult to establish one specific policy. However, there are some restrictions that will apply to all students.

- Clothing is expected to be clean and in good repair. Clothing which displays obscene language or gestures and clothing which advertises or implies the use of drugs or alcohol is unacceptable.
- Students will come to class in their prescribed uniform.
- Hats and/or headbands may be worn in lab areas only with the approval of the vocational instructor.
- Halters, tank tops, tube tops, and transparent clothing are unacceptable.
- Shoulders and midriffs must be covered.
- Shorts are not acceptable.

- Sunglasses are permitted only when prescribed by a physician.
- Sweatpants are unacceptable.
- Appropriate footwear must be worn. (No metal cleats, plates or flip flops.) (See program guide.)

B. Unacceptable Conduct

Any student guilty of using or possessing dangerous objects, vandalizing, stealing, insubordination, or engaging in harassment, fighting, or physical assaults against other students or staff members may be subject to a suspension and/or expulsion hearing and/or charges filed with the police.

- Any student using, possessing, selling, or suspected of using alcohol or drugs by appearance or odor will be subject to a suspension and/or an expulsion hearing and/or assessment.
- Violations of safety procedures and regulations, immoral and unbecoming behavior, arson or other acts of misconduct will be disposed of based on the seriousness of the infraction.

Consequences

- 1st, 2nd, & 3rd Offenses - One (1) to Five (5) days removal from class - suspension.
- Additional Offenses may result in termination from the program.
- Consequences for major offenses will be decided upon by the Adult Education Director as a case-by-case situation.

C. Drugs, Tobacco and Alcohol

The Medina County Career Center Board of Education recognizes that the issue of chemical misuse, abuse, and dependency is a problem for many students. The medical, physical and emotional problems associated with chemical misuse, abuse, and dependency often interfere with the learning and development of students as well as the overall goals of the educational system. The Medina County Career Center Board of Education prohibits the use of drugs and/or alcohol anywhere on the Medina County Career Center Campus.

Additional information regarding the school's Alcohol and Drug Policy is available at www.mcjvs.edu in the Board of Education Policy Manual (Drug Free Workplace – File: GBP and Alcohol use by Students/Student Drug Abuse - File: JFCH/JFCI) or upon request to the Adult Education Office.

Because adult students will enter the workforce in professional careers, it is incumbent upon them in particular, to be drug free. Consequently, as a condition of admission, adult students agree to take random drug testing as requested.

Consequences

- 1st, 2nd, & 3rd Offenses - One (1) to Five (5) days removal from class - suspension.
- Consequences for major offenses will be decided upon by the Adult Education Director as a case-by-case situation.

D. Academic Dishonesty/Misconduct
(Cheating, plagiarism, collusion)

A student will not obtain by fraudulent, dishonest, or deceptive means and use as his/her own (or provide to another student) course assignments, or questions and/or answers to written evaluations.

Consequences

- First offense, the student will receive a grade of zero on the test or paper.
- Additional offenses may result in termination from the program.

SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “Statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504,505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

INFORMATIONAL TECHNOLOGY ACCEPTABLE USE AGREEMENT

This agreement is entered into this _____ day of _____, 20 _____ between _____, hereinafter referred to as student, and the MCJVSD, hereinafter referred to as district. The purpose of this agreement is to provide network (electronic mail and electronic bulletin board) and Internet access, hereinafter referred to as network for educational purposes to the student. As such, this access will

(1) Assist in the collaborative exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.

The intent of this contract is to ensure that students will comply with the Acceptable Use Procedure approved by the District for information technology utilization.

In exchange for the use of the informational technology resources either at school or away from school, I understand and agree to the following:

- A. The use of information technology is an accommodation, which may be revoked by the District at any time and for any reason. Appropriate reasons for revocation include, but are not limited to, the altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files and limit or deny access.
- B. The District reserves all rights to any material stored in files that are generally accessible to others and will remove any material which the District, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable.
- C. All information services and features contained on District or network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.
- D. The District information technology resources are intended for the exclusive use by its registered users. The student is responsible for the use of his/her account/password and/or access privilege. Any problems, which arise from the use of a student's account, are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.
- E. Any misuse of the account will result in suspension of the account privileges and/or other action determined by the District. Misuse shall include, but not be limited to:
 - (1) Seeking information, obtaining copies, or modifying files, other data, or passwords intentionally belonging to other users.

