



Four County Career Center  
Adult Workforce Education

22-900 SR 34

Archbold, OH 43502

Consumer Information, Public Safety, STNA,  
Annual Campus Safety & Security

&

Fire Safety Report

July 1, 2019 – June 30, 2020

# TABLE OF CONTENTS

## Institutional Information

Welcome	4
About Four County Career Center	4
Geography of Four County Career Center	4
Mission/Vision Statement	4
Approvals and Accreditation	5
Non-Discrimination Policy	5
Accommodations for Students with Disabilities	5
Job Placement Assistance	5
ASPIRE: Adult Basic & Literacy Education Classes	5
Staff Directory	5
Office Hours	7

## Policies and Procedures

Admissions Policy	8
Inclement Weather Policy	8
High School Evaluation/Foreign Diplomas	8
Transfer Credit	8
Misrepresentation Policy	8
Copyright Protection Policies	9
Educational Costs/Cost of Attendance	10
Graduation Requirements	11
Graduation Rate	11
Retention Rate	11
Placement Rate	11
Types of Employment	11

## Financial Aid

Eligible Programs	11
Academic Year	11
FCCC Federal School Code	12
Student Eligibility Requirements/Student Responsibilities	12
Confirmation of Citizenship	12
Dependency Status	13
Dependency Override	13
Verifications/Corrections	13
Professional Judgement	14
Types of Financial Aid Available	14
Federal Pell Grant/Lifetime Eligibility	14
Federal Student Loans/Deferment or Forbearance	14
Other Sources of Assistance	14
Grading Scale	15
Attendance Policy	15
Tardiness/Early Leave Policy	15
Satisfactory Academic Progress	15
Maximum Time Frame	16
Warning Status	16
Loss of Eligibility/Appeal Process	16
Special Grading Circumstances	16
Disbursement of Funds	16

Financial Aid Notification	16
Credit Balances	16
Cancellation Policy	16
Refund Policy	17
Withdrawal Policy	17
Leave of Absence Policy	17
Excused Absence Policy	17
Suspension	17
Return of Title IV Funds	18
Notification Process	18
Overpayments	18
Referral of Fraud Cases	18
Returning Students Policy/Checklist	18
Unusual Enrollment History Policy	18
Dress Code/Uniform/Protective Clothing & Equipment	19
Vaccination Policy	20
Code of Conduct for Financial Aid Professionals	20
Social Distancing Policy	20
Family Educational Rights & Privacy Act (FERPA)	21
Student Records Access/Appeal/Release Policy	21
Student Code of Conduct	22
Bullying, Harassment, Intimidation & Dating Violence Policy	22
Professionalism Policy	22
Reasons for Dismissal	22
State of Ohio Complaint process	22
Grievance Policy	23
<b>Annual Campus Security &amp; Fire Safety Report</b>	<b>24</b>
<b>State Tested Nurse Aide Student Handbook</b>	<b>63</b>
<b>Public Safety Student Handbook</b>	<b>71</b>
<b>Firefighter Course Guidelines (volunteer, transitions, etc.)</b>	<b>90</b>
<b>EMR, EMT, Advanced EMT, Paramedic, RN to Medic Course Guidelines</b>	<b>93</b>
<b>Student Acknowledgement Form</b>	<b>101</b>
<b>RN to Medic Clinical/Skill &amp; Class Requirements Acknowledgement Form</b>	<b>102</b>
<b>STNA Student Acknowledgement Form</b>	<b>103</b>
<b>Academic Calendar</b>	<b>104</b>

## **INSTITUTIONAL INFORMATION**

**Welcome!** The Adult Workforce Education Staff at Four County Career Center (FCCC) is pleased to have you as a student and will do our best to make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for all, we publish this Consumer Information & Student Handbook annually to explain students' rights, responsibilities, and consequences for misbehavior. The staff is committed to helping you meet the challenges of today and to better prepare you for the working world of tomorrow and/or postsecondary education. We will provide you with the opportunity to acquire many of the required skills to be successful in the world, but you will need to be committed to this process as well. With your willingness to strive for excellence in your chosen career, much success can be attained. Over the years, thousands of graduates have taken advantage of the technical and academic opportunities made available to them and have gone on to find personal and professional success in the world. We trust you will do the same. This handbook is meant to be a helpful guide for you. The rules and regulations outlined are not intended as a means of restricting your rights and freedoms, but to make you aware that rights and freedoms have responsibilities and must be used with good sense and reason. All students are expected to become knowledgeable of the contents of this handbook. By doing this, you will assure yourself of an excellent chance at success. The District maintains bylaws and policies which can supersede policies within this document.

### **ABOUT FOUR COUNTY CAREER CENTER**

The story of FCCC begins in May of 1966 with the formation of the Four County Career Center District. It encompassed approximately 1,700 square miles, including the four counties of Defiance, Fulton, Henry and Williams. This became the basis for the aptly named career center.

After three years of construction and \$5,000,000, FCCC opened its doors to 900 junior and senior students in September of 1969. That same year in October, the building was dedicated by Governor Rhodes. This building still remains at the heart of Four County Career Center and has been expertly maintained over the years.

As the programs grew and technology changed, the original building has been upgraded and modified to meet the expert needs of the students within. Since its inception in May of 1966 the building has grown to encompass five acres under roof.

FCCC was the first career center in the state to be built with local funds, exemplifying the strong support the residents of northwest Ohio have provided for Career Technical Education. The school has not placed an operating levy on the ballot for over 25 years.

FCCC provides experienced based education to prepare students to excel in college, secondary education and a range of careers. We have partnered with 22 school districts located across four northwest Ohio counties, including Defiance, Fulton, Henry and Williams, to provide a one of a kind educational experience.

Since the school opened over 27,000 students have graduated after attending FCCC. High school students have the opportunity to enroll in rewarding career and technical programs in their junior and senior years. The enrollment at Four County has exceeded over 1,000 students and accounts for approximately 28% of the area's juniors and seniors.

FCCC also offers a range of adult programming and business services to improve the employability and productivity of the surrounding community. Approximately 2,000 Adult students every year make use of the school's adult programming, including programs in Health, Public Safety, and Industrial Training.

### **GEOGRAPHY OF FOUR COUNTY CAREER CENTER**

FCCC) is located in a rural section of Henry County, in northwest Ohio. The main campus is situated in one permanent building. There are four parking areas. The faculty and staff parking areas are located to the southeast and southwest of the center building and are unfenced. Adult Education leases space in Maumee, Ohio that offers an additional 4-5 classrooms, and 3-4 labs

A site plan and floor plans of the buildings annotated with fire alarm pull stations, fire extinguishers, first aid kits, hazardous materials storage, and utility shut offs are included at the end of this plan as Appendix A. Maintenance and custodial staff are required to know these locations as well as how to operate the utility shutoffs.

### **MISSION STATEMENT**

The Adult Ohio Technical Center of Four County Career Center provides labor, market-driven skills training and post-secondary education to the workforce population of Northwest Ohio.

### **VISION STATEMENT**

The Adult Ohio Technical Center of Four County Career Center will be a center for excellence in Career and Technical Education, preparing students for success in local, state, national, and global societies.

Four County Career Center prides itself on offering a variety of programs that meet the needs of the community and help adult students to reach their education and career goals.

Whether you're returning to school after a period of time off or enrolling for the first time, your decision to invest in an education is a wise one. The knowledge you gain will be of value to you for the rest of your life, no matter where you go or what you do.

A postsecondary education gives you more opportunities. Those who receive education credentials beyond high school diploma have more jobs to choose from than those who do not pursue an education beyond high school.

## **APPROVALS & ACCREDITATION**

**Four County's Adult Workforce Education Department is accredited by the Council on Occupational Education through 2020.**

- Nurse Aide Certification Program is approved through the Ohio Department of Health
- First Responder, Basic EMT, Advanced EMT, & Paramedic are accredited through Ohio Department of Public Safety Division of EMS (Each student in the respective EMS levels will receive the National Registry certification upon successful completion of the exam). \*These courses are approved by the Ohio Department of Higher Education for college credit through CT 2. The Paramedic Program is nationally accredited through CoAEMSP.
- Volunteer Fire, Firefighter I, and Firefighter II are all chartered through the Ohio Department of Public Safety Division of EMS (Each student will obtain their certification upon successful passing of the State of Ohio Fire Exam at the respective level). \*These courses are approved by the Ohio Department of Higher Education for college credit through CT 2.

## **NON-DISCRIMINATION POLICIES**

Four County Career Center does not discriminate in its educational programs or activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law.

## **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or postsecondary student's accommodations plan to meet individual needs and ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their course instructor. Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

## **JOB PLACEMENT ASSISTANCE**

Training in job-seeking skills, resume writing, and interviewing skills are available for all students enrolled in adult education programs at no additional cost. Four County Career Center and your career technical instructor are available for assistance in job placement.

## **ADULT BASIC & LITERACY EDUCATION CLASSES - ASPIRE**

Classes are available for students who desire assistance with academics to improve their success in Adult Workforce Education classes. Sites are located throughout the four county area and are offered in the mornings and evenings. All services are free. If you are interested in improving your reading, math and writing skills or to prepare for the GED test, call Josie Lirot, ASPIRE Coordinator at 419-267-2242 to learn more and find the location nearest you.

Additionally, current students who are having difficulty in completing their class should contact the instructor who can give you individual assistance.

If you are having difficulty achieving sufficient scores on your WorkKeys assessments, you may choose to work on the ACT WorkKeys Curriculum software system which provides targeted assistance, geared to the WorkKeys tests. Once you are set up in this program, you may access your lessons anywhere there is an internet connection and a computer to run the program.

## **ADULT WORKFORCE EDUCATION STAFF DIRECTORY**

### **Douglas Beck**

Director

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### **Brian Bugbee**

Public Safety Instructor

Arrowhead Location

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### **Angie Fahy**

Financial Aid & Program

Assistant

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Public Safety Program Coordinator

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### **Nancy Gray**

Administrative Support

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### **Robert Gubbins**

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### **Cindy Kinkaid**

STNA Program Coordinator

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### **Amy Kolb**

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### **Josie Lirot**

Adult Ed Coordinator, ASPIRE

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### **Linda Loeffler**

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### **Matt Nofziger**

Asst. Public Safety Coordinator

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### **Scott Palmer**

Office Manager

Arrowhead Location

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### **Cathy Royal**

Public Safety Instructor

[croyal@fcanywhere.net](mailto:croyal@fcanywhere.net)

<b>Adult Education Staff</b>	<b>Position</b>	<b>Education/Experience</b>
Douglas Beck	Director	MBA
Carl Arnold	Public Safety Instructor	FF, PARAMEDIC
Jen Baker	STNA Instructor	RN, BSN
Troy Bateson	Public Safety Instructor	FF, PARAMEDIC
Dave Beakas	Public Safety Instructor	FF, EMT
Anthony Bernal	Public Safety Instructor	FF, EMT
Kevin Bernhard	Public Safety Instructor	FF, PARAMEDIC
Zach Bingham	Public Safety Instructor	FF, PARAMEDIC
Jamie Blake	Public Safety Instructor	FF, PARAMEDIC
Graeme Bockrath	Public Safety Instructor	EMT
Michelle Bowers	Public Safety Instructor	ADVANCED EMT
Tim Bowling	Public Safety Instructor	FF, PARAMEDIC
Kyle Brodbeck	Public Safety Instructor	FF, PARAMEDIC
William Bruss	Public Safety Instructor	FF
Rick Busch	Public Safety Instructor	FF/Advanced EMT
Brian Bugbee	Public Safety Instructor	Paramedic, Licensed Massage Therapist
John Cannon	Public Safety Instructor	FF, PARAMEDIC
Dustin Cunningham	Public Safety Instructor	FF, PARAMEDIC
Jeff Dawson	Public Safety Instructor	FF, PARAMEDIC
Gerald Debien	Public Safety Instructor	FF, EMT
Barrett Dorner	Public Safety Instructor	FF, PARAMEDIC
Brenda Dunning	STNA Instructor	RN
Nicole Dunning	STNA Instructor	LPN
Angie Fahy	Financial Aid & Program Assistant	MBA
Lance Fisher	Public Safety Instructor	FF, PARAMEDIC
Tonya Fisher	Public Safety Instructor	FF/EMT
Eric Flory	Public Safety Instructor	FF/EMT
Jason Francis	Public Safety Instructor	FF, PARAMEDIC
Dan Frederick	Public Safety Program Coordinator	FF, Advanced EMT
Joel Frey	Public Safety Instructor	FF, PARAMEDIC
Peggy Garrett	STNA Instructor	RN, CERN
Shawn Goliver	Public Safety Instructor	FF, Advanced EMT
Ryan Grant	Public Safety Instructor	FF, PARAMEDIC
Nancy Gray	Adult Education Secretary	
Tom Gross	Public Safety Instructor	FF, PARAMEDIC
Robert Gubbins	Diversified Industrial Training Coordinator	
Josh Hanmrick	Public Safety Instructor	FF, PARAMEDIC
Robert Hartman	Public Safety Instructor	FF, PARAMEDIC
Ryan Helwig	Public Safety Instructor	FF, PARAMEDIC
Joshua Henry	Public Safety Instructor	FF, PARAMEDIC
Carol Hibbard	Public Safety Instructor	FF, PARAMEDIC
Scott Hibbard	Public Safety Instructor	FF, PARAMEDIC
Jake Hoffman	Public Safety Instructor	FF, PARAMEDIC

Joe Hoffman	Public Safety Instructor	FF, PARAMEDIC
Matt Homik	Public Safety Instructor	FF, PARAMEDIC
Bette Hughes	STNA Instructor	RN, PhD
Chad Jendrzejak	Public Safety Instructor	FF, PARAMEDIC
Janet Jerger	STNA Instructor	RN
Phil Kessler	Public Safety Instructor	FF, PARAMEDIC, RN
Wendy Kidd-Waisner	Public Safety Instructor	FF, PARAMEDIC
Cindy Kinkaid	STNA Program Coordinator	MSN, BSN, ADN, RN
Sue Kohl	STNA Instructor	RN, BSN (Ostomy/Wound Nurse)
Amy Kolb	Adult Education Secretary	BACHELORS
Josie Lirot	ASPIRE Coordinator	BACHELORS
Linda Loeffler	Adult Education Secretary	ASSOCIATES
DougLAS Meyer	Public Safety Instructor	FF/EMT
Shanan Middleton	Public Safety Instructor	FF, PARAMEDIC, RN
Jami Nathan	ASPIRE Instructor	BACHELORS
Matt Nofziger	Clinical & Fire Skills Coordinator	FF, PARAMEDIC
Kyle Norden	Public Safety Instructor	FF, ADVANCED EMT
Marilyn Nussbaumer	STNA Instructor	RN, (Mobile Life)
Scott Palmer	Arrowhead Campus Office Manager	
Megan Phillips	STNA Instructor	RN, BSN
Troy Phillips	Public Safety Instructor	FF, PARAMEDIC
Brandon Rosebrock	Public Safety Instructor	FF, PARAMEDIC
Sean Rossman	Public Safety Instructor	FF, PARAMEDIC
Cathy Royal	Public Safety Instructor	FF, PARAMEDIC
Tom Samson	Paramedic Director	FF, PARAMEDIC
Bonnie Schmitt	STNA Instructor	LPN
Celeste Schrock	ASPIRE Instructor	BACHELOR
Fred Schultz	ASPIRE Instructor	BS
Sarah Simms	Public Safety Instructor	EMT
Cathy Sito	STNA Instructor	BSN, RN, CHN
Rick Sluder	Public Safety Instructor	FF, PARAMEDIC
Patrick Wambo	Public Safety Instructor	FF, EMT
Toni Wyse	Public Safety Instructor	PARAMEDIC
Cheri Yochum	STNA Instructor	RN, BSN, CMSRN

## **ADMISSIONS POLICY**

The Adult Workforce Education Division of Four County Career Center is an equal opportunity educational institution. Our programs are open to all adults and to in-school youth 16 years of age or older for STNA classes, or 17 years of age and in the Senior year of high school for Public Safety programs, regardless of race, creed, color, religion, national origin, age, or sex. (Adult Basic and Literacy Education classes require permission of the high school administrator for school-age youth to attend.)

To enroll in one of the full-time skill training programs (600 hours or more) students must have a high school diploma, or its recognized equivalent, unless they are enrolled in the State of Ohio

and be beyond the age of compulsory school attendance in the State of Ohio. Some programs will require additional testing for admittance. Assessments are available to help adults determine their current educational levels. Program eligibility requirements can vary and are listed in each program's Student Handbook, located within this handbook.

Some adult classes do not require a high school diploma or GED but do require prior knowledge in the subject area and this will be specified in the course description. In addition, students enrolled in the Adult Diploma Program may enroll in the STNA course once state requirements have been met as they will receive their High School Diploma upon successful completion of the course and earning their state certification as an STNA.

Buildings and facilities are handicap accessible, and all reasonable accommodations will be made to assist disabled persons to succeed in classes.

## **INCLEMENT WEATHER POLICY**

In the event of inclement weather, FCCC may delay or cancel. 2 or 3 hour Delays will serve for a 10 am start, for the 8 or 9 am class. Please listen to your local radio/TV stations for cancellations and delays. Archbold campus will follow Four County Career Center closures. Arrowhead will follow Anthony Wayne Schools. Tune into WTOL 11 or WTVG 13 for delays and closures. Arrowhead students should watch for Arrowhead Maumee Adult Education. Instructions will be given at the next scheduled class for a make-up date. You are still responsible for the class hours and the information that would have been covered that day.

## **HIGH SCHOOL EVALUATION INFORMATION AND FOREIGN DIPLOMAS**

If the U.S. Department of Education or the school questions the validity of the high schools' credentials, the institution will first check the "Unacceptable Proof of Graduation" list. If the high school is on that list it will be judged as unacceptable. If it is not on that list but the institution still questions the validity of the high school credential, we will ask for a transcript from the high school showing classes completed and passed. If the Adult Career Center is still not satisfied as to the validity of the credential, we may contact the states' Department of Education in which the school is located to ascertain if the high school is approved by the state.

### **If your diploma is from a foreign country, you must:**

- Have the diploma translated into English.
- Once the diploma has been translated into English it must be reviewed by a credential evaluator to determine if it is equivalent to a U.S. diploma.
- Students must submit the credential evaluator's determination information in its original format.
- A list of evaluators who belong to The National Association of Credential Evaluation Services can be found online at <http://www.naces.org>. This list is for your comparison and the Adult Career Center does not recommend one agency above another. Evaluators do charge for this service and it can take several weeks, so be sure to start this process early in your enrollment process.

The final determination on the validity of high school credentials rests solely with Four County Career Center.

## **TRANSFER/CREDIT**

Students wishing to transfer between programs within Four County Career Center Adult Education or to transfer into Four County Career Center from other institutions should contact the Department Coordinator of the program they wish to attend. Students wishing to transfer academic credit from another institution should contact the Department Coordinator of the program they wish to enter.

## **MISREPRESENTATION**

This statement addresses the U.S. Department Regulatory Citation: 34 CFR § 668.71 through 668.75, Federal Register Pages: 66913, 66958-66960 Regarding the Prohibition of Misrepresentation to Students and Others at Four County Career Center.

Misrepresentation is defined as any false, erroneous or misleading statement an eligible institution, one of its representatives, or any ineligible institution, organization, or person with whom the eligible institution has an agreement to provide educational programs, or to provide marketing, advertising, recruiting or admissions services makes directly or indirectly to a student, prospective student or any member of the public, or to an accrediting agency, to a State agency, or to the U.S Department of Education. This includes student testimonials given under duress or because such testimonial was required to participate in a program.

Misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. A statement is any communication made in writing, visually, orally, or through other means.



Federal regulations further provide that substantial misrepresentation is any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment.

The regulations regarding misrepresentation describe misrepresentation with respect to:

- Nature of the education program
- Nature of financial charges
- Employability of graduates
- Relationship with the Department of Education: A Title IV eligible school may not describe its participation in a way that suggests approval or endorsement by the Department of Education of the quality of its educational programs.

FCCC employees and its representatives will hold themselves to the highest levels of integrity and will not provide any false, erroneous, or misleading statements to a student or prospective student, to the family of an enrolled or prospective student, or to the U.S. Department of Education. Factual information is presented to prospective students and families regarding educational programs, financial charges, and the employability of its graduates.

Our accrediting agency validates our services and insures that we do not provide misleading information on any services we provide.

### **COPYRIGHT PROTECTION**

Unauthorized copying, redistribution or republication of copyrighted or licensed materials is prohibited. Violations of this policy may result in disciplinary action and may also be referred to the appropriate legal authorities and/or other legal action may be pursued.

### **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 attorney's 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. For more information, please see the web site of the U.S. Copyright Office at: [www.copyright.gov](http://www.copyright.gov).

### **USE OF COPYRIGHTED MATERIALS**

The Federal copyright law (U.S.C. Title 17) governs the duplication, distribution, use and display or performance of all copyrighted materials, which includes printed matter, audiovisual materials, television programs, computer software and content from the Internet. Violation of the law can subject the violator to legal action resulting in the levying of fines and/or compensatory damages as well as criminal penalties.

The Four County Career Center status as a school district does not provide exemption from the law; public schools are subject to its provisions just as are other agencies, businesses and individuals. It is the intent of Four County Career Center to promote respect for the rights of copyright owners, knowledge of the copyright laws, education of students in those legal issues, and strict compliance with the copyright laws in all activities of Four County Career Center.

Therefore, Four County Career Center has adopted the following policy regarding use of copyrighted materials by Four County Career Center employees:

1. Four County Career Center shall abide by all provisions of the copyright laws and Four County Career Center's Internet Use Policy and Agreement.
2. Copyrighted materials, whether traditional printed material, audiovisual media or computer software, may not be duplicated without prior written permission from the owner or copyright holder unless that duplication falls under the exception in the law for "Fair Use" in instruction or other exceptions in the law.
3. Four County Career Center does not sanction or condone illegal duplication in any form, the use of illegally duplicated materials or the improper use of commercially duplicated materials.

Four County Career Center recognizes that there are exceptions to Federal copyright laws that provide some latitude for the use of copyrighted materials for instructional purposes, which fall under the doctrine known as "Fair Use." The District understands the doctrine to have the following components:

"Fair Use" presupposes good faith and fair dealing.

The courts use the following four criteria to determine "Fair Use:"

The purpose and character of the use - the use of materials for teaching or research is acceptable according to "Fair Use" guidelines. These "Fair use" exemptions do not apply to non-instructional purposes such as reward or motivation; the nature of the copyrighted work - if the material is designed primarily for educational use, it is more likely to fit the "Fair Use" guidelines. Creative materials are less likely to fit the "Fair Use" guidelines than informational materials; The amount of the work used - if only a certain percentage or an insignificant portion of a work is used, "Fair Use" guidelines are more likely to apply; and the effect of the use upon the potential market value of the copyrighted work - if future sales of the work are negatively impacted by the use, "Fair Use" guidelines will probably not apply. This is perhaps the most critical factor in the "Fair Use" analysis.

It is the intention of the District that any instructional use of materials under the "Fair Use" exception to the copyright laws be conducted in compliance with these laws, and that permission of the author(s) or copyright owners be sought as necessary. If any faculty, staff or students are unsure if "Fair Use" covers a particular proposed use, it is their responsibility to seek assistance from the Librarian.

**EDUCATIONAL COSTS**

- Course fees are set to cover operating expenses. Course fees should be paid before the beginning of the first class session. Many employers and agencies will pay tuition for students who are attempting to enhance their skills for their job. Please check with your employer to see if this option is available at your workplace. The Adult Education Office will direct bill your organization for your tuition if authorized by your employer.
- In special circumstances, a payment schedule may be set up with the Adult Workforce Education Director. These arrangements need to be set up prior to the beginning of class. Please call the Adult Workforce Education Office during the day to set up this payment arrangement. Certificates of completion will be held until all fees are paid.
- Before applying for financial aid, students and parents should assess all of the costs of attending Four County Career Center. The Financial Aid Office establishes standard budgets, which reflect average costs for students during a typical period of enrollment. Actual expenses vary among students depending on life styles, priorities and obligations.
- To assist applicants in determining their need to meet all costs of education, direct and indirect, a schedule of tuition and fee costs has been provided below. Indirect Costs include personal expenses, room/board, transportation, child care and loan fees.

<b>Cost of Attendance 20-21</b>										
<b>Paramedic Program</b>										
	<b>Direct Costs</b>			<b>In-Direct Costs</b>						<b>Grand Total</b>
<b>Student</b>	<b>Tuition/Supplies</b>	<b>Books***</b>	<b>Total</b>	<b>Housing**</b>	<b>Mileage</b>	<b>Misc*</b>	<b>Internships</b>	<b>Daycare***</b>	<b>Total</b>	
<b>Independent</b>	11000	678.80	<b>11,678.80</b>	4944	4686	800	250	2199	<b>12879</b>	<b>\$24558</b>
<b>Dependent</b>	11000	678.80	<b>11,678.80</b>	0	4686	800	250	0	<b>5736</b>	<b>\$17,415</b>

\* Misc. costs are estimated and include: Physical (90.00), Immunizations (350.00), BCI Background check (27.50), Drug Screens (150.00), Testing 110.00, & CRC WorkKeys Testing (75.00)

\*\*See policy manual, 25% of the average housing costs of Defiance, Fulton, Henry, & Williams Counties (www.irs.gov)

\*\*\*See policy manual, 25% of the average daycare costs (www.naccrra.org)

\*\*\*\* Books associated with the Paramedic program and their costs are listed below for Pell Eligible students who wish to compare prices.

**Important Note:** Please be advised that purchasing used books may **not include** workbooks and online access codes that are necessary for successful completion of the program.

American Academy of Orthopedic Surgeons  
Nancy Caroline's Emergency Care in the Streets Paramedic  
ISBN: 13:9781284038316                      \$546.71

Anatomy & Physiology Book  
ISBN: 978-1-4496-4230-3                      \$86.21

**Please note: Some tuition/fees/cost of books may be estimated and could be subject to change.**

**GRADUATION REQUIREMENTS/RATES**

- Student must have obtained cumulative attendance and grade average as defined in their program’s Student Handbook.
- Student shall have mastered the program competencies.
- Student must have no outstanding monies owed to the school.
- Students must complete required surveys and certificate assessments.
- All equipment and/or materials owned by the school must be accounted for.
- Any other specific program requirements.

**Graduation Rate 2019-2020**

The overall graduation rate is also known as the "Student Right to know" or IPEDS graduation rate. It tracks the progress of students who began their studies as full-time, first-time degree- or certificate-seeking students to see if they complete a degree or other award such as a certificate within 150% of "normal time" for completing the program in which they are enrolled. Some institutions also report a transfer-out rate, which is the percentage of the full-time, first-time students who transferred to another institution. Not all institutions report transfer-out rates. Note that not all students at the institution are tracked for these rates. Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate.

**Graduation Rate: 69%**

**RETENTION RATE 2019-2020**

The following information is being disclosed as required by the Student Right-to-Know Act. The information reflects students who completed/graduated within 150% of the normal time allowed for their program and were full time, first time students. This information is for reporting purposes only and may not accurately represent total enrollment of our school. **Rate=88%**

**Retention Policy**

The Faculty and Staff at FCCC AWE are committed to the overall success of each student that enrolls in our courses. Our Retention Policy ensures that each student is given the opportunity to receive additional support if needed.

The following steps are taken when a student is in jeopardy of not completing their program of study.

1. Program faculty attempts to contact the student by email, copying the Program Coordinator.
2. Identify any issues the student may be having concerning classroom participation, attendance, or course content, etc.
3. Offer remediation and/or counseling to attempt to resolve issues as long as needed and progress is being made.
4. Program faculty will attempt to contact the student 3 times. If no response from the student after 3 attempts, the student will be administratively withdrawn.

**PLACEMENT RATES**

Placement Rates for the for Paramedic graduates of the 2019-2020 academic year at FCCC is 100%

**TYPES OF EMPLOYMENT**

Students who complete their program of study at FCCC can be eligible for the following types of employment:

- |              |                       |                 |        |
|--------------|-----------------------|-----------------|--------|
| Paramedic    | Volunteer Firefighter | Nurse Aid       | Welder |
| EMT          | Firefighter I         | Forklift Driver |        |
| Advanced EMT | Firefighter II        | HVAC Technician |        |

Many of the students that attend courses at FCCC are already employed and are here to increase their training or are required to have the training as a condition of employment.

**FINANCIAL AID**

**FINANCIAL AID ELIGIBLE PROGRAMS**

Paramedic

**FINANCIAL AID COORDINATOR**

Angie Fahy: 419-267-2282, fahy@fcanywhere.net

**2020-2021 ACADEMIC YEAR DEFINITIONS**

<u>Program</u>	<u>Total Hrs.</u>	<u>Payment Period in Hours</u>	<u>Academic</u>
<u>Year in Hours and Weeks</u>			
Paramedic	1100	450/450/200	900 clock hours and 52 weeks

## **HOW ELIGIBILITY IS DETERMINED**

Financial assistance is awarded to bridge the gap or to supplement the amount that you and your family are reasonably able to contribute toward your educational expenses. When applying for Federal Student Aid, it is necessary for you to complete the Free Application for Federal Student Aid with information concerning your family's financial strength such as income and assets, size of family, number in college, and any unusual circumstances or expenses which you face. The information reported is used in a formula established by the U.S. Congress that calculates the Expected Family Contribution (EFC), (an amount a student and his/her family are expected to contribute toward education). If the EFC is below a certain amount, a student will be eligible for a Federal Pell Grant, assuming he/she meets all other eligibility requirements. The EFC is used in the following equation to determine the financial need:

$$\begin{array}{ll} \text{Cost of Attendance} & \text{(Tuition, fees, transportation, personal, etc.)} \\ - \text{Family Contribution} & \text{(What you and your family are able to contribute toward your educational} \\ & \text{costs)} \\ = \text{Your Financial Need} & \text{(Grant or other resources you can receive)} \end{array}$$

Students will need to add Four County Career Center's School Code to the FAFSA, in order for it to be sent by the Department of Education.

## **Four County Career Center School Code: 040683**

### **FOR ALL TITLE IV AID PROGRAMS (PELL GRANT) A STUDENT ENROLLED AT FOUR COUNTY CAREER CENTER MUST:**

- Have financial need.
- Be enrolled in a program that is at least 600 clock hours and 15 weeks in length.
- Meet Satisfactory Academic Progress standards set by the school.
- Be a U.S. citizen or eligible non-citizen.
- Register with the Selective Service if you are a male who is at least 18 and born after 12/31/59.
- Not be incarcerated in a federal or state penal institution.
- Have a high school diploma or G.E.D.
- Have a valid Social Security Number
- Sign a statement on the Free Application for Federal Student Aid (FAFSA) certifying that you will use federal student aid only for educational purposes.
- Sign a statement on the FAFSA certifying that you are not in default on a federal student loan and that you do not owe money back on a federal student grant.
- Not have been convicted under federal or state law of the sale of or possession of drugs. (You may still be eligible depending on the number of offenses and when they happened.)
- Must provide information in order for school to obtain financial aid history.
- May not have property that is subject to a judgment lien for a debt owed to the United States Government.

**STUDENT RESPONSIBILITIES:** Students who apply for and receive federal financial aid at FCCC must understand the following:

- Financial aid may be terminated if it is discovered that there was fraud or misrepresentation by the student on any fin. aid application.
- Information submitted on any financial aid application must be accurate and complete.
- The student must notify the Financial Aid Office if changes are made to any information on a financial aid application.
- The student **cannot** use federal student aid at two schools at the same time.
- Financial aid is not renewable and must be applied for each year.
- The student may not receive federal aid if they currently owe repayment on a Federal Pell Grant or are in default on a Federal student loan.
- The student must have the entire tuition cost accounted for prior to registration.
- The student must abide by all regulations of the U.S. Department of Education. Students must provide all information and documentation requested by the Financial Aid Office.
- Financial aid awards may be changed if estimated dollars are not received from the U.S Department of Education, if errors in awards were made, or if funding levels are modified.

### **CONFIRMATION OF CITIZENSHIP**

All students applying for Federal Financial Aid must be able to confirm their citizenship status with the Social Security Administration. The confirmation process is applied when the student submits the Free Application for Federal Aid to the Federal processor. The Federal processor performs a match with the SSA to confirm the student's citizenship status and social security number. If SSA cannot confirm the student's citizenship status, a comment will appear on the student's Institutional Student Information Record (ISIR) and the following will apply:

#### **U.S. Citizen or National:**

- Must use correct SSN, name or date of birth if these are in error and re-submit application
- If data still doesn't match student must provide documentation to prove citizenship
- Other documents could include birth certificate or Certificate of Naturalization

### **Eligible Noncitizen:**

- A-number is sent to DHS for primary verification
- If status is not confirmed an automatic secondary confirmation will be performed by DHS
- School will wait at least five but no more than 15 days for result of secondary confirmation
- If no secondary confirmation the school will begin paper confirmation on form G845
- Form G845 is sent to DHS field office with documentation from student

### **Students who are required to undergo secondary confirmation will be provided in writing:**

- Explanation of documentation to be submitted
- Deadline for submitting 30 days
- Notice that student may not receive aid for the payment period if deadline is missed
- Statement that eligibility is not decided until student has a chance to submit documentation.

**\*\*Citizenship issues must be resolved prior to any aid being disbursed.**

### **DEPENDENCY STATUS**

Some students have supported themselves for several years and their parents are not expected to contribute toward their school expenses. Such students are called "**Independent Students**" and for them, the financial aid process works differently because parental income is not considered. However, if an independent student is married, his or her spouse's income is considered even if they were not married when they filed taxes.

