



**Cuyahoga Valley Career Center**

**June 2024 Board Meeting**

**June 27, 2024, 6:00 pm - 7:30 pm  
Conference Room A**

**DOCUMENTS**

# Table of Contents

Cover Page	1
Table of Contents	2
May 30- 2024 Minutes	3
Board Financial Report May 2024	14
Appropriations FY24 062724 unsigned	28
Appropriations FY25 062724 unsigned	33
Professional Growth - June 24	38
Disposal JUNE 2024 board agenda	41
Donations - Board Agenda JUNE 2024	42
Superintendent Membership - 2024-25	43
Business and Office Technology Programs 2024-2025 FINAL	44
Emergency Response 2024-2025 FINAL	100
Health and Beauty 2024-2025 FINAL	192
Health Care Programs Handbook 2024-2025 FINAL	264
Industrial Handbook 2024-2025 FINAL	329
The School of Nursing Handbook 2024-25-26 FINAL	389
AE Instructor Manual 2024-2025 FINAL	485
OTDN CVCC Memorandum of Understanding -WorkKeys- 05.30.24	536



**Cuyahoga Valley Career Center**

**May 2024 Board Meeting**

**May 30, 2024, 6:00 pm - 7:30 pm  
Conference Room A**

**MINUTES**

# MINUTES

**Cuyahoga Valley Career Center  
Board/Admin Team  
May 2024 Board Meeting  
Thursday, May 30, 2024, 6:00 pm - 7:30 pm  
Conference Room A**

## **In Attendance**

Ashley Thomas; Gary Suchocki; Jacquelyn Arendt; James Virost; Jennifer Burke; Rachel Malec; Rhonda Crawford; Robert Felber

Cuyahoga Valley Career Center prepares youth and adults to enter, compete, advance, and lead in an ever changing world of work, college, and careers.

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda item.

## **I. Call to Order**

**Mrs. Arendt called the meeting to order at 6:00 PM.**

## **II. Pledge of Allegiance**

## **III. Roll Call**

Mrs. Arendt \_\_\_\_\_ Mrs. Burke \_\_\_\_\_ Mrs. Crawford \_\_\_\_\_  
Mr. Felber \_\_\_\_\_ Mr. Fortlage \_\_\_\_\_ Mrs. Malec \_\_\_\_\_  
Mr. Suchocki \_\_\_\_\_ Ms. Thomas \_\_\_\_\_ Mr. Virost \_\_\_\_\_

## **IV. PRESIDENT'S REPORT**

### **\* Adult Diploma Recognition**

- \* Jessica Caban, Phlebotomy, Lorain
- \* Amber Davis, State Tested Nurse Aide, Warrensville Hts.
- \* Brittany Hall, Fiber Optic Technician, Cleveland
- \* Darlene Johnson, Fiber Optic Technician, Cleveland
- \* Terrance McGlothan, HVAC, Euclid
- \* Budoor Saad Bushara Mohammed, State Tested Nurse Aide, Broadview Hts.
- \* Kevin Moore, Fiber Optic Technician, Parma Hts.
- \* Victor R. Piskor, Fiber Optic Technician, Cleveland
- \* Gabriel Roberts, Fiber Optic Technician, Parma Hts.
- \* Edward Robinson, Fiber Optic Technician, Cleveland
- \* Samantha Rodriguez, Emergency Medical Technician, Cleveland

- \* Delvalencia Sanders, State Tested Nurse Aide, Cleveland
- \* Alexis Tate, State Tested Nurse Aide, Cleveland
- \* Bianca Vanitzan, Phlebotomy, Garfield Hts.

\* Adult Endowment Scholarships

- \* Terrell Allen, HVAC, Garfield Hts.
- \* Felicia Baidoo-Sagoo, Practical Nursing, Broadview Hts.
- \* Tessa Maxwell, Cosmetology, Richfield
- \* Charles Mayes, HVAC, Macedonia
- \* Jessica Petush, Esthetics, Macedonia
- \* Kaitlyn Provenzale, Cosmetology, Broadview Hts.
- \* Carlie Thomas, State Tested Nurse Aide, Broadview Hts.
- \* Elizabeth Wilson, Cosmetology, Valley View

\* Lozick Family Foundation Scholarships

- \* Zachary Benko, Machining Technology, Strongsville
- \* Brian Cholley, Machining Technology, Northfield
- \* Grant Claren, Machining Technology, Lyndhurst
- \* Emily Fisher, Machining Technology, North Royalton
- \* Joseph Frunza, Machining Technology, Northfield
- \* Alek Henderson, Machining Technology, Macedonia
- \* Derik Stafinsky, Machining Technology, Ravenna
- \* Jon Tramer, Machining Technology, Russell

\* New Staff Members | New Positions

- \* Christine Abate, PT Adult Education Practical Nursing Instructor
- \* Jason Hance, PT Adult Education Customized Restoration Instructor
- \* Matthew Harding, PT Adult Education Customized Small Engine Repair

Instructor

- \* Drew Hladky, PT Adult Education HVAC Instructor
- \* Betsy Klos, PT Adult Education Dental Assisting Instructor
- \* Kylie Putka, PT Adult Education Cosmetology Instructor
- \* Bradley Seastrand, PT Adult Education Electrical Instructor
- \* Jeffrey Smith, PT Adult Education HVAC Instructor
- \* Gerald Steele, PT Adult Education Programmable Logic Controller

Instructor

- \* Joshawa Wines, PT Adult Education Certified Production Technician

Instructor

- \* Lea Bacci, Administrative Assistant to Business Manager
- \* Brooke Bartko, Educational Aide
- \* Terri Lynn Brosseau, Adult Education Director
- \* Mackenzie Hance, Administrative Assistant
- \* Destiny Thomas, Nursing Instructor

\* Retirements

- \* Mary Barnes, Assistant Principal
- \* Karen Janka, Administrative Assistant
- \* Tina Klik, Administrative Assistant to Business Manager
- \* Pattie Mandula, School of Nursing Supervisor
- \* Constance Mangan, Library/Media Center Specialist

\* Student Recognition

- \* Student Employee of the Year: Brayon Morones-Jaime, Machine Technology, Garfield Heights
- \* Outstanding Student of the Year: Andrew Kubek, Fire & EMS Academy, Brecksville-Broadview Heights
- \* Business Professionals of America (BPA): Regional and State
- \* HOSA-Future Health Professionals: Regional and State
- \* SkillsUSA: Regional and State
- \* Educators Rising
- \* Graphic Media Alliance

**NOTE TO OUR GUESTS:** Thank you for being here and supporting our students and staff. We will take a break to greet, congratulate, and take photos with our award recipients. The Board will reconvene in Conference Room A for the business portion of the meeting.

**V. SUPERINTENDENT'S REPORT**

- \* Senior Recognition Ceremony Recap
- \* Signing Day Recap
- \* News Flash | The Student Connection | Alumni Spotlight

**VI. BOARD COMMENTS**

**VII. COMMITTEE REPORTS**

- \* Business & Finance Committee, James Virost, Chairperson: May 30, 2024 at 5:15 p.m., Conference Room B

**VIII. APPROVAL OF MINUTES**

- \* Regular Meeting of April 25, 2024

- ROLL CALL:

Mrs. Burke \_\_\_\_\_ Mrs. Crawford \_\_\_\_\_ Mr. Felber \_\_\_\_\_  
Mr. Fortlage \_\_\_\_\_ Mrs. Malec \_\_\_\_\_ Mr. Suchocki \_\_\_\_\_  
Ms. Thomas \_\_\_\_\_ Mr. Virost \_\_\_\_\_ Mrs. Arendt \_\_\_\_\_

Move: Ashley Thomas Second: Gary Suchocki Status: Passed

Yes: James Virost, Gary Suchocki, Jacquelyn Arendt, Robert Felber, Ashley Thomas, Jennifer Burke, Rachel Malec, Rhonda Crawford

## **IX. COMMENTS FROM THE PUBLIC**

The Board values and encourages public comment on education issues. Anyone having an interest in actions of the Board may participate during the open forum portion of the meeting. If possible, please identify yourself, prior to the meeting, to the Board President or Superintendent. Should your comments include a question, it may not be possible to provide you with the information you request at the meeting.

The speakers may offer objective criticism of school operations and programs, but the Board will not hear complaints about school personnel or other persons at a public session. Other channels provide for Board consideration of complaints involving individuals.

Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address and group affiliation, if and when appropriate.

Each statement made by a participant shall be limited to five (5) minutes duration.

## **X. FINANCES**

Resolution **#2024-5 20** Routine Items recommended (may be handled as one motion).

Move to accept all of the following routine financial items, as recommended by the Treasurer.

- Treasurer's Report:

Acceptance of the Financial Report for the month of April 2024.

**2024-5 20 (1)**

- Five Year Forecast:

Approve the five year forecast prepared in accordance with House Bill 412 as recommended by the Treasurer.

**2024-5 20 (2)**

- ROLL CALL:

Mrs. Crawford \_\_\_\_\_ Mr. Felber \_\_\_\_\_ Mr. Fortlage \_\_\_\_\_

Mrs. Malec \_\_\_\_\_ Mr. Suchocki \_\_\_\_\_ Ms. Thomas \_\_\_\_\_

Mr. Virost \_\_\_\_\_ Mrs. Arendt \_\_\_\_\_ Mrs. Burke \_\_\_\_\_

Move: Rhonda Crawford Second: Robert Felber Status: Passed

Yes: James Virost, Gary Suchocki, Jacquelyn Arendt, Robert Felber,

**XI. NEW BUSINESS - Personnel**

Resolution #2024-5 21 Personnel Items Recommended (may be handled as one motion).

Move to accept all of the following administrative, certified and classified personnel recommendations, conditioned on statutes of the state as revised and consolidated into general provisions, titles, chapters and sections including all bills passed and filed contained in the Ohio Revised Code, as recommended by the Superintendent.

**A. ADMINISTRATIVE, SUPPORT, & CLASSIFIED EXEMPT**

- Employment:

Per Resolution #2024-2 9 (2), employ Ashlee Ward as Assistant Principal, effective August 1, 2024 through July 31, 2026, on a two-year, limited contract for 228 days annual, at Assistant Principal, Step 6 per the Administrative, Support and Classified Exempt Employees Compensation and Fringe Benefit Plan.

**2024-5 21 (1)**

**B. CERTIFICATED**

- Approve High School Substitute Teacher Pay Rate:

Approve High School Substitute Teacher daily rate to be calculated at .0025 of the salary only amount of Step 0, Column A of the Cuyahoga Valley Federation of Teachers Salary Schedule, effective August 19, 2024.

**2024-5 21 (2)**

- Approve Supplemental Contract:

Approve Supplemental Contract for Melissa Munro for up to 30 hours from June 6 through August 16, 2024, paid at the Summer Work Rate, in accordance with Article 12, "Additional Compensation," Paragraph J, "Other Supplementals" of the Agreement between Cuyahoga Valley Career Center Board of Education and the Cuyahoga Valley Federation of Teachers.

**2024-5 21 (3)**

- Principal's Liaison Representatives 2024-25:

Approve the appointment of the Principal's Liaison representatives for the 2024-25 school year in accordance with Article 12, "Additional Compensation," Paragraph G, "Principal's Liaison" of the agreement



between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers. Pay for this position is based on a standard 30 hour time commitment (not to be increased or decreased) times the prevailing summer work hourly pay rate and is payable by timesheet.

**2024-5 21 (4)**

- Professional Growth Days:

In accordance with Article 12 of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve the following staff person(s) for professional growth days. Professional growth days are granted outside of the normal working day.

**2024-5 21 (5)**

- Saturday Detentions:

Approve the following personnel to supervise the pre-scheduled Saturday Detentions during the 2024-25 school year:

- \* Bernadette Bodnar
- \* Stephanie Duttry

The following dates have been established:

- \* September 28, 2024
- \* November 2, 2024
- \* December 7, 2024
- \* January 25, 2025
- \* March 15, 2025
- \* April 26, 2025
- \* May 17, 2025

Other dates may be added as deemed necessary by the Administration.

The person assigned to each date will be paid a \$50.00 stipend, per Article 12 of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers.

**2024-5 21 (6)**

C. CLASSIFIED

- Employment:

Per Resolution **#2023-12 37 (15)**, authorize the employment of Michael DeLong as Educational Aide, effective August 21, 2024 through June 30, 2025, on a one year, limited contract for 180 days, at Educational Aide, Step 8, per the agreement between the Cuyahoga Valley Career Center Board of Education and the Ohio Association of Public School Employees (OAPSE).

**2024-5 21 (7)**

- Resignation/Retirement:

Accept the resignation of Peter Janka, Computer Technician, effective May 24, 2024.

**2024-5 21 (8)**

- Replacement:

Approve the replacement of Computer Technician.

**2024-5 21 (9)**

- Student Employment:

Approve the employment of Richard Piros to perform summer services on an as needed basis.

**2024-5 21 (10)**

- ROLL CALL:

Mr. Felber\_\_\_\_ Mr. Fortlage\_\_\_\_ Mrs. Malec\_\_\_\_  
Mr. Suchocki\_\_\_\_ Ms. Thomas\_\_\_\_ Mr. Virost\_\_\_\_  
Mrs. Arendt\_\_\_\_ Mrs. Burke\_\_\_\_ Mrs. Crawford\_\_\_\_

Move: Ashley Thomas Second: Jennifer Burke Status: Passed

Yes: James Virost, Gary Suchocki, Jacquelyn Arendt, Robert Felber, Ashley Thomas, Jennifer Burke, Rachel Malec, Rhonda Crawford

**XII. NEW BUSINESS - Non-personnel**

Resolution #2024-5 22 Other Items Recommended (may be handled as one motion).

Move to accept all of the other following items, as recommended by the Superintendent.

- Disposal of Inventory Items:

Approve the disposal of inventory items as listed:

**2024-5 22 (1)**

- Donations:

Accept donations as per resolution #1976-167.

**2024-5 22 (2)**

- Professional Meeting Days:

Approve Technology Director Kyle Livengood, Instructors Victoria

Vachon and Melinda Wracher, Media Specialist Makayla Robertson, and Executive Assistant Michele Nakonieczny to attend the 2025 Consumer Electronic Show in Las Vegas, Nevada, January 7-10, 2025. Expenses to be paid in accordance with CVCC Board Policy and Administrative Guidelines. Trip subject to cancellation by Superintendent dependent upon world events.

**2024-5 22 (3)**

- Professional Meeting Days:

Approve Superintendent David Mangas to attend the 2024 ACTE Best Practices and Innovations Conference in Portland, Oregon, October 9-11, 2024. Expenses to be paid in accordance with CVCC Board Policy and Administrative Guidelines. Trip is subject to cancellation by Superintendent dependent upon world events.

**2024-5 22 (4)**

- Off-Site Campus Training:

Approve the off-site campus training opportunity between CVCC and the listed establishment for the 2024-25 school year.

**2024-5 22 (5)**

- 2024-25 High School Student Handbook:

Approve the CVCC High School Student Handbook for the 2024-25 school year.

**2024-5 22 (6)**

- Consultant Services:

Approve a consultant contract with Dr. Brian E. Harper, Esq. for the 2024-25 school year to provide consultation services in relation to diversity topics at Cuyahoga Valley Career Center at a cost not to exceed \$9,450.00.

**2024-5 22 (7)**

- Approve Agreement:

Approve Machining Technology Apprenticeship Agreement between Cuyahoga Valley Career Center and CAM Engineered Products.

**2024-5 22 (8)**

- Approve Agreement:

Approve agreement between Cuyahoga Valley Career Center and K&M International (aka Wild Republic) for CVCC to provide customized Excel Training.

**2024-5 22 (9)**

- Accept Proposal:

Accept proposal submitted by Hill Street Construction Inc. to complete the Restaurant Area Flooring Replacement project in the amount of \$35,675.00.

**2024-5 22 (10)**

- Approve Schematic Design Drawings:

Approve Schematic Design Drawings as created by GPD Group for the CTE Construction Facilities Expansion Grant (resolved November 16, 2023, Resolution #2023-11 35); authorize Schematic Design Drawings be submitted to the Ohio Facilities Construction Commission for approval; and authorize GPD Group and Panzica Construction to proceed to the next Design Development Drawings phase for the project.

**2024-5 22 (11)**

- Auto, Liability, Property, Casualty, Cyber, and Professional Liability Insurance:

Approve renewing Auto, Liability, Property, Casualty, Cyber, and Professional Liability Insurance policies underwritten by Liberty Mutual Insurance Company, with the total annual premium being \$125,943.00

**2024-5 22 (12)**

- ROLL CALL:

Mr. Fortlage \_\_\_\_\_ Mrs. Malec \_\_\_\_\_ Mr. Suchocki \_\_\_\_\_  
Ms. Thomas \_\_\_\_\_ Mr. Virost \_\_\_\_\_ Mrs. Arendt \_\_\_\_\_  
Mrs. Burke \_\_\_\_\_ Mrs. Crawford \_\_\_\_\_ Mr. Felber \_\_\_\_\_

Move: James Virost Second: Rachel Malec Status: Passed

Yes: James Virost, Gary Suchocki, Jacquelyn Arendt, Robert Felber, Ashley Thomas, Jennifer Burke, Rachel Malec, Rhonda Crawford

**XIII. CUYAHOGA VALLEY FEDERATION OF TEACHERS AGREEMENT**

Resolution # **2024-5 23** Approve the 2024-2027 Cuyahoga Valley Federation of Teachers Agreement, as presented by the Superintendent.

- ROLL CALL:

Mrs. Malec \_\_\_\_\_ Mr. Suchocki \_\_\_\_\_ Ms. Thomas \_\_\_\_\_  
Mr. Virost \_\_\_\_\_ Mrs. Arendt \_\_\_\_\_ Mrs. Burke \_\_\_\_\_  
Mrs. Crawford \_\_\_\_\_ Mr. Felber \_\_\_\_\_ Mr. Fortlage \_\_\_\_\_

Move: Gary Suchocki Second: Rhonda Crawford Status: Passed

Yes: James Virost, Gary Suchocki, Jacquelyn Arendt, Robert Felber, Ashley Thomas, Jennifer Burke, Rachel Malec

Abstain: Rhonda Crawford

**XIV. ADJOURN**

**7:38 PM**

- ROLL CALL:

Mr. Suchocki \_\_\_\_\_ Ms. Thomas \_\_\_\_\_ Mr. Virost \_\_\_\_\_  
Mrs. Arendt \_\_\_\_\_ Mrs. Burke \_\_\_\_\_ Mrs. Crawford \_\_\_\_\_  
Mr. Felber \_\_\_\_\_ Mr. Fortlage \_\_\_\_\_ Mrs. Malec \_\_\_\_\_

Move: Rhonda Crawford Second: Gary Suchocki Status: Passed

Yes: James Virost, Gary Suchocki, Jacquelyn Arendt, Robert Felber, Ashley Thomas, Jennifer Burke, Rachel Malec, Rhonda Crawford

- Next Board of Education Meetings:

- \* Thursday, June 27, 2024 at 6:00 p.m. in Conference Room A

\*APPROVED: \_\_\_\_\_

\*ATTESTED: \_\_\_\_\_

\*DATE: \_\_\_\_\_

# **CUYAHOGA VALLEY CAREER CENTER**

**May 31, 2024**  
Richard A. Berdine, Treasurer



2023-24

**Cuyahoga Valley Career+A2:F28r Center**



**Forecast Comparison - General Operating Fund - May 2024**



CUYAHOGA VALLEY  
CAREER CENTER

CUYAHOGA VALLEY  
CAREER CENTER

	Current Month FCST Estimate	Current Month Actuals	Prior FY Month Actuals	Variance- Current Month Actuals to Estimate	Explanation of Variance
<b>Revenue:</b>					
1.010 - General Property Tax (Real Estate)	\$ 290,416	\$ 318,247	\$ -	\$ 27,831	Summit County tax settlement/delinquent collections higher than forecast estimate
1.020 - Public Utility Personal Property Tax	\$ 129,005	\$ 128,907	\$ -	\$ (98)	
1.035 - Unrestricted Grants-in-Aid	\$ 105,000	\$ 103,410	\$ 278,019	\$ (1,590)	
1.040 - Restricted Grants-in-Aid	\$ 52,890	\$ 50,460	\$ 26,250	\$ (2,430)	
1.050 - Property Tax Allocation	\$ 875,409	\$ 412,175	\$ 766,349	\$ (463,234)	Summit County tax settlement delayed thus homestead/rollback payment from State delayed until June
1.060 - All Other Operating Revenues	\$ 51,250	\$ 121,076	\$ 78,341	\$ 69,826	Interest earnings and payments in lieu of taxes from development agreements in municipalities higher than forecast estimate
<b>1.070 - Total Revenue</b>	<b>\$ 1,503,970</b>	<b>\$ 1,134,275</b>	<b>\$ 1,148,959</b>	<b>\$ (369,695)</b>	
<b>Other Financing Sources:</b>					
2.050 - Advances In	\$ -	\$ -	\$ -	\$ -	
2.060 - All Other Financing Sources	\$ -	\$ -	\$ -	\$ -	
<b>2.080 Total Revenue and Other Financing Sources</b>	<b>\$ 1,503,970</b>	<b>\$ 1,134,275</b>	<b>\$ 1,148,959</b>	<b>\$ (369,695)</b>	
<b>Expenditures:</b>					
3.010 - Personnel Services	\$ 1,045,000	\$ 1,033,019	\$ 657,390	\$ 11,981	timing of payments compared to prior fiscal years
3.020 - Employees' Retirement/Insur. Benefits	\$ 358,524	\$ 308,861	\$ 238,539	\$ 49,663	timing of payments compared to prior fiscal years
3.030 - Purchased Services	\$ 164,004	\$ 110,284	\$ 75,708	\$ 53,720	timing of payments compared to prior fiscal years
3.040 - Supplies and Materials	\$ 23,401	\$ 29,539	\$ 51,270	\$ (6,138)	
3.050 - Capital Outlay	\$ 3,363	\$ 10,566	\$ 269	\$ (7,203)	
3.060 - Intergovernmental	\$ 90,000	\$ 30,000	\$ 87,862	\$ 60,000	timing of CTE payments to associate districts
4.300 - Other Objects	\$ 60,704	\$ 73,470	\$ 3,006	\$ (12,766)	timing of payments compared to prior fiscal years
<b>4.500 - Total Expenditures</b>	<b>\$ 1,744,996</b>	<b>\$ 1,595,739</b>	<b>\$ 1,114,045</b>	<b>\$ 149,257</b>	
<b>Other Financing Uses:</b>					
5.010 - Operating Transfers-Out	\$ -	\$ -	\$ -	\$ -	
5.020 - Advances Out	\$ -	\$ -	\$ -	\$ -	
5.030 - All Other Financing Uses	\$ -	\$ -	\$ -	\$ -	
<b>5.050 - Total Expenditures and Other Financing Uses</b>	<b>\$ 1,744,996</b>	<b>\$ 1,595,739</b>	<b>\$ 1,114,045</b>	<b>\$ 149,257</b>	
<b>Surplus/(Deficit) for Month</b>	<b>\$ (241,026)</b>	<b>\$ (461,464)</b>	<b>\$ 34,914</b>	<b>\$ (220,438)</b>	

rb060624

**Cuyahoga Valley Career Center**



**Forecast Comparison - General Operating Fund - May 2024**



	Current FYTD FCST Estimate	Current FYTD Actuals	Prior FYTD Actuals	Variance- Current FYTD Actuals to Estimate	Explanation of Variance
<b>Revenue:</b>					
1.010 - General Property Tax (Real Estate)	\$ 13,513,785	\$ 13,541,616	\$ 12,663,667	\$ 27,831	Summit County tax settlement/delinquent collections higher than forecast estimate
1.020 - Public Utility Personal Property Tax	\$ 674,188	\$ 674,090	\$ 632,145	\$ (98)	
1.035 - Unrestricted Grants-in-Aid	\$ 1,315,992	\$ 1,314,402	\$ 1,585,114	\$ (1,590)	
1.040 - Restricted Grants-in-Aid	\$ 578,629	\$ 576,199	\$ 315,073	\$ (2,430)	
1.050 - Property Tax Allocation	\$ 1,641,264	\$ 1,178,030	\$ 1,531,648	\$ (463,234)	Summit County tax settlement delayed thus homestead/rollback payment from State delayed until June
1.060 - All Other Operating Revenues	\$ 927,886	\$ 997,712	\$ 618,248	\$ 69,826	Interest earnings and payments in lieu of taxes from development agreements in municipalities higher than forecast estimate
<b>1.070 - Total Revenue</b>	<b>\$ 18,651,744</b>	<b>\$ 18,282,049</b>	<b>\$ 17,345,894</b>	<b>\$ (369,695)</b>	
<b>Other Financing Sources:</b>					
2.050 - Advances In	\$ 222,000	\$ 222,000	\$ 207,000	\$ -	
2.060 - All Other Financing Sources	\$ 26,712	\$ 26,712	\$ 1,522	\$ -	
<b>2.080 Total Revenue and Other Financing Sources</b>	<b>\$ 18,900,456</b>	<b>\$ 18,530,761</b>	<b>\$ 17,554,416</b>	<b>\$ (369,695)</b>	
<b>Expenditures:</b>					
3.010 - Personnel Services	\$ 7,762,062	\$ 7,750,081	\$ 7,481,931	\$ 11,981	timing of payments compared to prior fiscal years
3.020 - Employees' Retirement/Insur. Benefits	\$ 2,896,318	\$ 2,846,655	\$ 2,644,945	\$ 49,663	timing of payments compared to prior fiscal years
3.030 - Purchased Services	\$ 1,200,484	\$ 1,146,764	\$ 1,164,938	\$ 53,720	timing of payments compared to prior fiscal years
3.040 - Supplies and Materials	\$ 614,560	\$ 620,698	\$ 565,692	\$ (6,138)	
3.050 - Capital Outlay	\$ 19,589	\$ 26,792	\$ 55,435	\$ (7,203)	
3.060 - Intergovernmental	\$ 180,000	\$ 120,000	\$ 117,862	\$ 60,000	timing of CTE payments to associate districts
4.300 - Other Objects	\$ 426,350	\$ 439,116	\$ 380,952	\$ (12,766)	timing of payments compared to prior fiscal years
<b>4.500 - Total Expenditures</b>	<b>\$ 13,099,363</b>	<b>\$ 12,950,106</b>	<b>\$ 12,411,754</b>	<b>\$ 149,257</b>	
<b>Other Financing Uses:</b>					
5.010 - Operating Transfers-Out	\$ 4,987,696	\$ 4,987,696	\$ 3,871,981	\$ -	
5.020 - Advances Out	\$ 157,000	\$ 157,000	\$ 222,000	\$ -	
5.030 - All Other Financing Uses	\$ -	\$ -	\$ -	\$ -	
<b>5.050 - Total Expenditures and Other Financing Uses</b>	<b>\$ 18,244,059</b>	<b>\$ 18,094,802</b>	<b>\$ 16,505,735</b>	<b>\$ 149,257</b>	
<b>Surplus/(Deficit) FYTD</b>	<b>\$ 656,397</b>	<b>\$ 435,959</b>	<b>\$ 1,048,680</b>	<b>\$ (220,438)</b>	

rb060624



## Cuyahoga Valley Career Center



### Revenue Analysis Report - General Operating Fund Only - FY24



	Local Revenue				State Revenue			Non-Operating*	Total Revenue
	Taxes		Interest	Other Local	Unrestricted Grants-in-Aid	Property Tax Allocation	Restricted Grants-in-Aid		
	Real Estate	Personal Property							
<b>July</b>	2,361,219	-	48,999	719	125,242	-	29,002	16,000	<b>2,581,180</b>
<b>August</b>	3,463,894	191,944	58,373	44,537	148,071	-	34,129	225,825	<b>4,166,774</b>
<b>September</b>	83,825	119,788	43,544	81,373	121,525	-	31,139	-	<b>481,193</b>
<b>October</b>	-	-	88,587	27,711	165,733	765,855	101,064	-	<b>1,148,950</b>
<b>November</b>	-	-	55,597	4,568	105,877	-	49,611	5,427	<b>221,080</b>
<b>December</b>	-	-	53,024	440	102,672	-	53,732	-	<b>209,868</b>
<b>January</b>	303,000	-	71,103	3,331	131,466	-	50,494	-	<b>559,395</b>
<b>February</b>	2,676,385	-	60,254	(2,996)	102,648	-	61,097	-	<b>2,897,389</b>
<b>March</b>	4,335,046	233,451	70,827	62,022	102,546	-	49,528	-	<b>4,853,420</b>
<b>April</b>	-	-	104,280	343	105,212	-	65,943	1,460	<b>277,238</b>
<b>May</b>	318,247	128,906	78,665	42,411	103,410	412,175	50,460	-	<b>1,134,275</b>
<b>June</b>	-	-	-	-	-	-	-	-	<b>-</b>
<b>Totals</b>	<b>\$13,541,616</b>	<b>\$674,090</b>	<b>\$733,253</b>	<b>\$264,458</b>	<b>\$1,314,403</b>	<b>\$1,178,030</b>	<b>\$576,198</b>	<b>\$248,712</b>	<b>\$18,530,760</b>
<b>% of Total</b>	<b>73.08%</b>	<b>3.64%</b>	<b>3.96%</b>	<b>1.43%</b>	<b>7.09%</b>	<b>6.36%</b>	<b>3.11%</b>	<b>1.34%</b>	
*Non-Operating Revenue includes advances in, and refund of prior year expenditures.									<i>rb060624</i>

## Cuyahoga Valley Career Center



### Expenditure Analysis Report - General Operating Fund - FY24



	Salaries	Benefits	Services	Supplies	Equipment	Intergov.	Other-Dues/Fees	Non-Operating*	Total Expenses
July	617,700	225,778	142,728	48,266	7,072	-	116,874	-	1,158,418
August	741,041	237,732	85,898	91,731	1,897	-	49,794	1,271,354	2,479,448
September	640,829	250,511	162,640	97,373	(623)	-	55,151	-	1,205,882
October	606,183	246,164	150,962	104,169	4,781	-	13,636	-	1,125,894
November	676,864	256,877	91,811	45,868	-	-	2,625	1,927,456	3,001,501
December	922,248	317,758	76,954	49,179	-	30,000	12,515	-	1,408,653
January	668,794	257,494	55,679	27,097	-	30,000	23,778	-	1,062,841
February	608,333	252,785	86,088	23,006	-	-	13,752	1,945,886	2,929,850
March	620,552	246,790	88,464	36,617	326	-	69,132	-	1,061,881
April	614,518	245,905	95,256	67,853	2,773	30,000	8,389	-	1,064,693
May	1,033,019	308,861	110,284	29,539	10,566	30,000	73,470	-	1,595,739
June	-	-	-	-	-	-	-	-	-
<b>TOTALS</b>	<b>\$7,750,081</b>	<b>\$2,846,655</b>	<b>\$1,146,766</b>	<b>\$620,696</b>	<b>\$26,792</b>	<b>\$120,000</b>	<b>\$439,115</b>	<b>\$5,144,696</b>	<b>\$18,094,800</b>
<b>% of Total</b>	<b>42.83%</b>	<b>15.73%</b>	<b>6.34%</b>	<b>3.43%</b>	<b>0.15%</b>	<b>0.66%</b>	<b>2.43%</b>	<b>28.43%</b>	
*Non-Operating expenses include advances and transfers out.									
Operating Fund includes General Fund (001) only									
									<b>rb060624</b>

# Cuyahoga Valley Career Center



**CUYAHOGA VALLEY  
CAREER CENTER**

May 2024

FINSUMM Financial Summary

rb060624

Fund	Fund Name	Beginning Balance 7/1/2023	Monthly Receipts	Fiscal Year To Date Receipts	Monthly Expenditures	Fiscal Year To Date Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001	General Fund	\$19,912,778.57	\$1,134,275.04	\$18,530,760.93	\$1,595,739.29	\$18,094,800.01	\$20,348,739.49	\$598,299.17	\$19,750,440.32
003	Permanent Improvement	\$3,622,250.32	\$0.00	\$4,755,142.00	\$63,123.90	\$2,639,956.83	5,737,435.49	\$2,412,778.35	3,324,657.14
006	Food Service	\$34,705.27	\$4,526.23	\$211,913.57	\$16,407.17	\$211,919.97	34,698.87	\$10,981.31	23,717.56
008	Endowment	\$62,279.54	\$263.18	\$2,833.11	\$0.00	\$8,000.00	57,112.65	\$3,000.00	54,112.65
009	Uniform School Supplies	\$17,268.38	\$357.00	\$116,404.59	\$3,974.72	\$117,764.10	15,908.87	\$14,956.88	951.99
011	Rotary-Special Services	\$110,463.40	\$3,090.22	\$29,822.74	\$4,643.17	\$27,921.58	112,364.56	\$899.56	111,465.00
012	Adult Education	\$633,857.86	\$68,757.78	\$1,689,593.29	\$167,652.25	\$1,448,425.81	875,025.34	\$68,230.49	806,794.85
018	Public School Support	\$188,650.78	\$1,334.92	\$51,350.27	\$5,877.81	\$49,467.15	190,533.90	\$5,326.55	185,207.35
019	Other Grants	\$110,575.49	\$0.00	\$17,000.00	\$6,640.20	\$41,922.10	85,653.39	\$30,303.80	55,349.59
022	District Agency	\$29,337.47	\$37,979.33	\$821,478.36	\$33,063.85	\$815,370.22	35,445.61	\$0.00	35,445.61
200	Student Managed Activity	\$2,759.53	\$4,656.47	\$185,382.27	\$9,958.90	\$127,340.55	60,801.25	\$9,554.27	51,246.98
451	Data Communications	\$0.00	\$0.00	\$1,997.52	\$0.00	\$1,997.52	0.00	\$0.00	0.00
461	Vocational Education Enhancements	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00	\$0.00	0.00
495	CTE Construction Grant	\$0.00	\$0.00	\$2,262,746.00	\$80,232.43	\$175,580.50	2,087,165.50	\$1,581,615.50	505,550.00
499	Miscellaneous State Grants	\$2,500.00	\$25,712.00	\$617,668.39	\$95,313.96	\$264,249.35	355,919.04	\$203,442.46	152,476.58
508	Governors' Education Emerg. Relief	(\$817.57)	\$0.00	\$20,376.26	\$0.00	\$19,558.69	0.00	\$0.00	0.00
524	Carl Perkins Grants	(\$7,299.00)	\$36,302.55	\$421,739.50	\$34,683.50	\$441,329.86	(26,889.36)	\$28,786.12	(55,675.48)
599	Misc. Federal Grants (CARES Act)	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00	\$0.00	0.00
	<b>Grand Totals (ALL Funds)</b>	<b>\$24,771,310.04</b>	<b>\$1,317,254.72</b>	<b>\$29,736,208.80</b>	<b>\$2,117,311.15</b>	<b>\$24,537,604.24</b>	<b>\$29,969,914.60</b>	<b>\$4,968,174.46</b>	<b>25,001,740.14</b>

**Cuyahoga Valley Career Center**



**Approved Funds for FY24**



This report is a listing of all grant funds authorized and/or received throughout fiscal year 2024.

<b>Fund</b>	<b>Description</b>	<b>Authorized Amount</b>	<b>Monthly Amount Received</b>	<b>Amount Received FY-to-date</b>	<b>Amount Received Project-to-date</b>
<i>State Grants</i>					
451/9023	Network Connectivity Supplemental FY23	\$46.10	\$0.00	\$46.10	\$46.10
451/9024	Network Connectivity FY24	\$1,951.42	\$0.00	\$1,951.42	\$1,951.42
495/9024	CTE Construction FY24	\$9,050,984.00	\$0.00	\$2,262,746.00	\$2,262,746.00
499/9024	Ohio High School Tech Internship FY24	\$3,375.48	\$0.00	\$3,375.48	\$3,375.48
499/9124	Adult Education Second Chance FY24	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00
499/9224	Quest Broadband Grant FY24	\$194,073.00	\$25,712.00	\$67,448.38	\$67,448.38
499/9324	Super Rapids 5G Grant FY24	\$266,212.75	\$0.00	\$266,212.75	\$266,212.75
499/9424	Ohio Work Ready Grant FY24	\$54,073.00	\$0.00	\$54,073.00	\$54,073.00
499/9524	BWC Safety Equipment Grant FY24	\$29,730.24	\$0.00	\$29,730.24	\$29,730.24
499/9724	Ohio Attorney General School Safety Grant FY24	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00
499/9824	ODHE Super Rapid YSU Grant FY24	\$191,670.24	\$3,341.70	\$191,670.24	\$191,670.24
	<b>Total State Funds</b>	\$9,797,616.23	\$29,053.70	\$2,882,753.61	\$2,882,753.61
<i>Federal Grants</i>					
508/9122	GEER II FY22/23	\$89,602.72	\$0.00	\$20,376.26	\$89,602.72
524/9223	Carl D. Perkins Secondary FY23	\$307,741.25	\$0.00	\$20,305.48	\$307,741.25
524/9224	Carl D. Perkins Secondary FY24	\$370,300.17	\$29,117.32	\$324,347.39	\$324,347.39
524/9123	Carl D. Perkins Adult FY23	\$94,924.77	\$0.00	\$13,307.71	\$94,924.77
524/9124	Carl D. Perkins Adult FY24	\$76,208.13	\$7,185.23	\$63,778.92	\$63,778.92
	<b>Total Federal Funds</b>	\$938,777.04	\$36,302.55	\$442,115.76	\$880,395.05

rb060624

## Cuyahoga Valley Career Center



### Record of Advances for FY24



INITIAL ADVANCE INFORMATION					ADVANCE RETURN	
Date Approved	FROM Fund	TO Fund	Fund Name	Amount	Date Returned	Amount
8/25/2022	001	006/0000	Food Services	\$75,000.00	8/31/2023	\$75,000.00
8/25/2022	001	009/0000	Uniform School Supplies	\$50,000.00	8/31/2023	\$50,000.00
8/25/2022	001	022/9004	Section 125	\$32,000.00	8/31/2023	\$32,000.00
8/25/2022	001	200/960A	Student Leadership	\$65,000.00	8/31/2023	\$65,000.00
8/31/2023	001	006/0000	Food Services	\$75,000.00		
8/31/2023	001	009/0000	Uniform School Supplies	\$50,000.00		
8/31/2023	001	022/9004	Section 125	\$32,000.00		
<b>TOTAL Advances</b>				<b>\$379,000.00</b>		<b>\$222,000.00</b>
<b>Advances Outstanding</b>						<b>\$157,000.00</b>

rb060624

**Cuyahoga Valley Career Center**



**Cash Reconciliation**



**May 31, 2024**

<b>Cash Summary Report Balance</b>			\$ 29,969,914.60
<b>Bank Balance:</b>			
PNC Main Checking	909,770.91		
PNC - Merchant Svcs.	470.44		
PNC - Payroll Holding	30,000.00		
		\$ 940,241.35	
<b>Investments:</b>			
U.S. Bank: Meeder Investment Managers Managed Portfolio	18,670,304.46		
STAR Ohio	10,462,835.75		
		\$ 29,133,140.21	
<b>Petty Cash:</b>			
Administrative Office	1,500.00		
	-		
	-		
		\$ 1,500.00	
<b>Change Fund:</b>			
	-		
	-		
	-		
		\$ -	
Less: Outstanding Checks		\$ (105,903.46)	
<b>Outstanding Deposits/Other Adjustments:</b>			
Credit Card Receipts in Transit	936.50		
Deposit in Transit	-		
Payroll in Transit	-		
Credit Card Payment Adjustment	-		
		\$ 936.50	
<b>Bank Balance</b>			\$ 29,969,914.60
<b>Variance</b>			\$ -
rb060624			

## Cuyahoga Valley Career Center

May 2024



Appropriation Summary

CUYAHOGA VALLEY  
CAREER CENTER

*rb060624*

Fund	FYTD Appropriated	Prior FY Carryover Encumbrances	FYTD Expendable	FYTD Actual Expenditures	MTD Actual Expenditures	Current Encumbrances	FYTD Unencumbered Balance	FYTD Percent Exp/Enc
001 General Fund	\$17,838,024.00	\$248,801.48	\$18,086,825.48	\$18,094,800.01	\$1,595,739.29	\$598,299.17	(606,273.70)	103.35%
003 Permanent Improvement	\$2,969,076.92	\$2,231,125.85	\$5,200,202.77	\$2,639,956.83	\$63,123.90	\$0.00	2,560,245.94	50.77%
006 Food Service	\$162,175.00	\$11,300.00	\$173,475.00	\$211,919.97	\$16,407.17	\$10,981.31	(49,426.28)	128.49%
008 Endowment	\$15,000.00	\$0.00	\$15,000.00	\$8,000.00	\$0.00	\$3,000.00	4,000.00	73.33%
009 Uniform School Supplies	\$70,800.00	\$13,228.95	\$84,028.95	\$117,764.10	\$3,974.72	\$14,956.88	(48,692.03)	157.95%
011 Rotary-Special Services	\$46,929.00	\$871.47	\$47,800.47	\$27,921.58	\$4,643.17	\$899.56	18,979.33	60.29%
012 Adult Education	\$1,502,473.50	\$33,055.61	\$1,535,529.11	\$1,448,425.81	\$167,652.25	\$68,230.49	18,872.81	98.77%
018 Public School Support	\$111,025.00	\$879.72	\$111,904.72	\$49,467.15	\$5,877.81	\$5,326.55	57,111.02	48.96%
019 Other Grants	\$115,163.59	\$3,911.90	\$119,075.49	\$41,922.10	\$6,640.20	\$30,303.80	46,849.59	60.66%
022 District Agency	\$700,000.00	\$0.00	\$700,000.00	\$815,370.22	\$33,063.85	\$0.00	(115,370.22)	116.48%
200 Student Managed Activity	\$39,600.00	\$24,245.66	\$63,845.66	\$127,340.55	\$9,958.90	\$9,554.27	(73,049.16)	214.42%
451 Data Communications	\$46.10	\$0.00	\$46.10	\$1,997.52	\$0.00	\$0.00	(1,951.42)	4333.02%
461 Vocational Education Enhancements	\$1,525.00	\$475.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	0.00	100.00%
495 CTE Construction Grant	\$9,000,000.00	\$0.00	\$9,000,000.00	\$264,249.35	\$95,313.96	\$0.00	8,735,750.65	2.94%
499 Miscellaneous State Grants	\$744,293.01	\$0.00	\$744,293.01	\$264,249.35	\$95,313.96	\$203,442.46	276,601.20	62.84%
508 Governors' Education Emerg. Relief	\$17,030.47	\$2,528.22	\$19,558.69	\$19,558.69	\$0.00	\$0.00	0.00	100.00%
524 Carl Perkins Grants	\$474,302.21	\$13,607.48	\$487,909.69	\$441,329.86	\$34,683.50	\$28,786.12	17,793.71	96.35%
599 Miscellaneous Federal Grants	\$19,128.95	\$30,871.05	\$50,000.00	\$50,000.00	\$0.00	\$0.00	0.00	100.00%
<b>Totals</b>	<b>\$33,826,592.75</b>	<b>\$2,614,902.39</b>	<b>\$36,441,495.14</b>	<b>\$24,626,273.09</b>	<b>\$2,132,392.68</b>	<b>\$973,780.61</b>	<b>\$10,841,441.44</b>	<b>70.25%</b>

## Cuyahoga Valley Career Center



CUYAHOGA VALLEY  
CAREER CENTER

### Check Register for Checks > \$9,999.99

May 2024



CUYAHOGA VALLEY  
CAREER CENTER

Vendor	Amount	Fund	Description
AramSCO Inc.	14,936.32	499	Floor scrubber
North East Mechanical, Inc.	28,575.00	003	Server room back-up power system
ABC Piping Co.	10,300.00	003	South driveway emergency water line repair
Illuminating Co.	19,169.01	001	Electricity
Alco-Chem, Inc.	16,700.00	001/499	Floor scrubbers
GPD Group	79,932.43	495	Architectural/engineering services-building addition
Speelman Electric Inc.	15,814.00	003/495	Electric work for speed limit sign and building addition
Desidara Inc.	63,250.00	499/524	Website hosting, marketing
Revere Local School District	30,000.00	001	CTE partnership funds
PNC Bank	39,128.24	various	Staff/student travel, staff professional development, instructional supplies, marketing, subscriptions, staff wellness incentives, student transportation awards from grant
Suburban Health Consortium	147,766.05	various	Employee benefits insurance premiums
rb060624			





**CUYAHOGA VALLEY CAREER CENTER  
INVESTMENT REPORT  
May, 2024**

**INVESTMENT PORTFOLIO**

	AMOUNT
Meeder Investments	18,670,304.46
STAR Ohio Investments	10,462,835.75
<b>TOTAL INVESTMENT PORTFOLIO</b>	<b>29,133,140.21</b>

**DISTRIBUTION OF INTEREST**

	May 2024 Interest	FYTD 2024 Interest
General Fund (001)	78,664.83	733,252.78
Endowment Fund (008)	263.18	2,833.11
Cell Tower (018-9606)	343.49	3,906.72
Oil Well (018-9607)	250.11	2,488.30
Ocasek Scholarship (018-9610)	42.85	436.47
<b>TOTAL INTEREST POSTED</b>	<b>79,564.46</b>	<b>742,917.38</b>

Cuyahoga Valley Career Center



CVCC Adult Education Monthly and FYTD Estimates vs Actuals



FY2024--May 2024		Enrollment:	257				
<b>Receipts</b>	<b>Mo. Estimate</b>	<b>Mo. Actual</b>	<b>Variance</b>	<b>FYTD Estimate</b>	<b>FYTD Actual</b>	<b>Variance</b>	<b>Explanation of Variance</b>
1214-Tuition	30,251	(6,804)	(37,054)	889,316	1,136,820	247,504	increased enrollment, increased customized training
1730-Sale of Materials	206	(128)	(334)	53,647	89,177	35,529	increased enrollment, increased customized training
1790-Other Classroom Fees	1,139	1,155	16	16,344	9,270	(7,074)	
1833-Services to Patrons	205	643	438	1,320	2,769	1,449	
1890-Miscellaneous	1,772	420	(1,352)	24,332	23,258	(1,074)	
3110-State Foundation	69,287	73,472	4,185	380,000	428,299	48,299	increased enrollment, increased customized training
5100-Transfers In	0	0	0	0	0	0	
5300-Red.of Prior Year Expend.	0	0	0	0	0	0	
<b>Total Receipts</b>	<b>102,859</b>	<b>68,758</b>	<b>(34,102)</b>	<b>1,364,959</b>	<b>1,689,593</b>	<b>324,634</b>	
<b>Expenditures</b>							
100-Salaries	105,156	130,334	(25,178)	840,442	919,888	(79,446)	increased wage costs with increased programming and enrollment indicated above in Receipts
200-Fringe Benefits	27,349	30,911	(3,562)	288,740	279,644	9,095	
400-Purchased Services	37,526	593	36,933	144,854	93,195	51,659	timing of payments compared to prior fiscal years, funds moved to supplies for additional needs for expanded programs/student counts
500-Supplies	3,008	5,491	(2,483)	80,235	96,883	(16,648)	funds moved from purchased services to supplies for additional needs for expanded programs/student counts
600-Equipment	0	0	0	2,500	0	2,500	
800-Other	238	323	(85)	9,520	5,943	3,577	
930-Refunds of Prior Yr. Rceipts	0	0	0	0	52,873	(52,873)	received Talent Ready Grant from State to assist students with tuition and fees previously paid
<b>Total Expenditures</b>	<b>173,278</b>	<b>167,652</b>	<b>5,626</b>	<b>1,366,291</b>	<b>1,448,426</b>	<b>(82,135)</b>	
<b>Surplus/(Deficit) for Month &amp; FYTD</b>	<b>(70,419)</b>	<b>(98,894)</b>	<b>(28,476)</b>	<b>(1,332)</b>	<b>241,167</b>	<b>242,499</b>	

**CVCC Adult Education Forecast Monthly Cash Flow Data Entry**

Advance In Current FY	\$0.00																
<b>FY2024</b>	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Annual Estimate	% of Estimate Received/ Expended	Balance Remaining to be Received/ Expended	
<b>Receipts</b>																	
1214-Tuition	\$33,028.41	\$23,929.85	\$178,749.66	\$94,187.41	\$55,546.60	\$165,969.64	\$154,311.52	\$194,456.58	\$94,824.83	\$148,619.47	-\$6,803.92	\$0.00	\$1,136,820.05	\$1,000,000.00	113.68%	-\$136,820.05	
1730-Sale of Materials	\$4,790.50	\$380.00	\$3,683.00	\$32,624.00	\$105.00	\$11,819.00	\$2,445.00	\$13,075.50	\$1,340.50	\$19,042.37	-\$128.00	\$0.00	\$89,176.87	\$64,000.00	139.34%	-\$25,176.87	
1790-Other Classroom Fees	\$2,885.00	\$2,975.00	\$0.00	\$65.00	\$580.00	\$665.00	\$0.00	\$180.00	\$390.00	\$375.00	\$1,155.00	\$0.00	\$9,270.00	\$17,380.00	53.34%	\$8,110.00	
1833-Services to Patrons	\$110.00	\$341.00	\$80.00	\$135.00	\$220.00	\$326.00	\$149.00	\$200.00	\$325.00	\$240.00	\$643.00	\$0.00	\$2,769.00	\$1,400.00	197.79%	-\$1,369.00	
1890-Miscellaneous	\$1,055.00	\$75.00	\$3,703.00	\$1,950.00	\$5,124.00	\$760.00	\$195.00	\$7,774.00	\$1,997.00	\$205.00	\$420.00	\$0.00	\$23,258.00	\$25,000.00	93.03%	\$1,742.00	
3110-State Foundation	\$0.00	\$70,129.00	\$0.00	\$50,000.00	\$70,129.00	\$52,774.00	\$0.00	\$70,129.00	\$41,666.67	\$0.00	\$73,471.70	\$0.00	\$428,299.37	\$380,000.00	112.71%	-\$48,299.37	
5100-Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	
5210-Advances In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	
5300-Reduction of Prior Year Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
<b>Total Receipts</b>	<b>\$41,868.91</b>	<b>\$97,829.85</b>	<b>\$186,215.66</b>	<b>\$178,961.41</b>	<b>\$131,704.60</b>	<b>\$232,313.64</b>	<b>\$157,100.52</b>	<b>\$285,815.08</b>	<b>\$140,544.00</b>	<b>\$168,481.84</b>	<b>\$68,757.78</b>	<b>\$0.00</b>	<b>\$1,689,593.29</b>	<b>\$1,487,780.00</b>	<b>113.56%</b>	<b>-\$201,813.29</b>	
<b>Expenditures</b>																	
100-Salaries	\$64,717.57	\$65,349.57	\$60,497.17	\$73,467.56	\$76,203.64	\$113,427.27	\$70,607.60	\$85,352.89	\$89,629.90	\$90,300.68	\$130,333.70	\$0.00	\$919,887.55	\$919,999.90	99.99%	\$112.35	
200-Fringe Benefits	\$24,402.78	\$26,791.01	\$21,876.69	\$24,234.88	\$25,218.52	\$33,299.65	\$21,643.43	\$24,125.94	\$24,912.60	\$22,227.69	\$30,911.23	\$0.00	\$279,644.42	\$313,999.69	89.06%	\$34,355.27	
400-Purchased Services	\$2,882.67	\$1,963.39	\$31,469.25	\$8,841.32	\$4,402.52	\$1,861.28	\$1,945.64	\$1,689.71	\$5,046.81	\$32,498.70	\$593.25	\$0.00	\$93,194.54	\$151,100.00	61.68%	\$57,905.46	
500-Supplies	\$2,024.75	\$5,471.62	\$12,490.36	\$10,820.60	\$7,259.33	\$27,025.85	\$6,955.00	\$4,720.42	\$9,440.79	\$5,183.19	\$5,490.99	\$0.00	\$96,882.90	\$87,100.00	111.23%	-\$9,782.90	
600-Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%	\$2,500.00	
800-Other	\$267.73	\$673.24	\$1,528.26	\$588.41	\$169.95	\$439.79	\$623.12	\$417.57	\$126.82	\$785.43	\$323.08	\$0.00	\$5,943.40	\$10,129.00	58.68%	\$4,185.60	
920-Advances Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	
930-Refunds of Prior Year Receipts	\$0.00	\$99.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$52,774.00	\$0.00	\$0.00	\$0.00	\$0.00	\$52,873.00	\$0.00	#DIV/0!	-\$52,873.00	
<b>Total Expenditures</b>	<b>\$94,295.50</b>	<b>\$100,347.83</b>	<b>\$127,861.73</b>	<b>\$117,952.77</b>	<b>\$113,253.96</b>	<b>\$176,053.84</b>	<b>\$101,774.79</b>	<b>\$169,080.53</b>	<b>\$129,156.92</b>	<b>\$150,995.69</b>	<b>\$167,652.25</b>	<b>\$0.00</b>	<b>\$1,448,425.81</b>	<b>\$1,484,828.60</b>	<b>97.55%</b>	<b>\$36,402.79</b>	
Receipts Over/(Under) Expend.	-\$52,426.59	-\$2,517.98	\$58,353.93	\$61,008.64	\$18,450.64	\$56,259.80	\$55,325.73	\$116,734.55	\$11,387.08	\$17,486.15	-\$98,894.47	\$0.00	\$241,167.48	\$2,951.40			
Beg. Cash Bal. incl. Advance Across FY-end	\$633,857.86	\$581,431.27	\$578,913.29	\$637,267.22	\$698,275.86	\$716,726.50	\$772,986.30	\$828,312.03	\$945,046.58	\$956,433.66	\$973,919.81	\$875,025.34	\$633,857.86	\$633,857.86			
End. Cash Bal. incl. Advance Across FY-end	\$581,431.27	\$578,913.29	\$637,267.22	\$698,275.86	\$716,726.50	\$772,986.30	\$828,312.03	\$945,046.58	\$956,433.66	\$973,919.81	\$875,025.34	\$875,025.34	\$875,025.34	\$636,809.26			
End. Cash Bal. without Advances	\$581,431.27	\$578,913.29	\$637,267.22	\$698,275.86	\$716,726.50	\$772,986.30	\$828,312.03	\$945,046.58	\$956,433.66	\$973,919.81	\$875,025.34	\$875,025.34	\$875,025.34	\$636,809.26			
Encumbrances	\$98,651.57	\$125,626.36	\$96,530.06	\$111,624.10	\$107,007.27	\$64,638.22	\$55,427.05	\$84,791.41	\$76,585.17	\$52,533.54	\$68,230.49	\$0.00	\$0.00	\$25,000.00			
Ending Unenc. Bal.	\$482,779.70	\$453,286.93	\$540,737.16	\$586,651.76	\$609,719.23	\$708,348.08	\$772,884.98	\$860,255.17	\$879,848.49	\$921,386.27	\$806,794.85	\$875,025.34	\$875,025.34	\$611,809.26			

FY2024 APPROPRIATION RESOLUTION

City, Exempted Village, Joint Vocational or Local Board of Education

Rev. Code Sec. 5705.38

The Board of Education of the Cuyahoga Valley Career Center, Cuyahoga County, Ohio met in regular session on the 27th day of June, 2024 in Conference Room A with the following members present:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_ moved the adoption of the following Resolution:

BE IT RESOLVED by the Board of Education of the Cuyahoga Valley Career Center, Cuyahoga County, Ohio, that to provide for the current expenses and other expenditures of said Board of Education, during the fiscal year, ending June 30, 2024, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made and during said fiscal year, as follows, viz:

# Report Options

Report Generated By: rberdine@cvcworks.edu

Report Generated On: 6/18/24 12:16 PM

## Report Parameters

Page Size LETTER  
Page Orientation LANDSCAPE  
Output Format PDF  
Template Name Appropriations Resolution Report  
Suppress Detail false  
Show Options true

## Query Parameters

(fiscalYear) Fiscal Year 2024  
(reportType) Report Type CURRENT\_YEAR\_APPROPRIATIONS  
(includeZeroAmounts) Include Zero Amounts false  
(recap) Summarize Recap by Fund? true

## Cuyahoga Valley Career Center Appropriations Resolution Report

Rev. Code Sec. 5705.38

Cuyahoga Valley Career Center

Fiscal Year: 2024  
Include Zero Balance Accounts: false

Account Description	Total Appropriation	Prior FY Carry Over	Appropriations
001 GENERAL	\$ 20,481,024.00	\$ 248,801.48	\$ 20,729,825.48
003 PERMANENT IMPROVEMENT	\$ 2,969,076.92	\$ 2,231,125.85	\$ 5,200,202.77
006 FOOD SERVICE	\$ 162,175.00	\$ 11,300.00	\$ 173,475.00
008 ENDOWMENT	\$ 15,000.00	\$ 0.00	\$ 15,000.00
009 UNIFORM SCHOOL SUPPLIES	\$ 70,000.00	\$ 13,228.95	\$ 83,228.95
011 ROTARY-SPECIAL SERVICES	\$ 46,929.00	\$ 871.47	\$ 47,800.47
012 ADULT EDUCATION	\$ 1,902,473.50	\$ 33,055.61	\$ 1,935,529.11
018 PUBLIC SCHOOL SUPPORT	\$ 111,025.00	\$ 879.72	\$ 111,904.72
019 OTHER GRANT	\$ 115,163.59	\$ 3,911.90	\$ 119,075.49
022 DISTRICT CUSTODIAL	\$ 801,911.00	\$ 0.00	\$ 801,911.00
200 STUDENT MANAGED ACTIVITY	\$ 48,451.00	\$ 24,245.66	\$ 72,696.66
451 DATA COMMUNICATION FUND	\$ 1,997.52	\$ 0.00	\$ 1,997.52
461 VOCATIONAL EDUC. ENHANCEMENTS	\$ 1,525.00	\$ 475.00	\$ 2,000.00
495 CAREER TECHNICAL CONSTRUCTION FUND	\$ 1,893,000.00	\$ 0.00	\$ 1,893,000.00
499 MISCELLANEOUS STATE GRANT FUND	\$ 744,293.01	\$ 0.00	\$ 744,293.01
508 GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND	\$ 17,030.47	\$ 2,528.22	\$ 19,558.69
524 VOC ED: CARL D. PERKINS - 1984	\$ 474,302.21	\$ 13,607.48	\$ 487,909.69
599 MISCELLANEOUS FED. GRANT FUND	\$ 19,128.95	\$ 30,871.05	\$ 50,000.00
<b>Grand Total All Funds</b>	<b>\$ 29,874,506.17</b>	<b>\$ 2,614,902.39</b>	<b>\$ 32,489,408.56</b>

# Appropriation Recap Report

Governmental Fund Type	Total Appropriation	Prior FY Carry Over	Appropriations
<b>Governmental Fund</b>			
001 GENERAL	\$ 20,481,024.00	\$ 248,801.48	\$ 20,729,825.41
<b>Total for General Fund</b>	<b>\$ 20,481,024.00</b>	<b>\$ 248,801.48</b>	<b>\$ 20,729,825.48</b>
<b>Capital Projects</b>			
003 PERMANENT IMPROVEMENT	\$ 2,969,076.92	\$ 2,231,125.85	\$ 5,200,202.77
<b>Total for Capital Projects</b>	<b>\$ 2,969,076.92</b>	<b>\$ 2,231,125.85</b>	<b>\$ 5,200,202.77</b>
<b>Special Revenue</b>			
018 PUBLIC SCHOOL SUPPORT	\$ 111,025.00	\$ 879.72	\$ 111,904.72
019 OTHER GRANT	\$ 115,163.59	\$ 3,911.90	\$ 119,075.49
200 STUDENT MANAGED ACTIVITY	\$ 48,451.00	\$ 24,245.66	\$ 72,696.66
451 DATA COMMUNICATION FUND	\$ 1,997.52	\$ 0.00	\$ 1,997.52
461 VOCATIONAL EDUC. ENHANCEMENTS	\$ 1,525.00	\$ 475.00	\$ 2,000.00
<b>Total for Special Revenue</b>	<b>\$ 278,162.11</b>	<b>\$ 29,512.28</b>	<b>\$ 307,674.39</b>
<b>Capital Projects</b>			
495 CAREER TECHNICAL CONSTRUCTION FUND	\$ 1,893,000.00	\$ 0.00	\$ 1,893,000.00
<b>Total for Capital Projects</b>	<b>\$ 1,893,000.00</b>	<b>\$ 0.00</b>	<b>\$ 1,893,000.00</b>
<b>Special Revenue</b>			
499 MISCELLANEOUS STATE GRANT FUND	\$ 744,293.01	\$ 0.00	\$ 744,293.01
508 GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND	\$ 17,030.47	\$ 2,528.22	\$ 19,558.69
524 VOC ED: CARL D. PERKINS - 1984	\$ 474,302.21	\$ 13,607.48	\$ 487,909.69
599 MISCELLANEOUS FED. GRANT FUND	\$ 19,128.95	\$ 30,871.05	\$ 50,000.00
<b>Total for Special Revenue</b>	<b>\$ 1,254,754.64</b>	<b>\$ 47,006.75</b>	<b>\$ 1,301,761.39</b>
<b>Total for Governmental Fund Type</b>	<b>\$ 26,876,017.67</b>	<b>\$ 2,556,446.36</b>	<b>\$ 29,432,464.03</b>
<b>Proprietary Fund Type</b>			
<b>Enterprise</b>			
006 FOOD SERVICE	\$ 162,175.00	\$ 11,300.00	\$ 173,475.00
009 UNIFORM SCHOOL SUPPLIES	\$ 70,000.00	\$ 13,228.95	\$ 83,228.95
011 ROTARY-SPECIAL SERVICES	\$ 46,929.00	\$ 871.47	\$ 47,800.47
012 ADULT EDUCATION	\$ 1,902,473.50	\$ 33,055.61	\$ 1,935,529.11
<b>Total for Enterprise</b>	<b>\$ 2,181,577.50</b>	<b>\$ 58,456.03</b>	<b>\$ 2,240,033.53</b>
<b>Total for Proprietary Fund Type</b>	<b>\$ 2,181,577.50</b>	<b>\$ 58,456.03</b>	<b>\$ 2,240,033.53</b>
<b>Fiduciary Fund Type</b>			
<b>Private Purpose Trust Fund</b>			
008 ENDOWMENT	\$ 15,000.00	\$ 0.00	\$ 15,000.00
<b>Total for Private Purpose Trust Fund</b>	<b>\$ 15,000.00</b>	<b>\$ 0.00</b>	<b>\$ 15,000.00</b>
<b>Custodial Fund</b>			
022 DISTRICT CUSTODIAL	\$ 801,911.00	\$ 0.00	\$ 801,911.00
<b>Total for Custodial Fund</b>	<b>\$ 801,911.00</b>	<b>\$ 0.00</b>	<b>\$ 801,911.00</b>
<b>Total for Fiduciary Fund Type</b>	<b>\$ 816,911.00</b>	<b>\$ 0.00</b>	<b>\$ 816,911.00</b>
<b>Grand Total All Funds</b>	<b>\$ 29,874,506.17</b>	<b>\$ 2,614,902.39</b>	<b>\$ 32,489,408.56</b>

\_\_\_\_\_ seconded the Resolution and the roll being called upon its adoption, the vote resulted as follows:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CERTIFICATE (ORC 5705.412)

RE: Cuyahoga Valley Career Center FY2024 Appropriations Resolution

IT IS HEREBY CERTIFIED that the Cuyahoga Valley Career Center has sufficient funds to meet the contract, obligation, payment, or expenditure for the above, and has in effect for the remainder of the fiscal year and the succeeding fiscal year the authorization to levy taxes which, when combined with the estimated revenue from all other sources available to the district at the time of certification, are sufficient to provide operating revenues necessary to enable the district to maintain all personnel, programs, and services essential to the provision of an adequate educational program on all the days set forth in its adopted school calendar for the current fiscal year and for a number of days in the succeeding fiscal year equal to the number of days instruction was held or is scheduled for the current fiscal year, except that if the above expenditure is for a contract, this certification shall cover the term of the contract or the current fiscal year plus the two immediately succeeding fiscal years, whichever period of years is greater.

DATED: \_\_\_\_\_

BY: \_\_\_\_\_

Treasurer

BY: \_\_\_\_\_

Superintendent

BY: \_\_\_\_\_

President, Board of Education



FY2025 APPROPRIATION RESOLUTION

City, Exempted Village, Joint Vocational or Local Board of Education

Rev. Code Sec. 5705.38

The Board of Education of the Cuyahoga Valley Career Center, Cuyahoga County, Ohio met in regular session on the 27th day of June, 2024 in Conference Room A with the following members present:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_ moved the adoption of the following Resolution:

BE IT RESOLVED by the Board of Education of the Cuyahoga Valley Career Center, Cuyahoga County, Ohio, that to provide for the current expenses and other expenditures of said Board of Education, during the fiscal year, ending June 30, 2025, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made and during said fiscal year, as follows, viz:

\_\_\_\_\_ seconded the Resolution and the roll being called upon its adoption, the vote resulted as follows:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CERTIFICATE (ORC 5705.412)

RE: Cuyahoga Valley Career Center FY2025 Appropriations Resolution

IT IS HEREBY CERTIFIED that the Cuyahoga Valley Career Center has sufficient funds to meet the contract, obligation, payment, or expenditure for the above, and has in effect for the remainder of the fiscal year and the succeeding fiscal year the authorization to levy taxes which, when combined with the estimated revenue from all other sources available to the district at the time of certification, are sufficient to provide operating revenues necessary to enable the district to maintain all personnel, programs, and services essential to the provision of an adequate educational program on all the days set forth in its adopted school calendar for the current fiscal year and for a number of days in the succeeding fiscal year equal to the number of days instruction was held or is scheduled for the current fiscal year, except that if the above expenditure is for a contract, this certification shall cover the term of the contract or the current fiscal year plus the two immediately succeeding fiscal years, whichever period of years is greater.

DATED: \_\_\_\_\_

BY: \_\_\_\_\_

Treasurer

BY: \_\_\_\_\_

Superintendent

BY: \_\_\_\_\_

President, Board of Education

# Report Options

**Report Generated By:** rberdine@cvcworks.edu

**Report Generated On:** 6/10/24 12:29 PM

## Report Parameters

**Page Size** LETTER  
**Page Orientation** PORTRAIT  
**Output Format** PDF  
**Template Name** Appropriations Resolution Report  
**Suppress Detail** false  
**Show Options** true

## Query Parameters

(fiscalYear) Fiscal Year 2024  
(reportType) Report Type NEXT\_YEAR\_PROPOSED  
(includeZeroAmounts) Include Zero Amounts false  
(recap) Summarize Recap by Fund? true

**Cuyahoga Valley Career Center  
Appropriations Resolution Report**

Rev. Code Sec. 5705.38

Fiscal Year: 2024

Cuyahoga Valley Career Center

Include Zero Balance Accounts: false

	Next Year Proposed
001 GENERAL	\$ 19,771,336.00
003 PERMANENT IMPROVEMENT	\$ 3,300,000.00
006 FOOD SERVICE	\$ 186,375.00
008 ENDOWMENT	\$ 15,000.00
009 UNIFORM SCHOOL SUPPLIES	\$ 85,800.00
011 ROTARY-SPECIAL SERVICES	\$ 47,800.00
012 ADULT EDUCATION	\$ 1,561,570.00
018 PUBLIC SCHOOL SUPPORT	\$ 111,550.00
019 OTHER GRANT	\$ 62,700.00
022 DISTRICT CUSTODIAL	\$ 700,000.00
200 STUDENT MANAGED ACTIVITY	\$ 39,600.00
451 DATA COMMUNICATION FUND	\$ 1,800.00
495 CAREER TECHNICAL CONSTRUCTION FUND	\$ 9,000,000.00
499 MISCELLANEOUS STATE GRANT FUND	\$ 100,000.00
524 VOC ED: CARL D. PERKINS - 1984	\$ 462,000.00
<b>Grand Total All Funds</b>	<b>\$ 35,445,531.00</b>

# Appropriation Recap Report

Next Year Proposed

Governmental Fund Type		Next Year Proposed
<b>General Fund</b>		
001 GENERAL		\$ 19,771,336.00
<b>Total for General Fund</b>		<b>\$ 19,771,336.00</b>
<b>Capital Projects</b>		
003 PERMANENT IMPROVEMENT		\$ 3,300,000.00
<b>Total for Capital Projects</b>		<b>\$ 3,300,000.00</b>
<b>Special Revenue</b>		
018 PUBLIC SCHOOL SUPPORT		\$ 111,550.00
019 OTHER GRANT		\$ 62,700.00
200 STUDENT MANAGED ACTIVITY		\$ 39,600.00
451 DATA COMMUNICATION FUND		\$ 1,800.00
<b>Total for Special Revenue</b>		<b>\$ 215,650.00</b>
<b>Capital Projects</b>		
495 CAREER TECHNICAL CONSTRUCTION FUND		\$ 9,000,000.00
<b>Total for Capital Projects</b>		<b>\$ 9,000,000.00</b>
<b>Special Revenue</b>		
499 MISCELLANEOUS STATE GRANT FUND		\$ 100,000.00
524 VOC ED: CARL D. PERKINS - 1984		\$ 462,000.00
<b>Total for Special Revenue</b>		<b>\$ 562,000.00</b>
<b>Total for Governmental Fund Type</b>		<b>\$ 32,848,986.00</b>
<b>Proprietary Fund Type</b>		
<b>Enterprise</b>		
006 FOOD SERVICE		\$ 186,375.00
009 UNIFORM SCHOOL SUPPLIES		\$ 85,800.00
011 ROTARY-SPECIAL SERVICES		\$ 47,800.00
012 ADULT EDUCATION		\$ 1,561,570.00
<b>Total for Enterprise</b>		<b>\$ 1,881,545.00</b>
<b>Total for Proprietary Fund Type</b>		<b>\$ 1,881,545.00</b>
<b>Fiduciary Fund Type</b>		
<b>Private Purpose Trust Fund</b>		
008 ENDOWMENT		\$ 15,000.00
<b>Total for Private Purpose Trust Fund</b>		<b>\$ 15,000.00</b>
<b>Custodial Fund</b>		
022 DISTRICT CUSTODIAL		\$ 700,000.00
<b>Total for Custodial Fund</b>		<b>\$ 700,000.00</b>
<b>Total for Fiduciary Fund Type</b>		<b>\$ 715,000.00</b>
<b>Grand Total All Funds</b>		<b>\$ 35,445,531.00</b>

CVCC Board of Education  
 Thursday, June 27, 2024

Professional Growth Days:

In accordance with Article 12 of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve the following staff person(s) for professional growth days and/or out of state trips. Professional growth days are granted outside of the normal working day.

