

# **LORAIN COUNTY JVS ADULT CAREER CENTER**

## **Student Information Handbook**

**2020-2021**



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## **Welcome!**

The Adult Career Center's purpose is to provide job skills and the necessary related information for adults, enabling them to obtain employment and progress in a gainful occupation. Therefore, we offer programs occupationally and socially beneficial, when facilities and enrollment permit. We will work cooperatively with area employers and in various occupations for the mutual benefit of the community by providing the opportunity for men and women to upgrade themselves within a given occupation or to retrain and prepare themselves for a new occupation.

## **About Lorain County JVS Adult Career Center**

The Lorain County JVS provides career-technical training for both the high school and adult learners of Lorain County. The Adult Career Center provides programs in a number of career areas to meet the local labor demands of employers, and interest and needs of adult learners. The Lorain County JVS was established in 1971, and offers community recognized and accredited career development programs. It has established extensive partnerships with local businesses and industry, as well as other area educational organizations to provide articulation and career pathways for both secondary and adult students.

The JVS is a 10-acre campus located on a 100+ acre site on the corner of State Routes 58 and 20, in Oberlin, Ohio and is one of the largest career-technical facilities in the state of Ohio. It annually serves about 150 adults from throughout Lorain County in the 10 Career Development programs offered. In addition to the 10 career development programs that offer students certification in a number of high demand career areas, the Adult Career Center also offers career enhancement and personal interest courses. Courses are advertised to the public through a course catalog, which has been traditionally mailed to targeted households and is available on-line, on the website. Courses are also promoted in a number of different media outlets including local newspapers, radio stations and on social media.

Services of the Lorain County Adult Career Center also include the Adult Diploma Program for students without a high school diploma and customized training, job profiling, and assessment services for business and industry. Programs and services are provided on the JVS campus or at a contracting employer or organization workplace. The Lorain County JVS Adult Career Center also works closely in partnership with Lorain County Community College to provide seamless assistance to workforce challenges in Lorain County, presenting a united educational resource to address these challenges.

## **Location & Facilities**

The Lorain County JVS Adult Career Center is located at the intersection of State Routes 20 and 58 south of Oberlin, Ohio, in southwestern Lorain County. Lorain County JVS is a 450,000 sq. ft., three-floor building on 123 acres with free parking for 500+ vehicles. Construction was started in 1970 and completed in 1973. The main building is 10+ acres under one roof. Since the completion of the building, numerous building improvements, upgrades, remodels and repurposing have been complete. The school has committed to providing excellent, state-of-the art laboratory facilities to support educational experiences for the students, both secondary and adult.

## **Mission Statement**

We create opportunities for students to achieve success in their careers.

## **Vision Statement**

By 2023, the Lorain County JVS will be the model Career and Technical Education Center in the State of Ohio.

## **Core Beliefs**

We believe in the engagement of all stakeholders.

We believe in providing pathways of success for all students.

We believe in a rigorous and relevant curriculum that increases achievement.

We believe in recruiting, developing and retaining highly qualified employees.

We believe we are all responsible for the success of students.

We believe in developing and sustaining partnerships

## Approvals and Accreditation

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Our instructors are qualified practitioners in their area of instruction with real work experience in their field and are certified by the Ohio Department of Education. All of these instructors have related industry experience. Many still work in the industry. As a result, they bring the latest skills and techniques into the classroom adding value to the student experience. The JVS Adult Career Center is accredited by the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350; Telephone: (770) 396-3898 / Fax: (770) 396-3790, [www.council.org](http://www.council.org). The Adult Career Center is an Ohio Technical Center under the jurisdiction of the Ohio Board of Regents. Local oversight is by the Lorain County JVS Board of Education. The Lorain County JVS Adult Career Center is a proud member of the University Systems of Ohio and is an Ohio Technical Center. The school is governed by a local board of education made up of members appointed from area school districts and local business and industry. The Lorain County JVS Board of Education and its staff are dedicated to providing equal educational opportunities and equal employment opportunities without regard to gender, race, color, creed, national origin, religion, age or handicap. Each teaching staff member is certified through the Ohio Department of Education.

## Equal Opportunity Statement

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The Lorain County Joint Vocational School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities, and provides equal access to the Boy Scouts and other designated youth programs. There are no residency requirements for entrance to programs unless you are entering the ADP program and then you must be a resident of Ohio. To review training and compliant procedures, please see **Appendix A: Nondiscrimination and Access to an Equal Educational Opportunity**.

## Accommodations for Students with Disabilities

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The Lorain County JVS Adult Career Center is accessible to students with disabilities. Students with disabilities requiring accommodations should notify their instructor and contact the Student Services Coordinator to provide documentation of the disability. As required by Section 504 of the ADA, the JVS Adult Career Center will provide appropriate accommodations for the students with documented disabilities. For some programs, accommodations are limited by the essential functions of the job for which the student is preparing. Our overall goal is to provide students with the skills and abilities to be prepared for entry into unsubsidized employment. To review training and compliant procedures, please see **Appendix B: Section 504/ADA Prohibition against Discrimination Based on Disability**.

The Adult Career Center also works with several local organizations which provide support for adults with disabilities. Problem, questions or concerns regarding compliance with Title IX or Section 504, should be referred to Megan Champagne, Title IX Coordinator, Ext: 22268 or Denise Scarpucci, 504 Coordinator, Ext: 22262.

## Adult Diploma Program (ADP)

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The Adult Diploma Program (ADP) gives students an opportunity to earn an official high school diploma from the state of Ohio, and an approved industry credential in the program of their choice, from the select programs offered. Students will also receive a National Career Readiness Certificate. The program is free to adults who are over 22 years old, resident of Ohio, do not have a diploma or a GED, and have earned the required score on the WorkKeys exam.

In addition to receiving a diploma from the state, certifications are also offered in a number of program areas including:

- Culinary Fundamentals
- Manicurists
- Phlebotomy
- Precision Machine Technician
- State Tested Nursing Aide (STNA)

For more information about the Ohio Adult Diploma Program, contact ADP Program Coordinator Diana Gott at (440) 774-1051, ext. 22200.

## Academic Calendar

<b>September 7, 2020</b>	Labor Day – Office Closed
<b>September 17, 2020</b>	Constitution & Citizenship Day
<b>October 8, 2020</b>	No Evening Classes
<b>October 26, 2020</b>	No Evening Classes
<b>November 25-27, 2020</b>	Thanksgiving Break – No Classes/Office Closed
<b>December 21, 2020 – January 1, 2021</b>	Winter Break – No Classes
<b>December 24, 25, 31 and January 1</b>	Office Closed
<b>January 18, 2021</b>	Dr. Martin Luther King, Jr. Day – No Classes/Office Closed
<b>February 15, 2021</b>	President's Day – No Classes/ Office Closed
<b>March 11, 2021</b>	No Evening Classes
<b>April 2-9, 2021</b>	Spring Break – No Classes/Office Closed (4/2)
<b>May 31, 2021</b>	Memorial Day – No Classes
<b>June 15, 2021</b>	Graduation Day
<b>June 28, 2021 – July 9, 2021</b>	Summer Break – No Classes

## Board of Education

<b>Amherst</b> Mr. Rex Engle Vice President	<b>Avon</b> Mr. Art Goforth	<b>Avon Lake</b> Mr. Dale Cracas	<b>Clearview</b> Dr. Richard Marcucci
<b>Columbia</b> Mr. Stephen Coleman	<b>Elyria</b> Ms. Annie Carstarphen	<b>Firelands</b> Mr. Dwayne Becker	<b>Keystone</b> Ms. Deborah Melda President
<b>Midview</b> Ms. Kathy Quintiliano	<b>North Ridgeville</b> Mr. Steve Ali	<b>Oberlin</b> Ms. Anne Schaum	<b>Sheffield/Sheffield Lake</b> Ms. Sandy Jensen
<b>Wellington</b> Mr. Ayers Ratliff			

## Lorain County JVS Leadership

Dr. Glenn Faircloth	Superintendent	<a href="mailto:gfaircloth@lcjvs.net">gfaircloth@lcjvs.net</a>	440-774-1051 x22266
Jerry Pavlik	Deputy Superintendent	<a href="mailto:jpavlik@lcjvs.net">jpavlik@lcjvs.net</a>	440-774-1051 x22277
Cory Thompson	Treasurer	<a href="mailto:cthompson@lcjvs.net">cthompson@lcjvs.net</a>	440-774-1051 x22286
Jill Petitti	Director of Curriculum Instruction	<a href="mailto:jpetitti@lcjvs.net">jpetitti@lcjvs.net</a>	440-774-1051 x22271
Erica Weber	Executive Assistant	<a href="mailto:eweber@lcjvs.net">eweber@lcjvs.net</a>	440-774-1051 x22206

## Lorain County JVS Adult Career Center Department Staff & Support

A Director, one full-time Supervisor, a full-time Student Services Coordinator and part-time Counselor, two full-time and two part-time Administrative Assistants, five Coordinators (two with teaching responsibilities) and five, as-needed Supervisors staff the Lorain County JVS Adult Career Center. Instructors on the staff roster vary with enrollment and availability, but approximately 15 instructors are typically delivering program instruction. The Adult Career Center receives critical support from the Communications, IT, Maintenance and Housekeeping Departments and contracted campus security. **JVS Adult Career Center can be reached at (440) 774-1051 Extension 22254. Office is open: Monday – Thursday 8:00am – 8:30pm Friday 8:00am – 2:30pm.**

### Roster of Instructional Staff

NAME	YEAR OF EMPLOYMENT	MOST ADVANCED DEGREE	Email		INSTITUTION	EXPERIENCE IN FIELD/IN CLASSROOM	COURSES TAUGHT	CURRENT INSTRUCTIONAL LOAD IN HOURS/WK	
				Cell Phone Number				Part-Time	Full-Time
Vonya Adams-Harris	2010	BS-Nursing	<a href="mailto:vadams@lcjvs.net">vadams@lcjvs.net</a>	440-506-7974 440-774-1051 x22253	Bowling Green	56 years	STNA	19.5	
Lesley McDowell	2019	High School Diploma	<a href="mailto:lmcdowell@lcjvs.net">lmcdowell@lcjvs.net</a>	440-670-4198 440-774-1051 x22253	Lorain County JVS	12 years	Dental Assisting	8	
James Soltis	2018	Business Journeyman Card	<a href="mailto:jsoltis@lcjvs.net">jsoltis@lcjvs.net</a>	440-669-9283 440-774-1051 x22349	Cleveland State	43 years	Welding	8	
Mary Fields	2005	Certified Medical Assistant	<a href="mailto:mfields@lcjvs.net">mfields@lcjvs.net</a>	440-541-1472 440-774-1051 x22313	Ross Tech (FL)	20 years	Phlebotomy		28
Karen Fleming	2011	Cosmetology License	<a href="mailto:kfleming@lcjvs.net">kfleming@lcjvs.net</a>	440-668-2538 440-774-1051 x22441	Northern Institute of COS	39 years	Esthetician	10	
John Green	1998	High School Diploma	<a href="mailto:jgreen@lcjvs.net">jgreen@lcjvs.net</a>	440-320-6849 440-774-1051 x22214	Medina County JVS	37 years	Precision Machine Technology	9	
Kelly Warner	2015	Cosmetology License	<a href="mailto:kwarnar@lcjvs.net">kwarnar@lcjvs.net</a>	440-452-9277 440-774-1051 x22441	Keystone HS Lorain County JVS	16 years	Esthetician, Cosmetology	10	
Ashley McAvena	2011	Cosmetology License	<a href="mailto:amcavena@lcjvs.net">amcavena@lcjvs.net</a>	440-315-2879 440-774-1051 x22441	Fairview Academy	29 years	Cosmetology	15	
Sherri Vilagi	2019	Cosmetology License	<a href="mailto:svilagi@lcjvs.net">svilagi@lcjvs.net</a>	440-935-4026 440-774-1051 x22441	Skelly Beauty Academy	23 years	Manicurists	10	
Marge Daidone	2005	Cosmetology License	<a href="mailto:mdaidone@lcjvs.net">mdaidone@lcjvs.net</a>	440-258-7088 440-774-1051 x22274	Northern Institute of Cosmetology	40 years	Cosmetology		10
Ralph Bentley	1994	Journeyman Card	<a href="mailto:rbentley@lcjvs.net">rbentley@lcjvs.net</a>	419-685-1768 440-774-1051 x22287	Polaris Career Center	46 years	Precision Machine Technology		9
Lynn Ensinger	2020	BS-Nursing	<a href="mailto:lensinger@lcjvs.net">lensinger@lcjvs.net</a>	440-487-7433 440-774-1051	University of Akron	30+ years	STNA	19.5	

### Roster of Administrative and Supervisory Staff

NAME	JOB TITLE	YEAR EMPLOYED	Email	Phone Number	HIGHEST EDUCATION	EXPERIENCE	NO.OF HOURS PER WEEK
Kristian Smith	Director	1999	<a href="mailto:ksmith@lcjvs.net">ksmith@lcjvs.net</a>	440-774-1051 x22251	Master of Education	22 years	40
Jan Rybarczyk	Supervisor	2010	<a href="mailto:jrybarczyk@lcjvs.net">jrybarczyk@lcjvs.net</a>	440-774-1051 x22328	Master of Arts	27 years	40
Denise Scarpucci	Supervisor	2011	<a href="mailto:dscarpucci@lcjvs.net">dscarpucci@lcjvs.net</a>	440-774-1051 x22262	Masters	26 years	As Needed
Keith Blalock	Supervisor	2013	<a href="mailto:kblalock@lcjvs.net">kblalock@lcjvs.net</a>	440-774-1051 x22218	Masters	17 years	As Needed
Brandon Kushinski	Supervisor	2015	<a href="mailto:bkushinski@lcjvs.net">bkushinski@lcjvs.net</a>	440-774-1051 x22247	Masters	11 years	As Needed
Megan Champagne	Assistant Principal	2010	<a href="mailto:mchampagne@lcjvs.net">mchampagne@lcjvs.net</a>	440-774-1051 x22268	Masters	21 years	As Needed
Michelle McClintic	Supervisor	2019	<a href="mailto:mmcclintic@lcjvs.net">mmcclintic@lcjvs.net</a>	440-774-1051 x22311	Masters	19 years	As Needed
Mary Baker	Coordinator/STNA	2008	<a href="mailto:mbaker@lcjvs.net">mbaker@lcjvs.net</a>	440-774-1051 x22278	Masters	19 years	25
Ralph Bentley	Coordinator/PMT	1994	<a href="mailto:rbentley@lcjvs.net">rbentley@lcjvs.net</a>	440-774-1051 x22287	Journeyman Card	46 years	20
Marge Daidone	Coordinator/ Cosmetology	2005	<a href="mailto:mdaidone@lcjvs.net">mdaidone@lcjvs.net</a>	440-774-1051 x22274	Cosmetology license	40 years	21
Diana Gott	ADP/Assessment Coordinator	1991	<a href="mailto:dgott@lcjvs.net">dgott@lcjvs.net</a>	440-774-1051 x22200	Masters	44 years	32
Stephanie Teodecki	Student Services Coordinator	2018	<a href="mailto:steodecki@lcjvs.net">steodecki@lcjvs.net</a>	440-774-1051 x22322	Masters	13 years	35
Carolyn Young	Counselor	2018	<a href="mailto:cyoung@lcjvs.net">cyoung@lcjvs.net</a>	440-774-1051 x22279	Masters	9 years	25
Sandy Yovanovich	Admin. Assistant	1989	<a href="mailto:syovanovich@lcjvs.net">syovanovich@lcjvs.net</a>	440-774-1051 x22250	HS Diploma	31 years	40
Cindy Piwinski	Admin. Assistant	2001	<a href="mailto:cpiwinski@lcjvs.net">cpiwinski@lcjvs.net</a>	440-774-1051 x22282	HS Diploma	19 years	40
Betty Rodriguez	Admin. Assistant	1999	<a href="mailto:brodriguez@lcjvs.net">brodriguez@lcjvs.net</a>	440-774-1051 x22254	HS Diploma	21 years	24
Kris Hardoby	Admin. Assistant	1987	<a href="mailto:khardoby@lcjvs.net">khardoby@lcjvs.net</a>	440-774-1051 x22205	HS Diploma	33 years	16.5
Annette McIver	Career Services Specialist	2018	<a href="mailto:amciver@lcjvs.net">amciver@lcjvs.net</a>	440-774-1051 x22468	Bachelors	22 years	10
Tina Hayslett	Career Education Recruitment	2007	<a href="mailto:thayslett@lcjvs.net">thayslett@lcjvs.net</a>	440-774-1051 x22245	Masters	37 years	32

## Academic Standards, Attendance, Program and Payment Policies

Regular and punctual class attendance is of primary importance for student success. **The Lorain County JVS Adult Career Center does not recognize excused absences.** Students are expected to be present at all class sessions. The Adult Career Center requires a minimum of 90% attendance rate and a minimum cumulative grade average of 77% to receive a certificate of completion. Students must maintain pace that will ensure completion within 111% of published length of program. The Adult Career Center staff will evaluate Satisfactory Academic Progress at the end of each payment period for all programs of at least 600 clock hours. **Individual Program Handbooks may have additional attendance and grade requirements that supersede these minimums.** Attendance and grades are monitored on an ongoing basis.