You are considered Independent if you meet any one of the following criteria:

- You have reached the age of 24 prior to January 1st of the upcoming award year.
- You are enrolled in a graduate or professional educational program beyond a Bachelor's Degree.
- You are married as of the date you submitted the FAFSA.
- You have children who receive more than half of their support from you.  
**NOTE: Having a child does not automatically make you independent. You must be providing over 50% of the child's support.**
- You have dependents (**other than your children or spouse**) that live with you and receive more than half of their support from you, now and through the end of the award year.
- Both parents are deceased or you are an orphan or Ward of the Court (or were a Ward of the Court until age 18).
- You are currently serving on active duty in the U.S. Armed Forces (other than training).
- You are a Veteran of the U.S. Armed Forces.
- You are an emancipated minor.
- You are an unaccompanied youth who is homeless or in danger of being homeless.

If you do not meet any of the above criteria, then you are considered a "**Dependent Student**" and your parents must complete part of the FAFSA and provide their financial information.

In some instances, you may apply to receive what is called a Dependency Override. Only the Financial Aid Office can make that decision and circumstances must be in line with Four County Career Center's Dependency Override Policy.

### **DEPENDENCY OVERRIDE POLICY**

A Dependency Override may be granted for a student who has an unusual circumstance, which is beyond his/her control. A Dependency Override is reviewed on a case-by-case basis, not for a group of students with similar circumstances.

To receive a Dependency Override the student must make a written request to the Financial Aid Office and be able to provide necessary documentation. The Financial Aid Office will determine what type of documentation is appropriate for the situation and will make the final determination. All documents will be retained in the students file.

### **VERIFICATION/CORRECTION POLICIES AND PROCEDURES**

Verification is the confirmation through documentation that the information provided on a student's Free Application for Federal Student Aid (FAFSA) is correct. The federal government requires schools to verify or confirm the data reported by students and their parent(s) on the FAFSA. An asterisk (\*) next to EFC number on the SAR, or ISIR, indicates that the student has been selected for verification by the U.S. Department of Education. The school may also select a student for verification. PRCTC is responsible for verifying the accuracy of the information and data used to calculate the expected family contribution (EFC) on the student's FAFSA. For the 2019-2020 or 2020/2021 award years, students selected for verification will be placed into one of three verification tracking groups. Each group has a separate name, verification code, and list of items that must be verified. The Financial Aid Office will notify the student, in writing, as to what group the student has been placed. Students may refer to the verification worksheet, or contact the Financial Aid Office, for a list of items to be verified in each verification group. Below is a list of the verification groups.

- V1 – Standard Verification Group
- V2 – N/A for 20-21
- V3 – N/A for 20-21
- V4 – Custom Verification Group
- V5 – Aggregate Verification Group
- V6 – N/A for 20-21

Students selected for verification are required to complete a verification worksheet. In addition, students must provide all required supporting documentation and/or information. When all required documentation and/or information has been submitted, the Financial Aid Office will review the information for any necessary corrections. The Financial Aid Office will electronically submit to the Central Processor (CPS) corrections to the student's FAFSA resulting from verification. The CPS will then send notification of changes made by PRCTC to the student as notification of these corrections. If a student's award changes as a result of verification, a revised award notification will be sent within two weeks of the completed verification process. The student will be required to review and sign the revised Award Letter prior to receiving any Federal Student Aid.

### **PROFESSIONAL JUDGEMENT/SPECIAL CIRCUMSTANCES**

The EFC (Estimated Family Contribution) formula is basically the same for all applicants and prior year income is used in the calculation. The financial aid officer has the authority on a case by case basis to adjust certain data elements for a student with special or unusual circumstances. Some examples would be a layoff, unusually high medical or tuition bills, etc. If you feel that you have a special circumstance, please contact the financial aid office to discuss your situation and find out what documentation is needed. After reviewing all documentation, the financial aid office will make a decision to approve or deny your request and will notify you of the outcome. The decision is final and cannot be appealed to the Federal Department of Education. Please note that the use of professional judgment is allowed but not required of the school.

## **TYPES OF FINANCIAL AID**

### **FEDERAL PELL GRANT PROGRAM**

The Pell Grant is awarded with no repayment expected. Any student wishing to receive a Federal Pell Grant at this institution must meet the eligibility requirements established by the U.S. Department of Education. The maximum award for 2017-2018 is \$5920, and 2018-2019 is \$6095. To apply for a Federal Pell Grant, a student must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA may be completed online at [www.fafsa.gov](http://www.fafsa.gov). After the FAFSA has been processed by the U.S. Department of Education, a Student Aid Report (SAR) will be issued. This report will contain a number referred to as the EFC (Expected Family Contribution). The school uses this number to determine the amount of the student's award.

### **FEDERAL PELL GRANT LIFETIME ELIGIBILITY**

Effective in 2012, The U.S. Department of Education established a regulation that limits a student to six years (12 full-time semesters) of total Pell Grant Lifetime Eligibility. A student can find his/her lifetime eligibility used for the Federal Pell Grant by going to [www.nsls.ed.gov](http://www.nsls.ed.gov) and creating a student account. NSLDS, the National Student Loan Data System, tracks Pell Grants, loan usage, and overpayment status. Students who have received the Federal Pell Grant and/or federal student loans may view their history and lender details at this website:

[https://www.nsls.ed.gov/nsls/nsls\\_SA/](https://www.nsls.ed.gov/nsls/nsls_SA/)

### **FEDERAL STUDENT LOANS**

FCCC Adult Workforce Education **does not** participate in the Federal Student Loan program. However, students may apply on their own for private student loans to assist with their educational expenses. We strongly recommend students complete the FAFSA before applying for private student loans to determine their eligibility for federal aid.

### **FEDERAL STUDENT LOAN DEFERMENT OR FORBEARANCE**

Students attending at least half time may be eligible for a deferment or forbearance on their Federal Student Loans. For more information, go to: [studentaid.ed.gov](http://studentaid.ed.gov) >How to Repay Your Loans>Deferment and Forbearance.

### **OTHER SOURCES OF ASSISTANCE:**

**Bureau of Vocational Rehabilitation (BVR)** - Financial aid may be available from this local agency for students with physical, mental or emotional disabilities that present a handicap to employment. Contact your local or area Bureau of Vocational Rehabilitation office.

**Department of Veterans Affairs (VA)** - Federal training monies available to veterans of the U.S. Armed Services. For eligibility contact V.A. at 1-888-442-4551 or <http://www.va.gov/benefits>. Student must complete the appropriate application and then the Financial Aid Office will certify.

- **Chapter 30 – Montgomery GI Bill- Active Duty Educational Assistance** Period of Service: 7-1-85 to present Eligibility: Two or three year's active duty; Honorable discharge; Eligible 10 years from date of separation.
- **Chapter 1606 – Montgomery GI Bill – Selected Reserve Educational Assistance** Eligibility: Student must be currently enrolled in a Selective Reserve program such as the National Guard or the Army Reserves.
- **Chapter 1607 – Reserve Education Assistance Program (REAP)** Eligibility: Available to certain reservists who were activated for at least 90 days after 9/11/01.
- **Chapter 31 – Vocational Rehabilitation** Eligibility: Student must have a service related disability which the Department of Veterans Affairs has rated at least 10% compensable. There must be an employment handicap and generally the student must complete the program within 12 years from the notice of the disability rating.

- **Chapter 32 – Veterans’ Educational Assistance Program (VEAP)** Period of Service: 1-1-77 to 6-30-85 Eligibility: Active duty for at least 181 days, contribution to the program and other than dishonorable discharge. Eligible 10 years from date of separation.
- **Chapter 33 – Post 911** Available October 1, 2011  
The Post-9/11 GI Bill provides financial support for education and housing to individuals with at least Eligibility: Must have 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.
- **Chapter 35 – Survivors’ and Dependents’ Educational Assistance** Eligibility: A child (under 26) or a spouse of a veteran who is 100% disabled or who died because of service related injuries.

**Ready to Work:** The Ready to Work initiative may provide funding assistance to qualified individuals enrolled in the basic welding. This program is open to residents of Allen, Crawford, Defiance, Fulton, Hardin, Hancock, Henry, Lucas, Ottawa, Paulding, Putnam, Sandusky, Seneca, Van Wert, Williams, Wood, and Wyandot counties. This workforce development program is funded by the U.S. Department of labor, Employment & Training Administration. These services are available to all eligible participants regardless of race, gender, age, disability, or religion. Minimum qualifications are long-term unemployment or for veterans one-day unemployment.

**Rehabilitation Services Commission (RSC):** This agency provides funding for individuals with disabilities. Call 1-800-589-5811 to see if you qualify for assistance.

**Trade Adjustment Assistance (TAA):** Assistance may be available for students who have lost jobs or had hours and wages reduced because of foreign trade. Contact your employer or a local Ohio Bureau of Employment Services office.

**Workforce Investment Act (WIOA):** The Workforce Innovation & Opportunity Act (WIOA) of 2014 is a federal employment and training law that replaced the Workforce Investment Act (WIA). Implemented to streamline employment and training programs, help job seekers find work, and help employers locate qualified workers. Contact your county Ohio Means Jobs center for further information.

**Fulton County:** 419-337-9215    **Henry County:** 419-592-3862    **Williams County:** 419-636-6122    **Defiance County:** 419-784-3777

**GRADING SCALE**

**Grading Scale (An 80% is required to pass all Public Safety & STNA courses)**

<u>Letter Grade</u>	<u>Percent Equivalent</u>	<u>Description</u>
A	90-100	Excellent
B	80-89	Above Average
C	70-79	Average
D	60-69	Below Average
F	59.99 & BELOW	Failure
I	N/A	Incomplete

**ATTENDANCE POLICY**

Attendance and punctuality are expected at each class meeting. Four County Career Center students must maintain a cumulative 90% attendance rate, unless otherwise required by State or Federal regulations. See the program portion of this handbook for each program requirements.

**TARDINESS/EARLY LEAVE POLICY**

Students arriving late or leaving early from class activities will be marked accordingly on the attendance record. Chronic issues will be reported to the student’s sponsor or funding agency.

**SATISFACTORY ACADEMIC PROGRESS**

Students who are awarded Pell Grants must maintain Satisfactory Academic Progress for continued aid eligibility. Satisfactory Academic Progress at Four County Career Center Adult Workforce Education is defined as:

Attendance:

- Student must maintain a cumulative 90% attendance rate.

Grade (Qualitative Measure)

- Student must maintain at least an 80%

Pace of Completion (Quantitative Measure)

- Student must maintain an aggregate 90% pace of completion to ensure completion within the maximum time frame. The pace of completion is calculated as follows:

$$\frac{\text{Clock hours successfully completed}}{\text{Clock hours scheduled}} = \text{pace of completion}$$

**MAXIMUM TIME FRAME**

To maintain Satisfactory Academic Progress, students must maintain pace of progression to ensure completion within maximum timeframe. Due to the 90% attendance policy for the Paramedic Program, the maximum time frame is 111.11% (100/90% = 111.11%). Therefore, students enrolled in the 74-week long paramedic program, must complete the program within the maximum time frame of 82 weeks.

**\*\*\*FCCC Adult Workforce Education will evaluate Satisfactory Academic Progress at the end of each payment period.**

Attendance, grades, and pace are checked at the end of each payment period. The payment period is defined as the point when the student's scheduled clock hours have elapsed.

Example: a 900-hour program the official check date is at the end of each scheduled 450 hours.

Any student who fails to make Satisfactory Academic Progress at the end of a payment period will be notified that he/she has been placed on "Financial Aid Warning" and may continue to receive aid for one payment period. No appeal is necessary for this status.

**WARNING STATUS**

Any student who is not meeting the satisfactory academic progress policy will be notified in writing that they are in Warning Status and have one payment period to meet SAP requirements. During this warning status period, the student will continue to receive financial aid disbursements. At the end of one warning period, a student who has not improved his standing and still fails to comply with the SAP policy, will be ineligible for future disbursements and will be notified in writing. It is advisable for any student on warning status to meet with the financial aid counselor, academic advisor and/or Public Safety Administrative staff to ensure future SAP eligibility. If financial aid eligibility is lost, a student can regain eligibility. This can be done only by taking action that brings the student into compliance with both the qualitative (grade average of 80% or better) and the quantitative (90% attendance) components of the SAP policy.

**LOSS OF ELIGIBILITY/APEAL PROCESS**

Satisfactory Academic Progress will be reviewed at the end of the next payment period. If a student on "warning status" has failed to restore SAP standards at this time, he will lose financial aid eligibility. A student in this situation has the right to appeal this decision. To do so, they must write a letter to the Financial Aid and Program Assistant including the reasons that prevented the student from meeting SAP, including supporting documentation. The student should also share a plan as to how SAP will once again be restored if financial aid is reinstated. If the financial aid is reinstated for the student, it will be on a probationary status. The student will only be permitted to continue receiving aid for one additional payment period unless probation conditions are met and SAP has been restored by that time. If the appeal is denied, the student will be expected to personally finance the remainder of the course.

If at the time of appeal, it is determined that it would be mathematically impossible for the student to restore SAP in one payment period but possible by the completion of the program, an academic plan may be created outlining benchmarks that the student must meet at each subsequent payment period to ultimately restore SAP by program's end. Such a student who fails to adhere to the goals of the plan when checked at the end of subsequent payment period will once again lose financial aid eligibility. No further appeals would be accepted.

**SPECIAL GRADING CIRCUMSTANCES**

**Transfer of Credits:** If credits are accepted by the program, the hours will count as attempted and completed.

**Repetition:** When a course is repeated the new grade replaces the old grade. All hours from repeated course work will count towards the maximum time frame.

**Incomplete:** A grade of incomplete is not counted in their grade. If the student does not complete the work in the specified time the incomplete will change to an F, which negatively impacts the grade point average.

**Withdrawal:** Financial aid may not be available upon return to the program, depending on academic progress at time of withdrawal and the timeframe in which the student returns.

**Reinstatement:** Financial aid may not be available upon return to the program, depending on academic progress at time of withdrawal and the timeframe in which the student returns. A student who is not receiving aid due to unsatisfactory progress will have their aid reinstated only when the student is meeting SAP requirements.

**DISBURSEMENT OF FUNDS**

All financial aid funds are disbursed by the Business Office in conjunction with the Financial Aid office. Funds will be disbursed as follows:

- First Disbursement - Requires student to have attended the first 30 days.
- Second Disbursement – Student must be meeting the SAP policy and successfully completed 450 clock hours, and 26 weeks in the payment period.
- Third Disbursement - Student must be meeting the SAP policy and successfully completed 900 clock hours, and 26 weeks in the payment period.
- Successfully completed is defined as having attended 90% of the scheduled clock hours (in accordance with the excused absence policy); and achieved at least an 80% grade.

**FINANCIAL AID NOTIFICATION**

Written notification will be sent to the student after the official registration process has taken place and once classes are in progress.

**CREDIT BALANCES**

A Federal Student Aid (FSA) credit balance occurs whenever the school credits FSA program funds to a student's account and the total amount of those FSA funds exceeds the student's allowable charges. If a student has a FSA credit balance after the Return of Title IV calculation and the institution's refund policy



has been applied to the account, the school will issue a refund. A refund check will be mailed directly to the student as soon as possible but no later than 14 days after the determination of the credit balance.

### **CANCELLATION POLICY**

The Adult Workforce Education Division of Four County Career Center reserves the right to cancel classes if sufficient enrollment does not occur.

### **REFUND POLICY**

Student refunds, when due, will be made without request from the student and will be made within 45 days of the last date of attendance if written notification of withdrawal has been provided by the student, or within 45 days from the date FCCC terminates or determines the student has withdrawn without written notification from the student.

Students who withdraw before the first class will receive a full refund. The Adult Workforce Education Office must receive notice of the withdrawal prior to the start of the class for the full refund to be issued.

Students who withdraw after the first class will receive a full refund, less a 10% processing fee.

Students who withdraw after the start of the second class will not receive a refund. In emergency cases, a student may re-enroll in the class within a year without paying additional tuition. This arrangement must be made with the Adult Workforce Education Director at the time of withdrawal.

Refunds will be issued from the Business Office by check only. Refund checks will be mailed to the home address of the student or to the appropriate agency. The processing of refunds takes approximately 4-6 weeks.

Refunds will automatically be issued to those whose class is cancelled by Four County.

Refunds for textbooks will be issued only if the book is in new condition, and can be resold as a new book. No used books will be bought by the Adult Workforce Education Office.

### **WITHDRAWAL POLICY**

Students planning to withdraw should meet with the Program's Coordinator to discuss the following steps.

- Students must notify the Coordinator or Director of Adult Education to discuss the reasons for their withdrawal.
- If the student still wishes to withdraw after speaking with the Coordinator and/or Director, the student is required to complete a withdrawal form, including signature and date. **Students who are withdrawing must also return all books and supplies usable by another student, verify their last date of attendance, and pay all bills.**
- Students must have the approval and signatures as indicated on the withdrawal form. **The student is responsible for any expenses not covered by a grant including any additional costs incurred by Four County in an effort to recoup their costs.**
- **Students will receive a written notice of their withdrawal which shall include the date.**
- If a student stops attending, but does not officially withdraw. The withdrawal date will be the last date the student attended. The school will notify students within 30 days of becoming aware a student has stopped attending classes.

### **LEAVE OF ABSENCE POLICY**

Four County Career Center allows students with extenuating circumstances to take a leave of absence (LOA). The school may grant a leave of absence of up to 180 days in any \*12-month period, during which time the student is not considered to be withdrawn. No Return of Title IV calculation is required at this time. While on a LOA, no additional institutional charges will be generated, the student's financial need may not increase, and therefore, the student is not eligible for any additional federal student aid.

Prior to a LOA, a student must meet with their program coordinator to see if a LOA is possible. The student must submit a Leave of Absence Form along with written, signed, and dated letter, stating the circumstances for the request and any other documentation. A decision regarding the request will be made within five school days and the student is notified in writing. However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence if the institution documents its decision and collects supporting documentation at a later date.

Before returning from a leave of absence, the student must meet with the program coordinator to devise a plan of completion. If the student fails to return from an approved LOA, he/she will be considered officially withdrawn, and a Return of Title IV calculation will be done of tuition owed or refund due to student based on the student's last day of attendance.

\*One additional approved leave (not to exceed 30 days) may be allowed for unforeseen circumstances such as jury duty, military reasons or circumstances covered under the Family Medical Leave Act (FMLA) of 1993.

### **EXCUSED ABSENCE POLICY**

Four County Career Center has a 10% excused absence policy for most programs. Individual program requirements that vary from this standard are listed in each program's Student Handbook at the back of this manual.

## **SUSPENSION**

A student who withdraws from classes will also be suspended from receiving financial aid for the remainder of the program year. Students who owe an overpayment of federal funds are ineligible for further financial aid at any college or university in the country until the overpayment is paid in full or payment arrangements are made with the U.S. Department of Education.

## **RETURN TO TITLE IV POLICY**

Four County Career Center returns unearned funds received from Federal student assistance programs to the proper program accounts in accordance with Federal Title IV student assistance regulations, as amended, under 34 CFR, section 688.22(d) of the Reauthorization of the Higher Education Act of 1965.

A student receiving assistance from Federal Title IV programs is required to complete a minimum number of clock hours for the payment period in which assistance was received.

- If the student withdraws from a program before completing 60% of the payment period, a pro-rated portion of the federal aid received must be returned to the federal aid programs equal to the percentage of the payment period remaining. The student's last day of attendance will serve as the "withdrawal date" when calculating the return of Title IV Funds formula.
- If the student remains enrolled and attends class beyond the 60% mark of the payment period in which aid is received, all federal aid is considered earned and not subject to this policy.

Return of Federal Title IV funds will be distributed according to statutory regulations. For calculation purposes, Four County Career Center utilizes the Return of Title IV Funds software provided by the U.S. Department of Education. The Return of Title IV Funds calculation determines the percentage of financial aid students have earned for the payment period. This is based on the number of clock hours scheduled in the enrollment period. For example, if the student completed 20% of the scheduled clock hours in the payment period, they earn 20% of the federal funds that they were originally scheduled to receive.

Four County Career Center must return funds, based on calculations, up to the total Pell Grant disbursed (Direct Loans are not currently offered).

If the student did not receive all of the funds earned, they may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the institution must get the student's permission before the funds can be disbursed.

Once Four County Career Center has determined that a student has withdrawn, a Return of Title IV Funds calculation will be performed within 45 days. The institution will notify the student in writing of their revised eligibility after the Return of Title IV Funds calculation is completed. If the student owes unpaid tuition and fees, the student will receive an invoice from Four County Career Center.

## **NOTIFICATION PROCESS**

Students will be notified in writing of the amount they owe within thirty days of withdrawing.

## **OVERPAYMENTS**

If a student receives an overpayment of federal funds, the school will attempt to adjust any remaining disbursements to the student. If that is not feasible, the student will be required to repay the overpayment amount. Students who do not repay the overpayment amount will be referred to the U.S. Department of Education and will be ineligible for future federal financial aid.

## **REFERRAL OF FRAUD CASES**

If an applicant misreports information or alters documents for the purpose of increasing his/her aid eligibility or for fraudulently obtaining Federal funds, the applicant will be reported to the Office of Inspector General, U. S. Department of Education. If the student received federal financial aid because he/she reported incorrect information, the student will have to repay any portion of aid they should not have received. Also, any person who intentionally makes false statements or misrepresentations on a federal aid application is violating the law and is subject to fine, imprisonment or both.

## **RETURNING STUDENTS POLICY**

Students are permitted to withdraw and return to the same program one time. Financial aid may not be available upon return to the program, depending on academic progress at time of withdrawal and the timeframe in which the students returns. A student who is ineligible for aid will be responsible for paying all tuition/fees.

## **RETURNING STUDENTS - PROCESS/CHECKLIST**

- Student will complete application for federal financial aid at [www.fafsa.gov](http://www.fafsa.gov)
- Student will contact the Financial Aid Office for an appointment to review his/her financial aid status and complete any necessary enrollment forms.
- Please note that any previous balance must be paid prior to your re-entry.

If you aren't able to keep scheduled appointments, you must call the Adult Education Office at 419-267-2703 to re-schedule. No-call, no-show will be considered as a student withdrawing their request to return.

## **UNUSUAL ENROLLMENT HISTORY POLICY**

The U.S. Department of Education has established new regulations to prevent fraud and abuse in the Federal Pell Grant Program. They have done this by identifying financial aid students with unusual enrollment histories. If a student has received Pell Grant funding while attending multiple institutions during the last four academic years, the student may be flagged for unusual enrollment history (UEH). While most students have legitimate reasons for unusual enrollment histories, other students enroll in school just long enough to receive cash refunds of federal student aid. These students will often leave school, after receiving their financial aid refund, and repeat the process again by enrolling at another school.

Students with unusual enrollment histories will be flagged by the central processor on their Student Aid Report (SAR) as having either a possible or questionable enrollment pattern problem. Once identified as having a UEH flag, the Financial Aid Coordinator is required to review the student's enrollment information and determine if academic credit was earned during the last four award years. Students with UEH flags will be required to provide the Financial Aid Office with their official signed academic transcripts from each college from which financial aid was received in the past four award years. As part of the review process, the Financial Aid Coordinator has the authority to request missing official academic transcripts from the student.

The Financial Aid Coordinator is able to determine if academic records are missing by reviewing data from the National Student Loan Data System.

Students will be ineligible for financial aid until all required transcripts are received by the Financial Aid Office. Once all required academic transcripts are received, the Financial Aid Coordinator will review the student's enrollment and financial aid records to determine if academic credit was earned. Records may be reviewed from previously attended schools.

**Academic Credit Earned:** If the school determines that academic credit was earned, and the student is not enrolling just to receive a financial aid refund, no further action is required. The student becomes eligible for financial aid.

**Academic Credit Not Earned:** If the school determines that the student did not earn academic credit at a previously attended institution, the student will be required to provide additional documentation before eligibility for financial aid can be determined. If Academic Credit was not earned, students will be asked to provide documentation explaining why they failed to earn academic credit. Documentation provided by the student must support the following:

1. The reason(s) why the student was unable to earn passing grades; and
2. That the student did not enroll solely for the purpose of receiving a credit balance of financial aid.

Students may include personal and academic reasons to explain their failure to earn academic credit. Personal reasons include: illness, a family emergency, a death in the family, changes in living status, and military obligations. Academic reasons may include unexpected academic challenges, or a determination that the academic program did not meet the student's needs.

The documentation provided when academic credit is not earned will be reviewed by a committee consisting of the Director, the Lead Program Coordinator, and the Financial Aid & Program Assistant. Students who have lost their eligibility for financial aid will be notified in writing by the Financial Aid Office.

**Regaining Title IV Eligibility:** If a student is denied Title IV aid for Unusual Enrollment History, the student may attend a fulltime program without receiving Title IV aid and pay out-of-pocket for the first payment period. At the end of the first payment period, if the student is meeting the requirements of Satisfactory Academic Progress, the student could then be considered for Title IV Eligibility for the remaining program hours.

## **DRESS CODE**

The prime responsibility for a student's dress rests with the student. All students shall be neat and clean and shall dress in a manner that is not unduly distracting to others or that interferes with or disrupts the educational process.

Students are to dress in a manner that would satisfy and be acceptable to future employers. Personal grooming is an expression of inner attitudes and is a part of any recommendation to employers. This purpose of the dress code is to "dress for success" and come to school properly prepared to participate in the educational process.

During class, students may wear casual attire. Clothing can be damaged during skill practice. FCCC is not responsible for damaged clothing. Slacks/jeans/shorts without excessive sharp decoration, free of holes and a deeply sagging crotch are permitted. Shirts should completely cover the torso, midriff, cleavage, shoulders and armpits. No offensive logos. Dress to the season and wear layers.

The dress code includes, but is not limited to hair, clothing, buttons, badges, insignia, words, pictures, jewelry, or other items or symbols or expression ("student dress"). All students shall wear footwear. FCCC employees are authorized to develop additional dress code guidelines for inclusion in the student handbook.

Instructors may ask you to wear your clinical uniform to class in order to better prepare you for clinical and ride time. Uniform shirts are provided but dark pants and clean comfortable closed to shoes are not. If you need financial assistance with dark pants or shoes, please check with your instructor or contact Four County Career Center Adult Education.

**Student dress is prohibited if such dress:**

- Causes, intends to cause, or is likely to cause material disruption of the educational process, accidents or endangerment of the health or physical well-being of the student or faculty.
- Infringes on the rights of other students and the faculty.
- Prevents FCCC or its employees or agents from discharging its statutory obligations or undermines educational or other programs undertaken in accordance with same.
- Causes, intends to cause, or is likely to cause a profane, obscene, hostile, intimidating, degrading offensive, harassing or discriminatory environment.
- Depicts or infers tobacco, drugs or alcohol or are sexually suggestive.

**UNIFORMS/PROTECTIVE CLOTHING AND EQUIPMENT**

Uniforms are customary in certain industries, and the wearing of uniforms in certain career-technical programs/laboratories enhances real world career-technical training and experiences. Uniforms and protective clothing and equipment are necessary in some industries and vocational programs to meet health and safety standards, including the health and safety standards of the Industrial Safety Commission. In some programs, protective clothing and/or equipment may be required for the protection of the students.

Students may be denied class or program participation until they have the required clothing/uniforms, including safety equipment.

**VACCINATION POLICY**

Four County Career Center does not have formal vaccination policies; however, evidence of vaccination is required of students in STNA and Public Safety programs in order to participate in externships/practicums/clinicals. For specific vaccination requirements, please contact the appropriate programming coordinator.

**CODE OF CONDUCT FOR FINANCIAL AID PROFESSIONALS**

Four County Career Center's financial aid professionals are expected to maintain exemplary standards of professional conduct in all aspects of carrying out their responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, Four County Career Center's financial aid professionals should:

- Refrain from taking any action for his or her personal benefit.
- Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents he or she serves.
- Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
- Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student financial aid.
- Refrain from soliciting or accepting anything of other than nominal value from any entity (other than an institution of higher education or a governmental entity such as the U.S. Department of Education) involved in the making, holding, consolidating or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory body or as part of a training activity of or sponsored by any such entity.
- Disclose to his or her institution, in such manner as his or her institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid.

*Adapted from National Association of Financial Aid Administrators' (NASFAA) Professional Code of Conduct*

**SOCIAL DISTANCING/COVID-19 POLICY**

Four County Career Center is dedicated to the health and safety of our students, staff, and communities we serve. While the State of Ohio remains in a state of emergency, Four County Career Center will be implementing a Social Distancing Policy following the guidelines set forth by the CDC and Ohio Department of Health. Please visit the following links for additional information.

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/home>

[www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus)

Effective immediately prior to entering the classroom, skills lab, skills exam, or written testing room students are required to use hand sanitizer or wash their hands and will be screened for:

1. Temperature
2. Signs and symptoms questions
3. Possible contact with positive or presumptive positive Covid-19 individual in the last 14 days
4. Student signature attesting to the above check list
5. Reviewed by the instructor with signature prior to entry into the respective educational room
6. Once the student is cleared to enter the classroom, they will be required to wash or hand sanitize their hands again
7. Students are required to wear a cloth or surgical facemask while in the school building.
8. Students will be required to wear gloves during skill labs and skills exams and facemasks.

The lead instructor or his/her designee (not a student) will conduct the screening with PPE in place of gloves and mask. Any temperature, sign or symptom, travel, or contact will result in the student being sent home and a contact will be made by the instructor to the student to make up the necessary work via distant/online learning following CDC guidelines for return.

This screening will be conducted prior to the start of each class session.

If a student is exposed to a Covid-19 positive case (known or unknown at the time) the student will be required to quarantine for 14 days. If symptoms appear the individual is recommended to seek medical care by their healthcare provider. If the individual tests positive for Covid-19 the individual will need a written note from the healthcare provider when they may return to class. This documentation must be given to the instructor and a copy placed in their file prior to their attendance in class.

This policy can change based on the CDC, Ohio Department of Health and local health department guidelines and will be revised as needed and communicated with the students via email and group texts.

Screening Check Sheets will be available prior to entry into the classroom.

## **FOUR COUNTY CAREER CENTER POLICIES/PROCEDURES UNDER FERPA FOR POSTSECONDARY STUDENTS**

### **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's 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, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

- Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies.
- Parents and eligible students have the right to request that a school correct records believed 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 commenting on the contested information in the record.
- Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
  - School employees who have a need to know.
  - Other schools to which a student is transferring.
  - Certain government officials in order to carry out lawful functions.
  - Appropriate parties in connection with financial aid to a student.
  - Organizations conducting certain studies for the school.
  - Accrediting organizations.
  - Individuals who have obtained court order or subpoenas.
  - Persons who need to know in cases of health and safety emergencies; and state and local authorities within a juvenile justice system, pursuant to specific state law.

Schools may also disclose, without consent, "directory" type information such as 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.

**Note: The USA Patriot Act of 2001 (Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism) amends FERPA to include additional exceptions to the rules of releasing information without student/parent consent.**

### **STUDENT RECORDS ACCESS**

All students shall have the right to review their records. Access must be provided within 45 days after the request. All materials in the cumulative folder and intended for school use shall be available. The Adult Education Director/designee shall be present during any review of student records. Parents of dependent students may be allowed access to student records, but only if the student signs a release form giving them permission.

### **REQUEST FOR AMENDMENT AND FURTHER APPEAL**

Students shall have the opportunity to challenge the contents of the school records at a hearing, as scheduled by the Adult Education Student Services Officer/Designee, if they believe the materials are inaccurate, misleading, or inappropriate. Any materials determined to be inaccurate, misleading, or inappropriate must be deleted or changed. The decision or reply of the Adult Education Office may be appealed to the Director of Adult Education within one workweek after receiving it. All records concerning the complaint and how it was handled must be sent to the Director of Adult Education. Within one workweek after receiving the request and records pertaining to it, all persons involved may be invited to an informal hearing or discussion in an attempt to negotiate a satisfactory settlement of the grievance. If this does not settle the matter, further appeal may be made to the Superintendent of Four County Career Center according to the due process of law.

### **RELEASE OF STUDENT RECORDS**

Any person requesting a release of student records must contact the Adult Education Office. Students will be provided with a Ferpa form granting permission to the requestor if necessary. The form shall remain in the student's file.

## **STUDENT CONDUCT**

Good conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. Students of Four County Career Center will conform to school regulations and accept directions from authorized school personnel. A student who fails to comply with the Student Code of Conduct, Rules & Regulations 5131, established school rules, or with any reasonable request made by school personnel when subject to the authority of the Board of Education will be dealt with according to the discipline regulations. Students are subject to the Code of Conduct while school is in session, at school sponsored activities or events whether on or off school premises, on school premises whether or not school is in session, in any vehicle whose use is controlled, organized, or arranged by the school, or at any time the student is subject to the authority of the Board of Education or school district personnel. In addition, a student may be subject to school disciplinary action, including suspension or expulsion for harassment, vandalism, physical abuse, or other harmful or disruptive behavior toward school personnel during non-school hours.

Corporal punishment is prohibited in Four County Career Center. This prohibition does not prohibit the use of reasonable force or restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person and control of the student, for the purpose of self-defense, or for the protection of persons or property.

## **BULLYING, HARASSMENT, INTIMIDATION AND DATING VIOLENCE**

Throughout this section bullying is used to include all the above. The intentional, written, verbal, electronic or physical threat that causes both mental and physical harm to another is prohibited on school property, or at a school-sponsored activity. The student(s) found to be responsible for bullying will be dismissed. Those who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law. No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of bullying. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any bullying activities. District employees are to report any planned or occurrence of bullying immediately to the Superintendent/designee and appropriate disciplinary action will be administered.

## **PROFESSIONALISM POLICY**

Professional behavior is expected in the classroom and clinical. Any unprofessional behavior is a reason for dismissal. Any unprofessional behavior can result in the loss of points from the student's total grade and is at the discretion of the instructor. These points will be reflected in the skills day's points. Unprofessional behavior can include but is not limited to; arguing, disruptive, inattentive, disrespectful, unruly, negative, and distractive, threatening behaviors. Grade points can be deducted, dismissal for the first offense or dismissal on the second offense is based on the discretion of the instructor.