- (2) Misrepresenting other users on the network.
 - (3) Disrupting the operation of the network through abuse of the hardware or software.
 - (4) Using the network maliciously through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.
 - (5) Interfering with others use of the network
 - (6) Using extensively for non-curriculum related communication
 - (7) Installing copyrighted software illegally
 - (8) Down-sizing, copying, or use of licensed or copyrighted software without authorization
 - (9) Allowing anyone to use an account other than the account holder
- F. The use of District and/or network resources are for the purposes of:
- (1) support of the academic program
 - (2) telecommunications
 - (3) general information
 - (4) recreational
- G. The District and/or Network does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.
- H. The student will diligently delete old mail messages on a daily basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
- I. The District and/or network will periodically make determinations on whether specific uses of the network are consistent with the acceptable-use practice. The District and/or network reserve the right to log Internet use and to monitor electronic mail space utilization by users.
- J. The student may transfer files from information services and electronic bulletin board services. For each file received through a file transfer, the student agrees to check the file with a virus-detection program before opening the file for use. Should the student transfer a file, shareware, or software will be liable for any and all repair costs to make the network once again fully operational any may be subject to removal.
- K. The student may not transfer files, shareware, or software from information services and electronic bulletin boards without the permission of the (District Network Director/Designee). The student will be liable to pay the cost of fee(s) of any file, shareware, or software transferred, whether intentional or accidental, without such permission.
- L. The student may only log on and use the network with his/her authorized account number.
- M. The District reserves the right to log computer use and to monitor File Server space utilization by users. The District reserves the right to remove a user account from the network to prevent further unauthorized activity.

In consideration for the privileges of using the District and/or network resources, and in consideration for having access to the information contained on the network, or by the network, I hereby release the District, network and their operators and administration from any and all claims of any nature arising from my use, or inability to use the District and/or network resources.

I agree to abide by such rules and regulations of system usage as may be further added from time to time by the District and/or Network. These rules will be available in the Adult and Continuing Education Office.

I have read and understand the Acceptable Use Procedure and agree to adhere to all of the provisions. I understand that any violations of the above procedure will result in immediate suspension of my electronic communication access.

(Sign and return to the Adult & Continuing Education Office)

Signature of Student

Date

Policy Ref. No.: 7540.01
Adopted: 5/28/96

A copy of your signed agreement will be maintained in your student file.

COUNSELING

The Medina County Career Center will provide career-related and educational counseling as required. The Adult Education counselor will be available by appointment only. The counselor will schedule appointments between the hours of 3:00 p.m. and 8:00 p.m. when classes are in session.

PLACEMENT

Job placement is a goal upon program completion. The course curriculum is designed to teach the skills needed to obtain employment. The Medina County Career Center also works in conjunction with area agencies such as Workforce Development and Medina County Job and Family Services to help in this process.

HANDICAPPED ACCESSIBLE

The Medina County Career Center is fully handicapped accessible including physically impaired automatic access doors at both the front and rear entrances, handicapped restroom facilities on each floor and an elevator at the northeast corner of the building.

HEALTH SERVICES

The Medina County Career Center employs a full-time nurse. The nurse will administer to adult students until 2:45 p.m. each day. The nurse is also a certified Red Cross First-Aid instructor. Each student is required to complete an emergency authorization form (3709-22 School Law). This form must be on file in the Adult Education Office. Arrangements can be made by appointment to consult with a nurse in the evening.

CRIME AWARENESS

Campus Safety and Emergency Response/Evacuation

Students are informed of campus security procedures during orientation and through the Student Handbook. Evening students follow the MCCC Emergency Operations Safety Plan for Evening Students and daytime students participate in the established High School procedures. Detailed policies can be obtained through the Adult Education office.

All staff members are briefed on campus security procedures. Both staff members and students are encouraged to be responsible for their own security and the security of those around them by carefully reading the campus security procedures and reporting any incidents when they occur.

The victim of a crime should notify the authority in charge at the appropriate building who will contact the appropriate law enforcement agency regarding the crime.

Periodically throughout the year, general safety programs and fire drills are conducted to keep students and staff on the alert in the event of an emergency.

RIGHT –TO-KNOW AND CAMPUS SECURITY ACT

The student Right-To-Know and Campus Security Act requires all schools receiving certain federal funds to disclose completion/graduation rates and campus crime statistics to employers, students and potential students.

The completion/graduation rate for the established cohort of students enrolled in the Fall of 2009 in programs of 600 hours or more is 83%.