### Grading System

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The quality of coursework at the Adult Career Center of Lorain County JVS is indicated by means of letter grades on the following percentages:

A = 93% -- 100%	Can perform task <u>easily</u> without supervision
B = 85% -- 92%	Can perform task with <u>minimal</u> supervision
C = 77% -- 84%	Can perform task. Needs <u>maximum</u> supervision
D = 70% -- 76%	Trouble performing task even with supervision
F = 0% -- 69%	<u>Cannot</u> perform task

P/F = At the discretion of the instructor, PASS/FAIL grades will be used in non-unit programs.

### Administrative Withdrawal Policy

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A student may be administratively withdrawn from his/her program for missing eight or more consecutive days, being absent for over ten percent of the total clock hours of the program, or for violation of school or classroom rules or policies. Satisfactory Academic Progress checks are completed every 4 weeks of instruction. Students who fail to meet the required 90% attendance rate and the required 77% grade point average will be placed on probation for 4 weeks. Students must show progress towards compliance on or before the next progress check (4 weeks). If a student does not come into compliance with grades, attendance and cannot complete the program within 111% of the program length, they will be administratively withdrawn from the program. Tuition and fees owed at the time of withdrawal must be paid according to the withdrawal/refund policy. Any student who is administratively withdrawn has the right to appeal this decision by meeting with the Adult Career Center Director. If a student chooses to appeal an administrative withdrawal, a written request must be submitted, along with corresponding documentation within 3 days of withdrawal in order for an appeal hearing to be scheduled. No further documentation or excuses will be accepted after the appeal hearing has taken place. The Director of the Adult Career Center has the right to accept or deny any appeal on a case by case basis. Any student whose appeal is accepted would be reinstated.

### Satisfactory Academic Progress Policy

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Satisfactory Academic Progress (SAP) at Lorain County JVS Adult Career Center, is defined as a 77% grade average and a 90% attendance rate (Pace of Completion). To maintain Satisfactory Academic Progress, students also must maintain pace of progression (90%) to ensure completion within maximum timeframe. Students must maintain pace that will ensure completion within 111% of published length of program. If a student is on an approved leave of absence, when the student returns, they will return at the same timeline of their previous maximum time frame. In addition, if a student has approved transfer hours, these transfer hours are counted towards the 111% maximum timeframe of the published length of the program. The GPA is not counted for transfer credit hours.

Students who are awarded Pell Grants and/Direct Stafford Loans must maintain Satisfactory Academic Progress for continued aid eligibility. All periods of enrollment count toward Satisfactory Academic Progress (fall, winter, spring, and summer), including periods when a student does not receive Title IV aid (Pell and Direct Stafford Loans). Any student who fails to make 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, he must write a letter to the Director of Adult Career Center including the reasons that prevented him from meeting SAP standard, including supporting documentation. The student should also share a plan as to how SAP will be once again be restored if the Director chooses to reinstate financial aid. If the Director approves the reinstatement of financial aid 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 probationary conditions are met and SAP has been restored by that time. A student that fails to adhere to the goals of the plan when checked at the end of the subsequent payment period will once again lose financial aid eligibility. No further appeals will be accepted. If the Director denies the appeal, the student



will be expected to personally finance the remainder of the course or be withdrawn from the program. In order to continue to receive financial aid students must maintain satisfactory progress, according to the following standards:

- **Quality (grades)** - Student must maintain a cumulative grade average of 77%.
- **Time Frame** - Student must complete within 111% of the normal length of the program to remain on aid.
- **Completion Rate** - Student must maintain a cumulative 90% attendance percentage.

*Example Of SAP:* A student enrolled in a 1,500 hour program that meets 20 hours per week would be 75 weeks in length. 111% of 75 weeks is 83.25 weeks. A student enrolled in this program may receive aid while enrolled in this program for up to 83.25 weeks to complete the 1,500 clock hours required for successful completion. The 1,500 hour program at 111% would allow for up to 1,665 hours to complete the program as a maximum time frame.

## **Student Withdrawal Policy**

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If a student finds it necessary to withdraw from a course, the student must contact the Adult Career Center. Students who wish to withdraw who receive Title IV funding (Pell Grants and/or Federal Direct Stafford Loans) must meet with the Student Services Coordinator. Refunds are given to students who withdraw prior to the first day of class with the exception of the following fees that will be withheld:

- **100 hours and above** - \$100 administrative fee will be held
- **99-21 hours** - \$25 administrative fee will be held
- **20 hours and below** - \$10 administrative fee will be held

## **Refund Policy**

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Refund amounts are calculated based on the official withdrawal date, which is the last day a student attended class. Refund amount is based on the amount the student has paid toward the class tuition and fees. Books and supply costs are non-refundable. A refund amount may never exceed the amount the student has actually paid toward the tuition of the class. No refunds will be issued once 60% of the total clock hours of the program have been offered. Refunds will be processed within 45 days of the student's official withdrawal date.

- **100 hours and above** - A 90% refund is given during the first week of class, after the \$100 administrative fee is retained. Refunds are calculated based on full tuition fees. After the first week of class, refunds are prorated and based on the hours the program was held until the official date of withdrawal.
- **99-21 hour classes** - A 90% refund is given during the first week of class, after the \$25 administrative fee is retained. Refunds are calculated based on full tuition fees. After the first week of class, refunds are prorated and based on the hours the program was held until the official date of withdrawal.
- **Under 20 hours** - A 50% refund is given after the second class, after the \$10 administrative fee is retained. Refunds are calculated based on full tuition fees. After the second class, no refunds are given. If a balance remains, the student is required to pay.

## **Leave of Absence Policy**

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All leave of absence requests must be submitted in writing to the Adult Career Center Student Services Office. Any student who would like to be considered for a leave of absence is required to complete the leave of absence request form found in the Adult Career Center. The leave of absence cannot exceed 8 class days in any 30 day period and only two leaves will be considered in a 12 month period. The student must submit the request form to the Student Services Coordinator, who will make the final determination and notify the student of the decision. In order for the leave of absence to be granted, there must be a reasonable expectation that the student will be returning to school and be able to complete the program within a reasonable period without undue burden on the JVS staff. Students may be eligible for two leave of absences every academic year.

Students who are currently United States Military Reserve who are deployed or recalled to Active Duty will be given the opportunity to resume and complete their coursework upon return at no additional cost. Students must provide documentation in order to be granted such sabbatical.

## **Readmission Process**

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Students who have followed the appropriate withdraw process on rare circumstances may be allowed re-admittance in the program that they withdrew with a teacher recommendation and administrative approval.

## **Transfer Policy**

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Lorain County JVS does not permit students to transfer between programs once they have been officially admitted to a specific program. If a student would like to enroll in a different program, the student must withdraw and complete the admission process for the new program they have selected. Lorain County JVS does not offer withdraw passing vs. withdraw failing. A student must complete the entire program. Lorain County JVS does not offer individualized courses, rather, training is delivered as one comprehensive program over a designated period of time. Students do not have the option to repeat portions of their program. Lorain County JVS does not offer incomplete grades. If a student needs additional time to complete a course, they should contact the Director of Adult Career Center as part of their appeal process. In addition, Lorain County JVS does not offer remedial courses. A tutor is available to students for assistance with coursework. Students must work with the tutor outside of class time. Transfer of credits from other institutions is done on a case by case basis. For those programs that are CT2 approved, full transfer of completed credits is issued upon a thorough review of an official transcript. In some cases, further confirmation of competency may be confirmed with the conferring institution to assure successful completion for the student. This must be done within a reasonable amount of time from when the classes have been taken.

For those institutions with which the JVS has articulated credit, reciprocity is practiced. For example, a student who receives transcript credit in Medical Terminology, Anatomy and Physiology and other course work from Lorain Community College with whom we have agreements, may transfer those classes from the community college to the JVS.

A student must have earned a grade of “C” or better in any coursework to be considered for review. Current institutions include Lorain County Community College and the Ohio Board of Cosmetology. Transcripts must be presented for review prior to the program start date. Each case is individually assessed by the Director of the Adult Career Center and must be documented by an official transcript from the conferring institution.

## **Transcripts Policy**

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The Lorain County JVS Adult Career Center students receive an official transcript upon program completion. The transcript includes the following information: name of training program, the date of program completion, grades and attendance. A copy of the transcript is also printed and included in the student's permanent file. Students can obtain an official transcript at any time with a formal request. There is no fee for additional transcripts.

## **Admissions Process**

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Admission to educational programs accredited by the Council on Occupational Education (COE) are open to students 18 years or older who hold a high school diploma or GED and are looking to enter or re-enter the workforce or start a new career. These requirements may be waived if the student is enrolling in a specially designated program such as the Adult Diploma Program (ADP) or programs designed to enhance a high school students' credential attainment. All exceptions may require proper documentation and prior administrative approval.

All prospective career development students must attend a Program Information Session for their program(s) of interest. The information sessions are held at the JVS so students have the opportunity to experience the environment in which their classes will take place, as well as to view the lab facilities for each program. During this session, students are provided with specifics about educational content, attendance and participation expectations, and other details to assist prospective students to determine if the program will meet their interests, needs and career goals. Following the information sessions, students continue with the admissions process. Those interested in programs that are 600 hours or more follow the information session by attending a financial aid appointment with the Student Services Coordinator. Students seeking financial aid must provide evidence of a high school diploma or GED. The financial-aid appointment will help determine what costs, if any, will be covered by the Pell Grant and/or Direct Loan, and what portion of the costs will need to be covered by the student. Student Services may also refer the student to Ohio Means Jobs to determine their eligibility for funding to support their educational pathway.

The final step in the process requires potential students to complete the WorkKeys assessment. The cost of \$75.00 must be paid upon registration for a test appointment and prior to taking the assessment. Those applicants who do not meet the

required benchmark may retest, at a cost of \$25.00 per test, and assistance is provided to help students improve their scores. The Adult Career Center may provide tutoring to help students prepare to retest.

WorkKeys levels have been set for each of the approved programs according to the appropriate profile for that particular occupation. Achievement of the appropriate levels on each of the WorkKeys tests, Workplace Documents, Graphic Literacy and Applied Mathematics helps to assure that students have appropriate math and reading levels to achieve success in their chosen program. Additionally, the acquisition of pre-determined benchmark scores on the WorkKeys assessment allows the student to receive a National Career Readiness Certificate (NCRC) at the bronze, silver, gold or platinum level. The credential is very useful to students as they pursue employment as it provides information to potential employers of the student's academic competency level.

In addition to the WorkKeys scores, specific programs may require drug testing, physicals, immunizations or proof of immunizations, and/or background checks prior to admission. Career Development Programs include placement assistance and employability skills training. Personal supplies and tools are extra for some programs.

Finally, a minimum of a \$100 deposit is required for registration. This deposit may be covered by financial aid, and must be approved by the Student Services Coordinator. The JVS's admissions policies are clearly stated to prospective students at the Information Session.

Currently, there are 10 Career Development Programs that align with the mission of the Lorain County JVS "To create opportunities for students to achieve success in their careers." Please see Appendix D for more detailed descriptions of these 10 Career Development Programs.

1. **Culinary Arts**
2. Culinary Fundamentals
3. **Cosmetology**
4. Dental Assisting/Radiography
5. **Esthetician**
6. Manicurists
7. Phlebotomy Technician
8. **Precision Machine Technology**
9. State Tested Nurse Aide (STNA)
10. Welding/Fabrication

\*Bolted programs represent those that that are Title IV Financial Aid Eligible

### **College Credits & Industry Credentials**

The following Job Training Programs provide access to college credit, thanks to the State of Ohio's Career-Technical Credit Transfer CT2 system and/or local articulation agreements: Precision Machine Technology, and Phlebotomy Technician. All Job Training Programs are open to adults and provide students access to many industry credentials including:

Ohio State Board of Cosmetology State License (OSCB)	Ohio STNA	NHA
NIMS	Welding AWS Qualification Tests	

### **Foreign Diploma**

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. A list of evaluators who belong to The National Association of Credential Evaluation Services can be found online at [www.naces.org](http://www.naces.org). This list is for your comparison and the school does not recommend one agency above another. The student is responsible for all costs associated with this process. The Student Services Coordinator will evaluate all information presented and make a final determination.

### **Academic Advising Policy**

Students entering career development programs take part in a three step admission process designed to provide academic advisement to students in the planning of their occupational program. All students meet with the instructor prior to registering for a program to clearly understand the requirements, including the schedule, the amount of homework, the expectations, and the policies of the program. Students are also required to take the WorkKeys (See Appendix C) tests and meet the established benchmarks for the program to assure they have the academic foundation to achieve success in the program.

Once the student has entered the program, the cohort nature of the program supports academic success. Because the lead instructor spends the majority of the instructional time with the student, the instructor is aware when a student begins to face academic challenges. Absences, grades and occupational performance are closely monitored and early intervention steps are taken to support academic achievement.

Instructors, supervisors, student services personnel, the Adult Director and the counselor all work together to support student success. The instructor is the first line of support for a student who is beginning to face challenges in the area of academic achievement. If the instructor cannot improve the student's achievement, he/she reports any concerns to student services personnel who meet with the student to determine what steps need to be taken to help the student succeed. It will be determined if an intervention plan needs to be developed. Supports include extra time with the instructor, tutoring, and software programs that help provide additional instructional avenues for students. Additional materials are being acquired to help students succeed on an on-going basis. All staff are committed to the success of each student who enters a program of the Lorain County JVS Adult Career Center and work to provide a support net of services to help each student achieve their academic goals.

When a student is not responding to the supports provided, an informal intervention team meeting may be called. The intervention team includes the Instructor, Student Services Coordinator, Counselor, and Director. Intervention team meetings can be called by any of the team members. The intervention team will develop an individual intervention plan for the student. All members of the team and the student will sign the plan. A copy of the intervention plan will be maintained in the individual student file. The plan will include:

- Steps the student will take in order to obtain academic success
- Scaffolds the instructor and/or team will provide to the student
- Timeline for implementation of the plan
- Team member responsible for follow up with the plan

## **Placement Services Plan**

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Training in job-seeking skills are incorporated in our career development programs. Individual program placement data is also available for review on the JVS website. Program placement figures are one area of annual review and evaluation that drives program improvement. The Career Services Specialist coordinates placement services. Services including counseling, job-readiness workshops and job opening identification are offered to all students enrolled in a Council on Occupational Education (COE) approved training program. Placement services are ongoing, provided an individual professionally handles referrals, keeps scheduled interviews and leaves positions with proper notice.