First Name	Last Name	Days/Hours	Start Date	End Date	Activity	In-person or Virtual	Location
Bernadette	Bodnar	18 Hours	7/1/2024	8/16/2024	ODEW Course - Intro to Dyslexia Grades 4-12	Virtual	
Bernadette	Bodnar	12 Hours	7/1/2024	8/16/2024	Visits to Post Secondary Providers and College Support Programs	In-person	Various NEO Locations
Stephanie	Duttry	30 Hours	7/1/2024	8/16/2024	Dyslexia Training, ODEW Career Connections, ODEW Career Advising Course, ODEW Special Education, ODEW Beyond the Essentials	Virtual	
Josie	Everhart	25 Hours	7/1/2024	8/20/2024	Wong Publications: The Classroom Management Course	Virtual	
Josie	Everhart	5 Hours	7/1/2024	8/20/2024	The IRIS Center at Vanderbilt College	Virtual	
Stacey	McNamara	6 Hours	7/1/2024	8/16/2024	ODEW Office for Exceptional Children - Secondary Transition for Students with Disabilities	Virtual	
Mike	Reinhard	6 Hours	7/1/2024	8/16/2024	ODEW Course - Secondary Transition for Students with Disabilities	Virtual	
Shelly	Schultz	18 Hours	7/1/2024	8/16/2024	ODEW Course - Intro to Dyslexia Grades 4-12	Virtual	
Shelly	Schultz	3.5 Hours	7/1/2024	8/16/2027	ODEW Course - Career Connections Career Advising	Virtual	

Shelly	Schultz	6 Hours	7/1/2024	8/16/2024	ODEW Course - Secondary Transition for Students with Disabilities	Virtual	
Shelly	Schultz	1 Hour	7/1/2024	8/16/2024	ODEW Course - Food Allergy for Educators	Virtual	
Jennifer	Standley	24 Hours	7/1/2024	8/16/2024	Dyslexia Training and ODEW Transition for Students with Disabilities	Virtual	
Vicki	Vachon	30 Hours	7/1/2024	7/30/2024	Multiple Short Courses Focusing on Students with Disabilities, Classroom Management, and Behavior Management through the Iris Center at Vanderbilt College	Virtual	
Lynn	Vincent	6 Hours	7/1/2024	8/16/2024	ODEW Course: Transition for Students with Disabilities - Office of Exceptional Children	Virtual	
Lynn	Vincent	6 Hours	7/1/2024	8/16/2024	OCALI Course/Modules - Customized Employment, Social Support for Transition Aged Individuals, The Employee with Autism, Speech Generating Devices	Virtual	
Lynn	Vincent	13.5 Hours	7/1/2024	8/16/2024	ODEW Courses - Career Connections, Career Advising, Career Technical Education Middle School Validation, Using Ohio Standards for Professional Development, Professional Conduct	Virtual	

Mindy	Wracher	5 Hours	7/1/2024	8/16/2024	American Sign Language Classes	Virtual	
Bernie	VanTilburg	2 Hours	7/10/2024	7/10/2024	Certifying Adobe Skills in Your Classroom	Virtual	
Bernie	VanTilburg	1 Hour	7/10/2024	7/10/2024	Adobe Education Exchange: Basic Principles of Design	Virtual	
Bernie	VanTilburg	3 Hours	7/11/2024	7/11/2024	Adobe Certified Educator Level 1: Creativity for All	Virtual	
Melissa	Fox	6 Hours	7/14/2024	7/14/2024	Techniques in Blonding and Bonding	Virtual	
Bernie	VanTilburg	1 Day	7/17/2024	7/17/2024	Industry Site Visit and Observation	In-person	Greater Cleveland Film Commission
Shawn	Fahey	18 Hours	7/18/2024	7/20/2024	Exercise Science Course - Smarter Recovery	Virtual	
Bernie	VanTilburg	3 Hours	7/18/2024	7/18/2024	Adobe Education Exchange: Make Impactful Social Videos with your Students with Premiere Pro	Virtual	
Bernie	VanTilburg	1 Day	7/20/2024	7/20/2024	Industry Visit and Observation, WKYC 3 Studios	In-person	Cleveland, OH
Bernie	VanTilburg	1 Day	7/24/2024	7/24/2024	Industry Visit and Observation, Breakthrough Sounds	In-person	Valley View, OH
Bernie	VanTilburg	3 Hours	7/25/2024	7/25/2024	Adobe Certified Educator Level 2: Design Your Creative Class	Virtual	
Julie	Jakubczak	2 Days	7/30/2024	7/31/2024	Site Visit and Shadow at Sherwin Williams and Cleveland Clinic Foundation with Joe Lopez, DEI Consultant	In-person	Cleveland, OH



# June 2024

## Removal of Equipment from Inventory

<u>Program/Area</u>	<u>Item</u>
Auto Body	Sets of Lockers Tag #9801 Tag #9802 Tag #9803 Tag #9804 Tag #9805 Tag #9806
	Fire Proof Cabinet Tag #4418 Tag #4419
Maintenance	Advance Carpet Extractor Tag #5098
	Windsor Carpet Extractor Tag #5136
Health Careers	Gurney Stretcher Tag #10170
	Blood Vessel Model Tag #8753
	Microscopes (2) Tag #9987 & #1056
	Mannequins (3) Tag #7406, #7407, #5050
	CPR Mannequins & Parts (20) Tags #7404, 7405, 7410, 7411, 7412, 7413, 7414, 7415, 7416, 7417, 7418, 7419, 7420, 7421, 7422, 7423, 7424, 7425, 7426, 7427

*Note – All useable equipment will be offered to associate districts prior to being discarded as scrap.*

## ***DONATIONS – June 2024***

<b>FROM</b>	<b>TO</b>	<b>ITEM(S)</b>
Dr. Gary Golovan 3212 Kersdale Rd. Pepper Pike, OH 44124	Dental Assisting Program	<ul style="list-style-type: none"><li>• Orthodontic supplies</li></ul>
Steve Farnsworth 665 Timber Creek Rd. Akron, OH 44333	Power Equipment Technology Program	<ul style="list-style-type: none"><li>• Cub Cadet LT1042 Lawn Tractor</li></ul>
Dave Norris 8084 Wright Rd. Broadview Hts., OH 44147	Power Equipment Technology Program	<ul style="list-style-type: none"><li>• Sears Suburban Antique Garden Tractor</li></ul>

## SUPERINTENDENT'S MEMBERSHIPS 2024-25

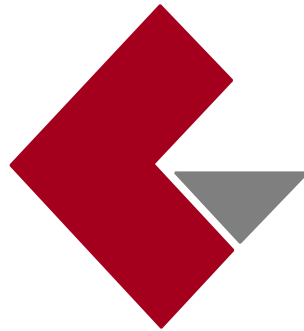
ORGANIZATION	Estimated COST
American Assoc. of School Personnel Administrators (AASPA - National)	275.00
*Ohio Association of School Personnel Administrators (OASPA)	200.00
*NE Ohio Assoc. of Schools Personnel Administrators (local chapter)	0.00
Association for Career and Technical Education (ACTE)	
*Ohio Membership ( <b>Institutional</b> )	2,200.00
*National Membership ( <b>Institutional</b> : \$2,500 – includes Superintendent, Treasurer, and 4 Board Members   \$400 includes 5 Board Members)	2,900.00
Association for Supervision and Curriculum Development (ASCD)	
*National Membership	59.00
*State Membership	30.00
Buckeye Association of School Administrators (BASA) Includes American Assoc. of School Administrators Membership (\$470) and Ohio School Leadership Institute Membership (\$20)	1,912.00
Greater Cleveland Partnership (GCP)	1,725.00
Greater Cleveland School Superintendents' Association (GCSSA)	150.00
National Council of Local Administrators (NCLA), paid through OACTE	40.00
National School Public Relations Association (NSPRA)	295.00
Ohio Association of Career Technical Superintendents (OACTS)	3,000.00
Ohio Association of Pupil Services Administrators (OAPSA)	125.00
Ohio Manufacturers' Association – ( <b>Institutional</b> ) *	2,500.00
Society for Human Resources Management (SHRM)	244.00
Total	\$15,655.00

\* New in 2024-25

# **Business and Office Technology Programs**

## *2024-2025*

### *Adult Education Student Handbook*



**CUYAHOGA VALLEY  
CAREER CENTER**

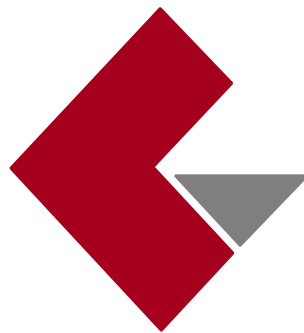
---

Approved June, 2024

[www.cvccworks.edu](http://www.cvccworks.edu)  
440-746-8230

# General Information

## *Adult Education Student Handbook*



**CUYAHOGA VALLEY**  
**CAREER CENTER**

---

Approved June, 2024

[www.cvccworks.edu](http://www.cvccworks.edu)  
440-746-8230

# Table of Contents

CVCC MISSION STATEMENT .....	5
ACCREDITATION/PROGRAM APPROVAL .....	5
ADULT EDUCATION GENERAL INFORMATION .....	5
ADULT EDUCATION ADMINISTRATION/ INSTRUCTOR LIST .....	6
<i>ADMINISTRATION</i> .....	6
<i>INSTRUCTORS</i> .....	7
STUDENT HEALTH AND SAFETY .....	9
<i>Health</i> .....	9
<i>Student Health Care Services</i> .....	9
<i>Crime Awareness And Campus Security</i> .....	10
<i>Emergency Procedures</i> .....	10
<i>Main Entrance</i> .....	10
STUDENT RESOURCES .....	11
<i>Non-School Dates</i> .....	11
<i>School Closings</i> .....	11
<i>Job Search Assistance</i> .....	11
<i>Student Data</i> .....	11
<i>Student Records</i> .....	12
<i>Release Policy</i> .....	12
<i>Non-Discrimination Policy</i> .....	12
<i>Americans with Disabilities Act (ADA)</i> .....	13
<i>Consumer Information</i> .....	13
<i>Course Admission</i> .....	13
<i>District Senior Citizen</i> .....	14
GRIEVANCE POLICY .....	14
<i>5710 - STUDENT GRIEVANCE</i> .....	14
<i>9130 - PUBLIC COMPLAINTS</i> .....	14
<i>Matters Regarding a Professional Staff Member</i> .....	15
<i>Matters Regarding an Administrative Staff Member</i> .....	16
<i>Matters Regarding the Superintendent or Treasurer</i> .....	16
<i>Matters Regarding a Classified Staff Member</i> .....	16
<i>Matters Regarding District Services or Operations</i> .....	17
<i>Matters Regarding the Educational Program</i> .....	17
<i>Matters Regarding Instructional Materials</i> .....	17
FINANCIAL POLICIES – GENERAL GUIDELINES .....	18
<i>Tuition Statement</i> .....	18
<i>FINANCIAL AID</i> .....	19
<i>Title IV Regulations</i> .....	19
<i>Non-Refundable Administrative Seat Fee</i> .....	20
<i>Workforce Innovation and Opportunity Act (WIOA)/Ohio Means Jobs Funding</i> .....	21
<i>Additional Financial Information</i> .....	21
<i>Refunds and Withdrawal Policy</i> .....	22

<b>STUDENT CONDUCT .....</b>	<b>22</b>
<i>Alcohol and Drug Policy .....</i>	<i>23</i>
<i>Electronic Devices .....</i>	<i>23</i>
<i>Telephone Calls .....</i>	<i>23</i>
<i>Food and Beverages .....</i>	<i>23</i>
<i>Interactive/Communication Behaviors .....</i>	<i>23</i>
<i>Collaborations .....</i>	<i>24</i>
<i>Plagiarism and Consequence of Violating School Anti-Plagiarism Policies .....</i>	<i>24</i>
<i>Soliciting .....</i>	<i>25</i>
<b>HARASSMENT .....</b>	<b>25</b>
<i>Anti-Harassment Policy .....</i>	<i>25</i>
<i>Bullying &amp; Other Forms of Aggressive Behavior (Policy 5517.01) .....</i>	<i>41</i>
<i>Student Hazing (5516) .....</i>	<i>45</i>
<b>STATEMENT OF LIABILITY.....</b>	<b>46</b>
<b>BUSINESS AND OFFICE TECHNOLOGY PROGRAM INFORMATION.....</b>	<b>47</b>
<b>ADMISSION POLICY.....</b>	<b>48</b>
<b>ASSIGNMENTS .....</b>	<b>48</b>
<b>ATTENDANCE POLICY .....</b>	<b>48</b>
<b>COMPUTER NETWORK/INTERNET USER GUIDELINES.....</b>	<b>49</b>
<b>DISCIPLINARY ACTION .....</b>	<b>50</b>
<i>Warnings.....</i>	<i>50</i>
<i>Dismissal/Termination .....</i>	<i>51</i>
<b>PROBATION .....</b>	<b>51</b>
<b>DISMISSAL/TERMINATION.....</b>	<b>51</b>
<b>GRADING SCALE.....</b>	<b>51</b>
<i>Extra Credit.....</i>	<i>52</i>
<b>TESTS AND EXAMINATIONS .....</b>	<b>52</b>
<b>CERTIFICATION TESTING .....</b>	<b>53</b>
<b>TRANSFER HOURS.....</b>	<b>53</b>
<b>TUTORING .....</b>	<b>53</b>
<b>GRAPHIC DESIGN FOR PRINT AND WEB PRODUCTION .....</b>	<b>54</b>
<i>Total Program Clock Hours.....</i>	<i>54</i>
<i>Program Tuition: .....</i>	<i>54</i>
<i>Objective: .....</i>	<i>54</i>
<i>Course Description: .....</i>	<i>54</i>
<b>ACKNOWLEDGEMENT OF STUDENT HANDBOOK .....</b>	<b>56</b>

## CVCC Mission Statement

Mission Statement: To prepare youth and adults to enter, compete, advance, and lead in an ever-changing world of work, college, and careers.

## Accreditation/Program Approval

This educational program is approved by the Ohio Department of Higher Education. The Cuyahoga Valley Career Center is accredited by the Commission of the Council on Occupational Education, 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).



## Adult Education General Information

**ADULT EDUCATION HOURS** - The Adult Education Department is open from 8:00 am to 6:00 pm Monday through Thursday, and from 8:00 am to 3:00 pm on Friday.

**FOOD AND BEVERAGES** - To keep our facility clean and protect valuable equipment from damage, food and beverages are not permitted in any classrooms or labs.

**PARKING AREAS** - There are two main parking areas:

- 1) the main lot to the north of the building or
- 2) the east lot at the east end of the building.

Please note that there is a one-way entrance and a one-way exit lane for the main (north) parking lot. You must exit, using the lane farthest from the school. Handicapped spaces are reserved for personnel with proper authorization.

**RESTROOMS** - The restrooms in the original building are located on every level of the building on the south side of the main corridor and in the Adult Education wing off the corridor to the computer labs before the cafeteria.

**SMOKING** - Cuyahoga Valley Career Center is a non-smoking facility. This includes the parking lots.



# Adult Education Administration/ Instructor List

## ADMINISTRATION

### **ADULT EDUCATION DIRECTOR**

Terri Lynn Brosseau

tbrosseau@cvccworks.edu

440-746-8210

Business Training Programs  
Customized Training  
Emergency Response Programs  
Health Care Programs  
Health and Beauty Programs  
Multimedia Design Programs  
Personal Interest & Leisure

### **ADULT EDUCATION COORDINATOR**

TBD

Industrial Training Programs

### **SCHOOL OF PRACTICAL NURSING SUPERVISOR**

TBD 440-746-8315

### **STUDENT SUPPORT SERVICES**

Claudette Knestrick

Cknestrick@cvccworks.edu

440-746-8337

### **BUSINESS LIAISON**

Diane Duryea

dduryea@cvccworks.edu

440-746-8242

### **MEDIA SPECIALIST**

Makayla Robertson

mrobertson@cvccworks.edu

440-746-8322

### Administrative Assistants:

#### **Daytime**

TBD

440-746-8206

#### **Nursing**

Allison Jouriles

ajouriles@cvccworks.edu

440-746-8232

Lynn Haddad

lhaddad@cvccworks.edu

440-746-8332

Evening

Laurie Eadelis  
Leadelis@cvccworks.edu

440-746-8224

**INSTRUCTORS**

<b>Instructor Name</b>	<b>Subject</b>	<b>Credentials/Certification</b>
Christine Abate	Nursing	BSN, RN
Kathleen Alred	Nursing	MSN, BSN, RN, CNP
Ronald Bohnert	Industrial/Electrical Apprenticeship	
Brian Collister	Industrial/Electrical Apprenticeship	
Matthew Duplaga	Public Health & Safety/EMT EKG Instructor	Paramedic/Fire
Tharon Eulinberg	Industrial/HVAC	OSHA Certified; Licensed Journey Plumber; CFC Certified
Lewis Fletcher	Industrial/HVAC Customized	HVAC Certification
Melissa Fox	Cosmetology	Licensed Cosmetologist/Licensed Cosmetology Instructor
James Franko	Fiber Optics Technician	Fiber Optics Technician
Jacob Giesy	Telecommunication Tower Tech.	NATE Certification
Patrick Gnuschke	HVAC	
Lisa Green	STNA	CNP, BSN
Liam Guiney	Personal Interest & Leisure	Certified Financial Planner
Calvinia Hall-Walker	Nursing	MSN, BSN, RN
Jason Hance	Customized - Building & Property Management	
Matthew Harding	Customized - Power Equipment Technology	
Drew Hladky	Industrial/HVAC	HVAC Certification
Daniel Hunter	Industrial/HVAC	HVAC Certification
Allison Jouriles	CPR Instructor	CPR Certified Instructor
Betsy Klos	Dental Assisting	Dental Assistant
Mary Kopczynski	Personal Interest & Leisure	Certified Balloflex Instructor
Daniel Krystosik	Automotive Instructor	

James Martin	HVAC	HVAC Certification
Nancy Muscatello	Cosmetology Instructor	Licensed Cosmetologist/ Licensed Cosmetologist Instructor
Delbra Pace	Nursing STNA	BSN, RN
Richard Parrott	Industrial Training	Master Cam Certified Instructor
Remington Phillips	Graphic/Web Design	AAS
Robert Ponstingle	Industrial/Electrical Apprenticeship	
George Ponti	Industrial	Journeymen Electrician License
Candice Price	Personal Interest & Leisure	
Kylie Putka	Cosmetology	Licensed Cosmetologist
Roberta Ritter	Esthetics	Licensed Advanced Esthetician/Licensed Esthetics Instructor
Laura Robusto	STNA CPR Instructor	MSN, BSN, RN Certified CPR Instructor
Patrick Ruebensaal	Graphic Design	
Matt Schoeffler	Industrial/HVAC	Certification
Bradley Seastrand	Customized Electrical Instructor	Certification
Carri Simon	Fiber Optics Technician	Certification
Jeffrey Smith	HVAC	HVAC Certification
Gerald Steele	Programmable Logic Controllers	Certification
Lisa Theodore	Dental Assisting	CDA, RDA, CPFDA
Bernie Van Tilburg	Personal Interest & Leisure	IC3, Avid Pro Tools Certified User
Larry Walters	Industrial/Rope Rescue	EMT/Firefighter/Rescue Certification
Sylvia Warren-Hankins	Nursing	RN
Jennifer Wester	Health Careers Instructor	Medical Assistant Certification
Lee Wester	CPR Instructor	Paramedic
Joshawa Wines	Certified Production Technician Instructor	CPT 4.0 Certification
Howard (Dan) Workman	Graphic & Web Design	Adobe Certified Associate
Dan Zezena	Public Health & Safety/EMT	Paramedic/EMS Instructor

## **Student Health And Safety**

As part of your learning experience, you will be using equipment and materials specific to the program. You should not attempt to use items that you have not yet received instruction on. Correct safety procedures should be followed at all times.

Students must constantly be aware of conditions in all work areas that could produce injuries. Your cooperation in detecting hazards and in turn controlling them is imperative. If a situation is beyond your ability or authority to correct, notify an instructor immediately.

Students will assist in the maintenance of work areas by keeping them clean and safe. Each student is responsible for equipment that they are using. This means proper use, care, cleanup and storage of the items.

### **Health**

Each CVCC adult student is responsible for his/her own health care. In case of sudden illness while at CVCC, the student is to contact the instructor. In case of an accident during class or lab experiences, an incident report must be completed to comply with the regulations. The student is required to provide a copy of the report to the Adult Education Office before returning to class. A copy is filed in the student's file. If injury occurs in the school environment, the CVCC incident report is to be completed. A CVCC incident report may be obtained from the Administrative Assistants at the Adult Education Office or the CVCC Business Manager. Any cost for emergency treatment will be assumed by the student.

The student is expected to communicate any personal medical or surgical situations requiring care or treatment to the coordinator and instructor as soon as it occurs. A medical release without restrictions is required to return to active enrollment in the program.

If a surgical intervention is necessary while enrolled in the program, the adult must meet with the Adult Education Coordinator at the earliest possible time to facilitate continued program participation. Each situation is considered individually and all efforts will be expended to continue enrollment. The attending surgeon/MD must complete a release allowing the adult to return without restrictions.

### **Student Health Care Services**

For Adult Education evening students, please contact your instructor or evening administrative assistant in case of a medical emergency. Use your best judgment in dialing "911". Local healthcare providers will respond and are prepared to provide appropriate treatment and/or transport the student to the nearest medical facility. Illness that results in extended absence from the program will be review on an individual basis. Documentation from a medical provider may be required prior to returning to the program.

## **Crime Awareness And Campus Security**

Federally Mandated Public Information

Students are expected to report the occurrence of any destructive actions or other emergencies to the faculty, teaching assistant, supervisor, or administrative assistants of this program and administration of school or clinical agency. It is the responsibility of each student to keep the school safe by monitoring one's own behavior and reporting incidents involving other individuals that have the potential of violence or threatening behavior. Violent behavior, direct or indirect threats, harassment, or intimidation will not be tolerated. (This includes violent abusive/harassing behaviors a student may be experiencing or who are the generator of such undesirable behavior.) Liaison relationships are operational with safety and security services and local law enforcement, facilitating reporting of offenses occurring on school campus. Authorities will be immediately notified.

Weapons, handguns, or knives in excess of 3 1/2 "are not to be on your person, in the school building, on the property, any clinical site, and/or enrichment/observation sites.

## **Emergency Procedures**

Students are expected to comply with CVCC emergency/evacuation procedures. Basic fire evacuation is to close all doors and windows, exit through the nearest door, and do not use elevators. Evacuate quickly and quietly in a calm manner without running and talking. (Additional procedures will be discussed at orientation or on the first night of class.)

## **Main Entrance**

All entrance doors will be locked except the main entrance on Level 6. You will be able to EXIT the building through any outside door; however, you will only be able to re-enter the building through the MAIN ENTRANCE until 8:00 pm. Please do not prop open doors that have been locked.

ENTIRE BUILDING IS LOCKED AT 10:00 pm. Please vacate the building before 10:00 p.m. as the building is officially closed and secured at that time.

## **Student Resources**

Academic, career and personal counseling services are available. Students should contact their program instructor or Adult Education Office to initiate a request. A variety of resource materials and references are available through the Adult Education Office.

## **Non-School Dates**

CVCC observes the following holidays: Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Jr. Observance, President's Day, Good Friday, Memorial Day, Juneteenth and Independence Day. Other non-school days may occur due to high school activities, winter break or spring break. In the case of these events, you will be notified by your instructor and/or Adult Education Coordinator.

## **School Closings**

The Adult Education offices will observe the same "snow days" as the high school. If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the local radio and television stations. It is necessary for 5 out of the 8 school districts to have school closings for CVCC to be closed. It is the responsibility of each student to become self-informed of a "snow day" announcement via the news media. Use your very best judgment as your home territory may be a very different snow issue than other areas. If daytime classes at Cuyahoga Valley Career Center are canceled due to inclement weather or for other reasons; all day and evening adult classes will be canceled. If applicable, students with weekend clinical may experience different "snow" issues as local communities and state plowing is not performed on as vigorous a basis on Saturday and Sunday. Students are urged to establish a telephone tree within the class members to facilitate communications regarding official closings. If excessive "snow days" occur, jeopardizing program requirements, class/clinical hours may need to be "made up" utilizing break time, planned days off or an extended school year.

## **Job Search Assistance**

A job search counselor will make presentations in all career development courses. Additional assistance is available through the CVCC Job Seekers Program. Contact [jhayes@cvccworks.edu](mailto:jhayes@cvccworks.edu). CVCC does not guarantee employment or job placement.

## **Student Data**

Each student is to provide complete and accurate information for their school record. Any student who has a change of name, residence and/or phone number(s) must notify an Administrative Assistant or Adult Education Office immediately so that the student file can be updated. This data will become a part of the permanent record and will not be shared with other students.

If a student knowingly offers false or misleading information or submits false documentation, the student is subject to disciplinary action, up to and including immediate dismissal.

## **Student Records**

The school maintains a file of each student in accordance with rules of the State of Ohio and program governing board. Release of information in a student's file must be **requested in writing** by the student. Only official grade transcripts are released; all other documents are the property of CVCC and will not be copied unless remanded by court. An individual file containing information about each student will be maintained in a secured area. The records will be available only to instructors and appropriate Adult Education staff.

## **Release Policy**

The adult student voluntarily desires to participate in this curriculum experience that includes classroom, field trips, and clinical experiences. The student is duly aware of risks and hazards, which may arise through participation in activities/ experiences that may result in loss of life and/or limb and/or property. In consideration of being afforded the opportunity to participate and receive the educational benefits of this curricular experience, each student hereby voluntarily assumes all risks of illness/accident or personal damage to his person or property. Any costs pursuant to potential injury, or injury are the responsibility of the adult student. While at the facility and/or in the school environment; the adult student will not be considered as an employee or agent of the facility nor the school district. Therefore, they will be ineligible for remuneration and will not be covered by the facility's social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits. The adult student will indemnify and hold harmless the facility, and the school district, its shareholders, officers, trustees, employees, and agents from any and all liability, claims and damages, including but not limited to attorney fees and costs arising out of or related to the student's actions or activities. This release shall be binding with the signing of the contract on the part of the student, any heirs, administrators or executors. This contract is a permanent part of your file at Cuyahoga Valley Career Center.

## **Non-Discrimination Policy**

The Cuyahoga Valley Career Center does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, employment and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Michael McDade  
8001 Brecksville Road  
Brecksville, Ohio 44141  
440-526-5200

Dr. Marcy R. Green  
8001 Brecksville Road  
Brecksville, Ohio 44141  
440-526-5200

Complaints may also be sent to the U.S. Department of Education, Team Leader, Office for Civil Rights, 600 Superior Avenue East, Suite 750 Bank One Centre, Cleveland, Ohio 44104-2611.

Legal References:

Civil Rights Act of 1964, as amended in 1972, Title VI, Title VII  
Executive Order 11246, 1965, as amended by Executive Order 11375  
Equal Employment Opportunity Act of 1972, Title VII  
Education Amendments of 1972, Title IX (P.L. 92-318)  
45 CFR, Parts 81, 86 (Federal Register June 4, 1985, August 11, 1975)  
Public Law 93-162 (Section 504)

### **Americans with Disabilities Act (ADA)**

The Adult Education Department at CVCC supports the concepts embraced in the Americans with Disabilities Act of 1990, Section 503 and 504 of the Rehabilitation Act of 1973. Students must be able to successfully complete the academic and clinical objectives/outcome of the program in a timely manner, implementing the essential functions integral to the program. Individual, personal, and reasonable accommodations will be instituted to facilitate opportunities for the student upon proper supporting documentation of eligibility. Students who believe they may qualify for accommodations under this Act should self-reveal this in discussion with the Adult Education Coordinator.

### **Consumer Information**

Refer to our website for admission guidelines, refund policies, graduation rates, and other important information. See Student Resources on the Adult Education and Nursing pages at <https://cvccworks.edu/adult-education/adult-education-resources/financial-aid/>

### **Course Admission**

For all students enrolled in Title IV eligible programs, please see Admissions Policy in the program specific section below.

Registration is open to anyone 16 years of age or older. Age requirements may vary depending upon program offerings. High school students who are enrolled in a regular high school program must have written permission from their parents and the school principal or counselor to register for a course. High school students enrolled in programs with credentials earned upon completion may be subject to additional regulations depending on program. Documentation will be



required for programs that indicate a high school diploma or GED is a prerequisite. Contact Adult Education Office at 440-746-8230 with program-specific questions.

## **District Senior Citizen**

A District Senior Citizen is defined as individuals age 60 or more that are residents of the following school districts: Brecksville, Broadview Heights Schools, Cuyahoga Heights Schools, Garfield Heights Schools, Independence Schools, Nordonia Hills Schools, North Royalton Schools, Revere Schools and Twinsburg.

## **Grievance Policy**

### **5710 - STUDENT GRIEVANCE**

The Board of Education recognizes that, as citizens, students have the right to request redress of grievances. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group grievances should be provided for and appropriate appeal procedures implemented.

For purposes of this policy, a student complaint or grievance shall be any such that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure.

The Board or its employees will hear the complaints and grievances of the students of this District provided that such complaints and grievances are made according to procedures established by Board Policy [9130](#).

### **9130 - PUBLIC COMPLAINTS**

Any person or group having a legitimate interest in the operations of this District shall have the right to present a request, suggestion, or complaint concerning District personnel, the program, or the operations of the District. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, or complaints reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

**Matters Regarding a Professional Staff Member**

A. First Level

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to

As appropriate, the staff member shall report the matter and whatever action may have been taken to his/her supervisor.

B. Second Level

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor or Director and in compliance with provisions of a collective bargaining agreement, if applicable.

C. Third Level

If a satisfactory solution is not achieved by discussion with the Supervisor or Director, a written request for a conference shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

Should the matter be resolved in conference with the Superintendent, the Board may be advised of the resolution.

D. Fourth Level

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a meeting by the Board.

The Board, after reviewing all material relating to the case, may provide the complainant with its written decision or grant a meeting before the Board or a committee of the Board.

The complainant shall be advised, in writing, of the Board's decision, no more than ten (10) business days following the meeting.

### **Matters Regarding an Administrative Staff Member**

Since administrators are considered members of the District's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.

### **Matters Regarding the Superintendent or Treasurer**

Should the matter be a concern regarding the Superintendent or Treasurer which cannot be resolved through discussion with the Superintendent or Treasurer, the complainant may submit a written request to the Board President for a conference with the Board. This request shall include:

- A. the specific nature of the complaint and a brief statement of the facts giving rise to it;
- B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
- C. the reason that the matter was not able to be resolved with the Superintendent or Treasurer;
- D. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may grant a hearing before the Board, or a committee of the Board, or refer the matter, if permitted by State law, to an executive session.

The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

### **Matters Regarding a Classified Staff Member**

In the case of a classified staff member, the complaint is to be directed, initially, toward the person's supervisor, and the matter then brought as required to higher levels in the same manner as prescribed for "Matters Regarding a Professional Staff Member".

### **Matters Regarding District Services or Operations**

If the request, suggestion, or complaint relates to a matter of District procedure or operation, it should be addressed, initially, to the person in charge of the service or operation and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

### **Matters Regarding the Educational Program**

If the request, suggestion, or complaint relates to a matter of District program, it should be addressed, initially, to the Director and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

### **Matters Regarding Instructional Materials**

The Superintendent shall prepare administrative guidelines addressing students' and parents' rights to be adequately informed each year regarding their ability to inspect instructional materials and the procedure for completing such an inspection. See AG **9130A** and Form 9130F3.

If the request, suggestion, or complaint relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the District, the following procedure shall be followed:

- A. The criticism is to be addressed to the Director, in writing, and shall include:
  1. author;
  2. title;
  3. publisher;
  4. the complainant's familiarity with the material objected to;
  5. sections objected to, by page and item;
  6. reasons for objection.
  
- B. Upon receipt of the information, the Director shall after advising the Superintendent of the complaint and upon the Superintendent's approval, appoint a review committee which may consist of:
  1. one (1) or more professional staff members;
  2. one (1) or more Board members on the Board Curriculum Committee;
  3. one (1) or more lay persons knowledgeable in the area.

The Superintendent or his/her designee shall be an ex-officio member of the committee.

- C. The committee, in evaluating the questioned material, shall be guided by the following criteria:
  - 1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
  - 2. the accuracy of the material
  - 3. the objectivity of the material
  - 4. the use being made of the material
- D. The material in question may be withdrawn from use pending the committee's recommendation to the Superintendent.
- E. The committee's recommendation shall be reported to the Superintendent in writing within fifteen (15) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.
- F. The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
- G. The Board shall review the case in public session and advise the complainant, in writing, of its decision within ten (10) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

R.C. 149.43

Revised 11/20/97

Revised 3/27/03

## **Financial Policies – General Guidelines**

### **Tuition Statement**

Each student is responsible for all tuition and fees on or before the due date. Any student in arrears with tuition may be dismissed from the program. Special circumstances concerning tuition must be addressed with the Adult Education Coordinator. Students in a financial aid eligible program may also speak with Student Support Services before the due date. All tuition and fees due Cuyahoga Valley Career Center must be paid before completion of the course of study.

Until all tuition and fees due to Cuyahoga Valley Career Center are paid in full, no transcripts of any type or recommendations will be released. No completion data will be forwarded to any Board, agency, or post-secondary institution for certification, licensure, or college credit transfer (CT<sup>2</sup>).

Any outstanding balance remaining on account will be referred to the Ohio Attorney General's Debt Collection Program.

## **FINANCIAL AID**

Financial Aid may vary from year to year. Pell, Subsidized and Unsubsidized Direct Loans, Parent Plus Loans, WIA (Workforce Investment Act) are presently offered. Recipients of federal financial aid monies must comply with mandated provisions, which require 90% attendance and "satisfactory academic progress" or funds will be withheld/withdrawn. *If you do not complete the portion of the program for which you were credited Title IV Federal Financial Aid, you will be billed for the balance, and you are responsible for payment in full.* A Sub/Unsubsidized Loan may be processed up to 30 days prior to successful completion of the program. Title IV monies shall not be utilized for non-refundable administrative seat fee.

## **Title IV Regulations**

Title IV participants' student disbursements will comply with current Federal regulations. Students must complete more than 60% of each payment period to be fully eligible for the Pell grant and/or loans awarded. If student was given PELL or Direct Loan "credit" and now has not earned it, **the student will be billed for the difference**, and may also owe the federal government, Department of Education a return of money. R2T4 calculations will be completed as required in Federal Regulations. If required, funds will be returned in the order specified by the U.S. Department of Education. Details of their Federal Financial Aid will be provided to the student in their letter of withdrawal or dismissal.

## **Return of Title IV Funds Policy**

The Cuyahoga Valley Career Center Adult Education Coordinator or School of Nursing Supervisor will provide written notification to Student Support Services if a student officially withdraws or has been dismissed from a financial aid program. The coordinator will provide the hours attended and the last day of attendance to Student Support Services. If a student withdraws unofficially, the Adult Education Coordinator or School of Nursing Supervisor will provide the letter of dismissal with the last date of attendance which is determined by the program to Student

Support Services. Student Support Services will complete the R2T4 Clock-Hour Form. The Federal “Return of Title IV Financial Aid Funds” formula dictates the amount of Federal Title IV Financial Aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to a student receiving Federal Aid if that student’s withdrawal date occurs after the point that the student was scheduled to complete more than 60% of the scheduled hours in the payment period or period of enrollment. The percentage of the Title IV Financial Aid to be returned is equal to the number of clock hours attended in the payment period divided by the number of hours that were scheduled. For example, if a student has completed 30% of the payment period, they have earned 30% of their financial aid. However, once a student has completed over 60% of the hours in a payment period, 100% of the financial aid awarded during that payment period has been earned. A post-withdrawal disbursement will be made if a student has eligibility for Title IV funds. The student disbursement will be made from available grant funds first then available loan funds. If the student is eligible for a Post-Withdrawal Disbursement of loan funds, the student will be notified by letter as soon as possible but within the thirty-day requirement. The student notification will include the fourteen-day response time and the explanation of PELL Grant LEU and loan balances where applicable. A school must maintain written records of its post withdrawal disbursement. If there is a return of Title IV loan funds, the Treasurer will return the funds, they will be returned as soon as possible but no later than forty-five days from the date of withdrawal. A Post-Withdrawal Disbursement of grant funds will be disbursed to student account within 45 days. NOTE: If financial funds have been released to a student because of a student disbursement on the student’s account, the student may be required to repay some of the aid if the student withdraws. If a R2T4 calculation results in a credit balance on the student’s account, it will be disbursed to the student within 14 days after the calculation.

#### Order of Return of Student Financial Aid Program Funds

Funds that are required to be returned to the US Department of Education must be returned in the following order:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Plus Loan (if applicable)
4. PELL Grant

**The student will be responsible for any outstanding balance owed to Cuyahoga Valley Career Center Adult Education that Title IV (financial aid) funding did not cover.**

### **Non-Refundable Administrative Seat Fee**

A \$200, non-refundable, administrative seat fee is required for Financial Aid Programs when accepted for active enrollment to secure a “seat” in the class. Title IV monies shall not be utilized for non-refundable administrative seat fee. The non-refundable administrative seat fee is **not** a part of the tuition.

## **Workforce Innovation and Opportunity Act (WIOA)/Ohio Means Jobs Funding**

In cases where WIOA funding is contingent on and paid for program completion and job placement, the student is responsible for full payment of tuition prior to program completion. Already paid tuition will be refunded by CVCC to the student upon receipt of WIOA/Ohio Means Jobs post-completion payments. CVCC will provide documentation of program completion to WIOA/Ohio Means Jobs office. It is the responsibility of the student to have their employer provide verification of employment to WIOA/Ohio Means Jobs, using the official form provided. Final payment is dependent upon completion of this process.

### **Additional Financial Information**

- Pell grant monies and loans are to be utilized to pay tuition, book expenses included in the programs Cost of Attendance. A copy of the Cost of Attendance can be requested in the Student Support Services Office. The cost of attendance will be reviewed during the student financial aid appointment.
- Students with prior student loans may be eligible for an in-school deferment. Please contact your loan servicer or issuer if you are interested in this program for the application. Complete the student portion of the in-school deferment application and submit to CVCC Student Support Services office for completion.
- At any time throughout the school year, the student may exercise the right to cancel or change Title IV loan monies prior to disbursement. Please make an appointment with the Student Support Services office to revise your award worksheet. Please see posted drawdown schedule for deadlines.
- Adult students at CVCC are protected under the Family Education Rights and Privacy Act (FERPA.) Your Financial Aid records will not be discussed with your parents, spouses or others without your written consent or certain requirements being met. Please review your FERPA rights on CVCC's website; <https://cvccworks.edu/adult-education/adult-education-resources/financial-aid/>
- If you have been previously, or are convicted in the future under Federal or State law, any offense involving possession or sale of illegal drugs while you are (were) receiving Federal Student Aid, you may be ineligible for additional aid. Please contact the Student Support Services Office to discuss any drug related convictions and your eligibility for additional Financial Aid.



- If your FAFSA has been flagged for an unusual enrollment history, Student Support Services will review your previous education transcripts to determine if you are eligible for Federal Financial Aid.
- All loan monies are to be paid back to the federal government on a repayment schedule established with your Direct Loan Servicer after a “grace” period of six (6) months upon successful completion of the program or withdrawal.
- Those individuals experiencing involuntary activation for military service will be handled on a case-by-case basis regarding return of funds, length of leave of absence, re-entry and in compliance with Title IV regulations.

## **Refunds and Withdrawal Policy**

**Refund Policy:** Refunds are issued in the method fees were paid; either by check (once check has cleared) or credited to your account, within 2-3 weeks of processing approved refund paperwork.

**Textbook/Material/Supply/Uniform Fees:** Fees are included in the tuition unless otherwise specified and are NON-REFUNDABLE. Textbook prices are subject to change without notice.

**Withdrawal:** Students who withdraw before the first day of class and have made payment will be refunded their payment minus a \$20 administrative fee within the processing timeline. Students that withdraw after the first day of class or are dismissed due to poor academic performance or attendance will be evaluated to see if they are eligible for a prorated refund of their tuition. Tuition refunds will be prorated based upon the amount of tuition paid and the percentage of the program completed by the student. **Students that complete 60% of their scheduled program are not eligible for a prorated refund of their tuition.** Books, fees, uniform costs, tools, and seat fee (if required) are non-refundable. (The calculation to determine the percentage of a program completed by a student is based on the number of hours a student could have attended the class up to the date of withdrawal divided by the number of hours in the program.)

**Cancellations:** If CVCC needs to postpone, cancel, or combine classes for any reason, we will notify you. CVCC cannot assume responsibility for any conflict in business or personal affairs that affect your ability to attend class. Refunds will be processed as stated in our refund policy.

## **Student Conduct**

CVCC reserves the right to dismiss a student for behavioral issues, cheating, or violating CVCC policies or guidelines.

## Alcohol and Drug Policy

The possession, use and sale of alcoholic beverages or illegal chemical substances on school property are prohibited and will result in immediate dismissal and possible prosecution according to established laws. Evidence of illegal use of drugs or intoxicating beverages will be sufficient grounds for termination from the program without prospects of re-enrollment with a notation of same in student's permanent file.

## Electronic Devices

Electronic devices, personal and business beepers, and cellular phones are to remain out of sight, not utilized and in silent mode during class periods and while on any active assignment in client care environments. Personal phones may be utilized in the "Commons Area" or outside the building in your vehicle and in designated break areas. Students are expected to abide by clinical site regulations regarding cellular phones and other electronic devices if applicable to your enrolled program.

## Telephone Calls

Students may not make personal telephone calls during class. The Adult Education staff will take messages of an emergency nature will be taken by the Adult Education staff and present them to the students at the earliest convenience. **Please remember personal cell phones and other electronic devices are not permitted in the classroom or clinic.**

## Food and Beverages

Beverages and snacks are available for purchase from vending machines in the Cafeteria. Dinner, snacks and beverages are to be consumed only in the cafeteria. No food, snacks, or beverages are permitted in the classroom or clinic unless approved by the instructor.

## Interactive/Communication Behaviors

Communication manner with clients, faculty, staff and peers is expected to be positive and of a professional nature. Theft, cheating, insubordination or disrespectful behavior with instructors, CVCC staff, or cooperating clinical or externship site staff is unacceptable and may jeopardize your remaining in the program. Inappropriate, foul language or profanity in classroom or lab area may facilitate immediate dismissal from the program. Inability to work with co-workers, continual antagonism with instructors or classmates, and/or repeated cause of dissension among classmates or co-workers is unacceptable behavior, considered unprofessional, and may be grounds for dismissal. CVCC School District endorses an anti-harassment policy, "Sexual Harassments" has the same definition as set forth in the policy of the Board, as reflective of the definition set forth in Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Ohio Revised Code 4112.02. Sexual or gender based behavior that is unwelcome, unwanted and/or uninvited by the recipient can be verbal, non-verbal and/or physical and/or an issue of power

or control is unacceptable. Faculty and supervisor guidance, along with academic content will assist you in developing positive and professional level of communication and interactive skills expected of industry professionals. Any act that violates or compromises client safety, legal or the ethical standards may be grounds for immediate course failure and/or dismissal from the program.

## **Collaborations**

Collaboration (group study) with other students while learning, preparing, reviewing, etc. is strongly encouraged. It's a great way to learn! Collaboration with another student or obtaining information by any means other than your own memory recall while taking a quiz or exam or completing an individual assignment is unacceptable and considered cheating.

## **Plagiarism and Consequence of Violating School Anti-Plagiarism Policies**

Plagiarism is typically defined as the use of another person's or a group's words or ideas without clearly acknowledging the source of that information, resulting in the false representation as one's own work. More specifically, to avoid plagiarizing, a student or other writer must give credit when the student uses:

1. Another person's idea, opinion, or theory
2. Any facts, statistics, graphs, drawing - any piece of information that is not considered common knowledge
3. Quotations of another person's spoken or written words
4. Paraphrases of another person's spoken or written words
5. Another person's data, solutions, or calculations without permission and/or recognition of the source, including the act of accessing another person's computerized files without authorization.

Plagiarism may be either deliberate or unwitting. Regardless, it is the responsibility of a college student to know what constitutes plagiarism, so that they may avoid it. Ignorance is not a legitimate defense against a charge of plagiarism. Cheating, falsifying documents and/or plagiarism will not be tolerated by Cuyahoga Valley Career Center. The penalties for these offenses are as follows:

- First offense: Student receives a "0" on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student may repeat the assignment to correct all areas of plagiarism. The repeat assignment is graded on a 30% reduction of points.
- Second offense: Student receives a "0" on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student may not repeat the assignment.
- Third offense: Student receives a "0" on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of "F" for the course.

- Any further offense: Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of “F” for the course and may be suspended from the college for a period of six (6) months.
- Any further offense upon students return from suspension: Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of “F” for the course and may be expelled from the college without the option to return.

### **Soliciting**

No soliciting of any kind is permitted on school property or in the clinical area. Exceptions may be made for solicitations concerning planned, preapproved class activities.

### **Harassment**

It is a violation of law and of school rules for any student or staff member to take any of the following actions toward another student or a staff member, or any person associated with the school district while on District property or at any school-related event on or off District property.

### **Anti-Harassment Policy**

It is the policy (5517) of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

#### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

### **Definitions**

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

**Complainant** is the individual who alleges, or is alleged, to have been subjected to unlawful harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

**Respondent** is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

**School District community** means students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

**Third Parties** include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

**Day(s):** Unless expressly stated otherwise, the term “day” or “days” as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

### **Bullying**

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and

repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

### **Harassment**

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school

### **Sexual Harassment**

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964 a, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities
- H. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

- I. Giving unwelcome personal gifts such as lingerie that suggests the desire for a romantic relationship.
- J. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.
- K. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- L. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- M. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

**NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in R.C. 2907.03. The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.**

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating,



hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin/Ancestry Harassment**

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

### **Anti-Harassment Compliance Officers**

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)"):

Michael McDade  
Business Manager  
Cuyahoga Valley Career Center  
8001 Brecksville Road  
Brecksville, OH 44141  
440-838-8009  
mmcdade@cvccworks.edu

Dr. Marcy R. Green  
Assistant Superintendent  
Cuyahoga Valley Career Center  
8001 Brecksville Road  
Brecksville, OH 44141  
440-746-8228

mgreen@cvccworks.edu

The names, titles, and contact information of these individuals will be published annually on the School District's website and in the parent and staff handbooks.

The Compliance Officer(s) 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 harassment.

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept reports of unlawful harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or the Compliance Officer(s) will designate a specific individual to conduct such a process. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

Any Board employee who directly observes unlawful harassment is obligated, in accordance with this policy, to report such observations to the Compliance Officer(s) within two (2) days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, 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 harassment. Thereafter, the Compliance Officer(s) or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

### **Reports and Complaints of Harassing Conduct**

Students and all other members of the School District community along with Third Parties are required to report incidents of harassing conduct to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a report shall file it with the Compliance Officer within two (2) days of receiving the report of harassment.

Members of the School District community and Third Parties, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment 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 Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to the Compliance Officers who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the 5517 investigation and provide the Director with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Director with the determination of responsibility that results from the Policy 2266 grievance process.

### **Investigation and Complaint Procedure**

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any student who believes that they have been subjected to unlawful harassment may seek resolution of their complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. 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 harassment or retaliation with the United States Department of Education Office for Civil Rights.

### **Informal Complaint Procedure**

The goal of the informal complaint procedure is promptly to stop inappropriate behavior and to 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 harassed 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 Complainant and the Respondent mutually agree to participate in it.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

The Complainant 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 complainants involving a District employee, any other adult member of the School District community, or a Third Party and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe in doing so, the individual should tell or otherwise inform the Respondent that the alleged harassing conduct is inappropriate and must stop. The Complainant should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the Complainant if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the alleged inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A Complainant 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 Compliance Officers.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The Board's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the Respondent.

- B. Distributing a copy of this policy as a reminder to the individuals in the school building or office where the Respondent works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer /designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

### **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

The Complainant may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District official who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, Superintendent, or other District official, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); 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 Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer 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 Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the Compliance Officer should consult the Complainant to assess whether the individual with the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions deemed appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer/designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation.

Simultaneously, the Compliance Officer will inform the Respondent that a formal 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 administrative guidelines, including the Board's Anti-Harassment policy. 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 Compliance Officer/designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. 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 Compliance Officer or the 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 harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer/designee, the Superintendent must either issue a written decision regarding whether the complaint of harassment has 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 ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a written decision as described above.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of the Party's receipt of the Superintendent's decision. The written statement of appeal must be submitted to the Treasurer/CFO.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the student alleging the unlawful harassment/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 parties may be represented, at their 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, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

### **Privacy/Confidentiality**

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent, , and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. 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 harassment 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 harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce 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 report, formal complaint testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, 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 and/or this policy.

Retaliation against a person from making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanction/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.



### **Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty- one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

State law defines certain contact between a teacher and a student as "sexual battery." If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined in Ohio's Criminal Code, such knowledge should be immediately reported to local law enforcement.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

### **Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension**

The Superintendent will report to the Ohio Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery, and will, in accordance with Policy 8141, suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

### **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent 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 harassment in general, will be age and content appropriate.

### **Retention of Investigatory Records and Materials**

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic

media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;

- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board’s expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law (e.g., R.C. 3319.321) – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District’s records retention schedule.

Revised 6/24/99  
Revised 1/10/02  
Revised 3/30/06  
Revised 2/25/10  
Revised 1/9/14  
Revised 3/22/18  
Revised 3/21/19  
T.C. 1/7/21  
Revised 10/28/2021

© Neola 2021

#### Legal

R.C. 4112.02  
20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)  
20 U.S.C. 1681 et seq., Americans with Disabilities Act of 1990, as amended  
29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967  
29 U.S.C. 794, Rehabilitation Act of 1973, as amended  
29 U.S.C. 6101, The Age Discrimination Act of 1975  
42 U.S.C. 2000d et seq.  
42 U.S.C. 2000e et seq.  
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended  
42 U.S.C. 1983

## **Bullying & Other Forms of Aggressive Behavior (Policy 5517.01)**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a Cuyahoga Valley Career Center vehicle, or while in route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

“Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyber bullying through electronically transmitted

acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to instructors and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyber bullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/ or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

### **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to an instructor, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of

such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the instructor, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying, in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667

State Board of Education Model Policy

### **Student Hazing (5516)**

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to or associated with Board-sponsored activities (e.g., extracurricular teams, clubs, or groups) or incidents that have occurred on school property. No administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District shall encourage, permit, authorize, condone, or tolerate any hazing activities. The preceding prohibition includes recklessly permitting the hazing of any person associated with the District. Additionally, no student shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization or any act to continue or reinstate membership in



or affiliation with any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. No person shall recklessly participate in the hazing of another. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, employees, faculty members, and teachers of the District shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Additionally, no administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District who is acting in an official and professional capacity shall recklessly fail to immediately report the knowledge of hazing to a law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred. Students, administrators, employees, faculty members, and teachers who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students, Board employees, consultants, and volunteers and shall incorporate it into building, staff, and student handbooks. It shall also be posted on the District's website. This policy shall be the subject of discussion at employee staff meetings or in-service programs.

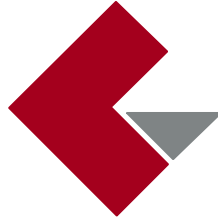
Board employees, consultants, and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

Revised 1/12/01  
Revised 3/30/06  
Revised 03/24/22

© Neola 2021

## **Statement of Liability**

The Board of Education of Cuyahoga Valley Career Center school district, its members, officers and employees expressly disclaim any responsibility or liability for any personal injuries or the loss and/or damage to personal property. Individuals requesting registration in a course offered by Adult Education must assume the risk of all such injury or loss.



CUYAHOGA VALLEY  
CAREER CENTER

# Business and Office Technology Program Information

Welcome to the Cuyahoga Valley Career Center's Adult Education Multimedia Design Program. We hope you have a memorable and rewarding experience during your time with us. As you read through the following pages, the rules are strict and expectations are high. CVCC is preparing you to successfully enter the workforce with the skills and mindset needed to not only be successful, but to thrive in an ever-changing world. Demands and expectations in the field can be high and they begin in the classroom.

**Terri Lynn Brosseau**  
Adult Education Director  
440-746-8210  
tbrosseau@cvccworks.edu

Updated June 2024

*Read the following policies and procedures and sign and date the appropriate signature page(s) at the end of this booklet. Please keep one copy for your reference and return the signature page(s) to your instructor or the Adult Education Coordinator. The signature page will be kept in your student file.*

## **Admission Policy**

- High School Diploma/GED\*
- Foreign Diploma/GED
- Valid Government Issued Photo ID

\*Students pre-approved as a participant through the Ohio Department of Education Adult Diploma Program are not required to have completed a High School Diploma or GED.

Registration is open to anyone 16 years of age or older. Age requirements may vary depending upon program offerings. High school students who are enrolled in a regular high school program must have written permission from their parents and the school principal or counselor to register for a course. High school students enrolled in programs with credentials earned upon completion may be subject to additional regulations depending on program. Documentation will be required for programs that indicate a high school diploma or GED is a prerequisite. Contact Adult Education Office at 440-746-8230 with program-specific questions.

All students enrolling in Multimedia Design programs are required to have a working knowledge of computers prior to starting classes. Web Design & Animation students as well as Graphic Design for Print and Web Production students will be oriented to Mac computers if they are PC users.

## **Assignments**

It is at the instructor's discretion to determine grading penalties for late assignments, attendance and unexcused absences. All work is to be neat and legible. The instructor will discuss any additional guidelines the first day of class. Assignments are to be submitted on date specified. At the discretion of the instructor, late assignments may be refused; or if accepted, the grade may be lowered one letter grade for each day late.

## **Attendance Policy**

Students are to maintain an 80% average attendance throughout the program or they may be placed on program probation. If a student has an excessive absence, (more than 12 hours) the student will

need to demonstrate to the instructor that the student is making acceptable progress in keeping up with the class. Makeup work is allowed for excused absences with full credit if it is done within one week of the student's returning to school. If work is not done within one week of the student's returning to class, a zero is received for a given job.

Any student who is absent for five (5) or more consecutive days must provide a written physician's statement allowing unrestricted permission to return to school. Extended illnesses and special circumstances/situations (including vacation) will be taken under advisement by the faculty and Adult Education Coordinator with specific attention to the student's past attendance and tardiness record, other illnesses, and progress in the program.

Armed Forces students, if activated by state or governmental action, will be treated on a case-by-case basis with strong compliance to Title IV recommendations.

## **Computer Network/Internet User Guidelines**

It is essential for each user on the network to recognize his/ her responsibility in having access to vast services, sites, systems, and people. Use of the network must be in support of education and research consistent with Board of Education policies. All programs to be downloaded and/ or installed are to be done through the Technology Department. Under no circumstances should a student be permitted to download/ install software without consent of the Technology Department.

Cuyahoga Valley Career Center reserves the right to monitor Internet activity and to remove user accounts for any violation of the Career Center's policy and/ or Internet practices listed herein. No use of the network shall serve to disrupt network use by others or seriously degrade network performance. This includes vandalism which is defined as any malicious attempt to alter, destroy, or reduce the usability of data of another user, agency, or network. This includes, but is not limited to, the uploading or creation of computer viruses, or other destructive techniques. Equipment including, but not limited to, hardware or software shall not be destroyed, modified, or abused in any way.

Students should be aware that there is no expectation of privacy in the use of electronic mail or the Internet when using school facilities for access: system administrators and operators can access mail, and mail software may misdirect messages. The school reserves the right but does not assume the obligation to monitor such access. Messages relating to, or in support of, illegal activities will be reported to appropriate authorities.

The Board has implemented technology protection measures which block/ filter Internet access to visual displays that are obscene, child pornography or harmful. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, inappropriate and/ or harmful. Nevertheless, students are advised that determined users may be able to gain access to information, communication and/ or services on the Internet which the Board of Education has not authorized for educational purposes and/ or which they and/ or their parents/ guardians may find inappropriate, offensive, objectionable or controversial. Adult students assume this risk by consenting to participate in the use of the Intel run et.

Student's accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet. Illegal activities of any nature are strictly forbidden and will be reported to the appropriate authorities. Violators will lose network privileges which may impact successful program completion for unauthorized persons for the school year, and may face possible prosecution. These activities include, but are not limited to, the following:

1. The illegal installation of copyrighted software
2. Use of the network to access, or process, pornographic material or inappropriate text
3. Transmission, or reception, of any material in violation of U.S. or state regulations including, but not limited to, copyrighted material, threatening or obscene materials, or material protected by trade secret
4. Any reporting of private communications without prior consent of the author. (All outside communications and information accessible via the network should be assumed to be private property.)
5. Any attempts to bypass the security or filtering/ protection measures.
6. Sharing your password and/ or account with others, or using another's password/ account.
7. Cyber bullying, harassing, or intimidating students or staff.
8. Posting or unauthorized use of copyrighted material(s)

## **Disciplinary Action**

*\*The following is a list of actions that would require disciplinary action. Other actions may fall into this category at the discretion of the instructor. These actions may be grounds for dismissal from Multimedia Design programs:*

- **Tardiness that exceeds the aforementioned guidelines**
- **Two (2) or more unexcused absences from class**
- **Cumulative grade percentage below eighty percent (80%)**
- **Behavioral nonconformity to include, disrespect to other students or instructors, sexual harassment, offensive language or any disruption that is socially unacceptable.**
- **Destruction of property**
- **Leaving without permission**
- **Carelessness of program/school property or equipment**
- **Dishonesty/cheating**
- **Lack of interest or motivation to learn**
- **Sleeping in class**
- **Cell phone usage/texting**
- **Suspected of being under the influence of alcohol and/or drugs of abuse**
- **Weapons/firearms possession**

### **Warnings**

A verbal warning is a first notification of unsatisfactory performance, or inappropriate behavior in the classroom or lab. It will be followed up with a written confirmation of the conversation which you will be asked to acknowledge with your signature.

A first written warning will be the start of a probationary period which will be determined by the Adult Education Coordinator and instructor. The warning will be issued if any of the incidences outlined in the verbal warning continue to occur or different examples of the types noted above occur or if the student's behavior is so egregious that CVCC determines to skip the verbal warning. We will ask the student to sign documentation of the conversation.

A second written warning will be issued if the incidences above, or any other incidences as outlined in the verbal warning section, continue. If the student receives a second written warning, any recurrences of the previously noted performances or behaviors will result in dismissal/termination from the program.

Note: Any of the above warnings may include a timeframe for improvement with specific parameters.

### **Dismissal/Termination**

Dismissal/Termination may occur at any point in the disciplinary process if progress is deemed insufficient. Behavior of an extremely serious nature, continued undesirable attendance, violation of CVCC policies/procedures, foul/inappropriate language or inappropriate behavior, may result in immediate dismissal without prior warning.

## **Probation**

Probation may be issued for a more serious or recurring violation of established policies and procedures.

## **Dismissal/Termination**

Immediate dismissal may occur without prior warning for behavior of an extremely serious nature, academic performance below 80%, continued poor attendance and/or tardiness, violation of CVCC policies/procedures, foul/inappropriate language, unsafe lab practice or careless performance.

## **Grading Scale**

It is at the instructor's discretion to determine the curriculum requirements and point value of any assignments, quizzes and exams. Every attempt is made to modify instruction in order to enhance instruction and improve learning. The purpose is to develop a basis for the modification of instruction and to assist in the mastery of program competencies. The students shall perform the competencies and competency builders in a manner acceptable in business and industry. There shall be a specific number of assigned competencies and competency builders that students must

achieve in order to receive credit for the course. All of this will be disclosed to the students on the first day of class or at the program orientation.

A student's grade shall be determined by his or her performances in the following three areas:

- Classroom Activities
- Attendance
- Personal Development

<b>Letter Grade</b>	<b>Percentage</b>
<b>A+</b>	97-100%
<b>A</b>	93-96%
<b>A-</b>	90-92%
<b>B+</b>	87-89%
<b>B</b>	83-86%
<b>B-</b>	80-82%
<b>C+</b>	77-79%
<b>C</b>	73-76%
<b>C-</b>	70-72%
<b>D+</b>	67-69%
<b>D</b>	63-66%
<b>D-</b>	60-62%
<b>F</b>	0-59%
<b>I</b>	Incomplete

\*Grades are not rounded up.

### **Extra Credit**

Makeup work is allowed for excused absences with full credit if it is done within one week of the student's returning to school. If work is not done within one week of the student's returning to class, a zero is received for a given job.

## **Tests and Examinations**

Tests and/or quizzes may be given throughout the course. Unannounced quizzes may be given at the discretion of the instructor. Other tests and examinations will be scheduled as needed. Testing will cover content areas of reading assignments as well as class presentations and demonstrations.

## **Certification Testing**

Students enrolled in Graphic Design for Print and Web Production and have their certification test fees included in their tuition. The covered certifications are Adobe Certified Associate exams through Certiport. Students are provided with one (1) initial test and one (1) retake opportunity. Retakes cannot be taken until at least 48 hours after the initial attempt. In the event that a student has still not passed after their first retake, a second retake may be purchased for an additional cost by the student. Contact the Adult Education Office for current rates for testing fees.

Students are required to take their certification exams on the last two days of each module. Students who have had been placed on program probation due to attendance or classwork progression may not be authorized to test. It is at the instructor's discretion whether students on program probation are allowed to sit for their certification exams. Students with extenuating circumstances may be offered a different testing date with program instructor and Adult Education Director permission. Requests for different test dates must be submitted to the Adult Education Office at least two weeks prior to the regularly scheduled testing dates to be considered.

Certiport allows students with ADA Accommodations to also have those accommodations during certification testing. Students who may require special accommodations must contact the Student Support Services Office at 440-746-8337 or [cknestrick@cvccworks.edu](mailto:cknestrick@cvccworks.edu) to acquire and submit the proper paperwork for requesting accommodations. Request paperwork must be submitted within the first month of the program to ensure enough time for processing and determination.

## **Transfer Hours**

CVCC does not accept transfer hours from other schools for Business Office Technology programs.

## **Tutoring**

In support of our student's success, CVCC instructors are available to answer questions and/or clarify information as needed. If a student's question cannot be addressed during class time, it is the student's responsibility to make arrangements with their instructor to further discuss the issue at a break time, before or after class, or make special arrangements to meet with the instructor at a designated time. It is at the instructor's discretion to spend additional time above and beyond scheduled class time with a student.

If a student is in need of excessive assistance and/or tutoring, it will be at the discretion of the instructor to schedule tutoring time with the student based on the instructor's availability. This additional time will be charged to the students at a rate per hour to cover the cost of the instructor's time, schedule adjustment and any supplies and materials used as a result of the additional training.



# **Graphic Design for Print and Web Production**

**Total Program Clock Hours:** 129

**Program Tuition:** \$2,285.00

**Objective:** Successful completion will prepare you to take the Certiport Adobe Certified Associate exam to enhance competencies in the Graphic Design field.

## **Course Description:**

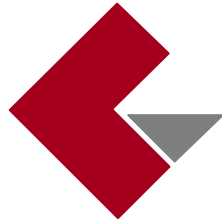
This course trains students in graphic design skills for both print and online mediums. Curriculum includes instruction in design, typography, color use, vector images, page layout design, image manipulation and photo retouching, color adjustments, and preparing files for production.

Students will also learn how to use Adobe Creative Suite programs in preparation for the Adobe Certified Associate (ACA) exam.

## **Certification:**

- Adobe Certified Associate- Graphic Design & illustration Using Adobe Illustrator
- Adobe Certified Associate- Print & Digital Media Publication Using Adobe InDesign
- Adobe Certified Associate- Visual Communication Using Adobe Photoshop

**This page is intentionally blank.**



**CUYAHOGA VALLEY  
CAREER CENTER**

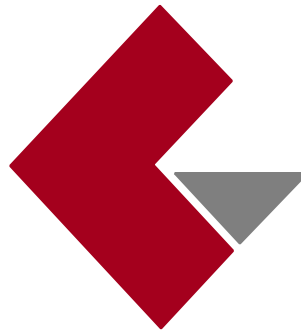
## **Acknowledgement of Student Handbook**

I have read and fully understand the Adult Education Student Handbook for Multimedia Design programs and agree to comply with all of the policies, procedures and requirements outlined within.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Emergency Response Programs *Adult Education Student Handbook 2024-2025*



**CUYAHOGA VALLEY  
CAREER CENTER**

---

Approved June, 2024

[www.cvccworks.edu](http://www.cvccworks.edu)  
440-746-8230

# General Information

## *Adult Education Student Handbook*



**CUYAHOGA VALLEY**  
**CAREER CENTER**

---

[www.cvvccworks.edu](http://www.cvvccworks.edu)  
440-746-8230  
Approved June 2024

# Table of Contents

## Contents

CVCC Mission Statement .....	6
Accreditation/Program Approval.....	6
Adult Education General Information .....	7
Adult Education Administration/ Instructor List.....	8
<i>ADMINISTRATION</i> .....	8
Student Health And Safety.....	11
<i>Health</i> .....	12
<i>Student Health Care Services</i> .....	12
<i>Crime Awareness And Campus Security</i> .....	12
<i>Emergency Procedures</i> .....	13
<i>Main Entrance</i> .....	13
Student Resources.....	13
<i>Non-School Dates</i> .....	13
<i>School Closings</i> .....	14
<i>Job Search Assistance</i> .....	14
<i>Student Data</i> .....	15
<i>Student Records</i> .....	15
<i>Release Policy</i> .....	15
<i>Non-Discrimination Policy</i> .....	16
<i>Americans with Disabilities Act (ADA)</i> .....	16
<i>Consumer Information</i> .....	16
<i>Course Admission</i> .....	17
<i>District Senior Citizen</i> .....	17
Grievance Policy .....	17
5710 - <i>STUDENT GRIEVANCE</i> .....	17
9130 - <i>PUBLIC COMPLAINTS</i> .....	17
<i>Matters Regarding a Professional Staff Member</i> .....	18
<i>Matters Regarding an Administrative Staff Member</i> .....	19
<i>Matters Regarding the Superintendent or Treasurer</i> .....	19
<i>Matters Regarding a Classified Staff Member</i> .....	20
<i>Matters Regarding District Services or Operations</i> .....	20
<i>Matters Regarding the Educational Program</i> .....	20
<i>Matters Regarding Instructional Materials</i> .....	20
Financial Policies – General Guidelines .....	22
<i>Tuition Statement</i> .....	22
<i>FINANCIAL AID</i> .....	22
<i>Title IV Regulations</i> .....	22
<i>Non-Refundable Administrative Seat Fee</i> .....	24
<i>Workforce Innovation and Opportunity Act (WIOA)/Ohio Means Jobs Funding</i> .....	24
<i>Additional Financial Information</i> .....	24

<i>Refunds and Withdrawal Policy</i> .....	25
<b>Student Conduct</b> .....	<b>26</b>
<i>Alcohol and Drug Policy</i> .....	26
<i>Electronic Devices</i> .....	26
<i>Telephone Calls</i> .....	26
<i>Food and Beverages</i> .....	26
<i>Interactive/Communication Behaviors</i> .....	26
<i>Collaborations</i> .....	27
<i>Plagiarism and Consequence of Violating School Anti-Plagiarism Policies</i> .....	27
<i>Soliciting</i> .....	28
<b>Harassment</b> .....	<b>28</b>
<i>Anti-Harassment Policy</i> .....	28
<i>Bullying &amp; Other Forms of Aggressive Behavior (Policy 5517.01)</i> .....	45
<i>Student Hazing (5516)</i> .....	50
<b>Statement of Liability</b> .....	<b>51</b>
<b>Emergency Medical Technician-Basic</b> .....	<b>52</b>
<b>Student Handbook</b> .....	<b>52</b>
<b>Introduction</b> .....	<b>53</b>
<b>Contact Us</b> .....	<b>53</b>
<b>Job Prospects</b> .....	<b>53</b>
<b>Career Options</b> .....	<b>54</b>
<b>Curriculum Design</b> .....	<b>54</b>
<b>Admission Requirements</b> .....	<b>57</b>
<b>Attendance</b> .....	<b>57</b>
<b>Breaks</b> .....	<b>58</b>
<b>Smoking</b> .....	<b>59</b>
<b>State and CVCC EMT Rules</b> .....	<b>59</b>
<b>Testing and Grading Policy</b> .....	<b>60</b>
<b>Disciplinary Procedures</b> .....	<b>63</b>
<b>General Class Information</b> .....	<b>64</b>
<b>Course Syllabus</b> .....	<b>67</b>
<b>Clinical Information</b> .....	<b>73</b>
<b>Fire Department Clinical Sites</b> .....	<b>76</b>
<b>Registration Procedures - National Registry EMT Test</b> .....	<b>78</b>
<i>Step 1: Create Your Account</i> .....	78
<i>Step 2: Login</i> .....	78
<i>Step 3: Manage Your Account Information</i> .....	78
<i>Step 4: Create a New Application</i> .....	78

<i>Step 5: Pay Application Fee</i> .....	79
<i>Step 6: Check to See if You Are Approved to Take Your Exam</i> .....	79
<i>Step 7: Print the ATT Letter to Schedule Your Exam through Pearson VUE</i> .....	79
<b>NREMT Application Progress</b> .....	<b>80</b>
<b>State Application Procedure</b> .....	<b>81</b>
<b>Ohio Administrative Code</b> .....	<b>81</b>
<i>4765-8-01 Qualifications for a certificate to practice</i> .....	81
<b>Ohio Revised Code</b> .....	<b>84</b>
<i>4765-15-01 Emergency Medical Technician-Basic Curriculum Prior to September 1, 2012</i> .....	84
<b>Receipt of Handbook</b> .....	<b>92</b>



## **CVCC Mission Statement**

Mission Statement: To prepare youth and adults to enter, compete, advance, and lead in an ever-changing world of work, college, and careers.

## **Accreditation/Program Approval**

This educational program is approved by the Ohio Department of Higher Education. The Cuyahoga Valley Career Center is accredited by the Commission of the Council on Occupational Education, 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).



## **Adult Education General Information**

**ADULT EDUCATION HOURS** - The Adult Education Department is open from 8:00 am to 6:00 pm Monday through Thursday, and from 8:00 am to 3:00 pm on Friday.

**FOOD AND BEVERAGES** - To keep our facility clean and protect valuable equipment from damage, food and beverages are not permitted in any classrooms or labs.

**PARKING AREAS** - There are two main parking areas:

- 1) the main lot to the north of the building or
- 2) the east lot at the east end of the building.

Please note that there is a one-way entrance and a one-way exit lane for the main (north) parking lot. You must exit, using the lane farthest from the school. Handicapped spaces are reserved for personnel with proper authorization.

**RESTROOMS** - The restrooms in the original building are located on every level of the building on the south side of the main corridor and in the Adult Education wing off the corridor to the computer labs before the cafeteria.

**SMOKING** - Cuyahoga Valley Career Center is a non-smoking facility. This includes the parking lots.

# Adult Education Administration/ Instructor List

## ADMINISTRATION

### ADULT EDUCATION DIRECTOR

Terri Lynn Brosseau

[tbrosseau@cvccworks.edu](mailto:tbrosseau@cvccworks.edu)

440-746-8210

Business Training Programs  
Customized Training  
Emergency Response Programs  
Health Care Programs  
Health and Beauty Programs  
Multimedia Design Programs  
Personal Interest & Leisure

### ADULT EDUCATION COORDINATOR

Industrial Training Programs

TBD

### SCHOOL OF PRACTICAL NURSING SUPERVISOR

TBD440-746-8315

TBD

### STUDENT SUPPORT SERVICES

Claudette Knestrick

[cknestrick@cvccworks.edu](mailto:cknestrick@cvccworks.edu)

440-746-8337

### BUSINESS LIAISON

Diane Duryea

[dduryea@cvccworks.edu](mailto:dduryea@cvccworks.edu)

440-746-8242

### ADMINISTRATIVE ASSISTANTS:

**Daytime**

Mackenzie Hance

[mhance@cvccworks.edu](mailto:mhance@cvccworks.edu)

440-746-8206

**Nursing**

Allison Jouriles

[ajouriles@cvccworks.edu](mailto:ajouriles@cvccworks.edu)

440-746-8232

Lynn Haddad

[lhaddad@cvccworks.edu](mailto:lhaddad@cvccworks.edu)

440-746-8332

**Evening**

Laurie Eadelis

[leadelis@cvccworks.edu](mailto:leadelis@cvccworks.edu)

440-746-8224

**INSTRUCTORS**

<b>Instructor Name</b>	<b>Subject</b>	<b>Credentials/Certification</b>
Christine Abate	Nursing	BSN, RN
Kathleen Alred	Nursing	MSN, BSN, RN, CNP
Ronald Bohnert	Industrial/Electrical Apprenticeship	
Brian Collister	Industrial/Electrical Apprenticeship	
Matthew Duplaga	Public Health & Safety/EMT EKG Instructor	Paramedic/Fire
Tharon Eulinberg	Industrial/HVAC	OSHA Certified; Licensed Journey Plumber; CFC Certified
Lewis Fletcher	Industrial/HVAC Customized	HVAC Certification
Melissa Fox	Cosmetology	Licensed Cosmetologist/Licensed Cosmetology Instructor
James Franko	Fiber Optics Technician	Fiber Optics Technician

Jacob Giesy	Telecommunication Tower Tech.	NATE Certification
Patrick Gnuschke	HVAC	
Lisa Green	STNA	CNP, BSN
Liam Guiney	Personal Interest & Leisure	Certified Financial Planner
Calvinia Hall-Walker	Nursing	MSN, BSN, RN
Jason Hance	Customized - Building & Property Management	
Matthew Harding	Customized - Power Equipment Technology	
Drew Hladky	Industrial/HVAC	HVAC Certification
Daniel Hunter	Industrial/HVAC	HVAC Certification
Allison Jouriles	CPR Instructor	CPR Certified Instructor
Betsy Klos	Dental Assisting	Dental Assistant
Mary Kopczynski	Personal Interest & Leisure	Certified Balloflex Instructor
Daniel Krystosik	Automotive Instructor	
James Martin	HVAC	HVAC Certification
Nancy Muscatello	Cosmetology Instructor	Licensed Cosmetologist/ Licensed Cosmetologist Instructor
Delbra Pace	Nursing STNA	BSN, RN
Richard Parrott	Industrial Training	Master Cam Certified Instructor
Remington Phillips	Graphic/Web Design	AAS
Robert Ponstingle	Industrial/Electrical Apprenticeship	
George Ponti	Industrial	Journeymen Electrician License
Candice Price	Personal Interest & Leisure	
Kylie Putka	Cosmetology	Licensed Cosmetologist

Roberta Ritter	Esthetics	Licensed Advanced Esthetician/Licensed Esthetics Instructor
Laura Robusto	STNA CPR Instructor	MSN, BSN, RN Certified CPR Instructor
Patrick Ruebensaal	Graphic Design	
Matt Schoeffler	Industrial/HVAC	Certification
Bradley Seastrand	Customized Electrical Instructor	Certification
Carri Simon	Fiber Optics Technician	Certification
Jeffrey Smith	HVAC	HVAC Certification
Gerald Steele	Programmable Logic Controllers	Certification
Lisa Theodore	Dental Assisting	CDA, RDA, CPFDA
Bernie Van Tilburg	Personal Interest & Leisure	IC3, Avid Pro Tools Certified User
Larry Walters	Industrial/Rope Rescue	EMT/Firefighter/Rescue Certification
Sylvia Warren-Hankins	Nursing	RN
Jennifer Wester	Health Careers Instructor	Medical Assistant Certification
Lee Wester	CPR Instructor	Paramedic
Joshawa Wines	Certified Production Technician Instructor	CPT 4.0 Certification
Howard (Dan) Workman	Graphic & Web Design	Adobe Certified Associate
Dan Zezena	Public Health & Safety/EMT	Paramedic/EMS Instructor

## **Student Health And Safety**

As part of your learning experience, you will be using equipment and materials specific to the program. You should not attempt to use items that you have not yet received instruction on. Correct safety procedures should be followed at all times.

