



Lorain County JVS Adult Career Center Default Prevention & Management Plan 2024

Scope

The Lorain County JVS Adult Career Center creates opportunities for students to achieve success in their careers. The Default Prevention and Management Plan provides the Adult Career Center (ACC) with the activities, techniques, and tools to promote student and school success and reduce student loan defaults in the Federal Family Education Loan (FFEL) and William D. Ford Federal Direct Loan (Direct Loan) programs.

The school contracts with Wright International Student Services Default Management Services, (WISS), www.wiss.info. WISS tracks, contacts and arranges payment(s) with students who have defaulted on student loans.

WISS Procedure for Contacting Students

Step 1: Gathering Data

The LCJVS Adult Career Center every month pulls two reports (school portfolio and delinquent borrowers) from the NSLDS system. The reports are uploaded into a secure link that is sent out every month by WISS. This data in the reports being sent to WISS includes:

- SSN
- Address
- Date of Birth
- Last Day of Attendance
- Name
- Telephone
- Servicer of the Loan
- Number of Loans Outstanding

References will be requested on a case-by-case basis and that information can be found on the student's submitted Master Promissory Note (MPN). If ACC receives information from its guarantor or lender that a loan is delinquent they immediately send this information to WISS.

WISS loads each account on tracking systems. Confirmation is made with the servicer to determine the status of each student's account. The initial contact with the servicer serves to confirm the account status and collect any current information helpful in the process. Each account will be tracked until the applicable cohort period has ended. WISS keeps the accounts out of default until they can no longer harm the CDR (cohort default rate).

Step 2: Account Assignment

Once WISS has identified a student that is past due, the student's account is assigned to a WISS representative. When a student calls on any line including the toll free number, the call is transferred to the student's own personal WISS representative.

Step 3: Contact

When contact is made with the student, the WISS representative makes a polite introduction to assure the student that this is not a collection call. The representative discusses the student's rights, emphasizing the many alternatives that are available to them (payments, deferment, forbearance, and IBR options). Once a plan of action has been established, the representative initiates a conference call between the student, the WISS representative and the servicer of the loan. With all three (3) parties connected, the WISS representative requests that the servicer send proper forms to the student. In a majority of cases, this will be the first telephone contact between the student and the servicer.

If initial attempts at telephone contact are unsuccessful, a letter is sent introducing WISS and the representative asking the student to call us toll free. Additional telephone calls are attempted if it is believed that the number is a valid working number. All the proper deferment and forbearance forms are sent to the student with a postage paid envelope.

If the telephone number is found to be invalid or returned mail is received a "DEEP SKIP TRACE" is attempted. This includes attempts to contact, by both mail and telephone, all references provided by ACC. In addition, WISS will access a database of billions of current and historical records that helps us locate students with old or partial information. WISS also accesses more than 98 million telephone numbers that are not included in directory assistance including millions of unpublished and cell phone numbers.

Step 4: Follow Up

After a reasonable time, WISS confirms receipt of appropriate documents or payments processed. This is accomplished by contacting the servicer of the loan to check the account status. If the account has been successfully processed, ACC is notified.

If the student account has not been brought current, forborne, deferred or put in an IBR, the student is contacted again and this process is repeated from STEP TWO if required. In addition, a series of letters are sent to educate the student, emphasizing the desire to assist the student and stressing his or her rights and responsibilities. WISS will continue to call, send letters and skip trace the students until WISS can help them. WISS does not limit the number of calls or letters and WISS will not quit until the student is current or defaults.

School Strategies to Prevent Student Default and/or Aid in the Collection of Outstanding Loans

LCJVS Adult Career Center offers financial literacy information through a combination of counseling, written and electronic publications, and the following resources:

- Estimate of required monthly payments on the borrower's loan balance
- Calculators to help estimate and manage debt
- Loan servicer information
- Contact information for delinquency and default prevention assistance on campus
- U.S. Department of Education publications, i.e. "Repaying Your Student Loans"

Entrance Counseling: All students are required to complete an online entrance counseling session prior to their student loans being certified at www.studentaid.gov. Information about loans and required counseling is distributed during a financial aid appointment. Financial aid information regarding signing of the Master Promissory Notes, Entrance and Exit Counseling, interest rates,

loan repayment, loan servicers, consequences of default, attendance policy, satisfactory academic progress policy, and withdrawing early from the educational program are additionally provided in the Student Handbook. The Student Services Supervisor confirms/prints confirmation of the student completing the entrance counseling and signing of the Master Promissory Note. These items are kept as financial aid records in the student's file.