The Career Services Specialist will work with instructors and students to insure that each student has a professional resume. She/he will assist with the identifications of available job openings, help with securing externship opportunities as required by specific program and provide counseling and support throughout the placement process.

The Career Services Specialist will use contacts made during Advisory Committee meetings, Lorain County Chamber's Business-after-Hours and other employer-based gatherings to generate job leads and build employer relationships. She/he will maintain the JVS's Job Board, notify program instructors of relevant job orders when they are posted, and may share the job openings with students through email and social media sites. The Specialist will stay in contact with Ohio Means Jobs (OMJ) staff, Lorain County's one-stop employment and training system, to identify available jobs and externship opportunities and also check the local paper and social media and internet sites to remain aware of available jobs for JVS students.

All Career Center students will be encouraged to register as alumni and have access to the job postings at [www.lcjvs.com](http://www.lcjvs.com). Alumni are also encouraged to register with Ohio Means Jobs to expand their job-seeking opportunities.

Strong partnerships between the Lorain County JVS and the business community ensure that adult students are better prepared to meet the demands of the workplace. Many opportunities exist for employers to influence curriculum planning and implementation and participate in hiring students which will improve the training offered at the JVS. Employer involvement ultimately means that employers will continue to have access to a pool of highly-skilled JVS graduates for their workforce.

## **Gainful Employment Information for Title IV-Eligible Programs**

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The Lorain County JVS Adult Career Center has decided to early implement the rescission of the Gainful Employment Rule in accordance to the Gainful Employment Electronic Announcement #122. If you are interested in employment outlook for a specific program, please schedule a meeting with our counselor.

## Student Right-to-Know Act

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Student Right-to-Know Act Also known as the "Student Right-to-Know and Campus Security Act" (Public Law 101-542), which was passed by Congress November 9, 1990. Title I, Section 103, requires institutions eligible for Title IV funding to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to all current and prospective students. To help students make a good decision about their educational future, Lorain County JVS Adult Career Center discloses completion or graduation rates and retention rates reported to Integrated Postsecondary Education Data System (IPEDS). The rates are based on the 12-month period that ended August 31 of the prior year. The statistics are also provided by College Navigator function of the National Center for Education Statistics web site: <https://nces.ed.gov/collegenavigator/?q=Lorain&s=all&id=409591>.

First-To-Second Year Retention Rates Retention rates measure the percentage of first-time students who return to the institution to continue their studies the following fall. 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.

## Sources of Financial Assistance

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1. **Title IV Federal Student Aid/Financial Aid** – Please see **Appendix E: Title IV Federal Aid/Financial Aid** for comprehensive look at how to apply for grants/loans, repayment of loans, and policies surrounding the use of federal aid.
2. **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.
3. **Ohio Means Jobs** - Contact Ohio Means Jobs –Lorain County for information and eligibility requirements.
  - **(ITA)** – Assistance may be available for students who are economically disadvantaged or dislocated workers. Individuals pursuing training for high demand occupations may be eligible for an Individual Training Account (ITA). ITA's can assist individuals with tuition and other education-related expenses.
  - **(WIAO)** - 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.
4. **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.
5. **Department Of Veterans Affairs (VA)** – The following programs are approved for VA Education Benefits: Cosmetology, Dental Assisting/Radiography, Emergency Medical Technician, Esthetician, Phlebotomy Technician, Precision Machine Technology, State Tested Nurse Aide, Welding/Fabrication.
  - Chapter 30 Montgomery GI Bill Active Duty Educational Assistance
  - Chapter 31 Vocational Rehabilitation
  - Chapter 32 Veterans' Education Assistance Program
  - Chapter 33 Post 911
  - Chapter 35 Survivors' and Dependents' Educational Assistance
  - Chapter 1606 Montgomery GI Bill Selected Reserve Educational Assistance Program
  - Chapter 1607 Montgomery GI Bill Selected Reserve Educational Assistance Program

Applying for your VA education benefits can be done in just a few steps:

1. Apply online at <https://www.benefits.va.gov/gibill/apply.asp>.
2. Visit your nearest VA regional office to apply in person.
3. Call 1-888-GI BILL-1 (888-442-4551) to have the application mailed to you.
4. Contact the VA Certifying Official at Lorain County JVS Adult Career Center at 440-774-1051.
5. Call 1-888-GI BILL-1 (888-442-4551) to have the application mailed to you.

To Apply for VA Education Benefits You Will Need to Provide the Following: DD-214 Discharge papers (Certified Copy), VA Certificate of Eligibility (COE), and DD-2384 Notice of Basic Eligibility (NOBE) for members of Selective Reserve. To be certified for VA Education Benefits through Lorain County JVS Adult Career Center, students must submit all required

documentation/forms to the Adult Career Center Office and complete the enrollment process. To comply with the Veterans Benefits and Transition Act of 2018, Lorain County JVS Adult Career Center will not impose any penalty, including the assessment of last fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs

- 6. Payment Plans** – Student(s) may conveniently make payment plan arrangements by speaking to an Adult Career Center Administrative Assistant. A valid Visa, MasterCard, or Discover credit card or debit card must be presented. Note: The cardholder must be present to sign the payment plan. The first payment of any payment plan is due prior to the first class meeting. Subsequent payments are assigned. By signing the payment plan agreement, students are obligated to make payments as scheduled. If a payment is missed, it will be applied to the credit/debit card on file. Students may be administratively withdrawn for past due payments. A certificate of completion will not be given to any student who has a payment plan balance. Students with payment plans who withdraw are subject to the terms and conditions of the LCJVS Withdrawal/Refund Policy. Payment in full is expected for any withdrawals after the refund period. In rare cases, the balance can be divided differently to meet individual needs of the student. This must be arranged through the Adult Career Center Administrative Assistant prior to the start of the program.
- 600+ Program hours - After \$100 deposit is paid, the balance is divided into 8 installments
  - 171 – 599 Program hours - After \$100 deposit is paid, the balance is divided into 4 installments
  - 119 – 170 Program hours – After \$100 deposit is paid, the balance is divided into 3 installments
  - Textbooks and supplies are not included in the program tuition, with a few exceptions. Students must provide their own hand tools and supplies when necessary and as indicated in the program catalog.
- 7. Lorain County JVS Adult Career Center Scholarship Opportunities** – There are scholarships available for students looking to take a career development course. Scholarship applications can be found online or a hard copy can be requested through the Adult Career Center. Application for the scholarship should be submitted before enrolling in the program.

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### **Canceled Class Policy**

The Adult Career Center will cancel classes that do not attain the required minimum enrollment. The Center reserves the right to cancel, postpone, or combine classes before or after the first class meeting. Attempts are made to contact all students whose courses have been canceled. In the event a class is canceled, a full refund will be given. Arrangements may be made to transfer to another course by contacting the Adult Career Center Office.

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## **Lorain County JVS Adult Career Center Policies**

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### **Security and Access Policy**

The building hours are 8 a.m. to 10 p.m. Security cameras are in operation to monitor the entire property. A security official is on duty to assure student and staff safety. Any problems or concerns should be directed to the Adult Career Center administrator on duty.

#### **Classes held between 8:00 AM – 4:30 PM**

Lorain County JVS is open to students, parents, employees, contractors, guests, and invitees. The campus is secure, with all visitors and guests required to be screened prior to entering the building. Upon arrival to the facility, all vehicles must pass through a gate and be screened by a school security guard. All visitors are required to check in with the guard. The guard tracks this information in a daily written log. School security guards are on campus during high school hours and control access to the building, and patrol the parking areas. Guards are also on duty to provide security for the building over all weekends and holidays, as well as during second and third shift during the summer months. These security guards do not have arrest authority but provide timely notifications including fire alarm instances, alleged prowlers, and other potential hazards to the safety and security of the building and grounds to the appropriate authorities. Adults attending classes during the day must also adhere to the applicable high school policies. A complete Student/Parent Handbook is available for your review at [www.lcjvs.com](http://www.lcjvs.com) under FORMS.

#### **Classes held between the hours of 4:30 PM – 10:00 PM**

From the hours of 4:30 PM – 10:00 PM, Monday through Thursday, evening adult education classes are held on the campus. Security measures during these hours include magnetic locks on the front doors, which require those entering to be recognized by a desk attendant and granted access. All other entrances to the building are locked. A deputy of the Lorain County Sheriff's Department or building security patrols the parking lots, hallways, and monitors the security systems throughout the building. Parking lots and the building and grounds are well lit and are located close to the exits.



## **Visitors**

Any person not enrolled in a program or course is considered a visitor. All visitors must sign in at the Adult Career Center office upon entering the building. In an emergency situation, the Adult Career Center office will contact the student and have him or her report to the office.

- All visitors will be issued a Visitor Pass with name, date of visit, time of visit and name of person they will be visiting.
- Sales Representatives will register in the Superintendent's office and be issued a pass with the same information as the pass issued from the front office.
- Graduates and other visitors may visit after school dismissal at 2:14PM.
- Students may have no outside visitors during the school day.
- All outside groups using the building for meetings, seminars, etc. will be required to sign-in at the information counter.

## **Code of Conduct**

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Students will be expected to conduct themselves in such a way that the rights of others are not violated. 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 the Directors 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.

No student shall:

- 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.
- Assault another on school property.
- Damage school property, steal or attempt to steal school property.
- Use vulgar, profane or abusive language.
- Cheat or attempt to cheat on an exam or copy work and hand it in as one's own work.
- Discriminate against or harass school employees, visitors, or other students.
- Use narcotics and/or alcohol in any form on the JVS property.
- This is a tobacco-free campus. The JVS tobacco-free policy prohibits the use of all tobacco products everywhere on the JVS campus, including the school grounds and parking areas. This affects everyone on our campus including, but not limited to, high school and adult students, staff members, visitors, vendors, and contractors.

## **Accident Reporting**

If you are involved in an accident while in a lab, notify the teacher immediately. Your instructor or an administrator will assist you to complete a student accident/exposure incident report online.

## **Breaks**

Breaks can be taken in Quarry Room B where food and beverages are permitted and vending machines are available. Please protect the equipment and labs by limiting food and beverage consumption to designated areas.

## **Change of Address or Phone Number**

If you have a change in your address or telephone number, please notify the office immediately. Your information must be kept current in case we need to contact you.

## **Children**

Classrooms are not intended for children and childcare is unavailable at the JVS. Please make arrangements for appropriate care prior to class.

## **Classroom Rules**

Each instructor will set individual classroom rules and discipline guidelines. You are expected to know and follow these rules. The violation of any classroom rules or any school rules listed below may result in your removal from class and/or school.

## **Parking**

Daytime students should park in designated parking areas in the Vistor's parking lot. Parking permits can be obtained from your program instructor. To use the handicap parking spaces you must display a handicap sticker on your vehicle. Parking permits are not required after 4:00 p.m.

## **Medications**

Students are encouraged to inform their instructor if they are taking medications that might impact their behavior and safety.

## **Safety Glasses**

Safety glasses must be worn at all times in labs where required.

- 1<sup>st</sup> time offense, the office will let you borrow a pair which need to be returned at the end of class.
- 2<sup>nd</sup> time offense, you will be charged \$5.00 to purchase a pair from the office.
- 3<sup>rd</sup> time offense, you will be sent home, therefore you will not get credit for the hours missed.

## **School Closings**

There may be times that we find it necessary to close the building due to unanticipated circumstances such as inclement weather; or to cancel classes due to required professional development or district-wide meetings. We will do our best to give you ample notice of such changes and will always attempt to find a mutually agreed upon time to reschedule make up classes. Please check the JVS website at [lcjvs.com](http://lcjvs.com) or visit our Facebook page at [Facebook.com/loraincountyjvs](https://www.facebook.com/loraincountyjvs) if you are unsure if the Adult Career Center is open.

## **Acceptable Use and Internet Safety Policy for the Computer Network of the Lorain County JVS**

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The Lorain County JVS School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities. In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student use of the network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of the School District and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. All students who want to access the internet through the School District must read and sign the Policy. Any such student who is under 18 must have his or her parents or guardians read and sign the Policy. The School District cannot provide access to any student who fails to sign and submit the Policy to the School as directed or, if under 18, does not submit the Policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

### **I. Personal Responsibility**

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other that is not included in the Policy, but has the effect of harming another or his or her property.

### **II. Term of the Permitted Use**

A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which he or she has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in the School District before they are given an access account.

### **III. Acceptable Uses**

- A. Educational Purposes Only.** The School District is providing access to its computer networks and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help decide if a use is appropriate.



**B. Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse" "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate other users that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

**C. Etiquette.** All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, color, gender, ethnicity, nationality, citizenship status, religion, age, economic status, marital status, pregnancy, disability, or sexual orientation.
3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her email address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

#### **IV. Internet Safety**

**A. General Warning; Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide of materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

**B. Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

**C. "Hacking" and Other Illegal Activities.** It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer network or the Internet to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

**D. Confidentiality of Student information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, their permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

**E. Active Restriction Measures.** The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7], as meaning any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## **V. Privacy**

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District, and no user shall have any expectation of privacy regarding such materials.

## **VI. Failure to Follow Policy**

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. A user violates this Policy by his or her own action, or by failing to report any violations by other users that come to the attention of the user. Furthermore, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action when appropriate under the circumstances.

## **VII. Warranties/Indemnification**

The School District makes no warranties of any kind, either express or implied, in connection with its provisions of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s), agree to cooperate with the School in the event of the School initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or outside the School District's network.

## **VIII. Updates**

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) and such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information

## **Crime Notification and Reporting Procedures**

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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 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. Lorain County JVS 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 the three preceding calendar years. Data is collected from local law enforcement and the School Resource Officer. 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. Online copies can be found online or printed copies may be obtained from the Adult Career Center Office. The Violence Against Women Reauthorization Act amended the Clery Act. Thus, the following crimes are now included in the annual statistical reporting: domestic violence, dating violence, sexual assault, and stalking.

Lorain County JVS strives to provide a safe and secure campus for all students and staff members. All students and staff members are encouraged to report any and all suspicious campus activity immediately upon witnessing the occurrence. All students and staff should report any knowledge of a criminal or suspicious nature to campus security and the Adult Career Center Director or Supervisor. Campus administration will then take appropriate action based upon the information given by the student or staff member.

In the event that a situation arises, either on or near Lorain County JVS property, that, in the judgment of the School Resource Officer or Deputy on duty, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued to the affected area of the institution or the entire institution as appropriate. The warning will be issued through a districtwide communication to students, faculty, and staff. Anyone with information warranting a timely warning should report the circumstances to the School Resource Officer or Deputy, by phone at extension 333, or in person at the Adult Career Center.

Timely warnings may be issued through district-wide email notification to students and staff. 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 Lorain County JVS website, [www.lcjvs.com](http://www.lcjvs.com). Students, staff, and visitors are strongly recommended to contact the School Resource Officer at 440-774-1051 ext. 22203 for non-emergencies and 440774-1051 extension 333 for emergencies or crimes in progress. Fires and medical emergencies should be immediately reported to 911.

In a crisis, it is imperative to disseminate accurate, objective information. All contact with the media will come directly from the Superintendent or designee.

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. Lorain County JVS has a licensed counselor available to provide professional counseling services to students and staff as requested.