## **REASONS FOR DISMISSAL**

- -NO CALL/NO SHOW FOR CLASS OR CLINICAL
- -Inability to pass grading policy covering written or practical testing, as well as attendance requirements.
- -Use of or under the influence of alcohol/drugs during class/clinical.
- -Failure to follow established safety procedures, therefore endangering self or others.
- -Unprofessional student behavior will not be tolerated.
- -If a student is unable to meet the requirements for medical or extreme circumstance they may be allowed admission to the next scheduled class, provided there is a seat. Additional fees will apply. Transferring between ongoing classes is discouraged, and is the discretion of the Program Coordinator. It will be considered only if the remaining course hours can meet the requirements for completion.

## **OHIO DEPARTMENT OF HIGHER EDUCATION STUDENT COMPLAINT PROCESS**

The Ohio Department of Higher Education (ODHE) is responsible for responding to formal complaints against public, independent non-profit and proprietary institutions of higher education in Ohio. While the ODHE has limited authority over colleges and universities, and cannot offer legal advice or initiate civil court cases, the Chancellor's staff will review submitted complaints and work with student complainants and institutions.

## **COMPLAINTS NOT UNDER THE CHANCELLOR'S JURISDICTION**

- Complaints filed more than two years after the incident
- Grade disputes
- Student conduct violations
- Criminal misconduct\*
- Violations of federal law\*\*

\*Complaints concerning criminal misconduct should be filed with local law enforcement.

\*\*Complaints relating to violations of federal law should be filed directly with the federal agency having jurisdiction over the matter.

## **How to Submit a Complaint (Please follow the steps outlined below to submit a complaint)**

### **STEP 1**

If a student has concerns related to classroom situations or administrative actions, he/she should contact the faculty or staff member(s) with whom there has been a conflict. It may be possible to resolve the concerns without the need for formal institutional action. However, if the student's complaint is not resolved satisfactorily, or if the complaint cannot be resolved by contacting the faculty or staff member(s), the student should proceed to **STEP 2**.

### **STEP 2**

The student should file a complaint through the institution of higher education's established complaint process. Information on the process can usually be found in the institution's academic catalog, student handbook or website. If the student is unable to resolve the complaint in this manner, the student should contact the Ohio Department of Higher Education using the online complaint form found below. Please note that the complaint must be received within two years of the completion of the institution's complaint process.

### **STEP 3**

After receiving a complaint through the ODHE complaint form, the Chancellor's staff will review the submitted materials. If needed, the ODHE will contact the person submitting the complaint for any required additional information or clarifications. The Ohio Department of Higher Education will then send a copy of the complaint to the institution against which the complaint has been filed and ask for a response within three weeks. After receiving the college or university's response, the Chancellor's staff will determine whether the institution's student complaint process has been followed and exhausted and what additional steps or follow-up, if any, will be taken. The Chancellor's staff will inform both parties involved in the complaint of the outcome of our review in writing. Depending on the complexity of the complaint, most follow-up contact regarding the complaint will be completed within 4 to 6 weeks.

**Questions??** If you have additional questions about the complaint process, or want to clarify that your individual complaint is reviewable by the Ohio Department of Higher Education, please feel free to contact Matt Exline at (614) 728-3095 or [mexline@highered.ohio.gov](mailto:mexline@highered.ohio.gov).

**The Online Complaint Form can be completed at:** <https://www.ohiohighered.org/students/complaints>

## **GRIEVANCE PROCEDURES: U.S. Department of Education and the Ohio Department of Education, Office for Civil Right (OCR)**

In accordance with the U.S. Department of Education and the Ohio Department of Education, Office for Civil Right (OCR) Guidelines, any student/professional staff, e.g., teachers, counselors, or supervisors who believe that the FCCC School District or any school official has inadequately applied the principles and/or regulations of the Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act on 1972 (sex/gender), Section 504 of the Rehabilitation Act of 1973 (disability, e.g., Special Education and Orthopedic), or 20 U.S.C. Et. Seq., may file a complaint which shall be referred to as a formal grievance.

It is recommended that the grievant attempt to solve the alleged discrimination complaint informally at the Adult Director level within five (5) days of the date the incident occurred. However, if the alleged discrimination complaint cannot be solved informally, the following formal procedure shall be followed. At any step, the complaint may be taken to the Office of Civil Rights, U.S. Department of Education, 55 Erie View Plaza, Room 300, Cleveland, OH 44144.

**STEP 1:** An alleged formal discrimination grievance complaint should first be made to the Adult Education Director or immediate supervisor within ten (10) school days of the date the incident occurred. This complaint is to state the date, time, place, and people involved. It must be made in writing.

**STEP 2:** If not resolved in step 1, the decision may be appealed to the Four County Career Center School Superintendent who functions as the final mediator at the local level.

**STEP 3:** If not resolved at step 2, the decision may be appealed by the complainant to the Office of Civil Rights, U.S. Department of Education, 55 Erie View Plaza, Room 300, Cleveland, Ohio 44144-1816.

All other Grievances should be carried out using steps 1 and 2 above and if not resolved the student can contact FCCC Adult Education accrediting agency as follows:

**Commission of the Council on Occupational Education  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350.  
Phone: 770-396-3898 Fax: 770-396-3790      Website: [www.council.org](http://www.council.org)**

# Campus Security & Fire Safety

Introduction	26
Geography of Four County Career Center	27
Phone Numbers—Agency	27
Inclement Weather Policy	27
Campus Security Personnel & Important Contacts	28
Surveillance Cameras	28
Emergency Operations Plan	28
Coordination with Emergency First Responders	29
Timely Warnings Policy	29
Methods to Inform Students and School Community	29
Crime Notification & Reporting Procedures	30
The Federal Campus Sexual Assault Victim’s Bill of Rights	30
Voluntary Confidential Reporting	30
Procedures, Rights, and Policies to be followed in Response to Cases of Reported Sex Offenses, Relationship Violence and Stalking	31
Filing a Complaint	31
Investigation	32
Resolution of Investigation	32
Hearings	32
Available Options in Living and Academic Arrangements	32
Procedures in the Event of a Reported Sexual Assault	33
Seeking Assistance	34
Seeking Medical Attention and Maintaining Evidence	34
Legal Issues	34
Title IX Coordinator	34
<b><u>Programs to Prevent Sexual Assault, Dating Violence, and Stalking</u></b>	<b>34</b>
Crime Prevention Programs for Students	35
Crime Prevention Programs for Staff	35
Rights of Survivors and Prevention of Sex Offenses	35
Personal Responsibility	35
Risk Reduction Strategies	36
How to Recognize Sexual Assault	37
Bystander Intervention	38
Tips for Intervening	39
The Bystander Intervention Playbook	39
Crime Definitions	39
Sexual Harassment Definitions and Procedures for Reporting	42
Risk Reduction for Sex Offenses, Relationship Violence or Stalking	42
<b><u>Disciplinary Action Procedures</u></b>	
Student Due Process Rights	43
Disclosures to Alleged Victims of Violent Crimes or Non-Forcible Sex Offenses	43
Sex Offender Registration	44
Sanctions for Sex Offences	44
Crime Statistics—Reportable Areas	44
<b><u>Crime Statistics for 2017, 2018, 2019</u></b>	<b>44</b>
How to Obtain a Copy of the Report	44
The Violence against Women Reauthorization Act of 2013 Statistics Report	44
Crime Statistics Report for 2018/2019	45
Additional Resources	45
<b><u>Emergency Operations Plan and Drills</u></b>	<b>46</b>
Crisis Team Members	47
Buildings and Grounds Security	47
Surveillance Equipment	47
Toxic Hazards	47
Asbestos Hazards	48
Occupational Exposure Training	48



Other Conditions Injurious to the Safety or Health of Building Occupants	48
Bloodborne Pathogens	49
FCCC Emergency Evacuation Policy	49
Testing & Documenting the Emergency Response System & Evacuation Procedures	49
<b><u>Drug Prevention Program</u></b>	<b>51</b>
Drugs and Alcohol (Drug-Free School and Community Act of 1989)	51
Biennial Review Policy	51
Student and Employee Compliance with FCCC Drug & Alcohol Policies	51
Standards of Conduct	51
Student Standards of Conduct	51
Student Discipline Code of Conduct	51
Alcoholic Beverages & Legal Sanctions	53
Underage Consumption, Purchasing or Possession of Alcohol	53
Ohio OVI and OVAUC Defined	53
Chemical Testing	53
OVI and OVAUC Penalties	53
Administrative Penalties	53
OVI	53
Illegal Drugs & Legal Sanctions	55
Students Must Abide by the Following Policies	55
Four County Career Center Student Sanction	56
Links to State Laws, Penalties and Sanctions for Drug Offenses	57
Federal Trafficking Penalties	58
Substance Abuse Resources	59
<b><u>Four County Career Center Fire Safety Policy and Procedures</u></b>	<b>61</b>
Purpose	61
Fires Statistics-On Campus Housing	61
Fire Drills/Alarms and Emergency Evacuation	61
Fire Safety Equipment	61
Smoking on District Property	61
Tobacco Use by Students	61
E-Cigarettes/Vaping	61
What are the Risks?	62
Additional Resources	62
Reports Available	62

## **INTRODUCTION**

The primary goal of The Clery Act is to provide students and their families with accurate, complete and timely information on campus safety so they can make an informed comparison of their higher education options. Four County Career Center's (FCCC) policies relating to The Clery Act and the institution's crime statistics are found in this document and on the Adult Education Webpage.

In 1990, Congress enacted the Crime Awareness and Campus Security Act (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This Act required all colleges and universities participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The Act was amended in 1992, 1998, 2000 and 2013. The 1998 amendments renamed the Act the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986.

Commonly known as "The Clery Act", the legislation requires to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. The Clery Act also requires institutions to collect statistics on crimes that occur on campus and to report the statistics to the campus community, prospective students and their families and the Department of Education.

***For more information on The Clery Act is available on the Clery Center's website at [www.clerycenter.org](http://www.clerycenter.org).***

The Clery Act was amended again in 2013 to address growing concerns regarding sexual assault, domestic violence, dating violence and stalking incidents on campuses nationwide. This amendment occurred through the reauthorization of the Violence Against Women Act (VAWA), and more specifically under VAWA's Campus Sexual Violence Elimination Act (or "Campus SaVE Act") provision, Section 304. This amendment requires expanded crime reporting obligations and the implementation of specific policies, procedures, and training related to sexual violence and intimate partner violence.

In compliance with the act, the Financial Aid & Program Assistant is responsible for compiling, creating and distributing this information via email to all students and staff by October 1 of each year in the Campus Security Report. This document can also be found on the Adult Education Website at: [http://www.fourcounty.net/base.cfm?page\\_id=1780](http://www.fourcounty.net/base.cfm?page_id=1780)

Federal law requires institutions of higher learning to annually inform students and employees about its safety programs and crime statistics. Statistics are gathered from the Four County Career Center Guidance office as well as the local sheriff's department.

The following information is included:

- Campus policies regarding procedures for reporting on-and-off campus crimes and emergencies and FCCC Adult Education's response to such reports (pp. 12-16)
- Information regarding security of and access to campus facilities and security issues in FCCC facilities (pp. 6-9, 35-40)
- Emergency response and evacuation policy and procedures, including timely warnings policy (p. 9, pp. 35-40)
- Current law enforcement policies, including the authority of security personnel, the relationship with municipal law enforcement departments and policies encouraging the reporting of crimes (pp. 6-11)
- A description of crime prevention programs (p. 18)
- Campus policy on the possession, use and sale of alcohol and illegal drugs (pp. 42-45)
- A description of the drug or alcohol abuse education programs (pp. 42-45)
- A description of programming aimed at prevention of sex offenses and procedures to follow when an offense occurs and the list of sanctions that may be imposed (pp. 11-31)
- Statistics of the reports of certain crimes and arrests (pp. 33-34)
- Safety tips and crime prevention information (pp. 18-29)

**You may request a paper copy of this report by calling Four County Career Center Adult Education Office, 419-267-2703.**

***Your Right to Know! If you need information regarding sexual predators in the vicinity of Four County Career Center, go to Henry County Sheriff:  
[http://www.communitynotification.com/cap\\_main.php?office=55196](http://www.communitynotification.com/cap_main.php?office=55196)***

## **GEOGRAPHY OF FOUR COUNTY CAREER CENTER**

Four County Career Center (FCCC) is located in a rural section of Henry County, Ohio. The full campus is situated in one permanent building. There are four parking areas. The faculty and staff parking areas are located to the southeast and southwest of the center building and are unfenced.

A site plan and floor plans of the buildings annotated with fire alarm pull stations, fire extinguishers, first aid kits, hazardous materials storage, and utility shutoffs are included at the end of this plan as Appendix A. Maintenance and custodial staff are required to know these locations as well as how to operate the utility shutoffs.

In November, 2014, some Adult Education Classes are being held in a rented space at Arrowhead Office Complex in Maumee, OH. Because this location was opened late in 2014, statistics are not required to be reported on this location until 2016.

## **SECURITY INFORMATION**

Four County Career Center strives to ensure the safety and security of all students, staff, and guests to the facility while maintaining a positive and productive learning environment.

During the school day from 9:00 AM – 3:00 PM all exterior doors are locked and visitors must receive permission to enter by pressing a call button located outside each door. The person answering the call can view the visitor through a security camera feed on their computer screen. Visitors need to state their name, reason for entry, and/or who they are here to see.

## **Agency Phone Numbers - \*In an Emergency – Call 911**

<b>Agency</b>	<b>Emergency Number</b>
<b>Henry County Sheriff's Office</b>	<b>419-592-8010</b>
<b>Ohio State Highway Patrol</b>	<b>419-599-0991</b>
<b>Archbold Fire Department</b>	<b>419-445-9506</b>
<b>Ridgeville Fire Department</b>	<b>419-267-3344</b>
<b>Electric</b>	<b>888-544-4877</b>
<b>Water</b>	<b>419-445-2506</b>
<b>Ohio Gas</b>	<b>800-331-7396</b>
<b>Ridgeville Telephone Company</b>	<b>419-267-5185</b>
<b>Poison Control Center</b>	<b>800-222-1222 Nationwide</b>
<b>American Red Cross (Toledo)</b>	<b>419-329-2900</b>
<b>Henry County Hospital</b>	<b>419-592-4015</b> <b>Emergency Room: 419-591-380</b>
<b>Fulton County Health Center</b>	<b>419-335-2015</b> <b>Emergency Room: 419-330-2626</b>
<b>Henry County Health Department</b>	<b>419-599-5545</b>
<b>Henry County Emergency Management Agency</b>	<b>419-599-5827</b>
<b>Henry County Children Services</b>	<b>419-592-4210</b>

## **INCLEMENT WEATHER POLICY**

In the event of inclement weather, FCCC may delay or cancel. 2 or 3 hour Delays will serve for a 10 am start, for the 8 or 9 am class. Please listen to your local radio/TV stations for cancellations and delays. Archbold campus will follow Four County Career Center closures. Arrowhead will follow Anthony Wayne Schools. Tune into WTOL 11 or WTVG 13 for delays and closures. Arrowhead students should watch for Arrowhead Maumee Adult Education. Instructions will be given at the next scheduled class for a make-up date. You are still responsible for the class hours and the information that would have been covered that day.

## **CAMPUS SECURITY PERSONNEL & IMPORTANT CONTACTS**

<b><u>Situation</u></b>		<b><u>Action</u></b>
Blood & Bodily Fluids	Notify Administration Call 9000	Secure area. Wash hands.
Bomb Threat	Call 2203	If evacuation is ordered, avoid use of cellular phones, portable radios, pagers, etc. Do not turn off lights.
Child Abuse/Neglect	Call 3500	Contact Children Services and/or Henry County Sheriff
Fire & Explosion	Call 2203 and/or 911	Follow posted procedures to evacuate.
Hazardous Materials Emergency	Call 2313	Evacuate students in area. Notify Administration.
Hostage Situation	Call 2203 or 911	Evacuate students in area if possible. Notify Administration.
Intruder/Unauthorized Visitor	Notify Deputy Bob Bartz Call 2203	Direct/escort subject to office.
Lock-down/ Procedures ALICE	Call 2203 or 911	Remain in assigned areas, lock doors, turn out lights and move to secure area of room or invoke ALICE procedures as instructed.
Suicide/Suicide Attempt	Call 2701	Notify Administration.
Tornado/Severe Weather		Follow posted procedures to designated safe areas.
Weapon	Call 2203	Notify Administration/Deputy Bob Bartz

**\*\*IN THE EVENT OF A CAMPUS EMERGENCY AFTER 4 PM, PLEASE CALL 911 FOR ASSISTANCE.**

### **SURVEILLANCE CAMERAS**

For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds. Actions recorded on these cameras may be used as evidence in disciplinary action and are for view by authorized school officials only. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

### **EMERGENCY OPERATIONS PLAN**

FCCC does not employ campus security personnel; however, there is a Henry County Sheriff's Deputy on campus when school is in session. Any crimes that do occur on campus should be reported to FCCC administration immediately or the Sheriff's Deputy and they will document the incident and proceed as necessary. FCCC has a working relationship with local and state law enforcement, but does not have any formal agreement for the investigation of alleged criminal offenses. In addition, multiple safety measures have been initiated and are implemented on a continuous basis through the Emergency Operation Plan (EOP).

The purpose of the EOP is to provide information on how to respond to emergency incidents by outlining the responsibilities and duties of the Center's employees and students. Developing, maintaining, and exercising the plan empowers employees to act quickly and knowledgeably. The plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents and other members of the community with assurances that the school has established guidelines and procedures to respond to incidents/hazards in an effective way.

Four County Career Center has created and EOP in order to provide a safer learning environment for the students, faculty and staff. This plan is an integral element of this Center's operation. This EOP is tailored to meet the particular needs of this school and its educational facility. The purpose sets the foundation for the rest of the school EOP. The Basic Plan outlines the administration's approach to crisis management and operations. It provides general guidance for crisis management activities and an overview of the Center's methods of prevention, protection, mitigation, response, and recovery. The plan describes crisis response organization and assigns responsibilities for various tasks. This plan is intended to empower employees in crisis and clarify crisis roles during a response. It is also intended to provide a framework for more specific functional annexes that describe in more detail who does what, when, and how. This plan applies to all school officials, staff members, and students. The primary audience for the document includes the school administrators, staff tasked within the document or annexes, crisis management staff, leaders of local volunteer organizations that support crisis operations, and others who may participate in mitigation, preparedness, response, and recovery efforts.

## **COORDINATION WITH EMERGENCY FIRST RESPONDERS**

Various agencies and services will be involved in responding to school incidents, including emergency responders from our local law enforcement, safety, fire, and emergency agencies, as well as mental health and other community organizations. An important component of the School EOP is advanced planning with the various federal, state, and local agencies and community service providers to aid in timely communication and response to an incident. Advance planning does not currently include written agreements to help coordinate services. If mutual aid agreements are created in the future, a copy will be maintained with other important documents related to this safety plan.

This EOP is necessary in order to provide faculty, staff, students, key stakeholders and visitors an understanding of how we, as a school community, intend to deter crises, prepare for crisis, respond to crisis when one occurs, and how we intend to recover from a crisis as quickly as we can while mitigating injury and damage as best as feasible.

Administration and local law enforcement agencies work together to provide crime prevention, safety awareness, response procedures, and continuous training to achieve the highest level of readiness possible in the event of an emergency.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) requires postsecondary schools participating in Title IV financial aid programs to prepare and publish an annual security report containing policies and statistical information of crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property. Four County Career Center is required to disclose statistics that are reported to the institution as well as to local and state law enforcement agencies. This report will contain data for calendar years 2016, 2017, and 2018. The purpose of this report is to provide access to reported crimes and arrests, while also outlining policies and describing procedures essential for sustaining a safe and secure campus environment for all.

Crime statistics reported to designated campus officials, and local law enforcement agencies are included in this report. These statistics are on page 33 of this report.

## **TIMELY WARNINGS POLICY**

In the event that a situation arises, which includes but is not limited to notification of crimes on campus property, non-campus property, or property immediately adjacent to and accessible from the FCCC campus that, in the judgment of the Administration, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued to the entire institution. The warning will be issued through a district-wide communication to students, faculty, and staff, which may occur via email or the telephone alert system, and/or the public address system.

## **METHODS TO INFORM STUDENTS AND SCHOOL COMMUNITY**

- Campus Public Announcement System
- Telephone System
- Campus Email
- Local Radio Stations
- Local Television Stations

Anyone with information warranting a timely warning should report the circumstances to the school administration, by phone at 419-267-3331, or in person at the Adult Education Office.

Timely warnings may be issued through district-wide email notification to students and staff as well as through the telephone alert system. Alerts will also be broadcast on the public address system concerning pertinent information and response actions. The public address system allows internal communications to be conveyed to the entire building. If necessary, critical information and updates will be released on the Four County Career Center website, [www.fourcounty.net](http://www.fourcounty.net). Students, staff, and guests are strongly recommended to contact the school at 419-267-3331 for emergencies or crimes in progress. Fires and medical emergencies should be immediately reported to 911.

FCCC administration is responsible for preparing the timely warning notice when a crime is reported or brought to the attention of FCCC that represents a continuing threat to FCCC students and employees. Information may come from law enforcement authorities or other sources. Every effort will be made to distribute an alert as soon as possible after a determination that a crime(s) represent a continuing threat and subject to the availability of accurate facts concerning the incident(s).

Timely warning notices may contain requests for information about the incident that may lead to arrest & conviction of a perpetrator and may contain crime prevention tips and safety information. These warnings will be numbered sequentially beginning January 1 of each year and will not contain the name of a crime victim. Notices may include:

- Details of the crime
- Description of the suspect(s), if known, including photo or composite drawing, if available
- Information about who to contact about the investigation
- Crime prevention tips, safety strategies, and/or community safety resources
- Possible connection to previous incidents, if applicable
- Date and time of the notice
- Any other relevant and important information about the crime(s)
- Actions taken by public safety officials in response to the crime(s)

If some of the above information could compromise an ongoing law enforcement investigation, it may not be included in the notice. The timely warning notices may be updated if new or additional information becomes available. Timely warning notices will be distributed by email and are available upon request. Fliers may be posted and distributed if warranted. The print and radio media may be contacted as well.

## **CRIME NOTIFICATION & REPORTING PROCEDURES**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety-related incidents to the school administration, Deputy Bob Bartz located in Room D114 at FCCC and local police in a timely manner. This includes situations where the victim of the crime elects to report a crime or is unable to make such a report. Delaying the reporting of incidences could cause a delay in the timely warning of criminal activity through emergency notifications as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act).

If assistance is required from the Henry County Sheriff's Office, the school will contact the appropriate law enforcement agency. If a sexual assault or rape should occur, staff on the scene, including security, will offer the victim a wide variety of services.

Crimes occurring on campus should be reported to emergency authorities by calling 9-1-1, or 419-592-8010, and crimes occurring off campus should be reported to the police by calling 9-1-1 or 419-592-8010. Ohio law requires that persons who have knowledge of a felony to report the crime to the police (R.C. 2921.22). Failure to report a crime may itself be a crime. FCCC strongly encourages all persons to report criminal activity to law enforcement. Information on criminal behavior also may be reported to any FCCC administrator, a guidance counselor, or the Title IX coordinator.

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged to do so if and when they deem it appropriate to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The FCCC Annual Security Report is the result of many people on campus. No formal police report is required for a crime to be included in the statistics. Every effort is made to ensure that all persons required to report do so, and that statistics are as accurate and complete as possible. Information included in the annual report is reviewed for accuracy, completeness, and readability.

If you have any questions or concerns about any of the statistics and information in this report, please contact Angie Fahy, Financial Aid and Program Assistant, Adult Workforce Education, phone 419- 267-2282, or email at [afahy@fcanywhere.net](mailto:afahy@fcanywhere.net).

The Four County Career Campuses will not retaliate, intimidate, coerce, threaten, or otherwise discriminate against any individual for exercising the rights and responsibilities provided by the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act.

## **THE FEDERAL CAMPUS SEXUAL ASSAULT VICTIM'S BILL OF RIGHTS**

- Survivors shall be notified of their options to notify law enforcement.
- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

The Campus Sexual Assault Victims' Bill of Rights was signed into law by President George Bush in July of 1992. This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights. Schools found to have violated this law can be fined up to \$35,000 or lose their eligibility to participate in federal student aid programs. Complaints about schools that have failed to comply with this law should be made to the U.S. Department of Education.

The "Campus Sexual Assault Victims' Bill of Rights" exists as a part of the campus security reporting requirements, commonly known as the Jeanne Clery Act.

## **VOLUNTARY CONFIDENTIAL REPORTING**

Should the victim of a crime decide not to pursue action at Four County Career Center or the criminal justice system, he or she has the opportunity to file a confidential report. With the victim's permission, the administration can file a report on the details of the incident while keeping identity confidential. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. The Henry County Sheriff's Office encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. It is important to remember that because police reports are public records under state law, the Sheriff's Office cannot hold reports of crime in confidence.

Ohio's public records law (R.C. 149.43) generally does not permit FCCC to promise confidentiality to those who report crimes to anyone but counselors, or under certain circumstances, to a physician or a nurse at a hospital or other appropriate medical setting. Some off-campus reports also may be legally confidential (reports to clergy or health care professionals.) Reports that are confidential by law will not be reported to FCCC for inclusion in the annual crime statistics report.

FCCC understands that reporting a crime may involve releasing sensitive information. Subject to Ohio's public records law, FCCC will use such information and disseminate it consistent with the need to conduct an appropriate investigation, provide assistance to survivors, and perform other functions of FCCS in accordance with law.

The use and release of personally identifiable information (PII) from education records of a student is governed by the Family Education Rights and Privacy Act (FERPA), and FCCC uses and discloses information in accordance with that law and FCCC policy.

## **Procedures, Rights, and Policies to be Followed in Response to Cases of Reported Sex Offenses, Relationship Violence and Stalking**

### **Suggested actions for students when reporting a sexual assault:**

1. The first priority should be to get to a place of safety. Get in contact with a friend, family member or individual who can provide immediate help.
2. Next, obtain necessary medical treatment. If an individual is uncertain about whether or not they want to report what has occurred, they can still have evidence collected. If an individual wants to have evidence collected, it is best not to bathe and to take the clothes they were wearing at the time of the assault. In cases of sexual assault or severe injuries, the police will be called by the hospital. The survivor may decide if they want to speak to the police at that time to officially report what has happened.
3. Information on the importance of evidence preservation: It is strongly recommended that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation: within the first 96 hours is the best time for evidence to be collected, although it may be collected after this time frame. It is not necessary for evidence to be collected for a case to be reported. It is easier to investigate and prosecute cases that have physical evidence, but it is not impossible to go forward without it.
4. An assault should be reported directly to a school counselor, any FCCC administrator and/or the Henry County Sheriff.
5. FCCC personnel will assist the survivor with notification to the authorities if requested by the survivor.

Filing a police report with Henry County Sheriff will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- assure the victim has access to free confidential counseling. Survivors may contact the Rape Crisis Hotline (1-800-888-6161).

Any employee is legally obligated to report to the appropriate law enforcement agency if a student reports that a rape or "date rape" has occurred even if it occurred out of school. Four County Career Center will cooperate with local police and law enforcement agencies pertaining to any and all sexual assaults reported as occurring on-campus.

Survivors will be informed by a school counselor or FCCC Administrator about existing counseling, mental health or student services on and off campus and promptly provides contact information to them.

Survivors will be informed of their ability to request a change in academic location or services and will be accommodated to the extent possible.

### **FILING A COMPLAINT**

Victims of dating violence, domestic abuse, sexual assault, or stalking may file a complaint with the Title IX Coordinator when the alleged perpetrator is an FCCC student. Complaints may be made in person, by email, or by phone. Once a complaint is filed, an FCCC administrator will conduct an investigation.

Note: Students who are survivors of sexual assault have the right to initiate criminal and civil investigations and possible prosecution of an assailant as well as initiate a disciplinary and investigation procedure with FCCC. FCCC will assist a survivor upon request in contacting law enforcement and understanding their options for reporting sexual assault.

## **INVESTIGATION**

FCCC will conduct an impartial and prompt process from initial investigation to the final result, and will treat the person filing the complaint with respect at all times during and after the investigation. The assigned investigator will interview the person filing the complaint, the alleged perpetrator, and any witnesses. The investigator will review police reports and collect evidence. The entire process will be consistent with this document, policies of FCCC and transparent to the person filing the complaint and the alleged perpetrator. Both will receive timely notice of meetings. The investigation will be conducted using a standard of preponderance of the evidence.

Typically, an investigation takes around sixty (60) calendar days to complete once a complaint has been filed. This may vary depending upon the complexity of the matter, availability of witnesses, severity and extent of the alleged sexual misconduct. The investigation could also be delayed by competing demands upon investigators, holidays or breaks, or illness. When the time frame for completion of an investigation cannot be met, notice will be provided to the parties concerning the delay and expected completion date. The investigation time frame includes initiating the investigation, conducting fact-finding interviews and evidence collection, holding a hearing or engaging in a decision making process to determine whether a policy violation has occurred and determining the actions FCCC will take to eliminate the hostile environment, prevent reoccurrence, and remedy discriminatory effects. This may include sanctions against the accused and remedies provided to the person filing the complaint and school community as appropriate, and issuing written notice of the completion of the investigation.

At an interview concerning the complaint, the person filing the complaint and the accused may each have an advisor of their choice accompany them, as long as the advisor is not potentially a party or witness to the case. This advisor will not be provided with documentation or notices, nor will the person be permitted to interject during the interview. If an advisor is unreasonably interfering with the investigation interview, he or she may be asked to leave.

## **RESOLUTION OF INVESTIGATION**

The investigator will determine if policy violation(s) have occurred, including but not limited to the Student Code of Conduct, and whether discipline will result. If discipline and/or sanctions are imposed, both the perpetrator and the victim will be notified. Each will have five business days to respond to the charges and may do one of the following: 1) accept responsibility and the decision of the FCCC regarding discipline and/or other sanctions 2) deny responsibility and request an administrative hearing.

## **HEARINGS**

Hearings will be conducted by the FCCC administrator assigned but will not be the investigator on the complaint. Hearings are informal in nature, and both the person filing the complaint and the accused may be present, each with an advisor of their choice. If either party requests, the parties will be separated for the hearing and connected by audio and video during the hearing. The legal rules of evidence do not apply, and the standard for decision is a preponderance of the evidence. Both parties may question witnesses, but questions to each other must be directed through the hearing officer.

A decision will be communicated to both parties in writing. Either party may appeal the outcome. Appeals will be heard by the superintendent or superintendent's designee. The decision on appeal will be promptly provided to both parties in writing.

FCCC will disclose the results of a disciplinary proceeding conducted against a student accused of perpetrating a crime of violence or non-forcible sex offense (statutory rape, incest) to the alleged victim or, if the victim is deceased, to the next of kin.

## **AVAILABLE OPTIONS IN LIVING AND ACADEMIC ARRANGEMENTS**

FCCC maintains no housing for either employees or students. Consequently, any change in living arrangements which would be desired by an alleged sex offense victim must be the responsibility of that individual. An alleged victim will have an opportunity to request assistance in changing their academic locations, if requested, regardless of whether the crime is reported to law enforcement. Survivors wishing to discuss these options should contact the Title IX Coordinator, or guidance counselor. FCCC will not disclose measures taken under this section that are provided to a survivor unless doing so will impair the ability of FCCC to provide the requested accommodations.

Possible alternatives include:

- Changing instructors.
- Changing to a different academic schedule if available.
- Withdrawal.
- "No contact" directives to the perpetrator of an assault.



## **PROCEDURES IN THE EVENT OF A REPORTED SEXUAL ASSAULT:**

Any person, who identifies a situation which would lead the reasonable person to conclude a student, teacher or staff member is currently being sexually assaulted, will immediately call 911. Provide all information available at the time (e.g., location of assault, number of people involved in the assault, etc.) and request emergency first responders be dispatched. Only after the person has called 911 will he or she report that information to the Director of Operations or his/her designee. The Director of Operations, Director of Operations or his/her designee will direct a lockdown.

All persons with knowledge of the sexual assault taking place will immediately proceed to the area the sexual assault is reportedly taking place and attempt to disrupt the assault. The Director of Operations will direct staff members responsible for security to provide leadership during this part of the response.

All students, teachers and staff members have a responsibility to be a good witness. Each person will make a deliberate effort to commit to memory all information that may be of use to the police, medical personnel or child services personnel. Specifically, each person will be able to:

- Identify the assailant or at least be able to accurately describe the assailant.
- If the assailant flees the area, note the direction the assailant fled.
- If the assailant does not flee the area, attempt to detain him or her until the police arrive.
- If the assailant is detained, remove the assailant to a room away from the victim.
- If necessary, provide first aid until emergency responders arrive.

## **THE DIRECTOR OF OPERATIONS WILL ENSURE:**

- The victim is moved from the area where the assault took place and placed in a private office.
- The victim's privacy is preserved. The Director of Operations, Director of Operations or his/her designee will appoint two staff members to remain with the victim until the police arrive.
- The victim is not to be interviewed by anyone until law enforcement officials arrive (except to ascertain who the alleged perpetrator is or to render first aid).
- The victim is not touched without his or her permission.
- The victim's legal guardians are contacted immediately (if applicable).
- The staff member who is responsible for security plans will ensure nothing is touched or moved in the area in which the assault took place; it is now a crime scene.

The school nurse (and all teachers and staff members involved) will reassure any victim of the intention to protect him/her as well as possible and will advise the victim to preserve evidence; not to clean up, not to change clothes, and not to shower. The school nurse or Director of Operations' designee will obtain the victim's emergency health information on file and, if necessary, provide the pertinent information to emergency responders.