Students must constantly be aware of conditions in all work areas that could produce injuries. Your cooperation in detecting hazards and in turn controlling them is imperative. If a situation is beyond your ability or authority to correct, notify an instructor immediately.

Students will assist in the maintenance of work areas by keeping them clean and safe. Each student is responsible for equipment that they are using. This means proper use, care, cleanup and storage of the items.

## **Health**

Each CVCC adult student is responsible for his/her own health care. In case of sudden illness while at CVCC, the student is to contact the instructor. In case of an accident during class or lab experiences, an incident report must be completed to comply with the regulations. The student is required to provide a copy of the report to the Adult Education Office before returning to class. A copy is filed in the student's file. If injury occurs in the school environment, the CVCC incident report is to be completed. A CVCC incident report may be obtained from the Administrative Assistants at the Adult Education Office or the CVCC Business Manager. Any cost for emergency treatment will be assumed by the student.

The student is expected to communicate any personal medical or surgical situations requiring care or treatment to the coordinator and instructor as soon as it occurs. A medical release without restrictions is required to return to active enrollment in the program.

If a surgical intervention is necessary while enrolled in the program, the adult must meet with the Adult Education Coordinator at the earliest possible time to facilitate continued program participation. Each situation is considered individually and all efforts will be expended to continue enrollment. The attending surgeon/MD must complete a release allowing the adult to return without restrictions.

## **Student Health Care Services**

For Adult Education evening students, please contact your instructor or evening admin at front desk in case of a medical emergency. Use your best judgment in dialing "911". Local healthcare providers will respond and are prepared to provide appropriate treatment and/or transport the student to the nearest medical facility. Illness that results in extended absence from the program will be review on an individual basis. Documentation from a medical provider may be required prior to returning to the program.

## **Crime Awareness And Campus Security**

Federally Mandated Public Information

Students are expected to report the occurrence of any destructive actions or other emergencies to the faculty, teaching assistant, supervisor, or administrative assistants of this program and administration of school or clinical agency. It is the responsibility of each student to keep the

school safe by monitoring one's own behavior and reporting incidents involving other individuals that have the potential of violence or threatening behavior. Violent behavior, direct or indirect threats, harassment, or intimidation will not be tolerated. (This includes violent abusive/harassing behaviors a student may be experiencing or who are the generator of such undesirable behavior.) Liaison relationships are operational with safety and security services and local law enforcement, facilitating reporting of offenses occurring on school campus. Authorities will be immediately notified.

Weapons, handguns, or knives in excess of 3 1/2 "are not to be on your person, in the school building, on the property, any clinical site, and/or enrichment/observation sites.

## **Emergency Procedures**

Students are expected to comply with CVCC emergency/evacuation procedures. Basic fire evacuation is to close all doors and windows, exit through the nearest door, and do not use elevators. Evacuate quickly and quietly in a calm manner without running and talking. (Additional procedures will be discussed at orientation or on the first night of class.)

## **Main Entrance**

All entrance doors will be locked except the main entrance on Level 6. You will be able to EXIT the building through any outside door; however, you will only be able to re-enter the building through the MAIN ENTRANCE until 8:00 pm. Please do not prop open doors that have been locked.

ENTIRE BUILDING IS LOCKED AT 10:00 pm. Please vacate the building before 10:00 p.m. as the building is officially closed and secured at that time.

## **Student Resources**

Academic, career and personal counseling services are available. Students should contact their program instructor or Adult Education Office to initiate a request. A variety of resource materials and references are available through the Adult Education Office.

## **Non-School Dates**

CVCC observes the following holidays: Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Jr. Observance, President's Day, Good Friday, Memorial Day, Juneteenth and Independence Day. Other non-school days may occur due to high school activities, winter break or spring break. In the case of these events, you will be notified by your instructor and/or Adult Education Coordinator.



## **School Closings**

The Adult Education offices will observe the same "snow days" as the high school. If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the local radio and television stations. It is necessary for 5 out of the 8 school districts to have school closings for CVCC to be closed. It is the responsibility of each student to become self-informed of a "snow day" announcement via the news media. Use your very best judgment as your home territory may be a very different snow issue than other areas. If daytime classes at Cuyahoga Valley Career Center are canceled due to inclement weather or for other reasons; all day and evening adult classes will be canceled. If applicable, students with weekend clinical may experience different "snow" issues as local communities and state plowing is not performed on as vigorous a basis on Saturday and Sunday. Students are urged to establish a telephone tree within the class members to facilitate communications regarding official closings. If excessive "snow days" occur, jeopardizing program requirements, class/clinical hours may need to be "made up" utilizing break time, planned days off or an extended school year.

## **Job Search Assistance**

A job search counselor will make presentations in all career development courses. Additional assistance is available through the CVCC Job Seekers Program. Contact [jhayes@cvccworks.edu](mailto:jhayes@cvccworks.edu). CVCC does not guarantee employment or job placement.

## **Student Data**

Each student is to provide complete and accurate information for their school record. Any student who has a change of name, residence and/or phone number(s) must notify an Administrative Assistant or Adult Education Coordinator immediately so that the student file can be updated. This data will become a part of the permanent record and will not be shared with other students.

If a student knowingly offers false or misleading information or submits false documentation, he or she is subject to disciplinary action, up to and including immediate dismissal.

## **Student Records**

The school maintains a file of each student in accordance with rules of the State of Ohio and program governing board. Release of information in a student's file must be **requested in writing** by the student. Only official grade transcripts are released; all other documents are the property of CVCC and will not be copied unless remanded by court. An individual file containing information about each student will be maintained in a secured area. The records will be available only to instructors and appropriate Adult Education staff.

## **Release Policy**

The adult student voluntarily desires to participate in this curriculum experience that includes classroom, field trips, and clinical experiences. The student is duly aware of risks and hazards, which may arise through participation in activities/ experiences that may result in loss of life and/or limb and/or property. In consideration of being afforded the opportunity to participate and receive the educational benefits of this curricular experience, each student hereby voluntarily assumes all risks of illness/accident or personal damage to his person or property. Any costs pursuant to potential injury, or injury are the responsibility of the adult student. While at the facility and/or in the school environment; the adult student will not be considered as an employee or agent of the facility nor the school district. Therefore, they will be ineligible for remuneration and will not be covered by the facility's social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits. The adult student will indemnify and hold harmless the facility, and the school district, its shareholders, officers, trustees, employees, and agents from any and all liability, claims and damages, including but not limited to attorney fees and costs arising out of or related to the student's actions or activities. This release shall be binding with the signing of the contract on the part of the student, any heirs, administrators or executors. This contract is a permanent part of your file at Cuyahoga Valley Career Center.

## **Non-Discrimination Policy**

The Cuyahoga Valley Career Center does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, employment and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Michael McDade  
8001 Brecksville Road  
Brecksville, Ohio 44141

Dr. Marcy R. Green  
8001 Brecksville Road  
Brecksville, Ohio 44141

Complaints may also be sent to the U.S. Department of Education, Team Leader, Office for Civil Rights, 600 Superior Avenue East, Suite 750 Bank One Centre, Cleveland, Ohio 44104-2611.

### Legal References:

Civil Rights Act of 1964, as amended in 1972, Title VI, Title VII  
Executive Order 11246, 1965, as amended by Executive Order 11375  
Equal Employment Opportunity Act of 1972, Title VII  
Education Amendments of 1972, Title IX (P.L. 92-318)  
45 CFR, Parts 81, 86 (Federal Register June 4, 1985, August 11, 1975)  
Public Law 93-162 (Section 504)

## **Americans with Disabilities Act (ADA)**

The Adult Education Department at CVCC supports the concepts embraced in the Americans with Disabilities Act of 1990, Section 503 and 504 of the Rehabilitation Act of 1973. Students must be able to successfully complete the academic and clinical objectives/outcome of the program in a timely manner, implementing the essential functions integral to the program. Individual, personal, and reasonable accommodations will be instituted to facilitate opportunities for the student upon proper supporting documentation of eligibility. Students who believe they may qualify for accommodations under this Act should self-reveal this in discussion with the Adult Education Coordinator.

## **Consumer Information**

Refer to our website for admission guidelines, refund policies, graduation rates, and other important information. See Student Resources on the Adult Education and Nursing pages at <https://cvccworks.edu/adult-education/adult-education-resources/financial-aid/>

## **Course Admission**

For all students enrolled in Title IV eligible programs, please see Admissions Policy in the program specific section below.

Registration is open to anyone 16 years of age or older. Age requirements may vary depending upon program offerings. High school students who are enrolled in a regular high school program must have written permission from their parents and the school principal or counselor to register for a course. High school students enrolled in programs with credentials earned upon completion may be subject to additional regulations depending on program. Documentation will be required for programs that indicate a high school diploma or GED is a prerequisite. Contact Adult Education Office at 440-746-8230 with program-specific questions.

## **District Senior Citizen**

A District Senior Citizen is defined as individuals age 60 or more that are residents of the following school districts: Brecksville, Broadview Heights Schools, Cuyahoga Heights Schools, Garfield Heights Schools, Independence Schools, Nordonia Hills Schools, North Royalton Schools, Revere Schools and Twinsburg.

## **Grievance Policy**

### **5710 - STUDENT GRIEVANCE**

The Board of Education recognizes that, as citizens, students have the right to request redress of grievances. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group grievances should be provided for and appropriate appeal procedures implemented.

For purposes of this policy, a student complaint or grievance shall be any such that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure.

The Board or its employees will hear the complaints and grievances of the students of this District provided that such complaints and grievances are made according to procedures established by Board Policy **9130**.

### **9130 - PUBLIC COMPLAINTS**

Any person or group having a legitimate interest in the operations of this District shall have the right to present a request, suggestion, or complaint concerning District personnel, the program,

or the operations of the District. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, or complaints reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

### **Matters Regarding a Professional Staff Member**

#### **A. First Level**

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to

As appropriate, the staff member shall report the matter and whatever action may have been taken to his/her supervisor.

#### **B. Second Level**

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor or Director and in compliance with provisions of a collective bargaining agreement, if applicable.

#### **C. Third Level**

If a satisfactory solution is not achieved by discussion with the Supervisor or Director, a written request for a conference shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

Should the matter be resolved in conference with the Superintendent, the Board may be advised of the resolution.

D. Fourth Level

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a meeting by the Board.

The Board, after reviewing all material relating to the case, may provide the complainant with its written decision or grant a meeting before the Board or a committee of the Board.

The complainant shall be advised, in writing, of the Board's decision, no more than ten (10) business days following the meeting.

**Matters Regarding an Administrative Staff Member**

Since administrators are considered members of the District's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.

**Matters Regarding the Superintendent or Treasurer**

Should the matter be a concern regarding the Superintendent or Treasurer which cannot be resolved through discussion with the Superintendent or Treasurer, the complainant may submit a written request to the Board President for a conference with the Board. This request shall include:

- A. the specific nature of the complaint and a brief statement of the facts giving rise to it;
- B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
- C. the reason that the matter was not able to be resolved with the Superintendent or Treasurer;
- D. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may grant a hearing before the Board, or a committee of the Board, or refer the matter, if permitted by State law, to an executive session.

The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

### **Matters Regarding a Classified Staff Member**

In the case of a classified staff member, the complaint is to be directed, initially, toward the person's supervisor, and the matter then brought as required to higher levels in the same manner as prescribed for "Matters Regarding a Professional Staff Member".

### **Matters Regarding District Services or Operations**

If the request, suggestion, or complaint relates to a matter of District procedure or operation, it should be addressed, initially, to the person in charge of the service or operation and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

### **Matters Regarding the Educational Program**

If the request, suggestion, or complaint relates to a matter of District program, it should be addressed, initially, to the Director and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

### **Matters Regarding Instructional Materials**

The Superintendent shall prepare administrative guidelines addressing students' and parents' rights to be adequately informed each year regarding their ability to inspect instructional materials and the procedure for completing such an inspection. See AG **9130A** and Form 9130F3.

If the request, suggestion, or complaint relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the District, the following procedure shall be followed:

- A. The criticism is to be addressed to the Director, in writing, and shall include:
  1. author;
  2. title;
  3. publisher;
  4. the complainant's familiarity with the material objected to;
  5. sections objected to, by page and item;
  6. reasons for objection.

- B. Upon receipt of the information, the Director shall after advising the Superintendent of the complaint and upon the Superintendent's approval, appoint a review committee which may consist of:
1. one (1) or more professional staff members;
  2. one (1) or more Board members on the Board Curriculum Committee;
  3. one (1) or more lay persons knowledgeable in the area.

The Superintendent or his/her designee shall be an ex-officio member of the committee.

- C. The committee, in evaluating the questioned material, shall be guided by the following criteria:
1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
  2. the accuracy of the material
  3. the objectivity of the material
  4. the use being made of the material
- D. The material in question may be withdrawn from use pending the committee's recommendation to the Superintendent.
- E. The committee's recommendation shall be reported to the Superintendent in writing within fifteen (15) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.
- F. The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
- G. The Board shall review the case in public session and advise the complainant, in writing, of its decision within ten (10) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

R.C. 149.43

Revised 11/20/97

Revised 3/27/03



## Financial Policies – General Guidelines

### Tuition Statement

Each student is responsible for all tuition and fees on or before the due date. Any student in arrears with tuition may be dismissed from the program. Special circumstances concerning tuition must be addressed with the Adult Education Coordinator. Students in a financial aid eligible program may also speak with Student Support Services before the due date. All tuition and fees due Cuyahoga Valley Career Center must be paid before completion of the course of study.

Until all tuition and fees due to Cuyahoga Valley Career Center are paid in full, no transcripts of any type or recommendations will be released. No completion data will be forwarded to any Board, agency, or post-secondary institution for certification, licensure, or college credit transfer (CT<sup>2</sup>).

Any outstanding balance remaining on account will be referred to the Ohio Attorney General's Debt Collection Program.

### FINANCIAL AID

Financial Aid may vary from year to year. Pell, Subsidized and Unsubsidized Direct Loans, Parent Plus Loans, WIA (Workforce Investment Act) are presently offered. Recipients of federal financial aid monies must comply with mandated provisions, which require 90% attendance and "satisfactory academic progress" or funds will be withheld/withdrawn. *If you do not complete the portion of the program for which you were credited Title IV Federal Financial Aid, you will be billed for the balance, and you are responsible for payment in full.* A Sub/Unsubsidized Loan may be processed up to 30 days prior to successful completion of the program. Title IV monies shall not be utilized for non-refundable administrative seat fee.

### Title IV Regulations

Title IV participants' student disbursements will comply with current Federal regulations. Students must complete more than 60% of each payment period to be fully eligible for the Pell grant and/or loans awarded. If student was given PELL or Direct Loan "credit" and now has not earned it, **he/she will be billed for the difference**, and may also owe the federal government, Department of Education a return of money. R2T4 calculations will be completed as required in Federal Regulations. If required, funds will be returned in the order specified by the U.S. Department of Education. Details of their Federal Financial Aid will be provided to the student in their letter of withdrawal or dismissal.

## **Return of Title IV Funds Policy**

The Cuyahoga Valley Career Center Adult Education Coordinator or School of Nursing Supervisor will provide written notification to Student Support Services if a student officially withdraws or has been dismissed from a financial aid program. The coordinator will provide the hours attended and the last day of attendance to Student Support Services. If a student withdraws unofficially, the Adult Education Coordinator or School of Nursing Supervisor will provide the letter of dismissal with the last date of attendance which is determined by the program to Student Support Services. Student Support Services will complete the R2T4 Clock-Hour Form. The Federal "Return of Title IV Financial Aid Funds" formula dictates the amount of Federal Title IV Financial Aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to a student receiving Federal Aid if that student's withdrawal date occurs after the point that the student was scheduled to complete more than 60% of the scheduled hours in the payment period or period of enrollment. The percentage of the Title IV Financial Aid to be returned is equal to the number of clock hours attended in the payment period divided by the number of hours that were scheduled. For example, if a student has completed 30% of the payment period, they have earned 30% of their financial aid. However, once a student has completed over 60% of the hours in a payment period, 100% of the financial aid awarded during that payment period has been earned. A post-withdrawal disbursement will be made if a student has eligibility for Title IV funds. The student disbursement will be made from available grant funds first then available loan funds. If the student is eligible for a Post-Withdrawal Disbursement of loan funds, the student will be notified by letter as soon as possible but within the thirty-day requirement. The student notification will include the fourteen-day response time and the explanation of PELL Grant LEU and loan balances where applicable. A school must maintain written records of its post withdrawal disbursement. If there is a return of Title IV loan funds, the Treasurer will return the funds, they will be returned as soon as possible but no later than forty-five days from the date of withdrawal. A Post-Withdrawal Disbursement of grant funds will be disbursed to student account within 45 days. NOTE: If financial funds have been released to a student because of a student disbursement on the student's account, the student may be required to repay some of the aid if the student withdraws. If a R2T4 calculation results in a credit balance on the student's account, it will be disbursed to the student within 14 days after the calculation.

### **Order of Return of Student Financial Aid Program Funds**

Funds that are required to be returned to the US Department of Education must be returned in the following order:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Plus Loan (if applicable)
4. PELL Grant

The student will be responsible for any outstanding balance owed to Cuyahoga Valley Career Center Adult Education that Title IV (financial aid) funding did not cover.

### **Non-Refundable Administrative Seat Fee**

A \$200, non-refundable, administrative seat fee is required for Financial Aid Programs when accepted for active enrollment to secure a “seat” in the class. Title IV monies shall not be utilized for non-refundable administrative seat fee. The non-refundable administrative seat fee is **not** a part of the tuition.

### **Workforce Innovation and Opportunity Act (WIOA)/Ohio Means Jobs Funding**

In cases where WIOA funding is contingent on and paid for program completion and job placement, the student is responsible for full payment of tuition prior to program completion. Already paid tuition will be refunded by CVCC to the student upon receipt of WIOA/Ohio Means Jobs post-completion payments. CVCC will provide documentation of program completion to WIOA/Ohio Means Jobs office. It is the responsibility of the student to have their employer provide verification of employment to WIOA/Ohio Means Jobs, using the official form provided. Final payment is dependent upon completion of this process.

### **Additional Financial Information**

- Pell grant monies and loans are to be utilized to pay tuition and book expenses included in the programs Cost of Attendance . A copy of the Cost of Attendance can be requested in the Student Support Services Office. The cost of attendance will be reviewed during the student financial aid appointment.
- Students with prior student loans may be eligible for an in-school deferment. Please contact your loan servicer or issuer if you are interested in this program for the application. Complete the student portion of the in-school deferment application and submit to CVCC Student Support Services office for completion
- At any time throughout the school year, the student may exercise the right to cancel or change Title IV loan monies prior to disbursement. Please make an appointment with the Student Support Services office to revise your award worksheet. Please see posted drawdown schedule for deadlines.
- Adult students at CVCC are protected under the Family Education Rights and Privacy Act (FERPA.) Your Financial Aid records will not be discussed with your parents, spouses or others without your written consent or certain requirements being met. Please review your FERPA rights on CVCC’s website; <https://cvccworks.edu/adult-education/adult-education-resources/financial-aid/>

- If you have been previously, or are convicted in the future under Federal or State law, any offense involving possession or sale of illegal drugs while you are (were) receiving Federal Student Aid, you may be ineligible for additional aid. Please contact the Student Support Services Office to discuss any drug related convictions and your eligibility for additional Financial Aid.
- If your FAFSA has been flagged for an unusual enrollment history, Student Support Services will review your previous education transcripts to determine if you are eligible for Federal Financial Aid.
- All loan monies are to be paid back to the federal government on a repayment schedule established with your Direct Loan Servicer after a “grace” period of six (6) months upon successful completion of the program or withdrawal.
- Those individuals experiencing involuntary activation for military service will be handled on a case-by-case basis regarding return of funds, length of leave of absence, re-entry and in compliance with Title IV regulations.

### **Refunds and Withdrawal Policy**

**Refund Policy:** Refunds are issued in the method fees were paid; either by check (once check has cleared) or credited to your account, within 2-3 weeks of processing approved refund paperwork.

**Textbook/Material/Supply/Uniform Fees:** Fees are included in the tuition unless otherwise specified and are NON-REFUNDABLE. Textbook prices are subject to change without notice.

**Withdrawal:** Students who withdraw before the first day of class and have made payment will be refunded their payment minus a \$20 administrative fee within the processing timeline. Students that withdraw after the first day of class or are dismissed due to poor academic performance or attendance will be evaluated to see if they are eligible for a prorated refund of their tuition. Tuition refunds will be prorated based upon the amount of tuition paid and the percentage of the program completed by the student. **Students that complete 60% of their scheduled program are not eligible for a prorated refund of their tuition.** Books, fees, uniform costs, tools, and seat fee (if required) are non-refundable. (The calculation to determine the percentage of a program completed by a student is based on the number of hours a student could have attended the class up to the date of withdrawal divided by the number of hours in the program.)

**Cancellations:** If CVCC needs to postpone, cancel, or combine classes for any reason, we will notify you. CVCC cannot assume responsibility for any conflict in business or personal affairs that affect your ability to attend class. Refunds will be processed as stated in our refund policy.

## Student Conduct

CVCC reserves the right to dismiss a student for behavioral issues, cheating, or violating CVCC policies or guidelines.

### Alcohol and Drug Policy

The possession, use and sale of alcoholic beverages or illegal chemical substances on school property are prohibited and will result in immediate dismissal and possible prosecution according to established laws. Evidence of illegal use of drugs or intoxicating beverages will be sufficient grounds for termination from the program without prospects of re-enrollment with a notation of same in student's permanent file.

### Electronic Devices

Electronic devices, personal and business beepers, and cellular phones are to remain out of sight, not utilized and in silent mode during class periods and while on any active assignment in client care environments. Personal phones may be utilized in the "Commons Area" or outside the building in your vehicle and in designated break areas. Students are expected to abide by clinical site regulations regarding cellular phones and other electronic devices if applicable to your enrolled program.

### Telephone Calls

Students may not make personal telephone calls during class. The Adult Education staff will take messages of an emergency nature will be taken by the Adult Education staff and present them to the students at the earliest convenience. **Please remember personal cell phones and other electronic devices are not permitted in the classroom or clinic.**

### Food and Beverages

Beverages and snacks are available for purchase from vending machines in the Cafeteria. Dinner, snacks and beverages are to be consumed only in the cafeteria. No food, snacks, or beverages are permitted in the classroom or clinic unless approved by the instructor.

### Interactive/Communication Behaviors

Communication manner with clients, faculty, staff and peers is expected to be positive and of a professional nature. Theft, cheating, insubordination or disrespectful behavior with instructors, CVCC staff, or cooperating clinical or externship site staff is unacceptable and may jeopardize your remaining in the program. Inappropriate, foul language or profanity in classroom or lab area may facilitate immediate dismissal from the program. Inability to work with co-workers,

continual antagonism with instructors or classmates, and/or repeated cause of dissension among classmates or co-workers is unacceptable behavior, considered unprofessional, and may be grounds for dismissal. CVCC School District endorses an anti-harassment policy, “Sexual Harassments” has the same definition as set forth in the policy of the Board, as reflective of the definition set forth in Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Ohio Revised Code 4112.02. Sexual or gender based behavior that is unwelcome, unwanted and/or uninvited by the recipient can be verbal, non-verbal and/or physical and/or an issue of power or control is unacceptable. Faculty and supervisor guidance, along with academic content will assist you in developing positive and professional level of communication and interactive skills expected of industry professionals. Any act that violates or compromises client safety, legal or the ethical standards may be grounds for immediate course failure and/or dismissal from the program.

## **Collaborations**

Collaboration (group study) with other students while learning, preparing, reviewing, etc. is strongly encouraged. It’s a great way to learn! Collaboration with another student or obtaining information by any means other than your own memory recall while taking a quiz or exam or completing an individual assignment is unacceptable and considered cheating.

## **Plagiarism and Consequence of Violating School Anti-Plagiarism Policies**

Plagiarism is typically defined as the use of another person’s or a group’s words or ideas without clearly acknowledging the source of that information, resulting in the false representation as one’s own work. More specifically, to avoid plagiarizing, a student or other writer must give credit when he/she uses:

1. Another person’s idea, opinion, or theory
2. Any facts, statistics, graphs, drawing - any piece of information that is not considered common knowledge
3. Quotations of another person’s spoken or written words
4. Paraphrases of another person’s spoken or written words
5. Another person’s data, solutions, or calculations without permission and/or recognition of the source, including the act of accessing another person’s computerized files without authorization.

Plagiarism may be either deliberate or unwitting. Regardless, it is the responsibility of a college student to know what constitutes plagiarism, so that they may avoid it. Ignorance is not a legitimate defense against a charge of plagiarism. Cheating, falsifying documents and/or plagiarism will not be tolerated by Cuyahoga Valley Career Center. The penalties for these offenses are as follows:

- First offense: Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student may repeat the assignment to correct all areas of plagiarism. The repeat assignment is graded on a 30% reduction of points.
- Second offense: Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student may not repeat the assignment.
- Third offense: Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of “F” for the course.
- Any further offense: Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of “F” for the course and may be suspended from the college for a period of six (6) months.
- Any further offense upon students return from suspension: Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of “F” for the course and may be expelled from the college without the option to return.

### **Soliciting**

No soliciting of any kind is permitted on school property or in the clinical area. Exceptions may be made for solicitations concerning planned, preapproved class activities.

### **Harassment**

It is a violation of law and of school rules for any student or staff member to take any of the following actions toward another student or a staff member, or any person associated with the school district while on District property or at any school-related event on or off District property.

### **Anti-Harassment Policy**

It is the policy (5517) of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

### **Definitions**

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

**Complainant** is the individual who alleges, or is alleged, to have been subjected to unlawful harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

**Respondent** is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

**School District community** means students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.



**Third Parties** include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

**Day(s):** Unless expressly stated otherwise, the term “day” or “days” as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

### **Bullying**

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

## **Harassment**

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

## **Sexual Harassment**

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964 a, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.

- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities
- H. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Giving unwelcome personal gifts such as lingerie that suggests the desire for a romantic relationship.
- J. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.
- K. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- L. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- M. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

**NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in R.C. 2907.03. The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.**

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin/Ancestry Harassment**

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to

participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

### **Anti-Harassment Compliance Officers**

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)"):

Michael McDade  
Business Manager  
Cuyahoga Valley Career Center  
8001 Brecksville Road  
Brecksville, OH 44141  
440-838-8009  
mmcdade@cvccworks.edu

Dr. Marcy R. Green  
Assistant Superintendent  
Cuyahoga Valley Career Center  
8001 Brecksville Road  
Brecksville, OH 44141  
440-746-8228  
mgreen@cvccworks.edu

The names, titles, and contact information of these individuals will be published annually on the School District's website and in the parent and staff handbooks.

The Compliance Officer(s) 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 harassment.

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept reports of unlawful harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or the Compliance Officer(s) will designate a specific

individual to conduct such a process. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

Any Board employee who directly observes unlawful harassment is obligated, in accordance with this policy, to report such observations to the Compliance Officer(s) within two (2) days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, 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 harassment. Thereafter, the Compliance Officer(s) or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

### **Reports and Complaints of Harassing Conduct**

Students and all other members of the School District community along with Third Parties are required to report incidents of harassing conduct to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a report shall file it with the Compliance Officer within two (2) days of receiving the report of harassment.

Members of the School District community and Third Parties, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment 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 Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to the Compliance Officers who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the 5517

investigation and provide the Director with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Director with the determination of responsibility that results from the Policy 2266 grievance process.

### **Investigation and Complaint Procedure**

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any student who believes that they have been subjected to unlawful harassment may seek resolution of their complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. 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 harassment or retaliation with the United States Department of Education Office for Civil Rights.

### **Informal Complaint Procedure**

The goal of the informal complaint procedure is promptly to stop inappropriate behavior and to 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 harassed 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 Complainant and the Respondent mutually agree to participate in it.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

The Complainant 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 complainants involving a District employee, any other adult member of the School District community, or a Third Party and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe in doing so, the individual should tell or otherwise inform the Respondent that the alleged harassing conduct is inappropriate and must stop. The Complainant should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the Complainant if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the alleged inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A Complainant 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 Compliance Officers.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The Board's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the Respondent.
- B. Distributing a copy of this policy as a reminder to the individuals in the school building or office where the Respondent works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer /designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.



## **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

The Complainant may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District official who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, Superintendent, or other District official, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); 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 Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer 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 Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the Compliance Officer should consult the Complainant to assess whether the individual with the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions deemed appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer/designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation.

Simultaneously, the Compliance Officer will inform the Respondent that a formal 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 administrative guidelines, including the Board's Anti-Harassment policy. 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 Compliance Officer/designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. 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 Compliance Officer or the 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 harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer/designee, the Superintendent must either issue a written decision regarding whether the complaint of harassment has 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 ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a written decision as described above.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of the Party's receipt of the Superintendent's decision. The written statement of appeal must be submitted to the Treasurer/CFO.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the student alleging the unlawful harassment/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 parties may be represented, at their 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, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

### **Privacy/Confidentiality**

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent, , and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. 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 harassment 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 harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce 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 report, formal complaint testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, 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 and/or this policy.

Retaliation against a person from making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanction/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

### **Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty- one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

State law defines certain contact between a teacher and a student as "sexual battery." If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined in Ohio's Criminal Code, such knowledge should be immediately reported to local law enforcement.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

### **Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension**

The Superintendent will report to the Ohio Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery, and will, in accordance with Policy 8141, suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

### **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent 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 harassment in general, will be age and content appropriate.

### **Retention of Investigatory Records and Materials**

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law (e.g., R.C. 3319.321) – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Revised 6/24/99  
Revised 1/10/02  
Revised 3/30/06  
Revised 2/25/10  
Revised 1/9/14  
Revised 3/22/18  
Revised 3/21/19  
T.C. 1/7/21  
Revised 10/28/2021

© Neola 2021

#### Legal

R.C. 4112.02

20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)

20 U.S.C. 1681 et seq., Americans with Disabilities Act of 1990, as amended

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 794, Rehabilitation Act of 1973, as amended

29 U.S.C. 6101, The Age Discrimination Act of 1975

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

42 U.S.C. 1983

National School Boards Association Inquiry and Analysis - May, 2008

## **Bullying & Other Forms of Aggressive Behavior (Policy 5517.01)**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a Cuyahoga Valley Career Center vehicle, or while in route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyber bullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to



the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to instructors and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyber bullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/ or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

### **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to an instructor, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the instructor, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying, in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667

State Board of Education Model Policy

## **Student Hazing (5516)**

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to or associated with Board-sponsored activities (e.g., extracurricular teams, clubs, or groups) or incidents that have occurred on school property. No administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District shall encourage, permit, authorize, condone, or tolerate any hazing activities. The preceding prohibition includes recklessly permitting the hazing of any person associated with the District. Additionally, no student shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization or any act to continue or reinstate membership in or affiliation with any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. No person shall recklessly participate in the hazing of another. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, employees, faculty members, and teachers of the District shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Additionally, no administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District who is acting in an official and professional capacity shall recklessly fail to immediately report the knowledge of hazing to a law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred. Students, administrators, employees, faculty members, and teachers who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students, Board employees, consultants, and volunteers and shall incorporate it into building, staff, and student handbooks. It shall also be posted on the District's website. This policy shall be the subject of discussion at employee staff meetings or in-service programs.

Board employees, consultants, and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

Revised 1/12/01  
Revised 3/30/06  
Revised 03/24/22

© Neola 2021

## **Statement of Liability**

The Board of Education of Cuyahoga Valley Career Center school district, its members, officers and employees expressly disclaim any responsibility or liability for any personal injuries or the loss and/or damage to personal property. Individuals requesting registration in a course offered by Adult Education must assume the risk of all such injury or loss.



CUYAHOGA VALLEY  
CAREER CENTER

8001 Brecksville Road  
Brecksville, Ohio 44141



# Emergency Medical Technician-Basic

## Student Handbook



*Welcome to the Cuyahoga Valley Career Center's Adult Education Emergency Medical Technician – Basic Program. We hope you have a memorable and rewarding experience during your time with us. As you read through the following pages, the rules are strict and expectations are high. CVCC is preparing you to successfully enter the EMS profession. Demands and expectations in this field are high and they begin in the classroom.*

440.746.8230

[www.cvccworks.edu](http://www.cvccworks.edu)

**\*\* PLEASE NOTE: This Student Handbook contains important information – please read thoroughly\*\***

## Introduction

**This handbook contains important information with reference to the Emergency Medical Technician-Basic (EMT) program.**

**(Please keep this handbook in a safe place for future reference)**

*Welcome to the Cuyahoga Valley Career Center's Adult Education Emergency Medical Technician-Basic Program (EMT). You are starting a challenging, but rewarding, educational program where you will learn the skills that it takes to make a difference in people's lives. Our instructors will be working closely with you during the coming weeks spending much time and effort in your education. For this time to be most productive, it is important that you understand what to expect from the program, as well as what is expected of you. This handbook is intended to provide you with that information. You are strongly encouraged to ask questions at any time about things that are unclear to you.*

## Contact Us

### **Assistant Superintendent:**

Dr. Marcy R. Green  
Cuyahoga Valley Career Center  
8001 Brecksville Road  
Brecksville, Ohio 44141  
(440) 746-8228  
[mgreen@cvccworks.edu](mailto:mgreen@cvccworks.edu)

### **EMT Lead Instructor:**

Dan Zezena  
Cuyahoga Valley Career Center  
8001 Brecksville Road  
Brecksville, Ohio 44141  
(440) 746-8324  
[dzezena@cvccworks.edu](mailto:dzezena@cvccworks.edu)

### **EMT Administrative Assistant:**

TBD  
Cuyahoga Valley Career Center  
8001 Brecksville Road  
Brecksville, Ohio 44141  
440-746-8206

## Job Prospects



Employment for EMTs and paramedics is a very popular and increasingly competitive market. The demand for paramedic level education will continue to grow exponentially through the next decade. Job prospects for EMT's and paramedics are almost always available within the private ambulance industry and a variety of hospitals systems and Urgent Care Centers. It is becoming increasingly difficult for emergency medical services (EMS) and small Fire Departments to recruit and retain any unpaid volunteers because of the amount of training and the large time commitment these positions require. As a result, more paid EMTs and paramedics will be needed. Furthermore, as a large segment of the population—aging members of the baby boom generation—continues to suffer from medical emergencies, injuries and accidents, demand will increase for EMTs and paramedics. There will also continue to be a demand for part-time, volunteer EMTs and paramedics in rural areas and smaller metropolitan areas. Competition will be greater for jobs in local government, including fire, police, and independent third-service rescue squad departments which tend to yield better salaries and benefits. Pre-hospital EMS workers who have advanced education and certifications, such as Paramedic level certification, will be in more demand as the industry and communities require this standard of care.

Please visit the following web-site for more information: <http://www.bls.gov/>

## **Career Options**

Ambulance Services  
EMS/Fire Departments  
Dispatch Centers  
First Responder Units  
Hospitals/Emergency Departments  
Industrial Safety Departments  
Urgent Care Centers

## **Curriculum Design**

This program is designed for individuals interested in providing emergency care to the public while in the pre-hospital setting. The EMT program offered at CVCC will provide the student with opportunities to gain information, acquire a specific skill set and afford

direction in the management of mass casualty and hazardous scenes. Successful completion of this program awards the student with a Certificate of Completion which, in turn, enables their right to take the National Registry Exam. This exam is the testing mechanism for the State of Ohio and will certify the individual as a State of Ohio Emergency Medical Technician. The curriculum for the EMT program at CVCC is based on the Ohio Department of Public Safety, Division of Emergency Medical Services guidelines. Ohio Revised Code (ORC) Section 4765 and rules approved by the Board of Emergency Medical Services in the Ohio Administrative Code (OAC) Section 4765. (<https://ems.ohio.gov/>).

#### Criteria For Successful Completion

Components include but are not limited to patient assessment, airway management, managing emergency situations, using Basic Life Support equipment and techniques, CPR, operating an automated external defibrillator, bleeding control, recognizing and treating hypo-perfusion, stabilizing / immobilizing injured extremities, distinguishing and caring for environmental emergencies, ensuring the safety and management of traumatically injured individuals, emergency childbirth, pediatric and geriatric care and general ambulance operations.

- Exams
- Practical Skills and Examinations
- Simulation Training Evaluations
- Communication and Documentation
- The textbook and workbook will be provided to you at the start of this program. All paperwork, state forms, Cuyahoga Valley Career Center forms, and workbooks, must be thoroughly completed and turned into your instructor to meet the requirements for successful completion of the EMT program.
- *American Heart Association Basic Life Support (BLS) CPR training is included and must be completed before any clinical requirements are started.*
- The didactic portion of the program is evaluated through exams which include multiple choice given in the classroom or as a take home assignment by the lead Instructor. These tests will be comprised of both computer-based test format depending on the content
- **Student MUST maintain an 80% throughout each module, and pass each module final with an 80% or better. If a student fails a module exam it will result in**

**consultation and the student will be given one attempt to retest a module exam or final exam throughout the program. Failure of any additional exams, after the consultation, will result in failure of the program. In addition, students must remain at or above an 80% cumulative grade point average throughout the program. Failure to maintain an 80% cumulative average will result in consultations and ultimately removal from the program.**

- As of September 2006, NIMS courses IS-100 and IS-700 are required for an initial certificate to practice as an EMS provider. The Department of Homeland Security pursuant to Homeland Security Presidential Directives HSPD-5 and HSPD-8 mandates the NIMS courses as being necessary for all first responders. Training can be completed at the following website:

<https://training.fema.gov/is/crslist.aspx>

*A copy of your NIMS certificates validating the completion of these courses must be provided to your instructor.*

*All forms must be completed and turned into the instructor. This includes, but not limited to, skill sheets, CPR card, NIMS 100 and NIMS 700 and clinical sheets. If you do not complete all required forms you will not receive a certificate of completion, and will fail to meet the requirements for successful completion of the program.*

## Admission Requirements

- Registration is open to anyone who is at least 18 years of age.
- Students who are enrolled in a regular high school program must be in their senior year and have written permission from their parents and the school principal or counselor to register for a course.
- Have a valid Ohio driver's license
- High School Diploma or GED equivalent.
- Student must complete an Adult Education EMT Registration packet.
- Complete the WorkKeys Assessment (Applied Math, Workplace Documents, And Graphic Literacy).
  - Students will be required to take the WorkKeys exam prior to entrance into the program. Students scoring lower than a Level 5 on the Workplace Documents portion will be advised and given an individualized tutoring and support. The academic advisement session will include an overview of the program with the end goal of the student understanding the importance of reading comprehension and how their score can have a direct effect on their overall success rate. Tutoring will be offered after the first WorkKeys test, at the discretion of Student Support Services. The student will sign and adhere to the plan and the form will be included in the student file.

## Attendance

- ***Attendance is mandatory.*** Any planned absences must be discussed with the instructor ***before*** occurrence. Regular attendance and punctuality is expected of each enrollee. The State of Ohio mandates that all state required hours must be completed. (Additional hours may be required at the discretion of the instructor and/or the coordinator). Two (2) **OR** more unexcused absences can be cause for dismissal from the program. This decision comes at the discretion of the Lead Instructor and can be considered in conjunction with any other areas of weakness or issues that have been identified in the student's performance.
- If a class is missed, any exams or assignments that were due ***must be completed and turned in before 3pm on the day of the next class meeting.*** Tests must be made up in the Adult Education office by way of appointment made with the EMT Administrative Assistant. Failure to do so will result in a "0" (zero) grade. If an assignment is given during a class that is missed, the student will be permitted to make the assignment up at the instructor's discretion, provided that the absence was excused.

- **Assignments cannot be made up for an unexcused absence.**  
**Excused Absences:** Contact must be made with the assigned instructor for that class period. A phone call is preferred but text messaging is accepted. Please keep in mind that cell phone coverage does not always afford timely notification, especially by way of text messaging. If an instructor does not receive phone or text notification by the start of class time, it is considered an UNEXCUSED ABSENCE. If excused, exams or assignments that were due can be made up and/or turned in before the next class scheduled. Failure to turn in assignments or exams will result in a “0” (zero) grade.
- **Unexcused Absences:** Failure to notify the assigned instructor for that class period which includes the instructor not receiving timely notification by the start of class. Assignments and/or exams **cannot** be made up.
- Any homework or other assignment that is not turned in by the designated due date will result in a “0” (zero) grade. There will be no opportunities to make these assignments up. If a homework assignment is due on a day of an excused absence, the student must turn the assignment into the Adult Education office before the next class meeting. Failure to do so will result in a “0” (zero) grade.
- **Tardiness:** Habitual tardiness is disrupting to the other students as well as the instructor(s). This absence of respect can reflect a student’s lack of interest in an adult education program that demands the highest degree of mature dedication and responsibility. A student that is tardy three (3) times will equal one (1) unexcused absence and may face disciplinary action. A total of five (5) will equal two (2) unexcused absences and may be grounds for dismissal from the program.
- Students should review the class syllabus immediately upon receipt and ensure that they make proper arrangements to be present for all classes scheduled.

## **Breaks**

Breaks will be given periodically during lecture and laboratory classes. Please avoid leaving the classroom at times other than during breaks. Class will resume promptly at the time indicated by the instructor. The instructor will not wait for those who return late. If you are more than 5 minutes late to return from a break you may be prevented from joining the class which will result in an unexcused absence. This can enter the student into disciplinary action. Beverages will be permitted in the classroom in bottles or containers that accommodate a top or lid. There will be no open-top beverage containers by way of cup, glass or mug permitted in the classroom. Any food or snacks must be consumed outside of the classroom. There will be no food permitted in the classroom.

## Smoking

CVCC is a non-smoking facility. There will be no smoking anywhere on school property, inside or outside. Any individual that is found smoking on CVCC property can be asked to leave the premises which will then result in an unexcused absence.

## State and CVCC EMT Rules

**The following rules are applicable to all students. Please read all rules thoroughly. If you should have any questions, please notify your instructor.**

- 1) All cell phones/pagers must be either turned off or set to vibrate. During class time, there will be no phone calls or text messaging permitted. If any student is found to be text messaging during class, he/she may be asked to leave for the remainder of the class time and receive an unexcused absence. This will be at the discretion of the instructor. Family emergencies are the exception and simply require instructor notification.
- 2) Uniform shirts will be provided as per tuition/course fees. It will be the student's responsibility to purchase EMS uniform pants, belt and boots/shoes. The instructor will provide information on location and costs for purchasing. There are affordable options available. See an instructor for details.
- 3) Complete uniforms must be worn to each class and are required when completing clinicals. A neat, clean, professional appearance is expected in the classroom AT ALL TIMES. **No hats of any kind (snow, baseball, etc.), earrings, piercings or obstructive jewelry.** If any student is found to be out of uniform, they will be sent home at the discretion of the instructor with an unexcused absence. Again, a complete uniform is defined as: *uniform shirt, EMS pants, belt, black uniform boots or shoes, black socks.*
- 4) All information submitted on paperwork, state forms, Cuyahoga Valley Career Center forms, and workbooks, must be true and correct. **Any fraudulent entry may be considered a sufficient cause for dismissal.**
- 5) You are responsible for having all required materials with you in class. Be Prepared!
- 6) Skills taught and performed in class such as splinting, bandaging, lifting/moving, hands on assessment, blood pressures, etc. will be completed on a partner in class. This means there will be hands-on contact with other students. All contact will be under the direct supervision of the instructor after specific directions of what is

expected to be completed. Any problems related to this type of practice should be directed to the Lead Instructor.

- 7) No food or open bottle beverages are allowed in the classroom.
- 8) There will be **zero tolerance** for cheating. Student will be immediately dismissed with no refund.
- 9) There will be **zero tolerance** for sexual harassment. After review and investigation of the offense, the student may be dismissed with no refund. Professionalism and respect to your peers is expected.
- 10) This type of adult education program requires a high degree of mature responsibility that must yield self-control. There will be no unnecessary disruptions during class. Any unnecessary disruption may result in the student being sent home with an unexcused absence. This will be at the discretion of the instructor.
- 11) **You must go on the Internet to register for the National Registry EMT exam.** You must pass the National Registry Exam in order to be certified as an EMT-Basic in the State of Ohio. **(Please see attached information sheet explaining the procedure for registering).**

## **Testing and Grading Policy**

The didactic portion of the program is evaluated through exams which include multiple choice given in the classroom or as a take home assignment by the lead Instructor. These tests will be comprised of both computer-based and written test format depending on the content.

**Student MUST maintain an 80% throughout each module, and pass each module final with an 80% or better. If a student fails a module exam it will result in consultation and the student will be given one attempt to retest a module exam or final exam throughout the program. Failure of any additional exams, after the consultation, will result in failure of the program. In addition, students must remain at or above an 80% cumulative grade point average throughout the program. Failure to maintain an 80% cumulative average will result in consultations and ultimately removal from the program.**

**Grading Scale:** Grades during the didactic phase will be determined on the basis of the following:

Passing-	80% or greater
Failing-	79.9% or less

Letter Grade	Percentage
A+	97-100%
A	93-96%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
F	0-79%
I	Incomplete
*Grades are not rounded up.	

**Distribution of Didactic Grade:**

**Module Finals:** Each student will be responsible to complete all required assignments prior to each Module Final. Student’s failing to complete the required assignments will be given an incomplete grade constituting failure from the program.

Each Module Final will be graded on a criterion based standard, using the 80<sup>th</sup>% as the passing indication. All students will be required to successfully complete and pass each Module Final in order to continue in the program.

Students failing to pass the Module Final will be given one retest per class to use at their discretion. A student may use their single retest to retake a Module Final or Course Final. If the student fails to pass the exam on the retest, they will be dismissed from the program.

**Course Final:** The course Final will be a comprehensive exam measuring the student’s ability to demonstrate proficiency of the curriculum. Students are required to pass the Course Final with an 80% or greater for course completion. Students failing to pass the Course Final may use their one retest option, if available, to retake the Course Final.



Failure of the retest constitutes program failure and will result in dismissal from the program.

**Remediation:** Failure of a student to meet academic or skill performance standards will result in remedial action to address educational strategies. Such corrective action may include additional course work in the form of oral presentations; written assignments; one-on-one coaching by peers or staff and/or assignment of an academic or skills mentor. The student or the Lead Instructor may initiate remediation. All remedial sessions will be documented and the documentation forwarded to the students' program file. Inability to correct academic or skill performance deficiencies with remedial course work is grounds for dismissal. A student may discuss academic or skill performance difficulties at any time by making an appointment directly with the Lead Instructor or Program Director during posted office hours.

## Disciplinary Procedures

*\*The following is a list of actions that would require disciplinary action. Other actions may fall into this category at the discretion of the instructor. These actions may **be grounds for dismissal** from the EMT program:*

- Tardiness that exceeds the aforementioned guidelines
  - Two (2) or more unexcused absences
  - Second failure of a required practical skill station
  - Behavioral nonconformity to include, disrespect to other students or instructors, sexual harassment, offensive language or any disruption that is socially unacceptable.
  - Uniform discrepancy/non-compliance
  - Destruction of property
  - Leaving without permission
  - Carelessness of program/school property or equipment
  - Dishonesty/cheating
  - Lack of interest or motivation to learn
  - Sleeping in class
  - Cell phone usage/texting
  - Suspected of being under the influence of alcohol and/or drugs of abuse
  - Weapons/firearms possession.
- 
- Grievance Procedure - See Adult Education Grievance Procedure in the beginning of this Handbook.

## General Class Information

- Conduct yourself with a “team” approach by working professionally with other students, instructors and guests.
- Be supportive and respectful of the educational pursuits of your classmates.
- Be attentive in classes and demonstrate a desire to learn and grow.
- Come to class prepared to participate, showing self-direction and motivation.
- The State of Ohio Department of Public Safety mandates that all forms must be completed and signed by each student. All information must be true and accurate.
- All completed forms will be kept in Cuyahoga Valley Career Center’s Public Safety office. All financial and personal information for each student is confidential and is the property of Cuyahoga Valley Career Center.
- Online and distant education courses are not available options for the EMT program.
- Cuyahoga Valley Career Center does not provide transcripts after the completion of the course. A Certificate of Completion is provided to each student upon successfully completing the course. If a letter of completion is needed for employment or future education, please contact the Adult Health Education Office.
- At the close of each course the adult enrollee completes a course evaluation and site evaluation. These instruments are studied and reviewed by the coordinator to identify areas in need of change, updating, and integrated into the curriculum as deemed appropriate by the faculty body.
- WorkKeys® tests in Applied Math, Graphic Literacy, and Workplace Documents will be given as a pre-entrance assessment to all Adult Education students. The State of Ohio Department of Education requires these tests for career development programs.
- Students must attend complete EMT program at Cuyahoga Valley Career Center. Cuyahoga Valley Career Center does not accept students transferring from an outside training facility.
- Students that successfully complete our EMT and/or Fire programs can receive credit from Cuyahoga Community College towards an Associate Degree. Please

visit the following web site for conditions, benefits and criteria. <http://www.tri-c.edu/transfer-center/index.html>

- Students can visit the following web site for sample EMT exams.

<https://discover.cuyahogalibrary.org/Union/Search?view=list&showCovers=on&searchIndex=Keyword&searchSource=local&lookfor=EMT%20practice%20eams&replacementTerm=emt+practice+exams>

Click on “Access Resource” to get to the tests. Students may need to sign in with their library card or create an account to access practice tests.



## Course Syllabus

Week	Date	Date/Day	Time	Chapter	Hours	Assignment
1	5-Feb	Monday	1800-2200	Introduction to Class/Hx of EMS	Lecture 4	Review next classes lectures/Take tests
1	7-Feb	Wed	1800-2200	Ch 1 EMS Systems Ch 2 Workforce Safety	Lecture 4	Review next classes lectures/Take tests
1	8-Feb	Thursday	1800-2200	Ch 3 Legal/Ethical	Lecture 4	Review next classes lectures/Take tests
<b>Cognitive Exams for Section 1 include:</b> Due by end of Section 1 EMS Testing Learning Assessment Exams 100 Adaptive Release Questions Formative Exam for Each Chapter 2 Summative Exams and 1 Summative Section Final						
2	12-Feb	Monday	1800-2200	Chapter 4 Coms/Doc Chapter 5 Med Term Chapter 7 Life Span	Lecture 4	Review next classes lectures/Take tests
2	14-Feb	Wed	1800-2200	Chapter 6 A+P	Lecture 4	Review next classes lectures/Take tests
2	15-Feb	Thursday	1800-2200	Ch 8 Lift & Move Ch 41 Team Approach	Lecture 4	Review next classes lectures/Take tests
<b>No school 2/19/24</b>						
3	21-Feb	Wed.	1800-2200	Lifting and Moving Labs	Lab 4	All Section 1 Tests due

**Cognitive Exams for Section 2-5 include:**

Due by end of Section 2 EMS Testing Learning Assessment Exams

100 Adaptive Release Questions Formative Exam

2 Summative Exams and 1 Summative Section Final

3	22-Feb	Thursday	1800-2200	Ch 9 Patient Assessment / Ohio Trauma Triage	Lecture 4	Review next classes lectures/Take tests
4	26-Feb	Monday	1800-2200	Ch 10 Airway	Lecture 4	Review next classes lectures/Take tests
4	28-Feb	Wed	1800-1900	Summative Section 1 Final	Test 1	Testing
4	28-Feb	Wed	1900-2200	Ch 11 Pharm.	Lecture 3	Study for Final /Prep for Lab
4	29-Feb	Thursday	1800-2200	Airway/Pt. Assessment Labs	Lab 4	Review next classes lectures/Take tests
5	4-Mar	Monday	0900-1400	Lab skills (General Session)	Lab 4	Review next classes lectures/Take tests
5	6-Mar	Wed	1800-2200	Ch 12 Shock	Lecture 4	Prep for Lab
				<b>No school 2/7/24</b>		

6	11-Mar	Monday	1800-2200	Airway/Pt. Assessment Labs	Lab 4	Review next classes lectures/Take tests
<b>Cognitive Exams for Section 6 include:</b> Due by end of Section 6 EMS Testing Learning Assessment Exams 100 Adaptive Release Questions Formative Exam 3 Summative Exams and 1 Summative Section Final						
6	14-Mar	Monday	1800-2200	Ch 15 Respiratory	Lecture 4	Review next classes lectures/Take tests
6	16-Mar	Saturday	0900-1430	Ch 16 Cardiac	Lecture 4	Review next classes lectures/Take tests
7	18-Mar	Monday	1800-2200	Ch. 17 Neuro	Lecture 4	Review next classes lectures/Take tests
7	20-Mar	Wed	1800-2200	Ch 18 Gastro	Lecture 4	Review next classes lectures/Take tests
7	21-Mar	Thursday	1800-2200	Lab skills (General Session)	Lab 4	Prep for Lab
<b>No school 3/25/24-3/29/24</b>						
8	1-Apr	Monday	1800-2200	Ch 20 Immunologic	Lecture 4	Lab Prep
8	3-Apr	Wed	1800-1900	Summative Section Final 2-5	Test 1	Testing
8	3-Apr	Wed	1900-2200	Ch 19 Endo	Lecture 3	Review next classes lectures/Take tests
9	4/8	Monday	TBA	CPR Class	Lecture 4	
9	10-Apr	Wed	1800-2200	Lab skills (General Session)	Lab 4	Prep for Lab



9	11-Apr	Thursday	1800-2200	Chapter 23 Gynecologic/ Lab	Lecture 4	All Section 6 Tests due
10	15-Apr	Monday	1800-2200	Medical Labs	Lab 4	Review next classes lectures/Take tests
<b>Cognitive Exams for Section 7 include:</b> Due by end of Section 7 EMS Testing Learning Assessment Exams 100 Adaptive Release Questions Formative Exam 3 Summative Exams and 1 Summative Section Final						
10	17-Apr	Wed	1800-2200	Ch 24 Trauma Overview Ch. 25 Bleeding	Lecture 4	Review next classes lectures/Take tests
10	18-Apr	Thursday	1800-2200	Airway/Pt. Assessment Labs	Lab 4	Review next classes lectures/Take tests
11	22-Apr	Monday	1800-2200	Ch. 26 Soft Tissue Ch. 27 Face & neck	Lecture 4	Review next classes lectures/Take tests
11	27-Apr	Saturday	900-1430	Ch. 28 Head & Spine Ch. 29 Chest Trauma	Lecture 4	Review next classes lectures/Take tests
12	29-Apr	Monday	1800-2200	Lab skills (General Session)	Lab 7	Prep for Lab
12	29-Apr	Monday	1800-1900	Summative Section 6 Final	1 hour	
12	2-May	Thursday	1900-2200	Ch. 30 Abdominal Ch 31 Orthopedic	Lecture 3	Prep for Labs /Take Final

13	6-May	Monday	1800-2200	Ch 32 Environmental & Rescue Task Force Awareness (Website)	Lecture 4	All Section 7 Tests due
<b>Cognitive Exams for Section 8 include:</b> Due by end of Section 8 EMS Testing Learning Assessment Exams 100 Adaptive Release Questions Formative Exam 2 Summative Exams and 1 Summative Section Final						
13	9-May	Thursday	1800-2200	Ch 34 PEDS	Lecture 4	Prep for Labs
14	13-May	Monday	1800-2200	Lab skills (General Session)	Lab 4	Prep for Lab
14	16-May	Thursday	1800-2200	Lab skills (General Session)	Lab 4	Prep for Lab
14	18-May	Saturday	0900-1230pm	Lab skills (General Session)	Lab 5	Prep for Lab
15	20-May	Monday	1800-1900	Summative Section 7 Final	Test 1	
15	20-May	Monday	1900-2200	OB Labs/ Airway Review	Lab 3	Review next classes lectures/Take tests / All Section 6 Tests due
15	23-May	Thursday	1800-2200	Ch 35 Geriatric Ch 36 Special Pt	Lecture 4	Lab Prep/Take tests

**Cognitive Exams for Section 9 include:**

Due by end of Section 8 EMS Testing Learning Assessment Exams

100 Adaptive Release Questions Formative Exam

2 Summative Exams and 1 Summative Section Final

				<b>No school 5/27/24</b>		
16	30-May	Thursday	1800-1900	Summative Section 8 Final	Test 1	
16	30-May	Thursday	1900-2200	Ch 37 Transport Ch 38 Special Rescue	Lecture 3	Review next classes lectures/Take tests
17	3-Jun	Monday	1800-2200	Ch39 NIMS & ICS Ch 40 Terrorism	Lecture 4	Review next classes lectures/Take tests
17	6-Jun	Thursday	1800-2200	General Labs	Lab 4	Lab Prep/ Review for Final
			1800-1900	Summative Section 9 Final	Test 1	
18	10-Jun	Monday	1900-2200	General Labs	Lab 3	Lab Prep/ Review for Final
18	13-Jun	Thursday	1800-2200	Comprehensive Class Final / All Clinical Paperwork Due /EMT Psychomotor skills signoff		
19	17-Jun	Monday	1800-2200	EMT Psychomotor skills signoff		
				<b>Lab skills Hours</b>	<b>60</b>	<b>35%</b>
				<b>Lecture Hours</b>	<b>112</b>	<b>65%</b>
				<b>Total</b>	<b>172</b>	<b>100%</b>

### **National Registry Practical Examination (Skills Testing)**

Patient Assessment - Trauma

Patient Assessment - Medical

Cardiac Arrest Management /

AED

Oxygen Administration by Non-Rebreather Mask

Bag Valve Mask Ventilation of an Apneic Adult

Patient Spinal Immobilization (Supine Patient)

Random EMT Skills:

Spinal Immobilization (Seated Patient)

Bleeding Control/Shock Management

Long Bone Immobilization

Joint Immobilization

*\*A larger variety of Course Curriculum Skills will be required to pass in LABS prior to NR Testing.*

## **Clinical Information**

Cuyahoga Valley Career Center holds affiliation agreements with area hospitals and fire departments for various types of clinical externships. It is our goal at CVCC to provide a clinical opportunity for each student; however, acceptance of students into a clinical environment is at the discretion of area health care facilities based on their staff availability and needs. This is standard practice for all health care facilities, causing competition between health care students at all educational institutions for limited space.

- The clinical experience is a learning experience not a working experience.
- Students will be required to attend a clinical experience in both the Emergency Room and in the Pre-hospital (EMS) field. Hours completed in each will be assigned at the discretion of the Lead Instructor.
- Students are not to replace any employee or assume anyone's job responsibilities.
- There are no financial benefits paid.
- The clinical facility has the right to make scheduling adjustments or reassignments based on staffing and departmental needs.
- Students will be assigned to an on-site staff member (preceptor) to supervise the clinical experience.
- Clinical scheduling times are the responsibility of the student and the schedule must be completed as designated by the Lead Instructor.
- Clinical times must be scheduled outside of classroom time.
- Blood-borne pathogens will be taught and followed in all practical and clinical settings.

- If employed by contracted agency, the student must not be counted as essential personnel but be attending as a student representing Cuyahoga Valley Career Center.
- The on-site preceptor may change from day to day based on the facility's staffing schedule.
- The preceptor is responsible to document the student's experience and evaluate performance.
- Student will provide, upon request, a certified copy of his/her health insurance policy. While at the facility, the students will not be considered as employees or agents of the facility; therefore, they will be ineligible for remuneration and will not be covered by the facilities social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits except as set forth herein.
- The clinical facility has the right to dismiss a student from a clinical experience for behaviors including but not limited to the following: if the students is not in compliance with facility policies and procedures, unexcused absence, inappropriate behavior, or violation of patient confidentiality. *It will be at the discretion of your instructor to allow and reschedule the clinical experience.*

**When doing your clinical time, the following rules apply:**

- Students are expected to be fifteen minutes early.
- Will be dressed in FULL UNIFORM: CVCC uniform shirt, dark uniform EMS pants, uniform boots or shoes, black socks and black belt. If you are out of uniform, you will be sent home.
- No facial piercings or obtrusive jewelry.
- Students must be equipped with a stethoscope, pen, and a watch with a second hand.
- Professional behavior will be expected during all clinical hours.  
You are a reflection of the school, your instructors and the EMS/Fire industry. Any behavior that is reported to be unprofessional, disrespectful or otherwise socially unacceptable will result in immediate dismissal from the program following confirmation from a detailed investigation conducted by the Lead Instructor, CVCC representatives, law enforcement or other required professional agencies or personnel.
- Students must complete a minimum of six (6) in hospital patient assessments and at least three (3) pre-hospital assessments.
- Clinical time must be scheduled and completed prior to the course final exam and course completion.

- **If a student cannot attend a scheduled clinical session, phone notification must be made by the student to the clinical site with an explanation. Clinical discipline policy is outlined below:**

- Excused Absence (*with notification*) ----- Accepted
- Late to clinical (*with notification*) ----- Verbal Warning
- Late to clinical (*no call*) ----- Verbal Warning  
(Explanation required)
- No show to clinical (*no call*)----- Written Warning  
(Explanation required)

For any “*second offense*” the student may face dismissal from the program.

Students in a clinical environment will be evaluated on the following:

- Appearance (personal grooming, uniform, etc.)
- Attitude (interest, courteous, confident, cooperative)
- Maturity (accepts supervision, adapts to situation, accepts assignments)
- Dependability (punctual, completes tasks, accepts responsibility)
- Initiative (seeks new learning opportunities)
- Clinical Tasks (performs lab and diagnostic skills)
- Interpersonal (cooperates with co-workers, supervisors, physician)

## Marymount Hospital Clinical Hours

### **LOCATION**

***Marymount Hospital  
Cleveland Clinic Health System  
12300 McCracken Road  
Garfield Heights, Ohio 44125***

#### ***Directions to Marymount Hospital:***

Near I-480 and I-77, just 4 miles west of I-271

#### ***From the West:***

Exit I-480 at East 98<sup>th</sup> Street. Turn left; follow East 98<sup>th</sup> Street about 2 miles. Turn right onto Granger Road and follow the signs to the Hospital.

#### ***From the East:***

Exit I-480 at Broadway. Turn right; follow Broadway for approximately 1 mile. Turn left onto Henry Street. Follow Henry Street to McCracken; Hospital is visible at intersection.

**Marymount Hospital:** 216-581-0500  
**Emergency Department:** 216-587-8170  
**Jeff Gembus – EMS Director:** 216-587-8236 [jgembus@ccf.org](mailto:jgembus@ccf.org)  
**Michael Simon** [SIMONM9@ccf.org](mailto:SIMONM9@ccf.org)  
Parking – There is no charge for parking.

## **Fire Department Clinical Sites**

### **BRECKSVILLE FIRE DEPARTMENT**

9023 Brecksville Road  
Brecksville, Ohio 44141  
440-526-2640  
Fax: 440-526-6654  
Contact: Mike Packard-Medmike18@yahoo.com  
Chief: Nikola Zamiska

### **BROADVIEW HEIGHTS FIRE DEPARTMENT**

3591 Wallings Road  
Broadview Heights, Ohio 44147  
440-526-4493  
Fax: 440-526-6153  
Contact: Patricia Koss-[pkoss@bhfd.org](mailto:pkoss@bhfd.org)  
Chief Jeff Hajek

**COPLEY FIRE DEPARTMENT**

1540 S. Cleveland-Massillon Road  
Copley, Ohio 44321  
330-666-6464  
Fax No. 330-666-2245  
Contact: Jeff Varga-JVARGA@copley.oh.us  
Chief Chris Bower

**GARFIELD HEIGHTS FIRE DEPARTMENT**

5115 Turney Road  
Garfield Heights, Ohio 44125  
216-475-4053  
Fax No. 216-475-4053  
Contact: Sandy Mistur-SMistur@garfieldhts.org  
Chief Kenneth R. Strobe, Jr.

**NORTHFIELD VILLAGE FIRE DEPARTMENT**

10271 Northfield Road  
Northfield Village, Ohio 44067  
330-467-7139  
Fax: 330-467-7152  
firechief@northfieldvillage-oh.gov  
Chief Jason L. Buss

**PHYSICIANS MEDICAL TRANSPORT TEAM**

4495 Cranwood Pkwy  
Warrensville Heights, Ohio 44128  
216-714-0100  
Fax: 216-823-2169  
Jaime Jordan-jjordan@physiciansambulance.com  
Contact: Jaime Jordan

**SOLON FIRE DEPARTMENT**

5595 Harper Road  
Solon, Ohio 44139  
440-349-6333  
Fax: 440-349-6337  
Contact: Margie Advent madvent@solonohio.org  
Chief William Shaw wshaw@solonohio.org  
\*Call Fire Department for Station Assignment Prior to Going

**TWINSBURG FIRE DEPARTMENT**

10069 Ravenna Road  
Twinsburg, Ohio 44087  
330-963-6256  
Fax: 330-467-7152  
Chief Tim Morgan



# Registration Procedures - National Registry EMT Test

**\*Once you have been approved by CVCC to take the NR EMT exam, you will have no longer than fourteen (14) days to schedule and sit for the exam.**

*(Information on computer based testing is on the NREMT website at nremt.org. Please refer to the NREMT website for the most current policies and procedures).*

Follow these easy steps 3 to 4 weeks in advance of when you plan to test. If you need additional assistance, please contact the NREMT at 614-888-4484.

## **Step 1: Create Your Account**

- Go to nremt.org and click on 'Create New Account'.

## **Step 2: Login**

- After you have completed Step 1, you can return to the home page and log in with the username and password you created.

## **Step 3: Manage Your Account Information**

- Complete all the information in the Personal Account Information fields as prompted. The first and last name you include in this area should be the same as what appears on your driver's license (or the ID you will present at the testing center), and is what will appear on your application, National Registry certificate, and card upon successful completion of the examination.

**Read this to avoid delay!** *Make sure the first and last name you use to set up your Account matches the name on your driver's license EXACTLY (or the ID you will present at the testing center) or you will be denied access to the testing center on the day of your exam!*

## **Step 4: Create a New Application**

- Click on 'Create Initial Entry Application' to apply to take your exam.
- Review the Personal Information Summary – if any items are incorrect, you can make corrections by clicking on 'Manage Account Information'.
- Select the application level you wish to complete.

## Step 5: Pay Application Fee

- Your application fee is part of your tuition and it is recommended that you complete your online application at the school on the designated date; in order to prevent delays. However, you may pay at a later date.
- To pay at a later date, go to ‘Check Initial Entry Application Status’ and choose ‘Application Payment’.

**Read this to avoid delay!** *An Authorization to Test (ATT) Letter allowing you to schedule your exam will not be issued until payment has been received and successful course completion verification has been completed. If you do not complete your application at the school on the designed date, it is YOUR responsibility to call the Adult Education Office to schedule your payment.*

- While you can pay by credit/debit online or print a money order tracking slip for mailing your money order to the NREMT, **CVCC will not reimburse your exam fee.**

## Step 6: Check to See if You Are Approved to Take Your Exam

**Read this to avoid delay!** *You will only see ‘Print ATT Letter’ when you have been verified to test! This link will not appear if the verification process is not yet complete!*

- Monitor the progress of your application and watch for your Authorization to Test (ATT) Letter by going to the NREMT home page and logging in using your username and password.
- Click on ‘Check Initial Entry Application Status’.
- If you see ‘Submitted’ next to ‘Course Completion Verification’, this means the NREMT has submitted your information to the program you indicated, and is waiting for authorization from the education program director indicating that you have completed the course.
- If you see ‘Not Submitted’ next to the ‘Application Payment’, you must pay the fee prior to receiving an ATT Letter.
- When successful course completion has been verified by your education program director and payment has been made, you will see the following link: ‘Print ATT Letter’.

## Step 7: Print the ATT Letter to Schedule Your Exam through Pearson VUE

- Scroll down to see if the ‘Print ATT Letter’ appears.

**Read this to avoid delay!** *Click on this link to print your ATT Letter. Print and follow the instructions in your ATT Letter.*

- Your ATT Letter will contain instructions on how to schedule your examination through the Pearson VUE website.
- Your ATT Letter will also include other important information you should read carefully!

### **Read this to avoid delay!**

- Schedule your exam carefully! Rescheduling fees apply!
- Refunds cannot be issued for no-shows.
- If you arrive late for your exam, you may lose your appointment!

# **NREMT Application Progress**

## **Monitor the Progress of your Application**

You can monitor the progress of your application at any time. • Login on the NREMT Home Page using your username and password

- Click on 'Candidate Services'
- Click on 'Check Application Status'
- Three areas of the application process are displayed:

1. Course Completion Verification. 2. Payment of Application Fee and 3. Practical Skills Verification.

Each topic provides an explanation of the status and who to contact for further assistance, if necessary. **Monitor the Progress of Your Application**

## **You will need the following information:**

This course has been approved in the state of: **Ohio**

Program Name: **Cuyahoga Valley Career Center**

## **State Application Procedure**

### **Ohio Department of Public Safety** **State of Ohio Initial Certification Directions:**

- Go to the following website –

<https://www.ems.ohio.gov/certifications-initial-ems.aspx>

- Click “Application-EMS Provider Initial Certification”
- Type in the Course ID: (given to you in class)
- Type in the Password: (given to you in class)
- Complete online Application
- Submit application – once you have submitted your application, you will be required to fill out a DMA form. If you answer “yes” to having a criminal conviction, or having a certification revoked or suspended, you will be required to fill out a Criminal History form.
- After you have applied for certification, you will be listed as pending approval. Once you have passed the National Registry exam, you will be approved for your State card by Cuyahoga Valley Career Center. Your application will then be processed by EMS and the certification will be granted.

## **Ohio Administrative Code**

### **4765-8-01 Qualifications for a certificate to practice.**

(A) An applicant for a certificate to practice as an emergency medical responder, Emergency Medical Technician-Basic, advanced Emergency Medical Technician-Basic, or paramedic must meet the following requirements:

- (1) Submit a completed application on a form approved by the board;

(2) Successfully complete an EMS training program through an accredited institution, pursuant to section 4765.17 of the Revised Code and Chapter 4765-7 of the Administrative Code, and receive a certificate verifying completion of such program at the level for which the certificate to practice is sought. Such program must have been completed no more than two years prior to making application;

(3) Submit documentation of successful completion of the following federal emergency management agency training courses:

(a) National incident management system course IS-700.a:

(i) For online courses, the web site can be accessed at <https://training.fema.gov/is/crslist.aspx>;

(ii) For materials and information for instructor led, classroom-based courses, the web site can be accessed at <https://training.fema.gov/emiacourses/emiacatalog.aspx>;

(b) Incident command system course IS-100.b:

(i) For online courses, the web site can be accessed at <http://training.fema.gov/emiweb/IS/crslist.asp>;

(ii) For materials and information for instructor led, classroom-based courses, the web site can be accessed at <http://www.training.fema.gov/is/coursematerials.aspx?code=is-100.b> .