If the victim of a crime does not want to pursue action at Lorain County JVS or the criminal justice system, he or she has the opportunity to file a confidential report. With the victim’s permission, the School Resource Officer 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 Lorain 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.

## **Copyright Protection**

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Unauthorized copying, redistribution or republication or 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.

## **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 Lorain County JVS Adult 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 Lorain County JVS Adult Career Center to promote respect for the rights of copyright owners, knowledge of copyright laws, education of students in those legal issues, and strict compliance with the copyright laws in all activities of Lorain County JVS Adult Career Center.

## **Family Educational Rights & Privacy Act**

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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 a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose "Directory" information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of the 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.

## **Grievance Policy/Procedure**

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In accordance with the U.S. Department of Education and the Ohio Department of Education, Office of Civil Right (OCR) Guidelines, any student/professional staff, e.g., teachers, counselors, or supervisors who believe that the Lorain County JVS Adult Career Center 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.

The Lorain County JVS Adult Career Center encourages students to express their complaints and grievances to allow the school to improve its responsiveness to the students and to allow LCJVS to improve its operations. It is important, however, for these complaints/grievances to be submitted following an appropriate hierarchy and in a professional and objective manner. Problems can often be solved the most easily if addressed as close to the source as possible. Therefore, students are asked to use the following hierarchy when submitting complaints/grievances:

- Step 1) Classroom Instructor
  - The student must obtain a Grievance form from the Adult Career Center Office from the front office staff, complete it and submit it to the instructor **within 5 working days of the issue**. The classroom instructor will respond verbally and in writing to the student by completing the form within 5 working days and returning the form to the student. If a satisfactory resolution is achieved, no further action is necessary.
- Step 2) Adult Career Center Supervisor or Student Services Coordinator
  - If a satisfactory resolution is **not** achieved, the student may insert the current date in the Step 2 section of the **original** form and submit it to the Adult Career Center Supervisor or Student Services Coordinator, but, no later than 3 working days after receiving the written notification. The supervisor or student services coordinator will reply verbally and in writing to the student within 5 working days after receipt of the Grievance form.
- Step 3) Adult Career Center Director
  - If a satisfactory resolution is still not achieved, the student should insert the current date in the Step 3 section of the form and submit it to the Adult Career Center Director. Once the Adult Career Center Director has received the form he/she will make a decision regarding the grievance within 5 working days of the written notification. The student will also be given the opportunity to meet with the Adult Career Center Director. The decision of the Adult Career Center Director will be final.

Students have the right to contact the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350; (770) 396-3898; <https://council.org/>. Students may also contact the Ohio Department of Higher Education, 25 South Front Street, Columbus, OH 43215; (614) 466-6000; <https://www.ohiohighered.org>.

## **Misrepresentation**

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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 Lorain County JVS Adult 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 the 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.

Lorain County JVS Adult Career Center 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.

## **Student Records Access**

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Student records are stored in a locked filing cabinet in the Adult Career Center front office area. Employees may have access to student information if their responsibilities require access to that information for educational or administrative or research purposes as applied to their job duties. Employees who have the right to use student records handle them as confidential information and make certain that no unauthorized person has the ability to view, copy or otherwise acquire the information. Student records are managed by the full time front office staff member responsible for student information. Financial aid student records are managed by the Student Services Coordinator. Students may receive a copy of their student file by completing a written request and showing photo identification. Students can allow another entity access to their file by completing a written waiver.

### **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 Student Services Coordinator/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 Student Services Coordinator/Designee may be appealed to the Director of Adult Career Center within one workweek after receiving it. All records concerning the complaint and how it was handled must be sent to the Director of Adult Career Center. 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 Lorain County JVS according to the due process of law.

## **Safety Plan and Procedures**

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This plan is intended for evening instructors and students. It is in effect from 4:00 pm – 10:30 pm on evenings classes are scheduled. Dial 333 emergency number; Please note that at any time there is an emergency situation in the building that you observe, you can dial 333 from any JVS phone. Some examples of emergencies: medical attention is needed, apparent intruder in the building, smoke or fire and you do not see an alarm to pull etc. If you are not near a JVS phone you can dial (440) 774-1051 option 1 or extension 22254. For Emergency Reference Sheet, see Appendix F.

### **Blood and Bodily Fluids**

Blood or other bodily fluids from any person may harbor a number of organisms that are infectious to others. Individuals shall follow the procedures listed below for the handling of spilled blood and body fluids to insure proper cleaning and disinfection:

1. Use latex gloves if direct contact with the spill is anticipated.
2. Isolate area and cover the spill with paper towels or newspaper.
3. Call Adult Education Supervisor and/or Director to report the incident.
4. Call custodial staff for clean-up using approved disinfectants or 1:10 bleach solutions-- DO NOT USE ON CARPET.
5. Wash hands with soap and water for 15 seconds.
6. If exposure occurs wash/flush and report to nurse/authority.
7. Soiled clothing must be removed, double bagged and laundered in hot water with 1 cup bleach in washtub and dried in dryer.
8. Sharp objects must be disposed of in approved container (leak proof, sealable, puncture proof, labeled).

### **Bio-hazardous Materials Policies and Procedures**

Lorain County JVS Adult Career Center requires that all bio hazardous materials and waste be managed and disposed of in accordance with all federal and local guidelines and standards in order to minimize the risk of exposure to personnel, students and the environment.

### **Fire Alarm/Evacuation Procedure**

1. Any ring of the fire alarm system is treated as an actual fire.
2. If you smell smoke or see a fire and the alarm does not sound, activate the alarm.
3. Notify the administration by calling 333.
4. The staff will evacuate the building according to the following procedures:
  - a. Students will leave by designated exits quietly. All classrooms, labs and common areas will have the fire drill plan for evacuating the building posted. If the normal evacuation route is blocked, an alternative route shall be used at the direction of the teacher.

- b. Teachers shall check their classrooms and lab areas to make certain that they are empty. All doors should be closed upon exiting the classrooms. Students may bring personal items that can be picked up easily.
  - c. Assist any handicapped students.
  - d. Move quickly and quietly. Listen for instructions. Take visitors or other unattached people with class. Instructors should record their names.
5. Teachers/Staff shall take their class folder with attendance and contact numbers when they exit the building. Staff and students should be at least 200 feet from the building, which is on the other side of the drive that circles the building. All JVS staff will be wearing yellow vests for accurate identification. Teachers are responsible for the students under their supervision.
  6. Teachers will take attendance and then report missing students or injuries to the evening secretary or office personnel.
  7. No student is permitted to leave school grounds, unless an announcement is made. 8. Return to the classroom only when directed to do so.

**\*Note this evacuation plan may also be used in the event of a bomb threat, or hazardous spill.**

### **Hazardous Materials Emergency Procedures**

In the event a hazardous materials emergency occurs in the school vicinity, the following procedures shall be instituted:

1. School staff shall immediately close all doors so that the air intake will cease.
2. No one from the school shall leave the premises without permission from Emergency officials.
3. On-site sheltering will be provided unless determined otherwise by Emergency officials.
4. If an evacuation is ordered by Emergency officials, busses will transport students to safe locations where parents can pick them up.

In the event a hazardous materials emergency occurs inside the building, the following procedures shall be instituted:

1. Notify the administration by calling 333.
2. The administration will assess the situation and:
  - a. Call 911
  - b. Notify the Superintendent's office and if necessary the Crisis Team.
  - c. If appropriate, have the custodian shut off all gas and fuel lines.
  - d. Check the building to ensure that everyone has evacuated.
3. The staff will evacuate the building according to the following procedures:
  - a. Students will leave by designated exits quietly. All classrooms, labs and common areas will have the fire drill plan for evacuating the building posted. If the normal evacuation route is blocked, an alternative route shall be used at the direction of the teacher.
  - b. Teachers shall check their classrooms and lab areas to make certain that they are empty. All doors should be closed upon exiting the classrooms/labs. All JVS Staff will be wearing yellow emergency vests.
  - c. Wing Fire Captains will call or notify by radio the Adult Education Office at x22254 to report the wing evacuated.
  - d. Teachers/Staff shall take the Safety Plan Binder and class lists when they exit the building. Teachers are responsible for the students under their supervision. They shall take attendance and account for each of their students. Students who are unaccounted for shall be reported to the administration immediately.
  - e. Be sure to update your attendance list monthly.
4. Students and staff will be allowed to return to the building at the direction of the Adult Career Center Director and/or their designee after the recommendation of the Fire Department.

### **Intruder in the Building/Lockdown Procedure**

1. An announcement will be made that the school is in LOCKDOWN.
2. Instructors will immediately lock doors and pull down shades or drapes.
3. If the class is in an unlocked area, move to the closest room with a lock.
4. Turn off lights.
5. Barricade doors and entryway.
6. Move away from doors and windows to out-of-line sights such as under tables.
7. Absolute silence is imperative.
8. Do not open the door for anyone outside the classroom.
9. Remain in classrooms until administration and authorities unlock the door.
10. Instructors will report attendance and injuries to Adult Career Center Office.

### **Mass Injury Procedure**

1. Call "333"
2. Notify the Superintendent's Office. The Superintendent or designee shall communicate with the media. Staff should be prepared to deal with parents checking on the safety of their children and/or wanting to sign out their children.
3. Notify individuals with proper training who can perform first aid including triage.
4. Move uninjured persons to designated areas to be supervised by staff.
5. Lorain County JVS staff will be wearing yellow vests for identification.

### **Post Exposure Procedures**

All possible exposure incidents shall be reported immediately after its occurrence to the Adult Career Center Director. An employee report of injury or accident form must be completed by the end of the work day or no later than the beginning of the next work day.

1. The Adult Career Center Director will then determine if this is an exposure incident:
  - a. If not an exposure, procedure for injury will be followed.
  - b. If it is an exposure, forms completed will be immediately taken to the Superintendent's Office.
2. The Superintendent's office will then meet with the employee immediately to provide counseling regarding medical examination and need to be tested for HIV or HBV, as well as applicable disclosure laws and regulations concerning source identity and infectious status.
  - a. Recommended treatment will be the administration of Hep B immunoglobulin within 24 hours and the initiation of the Hep B vaccine series.
  - b. Employee must complete a consent form that documents:
    - i. Acceptance of testing
    - ii. Acceptance with exceptions
    - iii. Declines testing; if declining, may consent to a collection of blood for baseline testing within 90 days
3. Employee will be sent to recommend testing facility or private physician.
4. The Superintendent's Office will identify and document the source individual and obtain consent for testing of source individual's blood as soon as possible.

### **Suicide/Suicide Attempt Procedure**

In the event of a suicide attempt or immediate threat of suicide:

1. Get assistance – find someone to stay with the victim
2. Notify building administration by calling 333
  - a. The administrator will notify the School Resource Officer and call 911 if the police or rescue squad is needed
  - b. Notify the Crisis Team and assign additional responsibilities as appropriate
  - c. Notify the parents/family

### **Tornado Procedure**

In the event of a tornado sighting, students and faculty will be instructed to go to designated shelter areas.

- 1) Instructor will bring the class folder with attendance and contact numbers
- 2) Follow the sign posted by the classroom door to get to the designated shelter area
- 3) Move quickly and quietly. Listen for instructions.
- 4) No student is permitted to leave school grounds. If students leave, they will be counted as absent.
- 5) Once in shelter areas, SQUAT NEXT TO THE WALL, PUT YOUR HEAD ON YOUR KNEES. COVER YOUR HEAD WITH YOUR HANDS.
- 6) Stay in the shelter area until directed to leave.
- 7) Instructors will report attendance and injuries to the Adult Career Center Office.

### **Vaccination Policy**

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Lorain County JVS Adult Career Center does not have formal vaccination policies; however, evidence of vaccination is required of students in certain programs to participate in externships/practicums/clinicals. For specific vaccination requirements, please contact the appropriate programming coordinator or review program specific handbooks.



## Drug and Alcohol Free Learning Environment

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The Lorain County JVS is a drug free environment.

1. Students should not operate school equipment or participate in class activities if it is suspected that they are impaired. Anyone who suspects that an adult student is under the influence of an illegal drug or alcohol should report the individual to an Adult Career Center administrator. Staff will evaluate the situation and may return the student to class, ask the student to leave, hold for further observation, seek emergency medical assistance or notify security personnel to assist in the removal of the student from the building.
2. Anyone suspecting possession or distribution of drugs shall report the matter to an Adult Career Center administrator. If the drug is found to be a controlled dangerous substance, the administrator will take appropriate action, including notification of the Lorain County Sheriff's Department and termination from the program. Student Services personnel, including a licensed counselor, are available to counsel students and make referrals to appropriate agencies.
3. Student Services personnel, including a licensed counselor, are available to counsel students and make referrals to appropriate agencies. Drug and alcohol abuse prevention information is also available.
4. Violators are subject to district disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation for anyone to consume or possess alcohol in any public or private area of campus. Students violating alcohol/substance policies or laws may be subject to sanctions by Lorain County JVS.
5. All students and employees are expected to abide by the terms of the schools 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.

6. Lorain County JVS has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. Available counseling and referral services include the school counselor and school nurse. Lorain County JVS also has extensive partnerships with local service agencies to whom students and/or employees can be referred if in-house counseling is not a viable option.

### Drug and Alcohol Abuse Prevention Information

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

*For purposes of this policy, "drugs" shall mean:*

- all dangerous controlled substances as so designated and prohibited by Ohio statute;
- all chemicals which release toxic vapors;
- all alcoholic beverages;
- any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- anabolic steroids;
- any substance that is a "look-alike" to any of the above.

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, on school grounds, on school vehicles, or at any school-sponsored event. The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools.

*Such guidelines shall:*

- emphasize the prevention of drug use;
- provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:
  - addresses the legal, social, psychological, and health consequences of drug and alcohol use;
  - provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol;
  - assists students to develop skills to make responsible decisions about substance abuse and other important health issues;
  - promotes positive emotional health, self-esteem, and respect for one's body;
  - meets the minimal objectives as stated in the essential performance objectives for health education as established by the State Department of Education;

- include a statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- provide standards of conduct that are applicable to all students and which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity;
- include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions; The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs.
- provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs;
- require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students;
- require the notification to parents and students that compliance with the standards of conduct is mandatory;
- provide a biennial review of the School District's program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced;
- establish means for dealing with students suspected of drug use or suspected of possessing or distributing drugs in school and ensure that the District's policy and administrative guidelines on Search and Seizure Policy 5771 and AG 5771, Suspension and Expulsion Policy 5610 and AG 5610, and Permanent Exclusion Policy 5610.01 and AG 5610.01 are complied with fully.
- The Superintendent shall establish administrative guidelines necessary to implement this policy.
  - Legal R.C. 2925.37, R.C. 3313.60(E), R.C. 3313.661, R.C. 3313.662, R.C. 3313.95, R.C. 3313.752, R.C. 3319.012, 20 U.S.C. 3171 et seq., Drug-Free Schools and Communities Act of 1986, 20 U.S.C 3224A © **Neola 2017**
- In addition, there are national organizations one can contact for help. The Alcoholism and Drug Abuse Hotline is open 24 hours, 1-800-252-6465. The Cocaine Hotline, 1-800-444-9999 is open 24 hours a day. The National Institute on Drug Abuse Hotline is available from 8:00AM – 2:00AM, Monday through Friday and 11:00AM – 2:00AM on weekends, 1-800-662-4357. Contact any of the resources listed above for referral. Your anonymity will be respected.