Any person who identifies a situation which would lead the reasonable person to conclude a student, teacher of staff member has been sexually assaulted, will immediately notify the Director of Operations, Director of Operations or his/her designee of the situation, location and extent of injuries.

## **THE DIRECTOR OF OPERATIONS OR HIS/HER DESIGNEE WILL:**

- Call 911 and provide all information available at the time (e.g., location of assault, number of people involved in the assault, etc.) and request emergency first responders be dispatched.
- Ensure all necessary first aid is provided until emergency responders arrive.
- Isolate the situation and prevent contact between the victim and the accused.
- Send students to their assigned classrooms under adult supervision.
- Determine if a lockdown is necessary.
- Make every attempt to move the victim to a private office away from where the assault took place.
- Preserve the victim's privacy.
- Identify two staff members should stay with the victim until the police arrive.
- Ensure the victim is not interviewed by anyone until law enforcement officials arrive (except to ascertain who the alleged perpetrator is and to render first aid).
- Ensure the victim is not touched without his or her permission.
- Ensure the victim's legal guardians are contacted immediately (If applicable).

The staff member who is responsible for security plans will ensure nothing is touched or moved in the area in which the assault took place; it is now a crime scene.

The school nurse (and all teachers and staff members involved) will reassure any victim of the intention to protect him/her as well as possible and will advise the victim to preserve evidence; not to clean up, not to change clothes, and/or not to shower.

The school nurse or Director of Operations' designee will obtain the victim's emergency health information on file and, if necessary, provide the pertinent information to emergency responders.

The school nurse will conduct an assessment of the student involved identifying any need for medical or psychological attention and will notify emergency first responders if necessary or recommend and coordinate for long term aid if appropriate.

All potential victim(s) and witnesses will be identified and made available for interview by children services and police department representatives (or school officials investigating the incident).

All teachers and staff members near the victim(s) will reassure any suspected victim(s) of their intention to protect him/her to the best of their ability.

The Director of Operations will keep a log of the actions taken with regards to the reported assault and, in consultation with the superintendent, will determine what follow-up action is necessary.

## **SEEKING ASSISTANCE**

The student who has been the victim of a sex offense, relationship violence or stalking has many options in seeking assistance. Although victims are not always sure about what has happened to them or what steps they can take, there are individuals who can assist the student in making informed choices. Students can receive assistance from any FCCC staff member or Administrator, the Henry County Sheriff's Office, Henry County Hospital, as well as the Henry County Prosecutor's Office. Additional sources of assistance can be found on page 23 of this document. Victims are encouraged to seek medical attention and support even if they do not wish to report the incident to police.

## **SEEKING MEDICAL ATTENTION AND MAINTAINING EVIDENCE**

It is important for a student who has been sexually assaulted to receive medical care to ensure physical well-being and to maintain the collection and preservation of evidence should the student choose to take legal action at any time in the future. Medical care may include emergency contraception, antibiotic treatment to address any sexually transmitted infections and specialized, physical examinations. Physical examinations and rape kits can be conducted at the Henry County Hospital SANE Program and the Center for Child and Family Advocacy. The purpose of the rape kit is for the collection of evidence. All evidence should be collected in the first 96 hours after the assault has occurred. Regardless if a student showers or changes clothing, a rape kit can still be collected.

Having a rape kit completed does not mean that the case will go to court or that the student must press criminal charges. It does leave the option available and can greatly enhance the chances of a successful prosecution should the student make the decision to press charges at a later date. The medical facility that collects the evidence will contact police and transfer the rape kit to the police for them to store as evidence for an investigation in case the victim later chooses to report the incident to police.

## **LEGAL ISSUES**

- The victim of a reported sex offense, relationship violence or stalking has the right to full and prompt cooperation from FCCC personnel. The student also has the right to pursue prosecution in a court of law. Even if the student does not want to press charges, they can speak with a police officer regarding the incident in order to keep all options open for the future. An advocate can help explain the difference between pressing charges and filing a report.
- Duty to Report: All FCCC personnel with the exception of those providing mental health services are required to report that a felony has been or is being committed to the Adult Education Director or the Henry County Sheriff's Department.

## **TITLE IX COORDINATOR**

Title IX is a federal law that prohibits discrimination and harassment based on sex or gender. This may include acts of sex-based or gender-based harassment, sexual violence, stalking, dating violence or domestic violence. The Title IX Coordinator is the designated official with primary responsibility for coordinating FCCC's compliance with Title IX. This includes providing leadership for Title IX activities, providing consultation, education and training, and helping to ensure that FCCC responds appropriately and effectively to Title IX issues. For more information, contact the Title IX Coordinator or any Administration personnel.

### **TITLE IX COORDINATOR**

Doug Beck, Director, Adult Education, Title IX Coordinator  
Phone: 419-267-2321  
Email: dbeck@fourcounty.net  
Address: 22=900 SR 34  
Archbold, OH 43502

## **PROGRAMS TO PREVENT SEXUAL ASSAULT, DATING VIOLENCE, AND STALKING**

The Four County Career Center prohibits crimes of sexual assault, dating violence and stalking. The FCCC Campus safety programs are designed to promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. This policy applies to all members of the FCCC community (staff, instructors, students, volunteers, vendors and visitors). Procedures that a victim/survivor of a sex crime should follow after an incident are outlined on p. 12, 14.

## **CRIME PREVENTION PROGRAMS FOR STUDENTS**

FCCC is committed to educating its students on domestic violence, dating violence, sexual assault and stalking. FCCC offers an online training tool that promotes awareness of these issues. Students are offered the opportunity to participate in both Sexual Assault and Drug and Alcohol prevention programs.

The Sexual Assault program is an online learning tool and can be found at:

<http://66.194.251.225/ag/titleix/player.html>. If there is an error loading, please click yes to continue the video.

## **CRIME PREVENTION PROGRAMS FOR STAFF**

FCCC staff is required to take several on-line courses each year that includes Sexual Harassment/Assault Training and Drug and Alcohol Awareness. In addition, many various safety drills occur throughout the year to test procedures and make adjustments as necessary, which include, Theoretical Safety Drill, A.L.I.C.E (Alert, Lockdown, Inform, Counter, Evacuate) training, monthly Fire Drills, Tornado Drills, a Controlled Lockdown drill, and a Rapid Release Drill.

## **RIGHTS OF SURVIVORS AND PREVENTION OF SEX OFFENSES**

The responsibility of preventing sexual assault lies with the person initiating sexual behavior, as that is the person who has the power to stop what he or she is doing. With this in mind, these are things to consider when initiating sexual behavior:

- Sexual assault is a crime and violation of the Code of Student Conduct, the FCCC sexual harassment policy and the FCCC policy on violence. As such, being found responsible for a Code of Student Conduct violation involving "sexual contact without permission" can result in a maximum sanction of expulsion from FCCC. Additionally, criminal charges could result, as well as civil litigation.
- Because sexual assault is a crime of power and control, the most important thing to consider when engaging in sexual behavior is the CONSENT of the other person involved. Only a person's **consent** gives one the right to engage in sexual contact. Therefore, consent must be many things, including:
  - **Verbal and clear:** Consent cannot be implied through seemingly "mixed" messages. One's sexual partner must be given every opportunity to communicate his/her wishes and limits on the degree of behavior that is initiated. No means no, and when in doubt, ask first.
  - **Sober and unimpaired:** Consent can only be given by a person who has full control of his or her mental capacities. A person who is drunk or high on drugs is not legally in a position to give consent.
  - **Consistent and prompt:** Even if a person has agreed to be sexually involved with someone, that person has the right to withdraw consent at any time, even during behavior that might already be interpreted as sexual. Consent is not implied by the fact that dinner was bought for someone, or that the parties were sexually involved in the past or even if someone was seemingly "led on" by another's behavior.
  - **Unforced and non-threatened:** Use of force, threats, intimidation, or coercion is a willful denial of a person's right to freely give his/her consent. The wellbeing of the other person is of the utmost importance during any sexual encounter. Be aware of what your partner is saying or not saying during an encounter. When in doubt about proceeding to the next level of intimacy, ask. Checking in with your partner about what you are doing is a way of sharing the power and control of the situation that was initiated by you with them. This keeps the interaction an equal and safe situation for both parties.

## **PERSONAL RESPONSIBILITY**

Every individual must assume responsibility for their own safety and the security of their property by following simple precautions and operating with common sense. Criminal activity has no respect for persons. It flourishes in communities that are inattentive or apathetic in their approach to crime. Every member of the FCCC community has a responsibility to contribute to the wellbeing of the community. No single group or organization can prevent crime on behalf of all. Therefore, it is the responsibility of each individual to participate in crime prevention efforts. This can be accomplished by being aware of our surroundings, by reporting criminal or suspicious activity, and by getting involved in crime prevention programs. Crime prevention, to be fully effective, requires active participation, and cooperation, of each individual. By working together, we can help to ensure a safe and secure environment.

## **RISK REDUCTION STRATEGIES**

- With no intent to victim-blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org)):

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around. Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cab money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

- ***If you need to get out of an uncomfortable or scary situation here are some things that you can try:***

- Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
- Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

**Sexual Assault Hotline 1.800.656.HOPE(4673) |  
Free. Confidential. 24/7.**

# **HOW TO RECOGNIZE SEXUAL ASSAULT**

## **Information on Sex Offenses, Relationship Violence and Stalking**

Rape, relationship violence and stalking are crimes of power and control. These offenses reflect a total disregard for the rights and feelings of others.

Sexual assault, other forms of sexual harassment, relationship violence and stalking can happen anywhere, at any time, to anyone. With regard to rape, based on a study conducted by the National Institute of Justice, it is estimated that a college enrolling 10,000 female students could experience more than 350 rapes per year (U.S. Department of Justice, December 2000). It is also estimated that one in 12 men is the victim of rape or sexual assault. These are alarming statistics. FCCC does not tolerate violence or intimidation and is prepared to respond to these incidents at any time.

Students who are victimized can experience high levels of physical and psychological distress. Negative consequences of these incidents are wide-ranging and may include:

- Sexually transmitted infections
- Unwanted pregnancy
- Adoption of negative health practices (such as the misuse of alcohol or drugs, eating disorders, and smoking)
- Difficulty sleeping
- Symptoms of depression and anxiety
- Post-traumatic stress disorder, or other psychological disorders
- Difficulty concentrating on academic work
- Low self-esteem
- Problems with future intimacy or sexual functioning

In addition, there may be disruption of employment and expenditure of massive financial resources and time as a result of pursuing medical, social, psychological or legal services. Survivors may blame themselves. Many offenses go unreported, which can result in survivors failing to obtain necessary medical, social, psychological, and legal assistance.

## **What is Consent?**

Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Silence alone, without actions evidencing permission, does not demonstrate Consent. Consent must be knowing and voluntary. To give Consent, a person must be of legal age. Assent does not constitute Consent if obtained through Coercion or from an individual whom the Alleged Offender knows or reasonably should know is incapacitated. The responsibility of obtaining Consent rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one's responsibility to obtain Consent. Consent to engage in sexual activity may be withdrawn by any person at any time. Once withdrawal of Consent has been expressed, the sexual activity must cease. Consent is automatically withdrawn by a person who is no longer capable of giving Consent. A current or previous consensual dating or sexual relationship between the Parties does not itself imply Consent or preclude a finding of responsibility.

**Incapacitation:** An individual is considered to be incapacitated if, by reason of mental or physical condition, the individual is manifestly unable to make a knowing and deliberate choice to engage in sexual activity. Being drunk or intoxicated can lead to Incapacitation; however, someone who is drunk or intoxicated is not necessarily incapacitated, as Incapacitation is a state beyond drunkenness or intoxication. Individuals who are asleep, unresponsive or unconscious are incapacitated. Other indicators that an individual may be Incapacitated include, but are not limited to, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, vomiting, or inability to perform other physical or cognitive tasks without assistance.

**Voluntary (freely given):** Consent must be voluntary; it cannot be obtained by coercion or force. Even if someone did not physically resist an attacker, that doesn't mean they gave consent. Some survivors don't resist for fear physical resistance might make their attackers more violent. Research also indicates that some rape victims may experience "tonic immobility" during the rape. In other words, they are literally paralyzed by fear.

**Only Active (not passive):** Consent must be active. If someone were unconscious, asleep, incapacitated or incoherent by drugs or alcohol, then they couldn't consent. Indeed, even if someone did not remember being sexually assaulted, it doesn't mean it didn't happen.

**Informed:** If someone consented to one intimate act, it does not imply that they have consented to others. Consent must be informed, which means you and your partner know what you are consenting to beforehand. Always ask before increasing the level of intimacy.

**Clear:** If someone didn't say no, it doesn't mean they consented. Remember, consent must be active and involve clear words or actions. Always get clear affirmation. Never assume consent.

**Engaged Permission:** Just because someone has consented to something in the past, doesn't imply that they consent to it in the future. Similarly, being in a relationship with someone doesn't mean you or your partner have consented to sexual activity. Always ask for permission to engage in mutually agreed upon sexual activity.

**Additional Sources:**

<https://www.rainn.org> "Was I Raped?" and "Acquaintance Rape." RAINN (Rape, Abuse & Incest National Network)

**The National Sexual Assault Hotline: 1-800-656-HOPE.**

**BYSTANDER INTERVENTION**

FCCC encourages all community members to educate themselves about interpersonal violence and share this info with friends. Confront friends who make excuses for other people's abusive behavior, speak up against racist, sexist, and homophobic jokes or remarks. A good bystander is someone who models pro-social behaviors and intervenes when a potentially dangerous situation occurs.

To combat sexual assault, the most powerful tool is conveying your concern. The best way bystanders can assist in creating an empowering climate free of interpersonal violence is to diffuse the problem behaviors before they escalate.

Often people don't intervene because they may assume the situation isn't a problem, or feel it is none of their business. They may assume that someone else will do something, or believe that other people weren't bothered by the problem. In some cases, a person might feel their personal safety is at risk.

When people do intervene in a situation, they often say that it was the right thing to do, and that they would want someone to intervene if the roles were reversed.

**BYSTANDER INTERVENTION KEYS**

- **Notice the Incident.** Bystanders first must notice an incident is taking place. Obviously, if they don't take note of the situation there is no reason to help.
- **Interpret Incident as Emergency.** Bystanders also need to evaluate the situation and determine whether it is an emergency, or at least one in which someone needs assistance. Again, if people do not interpret a situation as one in which someone needs assistance, then there is no need to provide help.
- **Assume Responsibility.** Another decision bystanders make is whether they should assume responsibility for giving help. One repeated finding in research studies on helping is that a bystander is less likely to help if there are other bystanders present. When other bystanders are present responsibility for helping is diffused. If a lone bystander is present, he or she is more likely to assume responsibility.
- **Attempt to Help.** Whether this is to help remove the person from the situation, confront a behavior, diffuse a situation, or call for other support/security.

***Please remember... If you see something, say something.***

## **TIPS FOR INTERVENING**

### **In a situation potentially involving sexual assault, relationship violence, or stalking:**

- Approach everyone as a friend
- Do not be antagonistic
- Avoid using violence
- Be honest and direct whenever possible
- Keep yourself safe
- Keep your phone handy, call for help or document when you can safely do so.
- If things get out of hand or become too serious, contact the Police.

## **THE BYSTANDER INTERVENTION PLAYBOOK**

(Adopted by the College of William and Mary)

**Defensive Split:** Step in and separate two people. Let them know your concerns and reasons for intervening. Be a friend and let them know you are acting in their best interest. Make sure each person makes it home safely

**Pick and Roll:** Use a distraction to redirect the focus somewhere else: “Hey, I need to talk to you.”

**The Option:** Evaluate the situation and people involved to determine your best move. You could directly intervene yourself, or alert friends of each person to come in and help. If the person reacts badly, try a different approach.

**Full Court Press:** Recruit the help of friends of both people to step in as a group.

**Fumblerooski:** Divert the attention of one person away from the other person. Have someone standing by to redirect the other person’s focus

### **ACTIVE BYSTANDER INTERVENTION TAKES A NUMBER OF FORMS:**

- Talking to a friend to ensure he or she is doing ok, ask directly, “Do you need a ride?”
- Have a buddy system, and let your friends know if you’re worried about them
- Making up an excuse to help the friend get away from someone
- Calling the police (911)
- Recommending to a bartender or party host that someone has had too much to drink
- Pointing out someone’s disrespectful behavior in a safe and respectful manner that tends to de-escalate the situation
- Removing a friend from a risky situation quickly

## **CRIME DEFINITIONS**

### **Violence:**

- Acts of violence include any exercise of force against persons or property that could result in physical or emotional harm.
- Threats of violence include any verbal or non-verbal communication that inflicts harm.
- Intimidation includes any verbal or nonverbal act towards another person, the purpose of which may be to coerce, and the result of which could cause the other person to fear for his or her safety or the safety of others.

**Murder/Non-negligent Manslaughter:** the willful killing of one human being by another.

**Negligent Manslaughter:** the killing of another person by gross negligence.

**Forcible Sex Offenses:** forcible is directed as any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent. There are four types of forcible sex offenses: forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

**Non-Forcible Sex Offenses:** incidents of unlawful, non-forcible sexual intercourse. Only two types of offenses are included in this definition: incest and rape.

**Robbery:** the taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault:** an unlawful attack by one person got the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary:** the unlawful entry of a structure to commit a felony or theft.

**Motor Vehicle Theft:** the theft or attempted theft of a motor vehicle.

Arson: the willful or malicious building or attempt to burn with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

**Hate Crimes:** any of the aforementioned offenses, and any other crime involving bodily injury reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Categories of bias are:

**Bias:**

Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity or national origin.

Although there are many possible categories of bias, under Clery, only the following eight categories are reported:

- **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- **Gender:** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- **Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
- **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- **Sexual Orientation:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived sexual orientation.
- **Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term race in that "race" refers to grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.
- **National Origin:** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and/or traditions.
- **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

In addition to the standard list of Clery reported crimes, the following are considered hate crimes when there is evidence that the offense was committed with bias against a protected class.

- Larceny
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

**Weapon Law Violations**

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons, carrying deadly weapons, concealed or openly, furnishing deadly weapons to minors, aliens possessing deadly weapons.

**Firearms:** The definition of a firearm shall include any weapon, (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action or an explosive; the frame or receiver of any such weapon

**Knife:** The definition of a knife includes, but is not limited to, a sharp blade-cutting instrument.

**Drug Abuse Violations**

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.



### **Liquor Law Violations**

The violation of laws or ordinance prohibiting the manufacture, sale, transporting, furnishing, and possessing of intoxicating liquor.

### **Sexual Contact**

Ohio law defines this as any touching of an erogenous zone of another, including the thigh, genitals, buttocks, pubic region, areas particularly sensitive to sexual stimulation, or, if such person is female, breast(s), for the purpose of sexually arousing or gratifying either person.

### **Sexual Conduct**

Ohio law defines this as vaginal intercourse between a male and female, and anal intercourse or oral sexual activity between persons regardless of gender. Penetration with any body part or object, however slight, is sufficient to complete vaginal or anal intercourse.

### **Public Indecency**

Ohio law defines this as recklessly exposing one's private parts, or masturbating; engaging in conduct appearing to an ordinary observer to be sexual conduct or masturbation.

### **Voyeurism**

Ohio law defines this as trespassing or secretly invading privacy of another; to spy or eavesdrop upon another with the purpose of sexually arousing or gratifying one's self.

### **Sexual Imposition**

Ohio law defines this as having sexual contact with another when the offender knows that the contact is offensive to the other person or is reckless in that regard; or the offender knows that the other person's ability to appraise the nature of the contact or ability to control the contact is substantially impaired; or the offender knows the other person submits because they are unaware of the sexual contact.

### **Gross Sexual Imposition**

Ohio law defines this as having sexual contact with another, by force or threat of force; or the offender substantially impairs the other person's judgment or control using drugs or intoxicants secretly or by force, threat of force, or deception.

### **Sexual Battery**

Ohio law defines this as having sexual conduct with another by knowingly coercing the other person to submit; or the offender knows the other person's ability to appraise the nature of or control their own conduct is substantially impaired; or the offender knows the other person submits because they are unaware that the act is being committed.

### **Rape**

Ohio law defines this as engaging in sexual conduct by force or threat of force; or for the purpose of preventing resistance, offender substantially impairs victim's judgment or control by giving any drug/intoxicant secretly or by force, threat of force, or deception. Victim need not prove physical resistance.

### **Sexual Assault**

Sexual assault is an umbrella term and not a legal definition. It covers a wide range of actions that may violate criminal law and/or FCCC policy when taken against a person without the person's knowing consent, against the person's will, or under force, threat of force, or coercion. Sexual activity occurring when someone is medicated, asleep, passed out, or drunk can also be illegal. In these situations, a person cannot truly consent since she or he is not in a coherent state of mind.

### **Dating Violence**

Dating violence is controlling, abusive, and aggressive behavior in a romantic relationship. It can happen in straight or gay relationships. It can include verbal, emotional, physical, or sexual abuse, or a combination.

### **Relationship Violence**

Relationship Violence is an umbrella term and not a legal definition. It includes domestic violence, dating violence and stalking and refers to violence between individuals who have been or are in a social relationship of a romantic or intimate nature.

### **Domestic Violence**

Ohio law defines domestic violence as violence or threats of violence that occur between family or household members.

### **Menacing by Stalking**

Ohio law defines menacing by stalking as occurring when someone knowingly engages in a pattern of conduct that causes another person to believe that the offender will cause physical harm to the other person or cause mental distress to the other person.

## **SEXUAL HARASSMENT DEFINITIONS AND PROCEDURES FOR REPORTING**

FCCC is strongly committed to providing an educational environment free from sexual harassment. FCCC provides complete procedures available to victims to report sexual harassment, as well as disciplinary penalties which could be imposed for sexually harassing conduct or behavior.

### **GUIDELINES:**

- Sexual harassment includes any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where tolerance of such actions is made a condition of employment, or which interferes with an individual's work performance or simply creates an intimidating, hostile or offensive FCCC environment. It can include harassment between employees, between employees and students and between students.
- The creation of an intimidating, hostile or offensive FCCC environment may include such actions as persistent sexual comments or the display of obscene or sexually oriented photographs or drawings. However, conduct or actions that arise out of a personal or social relationship and that are not intended to have a social relationship effect and that are not intended to have a discriminatory employment effect or discriminatory grading or treatment effect in the event of students, may not be viewed as harassment. (FCCC discourages staff from seeking or becoming involved in relationships with students that exceed normal and usual educational relationships developed to promote the instructional process.) FCCC will determine whether such conduct constitutes sexual harassment, based on a review of the facts and circumstances of each situation.
- FCCC will not condone any sexual harassment of its employees or students. All employees, including supervisors, managers and students, will be subject to severe discipline, up to and including discharge, for any act of sexual harassment they commit.

### **PROCEDURES TO REPORT SEXUAL HARASSMENT**

- Adult Education employees or students who feel victimized by sexual harassment are encouraged to report the harassment to FCCC's Adult Education Director. If the FCCC Adult Education Director is the source of the alleged harassment, the employee should report the problem to FCCC Career Center Superintendent.
- Twenty-four (24) hours after reporting the harassment to FCCC Adult Education Director, the person filing the complaint must provide a written account of the incident to the Adult Education Director. The Adult Education Director will give a preliminary report to the complainant within one school day after receiving the written complaint and, in general, will inform the complainant and the accused of FCCC findings and possible actions within seven days.
- When the Adult Education Director receives a sexual harassment complaint it should be carefully investigated, questioning all employees (or students as appropriate) who may have knowledge of either the incident in question or similar problems. Both the complaint and the investigative steps and findings should be documented as thoroughly as possible. As much as possible, confidentiality will be maintained with respect to a sexual harassment complaint and only those who need to know about such a complaint will be advised of its existence. In the interest of being able to investigate the complaint in an unbiased atmosphere as possible, the person filing the complaint and the accused person shall not discuss the matter with FCCC students or FCCC personnel not involved in the incident other than the staff person doing the investigation.
- Employees or students who are dissatisfied with FCCC Adult Education Director's resolution of a sexual harassment complaint may file a complaint with the President of the FCCC system. No employee will be subject to any form of retaliation or discipline for pursuing a sexual harassment complaint.

## **Risk Reduction for Sex Offenses, Relationship Violence or Stalking**

*Information about preventing sex offenses (which has been largely excerpted from the 1989 Counseling Center publication, "Sexual Violations: Know the Signs," written by Dr. Craig Vickio, Dr. Elizabeth Yarris, Ms. Nancy Breen, and Ms. Kimberly Chin) is provided below.*

Although the responsibility of prevention truly lies with the offender, there are things that individuals can do and be aware of that may help reduce the risk of crime. These are not guarantees of safety, but rather personal rights and best practices for a safer environment.

You have the right to your own values, attitudes and beliefs about sexual behavior and relationships in general. Therefore, you have the right to determine the type of interactions and activities you feel comfortable with and to end those activities at any time.

While there is no perfect profile of someone who will be controlling or violent, there are some warning signs. These include:

- Domineering, overly controlling actions
- A tendency to disregard your feelings and desires
- The expression of hostility or dominance toward potential partners
- The belief that certain actions entitle one to sex or intrusion into your personal space
- Touching you in a way that makes you feel uncomfortable
- No one is ever entitled to sex. You are not obligated to perform sexual acts as payment, as a favor, or in order to be a "real man" or a "good woman."
- You have the right to deny alcohol at any time. Alcohol not only impairs your judgment; many recognize alcohol as a frequently used and highly effective rape-facilitating drug.
- You have the right to say no at any time for any reason. When you feel that your personal rights are being threatened, you have every right to take a stand and let the offending party know that what he/she is doing is unwelcome.
- Going to larger parties with people you trust may help to avoid dangerous situations. Inviting another couple to go with you is another great way of ensuring that there will be others around in case of emergency.
- Having your own transportation gives you a degree of power to leave a situation, if you see the need to.
- Instead of walking alone, walk with friends or use the Campus Escort Service on campus.
- While using social media such as Facebook or Twitter, be mindful of the type of information you provide, including your address or phone number, and whether you are at home or away.

FCCC recognizes the need for healthy and successful relationships. Prevention of crime starts with those who are committing the offenses and then is supplemented by the use of methods to reduce the risk of being victimized. All students can play a role in combating sex offenses, relationship violence or stalking by holding perpetrators accountable, supporting the rights and choices of those who have been victimized and making full use of campus resources to educate themselves on these serious, yet preventable problems.

### **Procedures for Campus Disciplinary Action in Cases of an Alleged Sex Offense**

FCCC complies with the requirements of the Clery Act concerning the Campus Sexual Assault Victim's Bill of Rights. The procedures, policies, and disciplinary processes beginning on page 21 of this document include every required element as outlined below.

**Survivors will be informed of their right to notify law enforcement and to be assisted by campus authorities in doing so upon request.**

Survivors will be informed of existing mental health, counseling, or student services for victims on and off campus (contact information is included in this document).

**Survivors will be informed of their options for changing academic and living situations if requested by the survivor and reasonably available.**

Both the accused and the accuser are entitled to the same opportunities to have others present during a disciplinary hearing.

**Both the accused and the accuser must be informed of the outcome of a disciplinary action and receive information about the sanctions that may be imposed following a finding of responsibility by FCCC administration regarding rape, sexual assault, or other forcible or non-forcible sex offense.**

### **STUDENT DUE PROCESS RIGHTS**

The Board and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, in the context of administrative proceedings carried out by school authorities, does not mean that the procedures used by the courts in juvenile proceedings must be followed. The Ohio and Federal Rules of Evidence do not apply.

Students have clearly established means by which administrative due process is available for the protection of the individual's rights.

Due process procedures are:

1. Applied equally to all and
2. Enforced in a manner which involves:
  - A. adequate and timely notice and opportunity to prepare a defense;
  - B. an opportunity to be heard at a reasonable time and in a meaningful manner and
  - C. the right to a timely and impartial hearing on the merits of the case.

In cases of student suspension or expulsion, the specific due process procedures set by the Board's policy are followed.

### **Disclosures to Alleged Victims of Violent Crimes or Non-Forcible Sex Offenses**

Four County Career Center will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the institution against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the institution will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

If the victim wishes to appeal the disciplinary decision, they may contact the Superintendent or the Adult Education Director to discuss their options.

### **SEX OFFENDER REGISTRATION**

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes against Children and Sexually Violent Offender Act.

A list of all registered sex offenders in Henry County is available at the Henry County Sheriff Office's website <http://www.henrycountysheriff.com/>. Four County Career Center is located in Archbold, Ohio and the zip code is 43502. In addition, the Ohio Department of Rehabilitation and Correction sex offender registry is available at <http://www.drc.ohio.gov/OffenderSearch.search.aspx>.

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000.

### **SANCTIONS FOR SEX OFFENCES**

Aside from criminal penalties that employees or students may be subjected to for committing sex offenses, FCCC may take action based upon its own investigation of alleged sex offenses, and based upon the conclusion of its investigation may take one or more of the following actions as a result of its investigation against an alleged offender:

- Suspension for a period of time. In the event of an employee, the suspension may be with or without pay.
- Termination for employees and expulsion for students.
- Other disciplinary action.

### **CRIME STATISTICS – REPORTABLE AREAS**

**On-Campus** – any building or property owned or controlled by the institution.

**Public Property** – this area can be described as thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to or accessible from the campus.

**Four County Career Center does not offer on or off campus housing to students or staff.**

### **CRIME STATISTICS FOR 2017, 2018, 2019**

The following information is provided and updated annually as directed by the U.S. Department of Education through Public Law 101-542, The Criminal Awareness and Campus Security Act of 1990. The Four County Career Center School, along with Adult Career Center personnel, prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report can be located online at [www.fourcounty.net](http://www.fourcounty.net). This report is prepared in cooperation with the Henry County Sheriff's Office and the Four County Career Center.

### **HOW TO OBTAIN A COPY OF THE REPORT**

Campus crime, arrest and referral statistics include those reported to the local police, designated school officials, and local law enforcement agencies. Copies of the report may also be obtained at the Adult Career Center or by calling (419) 267-3331. All prospective employees may obtain a copy online at [www.fourcounty.net](http://www.fourcounty.net).

## **THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013 STATISTICS REPORT**

The Violence Against Women Reauthorization Act of 2013 requires FCCC to report statistics on three new categories of crimes. Beginning with calendar year 2013, we are now reporting statistics on incidents of dating violence, domestic violence and stalking that occur in our Clery jurisdiction.

<b>Violence Against Women Reauthorization Act</b>						
	<b>2017</b>		<b>2018</b>		<b>2019</b>	
	<b>On-Campus</b>	<b>Public Property</b>	<b>On-Campus</b>	<b>Public Property</b>	<b>On-Campus</b>	<b>Public Property</b>
<b>Domestic Violence</b>	0	0	0	0	0	0
<b>Dating Violence</b>	0	0	0	0	0	0
<b>Stalking</b>	0	0	0	0	0	0

## CRIME STATISTICS REPORT FOR 2017-2019

OFFENSE	On-Campus High School			On-Campus Adult Education			Public Property			Non-Campus		
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0
<b>ARRESTS</b>												
Weapons: carrying, possessing, etc.	0	0	1	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>DISCIPLINARY ACTIONS</b>												
Weapons: carrying, possessing, etc.	4	7	9	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	7	15	6	0	0	0	0	0	0	0	0	0
Liquor Law Violations	1	0	7	0	0	0	0	0	0	0	0	0

### ADDITIONAL RESOURCES

**A.A.R.D.V.A.R.C. -** <http://www.aardvarc.org/rape/states/ohrp.shtml>

**Ohio Crime Victim Services** – 614-466-5610

**Hope Center Rape Crisis :** YWCA Northwest Ohio

1019 Jefferson Ave., Toledo, OH 43604

Phone: 419-241-3235 Fax: 419-255-5752

[http://www.ywcanwo.org/site/c.9RKQI9MJlclWE/b.7962473/k.6E97/HOPE\\_Center\\_Rape\\_Crisis.htm](http://www.ywcanwo.org/site/c.9RKQI9MJlclWE/b.7962473/k.6E97/HOPE_Center_Rape_Crisis.htm)

**Ohio Alliance To End Sexual Assault:** <http://www.oaesv.org/rape-crisis-centers-in-ohio/> 888-886-8388

**Comprehensive Crisis Care –** This website offers a variety of options

<http://www.firstcallnwo.org/MatchList.aspx?k,;0;;N;0;0;Abuse/Violence%20Related%20Support%20Groups;gambling>

**Dating Violence:**

<http://www.loveisrespect.org/>

<http://www.breakthecycle.org/>

<https://www.childwelfare.gov/topics/systemwide/domviolence/prevention/teen-dating/>

<https://www.womenshealth.gov/violence-against-women/types-of-violence/dating-violence.html>

<http://www.datingabusestopshere.com/here-4-help/>

**Victims of Violent Crimes:**

<https://www.victimsofcrime.org/>

<http://www.ovc.gov/>

<https://www.ohioabar.org/ForPublic/Resources/LawYouCanUse/Pages/LawYouCanUse-598.aspx>

<http://www.trynova.org/>

**Domestic Violence:** <http://www.co.lucas.oh.us/index.aspx?NID=550>

<http://literacy.kent.edu/Oasis/abuse/ohio.html>

<http://www.actionohio.org/ohiodvshelter.htm>

<http://www2.bgsu.edu/organizations/silentwitnessnwo/index.html>

## **EMERGENCY OPERATIONS PLAN AND DRILLS**

The Board acknowledges that the safety and well-being of students and staff are high priorities. Although emergencies cannot be predicted, effective prevention and management strategies are used to minimize the effects of emergency situations arising in the District.