2009 COMPLETIONS BY RACE/GENDER

<u>One Academic Year</u>	<u>Male</u>	<u>Female</u>		<u>Male</u>	<u>Female</u>
American Indian/Alaska Native	0	0	Native Hawaiian/Pacific Islander	0	1
Asian	0	0	Two or More Races	0	1
Black/African American	1	1	Unknown	0	0
Hispanic/Latino	0	0	White, Non-Hispanic	41	51

Two Academic Years

Hispanic/Latino	0	1	White	4
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The percent of full-time certificate seeking undergraduate students who received Pell Grant aid was 37%. Fifty-one percent of the students received Pell Grant or any other type of grant aid for the 2008-2009 school year.

The Medina County Career Center continues to experience a significant absence of crime as illustrated by the following statistics:

Type of Occurrence	Frequency of Occurrences by Year				
	2006	2007	2008	2009	2010
Murder	0	0	0	0	
Simple Assault	NA	NA	NA	NA	
Sexual Assault	0	0	0	0	
Aggravated Assault	0	1	0	0	
Robbery	0	0	0	0	
Larceny Theft	NA	NA	NA	NA	
Motor Vehicle Theft	0	0	0	0	
Burglary	0	0	0	0	
Hate Crimes	0	0	0	0	
Destruction, Damage or Vandalism of Property	NA	NA	NA	NA	
Liquor-Law Violations	0	1	0	1	
Drug-Abuse Violations	3	5	0	1	
Weapons Possession	0	0	0	0	

CENTER CLOSING DUE TO WEATHER

Since the Career Center is serving students from six school districts, which in many instances will have varied weather conditions, school closings resulting from adverse travel conditions may be somewhat complicated.

In general, when three or more of the home schools are closed, the Career Center will be closed. The official television stations for school closings and other cancellations will be WKYC (Channel 3) and WEWS (Channel 5). Other stations also may carry this information; however, students may also check the website, www.mcjvs.edu for school closings.

TRANSPORTATION

Transportation is the student's responsibility.

DRIVING AND PARKING PRIVILEGES

The Medina County Career Center has the right, with reasonable cause, to search vehicles.

Rules

- Daytime students must register the vehicle and obtain a permit. The permit will be issued through Central Supply at no cost and displayed on the windshield at all times.
- Park only in areas provided for student parking. ***Cars parked in fire lanes or blocking access to school entrances will be subject to ticketing or in case of emergency will be removed at owner's expense.***
- Vehicles must be operated safely at all times.
- Please be sure your vehicle is locked at all times since the Career Center cannot be responsible for lost or stolen items.
- No loitering.

Consequences

Students who choose not to follow these rules must relinquish their permit to the Director's Office and/or have the vehicle towed at their expense.

LUNCHES & BREAK TIMES

The commons area is the only area where food may be consumed. No food or beverages are to be removed from the commons area. **NO FOOD OR BEVERAGES ARE PERMITTED IN ANY CLASSROOM OR LAB AREA.**

Students are asked to display acceptable table manners at all times. Loud talk and poor behavior will not be tolerated.

Courtesy and common sense should dictate behavior. Be considerate of others by disposing of waste paper and leftovers properly.

Vending machines may be used prior to 8:10 a.m., during lunch break, and after 2:15 p.m.

SMOKING

- There will be no smoking on the Medina County Career Center campus from 6:00 a.m. to 6:00 p.m.
- After 6:00 p.m., all smoking for classes held in the main building, will be outside (away from doors) the southwest and northwest entrance facing the rear parking lot. Containers will be available for disposal of cigarettes and trash.
- After 6:00 p.m., all smoking for classes held in the O.C. Duke Agriculture Bldg. will be outside the northwest entrance of the main building facing the rear parking lot. Containers will be available for disposal of cigarettes and trash.

POLICY OF NONDISCRIMINATION

The Medina County Career Center is an equal educational opportunity school in compliance with Title IX of the Educational Amendments of 1972 and other relevant laws. All alleged discrimination complaints with respect to race, color, national origin, sex, and disability should first be discussed informally at the Director's level before commencing Step 1 of Section II.

Section I

If any student believes that the Medina County Joint Vocational School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title VI (race, color, and national origin) of the Civil Rights Acts of 1964, (2) Title IX (sex discrimination) of the Education Amendment Act of 1972, and/or (3) Section 504 (disability) of the Rehabilitation Act of 1973, she/he may bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator.