Exit Counseling: All students are required to complete online exit counseling at www.studentaid.gov. Students may not receive their completion portfolios unless exit counseling is completed. The Student Services Supervisor provides a hand-delivered letter to each student after their second disbursement of aid to inform students of the federal requirement of exit counseling, a snapshot of loan(s), and servicer contact information. If the student fails to do exit counseling on their own time, the Student Services Supervisor will pull the student from class to complete online in his/her office. Students are referred to the "Exit Counseling Guide for Direct Loan Borrowers" online or can request a hard copy from the Student Services Supervisor.

LCJVS Adult Career Center reports enrollment information to Federal and State organizations and loan servicers as required by regulations. Enrollment information is reported and updated on the National Student Loan Data System (NSLDS) website.

LCJVS Adult Career Center reviews the enrollment information on the NSLDS website to report any changes or corrections to borrowers' information at least every 60 days. The school compares the student records from NSLDS to institutional records to determine if any corrections are required to assure that data is accurate so that borrowers enter repayment in the correct cohort year, and the school receives accurate cohort default rates.

Early Stage Delinquency Assistance (ESDA) begins at the time of separation or early in the grace period. This is a highly focused effort by LCJVS Adult Career Center, WISS, lenders and guarantors to assist borrowers getting ready to enter into repayment. When possible, the school provides further loan counseling, financial literacy education, and support to help decrease the chances of later loan default.

Late State Delinquency Assistance (LSDA) is used to assist WISS and loan servicers who have lost contact with some borrowers. The school provides recent contact information, if available, as requested by lenders and loan servicers. The school can serve as a liaison between delinquent borrowers and WISS through personal contact with former students, when possible, to let them know there are repayment options and help is available for them.

LCJVS Adult Career Center collects and maintains student contact information throughout enrollment. This includes home and cell phone numbers, e-mail addresses, names and phone numbers of family and/or friends. Students are asked to update contact changes as soon as possible with the ACC office. The school continues to work with and provide requested information to lenders, WISS, and loan servicers to identify delinquent and hard-to-reach borrowers to assist with repayment options and obligations.

LCJVS Adult Career Center examines the draft and official Cohort Default Rate (CDR) data to ensure that the rates are accurate and include the correct borrowers and loan amounts.

LCJVS Adult Career Center continues to work with WISS to improve student default rates.

Annual Review, Evaluation, Revision and Availability of Plan

All plans are reviewed annually to ensure their alignment with the district's and stakeholders' needs and feedback. Updated plans are shared with staff and students as applicable at their respective orientation sessions. Copies of plans are available on the Adult Career Center's website or by calling the Adult Career Center's office.



Lorain County JVS Adult Career Center Effectiveness of Student Services Plan 2024

Scope

The Lorain County JVS Adult Career Center creates opportunities for students to achieve success in their careers. To ensure the effectiveness of Student Services, the institution follows a written plan that is evaluated on an annual basis.

Staff Responsibilities for Coordination of Student Services

The Lorain County JVS Adult Career Center employs a full-time Student Service Supervisor. The Student Service Supervisor is responsible for the coordination of services including financial aid and student advising. The Supervisor is also responsible for maintaining accurate records regarding attendance and retention and ensures that all student records contain and maintain the necessary information and documentation for program compliance and reporting. An Adult Career Center Supervisor facilitates the delivery of a student orientation for all career development programs.

Counseling Services

The Lorain County JVS Adult Career Center contracts for counseling services with licensed counselors available to students during both daytime and evening hours. The Counselor provides career counseling and career exploration information to prospective and current students. The Counselor also helps students address personal issues and challenges, and navigate available community resources and services. She/he may also present seminars and workshops that help students attain program success.

How the Effectiveness of Student Services is Monitored, Measured and Shared

All students enrolled in career development programs complete an enrollment satisfaction survey shortly following the beginning of classes and a program satisfaction survey prior to program completion. Those students enrolled in 200+ hour programs are also surveyed at the midpoint. Each of these surveys seeks feedback about a student's overall experience inclusive of student services.