Completion of the above courses is mandated by the department of homeland security pursuant to homeland security presidential directives five (HSPD-5, February 28, 2003) and eight (HSPD-8, December 17, 2003) and approved by the board as being necessary for initial training.

(4) Pass an initial certification examination in accordance with rule 4765-8-05 of the Administrative Code;

(5) Be at least eighteen years of age;

(6) Has not been convicted of, pled guilty to, had a judicial finding of guilt for, or had a judicial finding of eligibility for treatment and/or intervention in lieu of conviction for, any of the following:

(a) Any felony;

(b) A misdemeanor committed in the course of practice;

(c) A misdemeanor involving moral turpitude;

(d) A violation of any federal, state, county, or municipal narcotics or controlled substance law;

(e) Any act committed in another state or jurisdiction that, if committed in Ohio, would constitute a violation set forth in this paragraph.

(7) Has not been adjudicated mentally incompetent by a court of law;

(8) At the time of application, is not under indictment for any felony or has any misdemeanor charges pending as outlined in paragraph (A) (6) of this rule;

(9) Does not engage in the illegal use or illegal acquisition of controlled substances, alcohol, or other habit-forming drugs or chemical substances while on duty as an EMS provider;

(10) Has not committed fraud or material deception in applying for, or obtaining a certificate issued under Chapter 4765. of the Revised Code;

(11) Has not been convicted, in this state or another state, of providing emergency medical services or representing himself/herself as an EMS provider without a license or certificate, or similar crime directly related to the profession of EMS;

(12) If the applicant is, or has been, certified or licensed as an EMS provider in this state or another state, the applicant's certificate or license is not currently on probationary status nor has it been suspended or revoked by the board or the EMS certifying or licensing entity in another state.

(B) In deciding whether to grant a certificate to practice, the board has the following options:

(1) The board shall issue a certificate to practice to an applicant who meets all of the requirements listed in paragraph (A) of this rule;

(2) The board shall refuse to grant a certificate to practice to an applicant who fails to meet one or more of the requirements listed in paragraphs (A)(1) to (A)(5) of this rule;

(3) The board may grant, refuse to grant, or limit a certificate to practice to an applicant who meets the requirements listed in paragraphs (A)(1) to (A)(5) of this rule, but fails to meet one or more of the requirements listed in paragraphs (A)(6) to (A)(12) of this rule.

Effective: 4/1/2016

Five Year Review (FYR) Dates: 01/15/2016 and 01/14/2021

Promulgated Under: [119.03](#)

Statutory Authority: [4765.11](#), [4765.30](#)

Rule Amplifies: [4765.30](#)

Prior Effective Dates: 1/1/96, 2/22/99, 4/29/00, 1/13/02, 3/23/03, 2/13/06, 9/28/06, 7/2/09, 2/06/12

# Ohio Revised Code

## **4765-15-01 Emergency Medical Technician-Basic Curriculum Prior to September 1, 2012.**

[Comment: For dates and availability of material incorporated by reference in this chapter and Chapters 4765-01 to 4765-10 and 4765-12 to 4765-19 of the Administrative Code, see rule [4765-1-03](#) of the Administrative Code.]

(A) Prior to September 1, 2012 an EMS training program for a certificate to practice as an Emergency Medical Technician-Basic or an Emergency Medical Technician-Basic refresher program shall be conducted in accordance with the curriculum as set forth in this rule or in rule [4765-15-05](#) of the Administrative Code. An EMS training program for a certificate to practice as an Emergency Medical Technician or an Emergency Medical Technician refresher program starting on or after September 1, 2012, shall be conducted in accordance with rule [4765-15-05](#) of the Administrative Code.

(B) An EMS training program for a certificate to practice as an Emergency Medical Technician-Basic shall be conducted in accordance with division (C) of section [4765.16](#) of the Revised Code, and shall follow the United States department of transportation (USDOT) "1994 Emergency Medical Technician-Basic National Standard Curriculum." Such program shall be one hundred thirty hours, allocated as follows:

- (1) Ninety-five hours devoted to emergency victim care, assessment, and management of the adult and pediatric patient;
- (2) Three hours devoted to reading and interpreting the vital signs of a trauma victim;
- (3) Two hours devoted to pathophysiology of the airway, ventilation, and respiration;
- (4) Six hours devoted to mechanics of intubation, including dual lumen airway and endotracheal;
- (5) Six hours of training in cardiopulmonary resuscitation;
- (6) One hour devoted to pharmacology and subcutaneous auto-injection of epinephrine;
- (7) Ten hours devoted to one of the following:
  - (a) Clinical experience;
  - (b) Prehospital internship;
  - (c) Combined clinical experience and prehospital internship;

(8) One hour of emergency vehicle operator training;

(9) Six hours of written and practical testing.

(C) An "Emergency Medical Technician: Basic Refresher Curriculum" shall consist of thirty hours according to objectives approved by the board for the number of hours listed in each of the following subject areas:

(1) Eight hours on trauma issues, two of which must pertain to triage and transportation protocols approved by the board;

(2) Six hours on pediatric issues;

(3) Six hours on medical emergencies;

(4) Two hours on geriatric issues;

(5) Two hours on cardiology;

(6) Two hours on airway and ventilation;

(7) Two hours on EMS operations;

(8) Two hours on obstetrics and gynecology.

(D) An accredited or approved institution offering a training program or refresher program, as outlined in paragraphs (B) and (C) of this rule, shall provide for regular evaluation of student performance and achievement through written and practical testing, prior to issuance of a certificate of completion.

Effective: 6/15/2018

Five Year Review (FYR) Dates: 3/12/2018 and 03/01/2023

Promulgated Under: 119.03

Statutory Authority: 4765.11

Rule Amplifies: 4765.16

Prior Effective Dates: 01/01/1996, 01/25/1999, 03/23/2003, 08/30/2008, 02/06/2012, 10/18/2013





# Student Acknowledgment of Testing and Certification

Upon successfully completing the EMS program, students will be permitted to take the NREMT cognitive exam. Students will have 2 years to pass the NREMT exam with a total of 6 attempts. After three unsuccessful attempts at the National Registry Cognitive Exam, the student will need to contact the program director to complete a refresher program. After successful completion of the refresher program, 3 more attempts are given to successfully pass the National Registry Cognitive Exam. The course must have been completed no more than two years prior to making application for certification from the State of Ohio. OAC rules 4765-7-02(A)(21)(p), 4765-8-05(A)(4), 4765-8-01.

To set up to take the NREMT exam follow these steps:

- Go to [www.nremt.org](http://www.nremt.org) and create a NREMT account (log on to your account if you have one already).
- After you have created an account or logged onto your account you will create an application for the level of the class you just completed. Fill in all the information specific to your completed program that NREMT asks for.
- The program director will approve your application to test, after that you can pay for your test and schedule it with the NREMT

The skills test you take at the completion of class is good for one year, if you pass the NREMT after one year, you will have to contact the program director to take a new skills test. Skills tests at the paramedic level are done through the NREMT as well, with help from each EMS school, the program director will help you with this as well.

After you pass the NREMT exam you must reach out to the program director, the program director will then complete the information on the student portal, releasing the ODPS application, you the student must now complete the ODPS application in order to get your Ohio EMS certification. You cannot practice until you complete and receive your ODPS certification number.

The initial certification examination shall consist of written and practical portions established by the national registry of emergency medical technicians (NREMT) and the board.

- (1) The passing score for the written portion of the examination shall be determined by the NREMT.
- (2) The passing score for the practical portion of the examination for the emergency medical responder and emergency medical technician shall be determined by the board.
- (3) The passing score for the practical portion of the examination for the advanced emergency medical technician and paramedic shall be established by the NREMT.
- (4) The written and practical portions of the examination shall remain valid for one year from the date of successful completion.

(B) The reinstatement examination and the examination in lieu of continuing education shall be established by the board and the NREMT, and a passing score on these tests shall be determined by the NREMT.

By signing below, you are acknowledging these steps and that if you have further questions you will ask the program director.

Student Name Printed \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_





## ACKNOWLEDGEMENT OF CVCC'S CONSENT AGREEMENT WITH OHIO DEPARTMENT OF PUBLIC SAFETY

On May 17, 2022, the Division of EMS Education section conducted a regularly scheduled site visit at CVCC.

EMS Education staff found the following:

- National Registry of Emergency Medical Technicians (NREMT) pass rates for the past year were
  - EMT-1st Attempt 40%
  - 3rd Cumulative Attempt 50%.
- The high school EMT students were not being scheduled for hospital clinical shifts and were completing the entire clinical requirement at a prehospital site

On 8/29/2022, CVCC filed an educational improvement plan in a format approved by the Board of Ohio Department of Public Safety that addressed the concerns and implemented actions to correct the above-mentioned items.

Additionally, CVCC entered into a consent agreement with Ohio Department of Public Safety agreeing to

- be placed on probation through the remainder of the accreditation cycle ending in 2025
- notify program students of the consent agreement throughout the probation period

CVCC has been granted a renewal of their EMS accreditation. All CVCC EMT graduates are eligible to take their NREMT.

I have read and fully understand that CVCC has entered into a Consent agreement with Ohio DPS, and that I have had the opportunity to ask questions prior to starting class.

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

**If student is under age 18:**

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_



## Receipt of Handbook

(This form will be provided for you to complete at the time of registration)

### EMT

I attest to the fact that the Cuyahoga Valley Career Center's EMT Instructor has read and explained the EMT Student Handbook and I understand the rules and expectations within that handbook. I hereby give permission to Cuyahoga Valley Career Center to verify any information given. I understand that I shall be dismissed from any and/or all of Cuyahoga Valley Career Center's Public Safety programs if circumstances justify such dismissal.

---

Printed Name

---

Signature

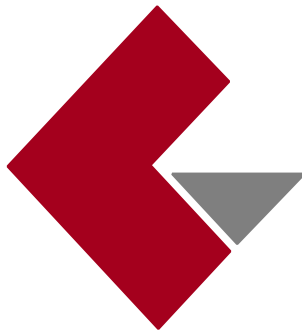
---

Date

Please sign and return this form to your instructor.

# Health and Beauty Programs 2024-2025

## *Adult Education Student Handbook*



**CUYAHOGA VALLEY  
CAREER CENTER**

---

8101 Brecksville Road  
Brecksville, Ohio 44146

Approved June, 2024

[www.cvccworks.edu](http://www.cvccworks.edu)  
440-746-8230



# TABLE OF CONTENTS

<b>CVCC MISSION STATEMENT .....</b>	<b>5</b>
<b>ADULT EDUCATION GENERAL INFORMATION.....</b>	<b>5</b>
<b>ADULT EDUCATION ADMINISTRATION/ INSTRUCTOR LIST .....</b>	<b>6</b>
<i>ADMINISTRATION.....</i>	<i>6</i>
<i>INSTRUCTORS .....</i>	<i>7</i>
<b>STUDENT HEALTH AND SAFETY.....</b>	<b>9</b>
<i>Health .....</i>	<i>9</i>
<i>Student Health Care Services .....</i>	<i>9</i>
<i>Crime Awareness And Campus Security .....</i>	<i>10</i>
<i>Emergency Procedures .....</i>	<i>10</i>
<i>Main Entrance .....</i>	<i>10</i>
<b>STUDENT RESOURCES.....</b>	<b>10</b>
<i>Non-School Dates .....</i>	<i>11</i>
<i>School Closings .....</i>	<i>11</i>
<i>Job Search Assistance.....</i>	<i>11</i>
<i>Student Data.....</i>	<i>11</i>
<i>Student Records.....</i>	<i>12</i>
<i>Release Policy .....</i>	<i>12</i>
<i>Non-Discrimination Policy.....</i>	<i>12</i>
<i>Americans with Disabilities Act (ADA).....</i>	<i>13</i>
<i>Consumer Information .....</i>	<i>13</i>
<i>Course Admission .....</i>	<i>13</i>
<i>District Senior Citizen .....</i>	<i>14</i>
<b>GRIEVANCE POLICY .....</b>	<b>14</b>
<i>5710 - STUDENT GRIEVANCE.....</i>	<i>14</i>
<i>9130 - PUBLIC COMPLAINTS.....</i>	<i>14</i>
<i>Matters Regarding a Professional Staff Member.....</i>	<i>15</i>
<i>Matters Regarding an Administrative Staff Member .....</i>	<i>16</i>
<i>Matters Regarding the Superintendent or Treasurer.....</i>	<i>16</i>
<i>Matters Regarding a Classified Staff Member .....</i>	<i>16</i>
<i>Matters Regarding District Services or Operations .....</i>	<i>17</i>
<i>Matters Regarding the Educational Program .....</i>	<i>17</i>
<i>Matters Regarding Instructional Materials.....</i>	<i>17</i>
<b>FINANCIAL POLICIES – GENERAL GUIDELINES .....</b>	<b>18</b>
<i>Tuition Statement.....</i>	<i>18</i>
<i>Title IV Regulations .....</i>	<i>19</i>
<i>Non-Refundable Administrative Seat Fee.....</i>	<i>20</i>
<i>Workforce Innovation and Opportunity Act (WIOA)/Ohio Means Jobs Funding .....</i>	<i>21</i>

<i>Additional Financial Information</i> .....	21
<i>Refunds and Withdrawal Policy</i> .....	22
<b>STUDENT CONDUCT</b> .....	<b>22</b>
<i>Alcohol and Drug Policy</i> .....	23
<i>Electronic Devices</i> .....	23
<i>Telephone Calls</i> .....	23
<i>Food and Beverages</i> .....	23
<i>Interactive/Communication Behaviors</i> .....	23
<i>Collaborations</i> .....	24
<i>Plagiarism and Consequence of Violating School Anti-Plagiarism Policies</i> .....	24
<i>Soliciting</i> .....	25
<b>HARASSMENT</b> .....	<b>25</b>
<i>Anti-Harassment Policy (5517)</i> .....	25
<i>Bullying &amp; Other Forms of Aggressive Behavior (Policy 5517.01)</i> .....	41
<i>Student Hazing (Policy 5516)</i> .....	46
<b>STATEMENT OF LIABILITY</b> .....	<b>47</b>
<b>HEALTH AND BEAUTY PROGRAMS INFORMATION</b> .....	<b>48</b>
<b>Terri Lynn Brosseau</b> .....	<b>48</b>
<b>INTRODUCTION</b> .....	<b>49</b>
<b>COSMETOLOGY</b> .....	<b>49</b>
<i>Program Description</i> .....	49
<i>What You Can Expect From This Course</i> .....	50
<i>Sanitation and Sterilization – (Follow all</i> .....	51
<i>State Board Rules)</i> .....	51
<i>Chemical Services</i> .....	51
<b>UPON GRADUATION, STUDENTS WILL RECEIVE A CERTIFICATE OF COMPLETION.</b> .....	<b>52</b>
<b>ESTHETICS</b> .....	<b>55</b>
<i>Program Description</i> .....	55
<i>What You Can Expect From This Course</i> .....	56
<b>UPON GRADUATION, STUDENTS WILL RECEIVE A CERTIFICATE OF COMPLETION.</b> .....	<b>56</b>
<b>GENERAL PROGRAM POLICIES</b> .....	<b>58</b>
<b>PROGRAM PHILOSOPHY</b> .....	<b>58</b>
<b>TEACHER / STUDENT EXPECTATIONS, RULES / REGULATIONS AND SAFETY PRECAUTIONS</b> ....	<b>58</b>
<b>GRADE DETERMINATION</b> .....	<b>58</b>
<b>RULES</b> .....	<b>60</b>
<b>ADMISSIONS POLICY</b> .....	<b>60</b>
<b>ABSENCES - TARDINESS</b> .....	<b>61</b>
<b>ASSIGNMENTS</b> .....	<b>61</b>

<b>CLASS SCHEDULE .....</b>	<b>61</b>
<b>DISCIPLINARY ACTION .....</b>	<b>62</b>
<b>DISCIPLINARY PROCESS .....</b>	<b>62</b>
<i>Warnings .....</i>	<i>62</i>
<i>Dismissal/Termination .....</i>	<i>63</i>
<b>DRESS CODE / STUDENT BEHAVIORS.....</b>	<b>63</b>
<b>FEES / TEXTBOOKS / SUPPLIES .....</b>	<b>63</b>
<b>TUITION .....</b>	<b>63</b>
<i>Cosmetology.....</i>	<i>63</i>
<i>Esthetics .....</i>	<i>63</i>
<i>Reporting Requirement .....</i>	<i>67</i>
<i>Immunity .....</i>	<i>68</i>
<i>Notification .....</i>	<i>68</i>
<i>Education and Training .....</i>	<i>68</i>
<b>INSTRUCTIONAL STRATEGIES .....</b>	<b>69</b>
<b>INSTRUCTIONAL STAFF .....</b>	<b>69</b>
<b>MAKE-UP TIME .....</b>	<b>70</b>
<b>OTHER DAYS OFF .....</b>	<b>70</b>
<b>TESTS AND EXAMINATIONS .....</b>	<b>70</b>
<b>TRANSFER HOURS .....</b>	<b>70</b>
<b>ACKNOWLEDGEMENT OF STUDENT HANDBOOK .....</b>	<b>72</b>

## **CVCC Mission Statement**

Mission Statement: To prepare youth and adults to enter, compete, advance, and lead in an ever-changing world of work, college, and careers.

## **Accreditation/Program Approval**

This educational program is approved by the Ohio Department of Higher Education. The Cuyahoga Valley Career Center is accredited by the Commission of the Council on Occupational Education, 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).



## **Adult Education General Information**

**ADULT EDUCATION HOURS** - The Adult Education Department is open from 8:00 am to 6:00 pm Monday through Thursday, and from 8:00 am to 3:00 pm on Friday.

**FOOD AND BEVERAGES** - To keep our facility clean and protect valuable equipment from damage, food and beverages are not permitted in any classrooms or labs.

**PARKING AREAS** - There are two main parking areas:

- 1) the main lot to the north of the building or
- 2) the east lot at the east end of the building.

Please note that there is a one-way entrance and a one-way exit lane for the main (north) parking lot. You must exit, using the lane farthest from the school. Handicapped spaces are reserved for personnel with proper authorization.

**RESTROOMS** - The restrooms in the original building are located on every level of the building on the south side of the main corridor and in the Adult Education wing off the corridor to the computer labs before the cafeteria.

**SMOKING** - Cuyahoga Valley Career Center is a non-smoking facility. This includes the parking lots.

# Adult Education Administration/ Instructor List

## ADMINISTRATION

### ADULT EDUCATION DIRECTOR

Terri Lynn Brosseau

[tbrosseau@cvccworks.edu](mailto:tbrosseau@cvccworks.edu)

440-746-8210

Business Training Programs  
Customized Training  
Emergency Response Programs  
Health Care Programs  
Health and Beauty Programs  
Multimedia Design Programs  
Personal Interest & Leisure

### ADULT EDUCATION COORDINATOR

Industrial Training Programs

TBD

### SCHOOL OF PRACTICAL NURSING SUPERVISOR

TBD 440-746-8315

### STUDENT SUPPORT SERVICES

Claudette Knestrick

[Cknestrick@cvccworks.edu](mailto:Cknestrick@cvccworks.edu)

440-746-8337

### BUSINESS LIAISON

Diane Duryea

[dduryea@cvccworks.edu](mailto:dduryea@cvccworks.edu)

440-746-8242

### MEDIA SPECIALIST

[Makayla Robertson](mailto:Makayla.Robertson)

[mrobertson@cvccworks.edu](mailto:mrobertson@cvccworks.edu)

440-746-8322

### ADMINISTRATIVE ASSISTANTS:

Daytime

TBD

440-746-8206

Nursing

Allison Jouriles

[ajouriles@cvccworks.edu](mailto:ajouriles@cvccworks.edu)

440-746-8232

Lynn Haddad

[lhaddad@cvccworks.edu](mailto:lhaddad@cvccworks.edu)

440-746-8332

Evening

Laurie Eadelis  
[Leadelis@cvccworks.edu](mailto:Leadelis@cvccworks.edu)

440-746-8224

**INSTRUCTORS**

<b>Instructor Name</b>	<b>Subject</b>	<b>Credentials/Certification</b>
Christine Abate	Nursing	BSN, RN
Kathleen Alred	Nursing	MSN, BSN, RN, CNP
Ronald Bohnert	Industrial/Electrical Apprenticeship	
Brian Collister	Industrial/Electrical Apprenticeship	
Matthew Duplaga	Public Health & Safety/EMT EKG Instructor	Paramedic/Fire
Tharon Eulinberg	Industrial/HVAC	OSHA Certified; Licensed Journey Plumber; CFC Certified
Lewis Fletcher	Industrial/HVAC Customized	HVAC Certification
Melissa Fox	Cosmetology	Licensed Cosmetologist/Licensed Cosmetology Instructor
James Franko	Fiber Optics Technician	Fiber Optics Technician
Jacob Giesy	Telecommunication Tower Tech.	NATE Certification
Patrick Gnuschke	HVAC	
Lisa Green	STNA	CNP, BSN
Liam Guiney	Personal Interest & Leisure	Certified Financial Planner
Calvinia Hall-Walker	Nursing	MSN, BSN, RN
Jason Hance	Customized - Building & Property Management	
Matthew Harding	Customized - Power Equipment Technology	
Drew Hladky	Industrial/HVAC	HVAC Certification
Daniel Hunter	Industrial/HVAC	HVAC Certification
Allison Jouriles	CPR Instructor	CPR Certified Instructor
Betsy Klos	Dental Assisting	Dental Assistant
Mary Kopczynski	Personal Interest & Leisure	Certified Balloflex Instructor
Daniel Krystosik	Automotive Instructor	
James Martin	HVAC	HVAC Certification

Nancy Muscatello	Cosmetology Instructor	Licensed Cosmetologist/ Licensed Cosmetologist Instructor
Delbra Pace	Nursing STNA	BSN, RN
Richard Parrott	Industrial Training	Master Cam Certified Instructor
Remington Phillips	Graphic/Web Design	AAS
Robert Ponstingle	Industrial/Electrical Apprenticeship	
George Ponti	Industrial	Journeymen Electrician License
Candice Price	Personal Interest & Leisure	
Kylie Putka	Cosmetology	Licensed Cosmetologist
Roberta Ritter	Esthetics	Licensed Advanced Esthetician/Licensed Esthetics Instructor
Laura Robusto	STNA CPR Instructor	MSN, BSN, RN Certified CPR Instructor
Patrick Ruebensaal	Graphic Design	
Matt Schoeffler	Industrial/HVAC	Certification
Bradley Seastrand	Customized Electrical Instructor	Certification
Carri Simon	Fiber Optics Technician	Certification
Jeffrey Smith	HVAC	HVAC Certification
Gerald Steele	Programmable Logic Controllers	Certification
Lisa Theodore	Dental Assisting	CDA, RDA, CPFDA
Bernie Van Tilburg	Personal Interest & Leisure	IC3, Avid Pro Tools Certified User
Larry Walters	Industrial/Rope Rescue	EMT/Firefighter/Rescue Certification
Sylvia Warren-Hankins	Nursing	RN
Jennifer Wester	Health Careers Instructor	Medical Assistant Certification
Lee Wester	CPR Instructor	Paramedic
Joshawa Wines	Certified Production Technician Instructor	CPT 4.0 Certification
Howard (Dan) Workman	Graphic & Web Design	Adobe Certified Associate
Dan Zezena	Public Health & Safety/EMT	Paramedic/EMS Instructor

## **Student Health And Safety**

As part of your learning experience, you will be using equipment and materials specific to the program. You should not attempt to use items that you have not yet received instruction on. Correct safety procedures should be followed at all times.

Students must constantly be aware of conditions in all work areas that could produce injuries. Your cooperation in detecting hazards and in turn controlling them is imperative. If a situation is beyond your ability or authority to correct, notify an instructor immediately.

Students will assist in the maintenance of work areas by keeping them clean and safe. Each student is responsible for equipment that they are using. This means proper use, care, cleanup and storage of the items.

### **Health**

Each CVCC adult student is responsible for his/her own health care. In case of sudden illness while at CVCC, the student is to contact the instructor. In case of an accident during class or lab experiences, an incident report must be completed to comply with the regulations. The student is required to provide a copy of the report to the Adult Education Office before returning to class. A copy is filed in the student's file. If injury occurs in the school environment, the CVCC incident report is to be completed. A CVCC incident report may be obtained from the Administrative Assistants at the Adult Education Office or the CVCC Business Manager. Any cost for emergency treatment will be assumed by the student.

The student is expected to communicate any personal medical or surgical situations requiring care or treatment to the coordinator and instructor as soon as it occurs. A medical release without restrictions is required to return to active enrollment in the program.

If a surgical intervention is necessary while enrolled in the program, the adult must meet with the Adult Education Coordinator at the earliest possible time to facilitate continued program participation. Each situation is considered individually and all efforts will be expended to continue enrollment. The attending surgeon/MD must complete a release allowing the adult to return without restrictions.

### **Student Health Care Services**

For Adult Education evening students, please contact your instructor or evening administrative assistant at front desk in case of a medical emergency. Use your best judgment in dialing "911". Local healthcare providers will respond and are prepared to provide appropriate treatment and/or transport the student to the nearest medical facility. Illness that results in extended absence from the program will be review on an individual basis. Documentation from a medical provider may be required prior to returning to the program.



## **Crime Awareness And Campus Security**

Federally Mandated Public Information

Students are expected to report the occurrence of any destructive actions or other emergencies to the faculty, teaching assistant, supervisor, or administrative assistants of this program and administration of school or clinical agency. It is the responsibility of each student to keep the school safe by monitoring one's own behavior and reporting incidents involving other individuals that have the potential of violence or threatening behavior. Violent behavior, direct or indirect threats, harassment, or intimidation will not be tolerated. (This includes violent abusive/harassing behaviors a student may be experiencing or who are the generator of such undesirable behavior.) Liaison relationships are operational with safety and security services and local law enforcement, facilitating reporting of offenses occurring on school campus. Authorities will be immediately notified.

Weapons, handguns, or knives in excess of 3 1/2 "are not to be on your person, in the school building, on the property, any clinical site, and/or enrichment/observation sites.

## **Emergency Procedures**

Students are expected to comply with CVCC emergency/evacuation procedures. Basic fire evacuation is to close all doors and windows, exit through the nearest door, and do not use elevators. Evacuate quickly and quietly in a calm manner without running and talking. (Additional procedures will be discussed at orientation or on the first night of class.)

## **Main Entrance**

All entrance doors will be locked except the main entrance on Level 6. You will be able to EXIT the building through any outside door; however, you will only be able to re-enter the building through the MAIN ENTRANCE until 8:00 pm. Please do not prop open doors that have been locked.

ENTIRE BUILDING IS LOCKED AT 10:00 pm. Please vacate the building before 10:00 p.m. as the building is officially closed and secured at that time.

## **Student Resources**

Academic, career and personal counseling services are available. Students should contact their program instructor or Adult Education Office to initiate a request. A variety of resource materials and references are available through the Adult Education Office.

## **Non-School Dates**

CVCC observes the following holidays: Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Jr. Observance, President's Day, Good Friday, Memorial Day, Juneteenth, and Independence Day. Other non-school days may occur due to high school activities, winter break or spring break. In the case of these events, you will be notified by your instructor and/or Adult Education Coordinator.

## **School Closings**

The Adult Education offices will observe the same "snow days" as the high school. If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the local radio and television stations. It is necessary for 5 out of the 8 school districts to have school closings for CVCC to be closed. It is the responsibility of each student to become self-informed of a "snow day" announcement via the news media. Use your very best judgment as your home territory may be a very different snow issue than other areas. If daytime classes at Cuyahoga Valley Career Center are canceled due to inclement weather or for other reasons; all day and evening adult classes will be canceled. If applicable, students with weekend clinical may experience different "snow" issues as local communities and state plowing is not performed on as vigorous a basis on Saturday and Sunday. Students are urged to establish a telephone tree within the class members to facilitate communications regarding official closings. If excessive "snow days" occur, jeopardizing program requirements, class/clinical hours may need to be "made up" utilizing break time, planned days off or an extended school year.

## **Job Search Assistance**

A job search counselor will make presentations in all career development courses. Additional assistance is available through the CVCC Job Seekers Program. Contact [jhayes@cvccworks.edu](mailto:jhayes@cvccworks.edu). CVCC does not guarantee employment or job placement.

## **Student Data**

Each student is to provide complete and accurate information for their school record. Any student who has a change of name, residence and/or phone number(s) must notify an Administrative Assistant or Adult Education Office immediately so that the student file can be updated. This data will become a part of the permanent record and will not be shared with other students.

If a student knowingly offers false or misleading information or submits false documentation, he or she is subject to disciplinary action, up to and including immediate dismissal.

## **Student Records**

The school maintains a file of each student in accordance with rules of the State of Ohio and program governing board. Release of information in a student's file must be **requested in writing** by the student. Only official grade transcripts are released; all other documents are the property of CVCC and will not be copied unless remanded by court. An individual file containing information about each student will be maintained in a secured area. The records will be available only to instructors and appropriate Adult Education staff.

## **Release Policy**

The adult student voluntarily desires to participate in this curriculum experience that includes classroom, field trips, and clinical experiences. The student is duly aware of risks and hazards, which may arise through participation in activities/ experiences that may result in loss of life and/or limb and/or property. In consideration of being afforded the opportunity to participate and receive the educational benefits of this curricular experience, each student hereby voluntarily assumes all risks of illness/accident or personal damage to his person or property. Any costs pursuant to potential injury, or injury are the responsibility of the adult student. While at the facility and/or in the school environment; the adult student will not be considered as an employee or agent of the facility nor the school district. Therefore, they will be ineligible for remuneration and will not be covered by the facility's social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits. The adult student will indemnify and hold harmless the facility, and the school district, its shareholders, officers, trustees, employees, and agents from any and all liability, claims and damages, including but not limited to attorney fees and costs arising out of or related to the student's actions or activities. This release shall be binding with the signing of the contract on the part of the student, any heirs, administrators or executors. This contract is a permanent part of your file at Cuyahoga Valley Career Center.

## **Non-Discrimination Policy**

The Cuyahoga Valley Career Center does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, employment and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Michael McDade  
8001 Brecksville Road  
Brecksville, Ohio 44141  
440-526-5200

Dr. Marcy R. Green  
8001 Brecksville Road  
Brecksville, Ohio 44141  
440-526-5200

Complaints may also be sent to the U.S. Department of Education, Team Leader, Office for Civil Rights, 600 Superior Avenue East, Suite 750 Bank One Centre, Cleveland, Ohio 44104-2611.

## Legal References:

Civil Rights Act of 1964, as amended in 1972, Title VI, Title VII  
Executive Order 11246, 1965, as amended by Executive Order 11375  
Equal Employment Opportunity Act of 1972, Title VII  
Education Amendments of 1972, Title IX (P.L. 92-318)  
45 CFR, Parts 81, 86 (Federal Register June 4, 1985, August 11, 1975)  
Public Law 93-162 (Section 504)

## **Americans with Disabilities Act (ADA)**

The Adult Education Department at CVCC supports the concepts embraced in the Americans with Disabilities Act of 1990, Section 503 and 504 of the Rehabilitation Act of 1973. Students must be able to successfully complete the academic and clinical objectives/outcome of the program in a timely manner, implementing the essential functions integral to the program. Individual, personal, and reasonable accommodations will be instituted to facilitate opportunities for the student upon proper supporting documentation of eligibility. Students who believe they may qualify for accommodations under this Act should self-reveal this in discussion with the Adult Education Coordinator.

## **Consumer Information**

Refer to our website for admission guidelines, refund policies, graduation rates, and other important information. See Student Resources on the Adult Education and Nursing pages at <https://cvccworks.edu/adult-education/adult-education-resources/financial-aid/>

## **Course Admission**

For all students enrolled in Title IV eligible programs, please see Admissions Policy in the program specific section below

Registration is open to anyone 16 years of age or older. Age requirements may vary depending upon program offerings. High school students who are enrolled in a regular high school program must have written permission from their parents and the school principal or counselor to register for a course. High school students enrolled in programs with credentials earned upon completion may be subject to additional regulations depending on program. Documentation will be required for programs that indicate a high school diploma or GED is a prerequisite. Contact Adult Education Office at 440-746-8230 with program-specific questions.

## **District Senior Citizen**

A District Senior Citizen is defined as individuals age 60 or more that are residents of the following school districts: Brecksville, Broadview Heights Schools, Cuyahoga Heights Schools, Garfield Heights Schools, Independence Schools, Nordonia Hills Schools, North Royalton Schools, Revere Schools and Twinsburg.

## **Grievance Policy**

### **5710 - STUDENT GRIEVANCE**

The Board of Education recognizes that, as citizens, students have the right to request redress of grievances. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group grievances should be provided for and appropriate appeal procedures implemented.

For purposes of this policy, a student complaint or grievance shall be any such that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure.

The Board or its employees will hear the complaints and grievances of the students of this District provided that such complaints and grievances are made according to procedures established by Board Policy **9130**.

### **9130 - PUBLIC COMPLAINTS**

Any person or group having a legitimate interest in the operations of this District shall have the right to present a request, suggestion, or complaint concerning District personnel, the program, or the operations of the District. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, or complaints reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

**Matters Regarding a Professional Staff Member**

A. First Level

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to

As appropriate, the staff member shall report the matter and whatever action may have been taken to his/her supervisor.

B. Second Level

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor or Director and in compliance with provisions of a collective bargaining agreement, if applicable.

C. Third Level

If a satisfactory solution is not achieved by discussion with the Supervisor or Director, a written request for a conference shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

Should the matter be resolved in conference with the Superintendent, the Board may be advised of the resolution.

D. Fourth Level

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a meeting by the Board.

The Board, after reviewing all material relating to the case, may provide the complainant with its written decision or grant a meeting before the Board or a committee of the Board.

The complainant shall be advised, in writing, of the Board's decision, no more than ten (10) business days following the meeting.

### **Matters Regarding an Administrative Staff Member**

Since administrators are considered members of the District's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.

### **Matters Regarding the Superintendent or Treasurer**

Should the matter be a concern regarding the Superintendent or Treasurer which cannot be resolved through discussion with the Superintendent or Treasurer, the complainant may submit a written request to the Board President for a conference with the Board. This request shall include:

- A. the specific nature of the complaint and a brief statement of the facts giving rise to it;
- B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
- C. the reason that the matter was not able to be resolved with the Superintendent or Treasurer;
- D. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may grant a hearing before the Board, or a committee of the Board, or refer the matter, if permitted by State law, to an executive session.

The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

### **Matters Regarding a Classified Staff Member**

In the case of a classified staff member, the complaint is to be directed, initially, toward the person's supervisor, and the matter then brought as required to higher levels in the same manner as prescribed for "Matters Regarding a Professional Staff Member".

### **Matters Regarding District Services or Operations**

If the request, suggestion, or complaint relates to a matter of District procedure or operation, it should be addressed, initially, to the person in charge of the service or operation and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

### **Matters Regarding the Educational Program**

If the request, suggestion, or complaint relates to a matter of District program, it should be addressed, initially, to the Director and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

### **Matters Regarding Instructional Materials**

The Superintendent shall prepare administrative guidelines addressing students' and parents' rights to be adequately informed each year regarding their ability to inspect instructional materials and the procedure for completing such an inspection. See AG **9130A** and Form 9130F3.

If the request, suggestion, or complaint relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the District, the following procedure shall be followed:

- A. The criticism is to be addressed to the Director, in writing, and shall include:
  1. author;
  2. title;
  3. publisher;
  4. the complainant's familiarity with the material objected to;
  5. sections objected to, by page and item;
  6. reasons for objection.
  
- B. Upon receipt of the information, the Director shall after advising the Superintendent of the complaint and upon the Superintendent's approval, appoint a review committee which may consist of:
  1. one (1) or more professional staff members;
  2. one (1) or more Board members on the Board Curriculum Committee;
  3. one (1) or more lay persons knowledgeable in the area.

The Superintendent or his/her designee shall be an ex-officio member of the committee.



- C. The committee, in evaluating the questioned material, shall be guided by the following criteria:
  - 1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
  - 2. the accuracy of the material
  - 3. the objectivity of the material
  - 4. the use being made of the material
- D. The material in question may be withdrawn from use pending the committee's recommendation to the Superintendent.
- E. The committee's recommendation shall be reported to the Superintendent in writing within fifteen (15) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.
- F. The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
- G. The Board shall review the case in public session and advise the complainant, in writing, of its decision within ten (10) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

R.C. 149.43

Revised 11/20/97

Revised 3/27/03

## **Financial Policies – General Guidelines**

### **Tuition Statement**

Each student is responsible for all tuition and fees on or before the due date. Any student in arrears with tuition may be dismissed from the program. Special circumstances concerning tuition must be addressed with the Adult Education Coordinator. Students in a financial aid eligible program may also speak with Student Support Services before the due date. All tuition and fees due Cuyahoga Valley Career Center must be paid before completion of the course of study.

Until all tuition and fees due to Cuyahoga Valley Career Center are paid in full, no transcripts of any type or recommendations will be released. No completion data will be forwarded to any Board, agency, or post-secondary institution for certification, licensure, or college credit transfer (CT<sup>2</sup>).

Any outstanding balance remaining on account will be referred to the Ohio Attorney General's Debt Collection Program.

## **FINANCIAL AID**

Financial Aid may vary from year to year. Pell, Subsidized and Unsubsidized Direct Loans, Parent Plus Loans, WIA (Workforce Investment Act) are presently offered. Recipients of federal financial aid monies must comply with mandated provisions, which require 90% attendance and "satisfactory academic progress" or funds will be withheld/withdrawn. *If you do not complete the portion of the program for which you were credited Title IV Federal Financial Aid, you will be billed for the balance, and you are responsible for payment in full.* A Sub/Unsubsidized Loan may be processed up to 30 days prior to successful completion of the program. Title IV monies shall not be utilized for non-refundable administrative seat fee.

## **Title IV Regulations**

Title IV participants' student disbursements will comply with current Federal regulations. Students must complete more than 60% of each payment period to be fully eligible for the Pell grant and/or loans awarded. If student was given PELL or Direct Loan "credit" and now has not earned it, **he/she will be billed for the difference**, and may also owe the federal government, Department of Education a return of money. R2T4 calculations will be completed as required in Federal Regulations. If required, funds will be returned in the order specified by the U.S. Department of Education. Details of their Federal Financial Aid will be provided to the student in their letter of withdrawal or dismissal.

## **Return of Title IV Funds Policy**

The Cuyahoga Valley Career Center Adult Education Coordinator or School of Nursing Supervisor will provide written notification to Student Support Services if a student officially withdraws or has been dismissed from a financial aid program. The coordinator will provide the hours attended and the last day of attendance to Student Support Services. If a student withdraws unofficially, the Adult Education Coordinator or School of Nursing Supervisor will provide the letter of dismissal with the last date of attendance which is determined by the program to Student Support Services. The Adult Education Coordinator or School of Nursing Supervisor will determine a student has unofficially withdrawn if the student has violated the attendance policy and ceases communication. If a student does not attend class for 10 consecutive days, with no communication to the Adult Education Coordinator or the School of Nursing Supervisor, the student is considered to be unofficially withdrawn at the 10<sup>th</sup> day of non-attendance. The last day of attendance shall be the students official last day. Student Support Services will complete the

R2T4 Clock-Hour Form. The Federal “Return of Title IV Financial Aid Funds” formula dictates the amount of Federal Title IV Financial Aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to a student receiving Federal Aid if that student’s withdrawal date occurs after the point that the student was scheduled to complete more than 60% of the scheduled hours in the payment period or period of enrollment. The percentage of the Title IV Financial Aid to be returned is equal to the number of clock hours attended in the payment period divided by the number of hours that were scheduled. For example, if a student has completed 30% of the payment period, they have earned 30% of their financial aid. However, once a student has completed over 60% of the hours in a payment period, 100% of the financial aid awarded during that payment period has been earned. A post-withdrawal disbursement will be made if a student has eligibility for Title IV funds. The student disbursement will be made from available grant funds first then available loan funds. If the student is eligible for a Post-Withdrawal Disbursement of loan funds, the student will be notified by letter as soon as possible but within the thirty-day requirement. The student notification will include the fourteen-day response time and the explanation of PELL Grant LEU and loan balances where applicable. A school must maintain written records of its post withdrawal disbursement. If there is a return of Title IV grant funds, the Treasurer will return the funds, they will be returned as soon as possible but no later than forty-five days from the date of withdrawal. A Post-Withdrawal Disbursement of grant funds will be disbursed to student account within 45 days. NOTE: If financial funds have been released to a student because of a student disbursement on the student’s account, the student may be required to repay some of the aid if the student withdraws. If a R2T4 calculation results in a credit balance on the student’s account, it will be disbursed to the student within 14 days after the calculation.

#### Order of Return of Student Financial Aid Program Funds

Funds that are required to be returned to the US Department of Education must be returned in the following order:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Plus Loan (if applicable)
4. PELL Grant

**The student will be responsible for any outstanding balance owed to Cuyahoga Valley Career Center Adult Education that Title IV (financial aid) funding did not cover.**

### **Non-Refundable Administrative Seat Fee**

A \$200, non-refundable, administrative seat fee is required for Financial Aid Programs when accepted for active enrollment to secure a “seat” in the class. Title IV monies shall not be utilized for non-refundable administrative seat fee. The non-refundable administrative seat fee is **not** a part of the tuition.

## **Workforce Innovation and Opportunity Act (WIOA)/Ohio Means Jobs Funding**

In cases where WIOA funding is contingent on and paid for program completion and job placement, the student is responsible for full payment of tuition prior to program completion. Already paid tuition will be refunded by CVCC to the student upon receipt of WIOA/Ohio Means Jobs post-completion payments. CVCC will provide documentation of program completion to WIOA/Ohio Means Jobs office. It is the responsibility of the student to have their employer provide verification of employment to WIOA/Ohio Means Jobs, using the official form provided. Final payment is dependent upon completion of this process.

### **Additional Financial Information**

- Pell grant monies and loans are to be utilized to pay tuition and book expenses included in the programs Cost of Attendance . A copy of the Cost of Attendance can be requested in the Student Support Services Office. The cost of attendance will be reviewed during the student financial aid appointment.
- Students with prior student loans may be eligible for an in-school deferment. Please contact your loan servicer or issuer if you are interested in this program for the application. Complete the student portion of the in-school deferment application and submit to CVCC Student Support Services office for completion
- At any time throughout the school year, the student may exercise the right to cancel or change Title IV loan monies prior to disbursement. Please make an appointment with the Student Support Services office to revise your award worksheet. Please see posted drawdown schedule for deadlines.
- Adult students at CVCC are protected under the Family Education Rights and Privacy Act (FERPA.) Your Financial Aid records will not be discussed with your parents, spouses or others without your written consent or certain requirements being met. Please review your FERPA rights on CVCC's website; <https://cvccworks.edu/adult-education/adult-education-resources/financial-aid/>
- If you have been previously, or are convicted in the future under Federal or State law, any offense involving possession or sale of illegal drugs while you are (were) receiving Federal Student Aid, you may be ineligible for additional aid. Please contact the Student Support Services Office to discuss any drug related convictions and your eligibility for additional Financial Aid.
- If your FAFSA has been flagged for an unusual enrollment history, Student Support Services will review your previous education transcripts to determine if you are eligible for Federal Financial Aid.

- All loan monies are to be paid back to the federal government on a repayment schedule established with your Direct Loan Servicer after a “grace” period of six (6) months upon successful completion of the program or withdrawal.
- Those individuals experiencing involuntary activation for military service will be handled on a case-by-case basis regarding return of funds, length of leave of absence, re-entry and in compliance with Title IV regulations.

## **Refunds and Withdrawal Policy**

**Refund Policy:** Refunds are issued in the method fees were paid; either by check (once check has cleared) or credited to your account, within 2-3 weeks of processing approved refund paperwork.

**Textbook/Material/Supply/Uniform Fees:** Fees are included in the tuition unless otherwise specified and are NON-REFUNDABLE. Textbook prices are subject to change without notice.

**Withdrawal:** Students who withdraw before the first day of class and have made payment will be refunded their payment minus a \$20 administrative fee within the processing timeline. Students that withdraw after the first day of class or are dismissed due to poor academic performance or attendance will be evaluated to see if they are eligible for a prorated refund of their tuition. Tuition refunds will be prorated based upon the amount of tuition paid and the percentage of the program completed by the student. **Students that complete 60% of their scheduled program are not eligible for a prorated refund of their tuition.** Books, fees, uniform costs, tools, and seat fee (if required) are non-refundable. (The calculation to determine the percentage of a program completed by a student is based on the number of hours a student could have attended the class up to the date of withdrawal divided by the number of hours in the program.)

**Cancellations:** If CVCC needs to postpone, cancel, or combine classes for any reason, we will notify you. CVCC cannot assume responsibility for any conflict in business or personal affairs that affect your ability to attend class. Refunds will be processed as stated in our refund policy.

## **Student Conduct**

CVCC reserves the right to dismiss a student for behavioral issues, cheating, or violating CVCC policies or guidelines.

## Alcohol and Drug Policy

The possession, use and sale of alcoholic beverages or illegal chemical substances on school property are prohibited and will result in immediate dismissal and possible prosecution according to established laws. Evidence of illegal use of drugs or intoxicating beverages will be sufficient grounds for termination from the program without prospects of re-enrollment with a notation of same in student's permanent file.

## Electronic Devices

Electronic devices, personal and business beepers, and cellular phones are to remain out of sight, not utilized and in silent mode during class periods and while on any active assignment in client care environments. Personal phones may be utilized in the "Commons Area" or outside the building in your vehicle and in designated break areas. Students are expected to abide by clinical site regulations regarding cellular phones and other electronic devices if applicable to your enrolled program.

## Telephone Calls

Students may not make personal telephone calls during class. The Adult Education staff will take messages of an emergency nature will be taken by the Adult Education staff and present them to the students at the earliest convenience. **Please remember personal cell phones and other electronic devices are not permitted in the classroom or clinic.**

## Food and Beverages

Beverages and snacks are available for purchase from vending machines in the Cafeteria. Dinner, snacks and beverages are to be consumed only in the cafeteria. No food, snacks, or beverages are permitted in the classroom or clinic unless approved by the instructor.

## Interactive/Communication Behaviors

Communication manner with clients, faculty, staff and peers is expected to be positive and of a professional nature. Theft, cheating, insubordination or disrespectful behavior with instructors, CVCC staff, or cooperating clinical or externship site staff is unacceptable and may jeopardize your remaining in the program. Inappropriate, foul language or profanity in classroom or lab area may facilitate immediate dismissal from the program. Inability to work with co-workers, continual antagonism with instructors or classmates, and/or repeated cause of dissension among classmates or co-workers is unacceptable behavior, considered unprofessional, and may be grounds for dismissal. CVCC School District endorses an anti-harassment policy, "Sexual Harassments" has the same definition as set forth in the policy of the Board, as reflective of the definition set forth in Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Ohio Revised Code 4112.02. Sexual or gender based behavior that

is unwelcome, unwanted and/or uninvited by the recipient can be verbal, non-verbal and/or physical and/or an issue of power or control is unacceptable. Faculty and supervisor guidance, along with academic content will assist you in developing positive and professional level of communication and interactive skills expected of industry professionals. Any act that violates or compromises client safety, legal or the ethical standards may be grounds for immediate course failure and/or dismissal from the program.

## **Collaborations**

Collaboration (group study) with other students while learning, preparing, reviewing, etc. is strongly encouraged. It's a great way to learn! Collaboration with another student or obtaining information by any means other than your own memory recall while taking a quiz or exam or completing an individual assignment is unacceptable and considered cheating.

## **Plagiarism and Consequence of Violating School Anti-Plagiarism Policies**

Plagiarism is typically defined as the use of another person's or a group's words or ideas without clearly acknowledging the source of that information, resulting in the false representation as one's own work. More specifically, to avoid plagiarizing, a student or other writer must give credit when he/she uses:

1. Another person's idea, opinion, or theory
2. Any facts, statistics, graphs, drawing - any piece of information that is not considered common knowledge
3. Quotations of another person's spoken or written words
4. Paraphrases of another person's spoken or written words
5. Another person's data, solutions, or calculations without permission and/or recognition of the source, including the act of accessing another person's computerized files without authorization.

Plagiarism may be either deliberate or unwitting. Regardless, it is the responsibility of a college student to know what constitutes plagiarism, so that they may avoid it. Ignorance is not a legitimate defense against a charge of plagiarism. Cheating, falsifying documents and/or plagiarism will not be tolerated by Cuyahoga Valley Career Center. The penalties for these offenses are as follows:

- First offense: Student receives a "0" on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student may repeat the assignment to correct all areas of plagiarism. The repeat assignment is graded on a 30% reduction of points.
- Second offense: Student receives a "0" on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student may not repeat the assignment.

- Third offense: Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of “F” for the course.
- Any further offense: Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of “F” for the course and may be suspended from the college for a period of six (6) months.
- Any further offense upon students return from suspension: Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of “F” for the course and may be expelled from the college without the option to return.

### **Soliciting**

No soliciting of any kind is permitted on school property or in the clinical area. Exceptions may be made for solicitations concerning planned, preapproved class activities.

### **Harassment**

It is a violation of law and of school rules for any student or staff member to take any of the following actions toward another student or a staff member, or any person associated with the school district while on District property or at any school-related event on or off District property.

### **Anti-Harassment Policy (5517)**

It is the policy (5517) of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will



investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

### **Definitions**

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

**Complainant** is the individual who alleges, or is alleged, to have been subjected to unlawful harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

**Respondent** is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

**School District community** means students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

**Third Parties** include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

**Day(s):** Unless expressly stated otherwise, the term “day” or “days” as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

## **Bullying**

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

## **Harassment**

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

## Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964 a, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals.

- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities
- H. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Giving unwelcome personal gifts such as lingerie that suggests the desire for a romantic relationship.
- J. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.
- K. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- L. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- M. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

**NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in R.C. 2907.03. The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.**

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial

slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin/Ancestry Harassment**

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

### **Anti-Harassment Compliance Officers**

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)"):

Michael McDade  
Business Manager  
Cuyahoga Valley Career Center  
8001 Brecksville Road  
Brecksville, OH 44141

440-838-8009  
mmcdade@cvccworks.edu

Dr. Marcy R. Green  
Assistant Superintendent  
Cuyahoga Valley Career Center  
8001 Brecksville Road  
Brecksville, OH 44141  
440-746-8228  
mgreen@cvccworks.edu

The names, titles, and contact information of these individuals will be published annually on the School District's website and in the parent and staff handbooks.

The Compliance Officer(s) 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 harassment.

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept reports of unlawful harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or the Compliance Officer(s) will designate a specific individual to conduct such a process. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

Any Board employee who directly observes unlawful harassment is obligated, in accordance with this policy, to report such observations to the Compliance Officer(s) within two (2) days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, 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 harassment. Thereafter, the Compliance Officer(s) or designee must contact the Complainant, if age eighteen (18) or older, or

Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

### **Reports and Complaints of Harassing Conduct**

Students and all other members of the School District community along with Third Parties are required to report incidents of harassing conduct to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a report shall file it with the Compliance Officer within two (2) days of receiving the report of harassment.

Members of the School District community and Third Parties, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment 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 Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to the Compliance Officers who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the 5517 investigation and provide the Director with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Director with the determination of responsibility that results from the Policy 2266 grievance process.

### **Investigation and Complaint Procedure**

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any student who believes that they have been subjected to unlawful harassment may seek resolution of their complaint through the procedures described below. the formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. 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 harassment or retaliation with the United States Department of Education Office for Civil Rights.

### **Informal Complaint Procedure**

The goal of the informal complaint procedure is promptly to stop inappropriate behavior and to 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 harassed 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 Complainant and the Respondent mutually agree to participate in it.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

The Complainant 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 complainants involving a District employee, any other adult member of the School District community, or a Third Party and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe in doing so, the individual should tell or otherwise inform the Respondent that the alleged harassing conduct is inappropriate and must stop. The Complainant should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the Complainant if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the alleged inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A Complainant 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 Compliance Officers.



All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The Board's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the Respondent.
- B. Distributing a copy of this policy as a reminder to the individuals in the school building or office where the Respondent works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer /designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

### **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

The Complainant may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District official who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, Superintendent, or other District official, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); 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 Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer 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 Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the Compliance Officer should consult the Complainant to assess whether the individual with the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions deemed appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer/designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation.

Simultaneously, the Compliance Officer will inform the Respondent that a formal 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 administrative guidelines, including the Board's Anti-Harassment policy. 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 Compliance Officer/designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. 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 Compliance Officer or the 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 harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer/designee, the Superintendent must either issue a written decision regarding whether the complaint of harassment has 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 ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a written decision as described above.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of the Party's receipt of the Superintendent's decision. The written statement of appeal must be submitted to the Treasurer/CFO.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the student alleging the unlawful harassment/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 parties may be represented, at their 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, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

### **Privacy/Confidentiality**

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. 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 harassment 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 harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce 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 report, formal complaint testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing

under those laws and/or this policy, 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 and/or this policy.

Retaliation against a person from making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanction/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

### **Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty- one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

State law defines certain contact between a teacher and a student as "sexual battery." If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined in Ohio's Criminal Code, such knowledge should be immediately reported to local law enforcement.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

### **Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension**

The Superintendent will report to the Ohio Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery, and will, in accordance with Policy 8141, suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

## **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent 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 harassment in general, will be age and content appropriate.

## **Retention of Investigatory Records and Materials**

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for

violations of this policy;

- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law (e.g., R.C. 3319.321) – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Revised 6/24/99  
Revised 1/10/02  
Revised 3/30/06  
Revised 2/25/10  
Revised 1/9/14  
Revised 3/22/18  
Revised 3/21/19  
T.C. 1/7/21  
Revised 10/28/2021

© Neola 2021

Legal

R.C. 4112.02

20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)

20 U.S.C. 1681 et seq., Americans with Disabilities Act of 1990, as amended

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 794, Rehabilitation Act of 1973, as amended

29 U.S.C. 6101, The Age Discrimination Act of 1975

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

42 U.S.C. 1983

National School Boards Association Inquiry and Analysis - May, 2008

### **Bullying & Other Forms of Aggressive Behavior (Policy 5517.01)**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a Cuyahoga Valley Career Center vehicle, or while in route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or



B. violence within a dating relationship.

“Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyber bullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student’s parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to instructors and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyber bullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/ or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

### **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to an instructor, school administrator, or other school personnel. Such complaints shall be reasonably

specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

**Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the instructor, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

**Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying, in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent is directed to develop administrative guidelines to implement this policy.

Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667

State Board of Education Model Policy

### **Student Hazing (Policy 5516)**

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to or associated with Board-sponsored activities (e.g., extracurricular teams, clubs, or groups) or incidents that have occurred on school property. No administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District shall encourage, permit, authorize, condone, or tolerate any hazing activities. The preceding prohibition includes recklessly permitting the hazing of any person associated with the District. Additionally, no student shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization or any act to continue or reinstate membership in or affiliation with any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. No person shall recklessly participate in the hazing of another. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, employees, faculty members, and teachers of the District shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Additionally, no administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District who is acting in an official and professional capacity shall recklessly fail to immediately report the knowledge of hazing to a law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred. Students, administrators, employees, faculty members, and teachers who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students, Board employees, consultants, and volunteers and shall incorporate it into building, staff, and student handbooks. It shall also be posted on the District's website. This policy shall be the subject of discussion at employee staff meetings or in-service programs.

Board employees, consultants, and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

Revised 1/12/01

Revised 3/30/06  
Revised 03/24/22

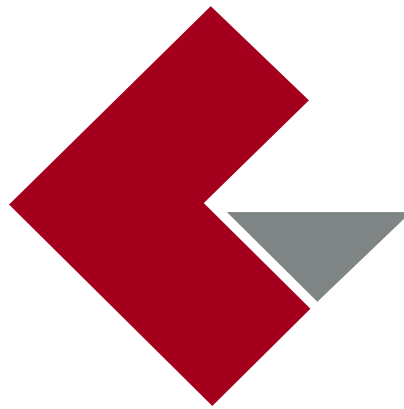
© Neola 2021

## **Statement of Liability**

The Board of Education of Cuyahoga Valley Career Center school district, its members, officers and employees expressly disclaim any responsibility or liability for any personal injuries or the loss and/or damage to personal property. Individuals requesting registration in a course offered by Adult Education must assume the risk of all such injury or loss.

# Health and Beauty Programs Information

Welcome to the Cuyahoga Valley Career Center's Adult Education Health and Beauty Programs. We hope you have a memorable and rewarding experience during your time with us. As you read through the following pages, the rules are strict and expectations are high.



**CUYAHOGA VALLEY**  
**CAREER CENTER**

---

Terri Lynn Brosseau

Adult Education Director

440-746-8210

[tbrosseau@cvcworks.edu](mailto:tbrosseau@cvcworks.edu)

# INTRODUCTION

Welcome to either the Esthetics program or the Cosmetology program! We are glad that you have chosen to become an adult student at Cuyahoga Valley Career Center, a State Instructor.

We realize that the following months will require a lot of hard work and sacrifice on your part and that of your family. Our aim is to provide you with educational concepts, principles underlying theory and work experiences, in addition to helping you gain the self-confidence that will lead you to become a success. We hope that the rewarding clinical experiences and the interesting people that you meet along the way will make the hard work and sacrifice seem a little less difficult.

## COSMETOLOGY

### Program Description

Cuyahoga Valley Career Center's Cosmetology program is fortunate to have two Cosmetology Salons with an attached Esthetic lab and Manicuring facilities. They are fully equipped including dispensaries, shampoo bowls, and reception area. All students are provided with a kit that contains manikin heads, scissors, combs, brushes and other equipment similar to those used in the industry. All products necessary for coloring, hair care, hair straighten, facial care, manicuring or special processes are stocked in the salon and available for student instruction. Hair styling tools: dryers, curling iron, as well as nail tools, etc. are also available. All equipment and materials are similar to those currently used in the industry.

The Cosmetology Program will teach you the basic knowledge and skills you need to provide your clients with professional hairstyling and color, as well as professional skin and nail maintenance and their associated treatments. You will apply what you learn to working with patrons in the Adult Education Evening Salon. To take the Ohio State Cosmetology and Barber Board Exam to become a licensed cosmetologist, you must complete and pass the Cosmetology Program.

Coursework in Cosmetology builds on the core curriculum and includes:

- Anatomy and physiology of the head, face and arm
- Chemical properties of products
- Facial treatments, make-up and skin care
- Hair services: shampooing, sets and styles, shaping, hair coloring/high-lighting/low-lighting, chemical relaxing, permanent waving
- Manicures and pedicures
- Progressive hairstyling
- Scalp treatments



- Preparation for Ohio State Cosmetology & Barber Board Exam
- Preparation for employment/customer service
- Laws, rules and sanitation
- Scalp care
- Nail and skin care
- Communication skills (human relations, salesmanship, shop management)

## What You Can Expect From This Course

The Cosmetology Program at Cuyahoga Valley Career Center is a program consisting of 1,500 hours of instruction. Students earn clock hours for these programs based on actual seat time which is tracked weekly and reported to the Ohio State Board of Cosmetology and Barber Board on a monthly basis. Program goals for students attending include:

1. Students will develop the skills, knowledge, attitudes, and values sufficient to secure employment in the field of Cosmetology.
2. Students will develop, expand, and refine math, science, and communication skills through application appropriate to the world of work and necessary for everyday success.
3. Students will demonstrate occupational competencies at a level of proficiency acceptable to the employment market and to demonstrate the ability to adapt, continue education, and advance in an ever-changing work environment.
4. Students will demonstrate an understanding of positive work ethics, attitude, self-concept, and preserve mental and physical health as it relates to the processes of managing work, family, and use of leisure time.
5. Students will demonstrate communication and basic computer operations skills to solve problems that will be encountered on a day-to-day basis.
6. Students will receive exposure to current technology procedures and basic business procedures needed to meet the demands of industry.
7. Students will value the importance of confidential information in a given vocational application.
8. Students will value quality of product/service as an essential part of job performance.
9. Students will understand the free enterprise system and know they are able to work as employers, as well as employees
10. Students will practice and demonstrate knowledge of correct safety procedures to ensure that no personal injury will result and that consideration and respect is shown to their fellow workers.

## Sanitation and Sterilization – (Follow all State Board Rules)

1. Each student will thoroughly cleanse combs, brushes, and utensils before and after each client.
2. As a Cosmetologist, each student will practice hygiene and good grooming.
3. Students must place all soiled linen in a closed container.
4. No student will place a cape directly against the neck of the patron, but shall keep the cape from direct contact with the patron by means of a paper neck strip or clean towel.
5. Students will remove all creams and other semi-solid substances from containers with a clean, sanitized spatula.
6. Students will dispense all powder from a shaker or similar receptacle and apply all with disposable applicators.
7. Every person engaged in the practice of Cosmetology will thoroughly cleanse his or her hands with soap and water immediately before serving each client.
8. No student will carry combs or instruments in his/her pockets.
9. Students will sanitize all shampoo bowls, shampoo boards, cups, or similar items after each service.

## Chemical Services

1. Students will not give a chemical service to any client with scalp lesions or abrasions.
2. For the client's safety, the students will apply protective cream around the hairline and neck, and cover with a strip of cotton or neutralizing band.
3. If cotton strips or bands become wet with lotions, the student will remove them, blot the skin with cool water, and replace with dry material.
4. If the lotion drips on the skin or scalp, the students will absorb the drips with cotton pledgets saturated with cold water or neutralizer.
5. The students will test water temperature before applying water to a client.
6. The students must wear gloves to protect their hands during all chemical services.
7. Students will not give a soft curl permanent to hair treated with sodium hydroxide.
8. Students will complete the client's record card carefully and accurately.
9. If a chemical accidentally gets into the client's eye, the student will flush the eye immediately with water and refer the client to a doctor.
10. If necessary, the student will perform a patch test twenty-four hours prior to the application of any hair tint upon any customer.

Once a student has passed all of their coursework and obtained the minimum hours required for each program they will be able to sit for the licensure examination. Application of examination will be completed by the school upon verification that the

student has completed these obligations and does not owe an outstanding financial obligation to the school. Cuyahoga Valley Career Center reserves the right to delay or reject application completion until verification is completed. Students are responsible for submitting honest and accurate data tracking of their instructional time. Students will be responsible for their own transportation to the Ohio State Board of Cosmetology and Barber Board for licensure examination.

Students will not receive hours for missed classes and must make arrangements with their instructor to make-up time.

Clinic Instruction will include student operation of the Evening Spa at Cuyahoga Valley. Students must meet course requirements in both theory and clinic prior to being able to complete services on clients. Students will be assigned clients in an equitable manner that is based on their certification status.

**Upon graduation, students will receive a Certificate of Completion.**

# Cosmetology Program 2024-2025

2024-2025							COSMETOLOGY	4-9PM M-TH
<b>SEPTEMBER</b>								
S	M	T	W	T	F	S		
9/1	9/2	9/3	9/4	9/5	9/6	9/7		
9/8	9/9	9/10	9/11	9/12	9/13	9/14		
9/15	9/16	9/17	9/18	9/19	9/20	9/21		
9/22	9/23	9/24	9/25	9/26	9/27	9/28		
9/29	9/30							
<b>NOVEMBER</b>								
S	M	T	W	T	F	S		
11/1	11/4	11/5	11/6	11/7	11/8	11/9		
11/10	11/12	11/13	11/14	11/15	11/16	11/17		
11/18	11/19	11/20	11/21	11/22	11/23	11/24		
11/25	11/26	11/27	11/28	11/29	11/30			
<b>JANUARY 2025</b>								
S	M	T	W	T	F	S		
1/5	1/6	1/7	1/8	1/9	1/10	1/11		
1/12	1/13	1/14	1/15	1/16	1/17	1/18		
1/19	1/20	1/21	1/22	1/23	1/24	1/25		
1/26	1/27	1/28	1/29	1/30	1/31			
<b>OCTOBER</b>								
S	M	T	W	T	F	S		
10/6	10/7	10/8	10/9	10/10	10/11	10/12		
10/13	10/14	10/15	10/16	10/17	10/18	10/19		
10/20	10/21	10/22	10/23	10/24	10/25	10/26		
10/27	10/28	10/29	10/30	10/31				
<b>NOVEMBER</b>								
S	M	T	W	T	F	S		
11/1	11/4	11/5	11/6	11/7	11/8	11/9		
11/10	11/11	11/12	11/13	11/14	11/15	11/16		
11/17	11/18	11/19	11/20	11/21	11/22	11/23		
11/24	11/25	11/26	11/27	11/28	11/29	11/30		
<b>DECEMBER</b>								
S	M	T	W	T	F	S		
12/1	12/2	12/3	12/4	12/5	12/6	12/7		
12/8	12/9	12/10	12/11	12/12	12/13	12/14		
12/15	12/16	12/17	12/18	12/19	12/20	12/21		
12/22	12/23	12/24	12/25	12/26	12/27	12/28		
12/29	12/30	12/31						
<b>JANUARY 2026</b>								
S	M	T	W	T	F	S		
1/1	1/2	1/3	1/4	1/5	1/6	1/7		
1/8	1/9	1/10	1/11	1/12	1/13	1/14		
1/15	1/16	1/17	1/18	1/19	1/20	1/21		
1/22	1/23	1/24	1/25	1/26	1/27	1/28		
1/29	1/30	1/31						

JANUARY 2025						
S	M	T	W	T	F	S
			1/1	1/2	1/3	1/4
1/5	1/6	1/7	1/8	1/9	1/10	1/11
1/12	1/13	1/14	1/15	1/16	1/17	1/18
1/19	1/20	1/21	1/22	1/23	1/24	1/25
1/26	1/27	1/28	1/29	1/30	1/31	
MARCH						
S	M	T	W	T	F	S
						3/1
3/2	3/3	3/4	3/5	3/6	3/7	3/8
3/9	3/10	3/11	3/12	3/13	3/14	3/15
3/16	3/17	3/18	3/19	3/20	3/21	3/22
3/23	3/24	3/25	3/26	3/27	3/28	3/29
3/30	3/31					
MAY						
S	M	T	W	T	F	S
				5/1	5/2	5/3
5/4	5/5	5/6	5/7	5/8	5/9	5/10
5/11	5/12	5/13	5/14	5/15	5/16	5/17
5/18	5/19	5/20	5/21	5/22	5/23	5/24
5/25	5/26	5/27	5/28	5/29	5/30	5/31
JULY						
S	M	T	W	T	F	S
		7/1	7/2	7/3	7/4	7/5
7/6	7/7	7/8	7/9	7/10	7/11	7/12
7/13	7/14	7/15	7/16	7/17	7/18	7/19
7/20	7/21	7/22	7/23	7/24	7/25	7/26
7/27	7/28	7/29	7/30	7/31		
SEPTEMBER						
S	M	T	W	T	F	S
		9/1	9/2	9/3	9/4	9/5
9/7	9/8	9/9	9/10	9/11	9/12	9/13
9/14	9/15	9/16	9/17	9/18	9/19	9/20
9/21	9/22	9/23	9/24	9/25	9/26	9/27
9/28	9/29	9/30				
NOVEMBER						
S	M	T	W	T	F	S
						11/1
11/2	11/3	11/4	11/5	11/6	11/7	11/8
11/9	11/10	11/11	11/12	11/13	11/14	11/15
11/16	11/17	11/18	11/19	11/20	11/21	11/22
11/23	11/24	11/25	11/26	11/27	11/28	11/29

FEBRUARY 2025						
S	M	T	W	T	F	S
						2/1
2/2	2/3	2/4	2/5	2/6	2/7	2/8
2/9	2/10	2/11	2/12	2/13	2/14	2/15
2/16	2/17	2/18	2/19	2/20	2/21	2/22
2/23	2/24	2/25	2/26	2/27	2/28	
APRIL						
S	M	T	W	T	F	S
			4/1	4/2	4/3	4/4
4/6	4/7	4/8	4/9	4/10	4/11	4/12
4/13	4/14	4/15	4/16	4/17	4/18	4/19
4/20	4/21	4/22	4/23	4/24	4/25	4/26
4/27	4/28	4/29	4/30			
JUNE						
S	M	T	W	T	F	S
				6/1	6/2	6/3
6/4	6/5	6/6	6/7	6/8	6/9	6/10
6/11	6/12	6/13	6/14	6/15	6/16	6/17
6/18	6/19	6/20	6/21	6/22	6/23	6/24
6/25	6/26	6/27	6/28	6/29	6/30	
AUGUST						
S	M	T	W	T	F	S
					8/1	8/2
8/3	8/4	8/5	8/6	8/7	8/8	8/9
8/10	8/11	8/12	8/13	8/14	8/15	8/16
8/17	8/18	8/19	8/20	8/21	8/22	8/23
8/24	8/25	8/26	8/27	8/28	8/29	8/30
8/31						
OCTOBER						
S	M	T	W	T	F	S
				10/1	10/2	10/3
10/4	10/5	10/6	10/7	10/8	10/9	10/10
10/11	10/12	10/13	10/14	10/15	10/16	10/17
10/18	10/19	10/20	10/21	10/22	10/23	10/24
10/25	10/26	10/27	10/28	10/29	10/30	10/31
DECEMBER						
S	M	T	W	T	F	S
						12/1
12/2	12/3	12/4	12/5	12/6	12/7	12/8
12/9	12/10	12/11	12/12	12/13	12/14	12/15
12/16	12/17	12/18	12/19	12/20	12/21	12/22
12/23	12/24	12/25	12/26	12/27	12/28	12/29
12/30	12/31					

COSMETOLOGY		4-5PM M-TH
JANUARY		
1/1 New Years		
1/20 MLK Day		
1/16 Student/Parent Info Night (tent)		
FEBRUARY		75
2/17 President's Day		
Subtotal		75
MARCH		60
3/6 Job Fair (tent)		
3/24 - 3/28 Spring Break		
APRIL		90
4/18 Good Friday		
Subtotal		225
MAY		75
5/8 - Sr Recognition (tent)		
5/26 - Memorial Day		
JUNE		80
6/19 - Juneteenth		
Subtotal		380
JULY		95
7/4 - Fourth of July		
Subtotal		80
AUGUST		80
Subtotal		555
SEPTEMBER		80
9/1 - Labor Day		
9/6 - Open House - tent		
OCTOBER		70
10/2 - Calling night (tent)/10/8-9 pte		
10/13 - Columbus Day - tent		
Subtotal		705
NOVEMBER		75
11/27-28 Thanksgiving break		
Subtotal		60
DECEMBER		60
12/22-12 Christmas Break		
Subtotal		840
JANUARY		75
1/19 - MLK Day		
1/4 - Open House - tent		
FEBRUARY		75
2/16 - President's Day		
Subtotal		990
MARCH		80
Subtotal		80
APRIL		80
Subtotal		1150
MAY		75
5/8 - Sr Recognition (tent)		
5/25 - Memorial Day		
JUNE		90
6/19 - Juneteenth		
Subtotal		1315
JULY		90
7/4 - Independence Day		
Subtotal		85
AUGUST		85
Subtotal		1400
SEPTEMBER		10
9/7 - Labor Day		
OCTOBER		10
10/12 - Columbus Day		
TOTAL		1500

# ESTHETICS

## Program Description

Cuyahoga Valley Career Center's Esthetics program is fortunate to have an on campus Esthetic lab attached to our operational salons. The Esthetics' lab is fully equipped including changing area, facial beds, skin modalities (i.e. facial machines) supplies, and waxing equipment. All students are provided with a kit that contains a manikin head, skin care supplies, hair removal tools, smocks and other equipment similar to that used in the industry. All products necessary for facial care and special procedures are stocked in the salon and available for student instruction. All equipment and materials are similar to those currently used in the industry.

Esthetics offers individuals seeking to build a dynamic career in the Esthetics industry a unique option. This licensure program will help prepare students to obtain credentials in Esthetics with the Ohio State Board of Cosmetology and Barber Board. Students will complete a 600-hour curriculum that provides training in skin care practices, makeup application, hair removal, and anatomy, safety, chemistry, and infection control practices. In addition to working in a salon or spa, licensed Estheticians are in high demand throughout the travel industry and in various physician offices. Students will gain experience in salon operations and build skills that they can apply to their careers as an independent contractor.