TITLE IX COORDINATOR

Peggy Reeves
330-725-8461 ext. 334

SECTION 504 COORDINATOR

Peggy Reeves
330-725-8461 ext. 334

Section II

The person who believes she/he has a valid basis for a grievance shall discuss the grievance informally and on a verbal basis with the district's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint. She/He may initiate formal procedures according to the following steps:

- Step I A written statement of the grievance signed by the complainant shall be submitted to the district's Civil Rights Title IX and Section 504 Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

- Step II If the complainant wishes to appeal the decision of the district's Civil Rights Coordinator, she/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

SEXUAL HARASSMENT

All persons associated with the District, including, but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities, is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy.

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or educational development;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment.

Examples of sexual harassment-type conduct may include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic verbal commentary relating to an individual's body, sexual prowess or sexual deficiencies; coerced sexual activities; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or displays in the workplace of sexually suggestive or obscene objects or pictures. Whether any act or comment constitutes sexual harassment-type conduct is often dependent on the individual recipient.

The Grievance Officer: The Board directs the Superintendent to appoint one or more sexual harassment grievance officers who are vested with the authority and responsibility for investigating all sexual harassment complaints in accordance with the procedures set forth in the accompanying regulation and staff and student handbooks. If a complaint of sexual harassment concerns alleged conduct of the Superintendent or Treasurer, the complaint shall be submitted to the Board President, and shall be investigated by the Board President/designee.

Sexual harassment matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

The Board has developed complaint procedures which are made available to every member of the school community. The Board has also identified disciplinary penalties which could be imposed on the offenders.

[Adoption date: February 22, 2005]

[Re-adoption date: November 28, 2006]

[Revised: February 24, 2009]

LEGAL REFS.: Civil Rights Act, Title VI; 42 USC 2000d et seq.
Civil Rights Act, Title VII; 42 USC 2000e et seq.
Education Amendments of 1972, Title IX; 42 USC 2000e et seq.
Executive Order 11246, as amended by Executive Order 11375
Equal Pay Act; 29 USC 206
Immigration Reform and Control Act; 8 USC 1324a et seq.
Ohio Const. Art. I, Section 2

CROSS REFS.: AC, Nondiscrimination
ACA, Nondiscrimination on the Basis of Sex
GBA, Equal Opportunity Employment
IGDJ, Interscholastic Athletics
JB, Equal Educational Opportunities
JFC, Student Conduct (Zero Tolerance)
JFCF, Hazing
JHG, Reporting Child Abuse
Staff Handbooks
Student Handbooks

CONTRACT REF.: Collective Bargaining Agreement Professional Staff

Sexual Harassment Grievance Officer
Peggy Reeves
330-725-8461 ext. 334

STUDENT LOCKERS

Student lockers will be issued by the Adult Education Office on an as needed and as available basis. We will have a student locker list with student name, locker number and combination. The combination will only be given to the student. Be sure to keep the combination confidential. Below are instructions on how to operate the locker. Please notify your instructor if additional assistance is required.

- Turn lock knob to the right three (3) turns, stopping at the first number.
- Turn lock knob to the left one (1) complete turn, stopping at the second number after passing it once.
- Turn lock knob to right to third number.

Student lockers are the property of the Career Center loaned to a student for their benefit.

Please inform the Adult Education Office if the locker needs to be repaired. The school cannot assume responsibility for the loss of articles from lockers.

Lockers are the property of the Career Center and may be searched by the administration with reasonable cause.

CHILDCARE SERVICES

The Medina County Career Center operates a State Approved Childcare and Preschool Facility. Services and acceptance are provided on an individual basis. Contact the Adult & Continuing Education Office for further information.

For safety reasons and for consideration of adult learners, children are not permitted in classroom or lab during instructional time.

STUDENT TELEPHONE CALLS/TEXTING

Should a student need to use a telephone, a public pay phone is available for use before class, during lunch period, and after class. Cell phones, pagers and all other electronic devices must remain “off” during class and may be used only during non-class time.

SPECIAL NOTE: ONLY EMERGENCY CALLS WILL BE ACTED UPON IMMEDIATELY.

CALLS COMING IN FOR STUDENTS NOT OF AN EMERGENCY NATURE, WILL BE PLACED IN THE INSTRUCTOR'S MAILBOX FOR DISTRIBUTION.

SAFETY & LIABILITY

Each Allied Health student is required to purchase liability insurance for their own protection in case of injury to a patient or fellow student. This form may be obtained from your instructor.

Medina County Career Center insurance does not cover student accidents or injuries that occur during training. Medical expenses for injuries are the responsibility of the student.