Survey results are reviewed by the Adult Career Center Director and shared with the appropriate Adult Career Center personnel. Strategies to improve delivery are designed and implemented as issues are discovered.

Annual Review, Evaluation, Revision and Availability of Plan

All plans are reviewed annually to ensure their alignment with the needs of the Adult Career Center and its stakeholders. Copies of plans are available on the Adult Career Center's website or by calling the Adult Career Center office.



Lorain County JVS Adult Career Center Student Retention Plan 2024

Scope

The Lorain County JVS Adult Career Center creates opportunities for students to achieve success in their careers. A written plan for monitoring student retention is utilized to ensure program completion targets are achieved. The plan is evaluated annually and revised with input from students and staff, and the results are shared with stakeholders.

Overview of Student Retention Practices and Staff Responsibilities

1. The Student Services staff is responsible to monitor and remediate any issues with student retention. The following practices are in place to ensure compliance with retention goals.
2. If a student misses class the instructor is the first point of contact. If after several attempts the instructor is not able to reach a student, the instructor will then make a referral to student services.
3. The Student Services Supervisor tracks attendance weekly. Attendance is the main reason for student withdrawal effecting retention.
4. It is critical that the program instructors monitor attendance daily to prevent compliance issues. Nevertheless, if any student is in jeopardy of falling below the required attendance in a program, the Student Services Supervisor notifies the instructor.
5. If the instructor has already spoken with the student and feels they need additional services, the Student Services Supervisor arrange for the student to meet with a Counselor.
6. Depending on the severity of the issue, students would receive a warning letter from the Student Services Supervisor notifying the student of the concern. Attendance monitoring will continue.
7. A student may be administratively withdrawn for missing three or more consecutive program days and no established communication has occurred between student and school personnel within 14 calendar days of the last date of attendance, missing eight or more consecutive days, being absent for over 10% of total clock hours of the program, or for violation of school or classroom rules or policies. Any student who is administratively withdrawn has the right to appeal the decision by meeting with the Adult Career Center Director. If a student chooses to appeal, a written request must be submitted within three days. The Adult Career Center Director has the right to accept or deny any appeal. Any student whose appeal is accepted would be reinstated with a Student Success Plan in place.
8. In addition to attendance monitoring, students participate in several online surveys throughout their program. Upon completion of each class survey, results are reviewed by the Director and identified issues are addressed.

How the Student Retention Plan is Monitored, Measured and Shared

Input from Students

All students are asked to fill out an exit survey. These are done towards the end of the program. If a student initiates withdrawal or is administratively withdrawn, attempts are made to collect information as to why the student was withdrawn by phone or email.

Students also fill out periodic class surveys including an end of course survey. The data garnered from these surveys is reviewed to determine what changes may be necessary to improve program retention as well as other service delivery.

Input from Instructors

This retention data and student input is reviewed with instructors on a regular basis, and immediate issues discussed to determine what action needs to take place.

Annual Review, Evaluation, Revision and Availability of Plan

All plans are reviewed annually to ensure their alignment with our stakeholders' needs and feedback. The updated plans are shared with staff during their annual fall opening meeting. All plans are available on the Adult Career Center's website or by calling the Adult Career Center office.



Lorain County JVS Adult Career Center Follow-Up Plan 2024

Scope

The Lorain County JVS Adult Career Center creates opportunities for students to achieve success in their careers. The Follow-Up Plan is utilized to ensure that follow up is systemic and continuous.

Staff Responsibilities for Coordination of Follow-Up Activities

The Student Services Supervisor is responsible for verifying compliance with the Follow-Up Plan. The Student Services Supervisor and other members of the Adult Career Center staff work with the Career Services Department in the collection of data to help improve, track, continuously monitor student completion, placement and licensure, student satisfaction, and employer satisfaction. The data gathered helps to build strong partnerships and ultimately better programs leading to improved outcomes for students. Completion, placement and licensure data is shared with instructors and reviewed during the spring occupational advisory committee meetings.