An emergency is defined as an event that threatens the actual safety and security of students, employees or visitors of the District or whose impact threatens the feeling of safety and security, both of which are detrimental to a positive learning environment. Emergencies include, but are not limited to, fire, natural disasters, medical emergencies, industrial accidents, suicide, death of a student or employee, acts of violence, trauma and terrorism.

The Board directs the Superintendent/designee to prepare emergency/safety plans for use by staff and students. The plans are posted in each classroom and other areas accessible to staff and students.

The Emergency Operations Plan (EOP) sets a protocol for addressing and responding to serious threats to the safety of the school property, students, staff, volunteers and visitors. Each protocol includes procedures deemed appropriate by the Board or governing authority for responding to threats and emergency events including, but not limited to, notification of appropriate law enforcement personnel, calling upon specified emergency response personnel for assistance and informing parents of affected students.

State law determines the type and number of drills the District must conduct in order to adequately prepare staff and students for emergency situations. Drills provide both students and staff with practice in responding to emergency conditions should such conditions occur.

A copy of each school building's current Emergency Operations plan and blueprint is filed with the Ohio Department of Education, the law enforcement agency that has jurisdiction over the school building and, upon request, the fire department and emergency medical service organization that serves the political subdivision in which the school building is located. The floor plan is used solely by first responders responding to an emergency in the building and is not a public record.

The FCCC Emergency Operations Plan is an extensive document and includes instructions on the following threats:

### **Air Contamination**

- **Aircraft crash**
- **Bomb Threat**
- **Civil Disturbance**
- **Explosion**
- **Fire**
- **Hazardous Material Emergency**
- **Hostage Situation**
- **Intruder/Suspicious Person in School**
- **Kidnapping/Abduction**
- **Missing Student**
- **Sexual Assault**
- **Shooting**
- **Student Sit-In (Internal Civil Disturbance)**
- **Student Walkout (Internal Civil Disturbance)**

- **Suspicious Vehicle**
- **Threats**
- **Utility Emergency**
- **Weapon Discovery**
- **Hazard Specific Annexes (Nature and Terrorism)**
- **Biological Threat**
- **Biological Attack in the Community**
- **Chemical Attack in the Community**
- **Earthquake**
- **Flood**
- **Nuclear Attack/Nuclear Fallout**
- **Radiological Attack/Radiological Fallout**
- **Severe Weather**
- **Terrorist Direct Attack**
- **Tornado**

The administration reviews the plan annually, considering the most current information dealing with the subjects, as well as making relevant information about the plan known to the community. When the comprehensive emergency management plan is used, assessment of the way the emergency was handled is completed by the Board and the administration. Suggestions for improvement, if necessary, are solicited from all stakeholders.

Although the plan is reviewed annually, State law requires the District's Emergency Operations Plan to be updated every three years and whenever a major modification to an individual school building requires changes in that building's procedures or whenever information on the emergency contact information sheet changes.

## Crisis Team Member List

### Member 1:

Tim Meister  
Superintendent of Schools  
Internal Phone Number: 419-267-2210  
Email Address: TMeister@fcanywhere.net

### Member 2:

Rich Hupe  
Director of Operations  
Internal Phone Number: 419-267-2380  
Email Address: rhupe@fcanywhere.net

### Member 3:

Terry Eis  
Supervisor of Buildings & Grounds  
Internal Phone Number: 419-267-2249  
Email Address: teis@fcanywhere.net

### Member 4:

Rick Bachman  
Director or Career Tech. Ed.  
H.S. Title IX Coordinator  
Internal Phone Number: 419-267-2202  
Email Address: rbachman@fcanywhere.net

### Member 5:

Connie Nicely  
Treasurer  
Internal Phone Number: 419-267-2226  
Email Address: cnicely@fcanywhere.net

### Member 6:

Doug Beck  
Director, Adult Education  
Internal Phone Number: 419-267-2321  
Email Address: dbeck@fcanywhere.net

## **BUILDINGS AND GROUNDS SECURITY**

Buildings and grounds constitute one of the greatest investments of the Board. It is in the best interest of the District to protect such investments.

Security includes maintenance of a secure building and protection from fire hazards, faulty equipment and unsafe practices in the use of electrical, plumbing and heating equipment. The Board shall cooperate with local law enforcement agencies and fire departments and with insurance company inspectors.

Access to buildings and grounds outside of regular school hours is limited to personnel whose work requires such access. A security control system is established which limits access to buildings to authorized personnel and guards against entrance to buildings by unauthorized persons.

## **SURVEILLANCE EQUIPMENT**

The Board recognizes the District's responsibility to maintain order and discipline on school property and in school vehicles. Recognizing the value of electronic surveillance systems in monitoring activity, the Board directs the administration to develop regulations to implement the surveillance program. The regulations must be in compliance with law to protect the privacy rights of students and staff.

- **Cameras**  
Surveillance cameras may be used both inside and outside of buildings to assist in the security of students, staff and property.
- **Metal Detectors**  
When there has been a pattern of weapons found at school or when violence involving weapons has occurred at the school, the administration is authorized to use stationary or mobile metal detectors. The Board directs the administration to develop regulations for the use of detectors.

**Any search of a student's person as a result of activation of the detector is conducted in private.**

The Board is concerned with the safety of students and staff and, therefore, complies with all Federal and State laws and regulations to protect students and staff from known hazards that pose an immediate risk to health and safety. The following are a few examples:

## **TOXIC HAZARDS**

Toxic hazards exist in chemicals and other substances used in the school setting such as in laboratories, science classrooms, kitchens and in the cleaning of rooms and equipment.

The Superintendent appoints an employee to serve as the District's Toxic Hazard Preparedness (THP) officer. The THP officer:

- Identifies potential sources of toxic hazards in cooperation with material suppliers who supply the THP officer with safety data sheets (SDS);

- Ensures that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning and the name and address of the manufacturer or responsible party;
- Maintains a current file of SDS for every hazardous material present on District property;
- Designs and implements a written communication program that:
  - lists hazardous materials present on District property;
  - details the methods used to inform staff and students of the hazards and
  - describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed;
- Conducts a training program in compliance with State and Federal law for all District employees to include such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment and the District's plan for communication, labeling, etc.
- Establishes and maintains accurate records for each employee at risk for occupational exposure including name, Social Security number, hepatitis B vaccine status, results of exams, medical testing and follow-up procedures for exposure incidents and other information provided by and to health care professionals.

In fulfilling these responsibilities, the THP officer may enlist the aid of county and municipal authorities and others knowledgeable about potential toxic hazards.

### **ASBESTOS HAZARDS**

In its efforts to comply with the Asbestos Hazard Emergency Response Act, the Public Employment Risk Reduction Program (PERRP) and the Asbestos Abatement Contractors Licensing Act, the Board recognizes its responsibility to:

1. Inspect all District buildings for the existence of asbestos or asbestos-containing materials;
2. Take appropriate action based on the inspections;
3. Establish a program for dealing with friable asbestos, if found;
4. Maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos and
5. Comply with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

The Superintendent appoints a person to develop and implement the District's Asbestos-Management Program, which ensures proper compliance with Federal and State law and the appropriate instruction of staff and students.

The Superintendent also ensures that, when conducting asbestos abatement projects, each contractor employed by the District is licensed pursuant to the Asbestos Abatement Contractors Licensing Act.

### **OCCUPATIONAL EXPOSURE TRAINING**

All employees with occupational exposure are required to participate in a training program at the time of their initial assignment to tasks where occupational exposure may occur.

Follow-up training for employees is provided one year after their initial training. Additional training is provided when changes such as modifications of tasks and procedures or institution of new tasks and procedures affect employees' occupational exposure.

A record of attendance at occupational exposure training is completed and maintained by the THP officer following each training session. These records are maintained for three years from the date of the training.

### **OTHER CONDITIONS INJURIOUS TO THE SAFETY OR HEALTH OF BUILDING OCCUPANTS**

In addition to the reporting of toxic hazards, the Board directs the Superintendent/designee to comply with all board of health inspections to ensure that conditions injurious to the safety or health of persons on District property are minimized.

During a board of health inspection, each building principal/designee provides:

1. Access to the building and grounds during regular school hours
2. A record of inspections of the school grounds and buildings for dangerous and recalled products
3. Any records or other information the board of health considers necessary to evaluate the health and safety of the school
4. A representative who accompanies the sanitarian during the course of the inspection, with advance notice from the board of health.



## **BLOODBORNE PATHOGENS**

Staff and students incur some risk of infection and illness each time they are exposed to bodily fluids or other potentially infectious materials. While the risk to staff and students of exposure to body fluids due to casual contact with individuals in the school environment is very low, the Board regards any such risk as serious.

Consequently, the Board directs adherence to universally recognized precautions. Universally recognized precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, HBV, HCV and/or other bloodborne pathogens. \*

To reduce the risk to staff and students by minimizing or eliminating staff exposure incidents to bloodborne pathogens, the Board directs the Superintendent to develop and implement an exposure control plan. This plan must be reviewed and updated at least annually in accordance with Federal law.

The plan includes annual in-service training for staff and students; first-aid kits in each school building and each student transportation vehicle; correct procedures for cleaning up body fluid spills and for personal cleanup.

Training is followed by an offer of immunization with hepatitis B vaccine for all staff who are required to provide first aid to students and/or staff. The vaccine is also offered to all staff who have occupational exposure as determined by the administrator.

*\* Bloodborne pathogens are pathogenic microorganisms that are present in human blood and can cause disease in humans. These include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV) and human immunodeficiency virus (HIV).*

## **FCCC EMERGENCY EVACUATION POLICY**

Protective action recommendations or evacuation instructions may be issued by FCCC Administration or other emergency response authorities (Police, fire or other emergency response teams).

Any person who identifies a legitimate emergency situation which would lead a reasonable person to conclude evacuating the building is necessary has the obligation to find and activate a manual pull down fire alarm. This will cause the building evacuation alarm to sound.

In the rare event of an evacuation of an FCCC building or campus, follow evacuation instructions disseminated through the communications systems used to inform the staff and students of an emergency. These may include the public address system, a fire alarm, telephone, email or staff direction.

## **METHODS TO INFORM COMMUNITY**

- Campus Public Announcement System
- Telephone System
- Campus Email
- Local Radio Stations
- Local Television Stations

Evacuations are issued only if the safety and wellbeing of the school community is at risk. Please work together and assist other during an evacuation, and follow guidance and instructions from FCCC administrators, emergency responders, law enforcement officers, fire officials, or paramedics. Evacuation procedures exist for each FCCC building including plans: regularly scheduled, required drills are conducted throughout the year to ensure everyone is familiar with these plans.

## **TESTING AND DOCUMENTING THE EMERGENCY RESPONSE SYSTEM AND EVACUATION PROCEDURES**

FCCC has a number of drills throughout the year including:

- Theoretical Safety Drill
- Fire Drill
- Controlled Lockdown Drill
- ALiCE Drill
- Tornado Drill
- Rapid Release Drill

Teachers should quickly gather their purses, wallets, grade books, current day's attendance items and "to go" kits, establish positive control of all students for whom they are responsible, keep the students together, instruct them to be quiet and exit their classrooms. Teachers will immediately and as quickly as practical, move their students along their primary route to the designated rally point. If the primary route is unusable for any reason or if directed by the Director of Operations or his or her representative, teachers will use the alternate route to their assigned rally point.

Note: Each classroom "to go" kit contains communication information, building and site evacuation information, and off-site evacuation center information. These kits will be established and maintained by the teacher or staff member responsible for the room.

If more assistance is required to learn about building specific evacuation procedures, please contact the building administrator.

Maintenance staff will quickly shut down predetermined utilities if time and safety permits according to the crisis situation.

Immediately upon arriving at the designated rally point, all teachers and staff will conduct 100% accountability for all present and missing students. Each teacher and staff member will then report to the Director of Operations a count of all students present and a by name list of all students, faculty, staff and visitors not accounted for at the rally point.

The Director of Operations (or at his direction the Director of Operations) will establish an Incident Command Post (IPC) at his or her pre-determined rally point. This will serve as the center of gravity for the Center's operations during the emergency.

The Director of Operations will establish full school accountability based on the incoming reports from teachers and staff members and will report this information to the Director of Operations every 15 minutes until 100% accountability is complete.

All teachers and staff members will assess each person in their respective rally point in order to identify any medical requirements. All medical requirements will be reported immediately to the school nurse and the Director of Operations. Medical assistance will be provided to those in need by the nurse or appropriate first responders.

As safety and the situation allows, maintenance personnel will clear the building ensuring all person have evacuated. If this is impossible for any reason, that information will be relayed to the Director of Operations and the first responders.

In coordination with first responders, the Director of Operations (or his or her designee in her absence) will declare the building to be clear when it is safe to return to the building. All teachers and staff will then return to their respective work areas.

Once the all clear has been directed by the Director of Operations and the reverse evacuation has been complete, teachers will retake attendance to ensure accountability for all students. Any unaccounted students will be reported to the Director of Operations or Director of Operations' designee who will then report that information to the police.

If the Director of Operations or, his or her designee in the Director of Operations' absence, determines the release of students is necessary instead of a return to class, see reunification plan. Under no circumstances are students to be released without following the reunification plan nor will students be allowed to leave the school property without proper supervision, or re-enter the building until the building has been cleared for re-entry.

The teacher or staff who identified an injured person and the Director of Operations at the ICP will maintain a list of students, staff and visitors who are removed for treatment of injuries.

The school and its employees will follow all state and local codes/laws as to the location in which the evacuation plan must be posted. Note that the "Building Evacuation Plan" is not only used for fire emergencies, but also a number of other crisis situations (e.g., bomb threats).

# **DRUG PREVENTION PROGRAM**

## **DRUGS AND ALCOHOL (DRUG-FREE SCHOOL AND COMMUNITY ACT OF 1989)**

Four County Career Center is unequivocally opposed to the misuse of lawful drugs and the possession and use of unlawful drugs. Pursuant to the requirements of the Drug-Free School and Community Act Amendments of 1989 (PL 101-226), Four County has adopted and implemented drug and alcohol policies and programs designed to prevent drug and alcohol problems within the school setting. The policies and programs are designed to identify problems at the earliest stage, motivate the affected individuals to seek help, and to direct the individual toward the best assistance available.

FCCC complies fully with local, state and federal regulations regarding the sale, possession and consumption of alcoholic beverages and illegal drugs. The unlawful manufacture, possession, distribution or use of illicit drugs or controlled substances on FCCC property, or as a part of school activities is strictly prohibited. FCCC seeks to encourage timely bystander reporting.

### **BIENNIAL REVIEW POLICY**

Every June in odd years, the Biennial Review Committee will meet to discuss and evaluate the effectiveness of Four County Career Centers Drug and Alcohol Prevention Program. Four County Career Center will continue to seek opportunities to educate both students and staff.

## **STUDENT & EMPLOYEE COMPLIANCE WITH FOUR COUNTY CAREER CENTER DRUG AND ALCOHOL POLICIES**

All Four County Career Center students and employees are expected to abide by the terms of the school's policies. A student and/or employee found to be in possession or illegally using drugs and/or alcohol may be subject to appropriate sanctions. Such sanctions may include:

- Referral for prosecution,
- Termination of employment, and/or
- Reprimand, probation, suspension or expulsion.

A disciplinary sanction may include the completion of an appropriate rehabilitation program. Students and employees are guaranteed due process.

## **STANDARDS OF CONDUCT**

Four County Career Center is a dry campus and is committed to maintaining a campus free of illegal drugs or the unlawful use of alcohol or illicit drugs. It is the policy of Four County not to permit the possession, consumption, and sale of alcoholic beverages on campus in accordance with the laws of the State of Ohio, the regulations of the Ohio Department of Commerce, Division of Liquor Control (DOLC) and the policies of the school. FCCC has the responsibility of upholding federal, state, and local laws regarding the use of drugs and alcohol. Students who choose to possess or use unlawful drugs or misuse lawful drugs or alcohol subject themselves to both arrest and prosecution, and FCCC action.

## **STUDENT STANDARDS OF CONDUCT**

Adult Career Center students are expected to conduct themselves according to the instructors' classroom management rules, as well as the policies and procedures of the Four County Career Center Adult Career Center. The instructor will be responsible for enforcing building rules and exhibiting good classroom management. Students who fail to comply will be referred to the Adult Career Center Director or Supervisor for further action.

## **STUDENT DISCIPLINE CODE OF CONDUCT**

Four County Career Center administration realizes that there are varying degrees of involvement in the violation of school adopted rules and regulations. Disciplinary action will include but not be limited to the following:

1. Verbal or written warning
2. Removal of privileges - may include field trips and club activities
3. Emergency removal
4. in-school suspension
5. After school suspension
6. Out-of-school suspension
7. Expulsion (up to 90 days)
8. Court referral - law enforcement

All suspensions and/or expulsions will be in accordance with the procedures outlined in the Ohio Revised Code 3313.66.

Students enrolled at Four County Career Center have a responsibility to act in such a way as not to interfere with the educational rights of other students. By accepting the responsibility to participate in school programs on or off

school property, the students shall also accept the responsibility to conduct themselves according to the regulations governing the operations of these programs. Students who violate the following regulations and policies may receive disciplinary action ranging from verbal warning to expulsion, depending on the offense and the student's disciplinary history. A legal guardian/parent of record or student may be charged for damages to school property to include computers, equipment, other instructional supplies, facilities, etc. Private property and/or personal injury damages may be reported to Law Enforcement by parties involved.

**A student shall not:**

1. Assault, commit unauthorized touching, or threaten with intent to cause personal harm or damage to property or personnel at Four County Career Center or at school authorized functions.
2. Be in any fight
  - Assault or commit unauthorized touching of a student.
  - Incite a school disturbance.
  - Threaten, intimidate, or harass a student by any means including digital electronic devices.
  - incite a riot
3. Possess, handle, transmit or control any object which can be reasonably or legally considered a weapon, such as a knife or chain.
4. Weapons may include fireworks, explosives, ammunition, detonating devices or counterfeits/lookalike.
  - Weapons may include lab tools taken out of the lab setting.
  - Weapons may include a firearm or any object indistinguishable from a firearm.
5. Improperly use or tamper with computer hardware, software or violate the computer appropriate use agreement policy. A legal guardian/parent of record or student may be charged for damages to school property to include computers, equipment, other instructional supplies, facilities, etc.
6. Deliberately initiate a bomb threat, false fire alarm, or start an unauthorized fire.
7. Violate any safety rules or create a situation whereby the safety or well-being of a student or school personnel is put in jeopardy.
8. Steal, destroy, or deface school, public, or private property.
  - Any degree of involvement in such acts.
  - Possession of any stolen goods.
9. Use written or verbal profane, obscene, racial, or abusive language or gestures through any means including electronic devices.
10. Disrupt the educational process
  - throwing food or other items
  - insubordination or disrespect
  - any form of gambling
  - Display, show, flash or throw any gang sign or symbol, wear gang-related dress or insignia that communicates gang-related language verbal or written.
  - being in unauthorized areas
  - showing public display of affection
  - failing to have necessary lab or classroom supplies
  - possessing opened food or beverage in any area other than the cafeteria
  - showing disruptive or dangerous behavior such as, yelling, running, tripping, or pushing
  - giving false information k. violation of dress code
11. Possess, or use tobacco/alcohol/drug products or look-alike products (such as e-cigarette and vaping devices)
12. Possess, distribute, use or abuse any tobacco, alcohol, drugs, drug paraphernalia, drug-related devices, inhalants and/or substances which alter the mind or behavior.
13. Be truant or tardy.
14. Fail to fulfill all disciplinary requirements. It is the student's responsibility to serve all In School Suspensions, Suspension Center Suspensions, and Out of School Suspensions as assigned.
15. Trespass a. students shall not enter school grounds or building premises during or after school hours without permission of the director b. students under suspension/expulsion shall not enter school grounds or premises without permission from the director
16. Forge the writing of another; falsify times, dates, grades, addresses or other data on school forms or correspondence directed to or from the school.
17. Repeatedly or habitually violate any or all of the rules of this Code of Conduct.
18. Fail to comply with all applicable Ohio Revised Codes and local ordinances.
19. Violate the Cell Phones/ Mobile Communication/ Electronic Device policy Cell phones or other texting and video devices are not to be used during class hours without permission.
20. Violate the Uniform and Safety Policy
21. Present someone else's work as one's own work. (Cheating and Academic Honesty Policy)
22. Inappropriate use of automobiles. (loading and unloading, speeding, and careless/unsafe operation)
23. Possess, distribute or show any items that could be interpreted as obscene or pornographic.
24. Harass or Bully by any means including digital electronic devices.

## **ALCOHOLIC BEVERAGES & LEGAL SANCTIONS**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required in driving a car safely, increasing the likelihood that the driver will be involved in a car accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high dose of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. As described in What Works: Schools without Drugs (1989 Edition, Department of Education)

## **UNDERAGE CONSUMPTION, PURCHASING OR POSSESSION OF ALCOHOL**

The legal drinking age in Ohio for consumption of an alcoholic beverage is 21. Purchasing, possessing or consuming alcohol under the age of 21 is a first-degree misdemeanor. The maximum penalties associated with this offense are six months' imprisonment or a \$1,000 fine or both. Any student under the age of 21, therefore, risks being imprisoned and fined when he/she makes the decision to drink alcohol.

## **OHIO OVI AND OVAUC DEFINED**

Whether you are charged with an OVI or an OVAUC is dependent upon on your age. If you are under 21 years old and found driving with a BAC above the legal limit you will be charged with Operating a Vehicle After Underage Consumption (OVAUC). Those over the legal drinking age of 21 years old, and CDL drivers, who drive with a BAC over the legal limit, are charged with Operating the Vehicle Impaired (OVI).

You can be charged with an OVI or OVAUC if your minimum BAC is:

- 21 years old or older - 0.08%.
- Driving a commercial motor vehicle - 0.04%.
- Younger than 21 years old - 0.02%.

## **CHEMICAL TESTING**

Unlike many other states Ohio has additional rules for chemical testing. This not only covers blood and urine testing but also portable breath testing devices known as PBTs. In Ohio you can legally refuse a chemical test and/or opt to pay for one of your own. There are also some circumstances in which you cannot refuse a chemical test.

In order to understand the different laws we encourage you to read the Ohio Department of Public Safety OVI Interdiction Handbook.

## **OVI AND OVAUC PENALTIES**

Penalties for OVI or OVAUC are steep. Not only will you have to face criminal charges but you will also have to deal with penalties given by the Bureau of Motor Vehicles (BMV). These penalties are known as Administrative License Suspensions or ALS. These penalties are separate from any charges.

## **ADMINISTRATIVE PENALTIES**

Under ALS laws your license can be suspended by law enforcement on behalf of the BMV if you fail or refuse a chemical test. The suspension periods are different depending on whether you refused a test or failed a test and were charged with an OVI or OVAUC:

### **OVI**

In addition to the suspension you will have a minimum of 6 points applied to your license.

- 1st offense driver's license suspension: 90 days.
- 2nd offense (within 6 years) driver's license suspension: 1 year.
- 3rd offense (within 6 years) driver's license suspension: 2 years.
- 4th offense (within 6 years) driver's license suspension: 3 years.

### **OVAC**

In addition to the suspension you will have a minimum of 4 points applied to your license.  
1st offense driver's license suspension: mandatory minimum 90 days up to 2 years.

## **Refuse Test**

In addition to the suspension you will have a minimum of 6 points applied to your license.

- 1st offense driver's license suspension: 1 year.
- 2nd offense (within 6 years) driver's license suspension: 2 years.
- 3rd offense (within 6 years) driver's license suspension: 3 years.
- 4th offense (within 6 years) driver's license suspension: 5 years.

Number of offenses for refusal can have any previous charges within 6 years be for either previous refusals, OVI charges or a combination of both.

If you choose, you can appeal your ALS suspension. You must do so at your first appearance in court or within 30 days of your first appearance. If you appeal the prosecuting attorney in this jurisdiction will act on behalf of the BMV. You'll have to prove at least one of the following:

- The officer did not have reasonable grounds of suspecting OVI.
- The officer did not request that you take the blood alcohol test.
- The officer did not tell you the consequences of refusing or failing the test.
- You did not refuse or fail the test.

Keep in mind that even if you prove any of these, the court may still suspend your license if it is deemed that you are a threat to public safety.

## **CRIMINAL PENALTIES**

If you are found guilty of an OVI offense you can face jail time, heavy fines, court ordered substance assessment and extended license suspension. For each OVI offense within a period of 6 years the penalties increase dramatically.

### **1st Offense with a BAC between 0.08% and 0.17%:**

- Mandatory imprisonment: 72 hours OR court ordered driver intervention program.
- Fine: \$375 to \$1,075.
- License suspension: 6 months to 3 years (Possibility of restricted driving privileges).

### **2nd offense within 6 years with a BAC between 0.08% and 0.17%:**

- Imprisonment: Mandatory minimum 10 days to maximum of under 6 months or combination house arrest with alcohol monitoring and imprisonment.
- Fine: \$500 to \$1,625.
- License suspension: 1 to 5 years.
- Vehicle impounded: 90 days.
- Court ordered Drug/alcohol assessment.

### **3rd offense within 6 years with a BAC between 0.08% and 0.17%:**

- Imprisonment: Mandatory minimum 30 days to maximum of under 1 year or combination house arrest with alcohol monitoring and imprisonment.
- Fine: \$850 to \$2,750.
- License suspension: 2 to 10 years.
- Required Drug/alcohol treatment.

Any charge with a BAC over 0.17% will carry longer imprisonment and possible additional charges. If you have more than 3 offenses in a period of 6 years you are looking at a felony charge of OVI. Not only does the imprisonment time increase but the fines can reach upwards of \$10,500 and you can be hit with additional charges based on your number of past offenses. Also, if you are caught driving while under any sort of suspension, you will face additional penalties. Even if you have never been convicted of an OVI offense, do not let anyone who you know is under suspension use your vehicle. If you do, you could face suspension as well. For more information on OVI criminal penalties check out the [Swift & Sure Ohio's OVI Laws](http://www.dmv.org/oh-ohio/automotive-law/dui.php#Ohio-OVI-and-OVAUC-Defined) brochure by the Department of Public Safety. (<http://www.dmv.org/oh-ohio/automotive-law/dui.php#Ohio-OVI-and-OVAUC-Defined>)

## **HABITUAL OFFENDER REGISTRY**

As soon as you total 5 convictions or more for OVI (or equivalent) within 20 years, you'll be listed on the Habitual OVI Registry. At least 1 conviction must be after the law went into effect on September 30th 2008. Being on this list allows the public to see your name, date of birth, home address, and your OVI convictions. Your information remains on this list until you no longer have 5 convictions for OVI within the past 20 years.

# **ILLEGAL DRUGS & LEGAL SANCTIONS**

## **Health Risks**

Physical or psychological damage may occur when the following substances are abused. The following are the risks associated with use along with state and federal penalties that can be incurred.

## **Anabolic-Androgenic Steroids**

Steroid users can experience serious cardiovascular, liver, central nervous system, gastrointestinal, and reproductive disorders. In males, use can result in testicular atrophy, sterility, impotence, and arrested growth. Irreversible masculinization and sterility can result when woman use steroids. Psychological impairment includes mood swings, depression, and very aggressive behavior.

## **Depressants**

The use of depressants can result in a change in tolerance and physical, as well as psychological dependency. The combining of several depressants (e.g. valium and alcohol) will potentiate the depressant effects, multiplying the health hazards. Withdrawal symptoms include anxiety, vomiting, acute psychotic episodes, seizures, and death.

## **Hallucinogens**

Phencyclidine (PCP). Large doses of PCP may result in a convulsive seizure, coma, and death. Mood disorders occur and the user may become violent, irrational, and potentially harmful to self and others. Lysergic acid (LSD), mescaline, and psilocybin cause sensations and feelings to change rapidly. The user may experience panic, confusion, anxiety, depersonalization, and loss of control. While relatively rare, flashbacks are the spontaneous reappearance of the drug experience after use has ceased may occur.

## **Narcotics**

Tolerance, especially at the euphoric effect of narcotics, and physical dependence, develop rapidly. In order to avoid the abstinence syndrome, the addict becomes preoccupied with acquiring the drug. Withdrawal symptoms are extremely uncomfortable, however, they are seldom life threatening.

## **Stimulants**

High doses of stimulants result in intense personality disturbances including visual and auditory hallucination, delusions, and paranoia. Tolerance develops rapidly. Cross tolerance does develop among stimulant drugs (e.g. methamphetamine and cocaine). The use of cocaine can cause death by cardiac arrest or respiratory failure. Stimulants are addictive, and while withdrawal from stimulants is less dangerous than with depressants, depression can make a person vulnerable to suicide.

## **Cannabis**

The mood altering effects of marijuana are the result of the chemical delta-9 tetrahydrocannabinol (THC). THC is fat soluble and can remain in the body up to three weeks after smoking one marijuana cigarette. Consequently, even the occasional user can be detected through urinalysis. Research indicates that regular use may have long term effects on the user's brain, heart and reproductive organs. The numerous carcinogenic chemicals found in marijuana make it particularly harmful to the lungs. Loss of memory, lack of motivation, and diminished attention span are some of the effects of regular marijuana use. Long-term use may result in psychological dependence and change in tolerance.

## **STUDENTS MUST ABIDE BY THE FOLLOWING POLICIES:**

### **WEAPONS POLICY**

A student shall not possess, handle, transmit (either on person or in a vehicle), conceal, or use as a dangerous weapon any instrument capable of causing harm to another person.

### **DANGEROUS WEAPONS INCLUDE, BUT ARE NOT LIMITED TO:**

- **Firearms:** The definition of a firearm shall include any weapon, (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device which includes any explosive, incendiary, or poison gas including bombs, both homemade and of the fireworks type, missiles, mines, and military ordinance, including bullets and shells.
- **Knife:** The definition of a knife includes, but is not limited to, a sharp blade-cutting instrument.

**Any person seeing a weapon or becoming aware of a weapon being on school property shall:**

1. Immediately notify the administration by calling ext. 2259.
2. The administration will notify the local Sheriff of the situation.
3. Staff will be instructed to go into Lockdown.
4. The building administrators shall first try to assure the safety of all other students.
5. The building administrators will conduct a search of those areas which can be inspected (lockers, book bags, desk, etc.).
6. If necessary, the administrators will ask the individual to remove all items for his/her person or belongings. The individual should under no circumstances be strip-searched.
7. If a weapon is found the administrators will:
  - i. Follow normal disciplinary procedures.
  - ii. Notify the local Sheriff or appropriate law enforcement agency.
  - iii. Brief law enforcement officials and turn the situation over to them.
  - iv. Determine from Law Enforcement who is to notify the parents/family.
8. The Principal/Adult Career Center Director will contact the Superintendent's Office.

**FOUR COUNTY CAREER CENTER STUDENT SANCTIONS**

In cases of civil or criminal action against a Four County Career Center student, Four County Career Center does reserve the right, for educational purposes, to review any action taken by authorities. Four County Career Center may, at its discretion, introduce further sanctions if the student's conduct has interfered with the Four County Career Center exercise of its educational objectives or responsibilities to its members.

The Four County Career Center Student Code of Conduct expressly prohibits the manufacture, distribution, sale, offer for sale, or possession of drugs or narcotics. Violation of this standard constitutes an offense and the student will be subject to maximum sanction of disciplinary expulsion or any sanction not less than a reprimand. Being under the influence of drugs and/or alcohol does not diminish or excuse the violation of the Student Code of Conduct.

The Student Code of Conduct also prohibits the possession and/or use of marijuana, and the unauthorized use of alcohol. Violation of these standards constitutes an offense and the student will be subject to a maximum sanction of disciplinary probation or any sanction not less than a reprimand. Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the Student Code of Conduct.

A student admitted to Four County Career Center accepts the responsibility to conform to all Four County Career Center rules and regulations. Proven failure to meet this obligation will justify appropriate disciplinary sanctions, including expulsion, suspension, disciplinary probation or reprimand.

Any person who discovers what he or she reasonably believes is a student(s), staff member(s) or other(s) in the school engaged in drug abuse or trafficking, will report that information to the Director of Operations, Director of Operations or his/her designee.

The Director of Operations, Director of Operations or his/her designee will then bring the person(s) suspected of drug abuse or trafficking to the office with their personal belongings and will conduct a search of those belongings. He or she will then designate a person to search the student's locker. [Note that school officials have more latitude when conducting a search. Law enforcement representatives may need a search warrant to conduct a search of a student's backpack.]

If school officials conduct a search and illegal drugs are found:

- The Director of Operations, Director of Operations or his/her designee will call the police to report the seizure of illegal drugs.
- The Director of Operations will designate one person to confiscate the suspected drugs who will place them in a paper bag and will not allow the items (in the bag) to leave his or her possession until he or she provides them to law enforcement officials.
- If the student appears under the influence, the Director of Operations, Director of Operations or his/her designee will immediately notify the parents or legal guardians of the student and call for medical assistance.

If the student is not under the influence, the police will remove the student(s) from the school grounds if there is a legal reason to do so. If not, the Director of Operations will determine what is best for the school and student.

If a search is conducted and illegal drugs are not found:

- If the student appears to be under the influence of an intoxicating substance, the Director of Operations, Director of Operations or his/her designee will immediately notify the parents or legal guardians of the student and call for medical assistance.
- If the student does not appear under the influence, the Director of Operations, Director of Operations or his/her designee will call the student's parents or legal guardians and notify them of the claim and the schools response to the claim.



- If drugs or trafficking is discovered, the Director of Operations will ensure no investigative actions are taken until the police have completed all law enforcement related tasks.
- If drugs are not discovered but there is a credible allegation or drug use or trafficking, the Director of Operations will appoint a staff member to complete an investigation into the circumstances surrounding the allegation.