POTENTIAL HEALTH HAZARDS AND SAFETY RISKS ENCOUNTERED DURING ADULT EDUCATION PROGRAMS

Because Medina County Career Center (MCCC) strives to provide the most realistic training possible, many of the health hazards present in the real working environment are also present during training. The types of health hazard exposure and safety risks include, but are not limited to needle stick injuries, sharp injuries and any incidents incurred during externship.

During MCCC training you will be required to wear personal protective equipment (PPE) on several occasions as a precaution during exposure to potential health hazards. PPE provided during your training includes gloves, gowns, protective eyewear, masks, or face shields. The type of PPE to be utilized will be determined by the type of potential health hazard exposure.

HOLD HARMLESS AGREEMENT

A Hold Harmless Agreement is required by the Medina County Career Center (MCCC), Adult Education. By signing this agreement you are acknowledging that there are certain risks inherent to training in programs and that outside of gross negligence, you will hold MCCC and its employees and contractors not liable. If you have any questions regarding the Hold Harmless Agreement, please direct them to the Director of Adult Education.

HOLD HARMLESS AGREEMENT

I, the undersigned, in consideration of my participation in the Adult Education Programs held at Medina County Career Center during the dates of _____, do hereby agree to hold harmless the Medina County Career Center, and any agent, contractor, or employee of said institution from and against any losses, costs, damages and expenses, including attorney's fees arising out of or on behalf of any person, for any injury to my person, including death as the result of my participation in any such activity.

I also acknowledge by my signature that I have read the description of the potential health and safety risks associated with this training outlined in the student handbook and that I am participating voluntarily.

Signature of Student

Date

Program Enrolled In

NEEDLESTICK/INSTRUMENT/SHARPS INJURY PROTOCOL

1. Students are to follow standard precautions in the laboratory and clinical settings at all times.
2. Standard precautions include the use of appropriate Personal Protective Equipment (PPE) when performing tests/tasks that may involve possible risk of exposure to potential health hazards. PPE includes, but is not limited to, gloves, masks, gowns and eye protection.
3. If the student has an occurrence of an injury/exposure during lab or clinical hours, the student **MUST**:
 - a. **INFORM** instructor, preceptor or person in charge, of injury/exposure **IMMEDIATELY**.
 - b. Bleed the site of injury if it involves a break in skin integrity while placing the injured part under running water.
 - c. If unable to place the injured part under running water, pour copious amounts of water onto injured part while bleeding the site.
 - d. Next cleanse the site with alcohol and dress with clean dry dressings.
 - e. Fill out an incident report for both the clinical site and the Medina County Career Center **at the time** of the occurrence. Be factual, give details and list any witnesses to the event.
 - f. The student must seek immediate follow-up care through their own insurance with either a hospital emergency room or personal physician.

LAB\CLASSROOM CLEANLINESS

All students are responsible for cleanliness in the lab and classroom. Instructors will designate the clean-up procedures, and all students are required to participate in clean-up activities. No food or beverages are permitted **in any classroom or lab area**.

COMPLAINTS

Students who have complaints or concerns about their program, instructor(s), and/or administration should take the following steps:

- Discuss the concern with the instructor(s).
- If the concern cannot be handled at the instructor(s) level, contact the Adult Education office.
- If the concern is not resolved contact the Adult Education Director.

ADMINISTRATION OF SECURITY

All personnel having access to records should receive periodic training in security, with emphasis upon privacy rights of students and staff.

Records should be kept under the supervision of the Director of Adult Education at all times.

CONFIDENTIAL, PERSONAL FILES OF PROFESSIONALS IN THE SCHOOL

In some instances, professionals (school psychologists, social workers, counselors) working in the school may maintain personal and confidential files containing notes, transcripts of interviews, clinical diagnoses, and other memory aids for their own use in counseling students.

FERPA (FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT)

As defined by the Federal Department of Education

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-8520

FIELD TRIPS

All students participating in school-sponsored activities away from the school shall use the means of transportation as specified by the instructor for the type of activity. These activities are considered part of the classroom hours. All rules that apply in class are in effect.

CHANGE OF ADDRESS

A change of address or telephone number should be reported to the Adult Education office immediately.

VISITORS

All visitors must report to the Adult Education office. Upon arrival, the secretary will contact the instructor for admission to the classroom. Please **do not** have visitors go directly to the lab or classroom.

IDENTIFICATION BADGES

All full-time students, instructors and visitors are required to wear ID badges while on campus. ID badges will be issued within the first two weeks of class. If an ID badge is lost, it is the student's responsibility to pay \$5.00 for a reissued badge.

SAFETY PLAN - Please see individual Program Guides.

NOTES