AGENCY	TASK/REQUIREMENT	RESPONSIBLE STAFF	TIMELINE
COE	Completion Placement Licensure Tracking	Instructors Administrative Assistants Career Services Specialist	Continuous and due annually per COE requirements
Ohio Department of Higher Education	HEI Reporting	Supervisors Instructors Administrative Assistants Career Services Specialist	Continuous uploads to HEI during the year. All data from previous year submitted by September.
Ohio State Cosmetology and Barber Board	Hours State Board Applications/Transcripts	Cosmetology/Esthetician Coordinator Administrative Assistant	After program completion
Ohio Department of Health	Hours and Test results	STNA Coordinator	End of program and every six months

Methods of Collection

The steps are:

1. Students are informed during program orientation of follow up procedures and the importance of data collection for accreditation and continuous improvement.
2. The Student Services Supervisor reviews instructor attendance records weekly and enters individual attendance in a spreadsheet to monitor for retention rates.
3. Students in a 200+ hour program participate in a mid-class survey that include questions of satisfaction, instructor effectiveness, placement goals and future education plans.
4. Near or on the last day of class, students are asked to complete an exit survey that includes questions of satisfaction, instructor effectiveness, placement and placement goals and future education plans.
5. Instructors report completion, licensure and placement to the office staff for compliance and accreditation reporting.
6. The program instructor, Administrative Assistants and Career Services Specialist follow up with students and assist those still seeking related employment.
7. Instructors, Administrative Assistants and the Career Services Specialist make individual phone calls and/or emails to students whose placement status is unknown.
8. An Administrative Assistant follows up with any completer who has not been placed to see if there has been a change in the status, reminds them that there is placement assistance and then updates their file.
9. Updated student data is entered in the HEI system and then used for the COE annual report or other reporting requirements.

Methods of Collection of Program Effectiveness Data and Methods of Assessing Student and Employer Satisfaction

From Completers

Students complete an exit survey that include questions of program and instructor effectiveness. All students complete the anonymous survey on classroom computers or in the building's Tech Center.

From Employers of Completers

Follow up with the employer occurs two ways: The Career Services Specialist and/or instructor participates in random site visits where students have been placed. Twice a year, employers are encouraged to participate on the program advisory committee where recommendations to improve program effectiveness are reviewed for implementation.

Annual Review, Evaluation, Revision and Availability of Plan

All plans are reviewed annually to ensure their alignment with the needs of the Adult Career Center. Copies of plans are available on the Adult Career Center's website or by calling the Adult Career Center office.



Adult Career Center

Lorain County JVS Adult Career Center Media Services Plan 2024

Scope

The Lorain County JVS Adult Career Center is committed to supporting the educational needs of students with access to the most current educational materials, instructional resources and supplies, and electronic equipment and technology.

Availability of Services

Lorain County JVS Adult Career Center provides students and instructors with resource materials and equipment to enhance program curricula. The Information Technology department (IT) is available to visit individual classrooms to instruct students and instructors on the available resources. IT hours are comprehensive to support daytime and evening classes.

Outside of classroom hours, students have access to computers for classroom work by signing in at the Adult Career Center office where the Director or supervisor will open a computer lab for the students. Students and staff can also utilize ACC iPads and laptops.

The list of resources available to students is available on the website and individual program instructors familiarize their students with the specific resources that support their programs.

Variety of Current & Relevant Educational Materials

All programs have program-specific educational materials in the classroom and/or lab. Print resources and audiovisual materials are housed in the individual program classrooms. In addition, Internet resources are accessible online from a home, classroom or mobile device.

Faculty may request additional educational materials by submitting a requisition form to the Adult Career Center for purchases throughout the school year.

Person Responsible for the Implementation and Coordination of the Media Services

The Adult Career Center Director and Director of Technology are responsible for the coordination of media services.

Roles and Responsibilities of Staff Members

Adult Career Center Director – coordinates media services, approves media resource purchases and oversees budgetary support for those purchases.

Director of Technology – coordinates media and technology services for the District, provides technical infrastructure for media resources.

IT Support Technicians - provide classes/instructors assistance on software, hardware or other media/technology needs; service IT Helpdesk tickets; and provide password/login assistance.

Instructional Technology Coordinator - provides workshops and training to those classes/instructors that request assistance on specific software and hardware.