### **Student Sanctions**

In cases of civil or criminal action against a Lorain County JVS student, the institution does reserve the right, for educational purposes, to review any action taken by authorities. The institution may, at its discretion, introduce further sanctions if the student's conduct has interfered with the institutional exercise of its educational objectives or responsibilities to its members. The Student Code of Conduct expressly prohibits the manufacture, distribution, sale, offer for sale, or possession of drugs or narcotics. Violation of this standard constitutes a "Code A" 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 a "Code B" 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 Lorain County JVS accepts the responsibility to conform to all institutional rules and regulations. Proven failure to meet this obligation will justify appropriate disciplinary sanctions, including expulsion, suspension, disciplinary probation or reprimand.

### **Local, State & Federal Legal Sanctions**

Applicable legal sanctions under local, state or federal law for the unlawful use, possession or distribution of illicit drugs or alcohol are set forth in the referenced laws and are available upon request from an Adult Career Center Director or Supervisor. Local & State: Ohio Revised Code Chapters 2925 - Drug Offenses 3719 - Controlled Substances 4301 - Liquor Control Laws. Federal: Federal (Harrison) Narcotic Act Federal Narcotic Drugs Import and Export Act Federal Food Drug and Cosmetic Act Federal Alcohol Administration. These sanctions can include probation, fines, driver's license suspension, and/or incarceration. Future revisions, amendments, or additions to these or other applicable codes are incorporated into this policy by this reference.

Federal penalties and sanctions for illegal possession of a controlled substance:

- 21. U.S.C. 844 (a).
  - 1st conviction: Up to 1 year imprisonment and fined at least \$1,000.00 but not more than \$100,000.00 or both.
  - After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500.00 but not more than \$250,000.00 or both.

- After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000.00 but not more than \$250,000.00 or both.
- Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000.00 or both if:
  - 1st conviction and the amount of crack possessed exceed 5 grams.
  - 2nd crack conviction and the amount of crack possessed exceed 3 grams.
  - 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.
- 22. U.S.S. 853 (a) (2) and 881 (a) (7)
  - Forfeiture of personal and real property used to possess or to facilitate possessions of a controlled substance if that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions re: crack)
- 21. U.S.C. 881 (a) (4)
  - Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.
- 21. U.S.C. 844 a
  - Civil fine of up to \$10,000.00 (Pending adoption of final regulations).
- 21. U.S.C. 853 a
  - Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for 1st offense, up to 5 years for 2nd and subsequent offenses.
- 18. U.S.C. 922 (g)
  - Ineligible to receive or purchase a firearm.
- Miscellaneous: Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

### **State Laws For Drug Offenses**

- 2925.02 Corrupting another with drugs.
- 2925.03 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 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, licensing board or agency
- 2925.55 Unlawful purchase of pseudoephedrine product.
- 2925.56 Unlawful sale of pseudoephedrine product.
- 2925.57 Illegal pseudoephedrine product transaction scan.
- 2925.58 Unlawful sale of pseudoephedrine product to minor - affirmative defense

### **Substance Abuse Education Programs**

Lorain County JVS 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), Lorain County JVS has adopted and implemented drug and alcohol policies and programs designed to prevent drug and alcohol problems within the campus 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.

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 a variety of JVS and community-based services including:

- **Lorain County Alcohol and Drug Abuse Services** (locations in Avon, Avon Lake and Lorain)

- **Lorain Urban Minority Alcoholism and Drug Abuse Outreach Program**
- **Firelands Counseling and Recovery Services of Lorain County**
- **University Hospitals – Elyria Medical Center** (Alcohol Detoxification)
- **First United Methodist Church of Wellington** (Alcohol Use Disorder Support Group)
- **Northern Ohio Recovery Association** (Intensive Outpatient Services)
- **Road to Hope – Men’s Facility** (Residential Substance Use Disorder Treatment Facility)
- **Road to Hope – Women’s Facility** (Residential Substance Use Disorder Treatment Facility)

There are drug/alcohol counseling, treatment and rehabilitation facilities available in the area where students can seek advice and treatment. The yellow pages of the local telephone book and the internet are an excellent resource to assist in location such facilities. Students can visit [www.ohiodrugrehabilitation.com](http://www.ohiodrugrehabilitation.com) for more information. The Bureau of Drug Abuse in Columbus, Ohio is the State Drug Abuse Prevention and Treatment Center. The office can be reached at (614) 466-7893. There are several Drug Abuse and Alcohol Treatment and Prevention Programs in this area in which Lorain County JVS participates. See the Adult Career Center Director or Supervisor for specifics.

In addition, there are national organizations one can contact for help. The Alcoholism and Drug Abuse Hotline is open 24 hours, 1-800-252-6465. The Cocaine Hotline, 1-800-444-9999 is open 24 hours a day. The National Institute on Drug Abuse Hotline is available from 8:00AM - 2:00AM, Monday through Friday and 11:00AM - 2:00AM on weekends, 1-800-662-4357.

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

### Substance Abuse Health Risks

1. **Alcohol** - Alcohol can affect the body in many different ways, depending on the frequency and amount of alcohol consumed. Alcohol impacts the brain’s communication pathways and can affect how the brain functions. This can alter a person’s mood and behavior and make it more difficult to think and move with coordination. In addition, drinking alcohol can cause damage to the heart including cardiomyopathy (stretching of the heart muscle), arrhythmias, stroke, and high blood pressure. Possible effects on the liver include steatosis (fatty liver disease), alcoholic hepatitis, fibrosis, and cirrhosis. The pancreas can also produce toxic substances that can lead to pancreatitis. Drinking alcohol also increases a person’s risk of developing certain cancers, including cancers of the mouth, esophagus, throat, liver, and breast. Drinking too much can weaken the immune system as well, making fighting off disease a more difficult process. Source: National Institute on Alcohol Abuse and Alcoholism
2. **Central Nervous System Depressants** - Depressants are medications that slow brain activity. Possible health risks include drowsiness, slurred speech, poor concentration, confusion, dizziness, problems with movement and memory, lowered blood pressure, and slowed breathing. In addition, the risk of HIV, hepatitis, and other infectious diseases is more likely due to shared needles. Source: The National Institute on Drug Abuse
3. **Hallucinogens** - Hallucinogens distort a person’s perception of reality and mood, including time, motion, colors, sounds, and self. These can result in bizarre or dangerous behavior. Hallucinogenic drugs are associated with psychotic-like episodes that can occur long after a person has taken the drug, leading to respiratory depression, heart rate abnormalities, and withdrawal. Source: The National Institute on Drug Abuse
4. **Steroids** - Short-term effects of steroids include, fluid retention, oily skin, yellowing of the skin, and infection. Long-term health effects include kidney damage or failure, liver damage, high blood pressure, enlarged heart, changes in cholesterol leading to increased risk of stroke or heart attack, aggression, mood swings, anger, extreme irritability, delusions, and impaired judgment. Source: The National Institute on Drug Abuse
5. **Stimulants** - Stimulants increase alertness, energy, blood pressure, heart rate, and breathing rate. Short-term increased alertness, attention, energy, increased blood pressure, and heart rate, narrowed blood vessels, increased blood sugar. Long-term health risks include heart problems, psychosis, anger, and paranoia. In addition, the risks of HIV, hepatitis, and other infectious diseases is more likely due to shared needles. Source: The National Institute on Drug Abuse
6. **Opioids** - Opioids are often used non-medically and lead to overdose deaths. Short-term health effects include pain relief, drowsiness, nausea, constipation, euphoria, slowed breathing, and death. Long-term health effects include increased risk of overdose or abuse if misused. In addition, the risks of HIV, hepatitis, and other infectious diseases is more likely due to shared needles. Source: The National Institute on Drug Abuse
7. **Cannabis (Marijuana)** - Short-term health effects include enhanced sensory perception and euphoria followed by drowsiness/relaxation, slowed reaction time, problems with balance and coordination, increased heart rate and appetite, problems with learning and memory, and anxiety. Long-term effects include mental health problems, chronic cough, and recurrent respiratory infections. Source: The National Institute on Drug Abuse

**Students failing to comply with school policies will be referred to the Adult Career Center Director for further action with possible dismissal from class. No tuition will be refunded.**

### **Additional Information**

Your best sources of information is the Lorain County JVS website and this Student Information Handbook. Our website at <https://www.lcjvs.com>. If you still have unanswered questions, please feel free to contact the Adult Career Center office, (440) 774-1051 extension 22254. This document is a living document and is subject to change as needed. We have proof read this document carefully; nevertheless, errors still may have happened so if you notice an error please notify the LCJVS Adult Career Center.

Changes made to Handbook since July 2020 Board Approval:

- Administrative Withdrawal Policy – Page 5 – 08/17/2020 – ST
- Culinary Arts – Financial Aid Eligible – Page 37 – 08/26/2020 – ST
- Staff and Instructional Roster – Page 3 & 4 – 10/22/2020 - ST

## Appendix A: Nondiscrimination and Access to an Equal Educational Opportunity

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind. Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

In order to achieve the aforesaid goal, the Superintendent shall:

- **Curriculum Content** - review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes; ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;
- **Staff Training** - develop an ongoing program of in-service training for school personnel designed to identify and solve problems of bias based upon the Protected Classes in all aspects of the program;
- **Student Access** - review current and proposed programs, activities, facilities, and practices to verify that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State and Federal laws and regulations; verify that facilities are made available, in accordance with Board Policy 7510 - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;
- **District Support** - verify that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;
- **Student Evaluation** - verify that tests, procedures, and guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the Protected Classes.

### District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs"). The names, titles, and contact information of these individuals will be published annually on the School District's web site.

**Keith Blalock – Supervisor – Title IX Coordinator**  
[kblalock@lcjvs.net](mailto:kblalock@lcjvs.net)  
(440) 774-1051 Ext. 22218

**Megan Champagne – Assistant Principal - Title IX Coordinator**  
[mchampagne@lcjvs.net](mailto:mchampagne@lcjvs.net)  
(440) 774-1051 Ext. 22268

The COs are responsible for coordinating the District's efforts to comply with applicable federal and state laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 is provided to students, their parents, staff members, and the general public. A copy of each of the Acts and regulations on which this notice is based may be found in the CO's office. The Superintendent shall annually attempt to identify children with disabilities, ages 3-22, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (see AG 2260F).

### Reports and Complaints of Unlawful Discrimination and Retaliation

Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives

such a complaint shall file it with the CO within two (2) school days. Members of the School District community, which includes students or third parties, who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior, the Director believes that the reported misconduct may constitute unlawful discrimination based on a Protected Class, the Director shall report the act to one of the COs who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Director shall suspend his/her Policy 5517.01 investigation to await the CO's written report. The CO shall keep the Director informed of the status of the Policy 2260 investigation and provide him/her with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept complaints of unlawful discrimination/retaliation directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a CO will begin either an informal or formal process (depending on the request of the person alleging the discrimination/retaliation or the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to any person who files a complaint. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the student, if age eighteen (18) or older, or the student's parents if the student is under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged wrongdoing.

### **Investigation and Complaint Procedure**

Any student who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated. Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received). The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights ("OCR"). The Cleveland Office of the OCR can be reached at 1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44115; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: [ocr.cleveland@ed.gov](mailto:ocr.cleveland@ed.gov); Web: <http://www.ed.gov/ocr>.

### **Informal Complaint Procedure**

The goal of the informal complaint procedure is to quickly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully discriminated or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the parties (the alleged target of the discrimination and individual(s) alleged to have engaged in the discrimination) agree to participate in it. Students who believe that they have been unlawfully discriminated/retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process. All complaints involving a District employee or any other adult member of the School District community against a student will be formally investigated. As an initial course of action, if a student feels that s/he is being unlawfully discriminated/retaliated against and s/he is able and feels safe doing so, the individual should tell or otherwise inform the person who engaged in the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The complaining individual should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel individuals when taking this initial step or to intervene on behalf of the

individual if requested to do so. An individual who is uncomfortable or unwilling to inform the person who allegedly engaged in the unlawful conduct of his/her concerns is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination, such as sexual discrimination, the CO may advise against the use of the informal complaint process. A student who believes s/he has been unlawfully discriminated/retaliated against may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the COs. All informal complaints must be reported to one of the COs who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution. The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully discriminated/retaliated against with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful discrimination/retaliation, informal resolution may involve, but not be limited to, one or more of the following:

- Advising the student about how to communicate his/her concerns to the person who allegedly engaged in the discriminatory/retaliatory behavior.
- Distributing a copy of Policy 2260 - Non-Discrimination and Access to Equal Educational Opportunity as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.

If both parties agree, the CO may arrange and facilitate a meeting between the student claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution. While there are no set time limits within which an informal complaint must be resolved, the CO or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the COs in accordance with the Board's records retention policy and/or Student records policy. (See Policy 8310 and Policy 8330)

### **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant") may file a formal complaint, either orally or in writing, with a teacher, Director, or other District employee at the student's school, the CO, Superintendent, or another District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of unlawful discrimination, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. If a Complainant informs a teacher, Director, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO within two (2) business days. Throughout the course of the process, the CO should keep the parties informed of the status of the investigation and the decision-making process. All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in; the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the person alleged to have engaged in the misconduct. In making such a determination, the CO should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deems appropriate in consultation with the Superintendent. Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation. Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent") that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 2260 - Non-Discrimination. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.



Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include: interviews with the Complainant; interviews with the Respondent; interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations; consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations. At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if unlawful discrimination or retaliation occurred, a preponderance of evidence standard will be used.

The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent. Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or designee, the Superintendent must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent. If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above. If the Superintendent determines the Complainant was subjected to unlawful discrimination/retaliation, she/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation. The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the student alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee. The Complainant may be represented, at his/her own cost, at any of the above described meetings/hearings. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a Complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

### **Privacy/Confidentiality**

The School District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent(s).

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that s/he learns and/or provides during the course of the investigation. All records created as a part of an investigation of a complaint of discrimination/retaliation will be maintained by the CO in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the Family Educational Rights and Privacy Act or under Ohio's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s). Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

## Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

## Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate. © Neola 2014

LEGAL	
<b>A.C. 3301-35-02(A)</b>	20 U.S.C. Section 1681, Title IX of Education Amendment Act
<b>R.C. 3301.0711</b>	20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
<b>R.C. 3302.01</b>	20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act
<b>R.C. 3302.03</b>	29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended
<b>R.C. 3313.61</b>	42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964
<b>R.C. 3313.611</b>	42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act
<b>R.C. 3313.612</b>	42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
<b>R.C. 3317.03</b>	42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended
	29 C.F.R. Part 1635
	34 C.F.R. Part 110 (7/27/93)
	Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, March 1979
	Department of Education, Office of Civil Rights, March 1979
	Fourteenth Amendment, U.S. Constitution

## Appendix B: 504/ADA Prohibition against Discrimination Based on Disability

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, or participation or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District. "An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aids and cochlear implants or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, assistive technology, reasonable accommodations or auxiliary aids or services, or learned behavioral or adaptive neurological modifications.

With respect to public preschool, elementary and secondary educational services, a qualified person with a disability means a disabled person:

- who is of an age during which nondisabled persons are provided educational services;
- who is of any age during which it is mandatory under Ohio law to provide educational services to disabled persons; or
- to whom the State is required to provide a free appropriate public education pursuant to the Individuals with Disabilities Education Improvement Act (IDEIA).

With respect to vocational education services, a qualified person with a disability means a disabled person who meets the academic and technical standards requisite to admission or participation in the vocational program or activity.

### **Compliance Officer(s)**

The Board designates the following individual(s) to serve as the District's 504 Compliance Officer(s)/ADA Coordinator(s) (hereinafter referred to as the "District Compliance Officer(s)").

The name(s), title(s), and contact information of this/these individual(s) will be published annually on the School District's web site.