- Program complies with the O.R.C , O.A.C 4713 and procedures of the Ohio State Board of Cosmetology, 1929 Gateway Circle, Grove City Ohio 43123 614-466-3834.
- For students enrolled in the Esthetics course Cuyahoga Valley Career Center will comply with O.A.C 4713-5-11.

\*\*\*Cuyahoga Valley Career Center reserves the right to modify or amend the handbook at any time with or without prior notice. The information and provisions contained within the handbook does not constitute a contract or the conveyance of right or privileges to the instructor or student.

## What You Can Expect From This Course

The Esthetics Program at Cuyahoga Valley is a program consisting of 600 hours of instruction. Students earn clock hours for these programs based on actual seat time which is tracked weekly and reported to the Ohio State Board of Cosmetology and Barber Board on a monthly basis. Clinical and Theoretical instruction for Esthetics include the following content areas:

1. Infection Control
2. Anatomy
3. Massage
4. Chemistry
5. Skin Care
6. Study of the Skin
7. Make-up
8. Specialized Equipment
9. Salon Operations
10. Cosmetology Laws and Rules

Once a student has passed all of their coursework and obtained the minimum hours required for each program they will be able to sit for the licensure examination. Application of examination will be completed by the school upon verification that the student has completed these obligations and does not owe an outstanding financial obligation to the school. Cuyahoga Valley Career Center reserves the right to delay or reject application completion until verification is completed. Students are responsible for submitting honest and accurate data tracking of their instructional time. Students will be responsible for their own transportation to the Ohio State Board of Cosmetology and Barber Board for licensure examination.

Students will not receive hours for missed classes and must make arrangements with their instructor to make-up time.

Clinic Instruction will include student operation of the Evening Spa at Cuyahoga Valley. Students must meet course requirements in both theory and clinic prior to being able to complete services on clients. Students will be assigned clients in an equitable manner that is based on their certification status.

**Upon graduation, students will receive a Certificate of Completion.**

# Esthetics Program 2024-2025

2024-2025							ESTHETICS	
<b>JULY</b>							JULY	
S	M	T	W	T	F	S	104 Fourth of July	30
	7/1	7/2	7/3	7/4	7/5	7/6		
7/7	7/8	7/9	7/10	7/11	7/12	7/13		
7/14	7/15	7/16	7/17	7/18	7/19	7/20		
7/21	7/22	7/23	7/24	7/25	7/26	7/27		
7/28	7/29	7/30	7/31					
<b>AUGUST</b>							AUGUST	
S	M	T	W	T	F	S		
	8/4	8/5	8/6	8/7	8/8	8/9		
8/11	8/12	8/13	8/14	8/15	8/16	8/17		
8/18	8/19	8/20	8/21	8/22	8/23	8/24		
8/25	8/26	8/27	8/28	8/29	8/30	8/31		
<b>SEPTEMBER</b>							SEPTEMBER	
S	M	T	W	T	F	S		
9/1	9/2	9/3	9/4	9/5	9/6	9/7		
9/8	9/9	9/10	9/11	9/12	9/13	9/14		
9/15	9/16	9/17	9/18	9/19	9/20	9/21		
9/22	9/23	9/24	9/25	9/26	9/27	9/28		
9/29	9/30							
<b>OCTOBER</b>							OCTOBER	
S	M	T	W	T	F	S		
	10/1	10/2	10/3	10/4	10/5	10/6		
10/7	10/8	10/9	10/10	10/11	10/12	10/13		
10/14	10/15	10/16	10/17	10/18	10/19	10/20		
10/21	10/22	10/23	10/24	10/25	10/26	10/27		
10/28	10/29	10/30	10/31					
<b>NOVEMBER</b>							NOVEMBER	
S	M	T	W	T	F	S		
	11/1	11/2	11/3	11/4	11/5	11/6		
11/7	11/8	11/9	11/10	11/11	11/12	11/13		
11/14	11/15	11/16	11/17	11/18	11/19	11/20		
11/21	11/22	11/23	11/24	11/25	11/26	11/27		
11/28	11/29	11/30						
<b>DECEMBER</b>							DECEMBER	
S	M	T	W	T	F	S		
	12/1	12/2	12/3	12/4	12/5	12/6		
12/7	12/8	12/9	12/10	12/11	12/12	12/13		
12/14	12/15	12/16	12/17	12/18	12/19	12/20		
12/21	12/22	12/23	12/24	12/25	12/26	12/27		
12/28	12/29	12/30	12/31					
<b>JANUARY 2025</b>							JANUARY	
S	M	T	W	T	F	S		
	1/1	1/2	1/3	1/4	1/5	1/6		
1/7	1/8	1/9	1/10	1/11	1/12	1/13		
1/14	1/15	1/16	1/17	1/18	1/19	1/20		
1/21	1/22	1/23	1/24	1/25	1/26	1/27		
1/28	1/29	1/30	1/31					
<b>FEBRUARY 2025</b>							FEBRUARY	
S	M	T	W	T	F	S		
	2/1	2/2	2/3	2/4	2/5	2/6		
2/7	2/8	2/9	2/10	2/11	2/12	2/13		
2/14	2/15	2/16	2/17	2/18	2/19	2/20		
2/21	2/22	2/23	2/24	2/25	2/26	2/27		
2/28								
<b>MARCH 2025</b>							MARCH	
S	M	T	W	T	F	S		
	3/1	3/2	3/3	3/4	3/5	3/6		
3/7	3/8	3/9	3/10	3/11	3/12	3/13		
3/14	3/15	3/16	3/17	3/18	3/19	3/20		
3/21	3/22	3/23	3/24	3/25	3/26	3/27		
3/28	3/29	3/30	3/31					
<b>APRIL 2025</b>							APRIL	
S	M	T	W	T	F	S		
	4/1	4/2	4/3	4/4	4/5	4/6		
4/7	4/8	4/9	4/10	4/11	4/12	4/13		
4/14	4/15	4/16	4/17	4/18	4/19	4/20		
4/21	4/22	4/23	4/24	4/25	4/26	4/27		
4/28	4/29	4/30						
<b>MAY 2025</b>							MAY	
S	M	T	W	T	F	S		
	5/1	5/2	5/3	5/4	5/5	5/6		
5/7	5/8	5/9	5/10	5/11	5/12	5/13		
5/14	5/15	5/16	5/17	5/18	5/19	5/20		
5/21	5/22	5/23	5/24	5/25	5/26	5/27		
5/28	5/29	5/30	5/31					
<b>TOTAL</b>							<b>TOTAL</b>	
								460



# **GENERAL PROGRAM POLICIES**

## **Program Philosophy**

Our goal is to prepare our students for Ohio State Cosmetology and Barber Board Testing and for program-related employment. In order to achieve these goals, the student must have enthusiasm for the Cosmetology or Esthetics industry and eagerness to work with and for others, as well as a will to learn. Students will be responsible for various duties including housekeeping (station, sinks, shampoo area, dispensary), laundry (towels), reception duties (appointment taking/communication skills, inventory, money collection, etc.), as well as salon/spa management duties. Students will be held accountable for all monies collected during the week that reception duties are assigned. The student is completely responsible for his/her duty during the week for which it is assigned. These are just some of the various techniques used to incorporate responsibility into the classroom, along with confidence and self-esteem, while preparing the students for licensing and employment.

## **Teacher / Student Expectations, Rules / Regulations and Safety Precautions**

- All Ohio State Cosmetology & Barber Board Rules/Safety Regulations must be followed at all times. (Rules are posted in every room in dept.)
- Students must be respectful to all students, teachers and patrons
- Students must display professionalism at all times.
- No inappropriate behavior will be accepted, ex: refusing a client, insubordination, or use of inappropriate language.
- Students' nails must not exceed ½ inch in length.
- Each day, every student must be prepared to perform a service and/or be a model for a service.

## **Grade Determination**

Laboratory Grading:

- **50%** Tests/Quizzes (Hands-on/written/laboratory)
- **40%** Performance/Tasks (2 Tasks per day)
- **10%** Professionalism/Ethics/Time on Task/Duties, etc.

Grading Scale for Cuyahoga Valley Career Center

<b>Letter Grade</b>	<b>Percentage</b>
<b>A+</b>	97-100%
<b>A</b>	93-96%
<b>A-</b>	90-92%
<b>B+</b>	87-89%
<b>B</b>	83-86%
<b>B-</b>	80-82%
<b>C+</b>	77-79%
<b>C</b>	73-76%
<b>C-</b>	70-72%
<b>D+</b>	67-69%
<b>D</b>	63-66%
<b>D-</b>	60-62%
<b>F</b>	0-59%
<b>I</b>	Incomplete

\*Grades are not rounded up.

Ohio State Cosmetology and Barber Board  
1929 Gateway Circle  
Grove City, Ohio 43123  
(614) 466-3834

## Rules

Student with no Kit and/or implements: Student will not be allowed on the clinic floor. Student will work in the theory room on instructor assignments. Student will lose clinic hours for each occurrence. Staff will follow the disciplinary process as outlined in this handbook.

Student being insubordinate/disrupting class: Student will be immediately removed from class and receive no hours or credit for the day. Student will receive a written notification regarding this behavior. Staff will follow the disciplinary process as outlined in this handbook.

Student using abusive language: Abusive language is unacceptable. Student will be dismissed from class and receive no hours or credit for the day. Student will receive a written notification regarding this behavior. Staff will follow the disciplinary process as outlined in this handbook.

Student refusing a client: Student will not be allowed on the clinic floor. Student will work in the theory room on instructor assignments. Student will lose clinic hours for each occurrence. Staff will follow the disciplinary process as outlined in this handbook.

Students may not chew gum, drink, or eat on the clinic floor. The instructor will determine if and when students may chew gum, drink or eat in the theory room.

Students must turn off cell phones in the classroom (no vibration mode). Students will be dismissed from class until the next break, losing those hours, if there is a violation of this rule.

Students must wear proper uniforms. Failure to do so will result in staff following the disciplinary process as outlined in this handbook.

Students must be on time for class. Tardiness will result in loss of hours in 15 minute increments. Continued tardiness will result in staff following the disciplinary process as outlined in this handbook.

## Admissions Policy

Students entering either the Cosmetology Program or the Esthetics Program at CVCC must have a high school diploma or a GED and valid driver's license/Government-issued state I.D.

## Absences - Tardiness

Each student is expected to have regular attendance and punctuality. Each Cosmetology student must complete 1,500 hours of instruction and clinic experience and each Esthetics student must complete 600 hours of instruction and clinic experience to complete their program successfully.

**There are no excused absences**—just provisions to deal with time away from the program. The instructor will record any absence or tardiness from the school and note that information in your personal file. Any student who is absent for five (5) or more consecutive days must provide a written physician's statement allowing unrestricted permission to return to school. The faculty and Adult Education Coordinator will take any extended illnesses and special circumstances/situations into consideration paying specific attention to the student's past attendance and tardiness record, other illnesses, and progress in the program. See "Make Up Time" in this document.

Armed Forces students, if activated by state or governmental action, will be treated on a case-by-case basis with strong compliance to Title IV recommendations.

## Assignments

All work is to be neat and legible. The instructor will discuss any additional guidelines the first day of class. Students are to submit assignments on the date specified. At the discretion of the instructor, late assignments may be refused; or **if** accepted, the grade may be lowered one letter grade for each day late.

## Class Schedule

Evening classes will begin at 4:00 pm and will conclude by 9:00 pm. The class schedule will include the appropriate number of classes to complete the required program hours within a maximum of 20 months. Class schedules may be changed at the discretion of the instructor(s) and Adult Education Office. See current Course Calendars for class dates.

## **Disciplinary Action**

*\*The following is a list of actions that would require disciplinary action. Other actions may fall into this category at the discretion of the instructor. These actions may **be grounds for dismissal** from the Cosmetology or Esthetics program:*

- **Tardiness that exceeds the aforementioned guidelines**
- **Two (2) or more unexcused absences**
- **Cumulative grade percentage below seventy-five percent (75%)**
- **Behavioral nonconformity to include, disrespect to other students, clients or instructors, sexual harassment, offensive language or any disruption that is socially unacceptable.**
- **Uniform discrepancy/non-compliance**
- **Destruction of property**
- **Leaving without permission**
- **Carelessness of program/school property or equipment**
- **Dishonesty/cheating**
- **Lack of interest or motivation to learn**
- **Sleeping in class**
- **Cell phone usage/texting**
- **Suspected of being under the influence of alcohol and/or drugs of abuse**
- **Weapons/firearms possession.**

## **Disciplinary Process**

### **Warnings**

A verbal warning is a first notification of unsatisfactory performance, or inappropriate behavior in the classroom or clinic. It will be followed up with a written confirmation of the conversation which you will be asked to acknowledge with your signature.

A first written warning will be the start of a probationary period which will be determined by the Adult Education Coordinator and instructor. The warning will be issued if any of the incidences outlined in the verbal warning continue to occur or different examples of the types noted above occur or if the student's behavior is so egregious that CVCC determines to skip the verbal warning. We will ask the student to sign documentation of the conversation.

A second written warning will be issued if the incidences above, or any other incidences as outlined in the verbal warning section, continue. If the student receives a second written warning, any recurrences of the previously noted performances or behaviors will result in dismissal/termination from the program.

Note: Any of the above warnings may include a timeframe for improvement with specific parameters.

### **Dismissal/Termination**

Dismissal/Termination may occur at any point in the disciplinary process if progress is deemed insufficient.

Behavior of an extremely serious nature, continued undesirable attendance, violation of CVCC policies/procedures, foul/inappropriate language or inappropriate behavior, may result in immediate dismissal without prior warning.

## **Dress Code / Student Behaviors**

Your general appearance (dress, hair, jewelry, and state of health) communicates your image. CVCC requires Cosmetology students to wear a black uniform scrubs and white clinic shoes at all times. Esthetics student uniform will be teal scrubs and white clinical shoes. We do not recommend face piercings.

## **Fees / Textbooks / Supplies**

Program fees do not cover the cost of uniform, shoes, or the Ohio State Cosmetology and Barber Board licensing exam application fee.

## **Tuition**

### **Cosmetology**

**Administrative Seat Fee: \$200.00    Tuition: \$15,349**  
**Textbooks: \$293.98(non-refundable)    Equipment Kit: \$950.00**  
**2024-2025 School Year**

1)

### **Esthetics**

**Administrative Seat Fee: \$200.00    Tuition: \$7,706.85**  
**Textbooks: \$169.58 (non-refundable)    Equipment Kit: \$650.00**  
**2024-2025 School Year**

A self-pay student is to select a plan. All financial aid students must use the secondary plan. The first enrollment period begins with the first day of the program and closes with the completion of half of the total clock hours and weeks for the award year. Payments for tuition are due on the dates stipulated.

Financial aid disbursements will be made once per payment period for PELL Grants and Direct Loans. Parent Plus loans are disbursed typically one time in the first payment period. Until all “money” due CVCC is paid in full, no transcripts of any type or recommendations or completion data will be released. Students will complete a FAFSA for the program.

If financial aid eligible, and a PELL Grant is awarded, if the student has been completely verified if required, then one half (50%) of the PELL Grant will be credited to the 1<sup>st</sup> tuition. The second portion of the PELL (one half 50%) is “credited” to your account for the second tuition payment following completion of half of the program. Establishment of a desirable attendance record (see Absences-Tardiness) coupled with a satisfactory clinical and academic performance (see Syllabus/Grade Determination) is imperative for Title IV money to be disbursed. (**See SAP Policy**). The same process would occur for the second year of the program. The Consolidated Appropriations Act of 2012 is a reduction of the students Pell Grant Lifetime Eligibility to six years of fulltime awards (based on student eligibility.)

The first disbursement of either **Subsidized or Unsubsidized Direct Student Loan** monies, if scheduled, will be disbursed during the first payment period. The second disbursements are credited against the second tuition payment and disbursed during the second payment period. If you choose to do both types of loans the first disbursement of your second loan type will be against the second tuition payment and the second disbursement will be applied to the second tuition payment. The establishment of a desirable attendance record (see Absences-Tardiness) and satisfactory clinical and academic progress (see Syllabus/Grade Determination) is imperative to continue to be eligible for the benefits of the Title IV financial aid program. (**See SAP Policy**) The same process would occur for the second year of the program. All loan monies are required to be paid back.

For first time Direct Loan borrowers, after July 1, 2013, may have their eligibility for Subsidized Direct Loans affected by previous post-secondary enrollment. Student Support Services will determine your eligibility. If the student is not eligible for Subsidized Loans, the student’s Unsubsidized Loan eligibility amount may increase.

**Parent Plus Loans** for eligible parents of dependent students are disbursed one time in the first payment period of each award year.

If a student does not complete that portion of the program for which a PELL Grant or Direct Loans were credited and awarded, he/she is responsible to **repay** the money to CVCC and also possibly to the United States Department of Education. R2T4 calculations will be completed as required in Federal Regulations. If required, funds will be returned in the order required. Details of their

financial aid will be provided to the student in their letter of withdrawal or dismissal. See Return of Title IV Funds Section for details.

### **Satisfactory Academic Progress (SAP) Policy**

#### **Satisfactory Academic Progress (SAP)**

According to Federal and State regulations, all students enrolled in a Title IV eligible program must maintain Satisfactory Academic Progress (SAP). The financial aid office at Cuyahoga Valley Career Center will monitor a student's academic progress as a condition of eligibility for financial aid. CVCC will review a student's academic progress in a program at the end of each payment period to determine if a student is eligible for a subsequent Title IV payment (otherwise known as a financial aid disbursement). This evaluation takes place at the point when the student's scheduled clock hours for the payment period have elapsed, regardless of whether the student attended the hours. The student will be informed by letter delivered to student informing of their failure to maintain SAP. A student is considered to be making SAP when the following requirements are satisfied:

#### **Qualitative Standard (Grades)**

Students must maintain a cumulative grade average of 75%.

#### **Grading Scale**

Letter grades are assigned to student's satisfactory academic progress, as follows:

<b>Letter Grade</b>	<b>Percentage</b>
<b>A+</b>	97-100%
<b>A</b>	93-96%
<b>A-</b>	90-92%
<b>B+</b>	87-89%
<b>B</b>	83-86%
<b>B-</b>	80-82%



<b>C+</b>	77-79%
<b>C</b>	73-76%
<b>C-</b>	70-72%
<b>D+</b>	67-69%
<b>D</b>	63-66%
<b>D-</b>	60-62%
<b>F</b>	0-59%
<b>I</b>	Incomplete
*Grades are not rounded up.	

**Quantitative Standard**

**Maximum Timeframe**

Students must be on pace to complete their program within 110% of the published length of the program as measured by clock hours and expressed in calendar time. For 600 hour (30 weeks) program, the student must complete within 33 weeks. For 1500 hour - 75 week program, the student must complete within 82.5 weeks.

**Official Review of Attendance and Grades**

Although attendance and grades are constantly monitored by the instructors, the “official” review of attendance and grades for financial aid purposes is at the end of each payment period, as required by the Federal Department of Education. For example, in a 600 clock hour program, official SAP monitoring would occur at the end of the first 300 hours. In order for a second disbursement to be issued, a student must have completed half the hours and half the weeks of their programs defined academic year.

**Loss of Financial Aid/Appeal Process/Probation**

If a student loses eligibility due to SAP, the student may continue in the program on a cash pay basis, provided they are meeting all program grade and attendance requirements. The student may also submit an appeal within 5 business days after the loss of a notice. A decision will be made within 5 business days of appeal submission. The appeal policy states that the student's appeal should include information and/or evidence as to why the student failed to make SAP and should also include what has changed that will now allow the student to make SAP at the next evaluation period. Also included in the appeal should be any mitigating circumstance which contributed to the suspension status. Mitigating circumstances may include but are not limited to serious illness experienced by the student, accident resulting in severe injury to the student, or

death in the student's immediate family. Other circumstances may be classified as mitigating if they are serious in nature, prevent the student from attending classes, and are deemed to be so by Student Support Services and the Assistant Superintendent.

Students who choose not to submit an appeal, by the deadline after loss of aid notification forfeit their eligibility for the subsequent payment period. The student, should they continue in the program will do so on a self-pay basis. The student will be contacted by the program administrative assistant to make arrangements to pay said payment period. Students with additional payment periods will have their SAP reevaluated at the end of the second payment period. Those that are making SAP at that time will have aid reinstated for the remainder of the program. The student will be held to SAP policy requirements for all remaining payment periods.

### **Appeals Decisions**

**Approved**-If the appeal is approved financial aid will be reinstated and the student will be put on “financial aid probation” for one payment period only. At the end of the probationary period, the student must be meeting SAP to receive any subsequent disbursements. No further appeals may be submitted at this time.

**Denied**-Denial of the appeal will mean the student is not eligible for financial aid benefits. Within five business days of the appeal decision, the student must contact the program administrative assistant to have payment plan created for the balance of the course. If all payments are made as arranged, the financial aid specialist will monitor the student for satisfactory academic progress again one week prior to the second scheduled disbursement. If at that time the student has attended half of the hours and weeks of the academic year and is currently meeting SAP requirements, the second disbursement will be made. Should a credit balance exist on the student’s account due to previous payments a refund will be made to student in compliance with federal requirements.

## **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

## Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

## Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the instructor, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

## Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying, in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667

State Board of Education Model Policy

## **Instructional Strategies**

Teaching strategies include cooperative learning, lecture, demonstration, visual and auditory aids, and hands-on customer service in the cosmetology clinic.

## **Instructional Staff**

Cosmetology instructors are licensed by the Ohio State Cosmetology and Barber Board and the Ohio Department of Education. Additional, qualified instructors will be utilized for life and employability skills training as needed.

## **Make-Up Time**

In the event of an excused absence, it is up to the instructor's discretion to schedule one-on-one time to make up class work or lab time. This additional time will be charged to the students at a rate of \$40.00/hour to cover the cost of the instructor's time and schedule adjustment.

## **Other Days Off**

Please consult the 2021-2023 Course Calendars for other specific non-class days.

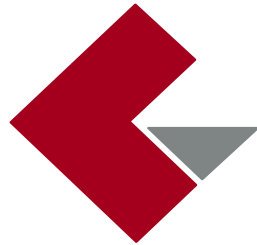
## **Tests and Examinations**

Short quizzes will be given throughout the course. Unannounced quizzes may be given at the discretion of the instructor. Other tests and examinations will be scheduled as needed. Testing will cover content areas of reading assignments as well as class presentations and demonstrations.

## **Transfer Hours**

CVCC does not accept transfer hours from other schools.

This page is intentionally blank



**CUYAHOGA VALLEY  
CAREER CENTER**

## **Acknowledgement of Student Handbook**

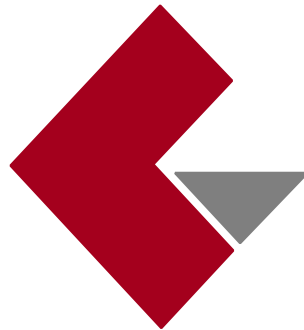
I have read and fully understand the Adult Education Student Handbook for Health & Beauty and agree to comply with all of the policies, procedures and requirements outlined within.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Health Care Programs

## *Adult Education Student Handbook 2024-2025*



**CUYAHOGA VALLEY  
CAREER CENTER**

---

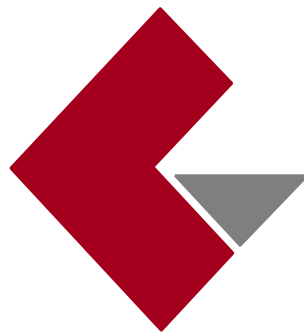
Approved June, 2024

[www.cvccworks.edu](http://www.cvccworks.edu)  
440-746-8230



# General Information

## *Adult Education Student Handbook*



CUYAHOGA VALLEY  
CAREER CENTER

---

Approved June, 2024

[www.cvccworks.edu](http://www.cvccworks.edu)  
440-746-8230

# Table of Contents

## Contents

CVCC MISSION STATEMENT .....	6
ACCREDITATION/PROGRAM APPROVAL .....	6
ADULT EDUCATION GENERAL INFORMATION .....	6
ADULT EDUCATION ADMINISTRATION/ INSTRUCTOR LIST .....	7
STUDENT HEALTH AND SAFETY .....	10
<i>Health</i> .....	10
<i>Student Health Care Services</i> .....	10
<i>Crime Awareness And Campus Security</i> .....	11
<i>Emergency Procedures</i> .....	11
<i>Main Entrance</i> .....	11
STUDENT RESOURCES .....	11
<i>Non-School Dates</i> .....	12
<i>School Closings</i> .....	12
<i>Job Search Assistance</i> .....	12
<i>Student Data</i> .....	12
<i>Student Records</i> .....	13
<i>Release Policy</i> .....	13
<i>Non-Discrimination Policy</i> .....	13
<i>Americans with Disabilities Act (ADA)</i> .....	14
<i>Consumer Information</i> .....	14
<i>Course Admission</i> .....	14
<i>District Senior Citizen</i> .....	15
GRIEVANCE POLICY .....	15
5710 - <i>STUDENT GRIEVANCE</i> .....	15
9130 - <i>PUBLIC COMPLAINTS</i> .....	15
<i>Matters Regarding a Professional Staff Member</i> .....	16
<i>Matters Regarding an Administrative Staff Member</i> .....	17
<i>Matters Regarding the Superintendent or Treasurer</i> .....	17
<i>Matters Regarding a Classified Staff Member</i> .....	17
<i>Matters Regarding District Services or Operations</i> .....	17
<i>Matters Regarding the Educational Program</i> .....	18
<i>Matters Regarding Instructional Materials</i> .....	18
FINANCIAL POLICIES – GENERAL GUIDELINES .....	20
<i>Tuition Statement</i> .....	20
<i>FINANCIAL AID</i> .....	20
<i>Title IV Regulations</i> .....	20
<i>Non-Refundable Administrative Seat Fee</i> .....	22
<i>Workforce Innovation and Opportunity Act (WIOA)/Ohio Means Jobs Funding</i> .....	22
<i>Additional Financial Information</i> .....	22
<i>Refunds and Withdrawal Policy</i> .....	23
STUDENT CONDUCT .....	24

<i>Alcohol and Drug Policy</i> .....	24
<i>Electronic Devices</i> .....	24
<i>Telephone Calls</i> .....	24
<i>Food and Beverages</i> .....	24
<i>Interactive/Communication Behaviors</i> .....	25
<i>Collaborations</i> .....	25
<i>Plagiarism and Consequence of Violating School Anti-Plagiarism Policies</i> .....	25
<i>Soliciting</i> .....	26
<b>HARASSMENT</b> .....	<b>26</b>
<i>Anti-Harassment Policy</i> .....	27
<i>Bullying &amp; Other Forms of Aggressive Behavior (Policy 5517.01)</i> .....	43
<i>Student Hazing (5516)</i> .....	47
<b>STATEMENT OF LIABILITY</b> .....	<b>49</b>
<b>HEALTH CARE</b> .....	<b>50</b>
<b>PROGRAMS INFORMATION</b> .....	<b>50</b>
<b>ADMISSION POLICY</b> .....	<b>51</b>
<i>Dental Assisting Program Additional Admissions Requirements</i> .....	51
<i>Phlebotomy Additional Admissions Requirements</i> .....	51
<b>ADDITIONAL PROGRAM REQUIREMENTS</b> .....	<b>51</b>
<i>Dental Assisting Program Additional Requirements</i> .....	51
<i>EKG Technician Additional Requirements</i> .....	52
<i>Phlebotomy Additional Requirements</i> .....	52
<i>State Tested Nurse Aide Additional Requirements</i> .....	52
<b>ASSIGNMENTS</b> .....	<b>52</b>
<b>ATTENDANCE POLICY</b> .....	<b>53</b>
<b>CLINICAL EXPERIENCE (WHEN APPLICABLE)</b> .....	<b>53</b>
<i>Clinical Health History and Screening Requirements</i> .....	55
<i>Criminal Background Check</i> .....	55
<b>CONFIDENTIALITY COMMITMENT</b> .....	<b>56</b>
<b>DISCIPLINARY ACTION</b> .....	<b>56</b>
<i>Warnings</i> .....	56
<i>Dismissal/Termination</i> .....	57
<b>PROBATION</b> .....	<b>57</b>
<b>DISMISSAL/TERMINATION</b> .....	<b>57</b>
<b>DRESS CODE</b> .....	<b>57</b>
<i>Uniform</i> .....	58
<i>Hair</i> .....	58
<i>Jewelry</i> .....	58
<i>Make-up</i> .....	59
<i>Classroom Dress</i> .....	59
<b>GRADING SCALE</b> .....	<b>60</b>
<b>TESTS AND EXAMINATIONS</b> .....	<b>61</b>

<b>TRANSFER HOURS.....</b>	<b>61</b>
<b>TUTORING .....</b>	<b>61</b>
<b>DENTAL ASSISTING PROGRAM.....</b>	<b>62</b>
<i>Total Program Clock Hours.....</i>	<i>62</i>
<i>Program Tuition: .....</i>	<i>62</i>
<i>Objective: .....</i>	<i>62</i>
<i>Course Description: .....</i>	<i>62</i>
<b>EKG TECHNICIAN.....</b>	<b>62</b>
<i>Total Program Clock Hours.....</i>	<i>62</i>
<i>Program Tuition: .....</i>	<i>62</i>
<i>Objective: .....</i>	<i>62</i>
<i>Course Description: .....</i>	<i>62</i>
<b>PHLEBOTOMY .....</b>	<b>63</b>
<i>Total Program Clock Hours.....</i>	<i>63</i>
<i>Program Tuition: .....</i>	<i>63</i>
<i>Objective: .....</i>	<i>63</i>
<i>Course Description: .....</i>	<i>63</i>
<b>STATE TESTED NURSE AIDE .....</b>	<b>63</b>
<i>Total Program Clock Hours.....</i>	<i>63</i>
<i>Program Tuition: .....</i>	<i>63</i>
<i>Objective: .....</i>	<i>63</i>
<i>Course Description: .....</i>	<i>63</i>
<b>ACKNOWLEDGEMENT OF STUDENT HANDBOOK .....</b>	<b>65</b>

## CVCC Mission Statement

Mission Statement: To prepare youth and adults to enter, compete, advance, and lead in an ever-changing world of work, college, and careers.

## Accreditation/Program Approval

This educational program is approved by the Ohio Department of Higher Education. The Cuyahoga Valley Career Center is accredited by the Commission of the Council on Occupational Education, 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).



## Adult Education General Information

**ADULT EDUCATION HOURS** - The Adult Education Department is open from 8:00 am to 6:00 pm Monday through Thursday, and from 8:00 am to 3:00 pm on Friday.

**FOOD AND BEVERAGES** - To keep our facility clean and protect valuable equipment from damage, food and beverages are not permitted in any classrooms or labs.

**PARKING AREAS** - There are two main parking areas:

- 1) the main lot to the north of the building or
- 2) the east lot at the east end of the building.

Please note that there is a one-way entrance and a one-way exit lane for the main (north) parking lot. You must exit, using the lane farthest from the school. Handicapped spaces are reserved for personnel with proper authorization.

**RESTROOMS** - The restrooms in the original building are located on every level of the building on the south side of the main corridor and in the Adult Education wing off the corridor to the computer labs before the cafeteria.

**SMOKING** - Cuyahoga Valley Career Center is a non-smoking facility. This includes the parking lots.

# Adult Education Administration/ Instructor List

## ADMINISTRATION

### **ADULT EDUCATION DIRECTOR**

Terri Lynn Brosseau  
tbrosseau@cvccworks.edu 440-746-8210

Business Training Programs  
Customized Training  
Emergency Response Programs  
Health Care Programs  
Health and Beauty Programs  
Multimedia Design Programs  
Personal Interest & Leisure

### **ADULT EDUCATION COORDINATOR**

TBD

Industrial Training Programs

### **SCHOOL OF PRACTICAL NURSING SUPERVISOR**

TBD 440-746-8315

### **STUDENT SUPPORT SERVICES**

Claudette Knestrick

### **BUSINESS LIAISON**

Cknestrick@cvccworks.edu 440-746-8337  
Diane Duryea 440-746-8242  
dduryea@cvccworks.edu

### **MEDIA SPECIALIST**

Makayla Robertson 440-746-8322  
mrobertson@cvccworks.edu

### **Administrative Assistants: Daytime**

TBD 440-746-8206

### **Nursing**

Allison Jouriles 440-746-8232  
ajouriles@cvccworks.edu  
Lynn Haddad 440-746-8332  
lhaddad@cvccworks.edu

Evening

Laurie Eadelis  
Leadelis@cvccworks.edu

440-746-8224

**INSTRUCTORS**

<b>Instructor Name</b>	<b>Subject</b>	<b>Credentials/Certification</b>
Christine Abate	Nursing	BSN, RN
Kathleen Alred	Nursing	MSN, BSN, RN, CNP
Ronald Bohnert	Industrial/Electrical Apprenticeship	
Brian Collister	Industrial/Electrical Apprenticeship	
Matthew Duplaga	Public Health & Safety/EMT EKG Instructor	Paramedic/Fire
Tharon Eulinberg	Industrial/HVAC	OSHA Certified; Licensed Journey Plumber; CFC Certified
Lewis Fletcher	Industrial/HVAC Customized	HVAC Certification
Melissa Fox	Cosmetology	Licensed Cosmetologist/Licensed Cosmetology Instructor
James Franko	Fiber Optics Technician	Fiber Optics Technician
Jacob Giesy	Telecommunication Tower Tech.	NATE Certification
Patrick Gnuschke	HVAC	
Lisa Green	STNA	CNP, BSN
Liam Guiney	Personal Interest & Leisure	Certified Financial Planner
Calvinia Hall-Walker	Nursing	MSN, BSN, RN
Jason Hance	Customized - Building & Property Management	
Matthew Harding	Customized - Power Equipment Technology	
Drew Hladky	Industrial/HVAC	HVAC Certification
Daniel Hunter	Industrial/HVAC	HVAC Certification
Allison Jouriles	CPR Instructor	CPR Certified Instructor
Betsy Klos	Dental Assisting	Dental Assistant
Mary Kopczynski	Personal Interest & Leisure	Certified Balloflex Instructor
Daniel Krystosik	Automotive Instructor	

James Martin	HVAC	HVAC Certification
Nancy Muscatello	Cosmetology Instructor	Licensed Cosmetologist/ Licensed Cosmetologist Instructor
Delbra Pace	Nursing STNA	BSN, RN
Richard Parrott	Industrial Training	Master Cam Certified Instructor
Remington Phillips	Graphic/Web Design	AAS
Robert Ponstingle	Industrial/Electrical Apprenticeship	
George Ponti	Industrial	Journeymen Electrician License
Candice Price	Personal Interest & Leisure	
Kylie Putka	Cosmetology	Licensed Cosmetologist
Roberta Ritter	Esthetics	Licensed Advanced Esthetician/Licensed Esthetics Instructor
Laura Robusto	STNA CPR Instructor	MSN, BSN, RN Certified CPR Instructor
Patrick Ruebensaal	Graphic Design	
Matt Schoeffler	Industrial/HVAC	Certification
Bradley Seastrand	Customized Electrical Instructor	Certification
Carri Simon	Fiber Optics Technician	Certification
Jeffrey Smith	HVAC	HVAC Certification
Gerald Steele	Programmable Logic Controllers	Certification
Lisa Theodore	Dental Assisting	CDA, RDA, CPFDA
Bernie Van Tilburg	Personal Interest & Leisure	IC3, Avid Pro Tools Certified User
Larry Walters	Industrial/Rope Rescue	EMT/Firefighter/Rescue Certification
Sylvia Warren-Hankins	Nursing	RN
Jennifer Wester	Health Careers Instructor	Medical Assistant Certification
Lee Wester	CPR Instructor	Paramedic
Joshawa Wines	Certified Production Technician Instructor	CPT 4.0 Certification
Howard (Dan) Workman	Graphic & Web Design	Adobe Certified Associate
Dan Zezena	Public Health & Safety/EMT	Paramedic/EMS Instructor



## **Student Health And Safety**

As part of your learning experience, you will be using equipment and materials specific to the program. You should not attempt to use items that you have not yet received instruction on. Correct safety procedures should be followed at all times.

Students must constantly be aware of conditions in all work areas that could produce injuries. Your cooperation in detecting hazards and in turn controlling them is imperative. If a situation is beyond your ability or authority to correct, notify an instructor immediately.

Students will assist in the maintenance of work areas by keeping them clean and safe. Each student is responsible for equipment that they are using. This means proper use, care, cleanup and storage of the items.

### **Health**

Each CVCC adult student is responsible for his/her own health care. In case of sudden illness while at CVCC, the student is to contact the instructor. In case of an accident during class or lab experiences, an incident report must be completed to comply with the regulations. The student is required to provide a copy of the report to the Adult Education Office before returning to class. A copy is filed in the student's file. If injury occurs in the school environment, the CVCC incident report is to be completed. A CVCC incident report may be obtained from the Administrative Assistants at the Adult Education Office or the CVCC Business Manager. Any cost for emergency treatment will be assumed by the student.

The student is expected to communicate any personal medical or surgical situations requiring care or treatment to the coordinator and instructor as soon as it occurs. A medical release without restrictions is required to return to active enrollment in the program.

If a surgical intervention is necessary while enrolled in the program, the adult must meet with the Adult Education Coordinator at the earliest possible time to facilitate continued program participation. Each situation is considered individually and all efforts will be expended to continue enrollment. The attending surgeon/MD must complete a release allowing the adult to return without restrictions.

### **Student Health Care Services**

For Adult Education evening students, please contact your instructor or evening admin at front desk in case of a medical emergency. Use your best judgment in dialing "911". Local healthcare providers will respond and are prepared to provide appropriate treatment and/or transport the student to the nearest medical facility. Illness that results in extended absence from the program will be review on an individual basis. Documentation from a medical provider may be required prior to returning to the program.

## **Crime Awareness And Campus Security**

Federally Mandated Public Information

Students are expected to report the occurrence of any destructive actions or other emergencies to the faculty, teaching assistant, supervisor, or administrative assistants of this program and administration of school or clinical agency. It is the responsibility of each student to keep the school safe by monitoring one's own behavior and reporting incidents involving other individuals that have the potential of violence or threatening behavior. Violent behavior, direct or indirect threats, harassment, or intimidation will not be tolerated. (This includes violent abusive/harassing behaviors a student may be experiencing or who are the generator of such undesirable behavior.) Liaison relationships are operational with safety and security services and local law enforcement, facilitating reporting of offenses occurring on school campus. Authorities will be immediately notified.

Weapons, handguns, or knives in excess of 3 1/2 "are not to be on your person, in the school building, on the property, any clinical site, and/or enrichment/observation sites.

### **Emergency Procedures**

Students are expected to comply with CVCC emergency/evacuation procedures. Basic fire evacuation is to close all doors and windows, exit through the nearest door, and do not use elevators. Evacuate quickly and quietly in a calm manner without running and talking. (Additional procedures will be discussed at orientation or on the first night of class.)

### **Main Entrance**

All entrance doors will be locked except the main entrance on Level 6. You will be able to EXIT the building through any outside door; however, you will only be able to re-enter the building through the MAIN ENTRANCE until 8:00 pm. Please do not prop open doors that have been locked.

ENTIRE BUILDING IS LOCKED AT 10:00 pm. Please vacate the building before 10:00 p.m. as the building is officially closed and secured at that time.

### **Student Resources**

Academic, career and personal counseling services are available. Students should contact their program instructor Adult Education Office to initiate a request. A variety of resource materials and references are available through the Adult Education Office.

## **Non-School Dates**

CVCC observes the following holidays: Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Jr. Observance, President's Day, Good Friday, Memorial Day, Juneteenth and Independence Day. Other non-school days may occur due to high school activities, winter break or spring break. In the case of these events, you will be notified by your instructor and/or Adult Education Coordinator.

## **School Closings**

The Adult Education offices will observe the same "snow days" as the high school. If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the local radio and television stations. It is necessary for 5 out of the 8 school districts to have school closings for CVCC to be closed. It is the responsibility of each student to become self-informed of a "snow day" announcement via the news media. Use your very best judgment as your home territory may be a very different snow issue than other areas. If daytime classes at Cuyahoga Valley Career Center are canceled due to inclement weather or for other reasons; all day and evening adult classes will be canceled. If applicable, students with weekend clinical may experience different "snow" issues as local communities and state plowing is not performed on as vigorous a basis on Saturday and Sunday. Students are urged to establish a telephone tree within the class members to facilitate communications regarding official closings. If excessive "snow days" occur, jeopardizing program requirements, class/clinical hours may need to be "made up" utilizing break time, planned days off or an extended school year.

## **Job Search Assistance**

A job search counselor will make presentations in all career development courses. Additional assistance is available through the CVCC Job Seekers Program. Contact [jhayes@cvccworks.edu](mailto:jhayes@cvccworks.edu). CVCC does not guarantee employment or job placement.

## **Student Data**

Each student is to provide complete and accurate information for their school record. Any student who has a change of name, residence and/or phone number(s) must notify an Administrative Assistant or Adult Education Office immediately so that the student file can be updated. This data will become a part of the permanent record and will not be shared with other students.

If a student knowingly offers false or misleading information or submits false documentation, he or she is subject to disciplinary action, up to and including immediate dismissal.

## **Student Records**

The school maintains a file of each student in accordance with rules of the State of Ohio and program governing board. Release of information in a student's file must be **requested in writing** by the student. Only official grade transcripts are released; all other documents are the property of CVCC and will not be copied unless remanded by court. An individual file containing information about each student will be maintained in a secured area. The records will be available only to instructors and appropriate Adult Education staff.

## **Release Policy**

The adult student voluntarily desires to participate in this curriculum experience that includes classroom, field trips, and clinical experiences. The student is duly aware of risks and hazards, which may arise through participation in activities/ experiences that may result in loss of life and/or limb and/or property. In consideration of being afforded the opportunity to participate and receive the educational benefits of this curricular experience, each student hereby voluntarily assumes all risks of illness/accident or personal damage to his person or property. Any costs pursuant to potential injury, or injury are the responsibility of the adult student. While at the facility and/or in the school environment; the adult student will not be considered as an employee or agent of the facility nor the school district. Therefore, they will be ineligible for remuneration and will not be covered by the facility's social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits. The adult student will indemnify and hold harmless the facility, and the school district, its shareholders, officers, trustees, employees, and agents from any and all liability, claims and damages, including but not limited to attorney fees and costs arising out of or related to the student's actions or activities. This release shall be binding with the signing of the contract on the part of the student, any heirs, administrators or executors. This contract is a permanent part of your file at Cuyahoga Valley Career Center.

## **Non-Discrimination Policy**

The Cuyahoga Valley Career Center does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, employment and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Michael McDade  
8001 Brecksville Road  
Brecksville, Ohio 44141  
440-526-5200

Dr. Marcy R. Green  
8001 Brecksville Road  
Brecksville, Ohio 44141  
440-526-5200

Complaints may also be sent to the U.S. Department of Education, Team Leader, Office for Civil Rights, 600 Superior Avenue East, Suite 750 Bank One Centre, Cleveland, Ohio 44104-2611.

Legal References:

Civil Rights Act of 1964, as amended in 1972, Title VI, Title VII  
Executive Order 11246, 1965, as amended by Executive Order 11375  
Equal Employment Opportunity Act of 1972, Title VII  
Education Amendments of 1972, Title IX (P.L. 92-318)  
45 CFR, Parts 81, 86 (Federal Register June 4, 1985, August 11, 1975)  
Public Law 93-162 (Section 504)

### **Americans with Disabilities Act (ADA)**

The Adult Education Department at CVCC supports the concepts embraced in the Americans with Disabilities Act of 1990, Section 503 and 504 of the Rehabilitation Act of 1973. Students must be able to successfully complete the academic and clinical objectives/outcome of the program in a timely manner, implementing the essential functions integral to the program. Individual, personal, and reasonable accommodations will be instituted to facilitate opportunities for the student upon proper supporting documentation of eligibility. Students who believe they may qualify for accommodations under this Act should self-reveal this in discussion with the Adult Education Coordinator.

### **Consumer Information**

Refer to our website for admission guidelines, refund policies, graduation rates, and other important information. See Student Resources on the Adult Education and Nursing pages at <https://cvccworks.edu/adult-education/adult-education-resources/financial-aid/>

### **Course Admission**

For all students enrolled in Title IV eligible programs, please see Admissions Policy in the program specific section below.

Registration is open to anyone 16 years of age or older. Age requirements may vary depending upon program offerings. High school students who are enrolled in a regular high school program must have written permission from their parents and the school principal or counselor to register for a course. High school students enrolled in programs with credentials earned upon completion may be subject to additional regulations depending on program. Documentation will be required for programs that indicate a high school diploma or GED is a prerequisite. Contact Adult Education Office at 440-746-8230 with program-specific questions.

## **District Senior Citizen**

A District Senior Citizen is defined as individuals age 60 or more that are residents of the following school districts: Brecksville, Broadview Heights Schools, Cuyahoga Heights Schools, Garfield Heights Schools, Independence Schools, Nordonia Hills Schools, North Royalton Schools, Revere Schools and Twinsburg.

## **Grievance Policy**

### **5710 - STUDENT GRIEVANCE**

The Board of Education recognizes that, as citizens, students have the right to request redress of grievances. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group grievances should be provided for and appropriate appeal procedures implemented.

For purposes of this policy, a student complaint or grievance shall be any such that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure.

The Board or its employees will hear the complaints and grievances of the students of this District provided that such complaints and grievances are made according to procedures established by Board Policy [9130](#).

### **9130 - PUBLIC COMPLAINTS**

Any person or group having a legitimate interest in the operations of this District shall have the right to present a request, suggestion, or complaint concerning District personnel, the program, or the operations of the District. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, or complaints reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

## **Matters Regarding a Professional Staff Member**

### **A. First Level**

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to

As appropriate, the staff member shall report the matter and whatever action may have been taken to his/her supervisor.

### **B. Second Level**

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor or Director and in compliance with provisions of a collective bargaining agreement, if applicable.

### **C. Third Level**

If a satisfactory solution is not achieved by discussion with the Supervisor or Director, a written request for a conference shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

Should the matter be resolved in conference with the Superintendent, the Board may be advised of the resolution.

### **D. Fourth Level**

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a meeting by the Board.

The Board, after reviewing all material relating to the case, may provide the complainant with its written decision or grant a meeting before the Board or a committee of the Board.

The complainant shall be advised, in writing, of the Board's decision, no more than ten (10) business days following the meeting.

### **Matters Regarding an Administrative Staff Member**

Since administrators are considered members of the District's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.

### **Matters Regarding the Superintendent or Treasurer**

Should the matter be a concern regarding the Superintendent or Treasurer which cannot be resolved through discussion with the Superintendent or Treasurer, the complainant may submit a written request to the Board President for a conference with the Board. This request shall include:

- A. the specific nature of the complaint and a brief statement of the facts giving rise to it;
- B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
- C. the reason that the matter was not able to be resolved with the Superintendent or Treasurer;
- D. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may grant a hearing before the Board, or a committee of the Board, or refer the matter, if permitted by State law, to an executive session.

The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

### **Matters Regarding a Classified Staff Member**

In the case of a classified staff member, the complaint is to be directed, initially, toward the person's supervisor, and the matter then brought as required to higher levels in the same manner as prescribed for "Matters Regarding a Professional Staff Member".

### **Matters Regarding District Services or Operations**

If the request, suggestion, or complaint relates to a matter of District procedure or operation, it should be addressed, initially, to the person in charge of the service or operation and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".



### **Matters Regarding the Educational Program**

If the request, suggestion, or complaint relates to a matter of District program, it should be addressed, initially, to the Director and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

### **Matters Regarding Instructional Materials**

The Superintendent shall prepare administrative guidelines addressing students' and parents' rights to be adequately informed each year regarding their ability to inspect instructional materials and the procedure for completing such an inspection. See AG **9130A** and Form 9130F3.

If the request, suggestion, or complaint relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the District, the following procedure shall be followed:

- A. The criticism is to be addressed to the Director, in writing, and shall include:
  1. author;
  2. title;
  3. publisher;
  4. the complainant's familiarity with the material objected to;
  5. sections objected to, by page and item;
  6. reasons for objection.
  
- B. Upon receipt of the information, the Director shall after advising the Superintendent of the complaint and upon the Superintendent's approval, appoint a review committee which may consist of:
  1. one (1) or more professional staff members;
  2. one (1) or more Board members on the Board Curriculum Committee;
  3. one (1) or more lay persons knowledgeable in the area.

The Superintendent or his/her designee shall be an ex-officio member of the committee.

- C. The committee, in evaluating the questioned material, shall be guided by the following criteria:
  - 1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
  - 2. the accuracy of the material
  - 3. the objectivity of the material
  - 4. the use being made of the material
- D. The material in question may be withdrawn from use pending the committee's recommendation to the Superintendent.
- E. The committee's recommendation shall be reported to the Superintendent in writing within fifteen (15) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.
- F. The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
- G. The Board shall review the case in public session and advise the complainant, in writing, of its decision within ten (10) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

R.C. 149.43

Revised 11/20/97

Revised 3/27/03

# Financial Policies – General Guidelines

## Tuition Statement

Each student is responsible for all tuition and fees on or before the due date. Any student in arrears with tuition may be dismissed from the program. Special circumstances concerning tuition must be addressed with the Adult Education Coordinator. Students in a financial aid eligible program may also speak with Student Support Services before the due date. All tuition and fees due Cuyahoga Valley Career Center must be paid before completion of the course of study.

Until all tuition and fees due to Cuyahoga Valley Career Center are paid in full, no transcripts of any type or recommendations will be released. No completion data will be forwarded to any Board, agency, or post-secondary institution for certification, licensure, or college credit transfer (CT<sup>2</sup>).

Any outstanding balance remaining on account will be referred to the Ohio Attorney General's Debt Collection Program.

## FINANCIAL AID

Financial Aid may vary from year to year. Pell, Subsidized and Unsubsidized Direct Loans, Parent Plus Loans, WIA (Workforce Investment Act) are presently offered. Recipients of federal financial aid monies must comply with mandated provisions, which require 90% attendance and "satisfactory academic progress" or funds will be withheld/withdrawn. *If you do not complete the portion of the program for which you were credited Title IV Federal Financial Aid, you will be billed for the balance, and you are responsible for payment in full.* A Sub/Unsubsidized Loan may be processed up to 30 days prior to successful completion of the program. Title IV monies shall not be utilized for non-refundable administrative seat fee.

## Title IV Regulations

Title IV participants' student disbursements will comply with current Federal regulations. Students must complete more than 60% of each payment period to be fully eligible for the Pell grant and/or loans awarded. If student was given PELL or Direct Loan "credit" and now has not earned it, **he/she will be billed for the difference**, and may also owe the federal government, Department of Education a return of money. R2T4 calculations will be completed as required in Federal Regulations. If required, funds will be returned in the order specified by the U.S. Department of Education. Details of their Federal Financial Aid will be provided to the student in their letter of withdrawal or dismissal.

## **Return of Title IV Funds Policy**

The Cuyahoga Valley Career Center Adult Education Coordinator or School of Nursing Supervisor will provide written notification to Student Support Services if a student officially withdraws or has been dismissed from a financial aid program. The coordinator will provide the hours attended and the last day of attendance to Student Support Services. If a student withdraws unofficially, the Adult Education Coordinator or School of Nursing Supervisor will provide the letter of dismissal with the last date of attendance which is determined by the program to Student Support Services. Student Support Services will complete the R2T4 Clock-Hour Form. The Federal "Return of Title IV Financial Aid Funds" formula dictates the amount of Federal Title IV Financial Aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to a student receiving Federal Aid if that student's withdrawal date occurs after the point that the student was scheduled to complete more than 60% of the scheduled hours in the payment period or period of enrollment. The percentage of the Title IV Financial Aid to be returned is equal to the number of clock hours attended in the payment period divided by the number of hours that were scheduled. For example, if a student has completed 30% of the payment period, they have earned 30% of their financial aid. However, once a student has completed over 60% of the hours in a payment period, 100% of the financial aid awarded during that payment period has been earned. A post-withdrawal disbursement will be made if a student has eligibility for Title IV funds. The student disbursement will be made from available grant funds first then available loan funds. If the student is eligible for a Post-Withdrawal Disbursement of loan funds, the student will be notified by letter as soon as possible but within the thirty-day requirement. The student notification will include the fourteen-day response time and the explanation of PELL Grant LEU and loan balances where applicable. A school must maintain written records of its post withdrawal disbursement. If there is a return of Title IV loan funds, the Treasurer will return the funds, they will be returned as soon as possible but no later than forty-five days from the date of withdrawal. A Post-Withdrawal Disbursement of grant funds will be disbursed to student account within 45 days. NOTE: If financial funds have been released to a student because of a student disbursement on the student's account, the student may be required to repay some of the aid if the student withdraws. If a R2T4 calculation results in a credit balance on the student's account, it will be disbursed to the student within 14 days after the calculation.

### **Order of Return of Student Financial Aid Program Funds**

Funds that are required to be returned to the US Department of Education must be returned in the following order:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Plus Loan (if applicable)
4. PELL Grant

**The student will be responsible for any outstanding balance owed to Cuyahoga Valley Career Center Adult Education that Title IV (financial aid) funding did not cover.**

## **Non-Refundable Administrative Seat Fee**

A \$200, non-refundable, administrative seat fee is required for Financial Aid Programs when accepted for active enrollment to secure a “seat” in the class. Title IV monies shall not be utilized for non-refundable administrative seat fee. The non-refundable administrative seat fee is **not** a part of the tuition.

## **Workforce Innovation and Opportunity Act (WIOA)/Ohio Means Jobs Funding**

In cases where WIOA funding is contingent on and paid for program completion and job placement, the student is responsible for full payment of tuition prior to program completion. Already paid tuition will be refunded by CVCC to the student upon receipt of WIOA/Ohio Means Jobs post-completion payments. CVCC will provide documentation of program completion to WIOA/Ohio Means Jobs office. It is the responsibility of the student to have their employer provide verification of employment to WIOA/Ohio Means Jobs, using the official form provided. Final payment is dependent upon completion of this process.

## **Additional Financial Information**

- Pell grant monies and loans are to be utilized to pay tuition, book expenses included in the programs Cost of Attendance . A copy of the Cost of Attendance can be requested in the Student Support Services Office. The cost of attendance will be reviewed during the student financial aid appointment.
- Students with prior student loans may be eligible for an in-school deferment. Please contact your loan servicer or issuer if you are interested in this program for the application. Complete the student portion of the in-school deferment application and submit to CVCC Student Support Services office for completion.
- At any time throughout the school year, the student may exercise the right to cancel or change Title IV loan monies prior to disbursement. Please make an appointment with the Student Support Services office to revise your award worksheet. Please see posted drawdown schedule for deadlines.
- Adult students at CVCC are protected under the Family Education Rights and Privacy Act (FERPA.) Your Financial Aid records will not be discussed with your parents, spouses or others without your written consent or certain requirements being met. Please review your FERPA rights on CVCC’s website; <https://cvccworks.edu/adult-education/adult-education-resources/financial-.aid/>

- If you have been previously, or are convicted in the future under Federal or State law, any offense involving possession or sale of illegal drugs while you are (were) receiving Federal Student Aid, you may be ineligible for additional aid. Please contact the Student Support Services Office to discuss any drug related convictions and your eligibility for additional Financial Aid.
- If your FAFSA has been flagged for an unusual enrollment history, Student Support Services will review your previous education transcripts to determine if you are eligible for Federal Financial Aid.
- All loan monies are to be paid back to the federal government on a repayment schedule established with your Direct Loan Servicer after a “grace” period of six (6) months upon successful completion of the program or withdrawal.
- Those individuals experiencing involuntary activation for military service will be handled on a case-by-case basis regarding return of funds, length of leave of absence, re-entry and in compliance with Title IV regulations.

## **Refunds and Withdrawal Policy**

**Refund Policy:** Refunds are issued in the method fees were paid; either by check (once check has cleared) or credited to your account, within 2-3 weeks of processing approved refund paperwork.

**Textbook/Material/Supply/Uniform Fees:** Fees are included in the tuition unless otherwise specified and are NON-REFUNDABLE. Textbook prices are subject to change without notice.

**Withdrawal: Student who withdraw before the first day of class and have made payment will be refunded their payment minus a \$20 administrative Fee within the processing timeline.** Students that withdraw after the first day of class or are dismissed due to poor academic performance or attendance will be evaluated to see if they are eligible for a prorated refund of their tuition. Tuition refunds will be prorated based upon the amount of tuition paid and the percentage of the program completed by the student. **Students that complete 60% of their scheduled program are not eligible for a prorated refund of their tuition.** Books, fees, uniform costs, tools, and seat fee (if required) are non-refundable. (The calculation to determine the percentage of a program completed by a student is based on the number of hours a student could have attended the class up to the date of withdrawal divided by the number of hours in the program.)

**Cancellations:** If CVCC needs to postpone, cancel, or combine classes for any reason, we will notify you. CVCC cannot assume responsibility for any conflict in business or personal affairs that affect your ability to attend class. Refunds will be processed as stated in our refund policy.

## Student Conduct

CVCC reserves the right to dismiss a student for behavioral issues, cheating, or violating CVCC policies or guidelines.

### Alcohol and Drug Policy

The possession, use and sale of alcoholic beverages or illegal chemical substances on school property are prohibited and will result in immediate dismissal and possible prosecution according to established laws. Evidence of illegal use of drugs or intoxicating beverages will be sufficient grounds for termination from the program without prospects of re-enrollment with a notation of same in student's permanent file.

### Electronic Devices

Electronic devices, personal and business beepers, and cellular phones are to remain out of sight, not utilized and in silent mode during class periods and while on any active assignment in client care environments. Personal phones may be utilized in the "Commons Area" or outside the building in your vehicle and in designated break areas. Students are expected to abide by clinical site regulations regarding cellular phones and other electronic devices if applicable to your enrolled program.

### Telephone Calls

Students may not make personal telephone calls during class. The Adult Education staff will take messages of an emergency nature will be taken by the Adult Education staff and present them to the students at the earliest convenience. **Please remember personal cell phones and other electronic devices are not permitted in the classroom or clinic.**

### Food and Beverages

Beverages and snacks are available for purchase from vending machines in the Cafeteria. Dinner, snacks and beverages are to be consumed only in the cafeteria. No food, snacks, or beverages are permitted in the classroom or clinic unless approved by the instructor.

## **Interactive/Communication Behaviors**

Communication manner with clients, faculty, staff and peers is expected to be positive and of a professional nature. Theft, cheating, insubordination or disrespectful behavior with instructors, CVCC staff, or cooperating clinical or externship site staff is unacceptable and may jeopardize your remaining in the program. Inappropriate, foul language or profanity in classroom or lab area may facilitate immediate dismissal from the program. Inability to work with co-workers, continual antagonism with instructors or classmates, and/or repeated cause of dissension among classmates or co-workers is unacceptable behavior, considered unprofessional, and may be grounds for dismissal. CVCC School District endorses an anti-harassment policy, "Sexual Harassments" has the same definition as set forth in the policy of the Board, as reflective of the definition set forth in Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Ohio Revised Code 4112.02. Sexual or gender based behavior that is unwelcome, unwanted and/or uninvited by the recipient can be verbal, non-verbal and/or physical and/or an issue of power or control is unacceptable. Faculty and supervisor guidance, along with academic content will assist you in developing positive and professional level of communication and interactive skills expected of industry professionals. Any act that violates or compromises client safety, legal or the ethical standards may be grounds for immediate course failure and/or dismissal from the program.

## **Collaborations**

Collaboration (group study) with other students while learning, preparing, reviewing, etc. is strongly encouraged. It's a great way to learn! Collaboration with another student or obtaining information by any means other than your own memory recall while taking a quiz or exam or completing an individual assignment is unacceptable and considered cheating.

## **Plagiarism and Consequence of Violating School Anti-Plagiarism Policies**

Plagiarism is typically defined as the use of another person's or a group's words or ideas without clearly acknowledging the source of that information, resulting in the false representation as one's own work. More specifically, to avoid plagiarizing, a student or other writer must give credit when he/she uses:

1. Another person's idea, opinion, or theory
2. Any facts, statistics, graphs, drawing - any piece of information that is not considered common knowledge
3. Quotations of another person's spoken or written words
4. Paraphrases of another person's spoken or written words
5. Another person's data, solutions, or calculations without permission and/or recognition of the source, including the act of accessing another person's computerized files without authorization.



Plagiarism may be either deliberate or unwitting. Regardless, it is the responsibility of a college student to know what constitutes plagiarism, so that they may avoid it. Ignorance is not a legitimate defense against a charge of plagiarism. Cheating, falsifying documents and/or plagiarism will not be tolerated by Cuyahoga Valley Career Center. The penalties for these offenses are as follows:

- First offense: Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student may repeat the assignment to correct all areas of plagiarism. The repeat assignment is graded on a 30% reduction of points.
- Second offense: Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student may not repeat the assignment.
- Third offense: Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of “F” for the course.
- Any further offense: Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of “F” for the course and may be suspended from the college for a period of six (6) months.
- Any further offense upon students return from suspension: Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of “F” for the course and may be expelled from the college without the option to return.

### **Soliciting**

No soliciting of any kind is permitted on school property or in the clinical area. Exceptions may be made for solicitations concerning planned, preapproved class activities.

### **Harassment**

It is a violation of law and of school rules for any student or staff member to take any of the following actions toward another student or a staff member, or any person associated with the school district while on District property or at any school-related event on or off District property.

## **Anti-Harassment Policy**

It is the policy (5517) of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

### **Definitions**

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

**Complainant** is the individual who alleges, or is alleged, to have been subjected to unlawful harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

**Respondent** is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

**School District community** means students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

**Third Parties** include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

**Day(s):** Unless expressly stated otherwise, the term “day” or “days” as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

### **Bullying**

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;

- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

### **Harassment**

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

### **Sexual Harassment**

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964 a, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities
- H. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Giving unwelcome personal gifts such as lingerie that suggests the desire for a romantic relationship.
- J. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.
- K. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- L. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- M. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

**NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in R.C. 2907.03. The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.**

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin/Ancestry Harassment**

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

## **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

## **Anti-Harassment Compliance Officers**

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)"):

Michael McDade  
Business Manager  
Cuyahoga Valley Career Center  
8001 Brecksville Road  
Brecksville, OH 44141  
440-838-8009  
mmcdade@cvccworks.edu

Dr. Marcy R. Green  
Assistant Superintendent  
Cuyahoga Valley Career Center  
8001 Brecksville Road  
Brecksville, OH 44141  
440-746-8228  
mgreen@cvccworks.edu

The names, titles, and contact information of these individuals will be published annually on the School District's website and in the parent and staff handbooks.

The Compliance Officer(s) 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 harassment.

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept reports of unlawful harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or the Compliance Officer(s) will designate a specific individual to conduct such a process. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

Any Board employee who directly observes unlawful harassment is obligated, in accordance with this policy, to report such observations to the Compliance Officer(s) within two (2) days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, 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 harassment. Thereafter, the Compliance Officer(s) or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

### **Reports and Complaints of Harassing Conduct**

Students and all other members of the School District community along with Third Parties are required to report incidents of harassing conduct to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a report shall file it with the Compliance Officer within two (2) days of receiving the report of harassment.

Members of the School District community and Third Parties, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment 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 Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to the Compliance Officers who shall investigate the allegation in accordance with this policy. If the



alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the 5517 investigation and provide the Director with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Director with the determination of responsibility that results from the Policy 2266 grievance process.

### **Investigation and Complaint Procedure**

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any student who believes that they have been subjected to unlawful harassment may seek resolution of their complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. 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 harassment or retaliation with the United States Department of Education Office for Civil Rights.

### **Informal Complaint Procedure**

The goal of the informal complaint procedure is promptly to stop inappropriate behavior and to 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 harassed 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 Complainant and the Respondent mutually agree to participate in it.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

The Complainant 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 complainants involving a District employee, any other adult member of the School District community, or a Third Party and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe in doing so, the individual should tell or otherwise inform the Respondent that the alleged harassing conduct is inappropriate and must stop. The Complainant should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the Complainant if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the alleged inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A Complainant 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 Compliance Officers.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The Board's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the Respondent.
- B. Distributing a copy of this policy as a reminder to the individuals in the school building or office where the Respondent works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer /designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

## **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

The Complainant may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District official who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, Superintendent, or other District official, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); 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 Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer 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 Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the Compliance Officer should consult the Complainant to assess whether the individual with the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions deemed appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer/designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation.

Simultaneously, the Compliance Officer will inform the Respondent that a formal 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 administrative guidelines, including the Board's Anti-Harassment policy. 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 Compliance Officer/designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. 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 Compliance Officer or the 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 harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer/designee, the Superintendent must either issue a written decision regarding whether the complaint of harassment has 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 ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a written decision as described above.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of the Party's receipt of the Superintendent's decision. The written statement of appeal must be submitted to the Treasurer/CFO.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the student alleging the unlawful harassment/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 parties may be represented, at their 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, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

### **Privacy/Confidentiality**

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent, , and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. 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 harassment 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 harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce 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 report, formal complaint testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, 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 and/or this policy.

Retaliation against a person from making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanction/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

### **Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty- one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

State law defines certain contact between a teacher and a student as "sexual battery." If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined in Ohio's Criminal Code, such knowledge should be immediately reported to local law enforcement.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

### **Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension**

The Superintendent will report to the Ohio Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery, and will, in accordance with Policy 8141, suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

### **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent 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 harassment in general, will be age and content appropriate.

### **Retention of Investigatory Records and Materials**

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.



The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law (e.g., R.C. 3319.321) – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District’s records retention schedule.

Revised 6/24/99

Revised 1/10/02

Revised 3/30/06

Revised 2/25/10

Revised 1/9/14

Revised 3/22/18

Revised 3/21/19

T.C. 1/7/21

Revised 10/28/2021

© Neola 2021

## Legal

R.C. 4112.02

20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)

20 U.S.C. 1681 et seq., Americans with Disabilities Act of 1990, as amended

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 794, Rehabilitation Act of 1973, as amended

29 U.S.C. 6101, The Age Discrimination Act of 1975

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

42 U.S.C. 1983

National School Boards Association Inquiry and Analysis - May, 2008

## **Bullying & Other Forms of Aggressive Behavior (Policy 5517.01)**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a Cuyahoga Valley Career Center vehicle, or while in route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or

B. violence within a dating relationship.

“Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyber bullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to instructors and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyber bullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/ or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

### **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to an instructor, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the instructor, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying, in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667

State Board of Education Model Policy

### **Student Hazing (5516)**

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to or associated with Board-sponsored activities (e.g., extracurricular teams, clubs, or groups) or incidents that have occurred on school property. No administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District shall encourage, permit, authorize, condone, or tolerate any hazing activities. The preceding prohibition includes recklessly permitting the hazing of any person associated with the District. Additionally, no student shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization or any act to continue or reinstate membership in or affiliation with any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. No person shall recklessly participate in the hazing of another. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, employees, faculty members, and teachers of the District shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Additionally, no administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District who is acting in an official and professional capacity shall recklessly fail to immediately report the knowledge of hazing to a law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred. Students, administrators, employees, faculty members, and teachers who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students, Board employees, consultants, and volunteers and shall incorporate it into building, staff, and student handbooks. It shall also be posted on the District's website. This policy shall be the subject of discussion at employee staff meetings or in-service programs.

Board employees, consultants, and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

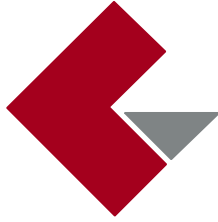
Revised 1/12/01  
Revised 3/30/06  
Revised 03/24/22

© Neola 2021

## **Statement of Liability**

The Board of Education of Cuyahoga Valley Career Center school district, its members, officers and employees expressly disclaim any responsibility or liability for any personal injuries or the loss and/or damage to personal property. Individuals requesting registration in a course offered by Adult Education must assume the risk of all such injury or loss.





CUYAHOGA VALLEY  
CAREER CENTER

# Health Care

## Programs Information

Welcome to the Cuyahoga Valley Career Center's Adult Education Health Care Programs. We hope you have a memorable and rewarding experience during your time with us. As you read through the following pages, the rules are strict and expectations are high. CVCC is preparing you to successfully enter a profession of health care. Demands and expectations in this field are high and they begin in the classroom.

**Terri Lynn Brosseau**  
Adult Education Director  
440-746-8210  
tbrosseau@cvccworks.edu

Updated June 2024

*Read the following policies and procedures and sign and date the appropriate signature page(s) at the end of this booklet. Please keep one copy for your reference and return the signature page(s) to your instructor or the Health Careers Training Coordinator. The signature page will be kept in your student file.*

# **Admission Policy**

- High School Diploma/GED\*
- Foreign Diploma/GED
- Valid Government Issued Photo ID

\*Students pre-approved as a participant through the Ohio Department of Education Adult Diploma Program are not required to have completed a High School Diploma or GED.

Registration is open to anyone 16 years of age or older. Age requirements may vary depending upon program offerings. High school students who are enrolled in a regular high school program must have written permission from their parents and the school principal or counselor to register for a course. High school students enrolled in programs with credentials earned upon completion may be subject to additional regulations depending on program. Documentation will be required for programs that indicate a high school diploma or GED is a prerequisite. Contact Adult Education Office at 440-746-8230 with program-specific questions.

Certain programs may have requirements in addition to those listed above. These include:

## **Dental Assisting Program Additional Admissions Requirements**

- Pre-entrance Assessment

## **Phlebotomy Additional Admissions Requirements**

- All students must have previously completed medical terminology and medical anatomy & physiology coursework. (Transcripts may be accepted from other educational providers.)

# **Additional Program Requirements**

In addition to the above requirements, students enrolling in the following programs must also provide documentation of:

## **Dental Assisting Program Additional Requirements**

- Hepatitis B vaccination
- Tuberculosis vaccination

### **EKG Technician Additional Requirements**

- No additional requirements

### **Phlebotomy Additional Requirements**

- All students must be 18 years of age by the start date of the clinical rotation; online coursework is accepted
- Clear BCI State background check
- Physical exam signed by licensed physician
- Negative TB skin test (2-step) within the previous 12 months
- Flu Shot (for students participating November – March)
- COVID vaccination (recommended)
- Positive titers (and if necessary boosters) for:
  - Measles (Rubeola Ab IgG)
  - German Measles (Rubella Ab IgG)
  - Mumps Ab IgG
  - Chicken pox (Varicella Zoster IgG)
  - Tdap (Combined Tetanus, Diphtheria and Pertussis Vaccines)
  - Hepatitis B Vaccination Series B (Hep B shot or Hep B titer)
    - Students may be offered to sign a Hep B waiver in place of series

### **State Tested Nurse Aide Additional Requirements**

- Physical exam signed by licensed physician
- Negative TB skin test (2-step) within the previous 12 months
- Clear BCI State background check
- COVID vaccination (recommended)

## **Assignments**

It is at the instructor's discretion to determine grading penalties for late assignments, attendance and unexcused absences. All work is to be neat and legible. The instructor will discuss any additional guidelines the first day of class. Assignments are to be submitted on date specified. At the discretion of the instructor, late assignments may be refused; or if accepted, the grade may be lowered one letter grade for each day late.

## **Attendance Policy**

Regular attendance and punctuality is expected of each student. Each student must attend at least 90% of classes per term or module to successfully complete this program.

There are no excused absences—just provisions to deal with time away from the program. Absence from the school, or tardiness will be recorded by the instructor and noted in your personal file. Any student who is absent for five (5) or more consecutive days must provide a written physician's statement allowing unrestricted permission to return to school. Extended illnesses and special circumstances/situations (including vacation) will be taken under advisement by the faculty and Adult Education Coordinator with specific attention to the student's past attendance and tardiness record, other illnesses, and progress in the program.

Armed Forces students, if activated by state or governmental action, will be treated on a case-by-case basis with strong compliance to Title IV recommendations.

- The vast amount of information covered within the typical class period makes it difficult to catch up on missed work, labs and clinical rotations (when applicable). Attendance is mandatory.
- In the event that a student must miss class it is that student's responsibility to contact the course instructor as soon as possible.
- Unexcused absences (no call, no show), excessive tardiness, and/or absence from clinical/externship rotation (when applicable) is grounds for automatic dismissal without prior warning.