This report will include:

- An incident report completed by the teacher or staff member who made the discovery.
- Statements from all witnesses.
- A summary of the events that took place leading up to the allegation, the actual events and the events that took place after the allegation. This will allow senior administration officials to most effectively adjudicate the situation fairly.
- The Director of Operations, Director of Operations or his/her designee will contact the legal guardian of the student.
- The Director of Operations will keep a log of the actions taken with regards to the event, in consultation with the superintendent, will determine what follow-up action is necessary.

## **LINKS TO STATE LAWS, PENALTIES AND SANCTIONS FOR DRUG OFFENSES**

- [2925.01 Drug offense definitions.](#)
- [2925.02 Corrupting another with drugs.](#)
- [2925.03 \[Effective Until 9/29/2015\]Trafficking, aggravated trafficking in drugs.](#)
- [2925.03 \[Effective 9/29/2015\]Trafficking, aggravated trafficking in drugs.](#)
- [2925.04 Illegal manufacture of drugs - illegal cultivation of marihuana - methamphetamine offenses.](#)
- [2925.041 Illegal assembly or possession of chemicals for manufacture of drugs.](#)
- [2925.05 Funding, aggravated funding of drug or marihuana trafficking.](#)
- [2925.06 Illegal administration or distribution of anabolic steroids.](#)
- [2925.09 Unapproved drugs - dangerous drug offenses involving livestock.](#)
- [2925.11 Possession of controlled substances.](#)
- [2925.12 Possessing drug abuse instruments.](#)
- [2925.13 Permitting drug abuse.](#)
- [2925.14 Illegal use or possession of drug paraphernalia.](#)
- [2925.141 Illegal use or possession of marihuana drug paraphernalia.](#)
- [2925.22 Deception to obtain a dangerous drug.](#)
- [2925.23 Illegal processing of drug documents.](#)
- [2925.24 Tampering with drugs.](#)
- [2925.31 Abusing harmful intoxicants.](#)
- [2925.32 Trafficking in harmful intoxicants - improperly dispensing or distributing nitrous oxide.](#)
- [2925.33 Possessing nitrous oxide in motor vehicle.](#)
- [2925.36 Illegal dispensing of drug samples.](#)
- [2925.37 Counterfeit controlled substance offenses.](#)
- [2925.38 Notice of conviction of professionally licensed person sent to regulatory or licensing board or agency.](#)
- [2925.55 Unlawful purchase of pseudoephedrine or ephedrine product.](#)
- [2925.56 Unlawful sale of pseudoephedrine or ephedrine product.](#)
- [2925.57 Illegal pseudoephedrine or ephedrine product transaction scan.](#)
- [2925.58 Unlawful sale of pseudoephedrine product to minor - affirmative defense.](#)

## Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	<b>First Offense:</b> Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual.  <b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual.	5 kgs or more mixture	<b>First Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.  <b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.  <b>2 or More Prior Offenses:</b> Life imprisonment
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	
<b>PENALTIES</b>				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<b>First Offense:</b> Not more that 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.  <b>Second Offense:</b> Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual		
Flunitrazepam (Schedule IV)	1 gm or more	<b>First Offense:</b> Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  <b>Second Offense:</b> Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual		
Other Schedule III drugs	Any amount	<b>First Offense:</b> Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  <b>Second Offense:</b> Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
Flunitrazepam (Schedule IV)	30 to 999 mgs	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.  <b>Second Offense:</b> Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		
All other Schedule IV drugs	Any amount	<b>First Offense:</b> Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  <b>Second Offense:</b> Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
Flunitrazepam (Schedule IV)	Less than 30 mgs	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.  <b>Second Offense:</b> Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		
All Schedule V drugs	Any amount	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.  <b>Second Offense:</b> Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

## Federal Trafficking Penalties - Marijuana

DRUG	QUANTITY	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> <li>Not less than 10 years, not more than life</li> <li>If death or serious injury, not less than 20 years, not more than life</li> <li>Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>Not less than 20 years, not more than life</li> <li>If death or serious injury, mandatory life</li> <li>Fine not more than \$8 million if an individual, \$20 million if other than an individual</li> </ul>
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> <li>Not less than 5 years, not more than 40 years</li> <li>If death or serious injury, not less than 20 years, not more than life</li> <li>Fine not more than \$2 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>Not less than 10 years, not more than life</li> <li>If death or serious injury, mandatory life</li> <li>Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture  more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> <li>Not more than 20 years</li> <li>If death or serious injury, not less than 20 years, not more than life</li> <li>Fine \$1 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>Not more than 30 years</li> <li>If death or serious injury, mandatory life</li> <li>Fine \$2 million if an individual, \$10 million if other than individual</li> </ul>
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> <li>Not more than 5 years</li> <li>Fine not more than \$250,000, \$1 million other than individual</li> </ul>	<ul style="list-style-type: none"> <li>Not more than 10 years</li> <li>Fine \$500,000 if an individual, \$2 million if other than individual</li> </ul>
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

Source: <http://www.usdoj.gov/dea/agency/penalties.htm>

## **SUBSTANCE ABUSE RESOURCES**

### **Drug Free Clubs of America**

A team of Firefighters founded Drug Free Clubs of America in 2005 in response to the drug-related tragedies they witnessed every day. They regularly were called on to rescue people whose lives had been devastated by overdoses, violence, accidents, or even death. To them there was nothing more difficult than being called to a scene resulting in the loss of a young life. This was especially true when it was caused by something as avoidable as drug abuse. It stung even more to know that every single one of those teens were drug-free at one point.

***SOMETHING HAD TO BE DONE!*** Something so tempting and rewarding to teens that it would be stronger than the temptation of experimenting with drugs. Something that could somehow be present in the very moment a teen is choosing to do drugs or turn and walk away. Something that makes the right choice easy because saying “no” has proven to be too hard for too many. That “SOMETHING” is Drug Free Clubs of America. Today, teens in Drug Free Clubs of America are rewarded for choosing to remain drug free. They have the ability to say “I CAN’T. I MIGHT BE TESTED.” This offers an easy way out of a tough situation, and parents know their children have powerful protection from drug abuse in the moment it counts the most.

**The 2018-2019 academic year was the first year for this program at FCCC. 168 students and 18 staff members committed to being drug free.**

### **COUNSELING SERVICES**

FCCC, in conjunction with Northwest State Community College, now offers counseling to students who feel they have a drug or alcohol problem. To schedule an appointment, contact Lana Snyder, Vice President for Academics at 419-267-1233 or by email at [Isnyder@northweststate.edu](mailto:Isnyder@northweststate.edu).

Resource information (booklets, brochures, pamphlets, etc.) regarding health and safety concerns from substance abuse and information regarding the availability of, and/or referral to, community-based substance abuse counseling and rehabilitation services are available through Four County Career Center and a variety of community-based services including:

### **FREE ONLINE DRUG & ALCOHOL PREVENTION COURSE**

FCCC strongly encourages staff and students to complete the Drug-Free World Online Education course at: <http://www.drugfreeworld.org/>

In addition, handouts are available in each classroom and by request in the Adult Education Office.

**First Call for Help :** [firstcallnwo.org](http://firstcallnwo.org) call 211 or 1-800-468-4357

**Henry County**

Recovery Services of Northwest Ohio 419-599-7040  
Maumee Valley Guidance Center 419-592-5981  
Help Center 419-592-0550

**Williams County:** Recovery Services of Northwest Ohio 419-636-0410

**Defiance County**

Maumee Valley Guidance Center 419-782-8856  
Recovery Services of Northwest Ohio 419-782-9920

**Fulton County**

Maumee Valley Guidance Center 419-337-5981  
Recovery Services of Northwest Ohio 419-337-7973

**National Organizations**

The Alcoholism and Drug Abuse Hotline is open 24 hours, 1-800-252-6465.  
The National Institute on Drug Abuse Hotline is available 8:00 a.m./2:00 a.m., Monday through Friday and 11:00 a.m./2:00 a.m. on weekends, 1-800-662-4357.

**Local Alcoholics Anonymous**

**Toledo, OH**

**[NW Ohio & SE Michigan Central Office](#)**

24 Hr Phone: (419)380-9862 TDD: (419)380-9978 Site: [www.toledoaa.com](http://www.toledoaa.com)

**Lima, OH:** [Answering Service](#): (419)234-3800

**Angola, IN :** [Tri-State Intergroup](#) Toll Free: (866)608-3793 Site: [www.aaangola.org](http://www.aaangola.org)

**Ft. Wayne, IN:** [Fort Wayne Area Intergroup](#) Main: (260)471-6262 Site: [www.aaftwayne.org](http://www.aaftwayne.org)

**Al-Anon Family Groups:** 1-888-4AL-ANON (1-888-425-2666) for local meeting information.

**Contact any of the resources listed  
above for referral.  
Your anonymity will be respected.**

# Four County Career Center

## Fire Safety

### Policy & Procedures

**\*\*During an emergency, dial 9-1-1 to report that a fire has occurred on campus.**

#### **PURPOSE**

This report provides information and data pertaining to fire safety at Four County Career Center. The data and information contained in this report is made annually in compliance with legal requirements. For further information or questions pertaining to this report, please call 419-267-2282.

#### **FIRES STATISTICS-ON CAMPUS HOUSING**

Four County Career Center does not offer housing to students or staff and therefore is exempt from reporting fire statistics per the Dept. of Education's Institutional Fire Safety Policies and Fire Statistics regulation 668.49 (b).

#### **FIRE DRILLS/ALARMS AND EMERGENCY EVACUATION**

Fire drills are scheduled periodically during normal working hours in compliance with state regulations. Every time the fire alarm sounds it must be treated as a real fire and you must evacuate immediately. All persons must vacate the building any time the fire alarm is sounded or an emergency situation arises that requires the evacuation of the building. All individuals in the building must follow the directions of the staff and other emergency personnel and may not re-enter the building until the supervisor gives permission. FCCC, state or city officials may enter rooms to verify evacuation of students and staff. There were eight Fire Drills, three Tornado Drills, and three School Safety Drills during the 2018-2019 academic year.

#### **FIRE SAFETY EQUIPMENT**

Fire extinguishers, smoke detectors and fire alarm systems are there for the protection of FCCC staff and students and should be treated with the well-being of everyone in mind. All fire safety equipment (e.g., pull stations, fire extinguishers, smoke detectors) should be used for emergency purposes only. Tampering with fire safety equipment is a crime and will result in disciplinary action, and possible criminal action.

#### **SMOKING ON DISTRICT PROPERTY**

The Board is dedicated to providing a healthy, comfortable and productive environment for its staff, students and citizens. Health professionals have determined that smoking poses health hazards not only for the smoker, but for the nonsmoker as well.

Recognizing these health issues, the Board prohibits smoking in all District-owned, leased or contracted buildings and vehicles. The Board may designate legally compliant outdoor smoking areas.

The Board prohibits the use of electronic cigarettes in all District-owned, leased or contracted buildings and vehicles. These devices may be used in any Board-designated legally compliant outdoor smoking areas. Citizens failing to comply with this policy are educated as to State law and the Board's policy on smoking. Persons refusing to extinguish smoking materials are directed to leave school property and may be fined by the Ohio Department of Health or its designees.

A notice to this effect is posted at the entrance to all school buildings and in a visible place in all school vehicles.

#### **TOBACCO USE BY STUDENTS**

Health professionals have determined that the use of tobacco products can be detrimental to one's health. The Board wishes to encourage good health practices among the students of this District, as well as compliance with Federal and State law. Therefore, the Board prohibits the smoking, use or possession of tobacco in any form including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, alternative nicotine products, electronic cigarettes and any other forms of tobacco by any student in any area or vehicle under the control of the District or at any activity supervised by any school within the District.

Students and parents are given copies of the standards of conduct and statement of disciplinary sanctions, and notified that compliance with the standards of conduct is mandatory. Disciplinary measures taken against students for violations of this policy comply with the requirements of State law and related District policies.

#### **E-CIGARETTES/VAPING – INFORMATION FROM THE SURGEON GENERAL**

***What Are E-cigarettes?*** E-cigarettes are known by a variety of names, including vape pens, e-hookahs, mods, tank systems, and e-cigs. E-cigarettes are electronic devices that use a battery to aerosolize a liquid, usually containing nicotine, flavoring, and other additives, which is inhaled by the user through a mouthpiece. They can also be used to deliver marijuana and other substances. E-cigarette use among young people has increased over the last five years, and the use of these devices is now more common than the use of regular cigarettes among middle and high school students. Many of your patients and their parents are unaware that nicotine is a common ingredient in e-cigarettes. Nicotine in any form, including from e-cigarettes, is unsafe for youth. Nicotine is highly addictive and can harm the developing adolescent brain.

## **WHAT ARE THE RISKS OF E-CIGARETTES FOR YOUNG PEOPLE?**

- The brain continues to develop through the early to mid-twenties. Because the adolescent brain is still developing, nicotine use during this critical period can disrupt the formation of brain circuits that control attention, learning, and susceptibility to addiction.
- Young people are uniquely at risk for long-term effects of exposing their developing brains to nicotine, including mood disorders and permanent lowering of impulse control.
- Nicotine activates the limbic system more strongly in the adolescent brain than in the adult brain, making addiction a greater risk for youth who use nicotine.
- E-cigarette use is strongly associated with other tobacco product use, including regular cigarettes.
- Besides nicotine, e-cigarettes can contain harmful and potentially harmful ingredients, including:
  - » ultrafine particles that can be inhaled deep into the lungs
  - » flavorants such as diacetyl, a chemical linked to bronchiolitis obliterans ("popcorn lung," so identified because of the incidence of the disease in workers at plants that used flavorants containing diacetyl in microwave popcorn)
  - » volatile organic compounds
  - » heavy metals, including nickel, tin, chromium, and lead.
- The aerosol from e-cigarettes is not harmless, either for users or for others who are exposed to secondhand aerosol. It can contain harmful and potentially harmful ingredients, including nicotine.

## **ADDITIONAL RESOURCES:**

<https://e-cigarettes.surgeongeneral.gov/resources.html>

<https://www.hhs.gov/sites/default/files/consequences-smoking-consumer-guide.pdf>

<https://addiction.surgeongeneral.gov/sites/default/files/appendix-d.pdf>

<https://addiction.surgeongeneral.gov/sites/default/files/appendix-c.pdf>

## **REPORTS AVAILABLE**

Each year, an email notification is made to all students, staff and employees that provide the website address to access this report. Copies of this annual report may be printed in PDF format from FCCC's website: <http://www.fourcounty.net> or requested from the following offices:

Angie Fahy  
Adult Workforce Education  
Four County Career Center  
22-900 SR 34  
Archbold, OH 43502  
P: 419-267-2282

REV -09/04/2020 - AF



## Nurse Aide Training Program

### Student Handbook

**CINDY KINKAID RN, MSN, PROGRAM COORDINATOR**

**PHONE: 1 800 589-3334 OR 419-267-3331**

Cindy's Desk Phone 419-267-2286

Email: [ckinkaid@fcanywhere.net](mailto:ckinkaid@fcanywhere.net)

**Approval Number 3651640**

## **TABLE OF CONTENTS**

Pre-requisites for Training	65
Payment Option	65
Purpose	65
Course Objectives	65
Veterans	65
Supplemental Videos	65
Course Materials	66
Lab Time	66
Testing/Grading Policy	66
Attendance Policy	66
Cell Phone	66
Lift-Weight Restrictions	66
Dress Code	66
Criminal Background Check	67
Vaccinations	67
Student Demographic Changes	67
Code of Ethics for Nursing Assistants	68
Teaching Requirements	68
Teaching Format	68
Learning Resources	68
Filing a Grievance or Appeal of Dismissal	68
Clinical Opportunities/Requirements	68
Confidentiality Issues	69
State Testing/Requirements	69
Testing Preparation	69
Performance/Grading Breakdown	69
Record Keeping	70
ADA Accommodations/Student Services	70
Student Safety	70



## **PRE-REQUISITES FOR TRAINING**

- Prospective students must be at least sixteen years of age, and if under eighteen, parents must sign a permission slip must be submitted to enroll in the class. Per State of Ohio regulations, anyone under the age of 16 is not permitted to use a mechanical lift.
- Must be in good physical health as specified by the statement of wellness or a letter from your healthcare provider.
- Have a documented negative Manteux (TB) test on file 7 days prior to first clinical day. (within last 12 months)
- Has current Flu Vaccine on file 7 days prior to first clinical day. (For clinical dates from October to March and within the last 12 months)
- Has a completed Criminal Background check on file 7 days prior to clinical. (within last 12 months)
- Must have **dependable** transportation.
- Must have completed required registration, orientation, and pre-requisite testing. WorkKeys Benchmark of “3” in Applied Math, “4” in Graphic Literacy & Work Place Documents for a total of 11. ADP students must have the above and a combined score of 14 per State of Ohio requirements.
- Payment must be received prior to the first day of class.

**PLEASE BE AWARE THAT THERE ARE CERTAIN CRIMINAL CHARGES THAT CAN MAKE STUDENTS INELIGIBLE FOR HIRE WITHIN HEALTHCARE FACILITIES. IF YOU HAVE QUESTIONS REGARDING THIS PLEASE DISCUSS THIS WITH AN INSTRUCTOR IMMEDIATELY. YOU MAY REFER TO THE OAC- 3701-13-05 Paragraph.**

**Payment Options:** Payments can be received in the form of cash, check, money order, or credit card. Payment is due the first day of class. For employer or sponsored billing, students should have a purchase order issued or present a letter of authorization prior to the first day of class.

## **PURPOSE**

**To become knowledgeable in the standards set by the Ohio Department of Health, necessary to become State Tested Nursing Assistant.**

## **COURSE OBJECTIVES**

- To understand universal precautions and standard precautions, why it is important, and its role in the healthcare field.
- To learn employment skills that can be applied in the workforce, making the student a more marketable employee.
- To learn and apply principles of body mechanics in order to provide safe care not only to the resident, but also the student.
- To learn personal care skills necessary to meet primary physical needs of the residents.
- To understand and apply basic emotional needs, relationship techniques, and proper communication to the residents, coworkers and students.
- To provide holistic care safely and competently in a health care setting.

***UPON SUCCESSFUL COMPLETION OF THE COURSE, STUDENTS WILL BE TEST READY NURSING ASSISTANTS. STATE TESTING IS THE STUDENTS' RESPONSIBILITY, AND MUST BE COMPLETED WITHIN FOUR MONTHS OF CLASS, IF YOU ARE EMPLOYED OR 2 YEARS IF NOT EMPLOYED.***

## **VETERANS**

ORC 3701-18-23 provides veterans expedited licensure processing. Please refer to the skill book when applying to test for your STNA testing.

## **SUPPLEMENTAL VIDEOS**

These videos are for you to watch before class and to review before testing. Please have your skill book in hand when you are reviewing these videos. These videos were done several skill books ago. And

there was no editing.

**To access supplemental skill videos, please follow these directions.**

- Go to [fourcounty.net](http://fourcounty.net).
- Select “**Adult Education**” on top menu bar
- Select “**Current Students**” in drop down box
- Select “**STNA Practice**” on left side of screen

***If videos do not load, you may need to update your media player***

### **COURSE MATERIALS**

All materials are provided by the school, with the exception of your uniform, shoes, TB testing, Flu Vaccine, and background check. Uniforms may be purchased through any department store or retail uniform store. TB and flu vaccine can be done at the Health Department or Healthcare provider’s office. The BCI can be done at the Sheriff’s Office or the NSCC Security Office.

### **LAB TIME**

After lecture has been given, students will be given the opportunity to have “hands on” experience prior to doing skills in the Nursing Home. This is a wonderful opportunity to practice skills, and gain confidence before entering clinical. With the exception of peri-care, Foley care and changing brief, all other skills will be practiced your fellow students as the “resident.”

### **TESTING/ GRADING POLICY**

At the completion of this course, students must have a passing grade of 80% (OAC 3701-18-13 and 3701-18-21). This includes all tests, workbook, homework, skills day and the final exam and clinical scores.

***All skills must be checked off and passed also with an 80%.***

### **ATTENDANCE POLICY**

- Attendance and punctuality are expected for this class. In accordance with the Ohio Department of Health regulation and OAC 3701-18-13 paragraph E section 1; ***attendance is mandatory***. This includes all classroom and clinical hours.
- Students must complete the first 16 hours of class time in order to continue with this course.
- A 100% attendance record is required in order to comply with Ohio’s 75-hour training requirement. If you do not attend all 75 hours of this course, you ***WILL NOT*** receive the certificate necessary for state testing, and you will receive a failing grade.
- If there is an **emergency**, a make-up class (**after the first 16 hours**) will be at the discretion of the instructor and program coordinator. You are not guaranteed a make-up day.
- If you must miss class due to an emergency, **YOU MUST** call the school at 419-267-2286 and leave a message prior to the start of class.
- This class is like a job. You may not show up for work without calling in and expect to keep your job. No make-up times will be considered if you do not call in.
- **If additional clinical time is needed, the student will pay the instructor \$35/hour.**
- According to state law, if a student fails to complete the training program, the student must start the training program over.
- It is the student’s responsibility to review missed material and arrange make up times. The time must be made up with an instructor.
- **The attendance policy is governed by OAC 3701-18-13 paragraph E section 1.**
- If you are more than 10 minutes late you may be considered absent;
- 2 or more unexcused absences or late arrival will result in expulsion from the program.
- Students may be charged \$35/hour to make up missed time.

### **CELL PHONES**

Cells phone can be collected at the beginning of class, instructor discretion.

### **LIFT-WEIGHT RESTRICTIONS**

You cannot participate in clinical if you have any lifting or weight restriction. “You will not test for STNA if you have any type of physical limitation “(Per D&S Policy).

### **DRESS CODE**

During class, students may wear casual attire. Please note that clothing can be damaged during skill practice. The program is not responsible for damaged clothes.

- Slacks/jeans/shorts without excessive sharp decoration, free of holes and not deeply sagging crotch are permitted.
- Shirts should completely cover the torso, midriff, cleavage, shoulders and armpits. No offensive logos.

- Dress to the season and wear layers.
- During clinical: scrubs, close-toe non-skid shoes (tennis shoes).
- Be sure that the torso is covered as described above.
- Be mindful of undergarments and light colored scrubs.
- Hair must be tied back or pinned up.
- Fingernails are trimmed and even and no longer than the tips of the fingers and free of any polish/gel.
- Odor free—keep perfume and deodorant to a minimum.
- Beards or mustaches must be short, neat and well-trimmed.
- Jewelry: rings are to be bands only, no stones. No dangling jewelry: earrings, necklaces, bracelet etc.

**CRIMINAL BACKGROUND CHECK - This must be on file 7 days prior to clinical.**

A Criminal Background check, in accordance to ORC 3721.121, will need to be completed prior to the start of clinical. This can be done at your local, Sheriff's Office or Northwest State Community College. This is at the student expense. Disqualifying offenses can be found in the Ohio Revised Code ORC-3701-13-05.

**HEPATITIS B VACCINE**

It is strongly recommended to obtain the Hepatitis B vaccine to anyone working in healthcare. Upon hiring into a facility, you may be offered the Hepatitis B vaccine. It is a series of three shots spread out over seven months. Currently it is effective throughout your lifetime.

**FCCC SINGLE STEP MANTEUX TESTING - THIS MUST BE ON FILE 7 DAYS PRIOR TO CLINICAL.**

- If you have had testing in the last 12 months, please bring in a copy of the record.
- The health department will give you a form with all the information about the Manteux testing needed for your file. Please bring that form to your instructor, we can make a copy for your file and you can keep the original.
- This involves injecting a solution superficially under the skin of the forearm. You must return in 48-72 hours to the provider to have your test read.
- It is not valid if you do not return within the time limits.
- You will have to wait two weeks and repeat the test at your own expense, again.
- A positive reading requires a negative chest x-ray or a letter from a physician ruling out the active disease before you may enter the nursing home for clinical.
- ***The TB test must be READ before attending clinical.***
- ***Administration of the test does not meet the requirements. Please plan ahead.***
- Defiance County Health Department 419-784-3818- Need appointment—1st/3rd Wed. 8:30 –10:30
- Fulton County Health Department 419-337-0915-Need appointment—M, W, F: 8:30-4:00
- Henry County Health Department 419-599-5545-Need appointment- M, W Afternoon, Friday 9-11
- Lucas County Health Department 419-213-4100 – Call for an appointment first.
- Williams County Health Department 419-485-3141- Call for an appointment first.

**FOUR COUNTY CAREER CENTER FLU VACCINE-**

**\*\*THIS MUST BE ON FILE 7 DAYS PRIOR TO CLINICAL.**

Students must have the flu vaccine when attending clinical from October to March. You can obtain a flu vaccine from the health department, a local pharmacy or your family doctor. If you have had a flu vaccine within the last 12 months, you do not need to repeat the vaccine for the clinical experience. Please bring in a copy of the vaccine administration record. Once again we will make a copy for your student file and you may keep your original. The vaccine is at the student's expense.

**STUDENT DEMOGRAPHIC CHANGES**

You are required to notify Four County Career Center of any demographic changes in the next two years from the date of completion of your program. In addition, the student is also asked to notify the Nurse Aide Registry and D&S Diversified of demographic changes while an active STNA:

**Ohio Department of Health**  
Bureau of Regulator Operations,  
Nurse Aid Registry  
246 North High Street  
Columbus, Ohio 43215

**D&S Diversified Technologies**  
333 Oakland Avenue  
P.O. Box 418  
Findlay OH 45839  
877-851-2355

## **CODE OF ETHICS FOR NURSING ASSISTANTS**

- Recognize and respect the rights of the aged to a continued life of usefulness and happiness.
- Help preserve life, ease resident's suffering and work toward restoring health to all.
- Be loyal to your employer, residents, co-workers, and the facility in which you work.
- Practice good health habits in order to keep your own good health.
- Be neat and well-groomed at all times while on duty.
- Give nursing care on the same level to all residents regardless of their racial or religious beliefs. Show equal courtesy and respect to all residents.
- Keep all information about residents & families confidential.
- Carry out your duties responsibly and to the best of your ability. Be cooperative and communicative when working with others and show respect for the work done by others.
- Never perform a procedure or give a treatment out of your scope of practice.
- Never discuss your own personal problems and affairs with residents.
- Make the resident's welfare and safety the first concern.
- Care for your residents as taught. Be willing to learn new skills and update old ones. (In accordance to OAC 3701-18)
- Be flexible and willing to accept changes in tasks and assignments which will improve the quality of resident care.
- If the residents' welfare and safety are in jeopardy by actions of others, you are obligated to make this known and to protect the residents.

## **TEACHING REQUIREMENTS**

State Law requires those teaching the State Tested Nursing Assistant Program at Four County Career Center to have the following:

- Be a Registered Nurse or Licensed Practical Nurse in the State of Ohio,
- Have taken and met the requirements established in the Train the Trainer program
- Hold a current Teaching Certificate from the Ohio Department of Education.

## **TEACHING FORMAT**

Students are strongly encouraged to participate in their education. All tests, assignments, and skill check offs are discussed with the student by the instructor. A running student progress report is available to each student. Anytime a student falls below the 80% benchmark, the instructor will suggest a counseling meeting to discuss remediation. Any student with a documented ADA accommodation must notify the instructor prior to the first test. Current supporting documentation needs to be submitted. Instructors value your opinion, and would encourage you to complete course and instructor evaluations at the end of the program.

## **LEARNING RESOURCES**

A variety of current and relevant educational materials are available to supplement the primary instruction used throughout this program.

## **FILING A GRIEVANCE OR APPEAL OF DISMISSAL**

Students filing a grievance about the instructor, another student, the program or appealing a dismissal must do so in writing to the Adult Education Director ***no more than two calendar weeks following the incident.***

- Specific steps are located in the consumer handbook.
- If the grievance is not settled at the institutional level the student is to contact:

**Council on Occupational Education**  
7840 Roswell Rd Building 300 Suite 325  
Atlanta Georgia 30350  
770-396-3898 or 1-800-917-2081

## **CLINICAL OPPORTUNITIES**

Four County Career Center students receive exposure to "real life" experiences through the program's clinical training. Per OAC 3701-18, each student must complete at least 16 hours of clinical training in an ODH approved nursing home. During this experience, students participate in caring for residents under the direct supervision of the instructor. Students are able to apply their knowledge and expand their skills in a facility setting. All skills performed in the nursing home must be successfully checked off in the lab prior to working with residents in the field.

## **CLINICAL REQUIREMENTS**

All skills performed in the nursing home must be successfully checked off in the laboratory setting prior to participating in clinical. It is imperative to demonstrate competence in psychomotor skills before acting outside the instructor's direct presence.

- Student to instructor ratio during clinical will not exceed eight students to one instructor.
- Clinical time will not exceed eight hours a day.
- Each student will receive one ten-minute break in the morning, a thirty-minute break for lunch, and a ten-minute break in the afternoon.
- **Plan on packing your lunch/drinks/snacks. No student is to leave the premises for any reason during clinical.**
- For no reason will a student visit, provide care, or establish a personal relationship with a resident outside of clinical time.
- Professional attire is required on clinical site; See Dress code policy.
- A clinical evaluation is required per OAC 3701-18-11.

**\*\*\* NO SMOKING, VAPING, DRUGS, ALCOHOL, CELL PHONES OR WATCHES WITH INTERNET ABILITY WILL BE ALLOWED ON THE PREMISES OF ANY CLINICAL SITE. PLEASE REFER TO THE CLINICAL RUBRIC. \*\*\***

## **CONFIDENTIALITY ISSUES**

- Due to the sensitive nature of patient care, all students are expected to adhere to all federal and state HIPAA guidelines.
- ***AT NO TIME WILL A STUDENT RELEASE CONFIDENTIAL INFORMATION TO ANYONE OUTSIDE OF THE CLASS.***
- All students are trained in privacy/confidentiality during the first 16 hours of class.
- **BREACHING CONFIDENTIALITY IS GROUNDS FOR IMMEDIATE DISMISSAL!**

## **STATE TESTING**

Upon completion of this course, and **without employment** the STNA certificate is valid for two years. If you do not successfully pass your state testing within this time frame, you must re-take the Nurse Aide Training Class in its entirety.

Once you are State Tested, you must work at least one eight hour shift within a Long Term Care Facility every two years. A STNA must also remain current on the 12 hours of in-service topics per year.

## **TESTING REQUIREMENTS**

State testing is done through D&S Diversified Technologies. They are located in Findlay Ohio, and service the entire state of Ohio. At the end of the class, students will be given a list of testing dates and instructions regarding the testing procedure. Instructors will assist students with the registration process, but will not submit test registrations on behalf of the student. Some students wish to work for a while and gain more experience, while other students prefer to test as soon as possible. This is a personal choice. We recommend testing ASAP!

***A government issued photo id and a Social Security Card must be presented to test observer per ORC 3701-18-26.***

## **TESTING PREPARATION**

Any student is invited to practice their skills anytime the classroom is available prior to testing. Please call first to check the room availability. You will need to sign in and sign out with the Adult Education secretaries. Remember, the state test can be difficult, and students should take this seriously. Students who fully prepare for testing find much more success.

## **PERFORMANCE**

Four County Career Center tracks student performance in many areas including: completion rate, pass rate, licensure/certification and employment success. These statistics are used to analyze the overall success of the program and to make recommendations for continuous improvement.

### **Grading**

4 Tests (100 pts each)	400 points
Workbook	100 points
Quizzes and homework	200 points
Final Exam	100 points
Skills day	75 points
Clinical (Day 1&2)	100 points
Clinical Evaluation	<u>25 points</u>
<b>Total class Points</b>	<b>1000 Points</b>

\*\*\* Always be prepared for the possibility of a Pop Quiz.

### **GRADING POLICY**

A student's program grade is comprised of clinical grade and a classroom grade. The student must pass both portions with an 80% or better to pass the program. The classroom grade will comprise of all quizzes, homework, test, final and the satisfactory completion of all necessary paperwork. The clinical grade is based on the clinical rubric and clinical evaluation. The final exam must be passed with an 80% or better to successfully complete the NATCEP program.

### **RECORD KEEPING**

In accordance to the Council of Occupational Education, individual student records including period of enrollment, financial aid, educational program records, are permanently maintained by the institution at the main campus. All other information required by the NATCEP program is maintained for 2 years only.

### **ADA ACCOMMODATIONS**

Any student with a documented ADA accommodation must notify the instructor. Supporting documentation needs to be submitted and the instructor will be notified of the appropriate, acceptable and feasible accommodations. Documentation must be current within the last 4 years.

### **STUDENT SERVICES**

Student services are available to support the mission and programs of Four County Career Center. These services include: Counseling, records, academic advisement, health and safety, orientation, grievance, financial assistance.

### **STUDENT SAFETY**

Located at the exit door of each classroom are the emergency policies for fire, tornado, and lockdown procedures. Adult students are included in all emergency drills conducted in accordance to school procedures. MSDS/SDS forms for all chemicals are posted within each classroom. Please report any unsafe activities immediately to your instructor or call 911. As a healthcare provider you are responsible to help keep everyone safe.

### **BAD WEATHER POLICY**

Please listen to your local radio/TV stations for cancellations and delays. 2 or 3 hour delays will serve for a 10 am start for the 8 or 9 am class. Archbold Campus will follow Four County Career Center, Archbold delays/closures. Arrowhead will follow Anthony Wayne Schools closures. In the event either school closes for the day, **ALL CLASSES** for the day will be cancelled. Instructions will be given at the next scheduled class for a make-up date.

**PLEASE NOTE: In the event of a delay or cancellation, ALL CLASS HOURS MUST BE MADE UP and students are responsible for any information that would have been covered.**

### **INSTITUTIONAL AFFIRMATIVE ACTION/DISABILITY POLICIES**

The Four County Career Center Board of Education hereby gives notice that it does not discriminate on the basis of religion, race, color, national origin, sex, disability, age or other status protected by applicable law in its programs, activities, or employment.