#### **Denise Scarpucci – Supervisor - 504 Coordinator**

[dscarpucci@lcjvs.net](mailto:dscarpucci@lcjvs.net)

(440) 774-1051 Ext. 22262

Building Directors shall serve as Building Section 504/ADA Compliance Officer(s) ("Building Compliance Officers"). The District Compliance Officer(s) are responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the ADA. A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District Compliance Officer.

The District Compliance Officer(s) will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. See below. The Board will further establish and implement a system of procedural safeguards in accordance with Section 504, including the right to an impartial due process hearing. See AG 2260.01B.

- **Training** = The District Compliance Officer(s) will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA. The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.
- **Facilities** = No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies. For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto. Programs and activities will be designed and scheduled so that the location and nature of the facility or area will not deny a student with a disability the opportunity to participate on the same basis as students without disabilities.
- **Education** = The Board is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who have a physical or mental impairment that substantially limits one or more major life activities, regardless of the nature or severity of their disabilities. An appropriate education, may include regular or special education and related aids and services to accommodate the unique needs of students with disabilities. For disabled students who are not eligible for specially designed instruction under the IDEIA, the special education and related aids and services (including accommodations/modifications/interventions) they need in order to have their needs met as adequately as the needs of nondisabled students are met, shall be delineated, along with their placement, in a Section 504 Plan (Form 2260.01A F13). Parents/guardians/custodians ("parents") are invited and encouraged to participate fully in the evaluation process and development of a Section 504 Plan. The Board is committed to educating (or providing for the education of) each qualified person with a disability who resides within the District with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment, even with the use of supplementary aids and services cannot be achieved satisfactorily. If the District places a person in a setting other than the regular educational environment, it shall take into account the proximity of the alternate setting to the person's home. The Board will provide non-academic extracurricular services and activities in such a manner as is necessary to afford qualified persons with disabilities an equal opportunity for participation in such services and activities. Non-academic and extracurricular services and

activities may include counseling services, physical recreational athletics, transportation, health services, recreational activities, special interests groups or clubs sponsored by the District, referrals to agencies that provide assistance to persons with disabilities, and employment of students. In providing or arranging for the provision of meals and recess periods, and non-academic and extracurricular services and activities, including those listed above, the District will verify that persons with disabilities participate with persons without disabilities in such services and activities to the maximum extent appropriate.

- **Notice** = Notice of the Board's policy on nondiscrimination in education practices and the identity of the District's Compliance Officer(s) will be posted throughout the District, and published in the District's recruitment statements or general information publications.

### **Complaint Procedures**

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter. In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), parents and students will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation or misapplication of Section 504. In addition, students and their parents will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights. Finally, students and parents will be advised of their right to request a due process hearing before an Impartial Hearing Officer (IHO) regarding the identification, evaluation or educational placement of persons with disabilities, and their right to examine relevant education records. Internal complaints and requests for due process hearings must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint or the request for a hearing, and offer possible solutions to the dispute. The complaint or request for due process hearing must be filed with a District Compliance Officer within specified time limits. The District's Compliance Officer is available to assist individuals in filing a complaint or request.

### **Internal Complaint Procedures**

An internal complaint may be filed by a student and/or parent. A student and/or parent may initiate the internal complaint procedure when s/he/they believe that a violation, misapplication or misinterpretation of Section 504 has occurred. Additionally, the following procedure may be used for any disagreement with respect to actions regarding the identification, evaluation, or educational program or placement of students who are identified as disabled or believed to be disabled pursuant to Section 504, and are not eligible under the IDEIA, except in the case of disciplinary actions where the provisions of the Student Code of Conduct apply. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights or requesting a due process hearing.

- **Step 1**
  - Investigation by the Building Compliance Officer: A student or parent may initiate an investigation by filing a written internal complaint with the Building Compliance Officer. The complaint should fully describe the circumstances giving rise to the dispute and how the child is adversely affected. The complaint must be filed as soon as possible, but not longer than thirty (30) calendar days after disclosure of the facts giving rise to the complaint. The Building Compliance Officer shall conduct an impartial investigation of the complaint. As part of the investigation, the Building Compliance Officer shall permit the complainant to present witnesses and other evidence in support of the complaint. The investigation shall be completed within fifteen (15) school days of the written complaint being filed. The Building Compliance Officer will notify the complainant in writing of his/her decision.
- **Step 2**
  - Appeal to the District Compliance Officer: If the complaint is not resolved satisfactorily at Step 1, the student or parent may appeal the Building Compliance Officer's decision in writing to the District Compliance Officer. The appeal must be made within five (5) school days following receipt of the Building Compliance Officer's decision. The District Compliance Officer will review the case, may conduct an informal hearing, and will notify all parties in writing of his/her decision within ten (10) school days of receiving the appeal.
- **Step 3**
  - If the complaint is not resolved satisfactorily at Step 2, the student or parent may request a due process hearing, provided the complaint involves an issue related to the identification, evaluation, or placement of the student.

If it is determined that the Complainant was subjected to unlawful discrimination, the Building and District COs must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

### **OCR Complaint**

At any time, if a student or parent believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil

Rights ("OCR"). Except in extraordinary circumstances, the OCR does not review the result of individual placement and other educational decisions, so long as the District complies with the "process" requirements of Subpart D of Section 504. The OCR can be reached at:

**U.S. Department of Education**

Office of Civil Rights  
Cleveland Office  
1350 Euclid Avenue, Suite 325  
Cleveland, OH 44115  
(216) 522-4970  
FAX: (216) 522-2573  
TDD: (216) 522-4944  
E-mail: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)  
Web: <http://www.ed.gov/ocr>

LEGAL
<b>29 U.S.C. 794, SECTION 504 REHABILITATION ACT OF 1973, AS AMENDED</b>
<b>34 C.F.R. PART 104</b>
<b>42 U.S.C. 12101 ET SEQ., AMERICANS WITH DISABILITIES ACT OF 1990, AS AMENDED</b>

**Retaliation**

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation, is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws. © Neola 2014

**Appendix C: WorkKeys Admission Requirements**

2020 Career Development Program Admission Requirements				
Program	Workplace Documents	Math	Graphic Literacy	Test
Cosmetology	4	3	4	COS STATE BOARD
Culinary Arts	3	3	3	Nationally Recognized Credentials
Culinary Fundamentals	3	3	3	Nationally Recognized Credentials
Dental Assisting/Radiography	3	3	3	RADIOGRAPHY
Esthetician	4	3	4	COS STATE BOARD
Manicurists	4	4	4	COS STATE BOARD
Phlebotomy Technician	4	3	4	CPT/NHA
Precision Machine Technology	3	4	3	NIMS
State Tested Nurse Aide	3	3	3	STNA STATE TEST
Welding/Fabrication	3	3	3	WELDING CERTIFICATION TESTS

## Appendix D: Career Development Program Information

### Cosmetology 2020 – 2021

#### Overview of Program

The Cosmetology program is designed to prepare students in the art and science of hair, skin, nails and management of a salon. The Cosmetology program prepares students for licensure as a Cosmetologist through the Ohio State Board of Cosmetology upon successful completion of the state boards. Cosmetologists are trained in the skills of haircutting, styling, and use of cosmetology tools, coloring, waxing, manicuring, pedicures, nail enhancements and make-up applications.

#### Certification/Credentials

Ohio State Board of Cosmetology License

#### Graduation, Completion, and Placement Rates\*

Based on the previous school year's data

Graduation Rate	Total Completion Rate	Graduate Placement Rate	Industry Credential Passage Rate
100%	42%	60%	100%

\*The placement rate is based on those completers who are employed in a field related to their job training program. Actual number of students who are employed after graduation may be higher.

#### Cost of Attendance for Cosmetology

- Program Length = 75 weeks (1 year 45 weeks/900 clock hours)
- Program Clock Hours = 1,500 hours (2 year 30 weeks/600 clock hours)
- Program Length = 45 weeks
- 1 Payment Period = 09/21/2020 – 03/22/2021

Program Begin/End Date 09/21/2020 – 05/19/2022  
2<sup>nd</sup> Payment Period = 03/23/2021 – 09/20/2021

#### Cost for Dependent Student (First Year)

Expenses	Months in Academic Year	Monthly Allowance	Total
Tuition			\$7,794.00
Books			\$250.00
Uniform Top			\$26.00
Cosmetology Kit			\$500.00
CPR Mask			\$15.00
Other Costs for Program			\$75.00 *Estimated
Personal Expenses	12	303.95	\$3,647.40
Room & Board	12	495.58	\$5,946.96
Dependent Care			
Transportation *			\$2,070.00
<b>Total</b>			<b>\$20,324.36</b>

#### Cost for Independent Student (First Year)

Expenses	Months in Academic Year	Monthly Allowance	Total
Tuition			\$7,794.00
Books			\$250.00
Uniform Top			\$26.00
Cosmetology Kit			\$500.00
CPR Mask			\$15.00
Other Costs for Program			\$75.00 *Estimated
Personal Expenses	12	303.95	\$3,647.40
Room & Board	12	972.87	\$11,674.44
Dependent Care			
Transportation *			\$2,070.00
<b>Total</b>			<b>\$26,051.84</b>

\*Transportation is determined by taking the average distance student's travel to attend Lorain County JVS Adult Career Center by how many trips a week times the amount of weeks. Thus 8 trips per week X 45 weeks X 10 miles X 0.575 government mileage rate = \$2,070.00.

- Program Length = 30 weeks
- 1 Payment Period = 09/21/2021 – 01/26/2022

Program Begin/End Date 09/21/2020 – 05/19/2022  
2<sup>nd</sup> Payment Period = 01/27/2022 – 05/19/2022

#### Cost for Dependent Student (Second Year)

Expenses	Months in Academic Year	Monthly Allowance	Total
Tuition			\$5,201.00
Books			\$0
Uniform Top			\$0
Cosmetology Kit			\$0
CPR Mask			\$0
Other Costs for Program			\$174.00 *Estimated
Personal Expenses	9	303.95	\$2,735.55
Room & Board	9	495.58	\$4,460.22
Dependent Care			
Transportation *			\$1,380.00
<b>Total</b>			<b>\$13,950.77</b>

#### Cost for Independent Student (Second Year)

Expenses	Months in Academic Year	Monthly Allowance	Total
Tuition			\$5,201.00
Books			\$0
Uniform Top			\$0
Cosmetology Kit			\$0
CPR Mask			\$0
Other Costs for Program			\$174.00 *Estimated
Personal Expenses	9	303.95	\$2,735.28
Room & Board	9	972.87	\$8,755.83
Dependent Care			
Transportation *			\$1,380.00
<b>Total</b>			<b>\$18,246.38</b>

\*Transportation is determined by taking the average distance student's travel to attend Lorain County JVS Adult Career Center by how many trips a week times the amount of weeks. Thus 8 trips per week X 30 weeks X 10 miles X 0.575 government mileage rate = \$1,380.00.

Program meets licensure requirements in the following States: Ohio.

SOC code: (<http://www.bls.gov/soc/>) 39-5012

Occupational Profile (<https://www.onetonline.org/link/summary/39-5012.00>)

For more information about graduation rates, loan repayment rates, and post-enrollment earnings about this information and other postsecondary institutions please click here: <https://collegescorecard.ed.gov/>

## Culinary Arts 2020 – 2021

### Overview of Program

Students will learn fundamental and advanced cooking and baking/pastry techniques currently being used in the hospitality and baking/pastry industries. During this comprehensive program, students will have the opportunity to earn national recognized certifications in management, marketing, and sanitation. At the end of the curriculum, students will operate our own Buckeye Room Restaurant, including front of the house and food preparation.

### Certification/Credentials

Nationally Recognized Credentials

### Graduation, Completion, and Placement Rates\*

Based on the previous school year's data. N/A because it is a brand new program as of 2020.

Graduation Rate	Total Completion Rate	Graduate Placement Rate	Industry Credential Passage Rate
N/A	N/A	N/A	N/A

\*The placement rate is based on those completers who are employed in a field related to their job training program. Actual number of students who are employed after graduation may be higher.

### Cost of Attendance for Culinary Arts 2020-2021

- Program Length = 44 weeks
- Program Clock Hours = 740 hours
- 1 Payment Period = 01/19/2021 – 06/23/2021

Program Begin/End Date 01/19/2021 – 05/20/2021

2<sup>nd</sup> Payment Period = 06/24/2021 – 12/07/2021

### Cost for Dependent Student

Expenses	Months in Academic Year	Monthly Allowance	Total
Tuition			\$7,500.00
Books			\$904.00
Knife Set			\$100.00
Uniform			\$150.00
Personal Expenses	9	303.95	\$2,735.55
Room & Board	9	495.58	\$4,460.22
Dependent Care			
Transportation *			\$2,024.00
<b>Total</b>			<b>\$17,873.77</b>

### Cost for Independent Student

Expenses	Months in Academic Year	Monthly Allowance	Total
Tuition			\$7,500.00
Books			\$904.00
Knife Set			\$100.00
Uniform			\$150.00
Personal Expenses	9	303.95	\$2,735.55
Room & Board	9	972.87	\$8,755.83
Dependent Care			
Transportation *			\$2,024.00
<b>Total</b>			<b>\$22,169.38</b>

\*Transportation is determined by taking the average distance student's travel to attend Lorain County JVS Adult Career Center by how many trips a week times the amount of weeks. Thus 8 trips per week X 44 weeks X 10 miles X 0.575 government mileage rate = \$2,024.00.



## Culinary Fundamentals 2020 - 2021

### Overview of Program

Students will obtain a solid foundation within the culinary industry in both basic cooking and baking skills. Students will learn about and have the opportunity to earn up to three nationally-recognized industry credentials in marketing; and in sanitation and safety.

### Certification/Credentials

Nationally Recognized Credentials

### Graduation, Completion, and Placement Rates\*

Based on the previous school year's data, but there is no data because it is a new program as of 2020.

Graduation Rate	Total Completion Rate	Graduate Placement Rate	Industry Credential Passage Rate
N/A	N/A	N/A	N/A

\*The placement rate is based on those completers who are employed in a field related to their job training program. Actual number of students who are employed after graduation may be higher.

Cost of Attendance for Culinary Fundamentals 2020-2021

- Program Length = 18 weeks
- Program Clock Hours = 290 hours

Program Begin/End Date 01/19/2021 – 05/20/2021

### Cost for Dependent Student

Expenses	Months in Academic Year	Monthly Allowance	Total
Tuition			\$3,100.00
Books			\$584.00
Knife Set			\$100.00
Uniform			\$150.00
Transportation *			\$828.00
<b>Total</b>			<b>\$4,762.00</b>

\*Transportation is determined by taking the average distance student's travel to attend Lorain County JVS Adult Career Center by how many trips a week times the amount of weeks. Thus 8 trips per week X 18 weeks X 10 miles X 0.575 government mileage rate = \$828.00.

## Dental Assisting/Radiography 2020 - 2021

### Overview of Program

This program prepares students for a chair-side position in a dental office. The course introduces dental anatomy, terminology, dental specialties, chairside assisting, laboratory procedures, infection control, sterilization procedures, dental instruments and mixing dental materials. The course also offers a 7-hour initial training course for a Dental Assistant Radiographer. This is the first step towards obtaining a Dental Assistant Radiographer's certificate in Ohio. BLS Healthcare provider CPR, as well as First Aid and Safety are included.

### Certification/Credentials

First Aid/CPR

### Graduation, Completion, and Placement Rates\*

Based on the previous school year's data

Graduation Rate	Total Completion Rate	Graduate Placement Rate	Industry Credential Passage Rate
80%	80%	75%	N/A

\*The placement rate is based on those completers who are employed in a field related to their job training program. Actual number of students who are employed after graduation may be higher.