Program Instructors – implement media resources into their programs (as applicable), request training and submit IT Helpdesk tickets for students, request media resource purchases.

Orientation for User Groups

Instructors – instruction for Internet access and email is available in the Staff Handbook. Other technologies are presented at staff meetings throughout the year as needed. A link to the IT Helpdesk is available on the JVS website homepage.

Students – receive instruction to technology and Technology Use Agreements during Program Orientation on the first night of class and throughout the year as needed. A link to the IT Helpdesk is available on the JVS website homepage

Others – Support staff receive specialized training on job-specific software at staff meetings throughout the year as needed.

Facilities and Technical Infrastructure Essential for Media Services

Each lab has a related classroom for academic content delivery and for access to multimedia. For the industrial programs, these rooms are constructed over the labs with windows so an instructor can work with students in the classroom, but still visually monitor the lab. The classrooms are equipped with interactive displays and the means to show video resources. The medical and cosmetology programs have rooms adjacent to their labs.

The IT department supports online learning and research, and individual labs are used by the Adult Career Center for Resume Workshops, Surveys, Loan Exit Counseling and other activities which require all students to be on computers. There is a specific generic log in for adult students, all of whom sign a technology user agreement as part of their orientation paperwork, so students can access the Internet as needed. There is also a guest networks for students who wish to use their own devices for non-educational communication.

Annual Budgetary Support

The purchase, replacement and/or repair of technology and media resources are appropriated between the Adult Career Center and the IT budget depending on whether it is a district level purchase or a classroom level expense. Budgetary support for classroom materials and media is provided in the Adult Career Center budget.

Annual Review, Evaluation, Revision and Availability of Plan

All plans are reviewed annually to ensure their alignment with the needs of the Adult Career Center and its stakeholders. The updated plans are shared with staff and students as applicable. Copies of plans are available on the Adult Career Center's website or by calling the Adult Career Center office.



Lorain County JVS Adult Career Center Operation & Maintenance of Physical Facilities Plan 2024

Scope

The Lorain County JVS Adult Career Center creates opportunities for students to achieve success in their careers. The Adult Career Center follows a plan that ensures the operation and maintenance of the physical facilities and the technical infrastructure. The plan is continuously monitored and revised as needed.

Personnel

Facilities Committee – The Lorain County Joint Vocational School District maintains a Facilities Committee, comprised of four current board members, the Deputy Superintendent, Superintendent, and Maintenance Supervisor. This committee, formed in January 2014 by the Superintendent, oversees the adequacy and improvement of the school’s facilities.

Deputy Superintendent – works with the Facility Committee chairperson to develop agendas and run the Facility Committee meetings. The Deputy Superintendent is responsible for all school operations including; Human Resources, Facilities, Security, Maintenance, Housekeeping and other duties as assigned. The Maintenance Supervisor and Housekeeping Supervisor report directly to the Deputy Superintendent. (Reference Job Description)

Director of Technology – Supervises a staff of three full time employees and one part-time employee. The Director of Technology is responsible for all technology and related issues affecting the school district. (Reference Job Description)

Maintenance Supervisor – Supervises a staff of six full time employees. Three Maintenance technicians, two warehouse employees and one exterior grounds staff member. The Maintenance Supervisor is responsible for all facility and maintenance related issues. (Reference Job Description)

Security – The District employs a full-time Deputy Sheriff as the School Resource Officer for the High School. Several Lorain County Sheriff Deputies are contracted independently to provide security in the evenings for our Adult Career Center programs. In addition, there is always an individual in the building 365 days a year, 24 hours a day. Lastly, during the regularly scheduled high school calendar day, the District employs two full time security guards to monitor everyone that comes into the facility by vehicle.

Equipment & Supplies

Safety equipment and supplies are maintained throughout the campus as supported by Board Policy: Po7410 Maintenance. Equipment and supplies include fire extinguishers, AED/First Aid kits, and eyewash stations. Additional safety equipment such as sneeze guards, face masks, face

shields, sanitizing stations, expanded nurse's station and signage have been implemented to help with COVID-19 related issues.