In the event of an absence, if one-on-one make up time is necessary due to the nature of the missed material and/or lab time, *it is up to the instructor's discretion to schedule time to make up class work or lab time*. This additional time will be charged to the students at a rate per hour to cover the cost of the instructor's time, schedule adjustment and any supplies and materials used as a result of the additional training.

- In the event a student misses class, it will be their responsibility to check with the instructor regarding assignments, handouts and supplemental materials and to get notes they have missed from a classmate.

## **Clinical Experience (when applicable)**

Cuyahoga Valley Career Center holds affiliation agreements with area hospitals, physician's offices and health care facilities for various types of clinical externships. It is our goal at CVCC to provide a clinical opportunity for each student; however acceptance of students into a clinical environment is at the discretion of area health care facilities based on their staff availability and needs. This is standard practice for all health care facilities, causing competition between health care students at all educational institutions for limited space. *CVCC cannot control or guarantee the timeliness of clinical opportunities or how many student spots, if any, will be made available*

*to our school.* If sites are limited, students will be assigned to a clinical externship site in order by registration date to determine the rotation schedule in which students will be placed in available clinical openings. *If a student declines a clinical opportunity for any reason, their name will go to the bottom of the rotation schedule.* Students have the right to pursue their own clinical assignments. If and when any student successfully acquires a clinical assignment on their own, that student must notify the Health Careers Adult Education Coordinator and obtain the appropriate documentation required to verify the number of clinical hours completed. This documentation is required by the accrediting institutions in order for a student to sit for the certification exam.

- The clinical experience is learning, not a working experience.
- Students are not to replace any employee or assume anyone's job responsibilities.
- There are no financial benefits paid.
- The clinical facility has the right to make scheduling adjustments or reassignments based on staffing and departmental needs.
- Students will be assigned to an on-site staff member (preceptor) to supervise the clinical experience or may be supervised by a CVCC clinical instructor.
- The on-site preceptor may change from day to day based on the facility's staffing schedule.
- The preceptor or clinical instructor is responsible to document the student's experience and evaluate performance.
- It is the student's responsibility to notify the facility and CVCC if for any reason the student will be unable to attend on a specific date or will be absent due to illness.
- Each student is responsible to notify the facility and CVCC Health Careers Program at least 1/2 hour before assigned duty time if unable to report.
- **If clinical make-up hours are required to complete a course, the student will be charged an additional rate per hour to cover the cost of a clinical supervisor for clinical time above and beyond the originally agreed upon clinical schedule.**
- Students will wear the appropriate uniform and identification while in the facility, unless directed otherwise by clinical faculty. This applies to dress, shoes, hosiery, jewelry and hair. (see Dress Code)
- Student will provide, upon request, a certified copy of his/her health insurance policy. While at the facility, the students will not be considered as employees or agents of the facility; therefore, they will be ineligible for remuneration and will not be covered by the facilities social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits except as set forth herein.
- The clinical facility has the right to dismiss a student from a clinical experience for behaviors including but not limited to the following: if the students is not in compliance with facility policies and procedures, unexcused absence, inappropriate behavior, or violation of patient confidentiality. **If a student is dismissed from a facility for any of these violations, they will also be dismissed from the CVCC program, will not be reassigned to another clinical site, and will not qualify to sit for the certification exam with CVCC.**
- If a student withdraws from a clinical assignment prior to the scheduled completion of the rotation, CVCC is under no obligation to reassign the student to another clinical rotation.

Students in a clinical environment will be evaluated on the following:

- Appearance (personal grooming, uniform, etc.)

- Attitude (interest, courteous, confident, cooperative)
- Maturity (accepts supervision, adapts to situation, accepts assignments)
- Dependability (punctual, completes tasks, accepts responsibility)
- Initiative (seeks new learning opportunities)
- Clinical Tasks (performs lab and diagnostic skills)
- Interpersonal (cooperates with co-workers, supervisors, physician)

### **Clinical Health History and Screening Requirements**

Failure to provide documentation of requirement listed under Admission Policy by the first week of class can result in inability to participate in the clinical externship.

Some clinical externship sites may require a drug screen along with a physical examination and immunizations for admission to the program. There is zero tolerance for drug/alcohol utilization in this program. In addition, a random and spontaneous screen may be mandated at the discretion of the faculty/supervisor clinical any time throughout the program, paid for by the enrollee, and submitted to the school. Results of these screenings will be reviewed by the Health Careers Training Coordinator and Adult Education Director for final determination if the enrollee is to remain active in the program.

Individuals with known serious allergies, diabetes, epilepsy, etc. must wear med-alert bracelet, anklet or necklace at all times while carrying on their person prescription drugs for emergency use. Failure to carry/use these protective devices may be cause for dismissal. If an enrollee has a known documented latex allergy he/she are discouraged from enrollment and if enrolled, is referred to this publication's Release Policy, documentation of such allergy is required in enrollee's file. If suspected latex allergy develops during enrollment, a latex sensitivity test (at enrollee's expense) is required to document need for latex-free glove usage.

Pregnancy is to be reported immediately to the Supervisor and the student's Clinical Instructor. If the student wishes to remain in the program, she must meet with her OB/GYN as soon as possible to confirm the pregnancy. The student must disclose her participation in a health career program and receive a medical release without restrictions allowing her to continue. The student assumes all personal responsibility for continuing in the program. If the physician does not give unqualified permission to continue in the program, a Leave of Absence may be requested by the student (see Leave of Absence Policy). The student will be expected to continue to function in the clinical setting at the level expected of her peers. The student must obtain, at her expense, uniforms that accommodate her changing body size.

### **Criminal Background Check**

Criminal background check and fingerprinting have become mandatory for participation with cooperating clinical agencies. **Fingerprinting costs are not included in tuition fee charge.** Clinical sites have the right to refuse the opportunity to "learn with their clients" which may subject the enrollee to immediate dismissal with no return of funds paid by CVCC.

## Confidentiality Commitment

You are entering a field wherein your honesty, integrity and trustworthiness is integral to your role as a health care giver. You are expected to hold the knowledge of your clients, patients/residents in confidence. The Ohio Supreme Court has identified breach of confidentiality as a tort. You will be expected to sign a confidentiality statement related to all clinical components of your program. Violation of client confidentiality could result in your dismissal from the program. The enrollee's signed Confidentiality Statement is a permanent part of your file. Each clinical site may have its own confidentiality paperwork for the enrollee to read and sign with their clients/patient residents.

## Disciplinary Action

*\*The following is a list of actions that would require disciplinary action. Other actions may fall into this category at the discretion of the instructor. These actions may **be grounds for dismissal** from the Health Careers programs:*

- **Tardiness that exceeds the aforementioned guidelines**
- **No call/no show for clinical experience**
- **Two (2) or more unexcused absences from class**
- **Cumulative grade percentage below eighty percent (80%)**
- **Behavioral nonconformity to include, disrespect to other students or instructors, sexual harassment, offensive language or any disruption that is socially unacceptable.**
- **Uniform discrepancy/non-compliance**
- **Destruction of property**
- **Leaving without permission**
- **Carelessness of program/school property or equipment**
- **Dishonesty/cheating**
- **Lack of interest or motivation to learn**
- **Sleeping in class**
- **Cell phone usage/texting**
- **Suspected of being under the influence of alcohol and/or drugs of abuse**
- **Weapons/firearms possession**

### Warnings

A verbal warning is a first notification of unsatisfactory performance, or inappropriate behavior in the classroom or lab. It will be followed up with a written confirmation of the conversation which you will be asked to acknowledge with your signature.

A first written warning will be the start of a probationary period which will be determined by the Adult Education Coordinator and instructor. The warning will be issued if any of the incidences outlined in the verbal warning continue to occur or different examples of the types noted above occur or if the student's behavior is so egregious that CVCC determines to skip the verbal warning. We will ask the student to sign documentation of the conversation.

A second written warning will be issued if the incidences above, or any other incidences as outlined in the verbal warning section, continue. If the student receives a second written warning, any recurrences of the previously noted performances or behaviors will result in dismissal/termination from the program.

Note: Any of the above warnings may include a timeframe for improvement with specific parameters.

### **Dismissal/Termination**

Dismissal/Termination may occur at any point in the disciplinary process if progress is deemed insufficient. Behavior of an extremely serious nature, continued undesirable attendance, violation of CVCC policies/procedures, foul/inappropriate language or inappropriate behavior, may result in immediate dismissal without prior warning.

## **Probation**

Probation may be issued for a more serious or recurring violation of established policies and procedures.

## **Dismissal/Termination**

Immediate dismissal may occur without prior warning for behavior of an extremely serious nature, academic performance below 80% continued poor attendance and/or tardiness, violation of CVCC policies/procedures, foul/inappropriate language, violation of clinical site policies/procedures, violation of confidentiality oath, unsafe lab/clinical practice or careless performance.

## **Dress Code**

Cuyahoga Valley Career Center and the Health Careers Program strive to promote professionalism in our students. Your personal appearance is not only a representation of yourself, but also of CVCC, the Health Careers Program and the healthcare industry. Appropriate casual attire or the proper uniform (when applicable) is expected. Enrollees who are not dressed properly will be warned and/or sent home by a faculty member, supervisor or a clinical representative and be recorded as absent. This action may be followed by dismissal for repeated violation.



## **Uniform**

In programs where a uniform is required, enrollees must appear in complete uniform when in uniform.

- CVCC-approved uniform top, and pants, or dress (clean and ironed)
- CVCC-approved undergarment T (long sleeve or short sleeve) worn under the uniform, \*\*\*should be white and form fitting (no baggy sleeves).
- Undergarments, including a brassiere for women, that match the skin tone of the wearer;
- White, polished nursing shoes or white, clean athletic shoes with closed toe and heel;
  - If shoes have laces, they are to be clean and white
- White hosiery
  - If wearing pants, socks that reach above the height of the shoe – crew socks, knee socks, or hose;
  - Run-free hose if wearing a dress;
- CVCC and/or clinical site student identification badge, as instructed in clinical orientation, worn at the lapel or as instructed. Requirements will vary by site.

## **Hair**

Hair is to be clean, worn away from the face, and, if necessary, fastened with non-ornamental hair accessories and worn in a manner that does not fall in the face of the student or touch the client/client.

- Hair must be a natural color. Highlighting, if any, should appear natural. Multi-toned hair, even if natural colors, is not permitted.
- Hair that reaches below the nape of the neck must be secured at the nape of the neck with an elastic or snag-free elastic band. Ponytails or pigtails may not be worn.
- Tendrils/ringlets are not permitted. Any hair that falls forward but cannot be secured at the nape of the neck must be secured with a non-ornamental barrette or bobby pin that matches the student's hair color. Alternatively, a student may wear an unornamented plastic or fabric head band no greater than ½ inch in diameter that matches the student's hair color.
- Other hair accessories, such as hair clips/claws, ornamental barrettes, ornamental ponytail holders and/or "scrunchies" may not be worn.
- No head coverings are to be worn, unless for medical, religious or cultural reasons. Color of any such permitted head coverings must be in compliance with clinical site rules, if any, and coordinate with the school uniform.
- Wigs or hair extensions may be worn, subject to the above policy.
- Male students must shave daily; neatly trimmed moustaches or beards may be worn.

## **Jewelry**

- ¼ inch or less in diameter gold, silver or white stud earrings without design may be worn. Earrings must be worn in pairs, one in each ear. No other earrings may be worn. No other facial jewelry, including but not limited to nasal piercings, eyebrow piercings, tongue piercings or other facial piercings are permitted.
- One necklace may be worn but must be tucked into the inside of the uniform. All other necklaces must be removed.

- A watch with a second hand may be worn.
- No bracelets may be worn, unless for religious or cultural reasons. No wristbands may be worn.
- Engagement and/or wedding bands may be worn. Students are advised that plain wedding bands are the only safe rings in the clinical setting. If an engagement ring and/or wedding band with a stone are worn, the student assumes all responsibility and liability for loss of the stone or ring, loss of or injury to the hand/finger, or injury to the client. No other rings are to be worn.
- Medical alert necklaces/bracelets, if applicable, must be worn.
- No other jewelry is permitted.

### **Make-up**

Clear or light pink, unchipped nail polish may be worn on well-manicured, clean, short nails. Fingernails must not be seen when looking at the extended fingers from the palm of the hand. Heavy and gaudy make-up and perfumes are not to be worn in the clinical area nor classroom environment.

### **Classroom Dress**

If a uniform is not required for class, caps, hats or other headgear may not be worn in the classroom, unless required for religious or cultural reasons. Halter tops, tanks, tubes, halter dresses, open backs, bare shoulders and sleeveless garments or pajamas are not permitted. Unclothed or exposed breasts, midriffs and midsections are unacceptable. No garments/clothing are permitted supporting drugs, alcohol, foul language, etc. Tights, spandex, and biker pants are permitted only when the upper body's clothing extends well past the hips to mid-thigh area. Properly fitted skirts or shorts may be worn before November and after April. Skirts or shorts are to be no shorter than fingertip length when the forearm is fully extended. Shorts should be of a length appropriate for a mature adult. Shoes or sandals must be worn. Jeans may be worn as long as they are not frayed, cut-off, faded, have rips or holes, or in need of repair. Each enrollee is expected to dress in appropriate attire for their body build, chronological age and role model as a health care worker. If enrollee's dress is not in keeping with the established dress code, the enrollee may be sent off and recorded as absent.

### **Enrichment, Observations, Internal Rotations, Preceptor Experiences, and Internship**

Experiences: Complete student uniform is to be worn, unless otherwise directed by school administration. Each enrollee is expected to regulate himself/herself and comply with the dress code. Enrollees who are not dressed properly will be warned and sent home by a faculty member, supervisor or a clinical representative and be recorded as absent. This action may be followed by dismissal for repeated violation.

## Grading Scale

In-class assignments, quizzes and exams will be given on a regular basis to evaluate and ensure each student's progress. It is at the instructor's discretion to determine the curriculum requirements and point value of any assignments, quizzes and exams. All of this will be disclosed to the students on the first day of class or at the program orientation.

Students must maintain an 80% average in class for Dental Assisting Program, EKG Technician, Medical Administrative Specialist, and Phlebotomy Students. If a student falls below 80%, it will be at the instructor's discretion to approve the student for participation in a clinical or externship rotation. This determination will be based on the student's overall performance, class participation and attendance. Students with less than an 80% will not be approved to sit for the state or national certification exam (when applicable). State Tested Nurse Aide students are required to earn a minimum of 75% in the academic portion and 80% in skills portion on the state exam to pass the program and licensure test.

<b>Letter Grade</b>	<b>Percentage</b>
A+	97-100%
A	93-96%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	0-59%
I	Incomplete
*Grades are not rounded up.	

## **Tests and Examinations**

Tests and/or quizzes will be given throughout the course. Unannounced quizzes may be given at the discretion of the instructor. Other tests and examinations will be scheduled as needed. Testing will cover content areas of reading assignments as well as class presentations and demonstrations.

## **Transfer Hours**

CVCC does not accept transfer hours from other schools for the Health Careers programs; however, prerequisite requirements can be met with coursework at institutions other than CVCC. If the prerequisite requirements are met through coursework at an institution other than CVCC, documentation of successful completions of said prerequisite must be provided.

## **Tutoring**

In support of our student's success, CVCC instructors are available to answer questions and/or clarify information as needed. If a student's question cannot be addressed during class time, it is the student's responsibility to make arrangements with their instructor to further discuss the issue at a break time, before or after class, or make special arrangements to meet with the instructor at a designated time. It is at the instructor's discretion to spend additional time above and beyond scheduled class time with a student.

If a student is in need of excessive assistance and/or tutoring, it will be at the discretion of the instructor to schedule tutoring time with the student based on the instructor's availability. This additional time will be charged to the students at a rate per hour to cover the cost of the instructor's time, schedule adjustment and any supplies and materials used as a result of the additional training.

## **Dental Assisting Program**

**Total Program Clock Hours:** 216

**Program Tuition:** \$4,359.00

**Objective:** Successful completion will prepare you to be a dental assistant in a private group or specialist's practice or a receptionist in an insurance company or dental laboratory.

### **Course Description:**

Our four-module curriculum includes:

- Dental Assisting Responsibilities / Preventative Dentistry
- Restorative Dental Materials / Chairside Assisting
- Radiology & Related Dental Office Procedures /Dental Assisting Methods
- Applied Chairside Assisting / Dental Lab Processes

## **EKG Technician**

**Total Program Clock Hours:** 75

**Program Tuition:** \$1,445.00

**Objective:** This comprehensive program prepares students to function as EKG Technicians and to take the National Healthcareer Association (NHA) Certified EKG Technician exam.

### **Course Description:**

Technicians who specialize in electrocardiography, or EKG are known as *cardiographic, electrocardiograph (or EKG) or telemetry technicians*. This course will include practice and background information on anatomy of the heart, physiology, medical disease processes, medical terminology, medical ethics and legal aspects of patient contact, and electrocardiography. Hands-on exercises prepare students to transition from classroom practice to real-world employment. In order, to become certified, students will need to complete 10 EKG on live patients. Students will be afforded the opportunity to complete those 'live' EKG prior to the end of course.

## **Phlebotomy**

**Total Program Clock Hours:** 160 (60 In-Class, 100 Clinical)

**Program Tuition:** \$1,499.00

**Objective:** Successful completion of the coursework and skill labs provides the opportunity to receive a Certificate of Successful Completion and to sit for the NHA Certified Phlebotomy Technician Exam.

### **Course Description:**

A focus on the principles of obtaining peripheral and capillary blood samples. Anatomy and terminology with emphasis on cardiovascular and circulatory. Specimen collection and processing, communication skills, clerical, safety standards, legal, ethical and professional credentials covered. Laboratory simulators give a hands-on approach to enhance classroom learning.

## **State Tested Nurse Aide**

**Total Program Clock Hours:** 87

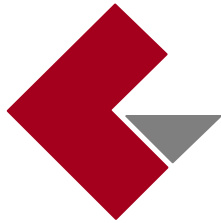
**Program Tuition:** \$795.00

**Objective:** The State Tested Nurse Aide training program will qualify a student to take the certification exam for employment in a nursing home, hospital or assisted living facility.

### **Course Description:**

State Tested Nurse Aide students learn basic knowledge that may be utilized in a variety of occupations in the healthcare field. This course focuses on information about nursing assisting. Successful completion of the coursework and skill labs provides the opportunity for certifications in State-Tested Nursing Assisting.

**This page is intentionally blank.**



CUYAHOGA VALLEY  
CAREER CENTER

## Acknowledgement of Student Handbook

I have read and fully understand the Adult Education Student Handbook for Health Careers and agree to comply with all of the policies, procedures and requirements outlined within.

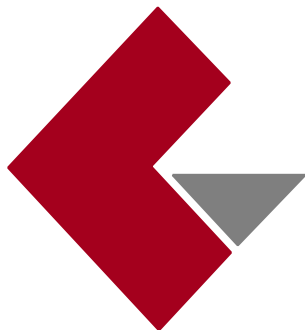
Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



# Industrial Careers

## *Adult Education Student Handbook 2024-2025*



**CUYAHOGA VALLEY  
CAREER CENTER**

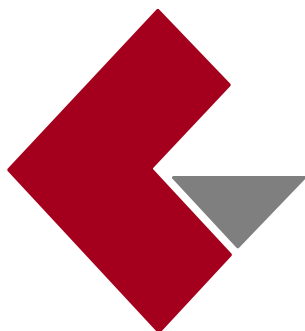
---

Approved June 2024

[www.cvccworks.edu](http://www.cvccworks.edu)  
440-746-8230

# General Information

## *Adult Education Student Handbook*



**CUYAHOGA VALLEY**  
**CAREER CENTER**

---

June, 20234

[www.cvccworks.edu](http://www.cvccworks.edu)  
440-746-8230

## Table of Contents

<i>CVCC Mission Statement</i> .....	<b>6</b>
<i>Accreditation/Program Approval</i> .....	<b>6</b>
<i>Adult Education General Information</i> .....	<b>6</b>
<i>Adult Education Administration/ Instructor List</i> .....	<b>7</b>
ADMINISTRATION.....	7
<b>INSTRUCTORS</b> .....	<b>8</b>
<i>Student Health And Safety</i> .....	<b>9</b>
Health .....	10
Student Health Care Services.....	10
Crime Awareness And Campus Security .....	10
Emergency Procedures .....	11
<i>Student Resources</i> .....	<b>11</b>
Non-School Dates.....	11
School Closings .....	11
Job Search Assistance .....	12
Student Data .....	12
Student Records.....	12
Release Policy.....	12
Non-Discrimination Policy.....	13
Americans with Disabilities Act (ADA) .....	13
Consumer Information .....	14
Course Admission.....	14
District Senior Citizen.....	14
<i>Grievance Policy</i> .....	<b>14</b>
5710 - STUDENT GRIEVANCE.....	14
9130 - PUBLIC COMPLAINTS.....	15
Matters Regarding a Professional Staff Member .....	15
Matters Regarding an Administrative Staff Member .....	16
Matters Regarding the Superintendent or Treasurer .....	16
Matters Regarding a Classified Staff Member .....	17
Matters Regarding District Services or Operations .....	17
Matters Regarding the Educational Program .....	17
Matters Regarding Instructional Materials .....	17
<i>Financial Policies – General Guidelines</i> .....	<b>19</b>
Tuition Statement .....	19
FINANCIAL AID .....	19
Title IV Regulations .....	19
Return of Title IV Funds Policy .....	20
Non-Refundable Administrative Seat Fee.....	21
Additional Financial Information .....	21
Refunds and Withdrawal Policy .....	22
<i>Student Conduct</i> .....	<b>23</b>
Alcohol and Drug Policy .....	23
Electronic Devices.....	23

Telephone Calls.....	23
Food and Beverages.....	23
Interactive/Communication Behaviors.....	23
Collaborations.....	24
Plagiarism and Consequence of Violating School Anti-Plagiarism Policies.....	24
Soliciting.....	25
<b>Harassment .....</b>	<b>25</b>
Bullying & Other Forms of Aggressive Behavior (Policy 5517.01) .....	40
Hazing (5516).....	45
<b>Admissions Policy .....</b>	<b>48</b>
<b>Assignments .....</b>	<b>48</b>
<b>Attendance Policy.....</b>	<b>48</b>
<b>Dress Code.....</b>	<b>49</b>
<b>Grading Scale .....</b>	<b>49</b>
<b>Tests and Examinations .....</b>	<b>50</b>
<b>Disciplinary Action.....</b>	<b>50</b>
<b>Disciplinary Process .....</b>	<b>51</b>
Warnings .....	51
Dismissal/Termination .....	51
<b>Dismissal/Termination.....</b>	<b>51</b>
<b>Transfer Hours.....</b>	<b>52</b>
<b>Certified Production Technician.....</b>	<b>52</b>
Course Description.....	52
<b>Fiber Optic Technician.....</b>	<b>52</b>
Course Description .....	52
Program Tuition: .....	53
<b>Telecommunications Tower Technician (TTT).....</b>	<b>53</b>
Program Tuition: .....	54
<b>HEATING, VENTILATION AND AIR CONDITIONING (HVAC) PROGRAM .....</b>	<b>54</b>
Program Tuition: .....	54
• HVAC Basic .....	54
• HVAC Heating .....	54
• HVAC Cooling.....	54
• Basic Electrical.....	54
• Certification Prep.....	54
• Program Textbook.....	54
• HVAC NATE (North American Technician Excellence) Heating and Cooling Support Tech. Certificate .....	55
• HVAC NATE CORE Exam Certification .....	55
FULL PROGRAM (without NATE Exams).....	55
Objective .....	55
Course Description .....	55

**Machining Technology..... 55**  
Program Tuition: ..... 55  
Objective: ..... 56  
Course Description..... 56

## CVCC Mission Statement

Mission Statement: To prepare youth and adults to enter, compete, advance, and lead in an ever-changing world of work, college, and careers.

## Accreditation/Program Approval

This educational program is approved by the Ohio Department of Higher Education. The Cuyahoga Valley Career Center is accredited by the Commission of the Council on Occupational Education, 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).



## Adult Education General Information

**ADULT EDUCATION HOURS** - The Adult Education Department is open from 8:00 am to 6:00 pm Monday through Thursday, and from 8:00 am to 3:00 pm on Friday.

**FOOD AND BEVERAGES** - To keep our facility clean and protect valuable equipment from damage, food and beverages are not permitted in any classrooms or labs.

**PARKING AREAS** - There are two main parking areas:

- 1) the main lot to the north of the building or
- 2) the east lot at the east end of the building.

Please note that there is a one-way entrance and a one-way exit lane for the main (north) parking lot. You must exit, using the lane farthest from the school. Handicapped spaces are reserved for personnel with proper authorization.

**RESTROOMS** - The restrooms in the original building are located on every level of the building on the south side of the main corridor and in the Adult Education wing off the corridor to the computer labs before the cafeteria.

**SMOKING** - Cuyahoga Valley Career Center is a non-smoking facility. This includes the parking lots.

# Adult Education Administration/ Instructor List

## ADMINISTRATION

### **ADULT EDUCATION DIRECTOR**

Terri Lynn Brosseau

tbrosseau@cvccworks.edu

440-746-8210

Business Training Programs  
Customized Training  
Emergency Response Programs  
Health Care Programs  
Health and Beauty Programs  
Multimedia Design Programs  
Personal Interest & Leisure

### **ADULT EDUCATION COORDINATOR**

TBD

Industrial Training Programs

### **SCHOOL OF PRACTICAL NURSING SUPERVISOR**

TBD 440-746-8315

### **STUDENT SUPPORT SERVICES**

Claudette Knestrick

Cknestrick@cvccworks.edu

440-746-8337

### **BUSINESS LIAISON**

Diane Duryea

dduryea@cvccworks.edu

440-746-8242

### **MEDIA SPECIALIST**

Makayla Robertson

mrobertson@cvccworks.edu

440-746-8322

### Administrative Assistants:

#### **Daytime**

TBD

8206

440-746-

#### **Nursing**

Allison Jouriles

ajouriles@cvccworks.edu  
8232

440-746-

Lynn Haddad  
lhaddad@cvccworks.edu

440-746-8332

**Evening**

Laurie Eadelis  
Leadelis@cvccworks.edu

440-746-8224

**INSTRUCTORS**

<b>Instructor Name</b>	<b>Subject</b>	<b>Credentials/Certification</b>
Christine Abate	Nursing	BSN, RN
Kathleen Alred	Nursing	MSN, BSN, RN, CNP
Ronald Bohnert	Industrial/Electrical Apprenticeship	
Brian Collister	Industrial/Electrical Apprenticeship	
Matthew Duplaga	Public Health & Safety/EMT EKG Instructor	Paramedic/Fire
Tharon Eulinberg	Industrial/HVAC	OSHA Certified; Licensed Journey Plumber; CFC Certified
Lewis Fletcher	Industrial/HVAC Customized	HVAC Certification
Melissa Fox	Cosmetology	Licensed Cosmetologist/Licensed Cosmetology Instructor
James Franko	Fiber Optics Technician	Fiber Optics Technician
Jacob Giesy	Telecommunication Tower Tech.	NATE Certification
Patrick Gnuschke	HVAC	
Lisa Green	STNA	CNP, BSN
Liam Guiney	Personal Interest & Leisure	Certified Financial Planner
Calvinia Hall-Walker	Nursing	MSN, BSN, RN
Jason Hance	Customized - Building & Property Management	
Matthew Harding	Customized - Power Equipment Technology	
Drew Hladky	Industrial/HVAC	HVAC Certification
Daniel Hunter	Industrial/HVAC	HVAC Certification
Allison Jouriles	CPR Instructor	CPR Certified Instructor
Betsy Klos	Dental Assisting	Dental Assistant
Mary Kopczyński	Personal Interest & Leisure	Certified Balloflex Instructor
Daniel Krystosik	Automotive Instructor	



James Martin	HVAC	HVAC Certification
Nancy Muscatello	Cosmetology Instructor	Licensed Cosmetologist/ Licensed Cosmetologist Instructor
Delbra Pace	Nursing STNA	BSN, RN
Richard Parrott	Industrial Training	Master Cam Certified Instructor
Remington Phillips	Graphic/Web Design	AAS
Robert Ponstingle	Industrial/Electrical Apprenticeship	
George Ponti	Industrial	Journeymen Electrician License
Candice Price	Personal Interest & Leisure	
Kylie Putka	Cosmetology	Licensed Cosmetologist
Roberta Ritter	Esthetics	Licensed Advanced Esthetician/Licensed Esthetics Instructor
Laura Robusto	STNA CPR Instructor	MSN, BSN, RN Certified CPR Instructor
Patrick Ruebensaal	Graphic Design	
Matt Schoeffler	Industrial/HVAC	Certification
Bradley Seastrand	Customized Electrical Instructor	Certification
Carri Simon	Fiber Optics Technician	Certification
Jeffrey Smith	HVAC	HVAC Certification
Gerald Steele	Programmable Logic Controllers	Certification
Lisa Theodore	Dental Assisting	CDA, RDA, CPFDA
Bernie Van Tilburg	Personal Interest & Leisure	IC3, Avid Pro Tools Certified User
Larry Walters	Industrial/Rope Rescue	EMT/Firefighter/Rescue Certification
Sylvia Warren-Hankins	Nursing	RN
Jennifer Wester	Health Careers Instructor	Medical Assistant Certification
Lee Wester	CPR Instructor	Paramedic
Joshawa Wines	Certified Production Technician Instructor	CPT 4.0 Certification
Howard (Dan) Workman	Graphic & Web Design	Adobe Certified Associate
Dan Zezena	Public Health & Safety/EMT	Paramedic/EMS Instructor

## **Student Health And Safety**

As part of your learning experience, you will be using equipment and materials specific to the program. You should not attempt to use items that you have not yet received instruction on. Correct safety procedures should be followed at all times.

Students must constantly be aware of conditions in all work areas that could produce injuries. Your cooperation in detecting hazards and in turn controlling them is imperative. If a situation is beyond your ability or authority to correct, notify an instructor immediately.

Students will assist in the maintenance of work areas by keeping them clean and safe. Each student is responsible for equipment that they are using. This means proper use, care, cleanup and storage of the items.

## **Health**

Each CVCC adult student is responsible for his/her own health care. In case of sudden illness while at CVCC, the student is to contact the instructor. In case of an accident during class or lab experiences, an incident report must be completed to comply with the regulations. The student is required to provide a copy of the report to the Adult Education Office before returning to class. A copy is filed in the student's file. If injury occurs in the school environment, the CVCC incident report is to be completed. A CVCC incident report may be obtained from the Administrative Assistants at the Adult Education Office or the CVCC Business Manager. Any cost for emergency treatment will be assumed by the student.

The student is expected to communicate any personal medical or surgical situations requiring care or treatment to the coordinator and instructor as soon as it occurs. A medical release without restrictions is required to return to active enrollment in the program.

If a surgical intervention is necessary while enrolled in the program, the adult must meet with the Adult Education Coordinator at the earliest possible time to facilitate continued program participation. Each situation is considered individually and all efforts will be expended to continue enrollment. The attending surgeon/MD must complete a release allowing the adult to return without restrictions.

## **Student Health Care Services**

For Adult Education evening students, please contact your instructor or evening receptionist at front desk in the Adult Education Office in case of a medical emergency. Use your best judgment in dialing "911". Local healthcare providers will respond and are prepared to provide appropriate treatment and/or transport the student to the nearest medical facility. Illness that results in extended absence from the program will be review on an individual basis. Documentation from a medical provider may be required prior to returning to the program.

## **Crime Awareness And Campus Security**

Federally Mandated Public Information

Students are expected to report the occurrence of any destructive actions or other emergencies to the faculty, teaching assistant, supervisor, or administrative assistants of this program and administration of school or clinical agency. It is the responsibility of each student to keep the school safe by monitoring one's own behavior and reporting incidents involving other individuals that have the potential of violence or threatening behavior. Violent behavior, direct or indirect threats, harassment, or intimidation will not be tolerated. (This includes violent abusive/harassing behaviors a student may be experiencing or who are the generator of such undesirable behavior.) Liaison relationships are

operational with safety and security services and local law enforcement, facilitating reporting of offenses occurring on school campus. Authorities will be immediately notified.

Weapons, handguns, or knives in excess of 3 1/2 "are not to be on your person, in the school building, on the property, any clinical site, and/or enrichment/observation sites.

## **Emergency Procedures**

Students are expected to comply with CVCC emergency/evacuation procedures. Basic fire evacuation is to close all doors and windows, exit through the nearest door, and do not use elevators. Evacuate quickly and quietly in a calm manner without running and talking. (Additional procedures will be discussed at orientation or on the first night of class.)

## **Main Entrance**

All entrance doors will be locked except the main entrance on Level 6. You will be able to EXIT the building through any outside door; however, you will only be able to re-enter the building through the MAIN ENTRANCE until 8:00 pm. Please do not prop open doors that have been locked.

ENTIRE BUILDING IS LOCKED AT 10:00 pm. Please vacate the building before 10:00 p.m. as the building is officially closed and secured at that time.

## **Student Resources**

Academic, career and personal counseling services are available. Students should contact their program instructor or Adult Education Office to initiate a request. A variety of resource materials and references are available through the Adult Education Office.

## **Non-School Dates**

CVCC observes the following holidays: Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Jr. Observance, President's Day, Good Friday, Memorial Day, Juneteenth and Independence Day. Other non-school days may occur due to high school activities, winter break or spring break. In the case of these events, you will be notified by your instructor and/or Adult Education Office.

## **School Closings**

The Adult Education offices will observe the same "snow days" as the high school. If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will

notify the local radio and television stations. It is necessary for 5 out of the 8 school districts to have school closings for CVCC to be closed. It is the responsibility of each student to become self-informed of a "snow day" announcement via the news media. Use your very best judgment as your home territory may be a very different snow issue than other areas. If daytime classes at Cuyahoga Valley Career Center are canceled due to inclement weather or for other reasons; all day and evening adult classes will be canceled. If applicable, students with weekend clinical may experience different "snow" issues as local communities and state plowing is not performed on as vigorous a basis on Saturday and Sunday. Students are urged to establish a telephone tree within the class members to facilitate communications regarding official closings. If excessive "snow days" occur, jeopardizing program requirements, class/clinical hours may need to be "made up" utilizing break time, planned days off or an extended school year.

## **Job Search Assistance**

A job search counselor will make presentations in all career development courses. Additional assistance is available through the CVCC Job Seekers Program. Contact [jhayes@cvccworks.edu](mailto:jhayes@cvccworks.edu). CVCC does not guarantee employment or job placement.

## **Student Data**

Each student is to provide complete and accurate information for their school record. Any student who has a change of name, residence and/or phone number(s) must notify an Administrative Assistant or Adult Education Office immediately so that the student file can be updated. This data will become a part of the permanent record and will not be shared with other students.

If a student knowingly offers false or misleading information or submits false documentation, he or she is subject to disciplinary action, up to and including immediate dismissal.

## **Student Records**

The school maintains a file of each student in accordance with rules of the State of Ohio and program governing board. Release of information in a student's file must be **requested in writing** by the student. Only official grade transcripts are released; all other documents are the property of CVCC and will not be copied unless remanded by court. An individual file containing information about each student will be maintained in a secured area. The records will be available only to instructors and appropriate Adult Education staff.

## **Release Policy**

The adult student voluntarily desires to participate in this curriculum experience that includes classroom, field trips, and clinical experiences. The student is duly aware of risks and hazards, which may arise through participation in activities/ experiences that may result in loss of life and/or limb and/or property. In consideration of being afforded the opportunity to participate and receive the educational benefits of this curricular experience, each student hereby voluntarily assumes all risks of

illness/accident or personal damage to his person or property. Any costs pursuant to potential injury, or injury are the responsibility of the adult student. While at the facility and/or in the school environment; the adult student will not be considered as an employee or agent of the facility nor the school district. Therefore, they will be ineligible for remuneration and will not be covered by the facility's social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits. The adult student will indemnify and hold harmless the facility, and the school district, its shareholders, officers, trustees, employees, and agents from any and all liability, claims and damages, including but not limited to attorney fees and costs arising out of or related to the student's actions or activities. This release shall be binding with the signing of the contract on the part of the student, any heirs, administrators or executors. This contract is a permanent part of your file at Cuyahoga Valley Career Center.

## **Non-Discrimination Policy**

The Cuyahoga Valley Career Center does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, employment and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Michael McDade  
8001 Brecksville Road  
Brecksville, Ohio 44141  
440-526-5200

Dr. Marcy R. Green  
8001 Brecksville Road  
Brecksville, Ohio 44141  
440-526-5200

Complaints may also be sent to the U.S. Department of Education, Team Leader, Office for Civil Rights, 600 Superior Avenue East, Suite 750 Bank One Centre, Cleveland, Ohio 44104-2611.

### Legal References:

Civil Rights Act of 1964, as amended in 1972, Title VI, Title VII  
Executive Order 11246, 1965, as amended by Executive Order 11375  
Equal Employment Opportunity Act of 1972, Title VII  
Education Amendments of 1972, Title IX (P.L. 92-318)  
45 CFR, Parts 81, 86 (Federal Register June 4, 1985, August 11, 1975)  
Public Law 93-162 (Section 504)

## **Americans with Disabilities Act (ADA)**

The Adult Education Department at CVCC supports the concepts embraced in the Americans with Disabilities Act of 1990, Section 503 and 504 of the Rehabilitation Act of 1973. Students must be able to successfully complete the academic and clinical objectives/outcome of the program in a timely

manner, implementing the essential functions integral to the program. Individual, personal, and reasonable accommodations will be instituted to facilitate opportunities for the student upon proper supporting documentation of eligibility. Students who believe they may qualify for accommodations under this Act should self-reveal this in discussion with the Adult Education Coordinator.

## **Consumer Information**

Refer to our website for admission guidelines, refund policies, graduation rates, and other important information. See Student Resources on the Adult Education and Nursing pages at <https://cvccworks.edu/adult-education/adult-education-resources/financial-aid/>

## **Course Admission**

For all students enrolled in Title IV eligible programs, please see Admissions Policy in the program specific section below

Registration is open to anyone 16 years of age or older. Age requirements may vary depending upon program offerings. High school students who are enrolled in a regular high school program must have written permission from their parents and the school principal or counselor to register for a course. High school students enrolled in programs with credentials earned upon completion may be subject to additional regulations depending on program. Documentation will be required for programs that indicate a high school diploma or GED is a prerequisite. Contact Adult Education Office at 440-746-8230 with program-specific questions.

## **District Senior Citizen**

A District Senior Citizen is defined as individuals age 60 or more that are residents of the following school districts: Brecksville, Broadview Heights Schools, Cuyahoga Heights Schools, Garfield Heights Schools, Independence Schools, Nordonia Hills Schools, North Royalton Schools, Revere Schools and Twinsburg.

## **Grievance Policy**

### **5710 - STUDENT GRIEVANCE**

The Board of Education recognizes that, as citizens, students have the right to request redress of grievances. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group grievances should be provided for and appropriate appeal procedures implemented.

For purposes of this policy, a student complaint or grievance shall be any such that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure.

The Board or its employees will hear the complaints and grievances of the students of this District provided that such complaints and grievances are made according to procedures established by Board Policy [9130](#).

### **9130 - PUBLIC COMPLAINTS**

Any person or group having a legitimate interest in the operations of this District shall have the right to present a request, suggestion, or complaint concerning District personnel, the program, or the operations of the District. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, or complaints reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

#### **Matters Regarding a Professional Staff Member**

##### **A. First Level**

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to

As appropriate, the staff member shall report the matter and whatever action may have been taken to his/her supervisor.

##### **B. Second Level**

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor or Director and in compliance with provisions of a collective bargaining agreement, if applicable.

##### **C. Third Level**

If a satisfactory solution is not achieved by discussion with the Supervisor or Director, a written request for a conference shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

Should the matter be resolved in conference with the Superintendent, the Board may be advised of the resolution.

D. Fourth Level

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a meeting by the Board.

The Board, after reviewing all material relating to the case, may provide the complainant with its written decision or grant a meeting before the Board or a committee of the Board.

The complainant shall be advised, in writing, of the Board's decision, no more than ten (10) business days following the meeting.

**Matters Regarding an Administrative Staff Member**

Since administrators are considered members of the District's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.

**Matters Regarding the Superintendent or Treasurer**

Should the matter be a concern regarding the Superintendent or Treasurer which cannot be resolved through discussion with the Superintendent or Treasurer, the complainant may submit a written request to the Board President for a conference with the Board. This request shall include:

- A. the specific nature of the complaint and a brief statement of the facts giving rise to it;
- B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
- C. the reason that the matter was not able to be resolved with the Superintendent or Treasurer;
- D. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.



The Board, after reviewing the request, may grant a hearing before the Board, or a committee of the Board, or refer the matter, if permitted by State law, to an executive session.

The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

### **Matters Regarding a Classified Staff Member**

In the case of a classified staff member, the complaint is to be directed, initially, toward the person's supervisor, and the matter then brought as required to higher levels in the same manner as prescribed for "Matters Regarding a Professional Staff Member".

### **Matters Regarding District Services or Operations**

If the request, suggestion, or complaint relates to a matter of District procedure or operation, it should be addressed, initially, to the person in charge of the service or operation and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

### **Matters Regarding the Educational Program**

If the request, suggestion, or complaint relates to a matter of District program, it should be addressed, initially, to the Director and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

### **Matters Regarding Instructional Materials**

The Superintendent shall prepare administrative guidelines addressing students' and parents' rights to be adequately informed each year regarding their ability to inspect instructional materials and the procedure for completing such an inspection. See AG **9130A** and Form 9130F3.

If the request, suggestion, or complaint relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the District, the following procedure shall be followed:

- A. The criticism is to be addressed to the Director, in writing, and shall include:
  1. author;
  2. title;
  3. publisher;
  4. the complainant's familiarity with the material objected to;
  5. sections objected to, by page and item;

6. reasons for objection.
- B. Upon receipt of the information, the Director shall after advising the Superintendent of the complaint and upon the Superintendent's approval, appoint a review committee which may consist of:
1. one (1) or more professional staff members;
  2. one (1) or more Board members on the Board Curriculum Committee;
  3. one (1) or more lay persons knowledgeable in the area.

The Superintendent or his/her designee shall be an ex-officio member of the committee.

- C. The committee, in evaluating the questioned material, shall be guided by the following criteria:
1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
  2. the accuracy of the material
  3. the objectivity of the material
  4. the use being made of the material
- D. The material in question may be withdrawn from use pending the committee's recommendation to the Superintendent.
- E. The committee's recommendation shall be reported to the Superintendent in writing within fifteen (15) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.
- F. The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
- G. The Board shall review the case in public session and advise the complainant, in writing, of its decision within ten (10) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

R.C. 149.43

Revised 11/20/97

Revised 3/27/03

# Financial Policies – General Guidelines

## Tuition Statement

Each student is responsible for all tuition and fees on or before the due date. Any student in arrears with tuition may be dismissed from the program. Special circumstances concerning tuition must be addressed with the Adult Education Coordinator. Students in a financial aid eligible program may also speak with Student Support Services before the due date. All tuition and fees due Cuyahoga Valley Career Center must be paid before completion of the course of study.

Until all tuition and fees due to Cuyahoga Valley Career Center are paid in full, no transcripts of any type or recommendations will be released. No completion data will be forwarded to any Board, agency, or post-secondary institution for certification, licensure, or college credit transfer (CT<sup>2</sup>).

Any outstanding balance remaining on account will be referred to the Ohio Attorney General's Debt Collection Program.

## FINANCIAL AID

Financial Aid may vary from year to year. Pell, Subsidized and Unsubsidized Direct Loans, Parent Plus Loans, WIA (Workforce Investment Act) are presently offered. Recipients of federal financial aid monies must comply with mandated provisions, which require 90% attendance and "satisfactory academic progress" or funds will be withheld/withdrawn. *If you do not complete the portion of the program for which you were credited Title IV Federal Financial Aid, you will be billed for the balance, and you are responsible for payment in full.* A Sub/Unsubsidized Loan may be processed up to 30 days prior to successful completion of the program. Title IV monies shall not be utilized for non-refundable administrative seat fee.

## Title IV Regulations

Title IV participants' student disbursements will comply with current Federal regulations. Students must complete more than 60% of each payment period to be fully eligible for the Pell grant and/or loans awarded. If student was given PELL or Direct Loan "credit" and now has not earned it, **he/she will be billed for the difference**, and may also owe the federal government, Department of Education a return of money. R2T4 calculations will be completed as required in Federal Regulations. If required, funds will be returned in the order specified by the U.S. Department of Education. Details of their Federal Financial Aid will be provided to the student in their letter of withdrawal or dismissal.

## **Return of Title IV Funds Policy**

The Cuyahoga Valley Career Center Adult Education Coordinator or School of Nursing Supervisor will provide written notification to Student Support Services if a student officially withdraws or has been dismissed from a financial aid program. The coordinator will provide the hours attended and the last day of attendance to Student Support Services. If a student withdraws unofficially, the Adult Education Coordinator or School of Nursing Supervisor will provide the letter of dismissal with the last date of attendance which is determined by the program to Student Support Services. Student Support Services will complete the R2T4 Clock-Hour Form. The Federal "Return of Title IV Financial Aid Funds" formula dictates the amount of Federal Title IV Financial Aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to a student receiving Federal Aid if that student's withdrawal date occurs after the point that the student was scheduled to complete more than 60% of the scheduled hours in the payment period or period of enrollment. The percentage of the Title IV Financial Aid to be returned is equal to the number of clock hours attended in the payment period divided by the number of hours that were scheduled. For example, if a student has completed 30% of the payment period, they have earned 30% of their financial aid. However, once a student has completed over 60% of the hours in a payment period, 100% of the financial aid awarded during that payment period has been earned. A post-withdrawal disbursement will be made if a student has eligibility for Title IV funds. The student disbursement will be made from available grant funds first then available loan funds. If the student is eligible for a Post-Withdrawal Disbursement of loan funds, the student will be notified by letter as soon as possible but within the thirty-day requirement. The student notification will include the fourteen-day response time and the explanation of PELL Grant LEU and loan balances where applicable. A school must maintain written records of its post withdrawal disbursement. If there is a return of Title IV loan funds, the Treasurer will return the funds, they will be returned as soon as possible but no later than forty-five days from the date of withdrawal. A Post-Withdrawal Disbursement of grant funds will be disbursed to student account within 45 days. NOTE: If financial funds have been released to a student because of a student disbursement on the student's account, the student may be required to repay some of the aid if the student withdraws. If a R2T4 calculation results in a credit balance on the student's account, it will be disbursed to the student within 14 days after the calculation.

### Order of Return of Student Financial Aid Program Funds

Funds that are required to be returned to the US Department of Education must be returned in the following order:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Plus Loan (if applicable)
4. PELL Grant

**The student will be responsible for any outstanding balance owed to Cuyahoga Valley Career Center Adult Education that Title IV (financial aid) funding did not cover.**

## **Non-Refundable Administrative Seat Fee**

A \$200, non-refundable, administrative seat fee is required for Financial Aid Programs when accepted for active enrollment to secure a “seat” in the class. Title IV monies shall not be utilized for non-refundable administrative seat fee. The non-refundable administrative seat fee is **not** a part of the tuition.

## **Workforce Innovation and Opportunity Act (WIOA)/Ohio Means Jobs Funding**

In cases where WIOA funding is contingent on and paid for program completion and job placement, the student is responsible for full payment of tuition prior to program completion. Already paid tuition will be refunded by CVCC to the student upon receipt of WIOA/Ohio Means Jobs post-completion payments. CVCC will provide documentation of program completion to WIOA/Ohio Means Jobs office. It is the responsibility of the student to have their employer provide verification of employment to WIOA/Ohio Means Jobs, using the official form provided. Final payment is dependent upon completion of this process.

## **Additional Financial Information**

- Pell grant monies and loans are to be utilized to pay tuition, book expenses included in the programs Cost of Attendance. A copy of the Cost of Attendance can be requested in the Student Support Services Office. The cost of attendance will be reviewed during the student financial aid appointment.
- Students with prior student loans may be eligible for an in-school deferment. Please contact your loan servicer or issuer if you are interested in this program for the application. Complete the student portion of the in-school deferment application and submit to CVCC Student Support Services office for completion.
- At any time throughout the school year, the student may exercise the right to cancel or change Title IV loan monies prior to disbursement. Please make an appointment with the Student Support Services office to revise your award worksheet. Please see posted drawdown schedule for deadlines.
- Adult students at CVCC are protected under the Family Education Rights and Privacy Act (FERPA.) Your Financial Aid records will not be discussed with your parents, spouses or others without your written consent or certain requirements being met. Please review your FERPA rights on CVCC’s website; <https://cvccworks.edu/adult-education/adult-education-resources/financial-aid/>
- If you have been previously, or are convicted in the future under Federal or State law, any offense involving possession or sale of illegal drugs while you are (were) receiving Federal

Student Aid, you may be ineligible for additional aid. Please contact the Student Support Services Office to discuss any drug related convictions and your eligibility for additional Financial Aid.

- If your FAFSA has been flagged for an unusual enrollment history, Student Support Services will review your previous education transcripts to determine if you are eligible for Federal Financial Aid.
- All loan monies are to be paid back to the federal government on a repayment schedule established with your Direct Loan Servicer after a “grace” period of six (6) months upon successful completion of the program or withdrawal.
- Those individuals experiencing involuntary activation for military service will be handled on a case-by-case basis regarding return of funds, length of leave of absence, re-entry and in compliance with Title IV regulations.

### **Refunds and Withdrawal Policy**

**Refund Policy:** Refunds are issued in the method fees were paid; either by check (once check has cleared) or credited to your account, within 2-3 weeks of processing approved refund paperwork.

**Textbook/Material/Supply/Uniform Fees:** Fees are included in the tuition unless otherwise specified and are NON-REFUNDABLE. Textbook prices are subject to change without notice.

**Withdrawal: Students who withdraw before the first day of class and have made payment will be refunded their payment minus a \$20 administrative fee within the processing timeline.**

Students that withdraw after the first day of class or are dismissed due to poor academic performance or attendance will be evaluated to see if they are eligible for a prorated refund of their tuition.

Tuition refunds will be prorated based upon the amount of tuition paid and the percentage of the program completed by the student. **Students that complete 60% of their scheduled program are not eligible for a prorated refund of their tuition.** Books, fees, uniform costs, tools, and seat fee (if required) are non-refundable. (The calculation to determine the percentage of a program completed by a student is based on the number of hours a student could have attended the class up to the date of withdrawal divided by the number of hours in the program.)

**Cancellations:** If CVCC needs to postpone, cancel, or combine classes for any reason, we will notify you. CVCC cannot assume responsibility for any conflict in business or personal affairs that affect your ability to attend class. Refunds will be processed as stated in our refund policy.

## Student Conduct

CVCC reserves the right to dismiss a student for behavioral issues, cheating, or violating CVCC policies or guidelines.

### Alcohol and Drug Policy

The possession, use and sale of alcoholic beverages or illegal chemical substances on school property are prohibited and will result in immediate dismissal and possible prosecution according to established laws. Evidence of illegal use of drugs or intoxicating beverages will be sufficient grounds for termination from the program without prospects of re-enrollment with a notation of same in student's permanent file.

### Electronic Devices

Electronic devices, personal and business beepers, and cellular phones are to remain out of sight, not utilized and in silent mode during class periods and while on any active assignment in client care environments. Personal phones may be utilized in the "Commons Area" or outside the building in your vehicle and in designated break areas. Students are expected to abide by clinical site regulations regarding cellular phones and other electronic devices if applicable to your enrolled program.

### Telephone Calls

Students may not make personal telephone calls during class. The Adult Education staff will take messages of an emergency nature will be taken by the Adult Education staff and present them to the students at the earliest convenience. **Please remember personal cell phones and other electronic devices are not permitted in the classroom or clinic.**

### Food and Beverages

Beverages and snacks are available for purchase from vending machines in the Cafeteria. Dinner, snacks and beverages are to be consumed only in the cafeteria. No food, snacks, or beverages are permitted in the classroom or clinic unless approved by the instructor.

### Interactive/Communication Behaviors

Communication manner with clients, faculty, staff and peers is expected to be positive and of a professional nature. Theft, cheating, insubordination or disrespectful behavior with instructors, CVCC staff, or cooperating clinical or externship site staff is unacceptable and may jeopardize your remaining in the program. Inappropriate, foul language or profanity in classroom or lab area may facilitate immediate dismissal from the program. Inability to work with co-workers, continual antagonism with instructors or classmates, and/or repeated cause of dissension among classmates or co-workers is

unacceptable behavior, considered unprofessional, and may be grounds for dismissal. CVCC School District endorses an anti-harassment policy, “Sexual Harassments” has the same definition as set forth in the policy of the Board, as reflective of the definition set forth in Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Ohio Revised Code 4112.02. Sexual or gender based behavior that is unwelcome, unwanted and/or uninvited by the recipient can be verbal, non-verbal and/or physical and/or an issue of power or control is unacceptable. Faculty and supervisor guidance, along with academic content will assist you in developing positive and professional level of communication and interactive skills expected of industry professionals. Any act that violates or compromises client safety, legal or the ethical standards may be grounds for immediate course failure and/or dismissal from the program.

### **Collaborations**

Collaboration (group study) with other students while learning, preparing, reviewing, etc. is strongly encouraged. It’s a great way to learn! Collaboration with another student or obtaining information by any means other than your own memory recall while taking a quiz or exam or completing an individual assignment is unacceptable and considered cheating.

### **Plagiarism and Consequence of Violating School Anti-Plagiarism Policies**

Plagiarism is typically defined as the use of another person’s or a group’s words or ideas without clearly acknowledging the source of that information, resulting in the false representation as one’s own work. More specifically, to avoid plagiarizing, a student or other writer must give credit when he/she uses:

1. Another person’s idea, opinion, or theory
2. Any facts, statistics, graphs, drawing - any piece of information that is not considered common knowledge
3. Quotations of another person’s spoken or written words
4. Paraphrases of another person’s spoken or written words
5. Another person’s data, solutions, or calculations without permission and/or recognition of the source, including the act of accessing another person’s computerized files without authorization.

Plagiarism may be either deliberate or unwitting. Regardless, it is the responsibility of a college student to know what constitutes plagiarism, so that they may avoid it. Ignorance is not a legitimate defense against a charge of plagiarism. Cheating, falsifying documents and/or plagiarism will not be tolerated by Cuyahoga Valley Career Center. The penalties for these offenses are as follows:

- First offense: Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student may repeat the assignment to correct all areas of plagiarism. The repeat assignment is graded on a 30% reduction of points.



- Second offense: Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student may not repeat the assignment.
- Third offense: Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of “F” for the course.
- Any further offense: Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of “F” for the course and may be suspended from the college for a period of six (6) months.
- Any further offense upon students return from suspension: Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of “F” for the course and may be expelled from the college without the option to return.

### **Soliciting**

No soliciting of any kind is permitted on school property or in the clinical area. Exceptions may be made for solicitations concerning planned, preapproved class activities.

### **Harassment**

It is a violation of law and of school rules for any student or staff member to take any of the following actions toward another student or a staff member, or any person associated with the school district while on District property or at any school-related event on or off District property.

#### **5517 - ANTI-HARASSMENT**

##### **General Policy Statement**

It is the policy (5517) of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who

feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

### **Definitions**

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

**Complainant** is the individual who alleges, or is alleged, to have been subjected to unlawful harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

**Respondent** is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

**School District community** means students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

**Third Parties** include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

**Day(s):** Unless expressly stated otherwise, the term “day” or “days” as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

### **Bullying**

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

### **Harassment**

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

### **Sexual Harassment**

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964 a, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities

- H. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Giving unwelcome personal gifts such as lingerie that suggests the desire for a romantic relationship.
- J. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.
- K. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- L. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- M. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

**NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in R.C. 2907.03. The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.**

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile,

or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin/Ancestry Harassment**

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

### **Anti-Harassment Compliance Officers**

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)"):

Michael McDade  
Business Manager  
Cuyahoga Valley Career Center  
8001 Brecksville Road  
Brecksville, OH 44141  
440-838-8009  
mmcdade@cvccworks.edu

Dr. Marcy R. Green  
Assistant Superintendent  
Cuyahoga Valley Career Center  
8001 Brecksville Road  
Brecksville, OH 44141  
440-746-8228  
mgreen@cvccworks.edu

The names, titles, and contact information of these individuals will be published annually on the School District's website and in the parent and staff handbooks.

The Compliance Officer(s) 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 harassment.

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept reports of unlawful harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or the Compliance Officer(s) will designate a specific individual to conduct such a process. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

Any Board employee who directly observes unlawful harassment is obligated, in accordance with this policy, to report such observations to the Compliance Officer(s) within two (2) days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, 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 harassment. Thereafter, the Compliance Officer(s) or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

### **Reports and Complaints of Harassing Conduct**

Students and all other members of the School District community along with Third Parties are required to report incidents of harassing conduct to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a report shall file it with the Compliance Officer within two (2) days of receiving the report of harassment.

Members of the School District community and Third Parties, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process

that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment 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 Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to the Compliance Officers who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the 5517 investigation and provide the Director with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Director with the determination of responsibility that results from the Policy 2266 grievance process.

### **Investigation and Complaint Procedure**

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any student who believes that they have been subjected to unlawful harassment may seek resolution of their complaint through the procedures described below. the formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. 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 harassment or retaliation with the United States Department of Education Office for Civil Rights.

### **Informal Complaint Procedure**

The goal of the informal complaint procedure is promptly to stop inappropriate behavior and to 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 harassed 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 Complainant and the Respondent mutually agree to participate in it.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

The Complainant 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 complainants involving a District employee, any other adult member of the School District community, or a Third Party and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe in doing so, the individual should tell or otherwise inform the Respondent that the alleged harassing conduct is inappropriate and must stop. The Complainant should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the Complainant if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the alleged inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A Complainant 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 Compliance Officers.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The Board's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the Respondent.
- B. Distributing a copy of this policy as a reminder to the individuals in the school building or office where the Respondent works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer /designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

### **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

The Complainant may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District official who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, Superintendent, or other District official, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); 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 Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer 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 Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the Compliance Officer should consult the Complainant to assess whether the individual with the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions deemed appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer/designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation.

Simultaneously, the Compliance Officer will inform the Respondent that a formal 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 administrative guidelines, including the Board's Anti-Harassment policy. 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 Compliance Officer/designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. 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 Compliance Officer or the 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 harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer/designee, the Superintendent must either issue a written decision regarding whether the complaint of harassment has 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 ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a written decision as described above.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of the Party's receipt of the Superintendent's decision. The written statement of appeal must be submitted to the Treasurer/CFO.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the student alleging the unlawful harassment/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 parties may be represented, at their 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, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

### **Privacy/Confidentiality**

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent, , and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. 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 harassment 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 harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce 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 report, formal complaint testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, 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 and/or this policy.

Retaliation against a person from making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanction/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

### **Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty- one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

State law defines certain contact between a teacher and a student as "sexual battery." If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined in Ohio's Criminal Code, such knowledge should be immediately reported to local law enforcement.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to

investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

### **Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension**

The Superintendent will report to the Ohio Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery, and will, in accordance with Policy 8141, suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

### **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent 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 harassment in general, will be age and content appropriate.

### **Retention of Investigatory Records and Materials**

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;

- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law (e.g., R.C. 3319.321) – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Revised 6/24/99  
 Revised 1/10/02  
 Revised 3/30/06  
 Revised 2/25/10  
 Revised 1/9/14

Revised 3/22/18  
Revised 3/21/19  
T.C. 1/7/21  
Revised 10/28/2021

© Neola 2021

Legal

R.C. 4112.02

20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)

20 U.S.C. 1681 et seq., Americans with Disabilities Act of 1990, as amended

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 794, Rehabilitation Act of 1973, as amended

29 U.S.C. 6101, The Age Discrimination Act of 1975

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

42 U.S.C. 1983

National School Boards Association Inquiry and Analysis - May, 2008

## **Bullying & Other Forms of Aggressive Behavior (Policy 5517.01)**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a Cuyahoga Valley Career Center vehicle, or while in route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy. Harassment, intimidation, or bullying means:



A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or

B. violence within a dating relationship.

“Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyber bullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student’s parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to instructors and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyber bullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official

position and/ or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

### **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to an instructor, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected

harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated

into the instructor, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying, in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667

State Board of Education Model Policy

## Hazing (5516)

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to or associated with Board-sponsored activities (e.g., extracurricular teams, clubs, or groups) or incidents that have occurred on school property. No administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District shall encourage, permit, authorize, condone, or tolerate any hazing activities. The preceding prohibition includes recklessly permitting the hazing of any person associated with the District. Additionally, no student shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization or any act to continue or reinstate membership in or affiliation with any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. No person shall recklessly participate in the hazing of another. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, employees, faculty members, and teachers of the District shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Additionally, no administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District who is acting in an official and professional capacity shall recklessly fail to immediately report the knowledge of hazing to a law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred. Students, administrators, employees, faculty members, and teachers who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students, Board employees, consultants, and volunteers and shall incorporate it into building, staff, and student handbooks. It shall also be posted on the District's website. This policy shall be the subject of discussion at employee staff meetings or in-service programs.

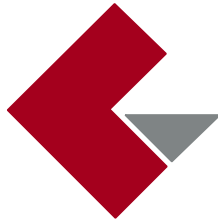
Board employees, consultants, and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

Revised 1/12/01  
Revised 3/30/06  
Revised 03/24/22

© Neola 2021

## **Statement of Liability**

The Board of Education of Cuyahoga Valley Career Center school district, its members, officers and employees expressly disclaim any responsibility or liability for any personal injuries or the loss and/or damage to personal property. Individuals requesting registration in a course offered by Adult Education must assume the risk of all such injury or loss.



**CUYAHOGA VALLEY  
CAREER CENTER**

# **Industrial Careers Student Handbook**

Welcome to the Cuyahoga Valley Career Center's Adult Education Industrial Careers Program. We hope you have a memorable and rewarding experience during your time with us

**TBD**  
Adult Education Coordinator  
440-746-8210

***Read the following policies and procedures and sign and date the appropriate signature page(s) at the end of this booklet. Please keep one copy for your reference and return the signature page(s) to your instructor or the Adult Education Coordinator. The signature page will be kept in your student file.***

## **Admissions Policy**

- High School Diploma/GED\*
- Foreign Diploma/GED
- Valid Government Issued Photo ID

\*Students pre-approved as a participant through the Ohio Department of Education Adult Diploma Program are not required to have completed a High School Diploma or GED.

Registration is open to anyone 16 years of age or older. Age requirements may vary depending upon program offerings. High school students who are enrolled in a regular high school program must have written permission from their parents and the school principal or counselor to register for a course. High school students enrolled in programs with credentials earned upon completion may be subject to additional regulations depending on program. Documentation will be required for programs that indicate a high school diploma or GED is a prerequisite. Contact Adult Education Office at 440-746-8230 with program-specific questions.

## **Assignments**

It is at the instructor's discretion to determine grading penalties for late assignments, attendance and unexcused absences. All work is to be neat and legible. The instructor will discuss any additional guidelines the first day of class. Assignments are to be submitted on date specified. At the discretion of the instructor, late assignments may be refused; or if accepted, the grade may be lowered one letter grade for each day late.

## **Attendance Policy**

Regular attendance and punctuality is expected of each student. Each student must attend at least 80% of classes per term or module to successfully complete this program and be issued a certificate of completion.

Absence from the school or tardiness will be recorded by the instructor and noted in your personal file. Any student who is absent for five (5) or more consecutive days, for medical reasons, must provide a written physician's statement allowing unrestricted permission to return to school. Extended illnesses and special circumstances/situations (including vacation) will be taken under advisement by the Adult Education Coordinator and instructor with specific attention to the student's past attendance and tardiness record, other illnesses, and progress in the program.



Armed Forces students, if activated by state or governmental action, will be treated on a case-by- case basis.

- The vast amount of information covered within the typical class period makes it difficult to catch up on missed work. Attendance is expected.
- In the event that a student must miss class it is that student's responsibility to contact the Adult Education Coordinator or the course instructor as soon as possible.
- Unexcused absences (no call, no show) and/or excessive tardiness, is grounds for automatic dismissal without prior warning.
- In the event of an absence, if one-on-one make up time is necessary due to the nature of the missed material, it is up to the instructor's discretion to schedule time to make up class work. In the event a student misses class, it will be their responsibility to check with the instructor regarding assignments, handouts and supplemental materials and to get notes they have missed from a classmate.

## **Dress Code**

Cuyahoga Valley Career Center and the Industrial Careers Program strive to promote professionalism in our students. Your personal appearance is not only a representation of yourself, but also of CVCC, the Industrial Careers Program and industry standards. Appropriate casual attire or the proper uniform, (when applicable) is expected. Enrollees who are not dressed properly will be warned and/or sent home by the instructor. This action may be followed by dismissal for repeated violation.

## **Grading Scale**

In-class assignments, quizzes and exams may be given on a regular basis to evaluate and ensure each student's progress. It is at the instructor's discretion to determine the curriculum requirements and point value of any assignments, quizzes and exams. All of this will be disclosed to the students on the first day of class or at the program orientation.

Students must maintain a 70% average in class. If a student falls below 70%, it will be at the instructor's discretion to approve the student for participation in any externship opportunities that may become available. This determination will be based on the student's overall performance, class participation and attendance. Students with less than 70% will not be approved to sit for any certification exam (when applicable).

Letter Grade	Percentage
A+	97-100%
A	93-96%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	0-59%
I	Incomplete
*Grades are not rounded up.	

**Machining Technology:** The student will be evaluated after the first 100 hours of instruction. If the student fails to meet a minimum of 70%, he/she will be placed on probation. Students will be evaluated at 100-hour intervals. If a student does not have an overall grade average of 70% following the first 400 hours, he/she will not be allowed to continue in the program.

## Tests and Examinations

Tests and/or quizzes will be given throughout the course. Unannounced quizzes may be given at the discretion of the instructor. Other tests and examinations will be scheduled as needed. Testing will cover content areas of reading assignments as well as hands-on demonstration.

## Disciplinary Action

*\*The following is a list of actions that would require disciplinary action. Other actions may fall into this category at the discretion of the instructor. These actions may be grounds for dismissal from the Industrial programs:*

- **Tardiness that exceeds the aforementioned guidelines**
- **Two (2) or more unexcused absences**
- **Cumulative grade percentage below seventy percent (70%)**
- **Behavioral nonconformity to include, disrespect to other students or instructors, sexual harassment, offensive language or any disruption that is socially unacceptable.**
- **Uniform discrepancy/non-compliance**
- **Destruction of property**
- **Leaving without permission**

- Carelessness of program/school property or equipment
- Dishonesty/cheating
- Lack of interest or motivation to learn
- Sleeping in class
- Cell phone usage/texting
- Suspected of being under the influence of alcohol and/or drugs of abuse
- Weapons/firearms possession.

## **Disciplinary Process**

### **Warnings**

A verbal warning is a first notification of unsatisfactory performance, or inappropriate behavior in the classroom or lab. It will be followed up with a written confirmation of the conversation which you will be asked to acknowledge with your signature.

A first written warning will be the start of a probationary period which will be determined by the Adult Education Coordinator and instructor. The warning will be issued if any of the incidences outlined in the verbal warning continue to occur or different examples of the types noted above occur or if the student's behavior is so egregious that CVCC determines to skip the verbal warning.

We will ask the student to sign documentation of the conversation.

A second written warning will be issued if the incidences above, or any other incidences as outlined in the verbal warning section, continue. If the student receives a second written warning, any recurrences of the previously noted performances or behaviors will result in dismissal/termination from the program.

Note: Any of the above warnings may include a timeframe for improvement with specific parameters.

### **Dismissal/Termination**

Dismissal/Termination may occur at any point in the disciplinary process if progress is deemed insufficient.

Behavior of an extremely serious nature, continued undesirable attendance, violation of CVCC policies/procedures, foul/inappropriate language or inappropriate behavior, may result in immediate dismissal without prior warning.

## **Dismissal/Termination**

Immediate dismissal may occur without prior warning for behavior of an extremely serious nature, academic performance below 70%, continued poor attendance and/or tardiness, violation of CVCC policies/procedures, foul/inappropriate language, violation of confidentiality oath, unsafe lab practice or careless performance.

## **Transfer Hours**

CVCC does not accept transfer hours from other schools.

## **Certified Production Technician**

### **Course Description**

A 180-hour program for this in-demand career has employers eager to hire, as this short-term training gets you certified and career-ready. The Manufacturing Skill Standards Council (MSSC) credential system awards the Certified Production Technician credential that covers the four critical production functions, as defined by MSSC's nationally validated skills standards, common to all sectors of manufacturing: Safety, Quality Practices & Measurement, Manufacturing Processes and Production, and Maintenance Awareness. Each are is addressed with a separate assessment to help determine the knowledge of specific situations that can appear in the field.

**This 180-hour training program prepares a student for an entry-level tower technician (working at heights) position in the telecommunication sector. Topics include safety, basic rigging and fall protection, principles of**

## **Fiber Optic Technician**

### **Course Description**

This 40-hour training program prepares a student to acquire entry-level skills to become a Fiber Optic Technician (FOT). An FOT member of a crew performs installations, troubleshooting. Termination, splicing, testing, maintenance, and repair for fiber optic systems; including, personal wireless communications, utility network, and broadcasting. The FOT performs their job duties inside and outside of homes and buildings. This program emphasizes immersive hands-on activities and problem-solving skills as well as prepares students for the Fiber Optic Associations' CFOT Certified Fiber Optic Technician Exam.

Fiber Optic Technician meets the needs of both employee and employer. Eleven courses are available in the program to challenge entry-level employee and enhance and broaden the skills of the experienced worker. The order of courses is:

1. Introduction to Fiber Optics
2. Fiber Optic Communications Networks
3. Fiber and Cable
4. Lab: Hands-On Cable Preparation and Pulling
5. Terminations and Splices
6. Lab: Hands-On Splicing
7. Testing
8. Lab: Hands-On Fiber Optic Testing and Troubleshooting
9. Designing a Fiber Optic Cable Plant
10. Wrap up
11. Certification Prep

**Program Tuition: \$795**

## **Telecommunications Tower Technician (TTT)**

<i>Course</i>	<i>Theory</i>	<i>Lab</i>	<i>Total Clock Hours</i>
Introduction to Telecommunications Industry	15	0	15
Telecom Industry Safety and Safe Practices	15	15	30
Wireless Industry Standards and Best Practices	15	15	30
Telecom Installation and Maintenance	20	20	40
Telecom Line and Antenna	10	20	30
Telecom Structure Construction, Modification, and Maintenance	10	15	25
Telecom NWSA TTT1 Exam Prep	10	0	10
<b>TOTAL HOURS</b>	<b>95</b>	<b>85</b>	<b>180</b>

**Objective:** This course will teach the students the basics of safety, installation, diagnostics, and general practices in the telecommunication industry. All students will earn industry standard certifications that apply to the job.

**Certifications Include:** OSHA 10 (Construction), CPR First Aid, Authorized Climber, Authorized Rescue, Qualified Rigger, RF Awareness, Capstan Hoist Operator, Lockout Tagout, Hazardous Communication and Bloodborne Pathogens.

**Course Description**

This course prepares the student to take the ANSI accredited NWSA TTT 1 trade certification exam. Upon completion of the course the student will be able to identify, understand, and apply all aspects of the TTT 1 trade certification exam.

**Course Overview**

This course prepares the student to take the ANSI accredited NWSA TTT 1 trade certification exam. Upon completion of the course the student will be able to identify, understand, and apply all aspects of the TTT 1 trade certification exam.

**Program Tuition:** \$3,500

## HEATING, VENTILATION AND AIR CONDITIONING (HVAC) PROGRAM

<i>Course</i>	<i>Theory</i>	<i>Lab</i>	<i>Total Clock Hours</i>
HVAC – Basic	20	28	48
HVAC – Heating	24	24	48
HVAC – Cooling	19	29	48
HVAC – Basic Electrical	22	26	48
HVAC – Certification Prep	8		8
<b>TOTAL HOURS</b>	<b>93</b>	<b>107</b>	<b>200</b>

**Program Tuition:**

- HVAC Basic: \$775
- HVAC Heating: \$775
- HVAC Cooling: \$775
- Basic Electrical: \$775
- Certification Prep: \$253
- Program Textbook: \$174

- HVAC NATE (North American Technician Excellence) Heating and Cooling Support Technician Certificate: \$250
- HVAC NATE CORE Exam Certification: \$300

**FULL PROGRAM (without NATE Exams): \$3,512**

**Objective:** Upon successful completion of the four classes a student will be able to demonstrate proper installing, troubleshooting and servicing HVAC systems.