### Cost of Attendance for Dental Assisting/Radiography 2020-2021

- Program Length = 21 weeks
- Program Clock Hours = 156 hours

Program Begin/End Date 09/14/2020 – 02/25/2021

Expenses	Weeks in Academic Year	Weekly Allowance	Total
Tuition			\$1,460.00
Books			\$115.00
CPR Mask			\$15.00
Other Costs for Program			\$48.00 *Estimated
Transportation *			\$483.00
<b>Total</b>			<b>\$2,121.00</b>

\*Transportation is determined by taking the average distance student's travel to attend Lorain County JVS Adult Career Center by how many trips a week times the amount of weeks. Thus 4 trips per week X 21 weeks X 10 miles X 0.575 government mileage rate = \$483.00.

## Esthetician 2020 - 2021

### Overview of Program

The Esthetician Program trains students in the performance of skin analysis and facial treatments, body care and make-up. The program prepares the students for career choices in the Cosmetology field of Esthetics in Salons, Spas, Skin Care Clinics and Medical offices performing skin care services. Our students are prepared to sit for the Ohio State Board of Cosmetology Esthetics Exam in Practical services as well as the written exam. Upon passage the students receive a license to practice Esthetics in the State of Ohio, making them employability in this in-demand hospitality field.

### Certification/Credentials

COS State Board

### Graduation, Completion, and Placement Rates\*

Graduation Rate	Total Completion Rate	Graduate Placement Rate	Industry Credential Passage Rate
83%	83%	60%	100%

\* Based on the previous school year's data. The placement rate is based on those completers who are employed in a field related to their job training program. Actual number of students who are employed after graduation may be higher.

Cost of Attendance for Esthetician 2020 - 2021

- Program Info = 30 weeks/600 hours
- 1 Payment Period = 09/28/2020 – 02/02/2021

Program Begin/End Date 09/28/2020 – 05/26/2021  
2nd Payment Period = 02/03/2021 – 05/26/2021

### Cost for Dependent Student

Expenses	Months in Academic Year	Monthly Allowance	Total
Tuition			\$5,995.00
Books			\$360.00
Smock			\$26.00
Esthetics Kit			\$350.00
CPR Mask			\$15.00
Kit for State Board			\$50.00
Other Costs For Program			\$84.00 *Estimated
Personal Expenses	9	303.95	\$2,735.55
Room & Board	9	495.58	\$4,460.22
Dependent Care			
Transportation *			\$1,380.00
<b>Total</b>			<b>\$15,455.77</b>

### Cost for Independent Student

Expenses	Months in Academic Year	Monthly Allowance	Total
Tuition			\$5,995.00
Books			\$360.00
Smock			\$26.00
Esthetics Kit			\$350.00
CPR Mask			\$15.00
Kit for State Board			\$50.00
Other Costs For Program			\$84.00 *Estimated
Personal Expenses	9	303.95	\$2,735.55
Room & Board	9	972.87	\$8,755.83
Dependent Care			
Transportation *			\$1,380.00
<b>Total</b>			<b>\$19,751.38</b>

\*Transportation is determined by taking the average distance student's travel to attend Lorain County JVS Adult Career Center by how many trips a week times the amount of weeks. Thus 8 trips per week X 30 weeks X 10 miles X 0.575 government mileage rate = \$1,380.00.

Program meets licensure requirements in the following States: Ohio. SOC code: (<http://www.bls.gov/soc/>) 39-5094 Occupational Profile (<https://www.onetonline.org/link/summary/39-5094.00>)

For more information about graduation rates, loan repayment rates, and post-enrollment earnings about this information and other postsecondary institutions please click here: <https://collegescorecard.ed.gov/>

## Manicurists 2020 – 2021

### Overview of Program

Learn manicurist skills including how to provide client consultations; nail, hand and feet analysis, nail skincare, products, ingredients, and proper selection of products. Students will learn how to perform hand and arm massages, the art of manicuring and pedicuring, artificial nail enhancements, lacquer and gel polish application; and creative nail art. Students will perform and perfect their skills in our student-operated salon overseen by our experienced instructors. Students will directly work with clients, schedule appointments; and learn hands-on about inventory control; and retail and marketing skills. Successful students will receive a career-technical certificate and be eligible to test for the Ohio State Board of Cosmetology and Barbers Board Licensure Exam.

### Certification/Credentials

COS State Board

### Graduation, Completion, and Placement Rates\*

Based on the previous school year's data. There is no data as it was a brand new program 2019.

Graduation Rate	Total Completion Rate	Graduate Placement Rate	Industry Credential Passage Rate
N/A	N/A	N/A	N/A

\*The placement rate is based on those completers who are employed in a field related to their job training program. Actual number of students who are employed after graduation may be higher.

### Cost of Attendance for Manicurists 2020-2021

- Program Length = 22 weeks
- Program Clock Hours = 200 hours

Program Begin/End Date 09/14/2020 – 02/24/2021

Expenses	Weeks in Academic Year	Weekly Allowance	Total
Tuition			\$2,699.00
Books			\$283.00
Smock			\$26.00
CPR Mask			\$15.00
Manicurist Kit			\$125.00
Other Costs for Program			\$124.00 *Estimated
Transportation *			\$506.00
<b>Total</b>			<b>\$3,788.00</b>

\*Transportation is determined by taking the average distance student's travel to attend Lorain County JVS Adult Career Center by how many trips a week times the amount of weeks. Thus 4 trips per week X 22 weeks X 10 miles X 0.575 government mileage rate = \$506.00.

## Phlebotomy Technician 2020 - 2021

### Overview of Program

The 463 hour Phlebotomy Technician training program is designed to prepare competent entry-level professional phlebotomists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Phlebotomy technicians draw quality blood samples from patients or blood donors and prepare those specimens for medical testing. Many patients have phobias when it comes to blood and needles; and giving blood can be the most difficult part of an office visit. Phlebotomy technicians create an atmosphere of trust and confidence with patients while drawing blood specimens in a skillful, safe, and reliable manner. Upon completion of this program and the National Healthcareer Association (NHA) national exam, entry-level job opportunities are excellent at hospitals, outpatient clinics, or physician's labs. The program includes: Anatomy and Physiology, Medical Terminology, CPR, and a six-week non-paid supervised externship with hours of Monday to Friday 8:00am – 5:00pm.

To satisfactorily complete the Phlebotomy program, students need to master several competencies using a variety of assessment tools. Checklists with a rating scale allow either successful or non-successful completion of steps. Simulation training, hands-on practice with mannequins, peers, family and friends provides validity assuring reliable measures of skill. Course objectives drive the type of performance evaluation chosen. With the improving technologies that allow for more realistic situations, learner experience is provided via simulations emulating actual patient scenarios to promote critical thinking. This is provided by computer-based Virtual Phlebotomy's™ various patient cases and scenarios. The advantage of this evaluation method is a lifelike approach to evaluating learner skills. Students are required to follow proper procedures not only with technique utilizing all OSHA requirements, but also with patient communication and education. Students are required to locate information as provided in patient charts. Both positive and negative feedback is provided by Virtual Phlebotomy™. Additionally, numerous clinical situation exercises are provided to facilitate critical thinking and are provided to students in their textbooks.

### Certification/Credentials

NHA Certification Exam for Certified Phlebotomy Technician  
Provider CPR

### Graduation, Completion, and Placement Rates\*

Based on the previous school year's data

Graduation Rate	Total Completion Rate	Graduate Placement Rate	Industry Credential Passage Rate
71%	71%	64%	N/A

\*The placement rate is based on those completers who are employed in a field related to their job training program. Actual number of students who are employed after graduation may be higher.

### Cost of Attendance for Phlebotomy Technician 2020-2021

- Program Length = 22 weeks
- Program Clock Hours = 463 hours

Program Begin/End Date 09/15/2020 – 02/26/2021

Expenses	Weeks in Academic Year	Weekly Allowance	Total
Tuition			\$4,030.00
Books			\$315.00
Jacket w/JVS Logo			\$34.00
CPR Mask			\$15.00
Onboarding fee for Clinical/Practicum			\$50.00
CPT Certification Exam			\$120.00
Other Costs for Program			\$298.00 *Estimated
Transportation *			\$1,012.0
<b>Total</b>			<b>\$5,874.00</b>

\*Transportation is determined by taking the average distance student's travel to attend Lorain County JVS Adult Career Center by how many trips a week times the amount of weeks. Thus 8 trips per week X 22 weeks X 10 miles X 0.575 government mileage rate = \$1,012.00.

## Precision Machine Technology 2020 - 2021

### Overview of Program

The Precision Machine Technology Program prepares students to work on precision equipment commonly used in the manufacturing setting, to read precision measuring instruments and Blueprints; with the ultimate goal of preparing completing students for positions in today's advanced manufacturing environment.

Lorain County has traditionally been a county whose economy relies heavily on manufacturing. The recession took a heavy toll on the county who saw huge and permanent layoffs in the largest employers Republic and USS Steel, the Ford Motor Company and numerous other automotive suppliers. While the high paying low skill jobs are now a thing of the past, the high skill manufacturing jobs are readily available for those who can fill them. The Precision Machine Technology (PMT) program at Lorain County Adult Career Center consistently prepares students for these high skill positions and the program commonly boasts 100% placement with employers ready to hire students immediately upon the recommendation of the instructor.

### Certification/Credentials

Credentials earned by the students in the PMT Program are certifications through NIMS (National Institute for Metalworking Skills.) Additionally, all students in the PMT program have the opportunity to earn the OSHA 10 hour safety certifications.

### Graduation, Completion, and Placement Rates\*

Graduation Rate	Total Completion Rate	Graduate Placement Rate	Industry Credential Passage Rate
89%	89%	75%	N/A

\* Based on the previous school year's data. The placement rate is based on those completers who are employed in a field related to their job training program. Actual number of students who are employed after graduation may be higher.

### Cost of Attendance for Precision Machine Technology 2020 - 2021

- Program Info = 36 weeks/600 hours
- 1 Payment Period = 09/14/2020 – 12/07/2020

Program Begin/End Date 09/14/2020 – 06/08/2021

2<sup>nd</sup> Payment Period = 12/08/2020 – 06/08/2021

### Cost for Dependent Student

Expenses	Months in Academic Year	Monthly Allowance	Total
Tuition			\$6,335.00
Books			\$287.00
Approximate Supplies Cost			\$830.00
Personal Expenses	9	303.95	\$2,735.55
Room & Board	9	495.58	\$4,460.22
Dependent Care			
Transportation *			\$1,656.00
<b>Total</b>			<b>\$16,303.77</b>

### Cost for Independent Student

Expenses	Months in Academic Year	Monthly Allowance	Total
Tuition			\$6,335.00
Books			\$287.00
Approximate Supplies Cost			\$830.00
Personal Expenses	9	303.95	\$2,735.55
Room & Board	9	972.87	\$8,755.83
Dependent Care			
Transportation *			\$1,656.00
<b>Total</b>			<b>\$20,599.38</b>

\*Transportation is determined by taking the average distance student's travel to attend Lorain County JVS Adult Career Center by how many trips a week times the amount of weeks. Thus 8 trips per week X 36 weeks X 10 miles X 0.575 government mileage rate = \$1,656.00.

Program meets licensure requirements in the following States: Ohio. SOC code: (<http://www.bls.gov/soc/>) 51-4041

Occupational Profile (<https://www.onetonline.org/link/summary/51-4041.00>) CIP code: 48.0501 For more information about graduation rates, loan repayment rates, and post-enrollment earnings about this information and other postsecondary institutions please click here: <https://collegescorecard.ed.gov/>

## State Tested Nurse Aide (STNA) 2020 - 2021

### Overview of Program

The State Tested Nurse Aide Program is designed to prepare students for patient care under the supervision of a nurse. Students learn the latest trends and practices with a hands-on approach. The program is designed for students with or without previous medical experience. Classroom and skills labs include: communication, infection control, safety, personal care, body mechanics, and basic nursing and restorative care. Graduates of this course are eligible to take the Ohio STNA exam.

### Certification/Credentials

State Tested Nurse Aide Certification

### Graduation, Completion, and Placement Rates\*

Based on the previous school year's data

Graduation Rate	Total Completion Rate	Graduate Placement Rate	Industry Credential Passage Rate
96%	96%	79%	N/A

\*The placement rate is based on those completers who are employed in a field related to their job training program. Actual number of students who are employed after graduation may be higher.

### Cost of Attendance for STNA 2020-2021

- Program Length = 6 weeks
- Program Clock Hours = 90 hours

Program Begin/End Date: Many Run Throughout Year

Expenses	Weeks in Academic Year	Weekly Allowance	Total
Tuition			\$930.00
Books			\$60.00
TB Testing, Uniforms, Immunizations			\$240.00 * Estimated
Transportation *			\$207.00
<b>Total</b>			<b>\$1,437.00</b>

\*Transportation is determined by taking the average distance student's travel to attend Lorain County JVS Adult Career Center by how many trips a week times the amount of weeks. Thus 6 trips per week X 6 weeks X 10 miles X 0.575 government mileage rate = \$207.00.

## Welding/Fabrication 2020 - 2021

### Overview of Program

The Welding/Fabrication program prepares students for high-demand, high-wage jobs in the field of welding. Locally, welders are needed in many industries. The Lorain County JVS made a significant investment in the welding lab approximately 4 years ago and the facility is one of the finest training labs for welders in the area. The Welding Fabrication Program provides extensive booth practice time for students and broadly based instruction in safety and various techniques, methods and materials to prepare students for employment in the welding field.

### Certification/Credentials

AWS Certifications

### Graduation, Completion, and Placement Rates\*

Based on the previous school year's data

Graduation Rate	Total Completion Rate	Graduate Placement Rate	Industry Credential Passage Rate
100%	100%	88%	N/A

\*The placement rate is based on those completers who are employed in a field related to their job training program. Actual number of students who are employed after graduation may be higher.

### Cost of Attendance for Welding/Fabrication 2020-2021

- Program Length = 25 weeks
- Program Clock Hours = 180 hours

Program Begin/End Date 09/14/2020 – 03/15/2021

Expenses	Weeks in Academic Year	Weekly Allowance	Total
Tuition			\$4,100.00
Books			\$290.00
Welding Tests			\$255.00
Approximate Supplies Cost			\$300.00
Transportation *			\$575.00
<b>Total</b>			<b>\$5,520.00</b>

\*Transportation is determined by taking the average distance student's travel to attend Lorain County JVS Adult Career Center by how many trips a week times the amount of weeks. Thus 4 trips per week X 25 weeks X 10 miles X 0.575 government mileage rate = \$575.00.



## Appendix E: Title IV Federal Aid/Financial Aid Information

Each student is counseled as to the responsibilities of receiving financial aid. Financial assistance is awarded to bridge the gap or to supplement the amount that a student and his/her family are reasonably able to contribute toward educational expenses. A federally approved system of “need analysis” is used to calculate the Pell Grant award and eligibility for a student loan. In order to perform this evaluation, it is necessary to complete the Free Application for Federal Student Aid (FAFSA) with information concerning income, assets, size of family, number in college, and any unusual circumstances or expenses. Students enrolled who receive Title IV Aid are required to sign an Agreement of Financial Aid Understanding.

Financial Aid Eligible Programs			LCJVS Adult Career Center School Code: 026038	
Staff Contact for Financial Aid	<b>Stephanie Teodecki</b>	Student Services Coordinator	440-774-1051 Ext. 22322	<a href="mailto:steodecki@lcjvs.net">steodecki@lcjvs.net</a>
Cosmetology	Esthetician	Precision Machine Technology		

### For all Title IV Programs (Pell Grants/Direct Loans), an enrolled student must:

- Have financial need, except for some loan programs.
- 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.
- 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.)
- Provide information in order for the school to obtain financial aid history.
- Not have property that is subject to a judgment lien for a debt owed to the United States Government.