### **AVANTI MARKET (Archbold)**

The AVANTI Market is available for adult education students. This is an open market system where you can purchase a variety of snacks and drinks and then pay for them by debit or credit card. The system works much like the self-checkout at Wal-Mart. PLEASE NOTE: The area has cameras recording you. If you would happen to decide to take something without paying for it, the action will result in your immediate dismissal from the class. You will receive an "F" for your grade.

# Adult Workforce Education

## Public Safety Services Student Handbook

## Table Of Contents

Introduction	74
Admission/Student Requirements	75
Course Fees	76
ADA Allowable Accommodations (EMR, EMT, Paramedic)	76
Functional Position Descriptions	77
Description of Tasks	78
ADA Allowable Accommodations (FF1, 2 & Transitions)	79
Job Description/Essential Functions of a Firefighter	80
Credit/Student Transfers	81
Grading Policy/Course Completion Requirements	81
Practical Testing EMS/FF Students	82
Attendance Requirements	82
Proper Student Attire	82
Substance Abuse, Intoxication & Impairment by Medication	83
Reasons for Dismissal	83
Filing a Grievance or Appeal of Dismissal	83
Conflict Resolution	83
Health Services/ Infection Control	84
Patient Confidentiality	85
Maintenance of Certification	85
NIMS/ICS	85
Testing Eligibility	85
Student/Instructor Relationships	86
Cell Phone/Electronics Usage	86
Financial Aid	86
VA Educational Benefits Policies	86
Return to Title IV Policy	87
Withdrawal Process	87
Notification Process	88
Cost of Attendance Policy	88
Career Readiness Credential	88
Costs Subject to Change	89
Refunds/Withdrawals	89



Specific Course Guidelines:

	Volunteer Firefighter	91
	Firefighter I	91
	Firefighter I Transition	91
	Firefighter II	91
Transition	91	91
	Proper Attire	92
	State Certification Testing	92
	Firefighter Continuing Education	92
	EMR, EMT, Advanced, Paramedic, RN to Paramedic	93
	Minimum Staffing	94
	Platinum	94
	EMR	94
	EMR Refresher	94
	EMT	94
	EMT Clinical Training Experience	94
	EMT Refresher	95
	Advanced	95
	Advanced Refresher	95
	Paramedic	96
	Clinical Rotation – Pre-Hospital Field Internship Policy	97
	Attire	98
	Security/Identification	99
	Contracted Field Hospital Sites	99
	Evaluation: Clinical Rotation/Pre-Hospital Field Internship	100
	Protocols	100
	Preceptor Roles & Objectives	100
	National Registry	100

**INTRODUCTION**

We would like to welcome you to the Public Safety Training Programs at Four County Career Center. Your community is fortunate to have people like you who care enough to learn and acquire knowledge in firefighting and EMS training.

Firefighting and EMS can be dangerous occupations. Our number one priority during training is your safety. Please make safety your number one priority also, now and for your future in firefighting and as an EMS provider.

**Please keep this handbook readily available throughout your training and store it for future reference regarding other options to your public safety career.**

Check with the lead instructor of your course if you have additional questions or contact me, The Public Safety Coordinator, at...

Dan Frederick, Public Safety Coordinator  
22-900 State Route 34  
Archbold OH 43502

419-267-3331 – General School Number  
419-267-2227 – Direct Dial  
800-589-3334 X 2227 – Toll Free Number  
419-267-2345 – Fax  
[dfrederick@fcanywhere.net](mailto:dfrederick@fcanywhere.net) – email

All of Four County Career Center's Public Safety Programs are accredited or chartered through the State of Ohio Division of EMS and follow the State of Ohio curriculum. Additionally, the Adult Workforce Division of Four County Career Center is accredited by the North Central Association Commission on Accreditation and School Improvement, Division of Career Technical and Postsecondary Education.

Furthermore, all eligible Public Safety Programs are approved by the Ohio Board of Regents for Credit Transfer under the CT2 process should you wish to pursue additional education at a public college in Ohio.

Thank you for choosing Four County Career Center for your public safety training needs.  
Good Luck!

Sincerely,

Dan Frederick  
Public Safety Coordinator

*Four County Career Center does not discriminate in its educational programs or activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, gender identity and /or expression, sexual orientation, military or veteran status, genetic information or any other characteristic protected under applicable federal, state, or local law.*

## **ADMISSION REQUIREMENTS**

1. Students must be at least 17 years of age or be in the last year of high school.
2. Students may not have been convicted of, or pled guilty to, had a judicial finding of guilt for, or had a judicial finding of eligibility for treatment and or intervention in lieu of conviction for any of the following:
  - a. Any felony
  - b. A misdemeanor committed in the course of practice
  - c. A misdemeanor involving moral turpitude
  - d. A violation of any federal, state, county or municipal narcotics or controlled substance law
  - e. Any act committed in another state of jurisdiction that, if committed in Ohio, would constitute a violation set forth in this paragraph
  - f. Has not been adjudicated mentally incompetent by a court of law
  - g. At the time of application, is not under indictment for any felony or has any misdemeanor charges pending
  - h. Does not engage in the illegal use or illegal acquisition of controlled substances, alcohol, or other habit forming drugs or chemical substance while on duty
  - i. Has not committed fraud or material deception in applying for, or obtaining a certificate used under Chapter 4765 of the Revised Code
  - j. Has not been convicted in this state or another state, of providing emergency medical services or representing himself/herself as an EMS provider without a license or certificate, or similar crime directly related to the profession.
  - k. If the applicant is, or has been, certified or licensed as an EMS provider in this state or another state, the applicant's certification or license is not currently on probationary status, nor has it been suspended or revoked by the Board of EMS certifying or licensing agency in another state.
3. All Public Safety Students Must:
  - a. Take the WorkKeys Assessment, a reading and math comprehension test. A benchmark of "4" in Applied Math, a "4" in Graphic Literacy and a "4" in Workplace Documents are required; however, remediation and retesting will be required to reach the benchmark. All remediation opportunities are free to students and must be completed prior to the start date of the course. Cost of test is responsibility of the student.
  - b. NIMS/ICS – **Required** \*Ref.-"NIMS/ICS Section"
  - c. Show proof of health and accident insurance coverage prior to the first class (if not appointed to a fire department)
  - d. Sign a waiver of liability.
  - e. Show proof of a health physical before first class
  - f. Are responsible for any additional requirements as prescribed by local chartered teaching institutions
  - g. Produce immunization records prior to the start date of course \*Ref.-"Specific Course Guidelines for EMR, EMT, Advanced, Paramedic, RN to Paramedic"
4. Firefighting students must:
  - a. No facial hair.
  - b. Wear NFPA approved turnout gear.
  - c. use a self-contained breathing apparatus – SCBA
  - d. 1582 type physical for any live fire.
5. Copy of GED/ Diploma. **(unless enrolled in the Adult Diploma Program/ ADP)**

## **COURSE FEES**

Posted fees include tuition, and uniforms for programs that require uniforms. **Books are in addition to these costs**

EMR	\$650.00
EMT	\$1,500.00
Advanced	\$1,800.00
Paramedic	\$11,000.00
RN to Paramedic	\$3,500.00
Public Safety Instructor	\$750.00
EMR Refresher	\$100.00
EMT Refresher	\$150.00
Advanced Refresher	\$200.00
Paramedic Refresher	\$250.00

## **ADDITIONAL FEES**

The fees listed below are the responsibility of the student. Not every Public Safety Program requires each of these fees.

### **PROGRAM REQUIRED**

TB Test	Approximately \$25 -\$40	-All EMS with Clinical Required
Health Physical	Varies	-All Fire & EMS Required
Immunization Updates	Varies	- All EMS with Clinical Required
BCI/FBI Background Check	Varies	- All Fire and EMS
Facility Generated ID's (For each clinical site)	Varies	- All EMS with Clinical Required
National Registry	\$65.00 - \$110.00	-All EMS
Drug Screening (10 Panel)	Varies	- All EMS with Clinical Required
Work Keys Testing & Retesting & EMR	\$75.00 first time, \$25.00 for each section – Exempt Vol Fire	

## **AMERICANS WITH DISABILITIES ACT – ALLOWABLE ACCOMMODATIONS** **EMR, EMT, ADVANCED, PARAMEDIC, RN TO PARAMEDIC**

The Americans with Disabilities Act (ADA) of 1990 has applications that pertain to licensure or certification for EMS students.

The law permits testing that requires the use of sensory, manual or speaking skills where the tests are intended to measure essential functions of the profession. For example, an applicant with reading difficulties is required to take a written exam since the ability to read is an essential function of EMS. Exams are designed in part to measure a candidate's ability to read

Skills check offs would be another example of testing that is designed to measure the essential functions of the profession. Applicants must perform functions within established time frames as performance speed is an important part of emergency patient care.

Because the ability to read and the ability to perform certain skills within required time frames are essential functions for an EMS provider, testing accommodations may not be made that affect the demonstration of these essential skills. An EMS student with a disability may not be denied the opportunity to take an examination, but this person shall be required to take a written examination and to pass the skills proficiency check offs within established timeline criteria.

The functional job description outlined below, describes the required skills and job requirements essential to EMS personnel. The description will guide all accommodations permitted for the EMT and paramedic students.

Additional information for those involved in EMS training and education programs:

- Students cannot be discriminated against on the basis of a disability in the offering of education programs or services
- There can be no accommodation during screening, evaluation or course examinations that will compromise or fundamentally alter the evaluation of skills that are required to function safely and efficiently in the profession.
- Students who have received an accommodation during the course need to fully understand that there is a separate process for requesting an accommodation for the written certification exam and eligibility for an accommodation during the course does not guarantee an accommodation for the National Registry exam. Documentation confirming and describing the disability should be submitted according to policy for consideration.

There are accommodations that are not allowed in the EMS Program because they are not in compliance with the essential job functions of an EMT or paramedic as outlined in the Functional Job Description. These include, but are not limited to the following:

- Students are not allowed additional time for skills with specific time frames. *Life threatening conditions in emergency situations can occur if treatment is delayed.*
- Students are not allowed unlimited time to complete a written exam. *Students will be allowed a maximum of time and one-half to complete written exams.*
- Students are not allowed to have written exams given by an oral reader. *The ability to read fine print is an essential function of the job because of directions on medications, etc. Written exams demonstrate that ability as part of the assessment.*
- Students cannot be provided with a modified exam with a reading level less than grade eight. *The functions of EMS require at least an eighth grade reading level*
- Students must take all exams during the scheduled time, as a member of the enrolled class. *The ability to use knowledge immediately when needed is an essential function of an EMT and paramedic.*
  - a. Students will be permitted a private space to take the exam.
  - b. Refer to the policy for making up exams due to excused absences.
- Students must answer all test questions as written and may not request an explanation of the question from a test proctor or any other individual. *Understanding and reading written English is an essential function of the EMS job as is the ability to understand and converse in medical terms appropriate to the profession*

Due to the critical nature of the situations in which EMS and paramedics must perform their job functions, accommodation requests are considered very carefully, on a case-by-case basis. The final decision is always based on whether or not the candidate can still perform the essential functions of the job in a safe, efficient manner. In all cases, the certification applicant's rights are to be protected.

## **FUNCTIONAL POSITION DESCRIPTION**

### **EMR / EMT / ADVANCED/PARAMEDIC/ RN TO PARAMEDIC**

#### **INTRODUCTION**

The following general position description for the EMR, EMT, Advanced, Paramedic, RN to Paramedic is provided as a guide for advising potential training applicants in understanding the qualifications, competencies and tasks required for emergency medical services certification. It is the ultimate responsibility of an employer to define specific job descriptions within each Emergency Medical Services (EMS) entity.

#### **QUALIFICATIONS**

- To qualify for EMS certification an individual must successfully complete a State approved course and achieve competency in each of the psychomotor skills. In addition, the individual must achieve a passing score on the state written certification or licensure examination.
- EMS personnel must be at least 18 years of age. Generally, the knowledge and skills required show the need for a high school education or equivalent. EMS personnel must possess the following abilities:
- Ability to communicate verbally via telephone and radio equipment
- Ability to lift, carry and balance up to 125 pounds (250 pounds with assistance.)

- Ability to interpret written, oral and diagnostic form instructions.
- Ability to use good judgment and remain calm in high-stress situations.
- Ability to work effectively in an environment with loud noises and flashing lights.
- Ability to function efficiently through an entire work shift.
- Ability to calculate weight and volume ratios and read small print, both under life threatening time constraints.
- Ability to read and understand English language manuals and road maps.
- Ability to discern street signs and address numbers accurately; ability to interview patient, family members and bystanders.
- Ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such.
- Ability to converse in English with coworkers and hospital staff as to status of patients.
- Ability to perform all tasks related to highest quality patient care with good manual dexterity.
- Ability to bend, stoop, and crawl on uneven terrain.
- Ability to withstand various environmental conditions such as extreme heat, cold, and moisture.
- Ability to work in low light, confined spaces, and other dangerous environments.

## **DESCRIPTION OF TASKS**

- Receives call from dispatcher, responds appropriately to emergency calls, reads maps, may drive ambulance to emergency site, uses most expeditious route and observes traffic ordinances and regulations.
- Determines nature and extent of illness or injury, takes pulse, blood pressure, visually observes changes in skin color, auscultates breath sounds, makes determination regarding patient status, establishes priority for emergency care, renders appropriate emergency care (based on competency level); may administer intravenous drugs or fluid replacement as directed by a physician.
- May use equipment (based on competency level) such as, but not limited to, defibrillator, electrocardiograph. Performs endotracheal intubation to open airway and ventilate patient, inflates pneumatic anti-shock garment to improve patient's blood circulation or stabilize injuries.
- Assists in lifting, carrying, transporting patient to ambulance and on to a medical facility
- Reassures patients and bystanders, avoids mishandling patient and undue haste, and searches for medical identification emblem to aid in care.
- Extricates patient from entrapment, assesses extent of injury, uses prescribed techniques and appliances, radios dispatcher for additional assistance or services, provides light rescue service, if required, provides additional emergency care following established protocols.
- Complies with regulations in handling deceased, notifies authorities, arranges for protection of property and evidence at the scene
- Determines appropriate facility to which patient will be transported, reports nature and extent of injuries or illness to the facility, asks for direction from hospital physician or emergency department.
- Observes patient in route and administers care as directed by physician or emergency department or according to published protocol.
- Identifies diagnostic signs that require communication with facility.
- Moves the patient into the emergency facility from the ambulance.
- Reports verbally and in writing concerning observations about the patient, patient care at the scene and in route to the facility; provides assistance to emergency personnel as required.
- Maintains familiarity with all specialized equipment.
- Replaces supplies, sends used supplies for sterilization, checks all equipment for future readiness, maintains ambulance in operable condition, ensures ambulance cleanliness and orderliness of equipment and supplies, decontaminates vehicle interior, determines vehicle readiness by checking oil, gasoline, water in battery and radiator and tire pressure.

## **AMERICANS WITH DISABILITIES ACT – ALLOWABLE ACCOMMODATIONS** **VOLUNTEER, FIREFIGHTER I, FIREFIGHTER II**

The Americans with Disabilities Act (ADA) of 1990 has applications that pertain to licensure or certification for Firefighter training applicants

The law permits testing that requires the use of sensory, manual or speaking skills where the tests are intended to measure essential functions of the profession. Skills check offs would be an example of testing that is designed to measure the essential functions of the profession. Applicants must perform functions within established time frames as performance speed is an important part of dealing effectively with a fire.

Testing accommodations may not be made that affect the demonstration of these essential skills. A firefighting student with a disability may not be denied the opportunity to take an examination, but this person shall be required to take the examination and to pass the skills proficiency check offs within established timeline criteria.

The functional job description outlined below, describes the required skills and job requirements essential to firefighting personnel. The description will guide all accommodations permitted for the firefighter student.

Additional information for those involved in Firefighter training and education programs:

- Students cannot be discriminated against on the basis of a disability in the offering of education programs or services
- There can be no accommodation during screening, evaluation or course examinations that will compromise or fundamentally alter the evaluation of skills that are required to function safely and efficiently in the profession.
- Students who have received an accommodation during the course need to fully understand that there is a separate process for requesting an accommodation for the written certification exam and eligibility for an accommodation during the course does not guarantee a similar result for the National Registry exam. Documentation confirming and describing the disability should be submitted according to policy for consideration.

There are accommodations that are not allowed in the Firefighting Program because they are not in compliance with the essential job functions of a Firefighter as outlined in the Functional Job Description. These include, but are not limited to the following:

- Students are not allowed additional time for skills with specific time frames. *Life threatening conditions in emergency situations can occur if action is not taken in a timely manner.*
- Students are not allowed unlimited time to complete a written exam. *Students will be allowed a maximum of time and one-half to complete written exams.*
- Students may have written exams given by an oral reader.
- Students cannot be provided with a modified exam with a reading level less than grade eight. *The functions of firefighting require at least an eighth grade reading level*
- Students must take all exams during the scheduled time, as a member of the enrolled class. *The ability to use knowledge immediately when needed is an essential function of a firefighter*
  - a. Students will be permitted a private space to take the exam.
  - b. Refer to the policy for making up exams due to excused absences.
- Students must answer all test questions as written and may not request an explanation of the question from a test proctor or any other individual. Understanding written English is an essential function of the firefighter profession.

Due to the critical nature of the situations in which firefighters must perform their job functions, accommodation requests are considered very carefully, on a case-by-case basis. The final decision is always based on whether or not the candidate can still perform the essential functions of the job in a safe, efficient manner. In all cases, the certification applicant's rights are to be protected.

## **JOB DESCRIPTION AND ESSENTIAL FUNCTIONS OF A FIREFIGHTER:**

1. Performing fire-fighting tasks (e.g., hose line operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions while wearing personal protective ensembles (PPE) and self-contained breathing apparatus (SCBA), including working in extremely hot or cold environments for prolonged time periods;
2. Wearing an SCBA, which includes a demand valve-type positive pressure face piece or HEPA filter masks, which requires the ability to tolerate increased respiratory workloads
3. Exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases, despite the use of PPE including SCBA
4. Depending on the local jurisdiction, climbing six or more flights of stairs while wearing fire protective ensemble weighing at least 50 lb. (22.6 kg) or more and carrying equipment/tools weighing an additional 20 to 40 lb. (9 to 18 kg)
5. Wearing fire protective ensemble that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F (39°C)
6. Searching, finding, and rescue-dragging or carrying victims ranging from newborns up to adults weighing over 200 lb. (90 kg) to safety despite hazardous conditions and low visibility
7. Advancing water-filled hose lines up to 2 1/2 in. (65 mm) in diameter from fire apparatus to occupancy [approximately 150 ft. (50 m)], which can involve negotiating multiple flights of stairs, ladders, and other obstacles
8. Climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards
9. Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration
10. Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens
11. Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, that is further aggravated by fatigue, flashing lights, sirens, and other distractions
12. Ability to communicate (give and comprehend verbal orders) while wearing PPE and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers)
13. Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members
14. Ability to complete skills testing before taking the State of Ohio computer based test within one year of the start date of the class according to the Ohio Department of Public Safety Course Dashboard.



## **CREDIT/STUDENT TRANSFERS**

“Students wishing to transfer between programs within Four County Career Center or to transfer into Four County Career Center from other institutions should contact the Department Coordinator of the program they wish to attend. The transfer of students between programs within Four County Career Center from another institution is based on the guidelines of each program, as stated in the respective program student handbook.”

Each occupational program has a written policy (based in the State Board and/ or licensing agency documentation) which states either:

- A. The Four County Career Center Public Safety programs do not accept transfer students from another institution.  
The Four County Career Center Public Safety programs do not accept transfer students from another program within Four County Career Center.

Four County Career Center is a “Clock Hour” school and does not grant credits, however students wishing to receive hours for the transfer of course work between programs within Four County Career Center or to transfer hours into Four County Career Center from other institutions should contact the Department Coordinator of the program they wish to attend. The granting of hours between programs within Four County Career Center of and/or from other institutions is based on the guidelines of each program, as stated in the respective program student handbooks.

Each occupational program has a written policy (based in the State Board and/ or licensing agency documentation) which states either:

- A. The Four County Career Center Public Safety programs do not grant transfer credit of courses taken at another institution.  
The Four County Career Center Public Safety programs do not grant transfer credit for courses taken in another program within Four County Career Center.

## **GRADING POLICY AND COURSE COMPLETION REQUIREMENTS**

Quizzes are given throughout the course and do not count as part of the overall grade. No retakes are required of failed quizzes.

Tests are given throughout the course and are usually at the end of the chapter or module/section of the course of study. Students must earn an 80% or higher following standard grading procedures based on 100%. All students will be allowed one (1) retake of a failed module/section test. This will be permitted four times during a course. After the permitted four retakes have been exhausted, and a fifth retake is needed, the student will have the potential to be dismissed from the class or will be offered remediation at an additional cost.

A mid-term exam will be given and the above stated grading policy will be followed.

After meeting all classroom requirements, including attendance, grade average, any work missed, successfully meet all required objectives of the skill check off sheets or the evolutions sheets, and any other assignments, the student will then be eligible for the course final.

All students are required to take an end of course final exam that covers all of the objectives from the class. Students must have an 80% on the course final to sit for the State Fire Exam or National Registry of EMT EXAM.

Only one (1) retake is allowed for any course Midterm or Final exam. Paramedic class while have a mid-term, second mid-term over the last half of the course, and a Final test.

\*\*\*\*EMS Students with Clinical experience must have **ALL CLINICAL TIME** completed with **ALL** required paperwork submitted **30 days prior to end of course**. Failure to do so can result in an incomplete and an inability to finish the course. \*\*\*\*

\*\*\*\*All Levels of Fire students need to pass all set skills before taking computer test. The student must complete class, skills, and computer test within one year of the class start date or according to Ohio Department of Public Safety Course Dashboard. If the student does not pass set skills by the third attempt the student will need to retake the entire class again.

## **PRACTICAL TESTING EMS STUDENTS**

Students must pass the required practical stations as outlined in the State and/or Federal D.O.T. course curriculum. Each student is given a copy of the skill check off sheets at the beginning of each course.

Passing the required skills is defined as accumulating 80% of the possible points plus performing all critical criteria as outlined on the skill check off sheets. All skills must be successfully completed by the end of the last scheduled class for successful completion of the course.

Guidelines:

- Psychomotor skills objectives will be evaluated throughout the course.
- Students must demonstrate competency on all skills prior to attempting the state practical exam.
- Students must successfully complete the course prior to sitting for the state written and practical exams.
- Students must successfully complete all skill stations. Students who fail no more than two stations may retest the failed stations on the same day. Students who fail three or more skills must complete an entire practical exam at another location, date, and time.
- Candidates will be allowed three full attempts at the practical examination.
- All practical testing must be completed through an accredited institution.
- All requirements, including clinical and practical skills examinations, must be completed.
- Students who fail to pass the skill examination within three attempts may complete a refresher course and attempt the examination again. The one-year timeline still applies.

## **PRACTICAL TESTING FIREFIGHTER STUDENTS**

Each student is required to pass all practical evolutions and required skills as outlined by the State of Ohio approved fire training objectives. Copies are given to each student at the beginning of the course. Failure to properly perform the skill evolutions will result in the student not being able to complete the course. Remediation will be offered to the student.

**Course specific practical and evolution skills will be addressed in the respective sections of this handbook.**

## **ATTENDANCE REQUIREMENTS**

**Students are required to attend all class sessions for 100% attendance.** In some situations, personal issues will prevent attendance. A maximum of 10% of the total hours may be missed before possible dismissal for the class. **All missed class hours must be made up face to face with a certified instructor. This includes the 10% allowance.**

All materials, missed including, but not limited to, quizzes, tests, and exams must be made up within one (1) month after the student returns to class. Practical skills or evolutions will be made up by consulting with the lead instructor and working out a compatible resolution to the missed practical or evolution. This may include, but is not limited to, additional class time or attending another course session and sitting/participating in the missed skill.

***No student shall be assigned emergency response duties during scheduled classroom, practical skill lab, or evolution training time. No student will be permitted to leave during classroom, practical skill lab or evolution training time to attend an emergency in his/her respective jurisdiction.***

## **PROPER STUDENT ATTIRE**

Classroom: due to the nature of EMT and Fire Training, certain attire is not appropriate and will prevent participation in the program.

Comfortable clothing is recommended, such as t-shirts, sweat shirts, jeans, casual slacks and closed toe shoes. Some skills practice may involve kneeling or lying on the floor and clothing may become soiled due to various classroom activities.

Immodest clothing or clothing that can interfere with the safe and proper performance during training exercises is prohibited. This includes such clothing items as bathing suits, short or tight skirts, revealing shirts and sandals. Proper undergarments need to be worn. Check with your class instructor for special attire for a specific class.

Instructors may ask you to wear your clinical uniform to class in order to better prepare you for clinical and ride time. Uniform shirts are provided but dark pants and clean comfortable closed to shoes are not. If you need financial assistance with dark pants or shoes, please check with your instructor or contact Four County Career Center Adult Education.

Additionally, some classes may be held outside. Make sure to have proper clothing for the weather. Clinical, Internship, and Evolution attire will be addressed in program specific sections of this handbook. Proper personal hygiene is required throughout the courses.

## **SUBSTANCE ABUSE, INTOXICATION, AND IMPAIRMENT BY MEDICATION**

The Public Safety Program requires that students remain drug-free while in the classroom or on clinical rotations or field experiences. Manufacture, sale, distribution, dispensation, possession, or use of alcohol, controlled substances, intoxicants, or by abusing or overdosing prescription or non-prescription over the counter medications by program students in school, at program functions, clinical rotations or while conducting business related to the Public Safety Programs are prohibited, except as permitted by law or school policy. Students violating these policies are subject to disciplinary action, which may include removal from the program and/or referral to the Ohio Department of Public Safety for suspension or decertification, and/or referral for criminal prosecution.

Students suspected of impairment by illegal or legal medication will be evaluated by EMS Program personnel. Students who are deemed impaired by intoxication from any substance will face disciplinary action up to and including criminal arrest for public intoxication.

## **REASONS FOR DISMISSAL**

- Inability to pass written, practical skills, and evolution testing as well as attendance requirements.
- Use of or being under the influence of alcohol or other drugs, during classroom, practical, evolutions, or clinical training.
- Failure to follow safety procedures required by course instructor, therefore endangering self or others.
- Disruption of effective learning conditions, including but not limited to inappropriate behavior or improper attire.
- Any form of cheating.
- Violation of HIPAA or confidentiality.
- Any behavior deemed not professional within the guidelines of appropriate public safety services personnel behavior.

## **FILING A GRIEVANCE OR APPEAL OF DISMISSAL**

Students filing a grievance about the instructor, another student, the program or appealing a dismissal must do so in writing to the Four County Career Center Adult Workforce Education Office no more than two calendar weeks after the incident or dismissal occurred.

All grievances or appeals of dismissal must state the exact nature of the grievance or reason why it is felt that dismissal is not warranted and must be signed by the student or students.

The grievance or appeal will be brought before the Public Safety Coordinator or designee, Adult Education Director, Four County Public Safety Advisory Committee and Medical Director (if applicable) for review and determination.

**Council on Occupational Education  
7840 Roswell Road, Building 300, Suite 325  
Atlanta Georgia 30350 (770) 396-3898 or (800) 917-2081**

## **CONFLICT RESOLUTION**

The Public Safety Program recognizes that students will occasionally encounter unpleasant or perhaps even hostile situations resulting from classroom interactions between students, students and faculty, or perhaps in clinical situations. The nature of Public Safety instruction places students in critical situations during which emotions can get involved. It is the goal of Four County Career Center's Public Safety Program to provide students with the tools to handle difficult situations appropriately and professionally. If a student finds him/herself in a situation where someone acts in a way that is deemed offensive or derogatory based on gender, ethnic background, race, religion, or disability, the school want to make sure the situation is resolved appropriately. The first step in any of these cases is for the student to

notify the involved person of the offense. Should the offensive behavior continue the student should notify the next person in the Chain of Command as outlined below:

In the best interests of all parties, involved students enrolled in the Public Safety programs must abide by the following procedures:

- **Conflicts occurring in the Classroom** – Student conflicts are expected to be handled between the parties involved. In the event that the situation cannot be resolved peaceably between the individual or group of students, the course instructor or Program Director should be notified. The situation will be corrected following program policies, grading criteria, instructional intent and course objectives.

The following chain of command should be followed for problems encountered with the instruction and skills practice in the Public Safety Program:

- Parties involved
  - Instructor/Faculty/Staff present at time of incident
  - Course Instructor
  - Program Coordinator
  - Director of Adult Workforce Education
- **Conflicts during Clinical Rotations** –Any situation occurring on a clinical rotation is to be reported immediately to the student's immediate supervisor at the clinical site (usually the assigned preceptor) and progress up the chain of command for that clinical site. In the event the situation involves the immediate supervisor, an attempt at problem resolution should be made without moving up the chain of command. In the event the immediate supervisor cannot resolve the situation, the next person in the chain of responsibility should be contacted. Problems regarding differing protocols, treatment modalities or patient care philosophies should be addressed and resolved with openness for these differences, taking into consideration the wide variety of appropriate treatment options. In the event the problem cannot be resolved at the clinical site, the student should immediately report the situation to the course instructor and/or the Program Coordinator. Students should first inform the clinical personnel before contacting program instructors except in extenuating situations. Students need to understand that situations that occur in the clinical setting should be handled professionally and under the chain of command of the clinical site.

It is the responsibility of the clinical site to report problems and resolution decisions to the Public Safety program.

The following chain of command should be followed for problems encountered during clinical rotations:

- Parties involved
- Assigned Preceptor
- Duty Supervisor/Station Officer/Charge Nurse
- Course Instructor
- Program Coordinator

## **HEALTH SERVICES**

The health services available to students enrolled in a Public Safety Training Program are those usually available to members of the community in which the program is being offered. There are no direct health services provided to adult students through Four County Career Center.

## **INFECTION CONTROL**

Each student enrolled in a Four County Career Center Public Safety Program must meet the objectives for successful completion of the program. This enrollment is inclusive of clinical experience which entails potential exposure to individuals with communicative diseases.

All students enrolled in a program which includes clinical rotations must have a completed physical exam on file. This physical must attest to the following:

- The immunization or immunity to tetanus/diphtheria, rubella, mumps, measles, chickenpox, and Hepatitis B;
- A test for tuberculosis which will be in date for the duration of the program done every year while in class.
- Flu shots may be required by some clinical facilities.

**No student may begin clinical rotations without these immunizations and test officially documented.**

Because students must know how to prevent the spread of infectious diseases for his/her safety and the safety of others, it is the policy of Four County Career Center that the principles of infection control is included in the curricula of Public Safety EMS Programs. It is then the responsibility of the students to apply appropriate precautionary measures when providing services to all patients. These measures may include, but are not limited to, hand washing and the use of gloves, masks, protective glasses and gowns as indicated by the circumstances involved in the treatment of a particular patient.

Before beginning clinical rotations, each student must demonstrate a satisfactory understanding of the importance of body substance isolation, personal protection from airborne and blood borne pathogens, and the reporting/notification process for exposure to infectious patients.

Students assigned to affiliated clinical sites must comply with the infection control policy of the entity to which they are assigned. As new information becomes available, instructors will disseminate the finding to all students.

For the protection of the student, students should not participate in any procedure which would expose the student to blood or bodily fluids with a **KNOWN** infectious disease, while on a clinical rotation. Upon identifying an infectious patient, students are to inform the preceptor of this policy. Students are expected to be professional and tactful during this notification.

Skill practice sessions will be conducted with the intent of preparing students for the practice of patient care on known or suspected infectious patients. All students will wear gloves at all times when in skills practice sessions, Eye protection will be worn during the practice of airway control procedures which could potentially expose the student to the splash or spray of blood or bodily fluids. At the completion of each skill practice session, students must remove their gloves and wash their hands before handling personal equipment.

**PATIENT CONFIDENTIALITY**

Patient information garnered during clinical rotations is considered confidential both ethically and legally. Discussion with preceptors and instructors is permitted when used for educational or stress management purposes only, and in a private setting. Any other open or public discussion of any confidential patient information outside the clinical setting is strictly prohibited. Confidential patient information is defined as any information which would specifically identify an individual. This includes, but is not limited to name, address, Social Security number, or drivers' license number. At times this may include specific details not generally known to the public which may be of interest to the media. Students are not to provide any information to the media concerning patients.

**MAINTENANCE OF CERTIFICATION**

Public Safety Students must stay currently certified by the State with their current certification level at the beginning of the program. It is the responsibility of the student to keep the certification current.

If, during the course of the program, a student's certification expires, the student **WILL NOT BE PERMITTED** to participate in Clinical Rotations. If the lapse of certification exceeds 90 days, the student **WILL NOT BE PERMITTED** to participate in any program activity including, but not limited to, lecture presentation and laboratory practice.

**NIMS/ICS**

All Fire and EMS courses are required to include NIMS 700 (National Incident Management System) and ICS 100 (Incident Command System.) This can be accomplished in the classroom or on line. The student must have both complete prior to sitting for any state fire or National Registry exam. An informational sheet will be handed out in each course regarding the NIMS/ICS.

**TESTING ELIGIBILITY**

With instructor discretion, in order to be eligible to take a chapter(s) test or exam(s), the student must have the workbook chapter completed which is related to the test/exam. If the workbook chapter is not completed, the student may take the assessment, but will have 5 points deducted from the test score.

## **STUDENT/INSTRUCTOR RELATIONSHIPS**

The goal of all of the Public Safety Course Instructors is for student success. Each instructor is encouraged to develop a professional student/instructor rapport that is conducive to learning and achieving the goals of the students as well as the program. However, an instructor socializing with students outside the classroom is strongly discouraged so each party can maintain an objective viewpoint regarding teaching and learning.

## **CELL PHONE/ELECTRONICS USAGE**

To eliminate distractions in the classroom, the following policy will be followed by students enrolled in the Public Safety Services Training Programs.