Relevant State Law

Health & Safety Inspection – Lorain County JVS is regularly inspected by the Lorain County General Health District and provided a written report on any potential areas of concern. The Lorain County Joint Vocational School has also asked the Bureau of Workers Compensation through the PERRP (Public Employer Risk Reduction Program) to conduct two comprehensive safety audits of the facility in the past ten years. In addition, the District hired Safety Consultants Inc. in 2016 to assist in updating SDS sheets and various safety procedures and protocols.

Fire Inspection – Lorain County JVS falls under the Wellington Fire Department local fire jurisdiction and the Wellington Fire Department provides us with direct response to regularly scheduled fire drill, evacuation, and tornado scenarios. The Wellington Fire Chief is a member of our Joint Safety and Health Committee as well as a prominent member of our First Responder Committee.

Applicable Federal Codes and Procedures

Americans with Disability Act – The Lorain County JVS adheres to ADA rules and regulations, and as building upgrades are scheduled and completed the JVS regularly makes changes and improvements to ensure compliance with evolving ADA requirements. All facility and technology upgrades or enhancements are designed and executed in alignment with local, state and federal requirements.

Elevators/Entrance Doors – Elevators are inspected twice a year by the Ohio Department of Commerce and the required Elevator Certificates of compliance are posted regularly as per requirements. All entrance doors are according to code but several need to be replaced after years of wear. Most entrance doors have new locking push bars and all doors can easily be egressed from the interior.

OSHA – As a public entity the Lorain County JVS falls under PERRP. Please see above and attached for documentation.

Annual Review, Evaluation, Revision and Availability of Plan

All plans are reviewed annually to ensure their alignment with the district's and all of its stakeholders' needs and feedback. Updated plans are shared with staff and students as applicable at their respective orientation sessions. Copies of plans are available on the Adult Career Center's website or by calling the Adult Career Center office.



Lorain County JVS Adult Career Center Physical Facilities & Technical Infrastructure Adequacy & Improvement Plan 2024

Scope

The Lorain County JVS Adult Career Center is committed to supporting the educational needs of students by ensuring that physical facilities and the technical infrastructure of the campus are continuously monitored and/or improved.

Overview of Facilities Committee

The Lorain County Joint Vocational School District maintains a Facilities Committee, comprised of four current board members, the Deputy Superintendent, Superintendent, and Maintenance Supervisor. This committee, formed in January 2014 by the Superintendent, oversees the adequacy and improvement of the school's physical facilities.

- General responsibilities include (but are not limited to):
- Assessing existing structural integrity
- Planning and executing approved projects consistent with the district strategic plan
- Review facility and preventative maintenance data
- Formulate, update, monitor and communicate a prioritized ten-year facility plan
- Conduct, discuss, research options, best practices and make recommendations to the entire board consistent with findings
- Evaluate bids and contracts to ensure fiscal responsibility
- Review and interview contractor and architectural firms (RFP, RFQ, etc.) qualifications and make recommendations to the board

How Physical Facilities and Technical Infrastructure Information is Shared

The Superintendent provides a Facilities Committee Report to board members and the public during monthly board meetings. Minutes of the meetings are available via BoardDocs online at lcjvs.net. The Deputy Superintendent sends out monthly facility meeting agendas and minutes to all board members.

The Adult Career Center Director shares items related to the operation of the Adult Career Center via email and/or staff meetings.

Activities to Achieve the Objectives

Personnel

The in-house Maintenance department is made up of one Maintenance Supervisor and three full-time certified maintenance technicians. In addition, the Maintenance Supervisor oversees one full-time warehouse employee and one outdoor maintenance employee who works in the warehouse during the winter months and inclement weather. One of the three full-time certified

maintenance technicians works second shift during the school year and is specifically utilized to handle repairs during the busiest Adult Career Center times.

Maintenance is available to provide emergency response as needed as well as a plethora of annual maintenance tasks for the entire facility.

Outside contractors/vendors are hired on an as-needed basis for facility upgrades, construction, repairs, maintenance, inspections and other as needed tasks.

Work orders are managed and assigned by the Maintenance Supervisor utilizing FMX software. Staff members are notified when the work orders have been completed. The Deputy Superintendent and the Maintenance Supervisor review projects, building needs, and general maintenance activities on a weekly basis. This data is utilized and compiled to produce a list of future needs which are then communicated to the Superintendent and the Facility Committee on a monthly basis.