**Course Description**

The HVAC program will focus on General Safety, Tools & Equipment, Fasteners, Tubing & Piping, System Evacuation, Refrigerant and Oil Chemistry Management, System Charging, Calibrating Instruments, Automatic Controls & Troubleshooting. The student will learn about Heat & Pressure, Matter & Energy, Refrigerating & Refrigerants, Gas Heat, Oil Heat, Hydronic Heat, Electric Heat, Indoor Air Quality, Commercial Refrigeration, Condensers, Compressors, Expansion Devices, Special Refrigeration System Components, Application of Refrigeration Systems, Special Refrigeration Applications, Trouble Shooting & typical Operations for Commercial Refrigeration, Air Conditioning Cooling, Installation, Controls, Operating Conditions. Also covered in this program are Basic Electricity and Magnetism, Types of Electric Motors, Application of Motors, Motor Controls, Troubleshooting Electric Motors, and Advanced Automatic Controls.

Refrigerant Handling, CFC Section 608 Prep & Certification Test is included.

**Machining Technology**

<i>Course</i>	<i>Theory</i>	<i>Lab</i>	<i>Total Clock Hours</i>
Machining Fundamentals	20	30	50
Machine Tool Introduction	40	60	100
CNC Mill Level I	40	60	100
CNC Turning Level I	40	60	100
CAD/CAM Systems	40	60	100
Advanced Machining Level I	40	60	100
Advanced Machining Level II	40	60	100
<b>TOTAL HOURS</b>	<b>260</b>	<b>390</b>	<b>650</b>

**Program Tuition: \$10,227\***

- Additional Program Costs:
  - Administrative Seat Fee: \$200
  - Books and Supplies Fees: \$301

\*Program eligible for Financial Aid for those who qualify

**Objective:** Students will obtain technical education, concepts and skills that are emphasized in Machine Technology and CNC computerized *training* in order to place students in modern, high- tech positions.

### **Course Description**

Machining Technology will prepare employees for multiple levels of computer numerical control opportunities. The Machining Industry is very diverse in the levels of skills required for employment and advancement. Skill requirements may vary from one employer to another based on the following:

- Manufacturer's product line
- Organization Size
- Equipment type and age
- Technology usage

Machining Technology meets the needs of both employee and employer. Seven courses are available in the program to challenge entry-level employee and enhance and broaden the skills of the experienced worker. The order of courses is:

12. Machining Fundamentals
13. Machine Tool Introduction
14. Computer Numerical Control (CNC) Milling Level I
15. Computer Numerical Control (CNC) Turning Level I
16. CAD/CAM Systems (MASTERCAM)
17. CNC Advanced Machining Level I
18. CNC Advanced Machining Level I

## **Satisfactory Academic Progress (SAP) Policy**

### **Satisfactory Academic Progress (SAP)**

According to Federal and State regulations, all students enrolled in a Title IV eligible program must maintain Satisfactory Academic Progress (SAP). The financial aid office at Cuyahoga Valley Career Center will monitor a student's academic progress as a condition of eligibility for financial aid. CVCC will review a student's academic progress in a program at the end of each payment period to determine if a student is eligible for a subsequent Title IV payment (otherwise known as a financial aid disbursement). This evaluation takes place at the point when the student's scheduled clock hours for the payment period have elapsed, regardless of whether the student attended the hours. The student will be informed by letter delivered to student informing of their failure to maintain SAP. A student is considered to be making SAP when the following requirements are satisfied:

### **Qualitative Standard (Grades)**

Students must maintain a cumulative grade average of 70%.

### **Grading Scale**

Letter grades are assigned to student's satisfactory academic progress, as follows:



Letter Grade	Percentage
A+	97-100%
A	93-96%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	0-59%
I	Incomplete
*Grades are not rounded up.	

### **Quantitative Standard**

#### **Maximum Timeframe**

Students must be on pace to complete their program within 110% of the published length of the program as measured by clock hours and expressed in calendar time. For 600 hour (30 weeks) program, the student must complete within 33 weeks. For 1500 hour - 75 week program, the student must complete within 82.5 weeks.

#### **Official Review of Attendance and Grades**

Although attendance and grades are constantly monitored by the instructors, the “official” review of attendance and grades for financial aid purposes is at the end of each payment period, as required by the Federal Department of Education. For example, in a 600 clock hour program, official SAP monitoring would occur at the end of the first 300 hours. In order for a second disbursement to be issued, a student must have completed half the hours and half the weeks of their programs defined academic year.

#### **Loss of Financial Aid/Appeal Process/Probation**

If a student loses eligibility due to SAP, the student may continue in the program on a cash pay basis, provided they are meeting all program grade and attendance requirements. The student may also submit an appeal within 5 business days after the loss of a notice. A decision will be made within 5 business days of appeal submission. The appeal policy states that the student's appeal should include information and/or evidence as to why the student failed to make SAP and should also include what has changed that will now allow the student to make SAP at the next evaluation period. Also included in the appeal should be any mitigating circumstance which contributed to the suspension status. Mitigating circumstances may include but are not limited to serious illness

experienced by the student, accident resulting in severe injury to the student, or death in the student's immediate family. Other circumstances may be classified as mitigating if they are serious in nature, prevent the student from attending classes, and are deemed to be so by Student Support Services and the Assistant Superintendent.

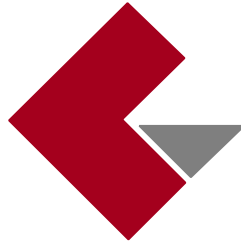
Students who choose not to submit an appeal, by the deadline after loss of aid notification forfeit their eligibility for the subsequent payment period. The student, should they continue in the program will do so on a self-pay basis. The student will be contacted by the program administrative assistant to make arrangements to pay said payment period. Students with additional payment periods will have their SAP reevaluated at the end of the second payment period. Those that are making SAP at that time will have aid reinstated for the remainder of the program. The student will be held to SAP policy requirements for all remaining payment periods.

### **Appeals Decisions**

Approved-If the appeal is approved financial aid will be reinstated and the student will be put on "financial aid probation" for one payment period only. At the end of the probationary period, the student must be meeting SAP to receive any subsequent disbursements. No further appeals may be submitted at this time.

Denied-Denial of the appeal will mean the student is not eligible for financial aid benefits. Within five business days of the appeal decision, the student must contact the program administrative assistant to have payment plan created for the balance of the course. If all payments are made as arranged, the financial aid specialist will monitor the student for satisfactory academic progress again one week prior to the second scheduled disbursement. If at that time the student has attended half of the hours and weeks of the academic year and is currently meeting SAP requirements, the second disbursement will be made. Should a credit balance exist on the student's account due to previous payments a refund will be made to student in compliance with federal requirements.

**This is intentionally blank.**



**CUYAHOGA VALLEY  
CAREER CENTER**

## Acknowledgement of Student Handbook

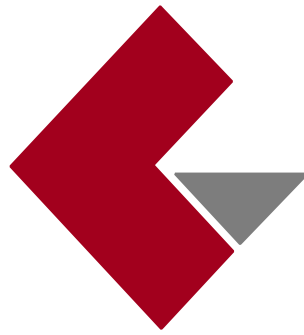
I have read and fully understand the Adult Education Student Handbook for Industrial Program and agree to comply with all of the policies, procedures and requirements outlined within.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Practical Nursing

## Adult Education Student Handbook



**CUYAHOGA VALLEY**  
**CAREER CENTER**

---

8001 Brecksville Road  
Brecksville, OH 44141

[www.cvccworks.edu](http://www.cvccworks.edu) 440-746-8230

Approved June 2024

## Table of Contents

CVCC MISSION STATEMENT .....	3
ACCREDITATION/PROGRAM APPROVAL .....	3
ADULT EDUCATION GENERAL INFORMATION.....	3
ADULT EDUCATION ADMINISTRATION/ INSTRUCTOR LIST .....	3
ADMINISTRATION .....	3
INSTRUCTORS.....	4
STUDENT HEALTH AND SAFETY .....	6
STUDENT RESOURCES .....	8
GRIEVANCE POLICY.....	11
FINANCIAL POLICIES – GENERAL GUIDELINES .....	15
STUDENT CONDUCT.....	19
HARASSMENT .....	22
STATEMENT OF LIABILITY.....	42
PURPOSE OF THIS HANDBOOK.....	44
HISTORY OF THE SCHOOL OF NURSING AT CUYAHOGA VALLEY CAREER CENTER.....	44
PROGRAM APPROVAL AND ACCREDITATION .....	45
MISSION.....	45
PHILOSOPHY .....	45
PROGRAM OUTCOMES .....	47
PRACTICAL NURSING FACULTY AND STAFF .....	47
ADMISSIONS POLICY .....	48
SCHOOL OF NURSING CALENDAR.....	53
CLASS SCHEDULE.....	54
ACADEMIC EXPECTATIONS .....	56
STUDENT ATTENDANCE AND ABSENCE POLICY.....	59
CURRICULUM AND INSTRUCTION .....	62
NURSING PROGRAM REQUIREMENTS.....	62
GRADES AND EVALUATION .....	65
ASSESSMENT TECHNOLOGIES, INC. (ATI).....	68
PREDICTOR EXAMINATION .....	68
CLASSROOM EXPECTATIONS .....	69
HEALTH DATA AND SCREENINGS.....	72
CLINICAL EXPECTATIONS.....	72
INTERRUPTION OF STUDIES AND RE-ENROLLMENT .....	75
TUITION, FEES AND EXPENSES .....	78
SATISFACTORY ACADEMIC PROGRESS POLICY (SAP).....	79
STUDENT RESOURCES AND SUPPORT SERVICES.....	81
STUDENT RECORDS .....	83
STUDENT CONDUCT.....	84
APPLICATION REQUIREMENTS FOR NURSE LICENSURE .....	91
GRADUATION .....	92

## CVCC Mission Statement

Mission Statement: To prepare youth and adults to enter, compete, advance, and lead in an ever-changing world of work, college, and careers.

## Accreditation/Program Approval

This educational program is approved by the Ohio Department of Higher Education. The Cuyahoga Valley Career Center is accredited by the Commission of the Council on Occupational Education, 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).



## Adult Education General Information

**ADULT EDUCATION HOURS** - The Adult Education Department is open from 8:00 am to 6:00 pm Monday through Thursday, and from 8:00 am to 3:00 pm on Friday.

**FOOD AND BEVERAGES** - To keep our facility clean and protect valuable equipment from damage, food and beverages are not permitted in any classrooms or labs.

**PARKING AREAS** - There are two main parking areas:

- 1) the main lot to the north of the building or
- 2) the east lot at the east end of the building.

Please note that there is a one-way entrance and a one-way exit lane for the main (north) parking lot. You must exit, using the lane farthest from the school. Handicapped spaces are reserved for personnel with proper authorization.

**RESTROOMS** - The restrooms in the original building are located on every level of the building on the south side of the main corridor and in the Adult Education wing off the corridor to the computer labs before the cafeteria.

**SMOKING** - Cuyahoga Valley Career Center is a non-smoking facility. This includes the parking lots.

## Adult Education Administration/ Instructor List

### **ADMINISTRATION**

#### **ADULT EDUCATION DIRECTOR**

Terri Lynn Brosseau

[tbrosseau@cvccworks.edu](mailto:tbrosseau@cvccworks.edu)

440-746-8210

Business Training Programs

Customized Training  
 Emergency Response Programs  
 Health Care Programs  
 Health and Beauty Programs  
 Multimedia Design Programs  
 Personal Interest & Leisure

**ADULT EDUCATION  
 COORDINATOR**

TBD

Industrial Training Programs

**SCHOOL OF PRACTICAL  
 NURSING SUPERVISOR**

TBD 440-746-8315

**STUDENT SUPPORT SERVICES**

Claudette Knestrick  
 Cknestrick@cvccworks.edu  
 Diane Duryea  
 dduryea@cvccworks.edu

440-746-8337  
 440-746-8242

**BUSINESS LIAISON**

**MEDIA SPECIALIST**

[Makayla Robertson](mailto:Makayla.Robertson@cvccworks.edu)  
[mrobertson@cvccworks.edu](mailto:mrobertson@cvccworks.edu)

440-746-8322

**ADMINISTRATIVE ASSISTANTS:**

**Daytime**

TBD

440-746-8206\_\_

**Nursing**

Allison Jouriles  
[ajouriles@cvccworks.edu](mailto:ajouriles@cvccworks.edu)

440-746-8232

Lynn Haddad  
[lhaddad@cvccworks.edu](mailto:lhaddad@cvccworks.edu)

440-746-8332

**Evening**

Laurie Eadelis  
[Leadelis@cvccworks.edu](mailto:Leadelis@cvccworks.edu)

440-746-8224

**INSTRUCTORS**

Instructor Name	Subject	Credentials/Certification
Christine Abate	Nursing	BSN, RN
Kathleen Alred	Nursing	MSN, BSN, RN, CNP
Ronald Bohnert	Industrial/Electrical Apprenticeship	
Brian Collister	Industrial/Electrical Apprenticeship	
Matthew Duplaga	Public Health & Safety/EMT EKG Instructor	Paramedic/Fire



Tharon Eulinberg	Industrial/HVAC	OSHA Certified; Licensed Journey Plumber; CFC Certified
Lewis Fletcher	Industrial/HVAC Customized	HVAC Certification
Melissa Fox	Cosmetology	Licensed Cosmetologist/Licensed Cosmetology Instructor
James Franko	Fiber Optics Technician	Fiber Optics Technician
Jacob Giesy	Telecommunication Tower Tech.	NATE Certification
Patrick Gnuschke	HVAC	
Lisa Green	STNA	CNP, BSN
Liam Guiney	Personal Interest & Leisure	Certified Financial Planner
Calvinia Hall-Walker	Nursing	MSN, BSN, RN
Jason Hance	Customized - Building & Property Management	
Matthew Harding	Customized - Power Equipment Technology	
Drew Hladky	Industrial/HVAC	HVAC Certification
Daniel Hunter	Industrial/HVAC	HVAC Certification
Allison Jouriles	CPR Instructor	CPR Certified Instructor
Betsy Klos	Dental Assisting	Dental Assistant
Mary Kopczynski	Personal Interest & Leisure	Certified Balloflex Instructor
Daniel Krystosik	Automotive Instructor	
James Martin	HVAC	HVAC Certification
Nancy Muscatello	Cosmetology Instructor	Licensed Cosmetologist/ Licensed Cosmetologist Instructor
Delbra Pace	Nursing STNA	BSN, RN
Richard Parrott	Industrial Training	Master Cam Certified Instructor
Remington Phillips	Graphic/Web Design	AAS
Robert Ponstingle	Industrial/Electrical Apprenticeship	
George Ponti	Industrial	Journeyman Electrician License
Candice Price	Personal Interest & Leisure	
Kylie Putka	Cosmetology	Licensed Cosmetologist
Roberta Ritter	Esthetics	Licensed Advanced Esthetician/Licensed Esthetics Instructor
Laura Robusto	STNA CPR Instructor	MSN, BSN, RN Certified CPR Instructor
Patrick Ruebensaal	Graphic Design	
Matt Schoeffler	Industrial/HVAC	Certification
Bradley Seastrand	Customized Electrical Instructor	Certification
Carri Simon	Fiber Optics Technician	Certification

Jeffrey Smith	HVAC	HVAC Certification
Gerald Steele	Programmable Logic Controllers	Certification
Lisa Theodore	Dental Assisting	CDA, RDA, CPFDA
Bernie Van Tilburg	Personal Interest & Leisure	IC3, Avid Pro Tools Certified User
Larry Walters	Industrial/Rope Rescue	EMT/Firefighter/Rescue Certification
Sylvia Warren-Hankins	Nursing	RN
Jennifer Wester	Health Careers Instructor	Medical Assistant Certification
Lee Wester	CPR Instructor	Paramedic
Joshawa Wines	Certified Production Technician Instructor	CPT 4.0 Certification
Howard (Dan) Workman	Graphic & Web Design	Adobe Certified Associate
Dan Zezena	Public Health & Safety/EMT	Paramedic/EMS Instructor

## Student Health And Safety

As part of your learning experience, you will be using equipment and materials specific to the program. You should not attempt to use items that you have not yet received instruction on. Correct safety procedures should be followed at all times.

Students must constantly be aware of conditions in all work areas that could produce injuries. Your cooperation in detecting hazards and in turn controlling them is imperative. If a situation is beyond your ability or authority to correct, notify an instructor immediately.

Students will assist in the maintenance of work areas by keeping them clean and safe. Each student is responsible for equipment that they are using. This means proper use, care, cleanup and storage of the items.

### Health

Each CVCC adult student is responsible for his/her own health care. In case of sudden illness while at CVCC, the student is to contact the instructor. In case of an accident during class or lab experiences, an incident report must be completed to comply with the regulations. The student is required to provide a copy of the report to the Adult Education Office before returning to class. A copy is filed in the student's file. If injury occurs in the school environment, the CVCC incident report is to be completed. A CVCC incident report may be obtained from the Administrative Assistants at the Adult Education Office or the CVCC Business Manager. Any cost for emergency treatment will be assumed by the student.

The student is expected to communicate any personal medical or surgical situations requiring care or treatment to the coordinator and instructor as soon as it occurs. A medical release without restrictions is required to return to active enrollment in the program.

If a surgical intervention is necessary while enrolled in the program, the adult must meet with the Adult Education Coordinator at the earliest possible time to facilitate continued program participation. Each situation is considered individually and all efforts will be expended to continue enrollment. The attending surgeon/MD must complete a release allowing the adult to return without restrictions.

## Student Health Care Services

For Adult Education evening students, please contact your instructor or evening administrative assistant at front desk in case of a medical emergency. Use your best judgment in dialing “911”. Local healthcare providers will respond and are prepared to provide appropriate treatment and/or transport the student to the nearest medical facility. Illness that results in extended absence from the program will be review on an individual basis. Documentation from a medical provider may be required prior to returning to the program.

## Crime Awareness And Campus Security

### Federally Mandated Public Information

Students are expected to report the occurrence of any destructive actions or other emergencies to the faculty, teaching assistant, supervisor, or administrative assistants of this program and administration of school or clinical agency. It is the responsibility of each student to keep the school safe by monitoring one’s own behavior and reporting incidents involving other individuals that have the potential of violence or threatening behavior. Violent behavior, direct or indirect threats, harassment, or intimidation will not be tolerated. (This includes violent abusive/harassing behaviors a student may be experiencing or who are the generator of such undesirable behavior.) Liaison relationships are operational with safety and security services and local law enforcement, facilitating reporting of offenses occurring on school campus. Authorities will be immediately notified.

Weapons, handguns, or knives in excess of 3 1/2 “are not to be on your person, in the school building, on the property, any clinical site, and/or enrichment/observation sites.

## Emergency Procedures

Students are expected to comply with CVCC emergency/evacuation procedures. Basic fire evacuation is to close all doors and windows, exit through the nearest door, and do not use elevators. Evacuate quickly and quietly in a calm manner without running and talking. (Additional procedures will be discussed at orientation or on the first night of class.)

## Main Entrance

All entrance doors will be locked except the main entrance on Level 6. You will be able to EXIT the

building through any outside door; however, you will only be able to re-enter the building through the MAIN ENTRANCE until 8:00 pm. Please do not prop open doors that have been locked.

ENTIRE BUILDING IS LOCKED AT 10:00 pm. Please vacate the building before 10:00 p.m. as the building is officially closed and secured at that time.

## Student Resources

Academic, career and personal counseling services are available. Students should contact their program instructor or Adult Education Office to initiate a request. A variety of resource materials and references are available through the Adult Education Office.

## Non-School Dates

CVCC observes the following holidays: Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Jr. Observance, President's Day, Good Friday, Memorial Day, Juneteenth and Independence Day. Other non-school days may occur due to high school activities, winter break or spring break. In the case of these events, you will be notified by your instructor and/or Adult Education Coordinator.

## School Closings

The Adult Education offices will observe the same "snow days" as the high school. If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the local radio and television stations. It is necessary for 5 out of the 8 school districts to have school closings for CVCC to be closed. It is the responsibility of each student to become self-informed of a "snow day" announcement via the news media. Use your very best judgment as your home territory may be a very different snow issue than other areas. If daytime classes at Cuyahoga Valley Career Center are canceled due to inclement weather or for other reasons; all day and evening adult classes will be canceled. If applicable, students with weekend clinical may experience different "snow" issues as local communities and state plowing is not performed on as vigorous a basis on Saturday and Sunday. Students are urged to establish a telephone tree within the class members to facilitate communications regarding official closings. If excessive "snow days" occur, jeopardizing program requirements, class/clinical hours may need to be "made up" utilizing break time, planned days off or an extended school year.

## Job Search Assistance

A job search counselor will make presentations in all career development courses. Additional assistance is available through the CVCC Job Seekers Program. Contact [jhayes@cvccworks.edu](mailto:jhayes@cvccworks.edu). CVCC does not guarantee employment or job placement.

## Student Data

Each student is to provide complete and accurate information for their school record. Any student who has a change of name, residence and/or phone number(s) must notify an Administrative Assistant or Adult Education Office immediately so that the student file can be updated. This data will become a part of the permanent record and will not be shared with other students.

If a student knowingly offers false or misleading information or submits false documentation, he or she is subject to disciplinary action, up to and including immediate dismissal.

## Student Records

The school maintains a file of each student in accordance with rules of the State of Ohio and program governing board. Release of information in a student's file must be **requested in writing** by the student. Only official grade transcripts are released; all other documents are the property of CVCC and will not be copied unless remanded by court. An individual file containing information about each student will be maintained in a secured area. The records will be available only to instructors and appropriate Adult Education staff.

## Release Policy

The adult student voluntarily desires to participate in this curriculum experience that includes classroom, field trips, and clinical experiences. The student is duly aware of risks and hazards, which may arise through participation in activities/ experiences that may result in loss of life and/or limb and/or property. In consideration of being afforded the opportunity to participate and receive the educational benefits of this curricular experience, each student hereby voluntarily assumes all risks of illness/accident or personal damage to his person or property. Any costs pursuant to potential injury, or injury are the responsibility of the adult student. While at the facility and/or in the school environment; the adult student will not be considered as an employee or agent of the facility nor the school district. Therefore, they will be ineligible for remuneration and will not be covered by the facility's social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits. The adult student will indemnify and hold harmless the facility, and the school district, its shareholders, officers, trustees, employees, and agents from any and all liability, claims and damages, including but not limited to attorney fees and costs arising out of or related to the student's actions or activities. This release shall be binding with the signing of the contract on the part of the student, any heirs, administrators or executors. This contract is a permanent part of your file at Cuyahoga Valley Career Center.

## Non-Discrimination Policy

The Cuyahoga Valley Career Center does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, employment and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to

handle inquiries regarding the non-discrimination policies:

Michael McDade  
8001 Brecksville Road  
Brecksville, Ohio 44141  
440-526-5200

Dr. Marcy R. Green  
8001 Brecksville Road  
Brecksville, OH 44141  
440-526-5200

Complaints may also be sent to the U.S. Department of Education, Team Leader, Office for Civil Rights, 600 Superior Avenue East, Suite 750 Bank One Centre, Cleveland, Ohio 44104-2611.

Legal References:

Civil Rights Act of 1964, as amended in 1972, Title VI, Title VII Executive Order 11246, 1965, as amended by Executive Order 11375 Equal Employment Opportunity Act of 1972, Title VII Education Amendments of 1972, Title IX (P.L. 92-318)  
45 CFR, Parts 81, 86 (Federal Register June 4, 1985, August 11, 1975)  
Public Law 93-162 (Section 504)

## Americans with Disabilities Act (ADA)

The Adult Education Department at CVCC supports the concepts embraced in the Americans with Disabilities Act of 1990, Section 503 and 504 of the Rehabilitation Act of 1973. Students must be able to successfully complete the academic and clinical objectives/outcome of the program in a timely manner, implementing the essential functions integral to the program. Individual, personal, and reasonable accommodations will be instituted to facilitate opportunities for the student upon proper supporting documentation of eligibility. Students who believe they may qualify for accommodations under this Act should self-reveal this in discussion with the Adult Education Coordinator.

## Consumer Information

Refer to our website for admission guidelines, refund policies, graduation rates, and other important information. See Student Resources on the Adult Education and Nursing pages at <https://cvccworks.edu/adult-education/adult-education-resources/financial-aid/>

## Course Admission

For all students enrolled in Title IV eligible programs, please see Admissions Policy in the program specific section below. Registration is open to anyone 16 years of age or older. Age requirements may vary depending upon program offerings. High school students who are enrolled in a regular high school program must have written permission from their parents and the school principal or counselor to register for a course. High school students enrolled in programs with credentials earned upon completion may be subject to additional regulations depending on program. Documentation 10

will be required for programs that indicate a high school diploma or GED is a prerequisite. Contact Adult Education Office at 440-746-8230 with program-specific questions.

## District Senior Citizen

A District Senior Citizen is defined as individuals age 60 or more that are residents of the following school districts: Brecksville, Broadview Heights Schools, Cuyahoga Heights Schools, Garfield Heights Schools, Independence Schools, Nardon Hills Schools, North Royalton Schools, Revere Schools and Twinsburg.

## Grievance Policy

### **5710 - STUDENT GRIEVANCE**

The Board of Education recognizes that, as citizens, students have the right to request redress of grievances. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group grievances should be provided for and appropriate appeal procedures implemented.

For purposes of this policy, a student complaint or grievance shall be any such that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure.

The Board or its employees will hear the complaints and grievances of the students of this District provided that such complaints and grievances are made according to procedures established by Board Policy [9130](#).

### **9130 - PUBLIC COMPLAINTS**

Any person or group having a legitimate interest in the operations of this District shall have the right to present a request, suggestion, or complaint concerning District personnel, the program, or the operations of the District. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, or complaints reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

### **Matters Regarding a Professional Staff Member**

#### First Level

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to As appropriate, the staff member shall report the matter and whatever action may have been taken to his/her supervisor.

#### Second Level

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor or Director and in compliance with provisions of a collective bargaining agreement, if applicable.

#### Third Level

If a satisfactory solution is not achieved by discussion with the Supervisor or Director, a written request for a conference shall be submitted to the Superintendent. This request should include:

- the specific nature of the complaint and a brief statement of the facts giving rise to it;
- the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
- the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

Should the matter be resolved in conference with the Superintendent, the Board may be advised of the resolution.

#### Fourth Level

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a meeting by the Board.

The Board, after reviewing all material relating to the case, may provide the complainant with its written decision or grant a meeting before the Board or a committee of the Board. The complainant shall be advised, in writing, of the Board's decision, no more than ten (10) business days following the meeting.

#### **Matters Regarding an Administrative Staff Member**

Since administrators are considered members of the District's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.



### **Matters Regarding the Superintendent or Treasurer**

Should the matter be a concern regarding the Superintendent or Treasurer which cannot be resolved through discussion with the Superintendent or Treasurer, the complainant may submit a written request to the Board President for a conference with the Board. This request shall include:

- the specific nature of the complaint and a brief statement of the facts giving rise to it;
- the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
- the reason that the matter was not able to be resolved with the Superintendent or Treasurer;
- the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may grant a hearing before the Board, or a committee of the Board, or refer the matter, if permitted by State law, to an executive session.

The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

### **Matters Regarding a Classified Staff Member**

In the case of a classified staff member, the complaint is to be directed, initially, toward the person's supervisor, and the matter then brought as required to higher levels in the same manner as prescribed for "Matters Regarding a Professional Staff Member".

### **Matters Regarding District Services or Operations**

If the request, suggestion, or complaint relates to a matter of District procedure or operation, it should be addressed, initially, to the person in charge of the service or operation and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

### **Matters Regarding the Educational Program**

If the request, suggestion, or complaint relates to a matter of District program, it should be addressed, initially, to the Director and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

### **Matters Regarding Instructional Materials**

The Superintendent shall prepare administrative guidelines addressing students' and parents' rights to be adequately informed each year regarding their ability to inspect instructional materials and the procedure for completing such an inspection. See AG 9130A and Form 9130F3. If the request, suggestion, or complaint relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the District, the following procedure shall be followed:

The criticism is to be addressed to the Director, in writing, and shall include:

author;

title;

publisher;

the complainant's familiarity with the material objected to;  
sections objected to, by page and item;

reasons for objection.

Upon receipt of the information, the Director shall after advising the Superintendent of the complaint and upon the Superintendent's approval, appoint a review committee which may consist of:

one (1) or more professional staff members;

one (1) or more Board members on the Board Curriculum Committee;

one (1) or more lay persons knowledgeable in the area.

The Superintendent or his/her designee shall be an ex-officio member of the committee.

The committee, in evaluating the questioned material, shall be guided by the following criteria:

the appropriateness of the material for the age and maturity level of the students with whom it is being used

the accuracy of the material

the objectivity of the material

the use being made of the material

The material in question may be withdrawn from use pending the committee's recommendation to the Superintendent.

The committee's recommendation shall be reported to the Superintendent in writing within fifteen (15) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.

The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.

The Board shall review the case in public session and advise the complainant, in writing, of its decision within ten (10) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

R.C. 149.43

Revised 11/20/97 Revised 3/27/03

## Financial Policies – General Guidelines

### Tuition Statement

Each student is responsible for all tuition and fees on or before the due date. Any student in arrears with tuition may be dismissed from the program. Special circumstances concerning tuition must be addressed with the Adult Education Coordinator. Students in a financial aid eligible program may also speak with Student Support Services before the due date. All tuition and fees due Cuyahoga Valley Career Center must be paid before completion of the course of study.

Until all tuition and fees due to Cuyahoga Valley Career Center are paid in full, no transcripts of any type or recommendations will be released. No completion data will be forwarded to any Board, agency, or post-secondary institution for certification, licensure, or college credit transfer (CT<sup>2</sup>).

Any outstanding balance remaining on account will be referred to the Ohio Attorney General's Debt Collection Program.

## FINANCIAL AID

Financial Aid may vary from year to year. Pell, Subsidized and Unsubsidized Direct Loans, Parent Plus Loans, WIA (Workforce Investment Act) are presently offered. Recipients of federal financial aid monies must comply with mandated provisions, which require 90% attendance and "satisfactory academic progress" or funds will be withheld/withdrawn. *If you do not complete the portion of the program for which you were credited Title IV Federal Financial Aid, you will be billed for the*

balance, and you are responsible for payment in full. A Sub/Unsubsidized Loan may be processed up to 30 days prior to successful completion of the program. Title IV monies shall not be utilized for non-refundable administrative seat fee.

## Title IV Regulations

Title IV participants' student disbursements will comply with current Federal regulations. Students must complete more than 60% of each payment period to be fully eligible for the Pell grant and/or loans awarded. If student was given PELL or Direct Loan "credit" and now has not earned it, **he/she will be billed for the difference**, and may also owe the federal government, Department of Education a return of money. R2T4 calculations will be completed as required in Federal Regulations. If required, funds will be returned in the order specified by the U.S. Department of Education. Details of their Federal Financial Aid will be provided to the student in their letter of withdrawal or dismissal.

## Return of Title IV Funds Policy

The Cuyahoga Valley Career Center Adult Education Coordinator or The School of Nursing Supervisor will provide written notification to Student Support Services if a student officially withdraws or has been dismissed from a financial aid program. The coordinator will provide the hours attended and the last day of attendance to Student Support Services. If a student withdraws unofficially, the Adult Education Coordinator will provide the letter of dismissal with the last date of attendance which is determined by the program to Student Support Services. The Adult Education Coordinator will determine a student has unofficially withdrawn if the student has violated the attendance policy and ceases communication. If a student does not attend class for 10 consecutive days, with no communication to the Adult Education Coordinator or The School of Nursing Supervisor, the student is considered to be unofficially withdrawn at the 10<sup>th</sup> day of non-attendance. The last day of attendance shall be the students official last day. Student Support Services will complete the R2T4 Clock-Hour Form.

The Federal "Return of Title IV Financial Aid Funds" formula dictates the amount of Federal Title IV Financial Aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to a student receiving Federal Aid if that student's withdrawal date occurs after the point that the student was scheduled to complete more that 60% of the scheduled hours in the payment period or period of enrollment.

The percentage of the Title IV Financial Aid to be returned is equal to the number of clock hours attended in the payment period divided by the number of hours that were scheduled. For example, if a student has completed 30% of the payment period, they have earned 30% of their financial aid. However, once a student has completed over 60% of the hours in a payment period, 100% of the financial aid awarded during that payment period has been earned.

A post-withdrawal disbursement will be made if a student has eligibility for Title IV funds. The student disbursement will be made from available grant funds first then available loan funds. If the student is eligible for a Post-Withdrawal Disbursement of loan funds, the student will be notified by

letter as soon as possible but within the thirty-day requirement. The student notification will include the fourteen-day response time and the explanation of PELL Grant LEU and loan balances where applicable. A school must maintain written records of its post withdrawal disbursement.

If there is a return of Title IV grant funds, the Treasurer will return the funds, they will be returned as soon as possible but no later than forty-five days from the date of withdrawal. A Post-Withdrawal Disbursement of grant funds will be disbursed to student account within 45 days. NOTE: If financial funds have been released to a student because of a student disbursement on the student's account, the student may be required to repay some of the aid if the student withdraws. If a R2T4 calculation results in a credit balance on the students account, it will be disbursed to the student within 14 days after the calculation.

#### Order of Return of Student Financial Aid Program Funds

Funds that are required to be returned to the US Department of Education must be returned in the following order:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Plus Loan (if applicable)
4. PELL Grant

The student will be responsible for any outstanding balance owed to Cuyahoga Valley Career Center Adult Education that Title IV (financial aid) funding did not cover.

## Non-Refundable Administrative Seat Fee

A \$200, non-refundable, administrative seat fee is required for Financial Aid Programs when accepted for active enrollment to secure a "seat" in the class. Title IV monies shall not be utilized for non-refundable administrative seat fee. The non-refundable administrative seat fee is **not** a part of the tuition.

## Workforce Innovation and Opportunity Act (WIOA)/Ohio Means Jobs Funding

In cases where WIOA funding is contingent on and paid for program completion and job placement, the student is responsible for full payment of tuition prior to program completion. Already paid tuition will be refunded by CVCC to the student upon receipt of WIOA/Ohio Means Jobs post-completion payments. CVCC will provide documentation of program completion to WIOA/Ohio Means Jobs office. It is the responsibility of the student to have their employer provide verification of employment to WIOA/Ohio Means Jobs, using the official form provided. Final payment is dependent upon completion of this process.

## Additional Financial Information

- Pell grant monies and loans are to be utilized to pay tuition, book expenses included in the programs Cost of Attendance. A copy of the Cost of Attendance can be requested in the Student Support Services Office. The cost of attendance will be reviewed during the student financial aid appointment.
- Students with prior student loans may be eligible for an in-school deferment. Please contact your loan servicer or issuer if you are interested in this program for the application. Complete the student portion of the in-school deferment application and submit to CVCC Student Support Services office for completion.
- At any time throughout the school year, the student may exercise the right to cancel or change Title IV loan monies prior to disbursement. Please make an appointment with the Student Support Services office to revise your award worksheet. Please see posted drawdown schedule for deadlines.
- Adult students at CVCC are protected under the Family Education Rights and Privacy Act (FERPA.) Your Financial Aid records will not be discussed with your parents, spouses or others without your written consent or certain requirements being met. Please review your FERPA rights on CVCC's website; <https://cvccworks.edu/adult-education/adult-education-resources/financial-aid/>
- If you have been previously, or are convicted in the future under Federal or State law, any offense involving possession or sale of illegal drugs while you are (were) receiving Federal Student Aid, you may be ineligible for additional aid. Please contact the Student Support Services Office to discuss any drug related convictions and your eligibility for additional Financial Aid.
- If your FAFSA has been flagged for an unusual enrollment history, Student Support Services will review your previous education transcripts to determine if you are eligible for Federal Financial Aid.
- All loan monies are to be paid back to the federal government on a repayment schedule established with your Direct Loan Servicer after a "grace" period of six (6) months upon successful completion of the program or withdrawal.
- Those individuals experiencing involuntary activation for military service will be handled on a case-by-case basis regarding return of funds, length of leave of absence, re-entry and in compliance with Title IV regulations.

## Refunds and Withdrawal Policy

**Refund Policy:** Refunds are issued in the method fees were paid; either by check (once check has cleared) or credited to your account, within 2-3 weeks of processing approved refund paperwork.

**Textbook/Material/Supply/Uniform Fees:** Fees are included in the tuition unless otherwise specified and are NON-REFUNDABLE. Textbook prices are subject to change without notice.

**Withdrawal:** Students who withdraw before the first day of class and have made payment will be refunded their payment minus a \$20 administrative fee within the processing timeline. Students that withdraw after the first day of class or are dismissed due to poor academic performance or attendance will be evaluated to see if they are eligible for a prorated refund of their tuition.

Tuition refunds will be prorated based upon the amount of tuition paid and the percentage of the program completed by the student. **Students that complete 60% of their scheduled program are not eligible for a prorated refund of their tuition.** Books, fees, uniform costs, tools, and seat fee (if required) are non-refundable. (The calculation to determine the percentage of a program completed by a student is based on the number of hours a student could have attended the class up to the date of withdrawal divided by the number of hours in the program.)

**Cancellations:** If CVCC needs to postpone, cancel, or combine classes for any reason, we will notify you. CVCC cannot assume responsibility for any conflict in business or personal affairs that affect your ability to attend class. Refunds will be processed as stated in our refund policy.

## Student Conduct

CVCC reserves the right to dismiss a student for behavioral issues, cheating, or violating CVCC policies or guidelines.

## Alcohol and Drug Policy

The possession, use and sale of alcoholic beverages or illegal chemical substances on school property are prohibited and will result in immediate dismissal and possible prosecution according to established laws. Evidence of illegal use of drugs or intoxicating beverages will be sufficient grounds for termination from the program without prospects of re-enrollment with a notation of same in student's permanent file.

## Electronic Devices

Electronic devices, personal and business beepers, and cellular phones are to remain out of sight, not utilized and in silent mode during class periods and while on any active assignment in client care environments. Personal phones may be utilized in the "Commons Area" or outside the building in your vehicle and in designated break areas. Students are expected to abide by clinical site

regulations regarding cellular phones and other electronic devices if applicable to your enrolled program.

## Telephone Calls

Students may not make personal telephone calls during class. The Adult Education staff will take messages of an emergency nature will be taken by the Adult Education staff and present them to the students at the earliest convenience. **Please remember personal cell phones and other electronic devices are not permitted in the classroom or clinic.**

## Food and Beverages

Beverages and snacks are available for purchase from vending machines in the Cafeteria. Dinner, snacks and beverages are to be consumed only in the cafeteria. No food, snacks, or beverages are permitted in the classroom or clinic unless approved by the instructor.

## Interactive/Communication Behaviors

Communication manner with clients, faculty, staff and peers is expected to be positive and of a professional nature. Theft, cheating, insubordination or disrespectful behavior with instructors, CVCC staff, or cooperating clinical or externship site staff is unacceptable and may jeopardize your remaining in the program. Inappropriate, foul language or profanity in classroom or lab area may facilitate immediate dismissal from the program. Inability to work with co-workers, continual antagonism with instructors or classmates, and/or repeated cause of dissension among classmates or co-workers is unacceptable behavior, considered unprofessional, and may be grounds for dismissal. CVCC School District endorses an anti-harassment policy, "Sexual Harassments" has the same definition as set forth in the policy of the Board, as reflective of the definition set forth in Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Ohio Revised Code 4112.02. Sexual or gender based behavior that is unwelcome, unwanted and/or uninvited by the recipient can be verbal, non-verbal and/or physical and/or an issue of power or control is unacceptable. Faculty and supervisor guidance, along with academic content will assist you in developing positive and professional level of communication and interactive skills expected of industry professionals. Any act that violates or compromises client safety, legal or the ethical standards may be grounds for immediate course failure and/or dismissal from the program.

## Collaborations

Collaboration (group study) with other students while learning, preparing, reviewing, etc. is strongly encouraged. It's a great way to learn! Collaboration with another student or obtaining information by any means other than your own memory recall while taking a quiz or exam or completing an individual assignment is unacceptable and considered cheating.



# Plagiarism and Consequence of Violating School Anti-Plagiarism Policies

Plagiarism is typically defined as the use of another person's or a group's words or ideas without clearly acknowledging the source of that information, resulting in the false representation as one's own work.

More specifically, to avoid plagiarizing, a student or other writer must give credit when he/she uses:

1. Another person's idea, opinion, or theory
2. Any facts, statistics, graphs, drawing - any piece of information that is not considered common knowledge
3. Quotations of another person's spoken or written words
4. Paraphrases of another person's spoken or written words
5. Another person's data, solutions, or calculations without permission and/or recognition of the source, including the act of accessing another person's computerized files without authorization.

Plagiarism may be either deliberate or unwitting. Regardless, it is the responsibility of a college student to know what constitutes plagiarism, so that they may avoid it. Ignorance is not a legitimate defense against a charge of plagiarism. Cheating, falsifying documents and/or plagiarism will not be tolerated by Cuyahoga Valley Career Center. The penalties for these offenses are as follows:

- First offense: Student receives a "0" on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student may repeat the assignment to correct all areas of plagiarism. The repeat assignment is graded on a 30% reduction of points.
- Second offense: Student receives a "0" on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student may not repeat the assignment.
- Third offense: Student receives a "0" on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of "F" for the course.
- Any further offense: Student receives a "0" on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of "F" for the course and may be suspended from the college for a period of six (6) months.
- Any further offense upon students return from suspension: Student receives a "0" on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of "F" for the course and may be expelled from the college without the option to return.

## Soliciting

No soliciting of any kind is permitted on school property or in the clinical area. Exceptions may be made for solicitations concerning planned, preapproved class activities.

## Harassment

It is a violation of law and of school rules for any student or staff member to take any of the following actions toward another student or a staff member, or any person associated with the school district while on District property or at any school-related event on or off District property.

### 5517 - ANTI-HARASSMENT

#### General Policy Statement

It is the policy (5517) of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

#### Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

#### Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

**Complainant** is the individual who alleges, or is alleged, to have been subjected to unlawful harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

**Respondent** is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

**School District community** means students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

**Third Parties** include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

**Day(s):** Unless expressly stated otherwise, the term “day” or “days” as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

## **Bullying**

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;

- J. public humiliation; or
- K. destruction of property.

## **Harassment**

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

## **Sexual Harassment**

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964 a, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.

- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals.

Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.

- F. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities
- G. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- H. Giving unwelcome personal gifts such as lingerie that suggests the desire for a romantic relationship.
- I. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.
- J. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- K. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- L. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

**NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the**

**criminal charge of "sexual battery" as set forth in R.C. 2907.03. The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.**

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin/Ancestry Harassment**

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

### **Anti-Harassment Compliance Officers**

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)"):

Michael McDade  
Business Manager  
Cuyahoga Valley Career Center  
8001 Brecksville Road  
Brecksville, OH 44141  
440-838-8009  
mmcdade@cvccworks.edu

Dr. Marcy R. Green  
Assistant Superintendent  
Cuyahoga Valley Career Center  
8001 Brecksville Road  
Brecksville, OH 44141  
440-746-8228  
mgreen@cvccworks.edu

The names, titles, and contact information of these individuals will be published annually on the School District's website and in the parent and staff handbooks.

The Compliance Officer(s) 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 harassment.

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept reports of unlawful harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or the Compliance Officer(s) will designate a specific individual to conduct such a process. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

Any Board employee who directly observes unlawful harassment is obligated, in accordance with

this policy, to report such observations to the Compliance Officer(s) within two (2) days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, 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 harassment. Thereafter, the Compliance Officer(s) or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

## **Reports and Complaints of Harassing Conduct**

Students and all other members of the School District community along with Third Parties are required to report incidents of harassing conduct to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a report shall file it with the Compliance Officer within two (2) days of receiving the report of harassment.

Members of the School District community and Third Parties, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment 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 Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to the Compliance Officers who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the 5517 investigation and provide the Director with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Director with the determination of responsibility that results from the Policy 2266 grievance process.

## **Investigation and Complaint Procedure**

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any student who believes that they have been subjected to



unlawful harassment may seek resolution of their complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. 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 harassment or retaliation with the United States Department of Education Office for Civil Rights.

### **Informal Complaint Procedure**

The goal of the informal complaint procedure is promptly to stop inappropriate behavior and to 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 harassed 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 Complainant and the Respondent mutually agree to participate in it.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

The Complainant 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 complainants involving a District employee, any other adult member of the School District community, or a Third Party and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe in doing so, the individual should tell or otherwise inform the Respondent that the alleged harassing conduct is inappropriate and must stop. The Complainant should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the Complainant if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the alleged inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A Complainant 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 Compliance Officers.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The Board's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the Respondent.
- B. Distributing a copy of this policy as a reminder to the individuals in the school building or office where the Respondent works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer /designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

### **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

The Complainant may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District official who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school,

Superintendent, or other District official, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); 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 Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer 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 Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the Compliance Officer should consult the Complainant to assess whether the individual with the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions deemed appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer/designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation.

Simultaneously, the Compliance Officer will inform the Respondent that a formal 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 administrative guidelines, including the Board's Anti-Harassment policy. 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 Compliance Officer/designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;

- D. 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 Compliance Officer or the 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 harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer/designee, the Superintendent must either issue a written decision regarding whether the complaint of harassment has 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 ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a written decision as described above.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of the Party's receipt of the Superintendent's decision. The written statement of appeal must be submitted to the Treasurer/CFO.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the student alleging the unlawful harassment/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 parties may be represented, at their 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, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

### **Privacy/Confidentiality**

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent, , and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. 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 harassment 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 harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce 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 report, formal complaint testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, 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 and/or this policy.

Retaliation against a person from making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanction/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

### **Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty- one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

State law defines certain contact between a teacher and a student as "sexual battery." If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined in Ohio's Criminal Code, such knowledge should be immediately reported to local law enforcement.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

### **Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension**

The Superintendent will report to the Ohio Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery, and will, in accordance with Policy 8141, suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

### **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to

create greater awareness of unlawful discriminatory practices. The Superintendent 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 harassment in general, will be age and content appropriate.

### **Retention of Investigatory Records and Materials**

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;

- J. documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law (e.g., R.C. 3319.321) – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Revised 6/24/99 Revised 1/10/02 Revised 3/30/06 Revised 2/25/10 Revised 1/9/14 Revised 3/22/18  
 Revised 3/21/19  
 T.C. 1/7/21  
 Revised 10/28/2021

© Neola 2021

Legal

R.C. 4112.02

20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)

20 U.S.C. 1681 et seq., Americans with Disabilities Act of 1990, as amended 29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 794, Rehabilitation Act of 1973, as amended

29 U.S.C. 6101, The Age Discrimination Act of 1975

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended 42 U.S.C. 1983

National School Boards Association Inquiry and Analysis - May, 2008



## Bullying & Other Forms of Aggressive Behavior (Policy 5517.01)

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a Cuyahoga Valley Career Center vehicle, or while in route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

“Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyber bullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is

sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to instructors and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyber bullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/ or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

## **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to an instructor, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject

to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events. Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the instructor, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District

community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying, in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667

State Board of Education Model Policy

## Hazing (5516)

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to or associated with Board-sponsored activities (e.g., extracurricular teams, clubs, or groups) or incidents that have occurred on school property. No administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District shall encourage, permit, authorize, condone, or tolerate any hazing activities. The preceding prohibition includes recklessly permitting the hazing of any person associated with the District. Additionally, no student shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization or any act to continue or reinstate membership in or affiliation with any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. No person shall recklessly participate in the hazing of another. Permission, consent, or

assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, employees, faculty members, and teachers of the District shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Additionally, no administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District who is acting in an official and professional capacity shall recklessly fail to immediately report the knowledge of hazing to a law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred. Students, administrators, employees, faculty members, and teachers who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students, Board employees, consultants, and volunteers and shall incorporate it into building, staff, and student handbooks. It shall also be posted on the District's website. This policy shall be the subject of discussion at employee staff meetings or in-service programs.

Board employees, consultants, and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

Revised 1/12/01 Revised 3/30/06 Revised 03/24/22

© Neola 2021

## Statement of Liability

The Board of Education of Cuyahoga Valley Career Center school district, its members, officers and employees expressly disclaim any responsibility or liability for any personal injuries or the loss and/or damage to personal property. Individuals requesting registration in a course offered by Adult Education must assume the risk of all such injury or loss.



CUYAHOGA VALLEY  
CAREER CENTER

---

The School of Nursing  
Practical Nursing Student Handbook  
Full-Time 2024-2025  
Part-Time 2024-2026

Approved June 2024

## PURPOSE OF THIS HANDBOOK

The Student Handbook serves as an agreement between the Student and the School of Nursing at Cuyahoga Valley Career Center (CVCC). Students are strongly advised to read and understand the content of the Handbook and refer to it as needed throughout the Nursing Program. All students will be required to sign the Contract with the School of Nursing at CVCC Form prior to the first day of their program acknowledging receipt and understanding of the Handbook (see Appendix). This is considered a binding contract of responsibility and accountability, which is then placed in the student's permanent file.

In addition to the policies set forth in this Student Handbook, students must also comply with the policies of Cuyahoga Valley Career Center, contracted clinical sites, and all Ohio Laws and Rules governing and regulating the practice of practical nursing. Policies in this Handbook are subject to change without notice. Any changes will be communicated verbally to students together with a printed copy of the updated policy.

## HISTORY OF THE SCHOOL OF NURSING AT CUYAHOGA VALLEY CAREER CENTER

The School of Nursing (SON) at Cuyahoga Valley Career Center (CVCC), formerly the Parma School of Practical Nursing, was created as the result of a joint venture between the Parma City School District and Parma Community General Hospital to help meet the educational and vocational needs of individual citizens, the community, and local business.

The School of Nursing opened in 1963 and has maintained a long history of producing a high-quality practical nurse graduate. The Practical Nursing program continues to enjoy an excellent reputation within the community, serving areas in Cuyahoga, Summit, Medina and surrounding counties.

Historically, the SON has offered a full-time program beginning in late summer, with graduates earning their certification the following June. The full-time LPN program continues to thrive, graduating its 61<sup>st</sup> class in 2021. A part-time Evening/Weekend program was established in 2003. This continuous 21-month program, incorporating the same content as the full-time class, is delivered over an extended time period to accommodate working professionals. The part-time program was initially developed in partnership with University Hospitals Health System (UHHS) of Cleveland. Currently, the School offers its part-time Day/Weekend and Evening/Weekend programs in alternating years.

Classroom instruction takes place at the school site with clinical instruction in a variety of acute and long-term care hospitals, skilled nursing facilities, and other contracted organizations. Students work under the direct supervision of a Registered Nurse instructor and are offered a wide variety of experiences in caring for individuals within the health care system. More than half of



the 1200-hour program is clinical experience, incorporating medication administration and intravenous therapy. Under the guidance and direction of faculty and nursing preceptors, the student is offered an opportunity to gain first-hand experience in the field of nursing.

Graduates of the program receive a Certificate in Practical Nursing and are eligible to take the NCLEX-PN State Board Examination. After passing this exam, the Board of Nursing issues a license to practice as a practical nurse with intravenous therapy and medication administration certifications (LPN-IV), and grants the individual the credentials of LPN (Licensed Practical Nurse) after his/her name.

## PROGRAM APPROVAL AND ACCREDITATION

The practical nursing program is approved by the Ohio Board of Nursing and the Ohio Department of Higher Education.

Cuyahoga Valley Career Center is accredited by the Commission of the Council on Occupational Education, Council on Occupational Education, 7840 Roswell Road Building 300, Suite 325, Atlanta, GA 30350, 770-396-3898 FAX: 770-396-3790, [www.council.org](http://www.council.org).

## MISSION

The mission of the Career Center, the driving force for education in the communities we serve, is to develop confident students with skills necessary to actively compete in a technological world by stimulating critical thinking, sound decision making, effective communication, cultural appreciation and the joy of life-long learning.

## PHILOSOPHY

The Mission Statement has provided the underpinning of the operational philosophy of the School of Nursing at CVCC.

WE BELIEVE . . .

society is composed of individuals with a variety of needs, values, and abilities from a myriad of cultural and socioeconomic backgrounds.

that each individual has a right to be treated in a non-judgmental manner.

that the appreciation of transcultural and socioeconomic diversity is imperative.

that the growth and development of contemporary society depends on its human resources. that the individual is a holistic being who influences and is influenced by society.

in the dignity of each person regardless of race, creed or color.

that each person is different and individual.

that each person has physical, mental and social needs.

that health is dynamic and consists of various levels of physical, mental and social well-being. that health status shifts back and forth during a lifetime.  
in health maintenance and health promotion measures.

that teaching the client is an integral part of the role of a nurse.

nursing is a complex art and science which utilizes the nursing process and a caring manner to meet the health needs of society.

a scientific process is necessary to assess, plan, implement and evaluate care compassion, critical thinking, sound judgment and therapeutic communication are an integral part of nursing.

the nurse is an advocate of society's health needs.

that within the broad scope of nursing, there are needs which can be met by the practical nurse.

learning is the process of acquiring knowledge, attitudes and skills demonstrated by positive changes in behavior.

learning is a dynamic process of instructor/student interaction.

the adult learner has unique needs and offers a wealth of experience and resources. learning is a lifelong process and is an individual responsibility.

the practical nursing program emphasizes clinical experience supported by theory and results. in a competent, skillful caregiver who safely practices in a competitive healthcare environment.  
that practical nurse education should follow standards and principles of sound educational practices.

that practical nursing education incorporates both cognitive and technical skills with emphasis on safety and competence.

that practical nursing is an integral part of all nursing.

all individuals have a right to pursue a level of education that will help them develop a marketable skill.

in a dynamic, planned program with instruction closely correlated with practice and emphasis on direct client care.

## PROGRAM OUTCOMES

The graduate of The School of Nursing at CVCC will:

Utilize the nursing process in meeting the physical and psychosocial needs of the client. Practice in diverse care settings in a non-judgmental and caring manner.

Work under the direction of a licensed registered nurse, physician, dentist, podiatrist, optometrist, or as defined by the State Board of Nursing.

Recognize various levels of well-being in the client as well as in one's self and intervene appropriately.

Demonstrate critical thinking, sound decision making and effective communication skills. Be a client advocate.

Be committed to life-long learning in an ever-changing society.

Deliver skillful, safe, competent, knowledgeable care consistent with legal and philosophical standards of nursing practice.

Refine leadership qualities and use in appropriate situations. Demonstrate effective health teaching.

Practice traits and attributes conducive to desirable employability behaviors.

## PRACTICAL NURSING FACULTY AND STAFF

Name	Title	Email
Kathleen Alred, MSN, BSN, RN, CNP	Part-time Instructor	<a href="mailto:kalred@cvccworks.edu">kalred@cvccworks.edu</a>
Christine Abate, BSN, RN	Part-time Instructor	<a href="mailto:cabate@cvccworks.edu">cabate@cvccworks.edu</a>
Lynn Haddad	Part-Time Administrative Assistant	<a href="mailto:lhaddad@cvccworks.edu">lhaddad@cvccworks.edu</a>
Allison Jouriles	Administrative Assistant	<a href="mailto:ajouriles@cvccworks.edu">ajouriles@cvccworks.edu</a>
Delbra Pace, BSN, RN	Instructor	<a href="mailto:dpace@cvccworks.edu">dpace@cvccworks.edu</a>
TBD	Supervisor	
Destiny Thomas, BSN, RN	Instructor	<a href="mailto:dthomas@cvccworks.edu">dthomas@cvccworks.edu</a>
Calvinia Walker, MSN, BSN, RN, CNP	Part-time Instructor	<a href="mailto:cwalker@cvccworks.edu">cwalker@cvccworks.edu</a>

School of Nursing Call Off Line	440 746-8148
Financial Aid/Student Support Services	440 746-8337
Tutoring (Anatomy & Physiology only)	440 746-8330 or 440 746-8309

## ADMISSIONS POLICY

The School of Nursing holds at least three (3) Information Nights each year. Financial aid, program requirements, an overview of curriculum and clinical experience, admission requirements, tuition, fees and expenses, and general program information are discussed. Prospective students are encouraged to attend this event **prior** to completing the pre- entrance assessment. Cohorts are admitted twice per year; the full-time program commences in August and the part-time in September. Application forms are provided to prospective students who have successfully completed the ACT WorkKeys Pre-Entrance Assessment.

### MINIMUM ADMISSION REQUIREMENTS

A high school education or equivalent. The applicant must have earned one of the following: A diploma from a recognized high school; or

A high school equivalency certificate earned by successful completion of the General Education Development Test (GED); or

If a graduate from another county’s educational system, credentials equivalent to a high school diploma.

If applicant high school/college coursework was completed in another country, the document(s) must be translated\* to English prior to submission (translated at applicant’s expense).

\*International transcripts/documents must be evaluated by an organization that is a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators, Inc. (AICE) A criminal record that does not block the applicant from attending nursing school (refer to Ohio Board of Nursing Criminal Records Check/Felony Convictions).

### HIGHLY RECOMMENDED ATTRIBUTES

1. Successful completion of high school biology, chemistry and mathematics;
2. Good physical and mental health (see Application Requirements for Nurse Licensure and Americans with Disabilities Act and in Adult Education General Section)
3. A clean criminal record (see Application Requirements for Nurse Licensure in Appendix).

## ADMISSIONS PROCESS

To enroll in the Program, the applicant must successfully complete the following steps:

1. Register and pay for the pre-entrance assessment (ACT Workkeys). The assessment is offered monthly throughout the academic year (October – May). Dates and fee information can be found on the CVCC website ([www.cvccworks.edu](http://www.cvccworks.edu)). Registration and fee payment can be completed online or in-person at The School of Nursing during business hours.

The fee for ACT WorkKeys is non-refundable. However, if the candidate calls prior to the testing date and time, the test will be rescheduled and the fee paid will be applied to the rescheduled test. If the applicant does not call to reschedule the test prior to the scheduled date and time, or does not keep the appointment as scheduled, the fee is forfeited.

If requested, access to the ACT WorkKeys to help prepare the candidate for taking the WorkKeys assessment, can be provided by contacting the School of Nursing or Student Support Services.

1. Take WorkKeys assessment and achieve minimal passing scores in all areas, as follows:

Workplace Documents	Scale Score: 79-90
Graphic Literacy	Scale Score: 76-90
Math	Scale Score: 75-90

Candidates will be advised of their scores within two weeks of testing. WorkKeys scores are valid for three (3) years from the date taken.

## APPLICATION

Prospective students achieving the minimum passing scores on the WorkKeys assessment are provided an application packet containing the following information:

- Steps to Enroll Checklist
- Practical Nursing Application Form;
- Two reference forms;
- A copy of the Ohio Board of Nursing Ohio Revised Code Section 4723.09 which outlines the criminal violations that prohibit an applicant from obtaining a nursing license.
- Financial Aid Information Sheet

## COMPLETED APPLICATION

Applications are reviewed when marked **Complete**. An application is considered complete when all of the following has been received by the School of Nursing:

- Completed Application Form
- Admissions Essay
- Official transcript supporting successful completion of high school education or equivalent. Applicants currently in high school should request a transcript to date to facilitate the enrollment process and must submit an updated official transcript upon completion of high school graduation requirements.
- Official transcripts from all post-secondary institutions attended (colleges, universities,

technical schools, etc.), regardless of program completion.

- Two completed Reference Forms. Acceptable reference forms are those completed by a present or former employer, teacher, academic counselor/advisor, clergy or other professional resource who can attest to the applicant's professionalism and work ethic. Reference forms from relatives or close personal friends will not be accepted. All reference forms must be kept confidential and be sent directly to the School of Nursing at CVCC via mail or fax by the individual completing the reference form or can be hand-delivered in a sealed envelope. See the Reference Form included in the application for more specific instructions.
- Payment of application fee

Accepted applicants will be notified by mail. Seats are secured by paying the \$200 non-refundable Administrative Seat Fee after meeting with Financial Aid.

When a class is full, a wait list is developed. Wait-listed applicants will be promptly informed of their status. Applicants from the wait list will be given priority consideration, in sequential order, to fill any vacated seats in the current year's class or become one of the first individuals to fill the next class to be enrolled. Incomplete applications are kept on file for three years or upon expiration of WorkKeys scores, whichever comes first.

## **ADMISSIONS AND PROMOTIONS COMMITTEE**

The Admissions and Promotions Committee is comprised of representatives from the full-time faculty and the program supervisor. Each file is read and reviewed for accuracy and completeness. If any concerns arise from the review of the completed file – the file is flagged and a majority of the full time Admissions and Promotions Committee address the issue and concerns. Advanced placement requests from other PN/RN programs and requests for re-enrollment of returning students are reviewed by the Admissions and Promotions Committee.

## **STNA ARTICULATION**

Any State Tested Nursing Assistant (STNA) who holds a current, valid, unrestricted certification in the State of Ohio and is actively practicing as a STNA may request to opt out of up to 26 hours in Nursing Fundamentals and Life Science. The specific hours for which the STNA may be excused are pre-determined by the nursing faculty and incorporate content included in the STNA education program.

To be eligible to audit these 26 hours, the STNA must complete and submit the STNA Articulation Agreement Request Form (see Appendix) and all supporting documentation required **within the first three weeks of school**. Requests are reviewed by the Admissions and Promotions Committee and approved students will be excused from attendance during the following designated hours of Nursing Fundamentals and Life Science outlined below:

Nursing Fundamentals –

Unit N2 Standard Precautions and Medical Asepsis	1 hour lab
Unit N4 Physiological Needs: Intake & Output Lab Practice Time	2.5 hours lecture 3 hours lab
Unit N5 Physiological Needs: Care of the Bed Bound Patient	5.5 hours lecture 3 hours lab
Unit N7 Body Mechanics and Patient Mobility	1 hour lecture 1 hour lab
Unit N10 Physical and Environmental Safety	Last 2 hours lecture
Unit N17 Vital Signs	1 hour lab
Unit N18 Concepts of Microbiology and Isolation Techniques	Last 1 hour lecture

Life Science –

L5 Interactive Processes: Basic Communication Skills	First 3 hours lecture
L9 Legal Issues in Nursing	First 1 hour lecture
L14 History and Trends in Nursing	Last 1 hour lecture
<b>Total Hours</b>	<b>26</b>

Please note: the student will be expected to take all quizzes, midterms and finals in these sections. The hours of Nursing Fundamentals class may be subject to change. The privilege of being excused from attendance during the 26 hours does not change the cost of education, but will impact the amount of financial aid awarded.

## **ANATOMY AND PHYSIOLOGY AUDIT**

Students who have successfully completed Anatomy & Physiology (A&P) coursework at another accredited institution may submit a request to audit the A&P section of Basic Nursing at the School of Nursing. To qualify for audit consideration:

- The previously-taken A&P course must have covered all body systems;
- The previous course must have been completed within the past three years;
- The contact hours for the previous course must be equal to or greater than the number of hours in The School of Nursing at CVCC's current Anatomy and Physiology course;
- The student must have earned a minimum of 80% in the previous course.

To apply for the 85-hour auditing privileges, the student must submit the following documentation

to the School of Nursing Supervisor before the start of A&P:

- Audit Transfer Credit Request Form (see Appendix)
- Copy of the course description for the year the previous course was taken

If the Admissions and Promotions Committee determines that the previous coursework meets the SON requirements, the student will be excused from all requirements of the School's A&P section. However, the student is welcome and strongly encouraged to attend A&P lecture as a review.

Auditing the A&P section of Basic Nursing will affect the cost of education and financial aid awarded. Students who audit A&P will have the hours removed from their TLS2 financial aid award which will decrease the total amount awarded.

The grade from the outside school is not factored into the overall GPA calculation for the final grade in Basic Nursing. It is the responsibility of the student to maintain awareness of any changes in the published class schedule that may affect attendance in other Basic Nursing classes.

### **ADVANCED PLACEMENT**

Advanced placement from another nursing program will be evaluated on an individual basis. Time lapse between exodus from initial nursing program and advanced placement must be in keeping with current policy of the school. An individual who was a clinical dismissal, has demonstrated an undesirable attendance record, has earned course grades below which we would have retained our own students, has been enrolled two or more times at other nursing programs, or has not successfully completed Basic Nursing content consistent with CVCC requirements is ineligible for Advanced Placement and may not be eligible for initial enrollment or re-enrollment in this program.

The WorkKeys pre-entrance assessment must be completed as outlined in the Admissions Policy of this Student Handbook and must be completed prior to consideration for enrollment. The fee for WorkKeys is \$65.00. A preliminary "unofficial interview" is suggested to explore the feasibility of advanced placement. The School of Nursing at CVCC admission requirements and curriculum requirements shall be met by each transferee.

All requests for transfer are considered by the Admissions and Promotions Committee. The decision of this Committee is binding on all parties. Advanced Placement students shall be required to have a personal interview with the supervisor or designee and will be required to take written and clinical laboratory skills evaluations as determined by the Admissions and Promotions Committee and Supervisor. Advanced Placement shall be admitted providing there is available space in both classroom and clinical component of the program and a plan is implemented to assure curriculum outcomes will be met.

When an advanced placement student is accepted, the student must secure a seat by paying the non-refundable administrative seat fee. Tuition and fees will be prorated for the period of



enrollment.

## **MILITARY**

Any applicant with military experience may request to have his or her training record reviewed for advanced placement and/or awarding of credit. Each evaluation will be handled on an individual basis by the Admissions and Promotions Committee.

# **SCHOOL OF NURSING CALENDAR**

## **HOLIDAYS AND BREAKS**

The School of Nursing observes the following holidays: Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Jr. Observance, President's Day, Good Friday, Easter, Memorial Day, Juneteenth and Independence Day.

The following break periods are observed: Thanksgiving Break, Winter Break, Spring Break, and Summer Break. Refer to the Full- and Part-Time School Calendars in the Appendix for the specific dates of these holidays and breaks.

## **SCHOOL CLOSURES (SNOW DAYS)**

The School of Nursing will observe the same snow days and school closings as CVCC. During the school week, Cuyahoga Valley Career Center is closed when five of the eight associate schools have closed. In the event of inclement weather, students are responsible for being self-informed and checking local media outlets to see if school has been closed. Students are encouraged to establish a phone tree among class members to facilitate communications regarding official closings. If excessive "snow days" occur that jeopardize program requirements, class/clinical hours may need to be "made up" utilizing break time, pre-planned days off or via an extended school year.

If daytime classes at Cuyahoga Valley Career Center are cancelled due to inclement weather or for other reasons, all day and evening adult classes will also be cancelled. If the closing occurs on a scheduled clinical day, clinicals are likewise cancelled. In the event of inclement weather on a clinical weekend necessitating school closing, students will receive a notification from the Supervisor or clinical instructor via phone message. In any case of an official school closing, the student is not required to call the School Attendance Line or clinical site.

In the event of inclement weather without an official school closing, students are encouraged to use their judgment about driving conditions. If the student elects to call off, he or she will be recorded as absent.

In the event of a snow day on a classroom day, the schedule may be adjusted to cover the missed lecture(s). However, as this is not always possible, students are responsible for self-studying the material that otherwise would have been covered. In the event of school closings in excess of two clinical days in a rotation, or, if in the Supervisor's discretion, successful completion of program

requirements and objectives are jeopardized, lost time will be made up using alternate hours, break periods, scheduled days off, and/or an extended school day or year.

### **CLOSURE DUE TO UNFORESEEN CIRCUMSTANCE**

In the event the school must close due to unforeseen circumstance, classes may be shifted to an online platform (i.e. Zoom or other virtual learning system) in addition to the utilization of other remote learning methods such as Google Class. Flexibility will be required in order to meet the needs of the class. Attendance will be monitored and policies enforced to ensure Financial Aid eligibility requirements are maintained.

## **CLASS SCHEDULE**

### **CLASS SCHEDULE**

Unless otherwise announced, classroom lectures and labs are held at The School of Nursing at CVCC. Fifty (50) minutes constitutes a class (clock) hour. Lab hours may be adjusted in order to accommodate the material being taught.

### **FULL-TIME STUDENTS**

A typical week in the full-time program consists of 35-37.5 hours of lecture, lab and clinical experience, including 3-5 hours of supervised, planned study time. Basic Nursing begins in August. Class hours are Monday through Friday from 7:30am (must be in your seat at this time) to 3:30pm with break and lunch periods incorporated. Clinical hours begin at 6:45am. During Basic Nursing, clinicals end at 11:30am with the students returning to the classroom for the afternoon. During Advanced Nursing (TLS1 and TLS2), students transition to full-day clinicals that run until 3:00pm. Special clinical experiences may extend over slightly different hours. In the final term of the program, clinical experiences may include two or three weekends.

### **PART-TIME STUDENTS**

The part-time program (day or evening) incorporates the same content as is taught in the full-time program, extended over 21 months. Part-time students should anticipate a schedule that incorporates 15-22 hours per week in classroom, lab and clinical experiences. Classes begin in September, with students completing Basic Nursing in June of the first year. Students transition into Advanced Nursing, attending classroom and clinicals their first summer and graduating the second June of their enrollment period. Currently, the School offers the part-time programs in alternating years.

### **PART-TIME DAY PROGRAM**

Class meetings are held Monday, Wednesday and Thursday from 10:00 am (must be in your seat at this time) until 3:30 pm. Breaks and lunch periods will be incorporated.

## **PART-TIME EVENING PROGRAM**

Class meetings are held Monday, Wednesday and Thursday from 4:30 pm (must be in your seat at this time) until 9:30 pm. Breaks and lunch periods will be incorporated.

Part-time students begin clinical experiences in December, after the successful completion of Anatomy and Physiology. Clinical rotations are held on Saturday and Sunday from 6:45am until 3:00pm, and are typically every other weekend. In special situations, weekends may need to be scheduled back-to-back to facilitate the clinical experience. The student will be notified of the exact dates he or she is expected to attend in advance of each course. Special clinical experiences may extend over slightly different hours.

Additionally, part-time enrollees are expected to attend clinicals from 6:45am until 3:00pm for approximately 9-12 weekdays throughout June and July in order to fulfill the required number of clinical hours and gain a fuller experience of acute care and specialty environments. These summer clinical enrichment days are in addition to regularly scheduled weekend clinical hours.

# **ACADEMIC EXPECTATIONS**

## **PREPARING FOR CLASS**

Each student is expected to read assignments and prepare for class content before attending the class presentation. Studying every evening and weekends is imperative for success! A minimum of 2 hours of class preparation is expected for each hour of lecture presented.

## **ACADEMIC INTEGRITY**

Cheating and plagiarism will not be tolerated in the School of Nursing. Copying another student's answers or homework or letting another student copy your answers or assignments will lead to the following consequences:

- First Offense; failing grade or zero on the assignment or test; written reprimand in student file
- Final Offense; expulsion from the program.

Plagiarism is typically defined as the use of another person's or a group's words or ideas without clearly acknowledging the source of that information, resulting in the false representation as one's own work. More specifically, to avoid plagiarizing, a student or other writer must give credit when he/she uses:

- Another person's idea, opinion, or theory
- Any facts, statistics, graphs, drawing - any piece of information that is not considered common knowledge
- Quotations of another person's spoken or written words
- Paraphrases of another person's spoken or written words
- Another person's data, solutions, or calculations without permission and/or recognition of the source, including the act of accessing another person's computerized files without authorization.

Plagiarism may be either deliberate or unwitting. Regardless, it is the responsibility of a college student to know what constitutes plagiarism, so that they may avoid it. Ignorance is not a legitimate defense against a charge of plagiarism. Cheating, falsifying documents and/or plagiarism will not be tolerated by Cuyahoga Valley Career Center. The penalties for these offenses are as follows:

- First offense: Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student may repeat the assignment to correct all areas of plagiarism. The repeat assignment is graded on a 30% reduction of points.
- Second offense: Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student may not repeat the assignment. No credit will be earned for the assignment; the final grade is a “0”.

Third offense: Student receives a “0” on the assignment or test along with coaching and counseling from the course Supervisor. Documentation is completed and placed in the student file. The student is awarded a grade of “F” for the course.