- **It will be at the instructor's discretion if cell phones are collected at the beginning of each class and returned at the end of the class. Phones maybe checked at breaks.**
- Cell phones are NOT to be used in the classroom, clinical or field internship sites. This includes texting, emailing, talking, music player or video recorder functions.
- Cell phones must be set to "silent" or "vibrate" during classroom time and should only be answered in emergency situations.
- Electronic devices that are used for audio recording or playback, or video recording or playback are not to be used without instructor permission. In some cases, instructors may allow students to record lectures for improved learning outcomes.
- Electronics devices with game functions are not to be used in the classroom or clinical settings.

## **FINANCIAL AID**

Federal Financial Aid is available for the Four County **Paramedic Program** in the form of Pell grants offered through the U.S. Department of Education. Eligibility is based on student's financial need and all students requesting federal financial aid will need to complete a FAFSA form on line. For more information, please see the Financial Aid section of this handbook or contact Financial Aid Coordinator Angie Fahy at [afahy@fcanywhere.net](mailto:afahy@fcanywhere.net) to make an appointment.

Students' attendance and grades can affect eligibility for financial aid.

## **VA EDUCATIONAL BENEFITS POLICIES**

### **VA Satisfactory Academic Progress (SAP)– EMT Students**

Students are evaluated during the Basic EMT Class at 50 hours, 100 hours, and prior to course final exam. The following remediation methods will be offered when necessary:

- Instructor one-on-one over identified subject areas
- Additional assignments to enhance their studies
- Prior to section test retakes a study guide is given

If the student does not improve to meet SAP guidelines, the student will be put on academic probation.

As a last resort, students who do not improve to the 80% will be removed from the class.

## **VA ATTENDANCE POLICY**

Attendance is required for all Public Safety classes. All missed classes must be made up for 100% attendance which is required by the State of Ohio. Attendance is taken daily via a sign in sheet and recorded in the attendance spread sheet. If attendance is lacking from a student an affective evaluation will be given nothing the reason why and a solution to assist the student in their attendance. Failure to improve may result in dismissal from the class.

## **VA CREDIT TRANSFER POLICY**

The Public Safety Administrative Team will review any request for transfer of credit from a VA Student. However, due to other accrediting bodies, credit transfer is not accepted for Public Safety classes.

## RETURN TO TITLE IV POLICY

Four County Career Center returns unearned funds received from Federal student assistance programs to the proper program accounts in accordance with Federal Title IV student assistance regulations, as amended, under 34 CFR, section 668.22(d) of the Reauthorization of the Higher Education Act of 1965.

A student receiving assistance from Federal Title IV programs is required to complete a minimum number of clock hours for the payment period in which assistance was received.

- If the student withdraws from a program before completing 60% of the payment period, a pro-rated portion of the federal aid received must be returned to the federal aid programs equal to the percentage of the payment period remaining. The student's last day of attendance will serve as the "withdrawal date" when calculating the return of Title IV Funds formula.
- If the student remains enrolled and attends class beyond the 60% mark of the payment period in which aid is received, all federal aid is considered earned and not subject to this policy.

Return of Federal Title IV funds will be distributed according to statutory regulations. For calculation purposes, Four County Career Center utilizes the Return of Title IV Funds software provided by the U.S. Department of Education. The Return of Title IV Funds calculation determines the percentage of financial aid students have earned for the payment period. This is based on the number of clock hours scheduled in the enrollment period. For example, if the student completed 20% of the scheduled clock hours in the payment period, they earn 20% of the federal funds that they were originally scheduled to receive.

Four County Career Center must return funds, based on calculations, up to the total Pell Grant disbursed (Direct Loans are not currently offered).

If the student did not receive all of the funds earned, they may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the institution must get the student's permission before the funds can be disbursed.

Once Four County Career Center has determined that a student has withdrawn, a Return of Title IV Funds calculation will be performed within 45 days. The institution will notify the student in writing of their revised eligibility after the Return of Title IV Funds calculation is completed. If the student owes unpaid tuition and fees, the student will receive an invoice from Four County Career Center.

## WITHDRAWAL PROCESS

Students planning to withdraw should meet with the Program's Coordinator to discuss the following steps:

1. Students must notify the Coordinator or Director of Adult Education to discuss the reasons for their withdrawal.
2. If the student still wishes to withdraw after speaking with the Coordinator and/or Director, the student is required to complete a withdrawal form, including signature and date. **Students who are withdrawing must also return all books and supplies usable by another student, verify their last date of attendance, and pay all bills.**
3. Students must have the approval and signatures as indicated on the withdrawal form. **The student is responsible for any expenses not covered by a grant including any additional costs incurred by Four County in an effort to recoup their costs.**
4. Students will receive a written notice of their withdrawal which shall include the date.
5. If a student stops attending, but does not officially withdraw, the withdrawal date is considered to be the date the school becomes aware the student has ceased attendance. The school will notify students within 30 days of becoming aware a student has stopped attending classes.

## **NOTIFICATION PROCESS**

Students will be notified in writing of the amount they owe within thirty days of withdrawing.

## **SUSPENSION**

A student who withdraws from classes will also be suspended from receiving financial aid for the remainder of the program year. Students who owe an overpayment of federal funds are ineligible for further financial aid at any college or university in the country until the overpayment is paid in full or payment arrangements are made with the U.S. Department of Education.

## **Cost of Attendance Policy**

### **Transportation and Mileage**

FCCC will follow the recommended IRS mileage rate for the calendar year during which the majority of the program takes place. Information for this rate is obtained from [www.irs.gov](http://www.irs.gov).

FCCC has adopted the policy of allowing a \$250. Allowance for expenses incurred for clinical and ride time.

The average round trip for the Paramedic Program is 50 miles. FCCC analyzed the enrolled paramedic students and determined that the average one way travel was 25 miles to the program or 50 miles round trip.

### **Room and Board Allowance**

FCC will follow the recommended IRS guidelines for housing and utilities in Defiance, Williams, Henry and Fulton counties.

## **Career Readiness Credential – CRC**

All initial Public Safety classes are Career Development Courses which require the completion of a Career Readiness Credential and an industry certification in order for these courses to be state funded. Career Development classes include the following Public Safety Courses:

Basic EMT  
Advanced  
Paramedic  
RN to Paramedic  
Firefighter I  
Firefighter I Transition  
Firefighter II  
Firefighter II Transition

The CRC testing consists of three assessments:

- Applied Math 4
- Graphic Literacy 4
- Workplace Documents 4

To combat the “Skills gap problem, the American College Testing service (ACT) has developed WorkKeys, a national system of skills measurement specifically designed to serve business and industry. States and communities nationwide are using WorkKeys to help applicants show employers they have the skills needed for today’s jobs. Each job profile in the business and industry world is given a benchmark for minimum standard results in the assessments listed above.



## **COSTS ARE SUBJECT TO CHANGE WITHOUT NOTICE**

Costs are subject to change without notice. For exact information on the course fees or the cost of customized training, please contact the Public Safety Administration at Four County Career Center 800-589-3334.

Unless arrangements have been made through a local Fire Department or EMS agency, students are responsible for all course fees. All fees are due by the second class date, unless arrangements have been made. If arrangements are made, all fees must be paid in full to be eligible to sit for the state or national certification exams.

## **REFUNDS OR WITHDRAWALS**

If your course is cancelled by Four County Career Center, your fee will be completely refunded. If you withdraw from a class prior to the second class session, you are entitled to a refund minus a 10% withdrawal fee. After the second class session no refund will be issued.

# Specific Fire Course Guidelines For Volunteer Firefighter Firefighter I & Firefighter I Transition Firefighter II & Firefighter II Transition

**\*\*\*\*The following fire courses are required to complete and pass their respective skill sheets assigned by the State of Ohio Division of EMS. \*\*\*\***

**\*\*\*\*\*All fire cadets will have a health physical (NFPA 1582) done before the first class date that has a live fire. This is a State of Ohio Requirement. \*\*\*\*\***

**\*\*\*\*\*All EVOC certificates are only good for ONE year. Date has to fall in line when student is doing State computer test. \*\*\*\*\***

**\*\*\*\*\*All end of paperwork need to be in to Four County before the State test will be scheduled. \*\*\*\*\***

## **Volunteer Firefighter**

The Volunteer Firefighter course is designed to train volunteer firefighter serving small rural communities. The course is to be no more than 36 hours and based on the curriculum provided by the State of Ohio. The training shall commence and end within a consecutive 12-month period. The following topics will be taught:

1. Fire Department Organization
2. Safety
3. Fire Behavior
4. Ventilation
5. Personal Protective Equipment
6. Tools
7. Ladders
8. Hose, Appliances, and Streams
9. Overhaul
10. Search and Rescue
11. Water Supplies
12. Fire Evolutions

**The Volunteer Firefighting Training Program shall not include live burn evolutions. Participants cannot perform the duties of a firefighter or participate in live burn evolutions prior to obtaining their state certification.**

## **Firefighter I**

Firefighter I is a program to train volunteer of part time firefighters. This course requires the participants to successfully complete a fire training program of not less than 156 hours that meets all objectives in the current NFPA Standard 1001, Firefighter I. The program shall begin and end in a consecutive twelve-month period.

## **Firefighter I Transition**

The Firefighter I Transition course is designed for certified Volunteer Firefighters who desire to enhance their firefighting skills and upgrade their level of firefighting to the Firefighter I

Prerequisite: Volunteer Fire Certification

This program shall not be less than 120 hours and will meet all of the objectives of the current NFPA 1001 Firefighter I. The Firefighter I Transition must also start and end within a consecutive 12-month period.

## **Firefighter II**

The Firefighter II program is geared toward the career firefighter. The participant will be required to complete not less than 256 hours which meet the objective standards of NFPA 1001 for Firefighter I and II. The training will commence and end within a consecutive 12-month period.

## **Firefighter II Transition**

The Firefighter II Transition course is an optional level of training in fire behavior and firefighting, as well as understanding alarm systems, sprinkler systems, inspection. Upon completing the course, and successfully passing the state certification exam, the student will meet the requirements of a career firefighter. This program is a minimum of 84 hours.

Prerequisite: Firefighter I

### **Proper Attire**

During the classroom portion of the fire courses, participants must follow the proper student attire guidelines found in the general guidelines of this handbook.

During evolutions and training burns, all students must wear proper NFPA approved turnout gear. See Ohio Administrative Code, Chapter 4121:1-21

Failure of a student to have proper turnout gear will result in the student being unable to participate in the evolution or training burn.

**No facial hair** is permitted during firefighter training.

### **State Certification Testing**

After successfully completing of the course, as described in the General Guidelines of this handbook in "Course Completion," the candidate in the fire training program will be eligible to test. All testing for state fire certification is done on-line and will be arranged through the Public Safety Program Coordinator.

### **Firefighter Continuing Education**

As of April 1, 2007, House Bill 401 requires firefighter to obtain continuing education. All firefighters are required to achieve 18 hours of continuing education per year, totaling 54 hours in a three-year period. This training may be completed through your local fire department. Training sessions must be taught by a certified Fire Instructor.

The firefighter certification card must be renewed every 3 years.

**Specific Course Guidelines**

**For**

**EMR**

**EMT**

**Advanced EMT**

**Paramedic**

**RN to Paramedic**

## **Minimum Staffing**

No student is to be part of any minimal staffing requirements or in substitution for essential personnel in clinical experience (hospital or pre-hospital internship setting (squad ride time)).

## **Platinum**

All EMS students will be using Platinum and will abide by the policy set forth in Platinum. Failure to do so can result in you being dismissed from class. This means that your GPS location service will stay on during your clinical and ride time. You will check in and check out with your preceptor at the site via your phone. All requirements for the shift will be done before 96 hours after the end of the shift.

## **EMR**

This course is a 48-hour minimum to assist fire department, EMS agencies or industry. The trained individuals will be initial responders prior to EMS arriving. The course will consist of the following:

• Preparatory	6 hours
• Airway Management	10 hours
• Patient Assessment	7 hours
• Cardiac Management	8 hours
• Illness/Injury Management	12 hours
• Childbirth and Children	4 hours
• Written Exam	1 hour
<b>Total</b>	<b>48 hours</b>

The EMR course follows the State of Ohio curriculum.

The EMR student is not required to do any clinical experience or pre-hospital field internship.

All of the general guidelines at the beginning of this handbook will be adhered to by the EMR students.

## **EMR Refresher**

The student must possess a current EMR Certification card prior to entering into the 15 hour EMR Refresher Course. Course content will include a review of airway, cardiac, injury, illness, patient assessment, OB and pediatrics. Both written and practical testing will be included in the refresher class.

## **EMT**

The EMT course consists of 150 hours. This includes classroom, skill lab, clinical experience and testing. The EMT course description is as follows:

Preparatory	21 hours
Patient Assessment	18 hours
Airway and Cardiac Arrest Management	24 hours
Trauma Assessment Management	27 hours
Medical Patient Assessment Management	24 hours
Additional Classroom time (Remediation, Skills Practice, Weather Makeup)	15 hours
Classroom Hours	131 hours
Clinical Experience	16 hours
Certification Testing	6 hours
<b>Total Hours</b>	<b>150 hours</b>

## **EMT Clinical Training Experience**

EMT students are required to successfully complete a minimum of 16 hours clinical training experience. **(First 8 hours** at an approved Hospital ER clinical site and the **Second 8 hours** at an approved Field Ride Site) All skills training must be completed 30 days prior to class completion.

\*This will include a minimum of 9 adult assessments and 1 being a pediatric assessment (10 total).

## **EMT Refresher**

The student must present a valid State of Ohio EMT certification card.

The EMT Refresher will consist of 30 hours which follows the State of Ohio curriculum. The following topics will be discussed.

EMS Operations	2 hour
Airway Management	2 hours
Cardiology	2 hours
Medical Emergencies	6 hours
Trauma Issues	8 hours
(2 of the 8 hours will be Trauma Triage)	
OB/GYN	2 hours
Pediatrics	6 hours
Geriatrics	2 hours

Patient Assessment and skills will be applicable in all subject areas.

## **Advanced**

The Advanced student candidate will follow all admission requirements; present a current EMT Certification card valid during the class.

The Advanced course will consist of 200 classroom hours with 50 additional hours required for clinical experience. The 200 hours will include the following:

Preparatory
Airway Management and Ventilation
Patient Assessment
Trauma
Medical Emergencies
Special Considerations

Each of the topics listed above includes classroom time for didactics and skill labs. The student will need the following clinical experience competencies; consisting of 30 hours of Clinical time and 20 hours of Field Internship time. The amount of additional hours will depend on the patient volume in the clinical setting. In addition, all of the following skills must be completed 30 days prior to the class completion date.

<b>Skill</b>	<b>Number Required (Minimums)</b>
IV	12
Intubations	3 clinical or skill lab
Subcutaneous Injections	3
Intramuscular Injections	3
Patient Assessments	10 medical and 10 trauma (20 Total)
Medications	20
Intraosseous Infusion	2 clinical or skill lab
Manual Defibrillation	1 skill lab
Bronchodilators	5 clinical setting

## **Advanced Refresher**

The Advanced Refresher student must present a valid State of Ohio Advanced certification card.

The course is 40 hours in length and the following topics will be taught:

Airway Management	2 hours
Cardiology	5 hours
Medical Emergencies	9 hours
Trauma (including 2 hours or Trauma Triage)	8 hours
Pediatrics	8 hours
OB/GYN	2 hours
Geriatrics	4 hours
EMS Operations	2 hours

The Advanced Refresher student will demonstrate competency through written and practical testing. Additionally, the Advanced will need an additional 20 hours of approved continuing education to meet the recertification requirements.

**Age ranges set for Requirements**

- Newborn      Birth to 1 month
- Infant        1 month to 1 year
- Toddler      1 year to 4 years
- Preschooler 4 years to 6 years
- School age   6 years to 13 years
- Adolescent   13 years to 18 years
- Adults        18years to 65 years
- Geriatrics    65 and up

**Paramedic**

The Paramedic Training Program at Four County Career Center will consist of 1100 total hours. The breakdown is as follows:

Classroom Didactic and Skill Labs	550 hours
Clinical Experience	250 hours
Minimum(s) - Adult EC-190 hrs. PEDS EC-36 hrs. OR-12 hrs; OB-12 hrs. = 250 hrs.	
Pre-Hospital Field Internship    300 Hours - 150 hours outside of your own department	
<b>TOTAL</b>	<b>1100 hours</b>

The following modules and topics will be used in the course and will follow the NHTSA national standard paramedic curriculum:

**Preparatory**

- EMS Systems/Roles and Responsibilities
- The Well-Being of the Paramedic
- Illness and Injury Prevention
- Medical/Legal Issues
- Ethics
- General Principles of Pathophysiology
- Pharmacology
- Venous Access and Medication Administration
- Therapeutic Communications
- Life Span Development

**Airway and Patient Assessment**

- Airway Management and Ventilation
- History Taking
- Techniques of Physical Examination
- Patient Assessment
- Clinical Decision Making
- Communications
- Documentation

**Trauma**

- Trauma Systems and Mechanism of Injury
- Hemorrhage and Shock
- Soft Tissue Trauma
- Burns
- Head and Facial Trauma
- Spinal Trauma
- Thoracic Trauma
- Abdominal Trauma
- Musculoskeletal Trauma

**Medical**

- Pulmonary
- Cardiology
- Neurology
- Endocrinology
- Allergies and Anaphylaxis
- Gastroenterology
- Renal/Urology
- Toxicology
- Hematology
- Environmental Conditions
- Infectious and Communicable Diseases
- Behavioral and Psychiatric Disorders
- Gynecology
- Obstetrics

**Considerations, Operations, Clinical**

- Neonatology
- Pediatric
- Geriatric
- Abuse and Assault
- Patients with Special Challenges
- Acute Interventions for the Chronic Care Patient
- Assessment Based Management
- Ambulance Operations
- Medical Incident Command
- Rescue Awareness and Operations
- Hazardous Materials Incidents
- Crime Scene Awareness
- Clinical Rotations



## Paramedic Clinical Rotation and Pre-Hospital Field Internship Procedure Requirements

Listed are the minimum numbers required for each procedure. The total numbers are combined for the clinical/field internship

### **Clinical Rotation/ Pre-Hospital Field Internship**

Endotracheal Intubations/LMA (Prefer 2 intubations)	6
Ventilating Patients	20
Venous Access	25
Medication Administration to Live patients	30
Cardiac Arrest	1
Neuro Impressions	20
Abdominal Impressions	20
Trauma Impressions	40
Medical Impressions	20
Respiratory Impressions	32
Obstetric Assessments	5
Live births (either vaginal or C-section delivery)	3
Cardiac/Chest Pain Impressions	30
CVA Impression	1
Psychiatric Patient Impression	10
Pediatric Assessments	40
-Newborn (Birth- 1 month)	5
-Infant (1 month-1 year)	5
-Toddler (1 year- 4 years)	5
-Preschooler (4 years – 6 years)	5
-School Age (6 years – 13 years)	10
-Adolescent (13 years – 18 years)	10
Adult Patient Assessments (18yrs-64yrs)	50
Geriatric Assessments (65 yrs. +)	30
Dyspnea/Respiratory Distress Patients – Pediatric	12
Weakness Complaints	5
Change in Responsiveness Complaints	10
Abdominal Pain Complaints	20
Dyspnea/Respiratory Distress Patients – Adult	20
Dizziness/Syncopal Episode Complaints	5
Headache/Blurred Vision Complaints	5
Altered Mental Status Complaints	20
Chest Pain Complaints	30

### **1100 Hour Paramedic Student**

Skill requirements:

**6 live intubations:** These intubations can be obtained at a contracted facility with FCCC the following ways: ER, ride time, or surgery.

**25 Cap Stones done in field during the last 120 hours.**

***\*\*If the class, clinical, ride time hours and skill requirements are not met and completed by the final test, the student WILL NOT be eligible to take the class final. This also makes the student ineligible to take the National Registry test.***

## **Pre-Hospital Field Internship Paramedic Student**

The 1100 hour paramedic student should actively participate in the pre-hospital emergency care of 25 patients as “Cap Stone” in the last 120 hours of ride time.

### **Cap Stone Defined:**

Students will lead an **ALS call** and provide guidance and direction for setting priorities, scene and patient assessment and management. The team leader may not actually perform all the interventions, but may assign others to do so (DOT, 2009).

Each **1100 hour paramedic student** will do a minimum of 300 hours of their pre-hospital field internship.

**Field Time will start in the 14<sup>th</sup> month and go through the 16<sup>th</sup> month of class.**

- 180 Hours ride time
- 120 Hours Cap Stone after all hospital and the first 180 hours of ride time done first.

## **Hospital Clinical Affiliations**

ProMedica Fremont Memorial Hospital  
ProMedica Defiance Regional Medical Center  
Fulton County Health Center, Wauseon  
Community Hospitals and Wellness Centers, Bryan  
ProMedica Toledo Hospital & Children’s  
Mercy St. V’s Medical Center & Children’s Toledo  
Blanchard Valley Hospital  
Van Wert Hospital

Putnam Co Ambulatory Care, Glandorf  
St. Rita’s Medical Center, Lima  
Mercy Defiance  
Wood County Hospital, Bowling Green  
St. Luke’s Hospital  
Hicksville Community Memorial  
Paulding County Hospital  
ProMedica Bay Park Community Hospital, Oregon

## **EMT, Advanced, Paramedic, and RN to Paramedic Guidelines**

### **Attire**

Dark trousers (not blue jeans) uniform shirt (Four County Career Center Polo Shirt), decent and comfortable closed toe shoes are required. This is the only acceptable attire. Failure to comply with this guideline will result in being sent home and rescheduling your clinical or ride time.

If the clinical shirt gets soiled, torn, or unfit to wear, the student will be responsible for replacement.

Hospital/Medical scrubs and daily work or personal department attire are not permitted, unless required and provided by the facility (ie. OB and OR)

Individuals must be neat and clean, avoid heavy perfumes or colognes, look and act professional. Additionally, individuals providing direct patient care must keep nails short (1/4 inch past the tip of the finger). Artificial nails and nail jewelry are not permitted. The term “artificial nails” refer to any material applied to the nail for the purpose of strengthening, lengthening, or cosmetics including, but not limited to wraps, tips, tapes, acrylics, gels, appliques, piercing and jewelry.

Tattoos must be covered and all visible piercings removed per Clinical Site Guidelines.

Student is required to wear their student photo ID issued by Four County Career Center at all times, and any other ID issued by any other clinical site. **The ID needs to be visible at all times and above the waist.**

During your hospital orientation, proper attire will be reviewed. Please follow these guidelines as requested for your clinical rotations or each site/facility has the ability to end your clinical/field time.

**Any student who does not follow these guide lines**

**WILL BE SENT HOME**

## **Security/Identification**

All students doing clinical rotations at hospitals that have affiliation agreements with Four County Career center will...

- A. Obtain a Bureau of Criminal Identification and Investigation check (BCI&I). The cost will be the student's responsibility. Where and how to obtain the BCI&I will be discussed at orientation.
- B. **Wear a name tag (will be provided by Four County Career Center). This is to be worn on your outermost layer of clothing and must be above your waist.**
- C. Must show photo identification prior to each clinical rotation to the ER manager, other hospital department manager, or the assigned precepting nurse. If a facility/field internship site requires a student to wear a Site required ID badge, then the student must wear both badges or may be dismissed for their scheduled time.
- D. All issued Badges- including FCCC and all facility specific WILL BE RETURNED upon completion of your clinical/field time as previously defined in your course completion requirement section. Failure to return any issued badge will result in your inability to take your class final exam.

## **Reminder to Area EMS Agencies and Fire Departments**

***A student in training cannot function at the current enrolled class certification level until the new state certification has been issued for the level Failure to comply with the state regulation could result in disciplinary action by the state.***

## **EMT, Advanced, Paramedic, and RN to Paramedic**

The EMS student is required to do a pre-hospital field internship for course completion. He/she can only do the internship with an approved EMS agency or squad. The EMS agency or squad will have a signed pre-hospital field internship agreement on file with the program. Listed below are contracted pre-hospital field internship sites:

- Defiance Fire Department
- Napoleon Fire Department
- Maumee Fire Department Life Squad #7
- Sylvania Fire Department
- Perrysburg City Fire/EMS
- Williams County EMS
- Monclova Twp. Fire
- Troy Township EMS
- Alan Clay Joint Fire District
- Delphos Fire
- Perrysburg Township
- Middle Point Fire
- Archbold EMS
- Delta EMS
- Lyons EMS
- Swanton Fire
- Wauseon EMS
- Henry Co South Joint
- Springfield Twp. Life Squad #10 & Rescue
- Sandusky Co. EMS, Fremont
- Whitehouse Fire LS-9
- Toledo Fire & Rescue Department
- Bowling Green Fire Department
- Northwood Fire & Rescue

The student will be required to participate actively in the pre-hospital emergency care of patients. Each level has a required amount of patient assessments to be obtained. Further information will be delivered to the student at the appropriate time in the course schedule.

## **Student Evaluation of the Clinical Rotation and/or Pre-Hospital Field Internship**

The following areas of competency will be evaluated.

- Attitude and Professionalism
- Patient and Medical Staff Rapport
- Patient Assessments
- Vital Signs
- Airway Management and Oxygen Therapy
- Venous Access\*
- Medication Administration\*
- Intubations\*
- Overall Knowledge and Abilities

Starred (\*) items are not included in Basic EMT programs.

Evaluation is based on the following grading system:

- 5 = Very Competent
- 4 = Above Average Competence
- 3 = Competent
- 2 = Below Average Competence
- 1 = Not Competent

The student must receive an overall evaluation of three (3) “competent” or higher. All areas have sections for documentation of why specific point evaluations were given.

There is a scheduled hospital orientation for qualifying EMT, Advanced, Paramedic, and RN to Paramedic students before a clinical rotation and pre-hospital field internship can occur. During this orientation, students will be instructed on proper conduct, attire, confidentiality, HIPAA, and other topics deemed necessary by the school, medical facility or squad.

### **Protocols**

Your educational protocols which are defined by the programs medical director will be taught in the class. These protocols may not represent those of your employer.

### **Student Preceptors Role and Objectives**

All student preceptors for both clinical and pre-hospital field internships will follow the guidelines outlined by the State of Ohio regulations and the clinical and practical skills evaluation forms. All student preceptors, including course instructors, must provide accurate and complete documentation for each student in their clinical and pre-hospital field internship rotation for review by the Program Coordinator.

No student shall be used as a substitute for precepting and student evaluation. A student cannot be a student and employee at the same time. Example: An RN taking Advanced cannot do clinical time while on duty performing his/her nursing skills on paid time. An EMT, Advanced, or Paramedic Student cannot be part of the patient care team requirements for a squad if they count towards State minimum staffing of EMS transport units.

### **National Registry Exam/State Certification**

Upon successful completion of all course requirements, each student will receive information to register with National Registry on-line. A course completion certificate will also be given. Exams will be administered by the National Registry of EMT's at an approved Pearson Vue Testing Center and each student will schedule his/her exam at the test site, time, and date of choice and pay for the exam. Please note that this is computer adaptive testing. National Registry application and registration instructions can be found at [www.nremt.org](http://www.nremt.org). A student shall have three (3) attempts to pass the on-line exam, before requiring a refresher at the examination level.

All Advanced and Paramedic candidates will need a PATT number prior to taking the National Registry Skills Exam. No candidate will be register without the PATT number. This needs to be done 30 days prior to the skills exam date. This number is too given to the exam coordinator listed on the NREMT web site.

After successfully passing the NR exam the Program Coordinator will do the attestation page on the Ohio EMS website. The attestation page will generate 2 emails from the State of Ohio Division of EMS to the student. The first email will be congratulatory on passing. The second email will provide the link, access code and password to register for their Ohio EMS card. The student will be listed in approximately 24 hours after their completion of the online process. Your updated certification card will be received in 7-10 days via USPS.

**Flash Drive/Student Handbook Acknowledgement**

I, \_\_\_\_\_

(Print student name)

*Acknowledge that I have received, read, and understand the Consumer Information, Drug & Alcohol Policy,*

*Fire Safety Policy and the State Tested Nurse Aid or Public Safety Program Handbook:*

*I am enrolled in the \_\_\_\_\_ and promise to adhere*  
*(Name of class, where)*

*to the rules and guidelines in the handbook, as well as the required rules from the State of Ohio Division of*

*EMS, and/or the Ohio Department of Health.*

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Printed Student Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Instructor Signature)

\_\_\_\_\_  
(Instructor Printed Name)

\_\_\_\_\_  
(Date)

# Clinical Skill & Class Requirements RN to Paramedic

**Class hours:** 225

**Clinical Hour Requirements:** Enough to complete the required skills.

- 6 Live Intubations – can be obtained at a Contracted Facility with Four County the following ways:
  - Emergency Department
  - Ride Time
  - Surgical Department
- 25 Cap Stone will be obtained in the last 100 Hours of Ride Time

**Ride Time Hour Requirements:** 150 hours. 50 Hours must be completed prior to starting Cap Stone.

*I understand that all of the above requirements must be met by the Final test, or I will not be eligible to take the class final, which will also make me ineligible to take the National Registry Test.*

Name Print: \_\_\_\_\_ Date: \_\_\_\_\_

Name Sign: \_\_\_\_\_ Date: \_\_\_\_\_

## **STNA Students ONLY**

### **STATEMENT OF WELLNESS**

DIRECTIONS: Please complete the following questionnaire. This will determine whether or not you will physically be able to complete the clinical portion of this training program. It is extremely important not only for the welfare of the student, but also for the residents we will be providing care for.

#### **SECTION 1**

Please read the following description to acknowledge the physical requirements of the clinical portion of NATCEP.

During the clinical portion of training, students may be subject to the possibility of exposure to bodily fluids, lifting in excess of 50 pounds, standing in excess of 4 hours at a time, and the possibility of bodily injury.

**I HAVE READ THE ABOVE AND UNDERSTAND THE PHYSICAL REQUIREMENTS OF THIS POSITION \_\_\_\_\_ (please initial)**

#### **SECTION 2**

***Do you currently have any of the following conditions?***

A. <b>Tuberculosis</b>	yes/no	B. <b>Back injury</b>	yes/no	C. <b>Pregnancy</b>	yes/no
D. <b>Hepatitis</b>	yes/no	E. <b>Heart condition</b>	yes/no	F. <b>Diabetes</b>	yes/no

***Do you have any physical or mental condition that would interfere with the requirements of training?*** yes/no

***If you have answered yes to any of the above questions you are required to have a physician's clearance prior to participating in clinical.***

#### **SECTION 3**

TO MY KNOWLEDGE, I DO NOT HAVE ANY PHYSICAL OR MENTAL CONDITION THAT WOULD IMPEDE MY PARTICIPATION IN CLINICALS DURING FOUR COUNTY CAREER CENTER'S NURSE AIDE TRAINING CLASS \_\_\_\_\_ (please initial)

**During the orientation process, I received and completed information on the following materials:**

**FERPA FORM** –Family Educational Rights and Privacy Act.

**Employer Release**—will allow FCCC to release information to prospective Employers and educators.

**Program Handbook**– Contains program specific rules, procedures and policy.

**Consumer Information, Drug & Alcohol, Fire Safety & Program Handbook** (Included in this HB)

**Individual Career Plan**—Identifies barriers and assists in transitioning students into a career.

**Syllabus/Course outline**—a summary of topics to be covered in the training course.

**Professionalism Policy**– please refer to information in STNA Handbook

**Bullying Policy**—please refer to information in STNA Handbook

**Dress Code Policy**– please refer to information in STNA Handbook

**During the facilities tour, the following topics were identified and reviewed:**

- Restrooms
- ID badges—hall pass
- Scheduled Breaks
- Parking
- Food and Drink

**The above information has been reviewed with me by the instructor and I understand I am held accountable for the information and will adhere to its guidelines.**

Signature/Date \_\_\_\_\_

Print name \_\_\_\_\_

### **Academic Calendar**

September 7, 2020	Labor Day - office closed
September 17, 2020	Constitution & Citizenship Day
November 26-27, 2020	Thanksgiving Break - no classes/office closed
December 24, 2020	Christmas Eve, no classes/office closed
December 25, 2020	Christmas Day - no classes/office closed
December 31, 2020	New Year's Eve - no classes/office closed
January 1, 2021	New Year's Day - no classes/office closed
January 4, 2021	Classes resume
January 18, 2021	Martin Luther King Day - no classes/office closed
February 15, 2021	President's Day – no classes /office closed
April 2, 2021	Good Friday – no classes/office closed
May 31, 2021	Memorial Day - no classes/office closed
July 4, 2021	Independence Day – no classes/office closed

### **Customer Service Hours**

Mid-August - May: Monday – Thursday: 8:00 am – 7:30 pm, Friday: 8:00 am - 3:30 pm  
June – Mid-August: Monday – Thursday: 7:30 am– 4:15 pm, Fridays: Closed



### **Obtaining Your Ohio Certification**

After you have passed both the written and practical of the National Registry Exam you can get your Ohio certification completed on-line. Please follow these easy steps.

1. Contact the Program Coordinator at 419-267-2227 or [dfrederick@fcanywhere.net](mailto:dfrederick@fcanywhere.net)
2. Program Coordinator will do the attestation on the website for Coordinators
3. An email will be issued after midnight on the day of the attestation from the State of Ohio Division of EMS
4. You will need to follow the link to do the application online.
5. You will also get the course ID and password in the email from the State of Ohio. They are case sensitive
6. Complete the application correctly and you will be listed in the State of Ohio system in approximately 24 hours
7. **YOU CAN NOT FUNCTION IN THE STATE OF OHIO UNTIL YOU HAVE OHIO CERTIFICATION!!**
8. Once you are listed on the Ohio EMS Website as active, you may function. Your tangible card will be in the mail in approximately 10-14 days after completion of the application.
9. Again, if you have any questions or not sure what to do, please contact the Program Coordinator!

Name Printed: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_