The Information Technology (IT) department is led by the IT Director who has one full-time Lead analyst, two full-time IT technicians and one part-time IT technician. They are responsible to oversee the network and equipment on campus and in Lorain's satellite programs. Help tickets are managed and assigned to staff by the Director and there is continuous communication with the staff member until the help ticket is resolved. The part-time technician works second shift during the regular school year to specifically address Adult Career Center support and issues.

Outside consultants are hired as needed if technology projects or repairs require additional expertise.

Staff in all departments meet on a regular basis to discuss, propose and evaluate short and long-term needs.

The Housekeeping department is led by the Cleaning Supervisor who has four full-time employees and several part-time employees. This crew is responsible for thoroughly scrubbing, cleaning and disinfecting the entire building during the summer break months and cleaning the building on third shift during the high school calendar year.

Equipment and Supplies

The Maintenance, IT and Housekeeping departments have a designated budget for the purchase of equipment and supplies. The budget is determined during an annual appropriations meeting. Lorain County JVS also has funds allocated for emergency repairs of equipment and the facility.

Annual Review, Evaluation, Revision and Availability of Plan

All plans are reviewed annually to ensure their alignment with the district's and stakeholders' needs and feedback. Updated plans are shared with staff and students as applicable at their respective orientation sessions. Copies of plans are available on the Adult Career Center's website or by calling the Adult Career Center office.



Lorain County JVS Adult Career Center Placement Services Plan 2024

Scope

The Lorain County JVS Adult Career Center creates opportunities for students to achieve success in their careers. The Placement Services Plan ensures that students have access to services to support their employment goals and that instructors use placement data to ensure program relevance.

Staff Responsibilities for Coordination of Placement Services

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, even after program completion provided an individual professionally handles referrals, keeps scheduled interviews and leaves positions with proper notice.

Communication Network between Staff, Instructors and Businesses

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

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.

Methods of Filing/Listing Employers and Employment Opportunities

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 notify program instructors of relevant job orders when they are posted on the JVS website and share the job openings through social media sites. The Specialist will stay in contact with Ohio Means Jobs (OMJ) staff, Lorain County's workforce employment and training system, to identify available work-based learning opportunities and jobs 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. Alumni are also encouraged to register with Ohio Means Jobs to expand their job-seeking opportunities.

Placement Counseling

The Career Services Specialist provides training and counseling on job-seeking skills, resume writing and interviewing techniques, online job search, networking for employment and job fair techniques. The students' program instructor is also available to assist with placement.

How Placement Data is Maintained, Used and Shared as a Measure of Success

Placement data is collected as defined in the Follow-Up Plan. It is reported as required by Ohio's system of higher education, COE and other reporting agencies. Individual program placement data is available for review on the JVS website. Placement, retention and licensure information is also presented by instructors to occupational advisory committee members to help inform program improvements.

Annual Review, Evaluation, Revision and Availability of Plan

All plans are reviewed annually to ensure their alignment with the needs of the Adult Career Center, its staff, and students. The updated plans are shared with staff during their annual fall opening meeting. A review of the placement services outlined in the plan are shared with students during orientation. Highlight of this plan are available in the Student Handbook and all plans are available on the Adult Career Center's website or by calling the Adult Career Center office.



Lorain County JVS Adult Career Center Plan for Assuring Health & Safety 2024

Scope

The Lorain County JVS Adult Career Center is committed to assuring that the health and safety of employees, students, and guests is diligently monitored and that the facility and staff maintain readiness in cases of sickness, accidents, or emergency health care needs.

Overview of District Functions Related to Health & Safety

Board Policies:

- #8400 – School Safety
- #8405 – Environmental Health and Safety Issues
- #8442 – Reporting Accidents
- #8420 – Emergency Situations at School

Annual Safety Plan (District):

The Annual Safety Plan is updated, revised and approved annually by the Joint Vocational School (JVS) Safety Forces Committee. This plan includes safety, evacuation, medical, reporting and investigative procedures for an eclectic mix of emergency scenarios. The committee also reviews potential safety threats, assesses the reality of various safety drills conducted throughout the school year and makes recommendations for improvement of procedures, tools, equipment and safety training. The Annual Safety Plan is available to all staff via a phone app and on their iPads through Navigate Prepared. The plan is also downloaded into Public School Works and must be reviewed and signed off by each staff member annually.