### Students who apply for and receive federal financial aid at LCJVS Adult Career Center must understand the following:

- Financial aid may be terminated if it is discovered that there was fraud or misrepresentation by the student on any financial-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 confirm their citizenship status with the Social Security Administration (SSA). The confirmation process is applied when the student submits the Free Application for Federal Student Aid (FAFSA). The Federal processor performs a match with the SSA to confirm the student's citizenship status and social security number. Citizenship issues must be resolved prior to any aid being disbursed. If the 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:

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

- Must 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
- 2. Eligible Noncitizen:**
- A number is sent to the Department of Homeland Security (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 the DHS field office with documentation from student
- 3. 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.

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## Verification Process

Lorain County JVS Adult Career Center is required to verify financial data submitted by the student on the FAFSA application. If a student is selected for verification by the U.S. Department of Education, there will be an asterisk next to the Expected Family Contribution (EFC) on the Student Aid Report (SAR) and Institutional Student Information Record (ISIR). Students may need to submit documentation to verify the accuracy of the information provided on the FAFSA. In addition to income, other items that may need to be verified include identity, high school completion status, household size, number in household enrolled in college, and child support paid. Students will be informed if they have been selected for verification and will be required to fill out the appropriate verification worksheet and submit the necessary documentation. The Student Services Coordinator has the right to verify any student if information submitted on the FAFSA contains discrepancies so that these are resolved prior to awarding aid. The verification process is a federal regulation and is required to be completed so that a student may receive federal financial aid. Without the verification process being completed, no financial aid can be processed on the student's behalf. Students should contact the Student Services Coordinator with questions regarding this process.

## Professional Judgment/Change in Circumstance

Financial aid officers are authorized to use professional judgment on a case-by-case basis to adjust certain data fields for a student who has experienced special or unusual circumstances such as a significant loss of income due to job loss. If a student believes they have a special circumstance, he/she must contact the Student Services Coordinator to schedule an appointment to review the situation. Appropriate documentation must be provided in order for any adjustments to be considered or made. At the appointment, the student must complete the Financial Aid Special Consideration Form to explain the special circumstance being reviewed. The student is required to provide evidence as to what his/her income (or parent's income) will be during the 12 month period that begins with the student starts class.

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## Types of Financial Aid

### A. Federal Pell Grant Program

- The Pell Grant is awarded with no repayment expected.
- This program is designed to provide a "floor" upon which other financial aid programs are built.
- The maximum award for 2020-2021 is \$6,345 for a 900+ clock-hour program and \$4,229 for a 600 clock-hour program.
- 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.nslds.ed.gov](http://www.nslds.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.

### B. William D. Ford Direct Loan Program – Stafford Loans

1. **Direct Subsidized Stafford Loan\*** - A subsidized loan is awarded on the basis of need. A student may be eligible to request a maximum of \$3,500 for the first year of undergraduate study. There is no interest charged while the student is in school at least half time or during authorized periods of deferment. Repayment usually begins six months after the borrower ceases to be enrolled in the program.
2. **Direct Unsubsidized Stafford Loan\*** - An unsubsidized loan is not awarded on the basis of need, and the student is responsible for interest that accrues during in-school, deferment, grace, and repayment periods. The unsubsidized loan is the difference between the cost of attendance and other aid (including subsidized loan) not to exceed a total of \$5,500 for a dependent student and \$6,000 for an independent student, for the first year of

undergraduate study. Repayment usually begins six months after the borrower ceases to be enrolled in the program.

3. The fixed rates for loans first disbursed on or after 7/1/2020 are: Subsidized: 2.75% Unsubsidized: 2.75%. Loan origination fee is 1.059% for any loan disbursed on or after October 1, 2019 and before October 1, 2020. Loans disbursed on or after October 1, 2020 and before October 1, 2021 will be 1.057%.

## Applying for Financial Aid

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To apply for a Federal Pell Grant and/or Direct Stafford Loans, a student must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA may be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.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. Full awards are made only if the student is attending a program of at least 900 clock hours. A student entering a program of less than 900 hours will receive a proportionately reduced award.

1. **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.
  - a. 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.
  - b. If you do not meet any of the above criteria, then you are automatically considered a **"Dependent Student"** and your parents must complete the parental information section of the FAFSA and provide their financial information.
2. **The Concept of "Needs Analysis"** - Needs Analysis is based on a simple formula of the student's cost of attendance minus the expected family contribution as determined by the FAFSA. The end product is what the student is eligible for in financial assistance. Below is a detailed breakdown:
3. **Cost of Attendance** - The cost of attendance (COA) is not the bill that you may get from Lorain County JVS Adult Career Center; it is the total estimated amount it will cost you to attend during a typical period of enrollment, including both direct and indirect costs (indirect costs include, but are not limited to, housing, meals, and transportation). The COA includes tuition and fees; a housing and food allowance; allowances for books, supplies, transportation, and loan fees; and other educational costs.
4. **Expected Family Contribution** - The Expected Family Contribution (EFC) is a measure of your family's financial strength and is calculated according to a formula established by law. Your families taxed and untaxed income, assets, and benefits are all considered in the formula. Also considered are your family size and the number of family members who will attend college during the year. The information you report on your Free Application for Federal Student Aid is used to calculate your EFC. *\*Note: Your EFC is not the amount of money your family will have to pay for college nor is it the amount of federal student aid you will receive. It is a number used by your school to calculate the amount of federal student aid you are eligible to receive.*

## Title IV Loan Code of Conduct

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Lorain County JVS Adult Career Center adopts and adheres to the Code of Conduct established by the National Association of Student Financial Aid Administrator's (NASFAA).

## Direct Loan Entrance Counseling and Master Promissory Note (MPN)

First time Direct Student Loan borrowers will need to complete both entrance counseling and a master promissory note through [www.studentloans.gov](http://www.studentloans.gov) before any loan funds will be disbursed to Lorain County JVS Adult Career Center. The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s); for instance, it will include information on how interest is calculated, when interest is charged, available repayment plans, and deferment and cancellation provisions. You can borrow additional Direct Loans on a single MPN for up to 10 years. It's important to understand that when you sign an MPN you're promising to repay all loans that are made under that MPN. As stated the MPN, you must repay your loan even if

- You don't complete your education
- You can't get a job after you leave school, and/or
- You didn't like the education you received

Before – or at the time of – the first disbursement of your loan, you'll receive a disclosure statement that gives you information about any loan that the school plans to disburse under your MPN, include the loan amount, fees, and the expected disbursement dates and amounts.

## Entrance and Exit Loan Counseling Sessions

Recipients of the Federal Stafford Student Loans are required by Federal regulations to complete Entrance and Exit Loan Counseling sessions. The counseling sessions can be completed online at [www.studentloans.gov](http://www.studentloans.gov). Entrance counseling must be completed prior to the student receiving the loan proceeds. An Exit session must be completed at the time of graduation or at the time of departing school. A hold will be placed on the student's passport if the Exit session is not completed at that time. Information provided at these sessions will include but is not limited to:

Entrance Counseling	Exit Counseling
Overview of all sources of aid	Financial planning for loan repayment
Terms/conditions of various loan programs	Loan repayment obligations
Loan application process	Repayment options
Repayment obligations	Deferment/Forbearance/Cancellation provision
Obligation to keep lender informed	Obligation to keep lender informed
Obligation to maintain satisfactory progress	Consequences of delinquency/default
Personal financial planning	Name and address of lender
Importance of keeping loan documents	Estimated monthly payment information
Borrower's rights and responsibilities	Information on Ombudsman
Consequences of delinquency/default	
Master Promissory Note function	

- **Default** - Failure to repay a loan according to the terms agreed to in the promissory note. For most federal student loans, you will default if you have not made a payment in more than 270 days. You may experience serious legal consequences if you default.
- **Deferment** - A postponement of payment on a loan that is allowed under certain conditions and during which interest does not accrue on Direct Subsidized Loans, Subsidized Federal Stafford Loans, and Federal Perkins Loans. All other federal student loans that are deferred will continue to accrue interest. Any unpaid interest that accrued during the deferment period may be added to the principal balance (capitalized) of the loan(s).
- **Forbearance** = A period during which your monthly loan payments are temporarily suspended or reduced. Your lender may grant you a forbearance if you are willing but unable to make loan payments due to certain types of financial hardships. During forbearance, principal payments are postponed but interest continues to accrue. Unpaid interest that accrues during the forbearance will be added to the principal balance (capitalized) of your loan(s), increasing the total amount you owe.

## National Student Loan Data System (NSLDS)

Federal law requires that all student loan records be submitted to NSLDS. The information is accessible by guaranty agencies, lenders, schools, and third party servicers who are authorized users of the data system. Students may access their own

records at [www.nsls.ed.gov](http://www.nsls.ed.gov). Under the U.S. Department of Education Regulations that became effective on July 1, 2014, schools are required to report enrollment statuses to NSLDS at least every 60 days. Lorain County JVS Adult Career Center adheres to these regulations by updating or submitting enrollment records and/or statuses at least every 60 days. The Student Services Coordinator updates enrollment records and/or statuses via the NSLDSFAP Online Enrollment Reporting website.

### 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. Students taking out a Direct Student Loan will receive information regarding their loan servicer from the U.S. Department of Education. The U.S. Department of Education applies a loan origination fee to all student loans before the funds are sent to the school.

### Disbursement of Funds

At Lorain County JVS, all federal financial aid funds are disbursed by the Treasurer's Office. Students that have taken out federal student loan amounts exceeding the tuition cost will be refunded the excess amounts once their account is paid in full for the payment period. These students will be sent a check in the mail to the address on file in the Adult Career Center.

### Credit Balance Policy

A credit balance occurs when the amount of funds that is applied to a student's account exceeds the amount the student owes for tuition and other required institutional charges. When a credit balance exists, a refund is made to the student within 14 days.

### Federal Return of Title IV Funds Policy

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Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws from a program, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. The last day of attendance is the official withdrawal date. Financial aid only covers the percent of class hours scheduled up to the date of withdrawal. A student withdrawing is responsible for the difference between any monies owed to the school as determined by the withdrawal policy and any financial aid that has been earned based on the official program withdraw date. **Note: The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.**

Federal financial aid recipients who withdraw or are administratively withdrawn prior to completion are subject to the Return of Title IV Funds (R2T4) policy. The policy calculates how much Title IV aid a recipient has earned for the period that he/she was enrolled in class. At LCJVS, Title IV aid subject to R2T4 calculations include Federal Pell Grants and Federal Direct Loans. If a recipient of Title IV (Pell Grant or Direct Loan) funds withdraws after beginning to attend the program, the amount of Title IV grant or loan assistance earned by the student must be determined. The return calculation will be completed based upon a student's official or unofficial withdrawal from their program. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned.

- Any grant amount the student has to return is considered a Federal Title IV grant overpayment and arrangements must be made with the school or the U. S. Department of Education to return the funds. The school will return Title IV funds within 45 days to the programs from which the student received aid during the payment period or period of enrollment, as applicable, in the following order up to the net amount disbursed from each source: • Unsubsidized Federal Stafford Loans • Subsidized Federal Stafford Loans • Federal Pell Grants
- If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is entitled to receive a post-withdrawal disbursement of the earned aid that was not yet disbursed. Grant funds will be applied to their tuition account to settle any tuition still owed the school as a result of the student's withdrawal. If the funds are due from the federal loan program, the student will be notified within 30 days of the date the school determined that the student had withdrew. The student is required to provide the school with written authorization for a post-withdraw disbursement of loan funds, allowing the school to disburse the funds. The school will apply the funds to pay any balance owed to the school at that time.

The amount of federal financial aid that the student earns is determined on a percentage basis. A student who is enrolled at least 60% of the scheduled hours in a period of enrollment earns 100% of the Pell Grant and Direct Loan funds awarded for that period. A student who withdraws after the 60% point of the program is responsible for any remaining balance owed to the school. If a student who withdraws was enrolled for less than 60% of the scheduled hours in the period of enrollment, the school will prorate the amount of the student's aid by the percentage of scheduled hours completed as of the official withdraw date. In this case, the school will prorate the amount the student owes based scheduled hours as of the date of withdrawal.



## Appeal for Loss of Financial Aid

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Any student who fails to make Satisfactory Academic Progress (SAP) 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. 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, he must write a letter to the Director of Adult Education including the reasons that prevented him from meeting SAP standard, including supporting documentation. The student should also share a plan as to how SAP will once again be restored if the director chooses to reinstate financial aid. If the director approves the reinstatement of financial aid 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 probationary conditions are met and SAP has been restored by that time. 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. If the Director denies the appeal, the student will be expected to personally finance the remainder of the course or be withdrawn from the program.

## Overpayments and Fraudulent Cases

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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. In cases where a student misrepresents or falsifies information in order to alter financial aid eligibility, the student will be reported to the U.S. Department of Education. By submitting purposely false or misleading information on the Free Application for Federal Student Aid (FAFSA), the individual is subject to a \$20,000 fine, prison sentence, or both. If a student receives financial aid based on inaccurate information, he/she will be required to repay the portion of aid that should not have been received.

## Unusual Enrollment History Policy

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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 a 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 Student Services 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 Adult Career Center 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 Student Services Coordinator has the authority to request missing official academic transcripts from the student. The Student Services Coordinator is able to determine if academic records are missing by reviewing data from the National Student Loan Data System (NSLDS).

Students will be ineligible for financial aid until all required transcripts are received. Once all required academic transcripts are received, the Student Services 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 providing 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:
  - The reason(s) why the student was unable to earn passing grades; and
  - 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 Student Services Coordinator. Students who have lost their eligibility for financial aid will be notified in writing by the Student Services Coordinator.

If a student is denied Title IV aid for Unusual Enrollment History, the student may attend a full-time 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.

#### **Appendix F: Emergency Reference Sheet**

<b>Situation</b>		<b>Action</b>
Blood & Bodily Fluids	Notify Administration	Secure Area. Wash hands.
Bomb Threat	Call 333	If evacuation is ordered, avoid use of cellular phones, portable radios, pagers, etc. Do not turn off lights.
Fire & Explosion	Call 333	Follow posted procedures to evacuate.
Hazardous Materials Emergency	Call 333	Evacuate students in area if possible. Notify Administration.
Hostage Situation	Call 333	Evacuate students in area if possible. Notify Administration.
Intruder/Unauthorized Visitor	Notify Administration	Direct/escort subject to office.
Lock-Down	Yellow – Call 333 Red - Call 333	Remain in assigned areas. Remain in assigned area, lock doors, turn off lights, and move to secure area of room.
Suicide/Suicide Attempt	Call 333	Notify Administration
Tornado/Severe Weather		Follow posted procedures to designated safe areas.
Weapon	Call 333	Notify Administration

#### **Agency/Local Facilities Emergency Numbers**

Lorain County Sheriff's Office 440-323-1212  
 Ohio State Highway Patrol 440-365-5045  
 Wellington Fire Department 440-647-2245  
 Oberlin Municipal Power 440-775-7260  
 Oberlin Water 440-775-7291  
 Columbia Gas of Ohio 800-344-4077  
 Poison Control Center 800-222-1222  
 American Red Cross 440-324-2929  
 Allen Medical Center 440-775-1211 Emergency Room: 440-775-9110  
 EMH 440-329-7500  
 Community Health Partners Regional Medical Center 800-431-9105  
 Lorain County Health Department 440-322-6367  
 Lorain County Emergency Management Agency 440-329-5117 or 440-322-8154  
 Lorain County Children Services Day: 440-983-5340 Evening: 440-329-2121