Adult Career Center Safety Plan (specific to adult career center and evening staff):

The Lorain County JVS Adult Career Center Student Information Handbook (student handbook) contains procedures for handling a variety of emergencies during the evenings.

Public School Works – Employee Safe and Student Watch:

This portal is available to all staff and includes the following:

- | | |
|---|---|
| Staff Training | Chemical SDS Binder |
| Safety Document Library | Student Bullying Reporting |
| Staff Accident Management (Reporting and Investigation) | Student Safety Reporting |
| Hazard and near-miss reporting | Student Accident Management (reporting and Investigation) |
| Staff Misconduct Reporting | Student Behavior Management |
| Chemical Safety Hotline | Staff Helpline |

Health and Wellness Committee:

This committee is responsible for promoting Health and Wellness to all staff and proposing ideas how the facility can be utilized to promote community Health and Wellness.

Yoga classes offered for staff after school
 New Weight/Exercise room built to promote working out
 Weight loss challenges
 Walking path outside and walking routes inside building
 Dietary in-services provided occasionally
 Comprehensive health checks for all staff
 Flu shots offered at school

Staff Training:

All Public School Works training is recorded in Public School Works
 Internal staff training is kept in signed logs. (Example: Active Shooter Response Training (ALICE) was voluntary to staff, AED training conducted by certified staff members etc.)
 Professional training of staff through external resources usually results in certifications kept in respective personnel files. (NFPA 70E, OSHA, Bobcat training, forklift training, snow plowing training etc.)

Reporting and Investigating Accidents Procedure

Located in Procedures Manual and Student Handbook:

Student and Guest Procedures for Reporting and Investigating Accidents/Incidents (DAYTIME)
Instructor is immediately notified and responsible and must determine by the extent of the injury whether the student should:
Receive minor first aid, handled in class. Be sent to the office with a pass to see the nurse- NEVER SEND AN INJURED STUDENT ALONE. Not be moved and call 333.
Teacher will fill out and submit to the nurse, as soon as possible, a complete accident report in all cases where first aid or medical attention is required for a student who has been involved in an accident in school.
The school nurse will make a determination after viewing the student's Emergency Medical Authorization to:
Assist with minor first aid treatment. Contact the student's parents for the student to be taken home for treatment. Call 911.

Annual Review, Evaluation, Revision and Availability of Plan

All plans are reviewed annually to ensure their alignment with the district's and stakeholders' needs and feedback. Updated plans are shared with staff during their annual fall opening meeting. Highlight of this plan are available in the Student Handbook and all plans are available on the Adult Career Center's website or by calling the Adult Career Center office.



Lorain County JVS Adult Career Center Work-Based Activities Plan 2024

Overview

The Work-Based Activities Plan is designed to ensure that students experience a real world environment in their field of study utilizing the knowledge and skills attained in the program. This gives the students the opportunity to relate theory to practical application in a professional setting, and demonstrate competencies, work habits and attitudes needed for employment in the profession.

At Lorain County JVS Adult Career Center, the term used for work-based activities matches the most-commonly used industry-specific term. The following applies:

- **Externship** – all medical & dental programs
- **Internship** – available in cosmetology and esthetician programs
- **School-based Enterprises** are done onsite with various programs that offer services to the general public.

Lorain County JVS Adult Career Center utilizes the following documents to facilitate work-based activities and ensure the protection and safety of all students.

- **Affiliation Agreements** – agreement between the school, the student and the work-based activity site that describes the responsibilities of each party. Also referred to as a contract.
- **Training Agreements** – agreement between the student, instructor and the worksite preceptor and/or supervisor defining the scope and responsibility of each party and outlining the learning plan.
- **Evaluations** – measures student skill-based competencies and performance during work-based activities. Evaluations are completed by the work-based preceptor/supervisors and returned to the program instructor.

Personnel Responsible for Overseeing the Plan

Instructors and coordinators who supervise the work-based activity, maintain the appropriate licensure and/or certification. An on-site preceptor/supervisor is designated and responsible for overseeing the all plan.

Review/Evaluation/Revision

Work-based training plans are reviewed and evaluated annually by the program coordinator and Instructor.