- Any further offense: Student receives a “0” on the assignment or test along with coaching and counseling from the Supervisor and Adult Education Director (Assistant Superintendent) from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of “F” for the course and will be separated from the Practical Nursing program.
- Any further offense upon students return from separation: Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student

is awarded a grade of “F” for the course and may be expelled from the college without the option to return.

### **CLASS ASSIGNMENTS/HOMEWORK/SELF-STUDY QUIZZES/WORK IN LIEU OF QUIZZES**

All work is to be neat, legible, and identified with the student’s name and class. If a form is not provided or a Scantron is not used, the assignment must be submitted on standard sized notebook paper. Assignments are to be submitted per the Faculty member’s instructions on the date specified. At the discretion of the Faculty member, any late work may be refused, or if accepted, the final grade may be lowered by 3% or one letter grade for each day late. In any event, absent extenuating circumstances, if the work is not submitted within one week after the due date, a zero is earned. Students are encouraged to retain copies of returned graded assignments as review tools for quizzes, mid-terms and final examinations.

### **EXAMS**

Scheduled and announced quizzes will be given throughout each course. These quizzes, geared to the objectives of each unit(s), cover content included in the assigned readings and class presentations. Unannounced quizzes may be given at the discretion of the Faculty member. These

unannounced quizzes may also be factored into the student's grade.

In most courses/sections, midterm examinations are integrated. These midterm exams are typically 50 questions and one hour is allotted. In all courses/sections, a final exam of 100 questions is incorporated and two hours are allotted. See the syllabus for each course/section to determine the percentage of the overall grade attributable to quizzes/written work, the midterm, if any, and the final.

During any quiz, midterm or final, all personal belongings, including but not limited to outerwear, cell phones, smart watches, books, and purses, are to be left outside the testing room. Students are to bring only pencils and a Scantron answer sheet into the room with them.

The results of quizzes, midterms and final examinations will be provided to facilitate learning. Students are urged to actively participate in any provided classroom reviews as this facilitates development and refinement of reading, test-taking and critical thinking skills. When reviewing any tests/quizzes, students are required to demonstrate honesty and integrity; no test/quiz questions may be copied, and there is to be no recording, texting or photo taking. In the event that an individual violates this policy, disciplinary action, up to and including a critical incident or dismissal, will be taken. During any review of quizzes, midterm, or final exam, all personal belongings, including but not limited to outerwear, cell phones, smart watches, books, and purses, are to be left outside the classroom. Faculty reserves the right to withdraw the privilege of reviewing quizzes and/or tests upon reasonable suspicion of violations of integrity.

Students are responsible for previous learning and, as such, quizzes, written work, midterms and finals may require active utilization of any previously covered content areas including content mastered in previous courses and terms.

## **MAKEUP ASSIGNMENTS AND EXAMINATIONS**

If, due to unplanned absence, a student misses a lecture session, the student must, upon return, obtain notes from a peer. If the quiz that incorporates that lecture session is administered on the day of the student's return, the student may defer taking the quiz until the next classroom day. **If, due to unplanned absence, a student misses a scheduled quiz, the student is to take the quiz immediately upon return, at the start of the day.** The exception to this rule is that when the full-time students are in all-day clinicals, students who have missed or postponed quizzes are expected to return to the School after clinicals to take the quiz on the next school day. Students who are absent for more than one classroom day must meet with the Supervisor or designee to arrange a schedule for making up missed work. Each situation is considered on an individual basis.

If a scheduled quiz is missed or postponed, an alternative quiz may be administered at the Faculty member's discretion (make-up quiz will be fill in the blank). **If the student has not completed missed quizzes within the stipulated days, Faculty will deduct 3% from the final quiz grade for each day late. If the quiz is not made up within one week, a zero is earned.**

All written assignments are due on the first day the student returns after unplanned absence. If Faculty has previously announced that late work will not be accepted, it may be refused. If written work is assigned while a student is absent, it is to be submitted on the next classroom day, unless other arrangements have been made.

Any planned absences must be discussed with the Supervisor or designee and instructor before occurrence, and arrangements must be made in advance for any work that will be missed. (See Student Attendance and Absence Policy).

## STUDENT ATTENDANCE AND ABSENCE POLICY

### ATTENDANCE

Students have a personal and professional responsibility to maximize their education by taking advantage of all scheduled learning experiences. Regular attendance and punctuality are expected of each student. To ensure students have the opportunity to participate in all planned learning activities and demonstrate satisfactory competency for progression, attendance each scheduled day is essential. Students are expected to be on time for classroom and clinical activities.

Promptness and consistent attendance are expected professional behaviors. Contingency plans for family illness and childcare are to be formulated prior to entering the program. The following attendance policy has been established to assure that students meet the minimum acceptable standards for attendance. There are no excused absences – just provisions to deal with time away from the program.

While acknowledging that perfect attendance is the goal, illness and unexpected emergencies do happen. In the event that a student will be absent or tardy, the following policies and procedures must be observed:

### CALL-IN/SIGN-IN PROCEDURES

In the event a student is going to be absent from the classroom, the student is responsible for calling **The School of Nursing's Call-Off line at 440-746-8148** to leave a message with the date, time of call, student name, student cohort (full or part-time) and reason for the absence. This call must be made no later than 30 minutes prior to the start of class.

When on clinical assignment, it is the student's responsibility to notify both the school and clinical area at least one hour prior to the clinical start time. The School must be notified by calling the Call-Off line as described above. In addition, the student must also notify the clinical site at the facility number provided prior to the start of clinicals, or at the number printed on the Enrichment Objectives sheet. Students should keep a record of the name of the person to whom they spoke when reporting the absence to the clinical facility. **Failure to initiate both calls in the prescribed manner and within the time frame described above will lead to a Critical Incident (see Evaluation).**

Students not following the call off procedure for both the classroom and clinicals will result in a “No Call, No Show”. A student accumulating three “No Call, No Shows” results in immediate dismissal from the program.

### **TARDINESS**

Tardiness is defined as missing from 1 to 90 minutes in the morning or at midday, or when returning late from class or clinical breaks/lunch. Each episode of tardiness will be noted in the student’s personal file and on the grade transcript at the end of the program. Tardiness will accrue toward your overall hours absent. Persistent tardiness may ultimately result in dismissal, regardless of level of academic or clinical performance and time in the program.

If the student is tardy to class, he or she must sign-in on the attendance sheet. Students must sign in or out at the desk when tardy, when a half day is missed, or when leaving early. Students who are tardy may be asked to wait outside the classroom until the next class break.

### **ABSENCES**

A class day is 7.5 hours for full-time students, and 5 hours for part-time. For documentation on the grade transcript and disciplinary purposes, all recorded absences will be converted into hours based on the actual amount of time the student was not in classroom lecture or clinical.

In the event that a student is going to be absent due to illness, the student must call off for a full classroom and/or clinical day. Half-day call-offs due to illness will not be permitted, and will result in the student being sent home for the remainder of the day.

On days that quizzes, midterms, and finals are scheduled, half-day call-offs will not be permitted without proper documentation (i.e. doctors note, court documentation) as to why they called off. It is the student’s responsibility to notify the director and submit proper documentation ahead of time regarding any time being missed on quiz/midterm/ and final scheduled days. Not notifying the director and submitting proper document of time missed will result in the student being sent home for the remainder of the day and reschedule a time to take any quiz/midterm/final. See “Makeup Assignments and Examinations” on page 53.

Any student who is absent for five (5) consecutive days or longer, or any student sustaining an injury requiring medical attention, must be seen by a physician and have a written physician’s statement allowing unrestricted permission to return to school and the clinical area.

### **PERSONAL LEAVE DAYS**

Each student is permitted up to three (3) sick leave days (22.5 hours) without disciplinary consequences during the entire program. Acceptable reasons for use of sick leave are immediate illness, exposure to contagious disease, personal injury, , child’s illness, or injury/death of immediate family.

A maximum of three (3) days (22.5 hours) of personal leave may be requested during the enrollment period. Personal leave day(s) must be prearranged and approved by the Supervisor or designee. Personal leave is granted solely at the discretion of the Supervisor (or designee) and is designed to allow the student to handle necessary personal matters or, observe religious holidays. Careful planning of appointments, meetings, etc., for times outside of scheduled school hours is strongly advised. Personal leave days are considered as time away from the program and will be recorded as an absence, but will not be counted toward disciplinary action for attendance. Personal days may not be utilized on the day of or day before a final examination, before or after a holiday, or during the final week of the program, unless special circumstances exist.

### DISCIPLINARY ACTION FOR ATTENDANCE ISSUES

Attendance is calculated on a weekly basis. Students are provided with a printout of their cumulative attendance record documenting absences, tardiness, and personal leave days as accumulated based on the table below. Disciplinary action taken for attendance purposes is outlined below. All attendance actions will be documented on the Notice of Corrective Action Form (See Appendix).

Absence/Tardy Accumulation	Disciplinary Action
20 hours	<b>ALERT</b> and a printout of attendance log provided to student
35 hours	<b>WARNING</b> and discussion with the Supervisor
55 hours	<b>FINAL WARNING</b> and meeting with the Supervisor and Admissions and Promotions Committee
70 hours	Meeting with the Supervisor and selected designee(s); <b>DISMISSAL</b> except in extenuating circumstances
First "No Call, No Show"	<b>WARNING</b> and discussion with the Supervisor
Second "No Call, No Show"	<b>FINAL WARNING</b> and meeting with the Supervisor and Admissions and Promotions Committee
Third "No Call, No Show"	IMMEDIATE DISMISSAL FROM THE PROGRAM

Students are also referred to the Clinical Make-up and Clinical Evaluation sections.

Extended illnesses and special circumstances are handled on an individual basis by the Supervisor of



the School of Nursing and the Admissions and Promotions Committee. Factors that may be considered when deciding whether or not to allow a student to continue in the program include the student's past attendance and tardiness record, other illnesses, anticipated number of days that will be missed due to the extended illness/special circumstance, percent of the program completed, and past clinical and classroom achievements.

Excessive absences can also jeopardize remaining enrollment and/or participation in Federal Financial Aid programs, regardless of academic standing.

## **CURRICULUM AND INSTRUCTION**

### **CURRICULUM DESIGN**

The nursing curriculum is designed using a holistic approach to healthcare that addresses the physiological, emotional, behavioral, developmental, cultural, and spiritual needs of the client. These needs may shift in importance depending on the client's current state of health and may shift in importance across the life span. Maslow's Theory is incorporated throughout the program and is used to explore the curriculum content.

The nursing process is used as the systematic method of meeting healthcare needs. Development of the skills of critical thinking, clinical judgment, sound decision-making, priority setting, time management, and effective communications are integrated throughout the curriculum. Related theory and clinical practice progress from the simple to complex as much as is possible with the acuity seen in the institutionalized client. Practice is correlated with theory and is closely supervised by RN faculty, teaching assistants and preceptors.

### **INSTRUCTIONAL STRATEGIES**

Teaching strategies include cooperative learning, lecture, conferences, demonstration, return demonstration, PowerPoint presentations, utilization of the nursing process, visual and auditory aids, exploration of didactic information via computer, Mannequin Annie and clinical practice. Clinical practice is carried out in a variety of institutional and community-based settings.

### **INSTRUCTIONAL STAFF**

The School of Nursing faculty includes the Supervisor, Instructors and Teaching Assistants, all of whom are Registered Nurses employed by the Board of Education. The Instructional Staff meet or exceed all qualifications to be certified as Adult Education Instructors by the Ohio Department of Education and meet or exceed the requirements of the Ohio Board of Nursing and accrediting agencies. Students are at all times responsible to the Instructional Staff. In the clinical area, students practice under the supervision of the RN Faculty, Teaching Assistant and/or preceptor, following rules established by the Ohio Board of Nursing, the clinical organization, and this educational program.

## **NURSING PROGRAM REQUIREMENTS**

The School of Nursing at CVCC's 1200 clock-hour program is divided into three terms. The first term is Basic Nursing. The subsequent two terms are Advanced Nursing; each of these two terms consists of one course.

### **BASIC NURSING (INTEGRATED COURSE: SECTIONS 101, 102 and 103)**

Basic Nursing is made up of the following three sections: Anatomy & Physiology, Life Sciences and Nursing Fundamentals. This integrated course consists of formal didactic instruction with laboratory and clinical practice. Clinical and classroom experiences are of equal importance.

#### **SECTION 101 – ANATOMY AND PHYSIOLOGY**

Anatomy and Physiology is a didactic subject in which basic anatomical structure and function is explored to establish an understanding of the human body. Medical terms are defined, pronounced and analyzed throughout the course so the student becomes increasingly proficient with their usage. More complex concepts, including basic pathophysiologic changes, are added as body systems are introduced. Course content is tied to other Basic Nursing courses. Maslow's Theory is applied as the learner begins to relate anatomical/physiological abnormalities to nursing care needs.

#### **SECTION 102 – LIFE SCIENCE**

Life Science is a didactic subject that explores principles of normal nutrition, growth and development, communication, basic computer skills and etiquette, personal and professional growth, transcultural considerations, nursing history, and legal, ethical and moral issues. The role of the practical nurse in organized health care is identified and developed. The nursing process, Maslow's Theory, holism and health promotion are interwoven throughout the units.

#### **SECTION 103 – NURSING FUNDAMENTALS**

Nursing Fundamentals is a didactic and clinical section that establishes a sound nursing foundation by developing skills within the scope of practice of the practical nurse. Nursing Fundamentals includes course work in basic nursing procedures, dosage calculation, basic intravenous therapy, principles of pharmacology, and physical assessment. Maslow's theory and the nursing process are used as tools for exploration of concepts. Students begin their clinical experiences in this section, initially applying basic nursing skills to the care of their clients and progressing to the application of more complex skills. Clinical assignments take place in a variety of contracted facilities and may be supplemented with observational and enrichment experiences.

**Successful completion of Basic Nursing is necessary for retention and promotion within the program. To pass Basic Nursing, the student must:**

1. Earn a minimum final grade of 77% in Anatomy and Physiology (Students who do not achieve 77% in A&P are dismissed from the program at that point); and
2. Earn a minimum final grade of 80% in Nursing Fundamentals (Students who do not achieve an 80% in Nursing Fundamentals are dismissed from the program at that point); and
3. Earn a Basic Nursing grade point average of a minimum of 79.5%; the Basic Nursing GPA is

an average of the final grades in Anatomy & Physiology, Life Sciences, and Nursing Fundamentals (**Students who do not achieve 79.5% as a final GPA are dismissed from the program at that point**); and

4. Earn a Satisfactory as a final evaluation in clinicals; and
5. Maintain an acceptable attendance record (see Attendance Policy).

Note: While there is no final minimum grade required in Life Sciences, the Life Sciences grade must be high enough that when averaged with the final grades in Anatomy and Physiology and Nursing Fundamentals, a minimum of 79.5 is earned.

All sections of Basic Nursing must be completed in the same enrollment period for any credit to be earned. **No credit is earned for passing individual sections of Basic Nursing.**

### **CANDLELIGHTING CEREMONY**

Upon successful completion of Basic Nursing, students are recognized in a Candlelighting ceremony. The inspirational ceremony marks a milestone, symbolizing the successful completion of the program requirements. As a memento of their success in Basic Nursing, each nursing graduate receives the Florence Nightingale Lamp, the Lamp of Learning.

### **ADVANCED NURSING**

The Advanced Nursing curriculum includes theory, laboratory experiences, supervised clinical experiences and observational/enrichment opportunities. These courses explore the themes of altered states of health, and integrate life span considerations, issues of contemporary society and vocational growth. Students are expected to progress in the application of classroom theory to clinical practice and to demonstrate increasing refinement of nursing skills. Maslow's Theory and the nursing process are utilized as tools to help shape understanding.

The clinical courses offered in Advanced Nursing are:

Care of the Client Throughout the Lifespan Part 1 and 2.

Special enrichment and observation experiences in Advanced Nursing are also integrated to enhance student learning and may include:

Assisted Living	Home Care	Blood Pressure Clinics
Acute Care	Birth Center	Special Needs Care
Long Term Acute Care	School Nursing	Rehabilitation
Behavioral Health	Hospice	Residential/Day Camp
Medical Examiner/Coroner		
Senior Programs	Flu Clinics	
Health Fairs	Precept Experience	Long Term Care

## **COURSE 201 CARE OF THE CLIENT THROUGHOUT THE LIFESPAN PART 1 (TLS1)**

Students who successfully complete Basic Nursing progress to this first Advanced Nursing course. In this didactic and clinical course, the student will utilize the nursing process and Maslow's Theory to meet the needs of maternal, pediatric, adult and geriatric clients with health deviations experiencing a variety of increasingly complex medical, surgical and/or behavioral disorders. Health promotion techniques are also incorporated. Clinical experiences take place in a variety of contracted facilities. Critical thinking and clinical decision-making skills are strengthened to enhance the student's ability to meet client needs. Leadership, pharmacology, and intravenous therapy concepts are integrated throughout the course. The student is expected to correlate the theory explored in the classroom with the safe delivery of care to the client, continuously building on previous didactic and clinical experiences.

### **INTRAVENOUS THERAPY**

Principles and practices of intravenous therapy related to the practical nurse's Scope of Practice in Ohio will be explored in the classroom and implemented in the clinical and laboratory environments. This content thread is integrated throughout Basic and Advanced Nursing. Each student must satisfactorily complete the Intravenous Therapy laboratory experience to pass Care of the Client Throughout the Lifespan Part 1.

## **COURSE 202 CARE OF THE CLIENT THROUGHOUT THE LIFESPAN PART 2 (TLS2)**

Enrollment in TLS2 is initiated after successful completion of TLS1. TLS2 is a didactic and clinical course in which students are expected to demonstrate progressive development and refinement of the skills learned in TLS1. Successful completion of a medication administration experience and demonstration of entry-level leadership skills are required for successful completion of this course.

Successful completion of TLS1 is necessary for progression to TLS2. Successful completion of TLS2 fulfills a portion of the requirements for graduation.

### **PHARMACOLOGY**

Pharmacology is an integrated curricular theme throughout Basic and Advanced Nursing. A planned medication administration experience is incorporated into Care of the Client Throughout the Lifespan Part 2. Each student must perform satisfactorily in the administration of medications by the close of this experience to successfully complete the course.

## **GRADES AND EVALUATION**

### **CLASSROOM GRADES**

Letter grades are assigned to the student's academic progress, as follows:

100-94%	A
93% - 87%	B
86% - 80%	C

79% AND BELOW	NI
---------------	----

If a student exits the program after having completed a minimum of one section of Basic Nursing, an official grade transcript is generated. See Curriculum description above for the minimum academic requirements for retention and promotion for each section/course. Students will periodically be given grade reports to allow self-monitoring of progress.

## CLINICAL GRADES

Clinical Experience - Progress Reports will be completed by Clinical Instructors at the end of each rotation in Basic Nursing and Throughout the Life Span Part 1. This tool uses a checklist format and free text to summarize the student's clinical achievement and assign a final evaluation of "Satisfactory," "Needs Improvement," or "Unsatisfactory."

Definition of terms are as follows:

**S - Satisfactory** – Consistently accurate or correct in relating to health, safety, knowledge base, and delivery of care. Punctual, displays a positive effect of a personal and vocational nature, desirable behavior and work habits. Meets objectives of the course with minimal or no guidance.

**NI - Needs Improvement** – Inconsistent performance, incorrect, inaccurate, not punctual, undesirable behavior or work habits, application of knowledge base, delivery of care and issues relating to health, safety, or effect of a personal and vocational nature, needs considerable guidance to meet objectives of course.

**U - Unsatisfactory** – Unsafe practices, lack of application or transfer of knowledge, carelessness, undesirable practices in delivery care and issues relating to health, safety, affect, habits or skills of a personal and vocational nature - may necessitate immediate dismissal from program.

Each student will meet with their clinical instructor or designee in conference to receive feedback on their performance during the previous rotation. During this meeting, the student's Clinical Experience - Progress Report is discussed, reviewed and signed, acknowledging receipt. Students may respond in writing to the summative and evaluative statements.

A student who earns a clinical evaluation of Needs Improvement at an evaluation point partway through clinical section/course is being made aware of behavior that must be improved prior to the end of the section/course. Any student earning a Needs Improvement evaluation at this point is expected to meet with the Supervisor and the new Clinical Instructor as soon and possible to develop a plan to create a positive change in behavior. If the student earns a clinical evaluation of Needs Improvement at the end of the section/course, the student does not pass the section/course and is dismissed from the program. An "Unsatisfactory" evaluation at any time may facilitate immediate dismissal without forewarning.

If the student attends less than 90% of the planned clinical experience, a Needs Improvement is earned. If this situation occurs at the close of the course, not permitting retention and promotion,

the situation is automatically referred to the Admissions and Promotions Committee for a decision of promotion versus dismissal. Each circumstance is considered on an individual basis and will be handled on a case by case basis. Also see the Clinical Make-Up Policy, above.

Anecdotal notes, formative and summative evaluations, critical incidents and attendance records are part of the student's records and therefore confidential. These documents are maintained in active student's records; however, no copies are shared outside the School. The exception to this policy is when student has a governmental sponsor and this information is contractually required to be shared with the supporting agency or subpoenaed by the court.

Written and/or verbal evaluations will be shared among Faculty to monitor the student's progress in developing appropriate professional behaviors.

When students graduate, an "S" is recorded on the official grade transcript for clinical achievements, alongside the letter grades earned. Progress reports, notices of corrective action and anecdotal notations are removed from the student's permanent record twelve months after graduation.

### **ANECDOTAL NOTES**

Anecdotal notes may be issued at any time by the faculty, teaching assistants, or supervisor of the program, identifying any positive or negative behavior exhibited by the student. Anecdotal notes are to be read by and discussed with each student as soon as possible. Within 24 hours, the student is to sign and return the document to the staff member who generated it. The student may write and attach his or her comments, if desired.

### **CRITICAL INCIDENTS**

Faculty, part-time instructors, teaching assistants, and/or administrative staff may recommend to the Admissions and Promotions Committee that a student be issued a critical incident for serious violations of standards or behavior. Examples of behaviors that may initiate consideration of a critical incident include, but are not limited to: failure to give safe care to clients, violations of school policy in excess of behaviors warranting an anecdotal note, repeated violations of behavior for which an anecdotal note was previously issued, violation of clinical site policies, use of foul/inappropriate language in the clinical or classroom environment, failing to notify the clinical site of absence ("no call/no show") and any other behavior(s) unacceptable in a developing health care worker. If the Admissions and Promotions committee agrees that a Critical Incident is appropriate, the student will meet either with the Supervisor and/or with the Committee to review the incident and review the Notice of Corrective Action form. This form will describe the student's inappropriate behavior and describe the behaviors that the student is expected to demonstrate for the remainder of the enrollment period. The student will be asked to sign the form, indicating receipt and an understanding of future expected behaviors.

A maximum of two Critical Incidents are permitted during the program. Earning a third critical incident results in immediate dismissal. The three critical incidents culminating in dismissal need

not be violations of the same expected behavior.

### **IMMEDIATE DISMISSAL FOR SERIOUS BEHAVIORAL VIOLATIONS**

Behavior of an egregious or extremely serious nature, including but not limited to, violation of confidentiality, unsafe nursing practice or careless performance, severe foul/inappropriate language, hostile and/or threatening language/actions, academic dishonesty, and illegal and/or unethical behavior may, at the discretion of the Supervisor and Admissions and Promotions Committee, result in immediate dismissal from the program without prior warning.

Any dismissed student is subject to denial of re-enrollment, a notation of the circumstances surrounding the dismissal to the student's permanent record, and is not entitled to a refund of any monies paid to the school. Any dismissed student also has the continued obligation to pay any outstanding balance for the term.

See Appendix for copies of the Clinical Experience - Progress Reports, Anecdotal Note and Notice of Corrective Action.

## **ASSESSMENT TECHNOLOGIES, INC. (ATI) PREDICTOR EXAMINATION**

Included in the student's tuition is the Virtual ATI review. This individualized review provides students with study/preparation plans to help remediate identified weaknesses and prepare for the NCLEX examination. Students who complete the Virtual ATI Review program and receive the "GREEN LIGHT" to test from their coach have consistently averaged 97% NCLEX pass rates.

The School of Nursing at CVCC uses a testing package designed to help students measure their learning in preparation for graduation requirements and passing the National Council Licensure Examination (NCLEX-PN). The ATI program consists of online learning tutorials using the Nurse Logic module; assessments and remediation, practiced and proctored, through Learning Systems; and culminating with the Comprehensive Predictor assessment.

The ATI Comprehensive Predictor is a 180-item assessment of the student's comprehension and mastery of basic nursing principles and concepts via NCLEX-style questions. A typical assessment will include 80% application/clinical judgement questions and 20% foundational knowledge. The test will be administered twice during Care of the Client Throughout the Lifespan Part 2 (TLS2). The student is expected to take both assessments and remediate and study between the two.

One of the two final Comprehensive Predictor exams must be completed at the recommended score of 67% or better to complete program requirements and be eligible for graduation. An individual score of 67% on the Comprehensive Predictor equates to a predicted probability of 80% passage rate on the NCLEX-PN.

If a student is unable to meet the recommended score on the ATI Comprehensive Predictor by the date of graduation, the student will be permitted to participate in graduation activities, however, the Certificate of Completion and/or official transcript will not be forwarded to the Ohio Board of Nursing (or the students' selected Nursing Board) until the passing score is achieved by the student. The student will be required to retake the Comprehensive Predictor until the recommended score of 67% is obtained. It is the responsibility of the student to contact the SON Supervisor to schedule a make-up of the Comprehensive Predictor after graduation. The assessment must be completed before the end of June (date of the retake to be determined after the second predictor is administered, but will be scheduled no later than the last week in June). The student will be responsible for the payment of any retakes administered.

To be eligible to sit for the State Board of Nursing exam, the ATI Comprehensive Predictor assessment must be taken and passed by the third Friday of December in the student's graduating year.

To successfully complete TLS2, the student must achieve the following:

- Earn a minimum final grade of 79.5% in each course.
- Obtain individual score of 67% or greater on the ATI Comprehensive Predictor Assessment.
- Earn a Satisfactory as a final evaluation in clinical.
- Maintain an acceptable attendance record.

## CLASSROOM EXPECTATIONS

### CELL PHONES AND SMART WATCHES

Personal phone calls and texting are not permitted in the classroom. In the event of a special concern, students may be given permission to leave their cell phone on in silent mode and take any necessary calls outside the classroom. Any student whose cell phone rings or is noted to be texting during class may be dismissed from class, at the instructor's discretion, for the remainder of the session or day and charged with an unexcused absence.

Cell phones in the classroom must be on the designated table in plain sight during ALL quizzes and exams.

### HEADPHONES AND EARBUDS

The use of headphones and earbuds during class or clinical is not permitted.

### RECORDING DEVICES

Lectures may be recorded on a recording device or cell phone with the permission of the instructor. Recordings should be paused when students are sharing personal information. Quiz/exam reviews may not be recorded or photographed.



## **DRESS CODE**

Professional behavior and appearance provide the foundation for the educational and therapeutic relationship and are essential to achievement of high standards in both education and nursing practice. The standards of behavior and appearance convey a message of respect for all ages, cultures and beliefs. As such they often do not reflect current style or practice but rather conservative values and clinical safety. Clothing style and size must be chosen so as to cover chest, midriff, and lower back while sitting, as well as participating in activities during classroom, lab and clinical rotations. Therefore, the following dress code has been established and will be followed.

## **CLASSROOM ATTIRE**

Students may elect to wear their uniform to class instead of scrubs. However, if they do so, they must wear the entire uniform (top and bottom) and comply with hair and jewelry requirements.

Students are to appear in class dressed as follows:

- Nursing scrubs in gray/burgundy;
- Athletic or nursing shoes with closed toe and heel;
- Hosiery that reaches above the height of the shoe-crew socks, knee socks or hose; and
- CVCC student identification badge, worn at the lapel at all times.

The following rules will also be observed:

- CVCC logo wear may be worn in place of the scrub top, if desired.
- If undergarments can be seen through the attire, they will match the student's skin tone.
- All pants are to be worn at waist level.
- All dresses must touch the knee.
- Students may elect to wear a short or long-sleeved T-shirt or turtleneck shirt under the top for warmth.
- Students may elect to wear a sweater, sweatshirt or lab coat over the top.
- No outerwear may be worn into the classroom. An exception may be made for wearing boots in inclement weather, at the discretion of the Supervisor.
- No caps, hats or other headgear may be worn into the classroom, unless required for religious or cultural reasons.
- Small earrings are permitted. However, no other facial jewelry, including but not limited to nasal piercings, eyebrow piercings, tongue piercings or other facial piercings are permitted. Body piercings should not be seen through the uniform.
- Medical alert necklaces/bracelets, if applicable, must be worn.
- Light makeup is acceptable. Gaudy makeup and perfume are not allowed.
- Attire is to be neat, clean, in good condition and fit the wearer.

In the event of a school-sponsored "dress-down" day, students may wear jeans (unfrayed, no holes), CVCC logo sweatpants or capri-length pants and a top which covers the chest and shoulders. Halter tops, shorts, tanks, tubes, halter dresses, open backs, bare shoulders, sleeveless garments, and pajamas are not permitted. Unclothed or exposed breasts, midriffs and midsections are unacceptable. No garments are permitted endorsing drugs, alcohol or weapons, or which

display foul language or sexual activity.

Students participating in CVCC-sponsored events prior to receiving their uniforms will wear dress pants or slacks, and a turtleneck, sweater or appropriately fitting tops, or a dress/skirt that reaches the knees, with appropriate hosiery and shoes, light makeup and light-colored nail polish, if any.

### **DRESS CODE IN THE VIRTUAL CLASSROOM**

Online learning attire follows the same guidelines as outlined in the Classroom Attire section. When in a virtual learning environment, students must be seated upright and dressed in appropriate attire. Attendance penalties will be assessed to students in violation.

### **CONSEQUENCES FOR DRESS CODE VIOLATIONS**

Students who do not comply with these Dress Code requirements will be dismissed for the day and marked with an unexcused absence. Further violations may lead to critical incident(s) and/or dismissal from the program.

### **FOOD AND BEVERAGE**

Students are permitted to leave the School on their lunch/dinner break. Students are also provided a refrigerator in which to store meals.. It is each student's responsibility to clean up after themselves and to assist in keeping the refrigerator and lounge area clean and sanitary. Day classes may also purchase meals from the CVCC cafeteria. Students are permitted to drink in the classroom and eat light snacks (fruit, granola bars, etc.). However, beverage containers must have a closed lid/top (e.g. be spill proof) and cannot exceed 40 ounces in volume.

All clinical sites are closed campuses. This means that at all clinical experiences, students may not leave the premises for lunch. Students should pack their own food for lunch. Meals may be purchased at many of the clinical sites. All food and beverages must be consumed in designated areas away from direct client care locations.

### **HOUSEKEEPING**

Each member of the class is expected to help keep the School neat and clean. At the end of the day, students should push their chairs in close to the desk for safety and neatness, and pick up any litter. When using the lab area for practice, students are expected to return all supplies to their proper areas and ensure all beds are made and linens are wrinkle-free. Students are likewise expected to tidy any conference area provided by a clinical site for student use.

### **EMERGENCIES AND DRILLS**

Students are to quietly participate in all CVCC fire, tornado, lock-down and evacuation drills as instructed. Students are to assist with any drill or actual emergency in the clinical area under the guidance of the Clinical Instructor and in accordance with policies and procedures learned in the classroom.

## HEALTH DATA AND SCREENINGS

### HEALTH DATA AND SCREENING SUBMISSION

All required health data and screening documentation must be submitted on the first day of class. This is to ensure there is enough time for the School of Nursing, as well as any assigned clinical sites, to organize or request any additional and/or missing documentation that is needed to begin clinicals. Not submitting all completed health data will result in the student not being able to attend clinicals, and will be charged with unexcused absences until all documentation is submitted.

### AMERICAN HEART ASSOCIATION - BASIC LIFE SUPPORT REQUIREMENT (CPR)

All students are required to show proof of CPR certification prior to the start of clinical. The certification must be valid for the duration of the student's program. The student is responsible for ensuring any renewal is completed timely to avoid expiration. The School of Nursing only accepts a Basic Life Support class taught by the American Heart Association. The course must be classroom and competency—an **online course will not be accepted**. CVCC provides in-house CPR training courses, (see <https://www.cvccworks.edu/CPR.aspx> for more information). **Students with expired CPR certification are considered to be out of compliance and will not be permitted to attend clinical until proof of valid certification is received and will accrue unexcused absences until received.**

### CLINICAL SITE DENIAL

Clinical facilities, at which clinical experiences are held, have the right to deny clinical placement to any student for any of the following reasons: negative information on the background check, a previous negative employment experience at the clinical site, and/or inappropriate behavior during a previous clinical placement. If a student is denied clinical placement at a facility, and there is no other available clinical site that will accept the student, the student is withdrawn from the program and forfeits all monies previously paid. Students with insufficient health data on file will not be assigned to a clinical rotation.

## CLINICAL EXPECTATIONS

### CLINICAL ASSIGNMENTS

Clinical worksheets are to be completed and submitted per the instructions provided at the beginning of the clinical rotation. Work that is sloppy, illegible, or not identified with the student's name and class may be refused. Clinical worksheets that are missing, tardy, incomplete or not to the expected standards for the student's point in the program will earn an NI. Earning NIs as grades on clinical worksheets will jeopardize the student's clinical grade. See Clinical Evaluation, below.

Students who attend external rotations may be required to submit written reflections and/or an

evaluation of their experience. Failure to submit this written documentation in a timely manner can also affect the clinical grade.

## **CLINICAL MAKE-UP PROCEDURES**

Clinical mastery is critical to success in the nursing profession. Therefore, this program requires attendance at a minimum number of clinical hours for graduation. In the event the student misses more than two clinical days in any one term, and these absences do not result in attendance dismissal, and the student has earned a “Satisfactory” as a final clinical grade for the term, the student will be required to make up missed days in excess of two. Missed clinical time is typically made up on a schedule alternative to the student’s typical clinical hours, and may include days, weekends or evenings. Make up days are scheduled according to clinical site availability. Make-up days do not erase actual days missed; making up clinical hours will not remove the absence from the student’s final record. Calling off on a scheduled clinical make-up day will result in being charged with an absence per the guidelines above.

## **DRESS CODE**

Students are expected to wear clinical attire to the Clinical Orientation, Pre-Clinical Prep session and to all lab sessions after clinicals begin, unless otherwise instructed. Appropriate presentation in the clinical area, in addition to communicating respect for the nursing profession, maximizes conditions which promote medical asepsis. This assists in the prevention of disease in clients. The following rules have been established and will be followed.

## **UNIFORM**

- CVCC-approved uniform top, and pants, or dress (clean and ironed)
- CVCC-approved undergarment (long/short sleeve, form-fitting to the arm, white) worn under the uniform.
- Undergarments, including a brassiere for women, that match the skin tone of the wearer;
- White, polished nursing shoes or white, clean athletic shoes with closed toe and heel; If shoes have laces, they are to be clean and white—no mesh athletic shoes
- White hosiery or white socks above the ankle
  - If wearing a dress—white, run-free hosiery
  - If wearing pants, socks that reach above the height of the shoe—crew socks, knee socks or run-free hose;
- CVCC and/or clinical site student identification badge, as instructed in clinical orientation, worn at the lapel or as instructed. Requirements will vary by site.

The following rules will also be observed:

- All pants are to be worn at waist level; the bottom of the pants must cover the top portion of the shoe but must not drag on the floor.
- All dresses must touch the knee.
- All uniform buttons must be secured.
- All tattoos/body art must be covered.
- A fresh uniform is to be worn daily. The uniform is to be neat, clean, wrinkle-free, in good

condition and fit the wearer.

- In the event the uniform becomes faded, discolored or permanently stained, the student will be expected to purchase a new uniform.

## **PROFESSIONAL GROOMING HAIR**

Hair is to be clean, worn away from the face, and, if necessary, fastened with nonornamental hair accessories and worn in a manner that does not fall in the face of the student or touch the patient/client.

- Hair must be a natural color. Highlighting, if any, should appear natural (colors such as pink, purple, green, etc. are not acceptable).
- Hair that reaches below the nape of the neck must be secured at the nape of the neck with an elastic or snag-free elastic band. Ponytails and pigtails are not permitted.
- Tendrils/ringlets are not permitted. Any hair that falls forward but cannot be secured at the nape of the neck must be secured with a non-ornamental barrette or bobby pin that matches the student's hair color. Alternatively, a student may wear an unornamented plastic or fabric head band no greater than ½ inch in diameter that matches the student's hair color.
- Other hair accessories, such as hair clips/claws, ornamental barrettes, ornamental ponytail holders and/or "scrunchies" may not be worn.
- No head coverings are to be worn, unless for medical, religious or cultural reasons. Color of any such permitted head coverings must be compliant with clinical site rules, if any, and coordinate with the school uniform.
- Wigs or hair extensions may be worn, subject to the above policy.
- Male students must shave daily; neatly trimmed moustaches or beards may be worn.
- False eyelashes of an unnatural length are not permitted.

## **JEWELRY**

- Earrings ¼ inch or less in diameter in gold, silver or white, without design, may be worn. Earrings must be worn in pairs, one in each ear. No other earrings may be worn. No other facial jewelry, including but not limited to nasal piercings, eyebrow piercings, tongue piercings or other facial piercings are permitted.
- One necklace may be worn but must be tucked into the inside of the uniform. All other necklaces must be removed.
- A watch with a second hand must be worn during clinical. Smart watches displayed during a clinical rotation must only be used as a watch. If a student is seen using the smart watch for matters unrelated to the clinical assignment, they may be dismissed and charged with an unexcused absence for the remainder of the day.
- No bracelets may be worn, unless for religious or cultural reasons. No wristbands may be worn.
- Engagement and/or wedding bands may be worn. Students are advised that plain wedding bands are the only safe rings in the clinical setting. If an engagement ring and/or wedding band with a stone are worn, the student assumes all responsibility and liability for loss of the stone or ring, loss of or injury to the hand/finger, or injury to the client. No other rings are to be worn.

- Medical alert necklaces/bracelets, if applicable, must be worn.
- No other jewelry is permitted.

### **HYGIENE, MAKEUP AND NAILS**

- Students are to shower/bathe daily and apply unscented or lightly scented deodorant. Teeth are to be clean and breath must be fresh.
- Nails must be clean, neat and short. Fingernails must not be seen above the tips of the fingers when the hands are viewed from the palm side.
- Clear or light pink unchipped nail polish may be worn. No other colors are acceptable.
- No artificial nails of any type are permitted while in uniform.
- Light makeup is acceptable. Gaudy makeup is not allowed.
- Perfume/cologne, strongly scented deodorants, strongly scented lotions and strongly scented after-shave are not permitted.

### **EQUIPMENT**

When providing direct client care, students must have the following items on their person:

- Stethoscope (not around neck);
- Bandage scissors;
- Black or blue pen;
- Small pocket notebook; and
- Clinical care cards.

### **CELL PHONES**

Personal phone calls and texting are not permitted in the clinical area. Cell phones are to be off except on break and lunch periods and out of the direct client care area. Violations of this policy may result in dismissal for the day and being marked as absent. Clinical Instructors may, at their discretion and per clinical site policy, allow cell phones to be used to access reference materials in the clinical setting outside the direct client care area.

Client phones may not be used by students. Clinical site phones may only be used in emergency situations with the express consent of the Clinical Instructor.

## **INTERRUPTION OF STUDIES AND RE-ENROLLMENT**

A maximum of two attempts to complete a nursing curriculum are permitted within a 5-year period. This number includes attempts made at other nursing schools. In extenuating circumstances, such as when an accident, illness or other disrupting occurrence has impacted successful completion of a nursing program, a third enrollment may be considered by the Admissions and Promotions Committee.

### **WITHDRAWAL**

A student may withdraw from the school voluntarily at any point in the program. The student is encouraged to meet with the Faculty advocate and/or Supervisor to explore available options if withdrawal is being considered. A written notification of withdrawal that includes the reason and effective date must be submitted to the Supervisor of the School of Nursing and will become part of the student's permanent record. Withdrawing from a program during the term of a payment plan does not void the responsibility to pay the full tuition amount. It is recommended that withdrawing students using Federal Financial Aid meet with Financial Aid to determine how a withdrawal will affect financial aid funding. Withdrawing may result in balances being owed to CVCC or the US Department of Education and students will be responsible for the repayment of these monies. Current federal financial aid regulations will apply.

### **TRANSFER OUT**

A request to transfer from the School of Nursing into another nursing program or course of study begins with a meeting with the Supervisor. A formal written request is thereafter to be initiated by the student with a clear identification of the underlying rationale. Official transcripts will be forwarded to the new institution of study providing all financial obligations to CVCC have been met. The administrative fee for transferring out is \$50, which includes the cost of official transcripts. Students are advised to meet with Financial Aid to discuss any financial ramifications of transferring.

### **LEAVE OF ABSENCE**

Provisions for requesting a Leave of Absence (LOA) have been established to accommodate extended personal illness, family illness, pregnancy, and extenuating circumstances. (See Military Duty Policy for military activation procedure).

To be considered for a Leave of Absence, the student must have, at a minimum:

1. Completed Basic Nursing successfully;
2. Demonstrated satisfactory clinical performance in the current term;
3. Paid all fees and tuition for the term;
4. Maintained an acceptable attendance record, extenuating circumstances considered;
5. There must be a reasonable expectation that the student will return from the LOA within 180 days to one year.

Written requests for a LOA must be submitted to the Supervisor of the School of Nursing and will be reviewed by the Admissions and Promotions Committee. Each situation is considered individually. Students will be granted only one (1) LOA during the educational program. An approved LOA does not guarantee re-entry into the program. Students are advised to meet with Financial Aid prior to requesting a LOA to discuss any financial implications. Current federal financial aid regulations will apply.

### **INTENT TO RETURN**

Whether a student withdraws or takes a Leave of Absence (LOA) from the nursing program, a letter must be written and submitted to the Supervisor of the School of Nursing at CVCC requesting the withdraw or LOA. The letter must address the reason you are not having success in the program at the time of the request and what changes you will make to ensure success on your return to the program. A meeting will be scheduled with the Admissions and Promotions Committee to review the request.

## **RE-ENROLLMENT**

Students who have been granted LOAs, withdrawn from the program, or been dismissed from the program for academic, clinical or attendance issues, may, subject to the above number of attempts permitted, and any applicable financial aid regulations, petition for re-enrollment. Students applying after a LOA must do so within eighteen months from the date their LOA was granted. An applicant who withdrew or was dismissed from the program prior to the end of Basic Nursing will, if readmitted, restart at the beginning of Basic Nursing, as well as TLS1 and TLS2. Grades from any completed section of the course will carry over to the year of re-admission. Attendance will start at 4.2 days absent (unless lesser absence was recorded) when re-enrolling into TLS1, and 7 days absent when re-enrolling into TLS2. In order to qualify for readmission, re-enrollment applicants must have completed their Financial Aid Exit Counseling if direct loans were disbursed during their previous enrollment.

The Supervisor will conduct a personal interview with the applicant, and, at his or her discretion, may require the applicant to meet with the Admissions and Promotions Committee. Readmission depends on a variety of factors, including resolution of the underlying issues necessitating the LOA/withdrawal/dismissal and available space in the classroom and clinical areas. The re-enrollment applicant is required to submit a written plan of action detailing how any previous academic, clinical or attendance issues will be avoided after re-enrollment.

## **TRANSFER BETWEEN CVCC NURSING PROGRAMS**

If, within the **first three weeks** of the full-time program, a student elects to transfer into the part-time program, he or she must notify the Supervisor in writing. The student will restart the program on the first day of the part-time calendar. Any request to transfer into the part-time program made after the first three weeks of the full-time program will be considered withdrawal and re-enrollment, and the student will be responsible for paying any additional fees and/or tuition due as a result. Tuition will be due for the period of enrollment for the full-time program. Full tuition will be due for the part time program. It is recommended the student discuss the transfer with the financial aid specialist to determine financial aid implications of transferring. Current federal financial aid regulations will apply.

## **JURY DUTY**

The student will immediately notify the Supervisor of any jury summons. Although serving is a basic civic responsibility, requests to postpone service should be initiated so as not to jeopardize academic and clinical standing. In the event jury duty cannot be postponed, the student will not be



counted as absent as long as calls to the School and/or the clinical site are initiated per policy. However, it is the student's responsibility to meet with the Supervisor to set up a schedule for making up missed class work. The student may also, at the Supervisor's discretion, need to make up clinical hours. In the event of protracted jury duty, a leave of absence may be recommended.

### **MILITARY DUTY**

Armed Forces students, if activated by state or governmental action, will be treated on a case-by-case basis in compliance with Title IV guidelines and all other applicable laws, rules and regulations regarding attendance, re-enrollment, and funding issues.

### **PREGNANCY**

Pregnancy is to be reported immediately to the Supervisor and the student's Clinical Instructor. If the student wishes to remain in the program, she must meet with her OB/GYN as soon as possible to confirm the pregnancy. The student must disclose her participation in a nursing program and receive a medical release without restrictions allowing her to continue. The student assumes all personal responsibility for continuing in the program. If the physician does not give unqualified permission to continue in the program, a Leave of Absence may be requested by the student (see Leave of Absence Policy). The student will be expected to continue to function in the clinical setting at the level expected of her peers. The student must obtain, at her expense, uniforms that accommodate her changing body size.

## **TUITION, FEES AND EXPENSES**

### **NURSING TUITION AND FEES**

For the tuition and fees breakdown for Full-Time and Part-Time programs, see the correlating Cost of Education form in the Appendix.

For Financial Aid information (including loans and scholarships), see the Financial Information section or contact Adult Education Student Support Services.

### **OTHER CHARGES**

There will be a \$35 charge on any check returned for insufficient funds submitted by the student or on their behalf.

Students using equipment belonging to the School and/or clinical facility assume responsibility for its proper care. When damage or loss of equipment or books is due to the student's carelessness or neglect, the student must assume the cost of repair or replacement of the damaged item(s). Any intentional destruction of property in the School or clinical site may result in immediate dismissal from The School of Nursing.

The diploma, transcripts and letter to the Ohio Board of Nursing regarding final completion of program will be held until all financial obligations to the School and/or clinical site are satisfied.

## **LIABILITY INSURANCE**

Students are required to carry \$2,000,000/\$5,000,000 minimum liability insurance as a student practical nurse. This insurance is obtained by the school and the cost is included in fees. Students are not permitted to go into clinical area unless covered by liability insurance.

## **SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

### **SATISFACTORY ACADEMIC PROGRESS (SAP)**

According to Federal and State regulations, all students enrolled in Title IV eligible programs must maintain Satisfactory Academic Progress (SAP). The financial aid office at Cuyahoga Valley Career Center will monitor a student's academic progress as a condition of eligibility for financial aid. CVCC will review a student's academic progress in a program at the end of each payment period to determine if a student is eligible for a subsequent Title IV payment (otherwise known as a financial aid disbursement). This evaluation takes place at the point when the student's scheduled clock hours for the payment period have elapsed, regardless of whether the student attended the hours. The student will be informed by letter delivered to student informing of their failure to maintain SAP. A student is considered to be making SAP when the following requirements are satisfied:

#### **QUALITATIVE STANDARD (Grades)**

Students must maintain a cumulative grade average of 79.5%.

#### **Grading Scale:**

Letter grades are assigned to student's satisfactory academic progress, as follows:

94%-100%	A
87%-93%	B
80%-86%	C
79%-0%	F

#### **QUANTITATIVE STANDARD**

##### **PACE OF PROGRESSION**

Students must maintain a cumulative 90.0% attendance and complete a minimum of 90% of the possible clock hours in each payment period. Any student who misses more than 10% of total course hours and had no make-up hours available to them will be dismissed. Any student who misses more than 10% of the hours in the program and does have make-up time available must complete those hours within the time frame. The Nursing Supervisor and Assistant Superintendent will determine the availability of makeup hours. Pace of progression is required to make sure a student completes within the maximum time frame. This is calculated by dividing the number of hours the student has successfully completed by the cumulative clock hours required to complete.

##### **MAXIMUM TIMEFRAME**

Students must be on pace to complete their program within 111.11% of the published length of the program as measured by clock hours and expressed in calendar time. Students who transfer

from another institution or re-enroll must complete within this 111.11% timeframe. The student's clock hours from their previous institution and/or previous enrollment will be counted as both attempted and completed hours.

### **OFFICIAL REVIEW OF ATTENDANCE AND GRADES**

Although attendance and grades are constantly monitored by the instructors, the "official" review of attendance and grades for financial aid purposes is at the end of each payment period, as required by the Federal Department of Education. For example, in a 900 clock hour program, official SAP monitoring would occur at the end of 450 hours. In order for a second disbursement to be issued, a student must have completed half the hours and half the weeks of their programs defined academic year.

### **FINANCIAL AID DISBURSEMENTS**

**First Disbursement-** Requires student to have started program and still be attending at the time of funding disbursement.

**Subsequent Disbursements-** A second disbursement of aid is prohibited if the student has not completed half the hours and weeks of the program's academic year. Student must be meeting SAP policy for both attendance and grades. If the student is not meeting SAP the aid will not be disbursed unless a student is granted probation due to an approved appeal. (See appeal later in this section). A student who becomes ineligible for aid will be responsible for paying all fees that were not covered by financial aid.

### **LOSS OF FINANCIAL AID/APPEAL PROCESS/PROBATION**

If a student loses eligibility due to SAP, the student may continue in the program on a cash pay basis, provided they are meeting all program grade and attendance requirements. The student may also submit an appeal within 5 business days after the loss of a notice. A decision will be made within 5 business days of appeal submission. The appeal policy states that the students appeal should include information and/or evidence as to why the student failed to make SAP and should also include what has changed that will now allow the student to make SAP at the next evaluation period. Also included in the appeal should be any mitigating circumstance which contributed to the suspension status. Mitigating circumstances may include but are not limited to serious illness experienced by the student, accident resulting in severe injury to the student, or death in the students immediate family. Other circumstances may be classified as mitigating if they are serious in nature, prevent the student from attending classes, and are deemed to be so by Student Support Services and the Assistant Superintendent.

Students who choose not to submit an appeal, by the deadline after loss of aid notification forfeit their eligibility for the subsequent payment period. The student, should they continue in the program will do so on a self-pay basis. The student will be contacted by the program administrative assistant to make arrangements to pay said payment period. Students with additional payment periods will have their SAP reevaluated at the end of the second payment period. Those that are making SAP at that time will have aid reinstated for the remainder of the

program. The student will be held to SAP policy requirements for all remaining payment periods.

### **APPEALS DECISIONS**

**Approved-** If the appeal is approved financial aid will be reinstated and the student will be put on “financial aid probation” for one payment period only. At the end of the probationary period, the student must be meeting SAP to receive any subsequent disbursements. No further appeals may be submitted at this time.

**Denied-** Denial of the appeal will mean the student is not eligible for financial aid benefits. Within five business days of the appeal decision, the student must contact the program administrative assistant to have payment plan created for the balance of the course. If all payments are made as arranged, the financial aid specialist will monitor the student for satisfactory academic progress again one week prior to the second scheduled disbursement. If at that time the student has attended half of the hours and weeks of the academic year and is currently meeting SAP requirements, the second disbursement will be made. Should a credit balance exist on the student’s account due to previous payments a refund will be made to student in compliance with federal requirements.

## **STUDENT RESOURCES AND SUPPORT SERVICES**

### **STUDENT PARTICIPATION IN PROGRAM**

Students are provided with multiple opportunities to participate in and give feedback about the program. Each class will elect Student Council members who will coordinate committees to plan activities, including Graduation and Candlelighting, fundraisers, parties, and other group functions. Two of the Student Council members will act as liaisons, who will bring class concerns to the Class Advisor and/or Supervisor, and are invited to share concerns and feedback at Faculty meetings.

At the close of each course the student completes both course evaluations and clinical site evaluations. These tools are reviewed by the Supervisor and Faculty to help identify areas in need of change or updating, and may be shared with the clinical sites.

### **COUNSELING, GUIDANCE & ADVOCACY**

Each student is assigned to a Full-time Instructor who will serve as a student advocate. This individual will be available to the student on an as-needed basis to offer guidance concerning study habits, prioritization, organization, test-taking skills and the like, and will request a formal meeting with students whose grades indicate a student is having difficulty meeting expected standards. The Advocate can also provide support and encouragement with the psychosocial and emotional challenges of balancing school and personal life growing into the nursing role. Students are also welcome to seek advice and support from any other instructor and/or the Supervisor. Students with specific academic, social, and emotional needs outside the scope of the Advocate should contact the Student Support Services office who can address their needs either through their office or with a referral to an outside community agency.

Academic, career and personal counseling services are available. Students should contact their program instructor or Adult Education Coordinator (440 746-8230) to initiate a request. A variety of resource materials and references are available through the Adult Education Office.

## **LIBRARY RESOURCES**

The School maintains an extensive collection of supplemental textbooks and videos for student use. This collection will be available during school hours. Most items may be signed out for one week; an extension will be granted if no one else is requesting use of the resource. Please sign out any borrowed materials and give the library card to an Administrative Assistant. Please return all borrowed items.

CVCC's E-library may be used by students who need computer access during CVCC High School hours, 7 am to 8 pm. A staff member must be in the building when students are in the library. Sign in at the main reception desk. No food or beverages allowed. The computer lab is also available if not occupied by a high school class.

## **LOCKERS AND PROTECTION OF PROPERTY**

Students will be assigned a school locker for the storage of outerwear and supplies. Typically, students will share this locker with another student. No articles of value or money shall be kept in lockers. The School does not assume responsibility for lost articles. Lockers remain the property of the Board of Education. Lockers and the contents thereof are subject to random search at any time without regard to any reasonable suspicion (Sec. 3313.20, ORC). Such a search must take place in the presence of 2 employees of the school district.

## **MAILBOXES**

Each student is provided with a labeled mailbox. Students are required to check their mailboxes upon arrival, periodically throughout the day, and at the end of the day. All items in the mailbox are confidential; a student may not look at the items in another student's mailbox. Students should not use their mailboxes for storage.

The Supervisor, Administrative Assistants, and Faculty each have a mailbox into which students can place notes and submit assignments. Students are prohibited from looking at or removing the contents of staff mailboxes. In the event a student has placed an item into a staff member's mailbox and wishes to have it returned, he or she must contact a staff member for assistance.

## **PARKING**

Students must park in designated areas for all classes, clinicals, and other off-site experiences. Two School parking passes will be issued at the beginning of the program. If a replacement is necessary, there is a \$5 cost payable to The School of Nursing at CVCC. The school parking pass must be displayed at all times on the rear-view mirror when parking on the school premises. Parking in the wrong area or without the parking pass will subject the student to consequences as per CVCC rules. Parking at the School is currently free.

Parking at clinical sites may or may not be free. Payment of any parking fees imposed by the clinical facility is the student's responsibility. Students are also required to obtain any required parking permit and to park in designated areas. Students who fail to do so are subject to both clinical site consequences and School disciplinary action. Students are encouraged to car pool whenever possible.

## STUDENT RECORDS

The School maintains a secured file for each student in accordance with the Rules set forth by the Ohio Board of Nursing. These records will only be available to authorized persons. A written Release of Information form must be signed by the student before any data from this file is released. The following items are included in each permanent file:

Application Information Form	Official transcripts	Release Policy
Pre-Entrance Test results	Reference Forms	Audit Request Forms
Confidentiality Statement	Contract	Photo Permission
Transcript release requests	Graduation Photo	Articulation Requests
Official School of Nursing at CVCC Transcript	Physical Exam & Health Data Requirements	Computer Network/Internet User Agreement

Financial Aid file is maintained for five (5) years from date of program completion and then is destroyed. If a student is in a default status with the Federal Financial Aid Program Title IV, grade transcripts and references will be withheld until corrective action is taken. All other documents/paperwork regarding the enrollment period are removed from the permanent record.

### TRANSCRIPTS

Official grade transcripts are available for a fee. A Transcript Request Form can be found on the CVCC website, [www.cvccworks.edu](http://www.cvccworks.edu), completed and returned to the nursing office with the required fee. Allow 7-10 business days for processing. Only grade transcripts are released; all other documents are the property of the school and will not be copied unless required by court order.

### STUDENT DATA

Each student is to provide complete and accurate information for their school record. Any student who has a change of name, residence and/or phone number(s) must notify an administrative

assistant or program coordinator immediately so that the student file can be updated. This data will become a part of the permanent record and will not be shared with other students.

If a student knowingly offers false or misleading information or submits false documentation, he or she is subject to disciplinary action, up to and including immediate dismissal.

## STUDENT CONDUCT

### CONFIDENTIALITY

Each student is to provide complete and accurate information for their school record. Any student who has a change of name, residence and/or phone number(s) must notify an administrative assistant or program coordinator immediately so that the student file can be updated. This data will become a part of the permanent record and will not be shared with other students.

If a student knowingly offers false or misleading information or submits false documentation, he or she is subject to disciplinary action, up to and including immediate dismissal.

### CIVILITY POLICY

The School of Nursing at CVCC promotes high standards of academic excellence. To be effective, instruction must take place in an atmosphere that recognizes the uniqueness of each individual within our learning community, and a culture in which students, instructors, and staff communicate openly with one another and work together collaboratively. Concepts and ideas may be explored that challenge held beliefs and provoke emotional responses. Clinical success depends on students working well with one another and with the Clinical Instructor. Students are beginning professionals and are expected to demonstrate professional behavior at all times.

One component of professional behavior is civility. Civility is behavior that:

- Shows respect toward others;
- Causes another to feel valued; and
- Contributes to mutual respect, effective communication and team collaboration.

Examples of civil behavior in the classroom and clinical area include, but are not limited to:

1. Use of common verbal courtesies such as “please”, “thank you” and “excuse me”;
2. Raising a hand and waiting to be acknowledged during classroom discussions;
3. Avoiding distracting behaviors that affect others’ learning such as side conversations and distracting movements;
4. Offering to assist peers; and
5. Using appropriate language.

Examples of uncivil behavior include, but are not limited to:

1. Demeaning, bullying, intimidating or harassing others;

2. Initiating or spreading rumors or gossip about a classmate, instructor or staff member;
3. Habitually interrupting as others speak;
4. Not paying attention or listening to others when addressed;
5. Failing to respond to requests for meetings with instructors or the Supervisor;
6. Sending e-mails, text messages or creating Facebook or other social media posts that harass, demean or bully a classmate, instructor or staff member;
7. Speaking with a condescending attitude or eye-rolling;
8. Raising one's voice to peers, instructors, other CVCC staff or clinical staff;
9. Temper tantrums;
10. Threatening others; this refers to physical threats, verbal/nonverbal threats, and implied threats;
11. Not completing a fair share of assigned group work;
12. Not responding to a peer's legitimate request for assistance;
13. Failure to respect the property of the School, staff, instructors or peers;
14. Comments or conduct of a sexual nature where such behavior creates an intimidating, humiliating or hostile learning environment;
15. Eating food in unauthorized areas; and
16. Using foul, obscene or abusive language.

The School of Nursing at CVCC does not tolerate exclusion or rudeness based on gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression. Rude, disrespectful behavior is unwelcome and will not be tolerated. Uncivil behavior may be addressed by a simple verbal comment, anecdotal note, dismissal for the day, critical incident, or dismissal from the program, depending on the severity of the behavior. (See Evaluation)

## **ALCOHOL AND DRUGS**

The School of Nursing at CVCC has a zero-tolerance policy regarding the use and distribution of illegal drugs and the abuse of alcohol and/or prescription drugs. Possession, distribution or sale of alcohol or any illegal or illegally obtained drug at the School, any clinical site, school function, or while in uniform will result in recommendation for immediate dismissal.

Students are expected to stay physically and mentally fit for all curricular experiences. If at any time a faculty or other School staff member, CVCC staff member, nursing service personnel or other clinical site employee, or client/client observes in a student signs and/or symptoms of the effects of mood-altering drugs, including but not limited to: euphoria, altered judgment, impaired motor coordination, inability to concentrate, memory loss, tremors, confusion, anxiety, delusions, agitation, disorientation, profuse diaphoresis, convulsions, slurred speech, emotional instability, delirium, hallucinations, depression, paranoia, hostility, hyper-reflexia, and/or lethargy, a drug screen will be required of the student. The student will be dismissed, sent out of the class or clinical area, and be required to undergo immediate alcohol and/or drug screening at the student's cost. Documentation of all findings must be released by the student to the school.



Results of these screenings will be reviewed by the Admissions and Promotions Committee. Evidence of illegal use of drugs or intoxicating beverages will be sufficient grounds for dismissal from the nursing program without consideration for re-enrollment, loss of all monies paid to CVCC, the continuing obligation to pay any incurred financial obligation, and with a notation of the circumstances surrounding dismissal in the student's permanent file. Additionally, the School will communicate the facts of any incident to CVCC Administration, law enforcement and/or the Ohio Board of Nursing if indicated or required by applicable law. The Admissions and Promotions Committee has the final determination, subject to law and CVCC policies, if the student is to remain active in the program.

Students participating in a bona fide chemical dependency program may be permitted to continue or re-enroll at the School. The student must provide verification of active participation by providing reports every 2-3 weeks, submitting to random urinalysis, breath analysis, and/or blood testing at their own expense, and release these test results to the School. Any recurrence of use/abuse will be grounds for immediate dismissal.

#### **OTHER IMPAIRMENT**

In the event the student presents to the clinical area with any other type of impairment that renders him or her physically, mentally, emotionally or psychologically unfit to provide safe care, the Clinical Instructor may, at his or her sole discretion, dismiss the student from the clinical area and record the student as absent for the day. Examples of this type of impairment may include sleep deprivation, physical/mental effects of prescribed or over-the-counter medications (such as cold or allergy medications), severe emotional distress, or evidence of any other psychological disturbance.

#### **SMOKING**

Smoking is prohibited on the CVCC campus, including in the parking lots. Clinical sites have likewise become non-smoking facilities. In addition to incurring disciplinary action from the School, smoking at a clinical facility may lead to the student being banned from that clinical site.

#### **RELEASE POLICY**

The student voluntarily desires to participate in this curriculum experience which includes classroom, laboratory and clinical experiences in the healthcare community. The student is duly aware of risks and hazards which may arise through participation in activities/ experiences that may result in loss of life and/or limb and/or property. In consideration of being afforded the opportunity to participate and receive the educational benefits of this curricular experience, each student hereby voluntarily assumes all risks of illness/accident or personal damage to his person or property. Any costs pursuant to potential injury, or injury are the responsibility of the student. While at the clinical facility and/or in the school environment, the student will not be considered employees or agents of the clinical facility nor the school district. Therefore, they will be ineligible for remuneration and will not be covered by the clinical facility's social security, unemployment

compensation, workers' compensation, malpractice insurance coverage, or any other benefits.

The student will indemnify and hold harmless the clinical facility, and the school district, school board members, its shareholders, officers, trustees, employees, and agents from any and all liability, claims and damages, including but not limited to attorney fees and costs arising out of or related to the student's actions or activities. This release shall be binding with the signing of the Release Policy on the student, any heirs, administrators or executors. This Release Policy is a permanent part of the file. See Appendix for a copy of the Release Policy.

## **HEALTH AND ACCIDENT**

Each student is responsible for his/her own health during the course of the program. In the event a student contracts any easily-transmitted infection, (examples include strep throat & pinkeye) they are expected to stay out of the classroom and clinical environment until appropriate treatment is initiated. All students are responsible for their own health insurance coverage. Each student is required to have a personal health coverage plan so an illness may be treated quickly and effectively and not impact their level of functioning and enrollment status. All students will be expected to show proof of health insurance in order to participate in clinical rotations.

Students are required to have a physical examination and drug screen completed at their own expense and submitted prior to the first day of school. The student is required to obtain all mandatory immunizations at their expense prior to beginning clinicals. (See Physical Examination Record, Appendix.) The data on these forms will be reviewed for completeness, and the presence of an illnesses that may require prompt intervention (examples include diabetes, mellitus and epilepsy) will be shared among staff members. Vaccination data and negative drug screen results will also be shared with clinical agencies. Otherwise the results of the physical examination and drug screen become part of the student's permanent record and will be kept confidential. Any student who fails to give a complete disclosure of health status is falsifying documentation. (See Student Data, above.)

In the event a clinical facility imposes additional vaccination requirements to allow students to participate in clinicals at their site, students will obtain these vaccinations at their own expense if the vaccine is not provided by the clinical facility.

In case of serious illness or accident on CVCC premises, the Green Team will be notified per CVCC policy. In the event the Green Team is not available, staff on duty may initiate a call to emergency services, if in their sole discretion such a call is warranted. If an injury or accident occurs on CVCC premises, the CVCC incident report is to be completed. This report can be obtained from the School of Nursing Office.

In the case of sudden illness or accident while at a clinical facility, the student is to notify the Clinical Instructor. If immediate intervention is warranted, the student must be seen in the Emergency Room and not in the Employee Health clinic. The cost of treatment is the student's

responsibility. Students are not considered employees of any clinical facility and do not qualify under any clinical facility's Workman's Compensation Policy. (See Release Policy, below.) In case of an accident during clinical experiences, an incident report must be completed to comply with the facility's regulations. The student is required to provide a copy of the report to the School before returning to clinicals. A copy is filed in the student's record.

In the event a student requires medical or surgical care during the course of the program, this must be disclosed to the Supervisor. A medical release without restrictions is required to return to active participation in the program. In the event a student requires medical or surgical care that will cause them to be absent from clinicals for more than two days, the student must contact the Supervisor to discuss the situation. (See Attendance and Leave of Absence policies, above.)

Students with known serious allergies must wear a med-alert bracelet or necklace and carry an Epi-pen with them at all times. In case of chronic illnesses that require prompt intervention such as diabetes or epilepsy students must likewise wear a med-alert bracelet or necklace and carry on their person medications and equipment for emergency use. Student must disclose the presence of any such allergy or illness to their Clinical Instructor at the start of the clinical rotation.

The following expected student behaviors are set forth in Chapter 4723-5-12 Section C 1-26 of the Ohio Administrative Code (OAC) and are expected of all students in the Program:

- (C) In addition to the policies required in paragraph (A) of this rule, the program administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723. of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:
- (1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
  - (2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
  - (3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
  - (4) A student shall implement measures to promote a safe environment for each patient.
  - (5) A student shall delineate, establish, and maintain professional boundaries with each patient.
  - (6) At all times when a student is providing direct nursing care to a patient the student shall:
    - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
    - (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
  - (7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section [4723.01](#) and division (B)(20) of section [4723.28](#) of the Revised Code for a registered

nurse, and division (F) of section [4723.01](#) and division (B)(21) of section [4723.28](#) of the Revised Code for a practical nurse;

- (8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;
- (9) A student shall not:
  - (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
  - (b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
- (10) A student shall not misappropriate a patient's property or:
  - (a) Engage in behavior to seek or obtain personal gain at the patient's expense;
  - (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
  - (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
  - (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

- (11) A student shall not:
  - (a) Engage in sexual conduct with a patient;
  - (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
  - (c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
  - (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

- (12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
  - (a) Sexual contact, as defined in section [2907.01](#) of the Revised Code;
  - (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
- (13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section [4729.01](#) of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.
- (14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
- (15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other

chemical substances.

- (16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.
- (17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
- (18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.
- (19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
- (20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
- (21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.
- (22) A student shall not assist suicide as defined in section [3795.01](#) of the Revised Code.
- (23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.
- (24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
- (25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
- (26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

Five Year Review (FYR) Dates: 12/19/2016 and 12/19/2021 Promulgated Under: [119.03](#)

Statutory Authority: [4723.07](#)

Rule Amplifies: [4723.06](#)

Prior Effective Dates: 2/1/96, 4/1/97, 2/1/02, 2/1/04, 2/1/07, 2/1/08, 2/1/12, 2/1/14

## APPLICATION REQUIREMENTS FOR NURSE LICENSURE

Each applicant for licensure will be required to answer questions on the Ohio Board of Nursing application related to certain past behaviors or legal history. Applicants must report to the Board if they have been convicted of, found guilty of, pled guilty to, or pled no contest to certain crimes, including crimes that have been expunged if the crime has a direct or substantial relationship to nursing practice. Applicants must also disclose a past history of substance abuse or behavioral health disorders. It is critical that all questions on the application for licensure be answered honestly, since misrepresentation may constitute fraud or deception and may result in permanent denial of a nursing license. Students are urged to seek legal counsel if applicable.

The student may view the complete application for Ohio licensure at [www.nursing.ohio.gov](http://www.nursing.ohio.gov). Each student is urged to carefully read the compliance page from the Ohio Board of Nursing Application for Licensure by Examination to Practice Nursing in Ohio. (Also see Appendix for a copy of the Compliance page.) The Ohio Board of Nursing cannot advise an individual before entry into a nursing program concerning ability to take the licensure exam at the completion of the program.

### OHIO BOARD OF NURSING CRIMINAL RECORDS CHECK/FELONY CONVICTIONS

According to the Law Regulating Nursing Practice, Ohio Revised Code Section 4723.09 (2)(b), an applicant who entered a pre-licensure nursing education program on or after June 1, 2003 must complete a criminal records check by the Bureau of Criminal Identification and Investigation (BCI) and a check by the Federal Bureau of Investigation (FBI) before applying for licensure in Ohio. The applicant will not be granted licensure to practice nursing in Ohio if the applicant has been convicted of, plead guilty to, or had a judicial finding of guilt for violating any of the following sections of the Ohio Revised Code or a substantially similar law of another state, the United States, or another country:

2903.01 (aggravated murder)	2907.03 (sexual battery)
2903.02 (murder)	2907.05 (gross sexual imposition) 2909.02
2903.03 (voluntary manslaughter)	(aggravated arson)
2903.11 (felonious assault)	2911.01 (aggravated robbery)
2905.01 (kidnapping)	2911.11 (aggravated burglary)
2907.02 (rape)	

If an applicant has been convicted of, pleaded guilty to, or had a judicial finding of guilt for violating the above sections of the Ohio Revised Code, the applicant will not be able to complete the clinical requirements, long term care facilities with the aged and with pediatric clients, and as such will not be licensed. Therefore, the applicant will not be admitted to the program. In the event such a violation is discovered or takes place after admission, the student will be immediately dismissed.

## GRADUATION

### THE FUTURE

Upon satisfactory completion of Care of the Client Throughout the Life Span Part 2 (TLS2), the required ATI Comprehensive Predictor, and fulfillment of all financial obligations, the student will receive a Certificate of Completion in Practical Nursing, a school pin, a cap, a career passport, and individual and class composite photos. The career passport is an individualized professional portfolio containing documents helpful to job seeking activities, such as the resume and transcript. Prior to the graduation date, students will have completed the application to sit for their licensure exam (NCLEX-PN) and Ohio Board of Nursing application for licensure in the state of Ohio. Upon graduation, these applications will be submitted to the respective organizations by the School. All current students are expected to attend the graduation ceremony.

### GRADUATION RESULTS

STUDENTS	21 22	21 23	22 23
Enrolled	25	20	19
Withdrawn	8	3	2
Non-success Academic/Clinical	5	10	9
Graduated	12	7	8
Passed State Board Exam on First Attempt	75%	100	100%
Employed	100%	86%	100%

2021 Survey of graduates reported 100% employed with 6 continuing nursing education 2020 Survey of graduates reported 88% employed with 8 continuing nursing education 2019 Survey of graduates reported 96% employed with 8 continuing nursing education 2018 Survey of graduates

reported 92% employed with 8 continuing nursing education

## **STUDENT SURVEY**

All Program graduates will receive a survey about one year after graduation. These surveys are very significant to the ongoing functioning of the School and are necessary to fulfill State and Federal requirements and allow the School to continue to provide financial aid. Students are asked to complete the survey and return either electronically or by mail.

## **CAREER-TECHNICAL CREDIT TRANSFER - (CT)2**

Students of The School of Nursing at CVCC are eligible to earn college credit for completion of the Practical Nursing program at CVCC upon graduation and becoming licensed by the Ohio Board of Nursing. Credit is granted through the Ohio Department of Higher Education Career-Technical Credit Transfer (CT)2 system. Eligible students who plan to attend a public college or university in Ohio can request the Adult Education Director to submit official documentation to the admissions office. Throughout the course of the Practical Nursing Program, students will have the opportunity to meet with representatives of various Registered Nursing programs to discuss ongoing educational plans. CVCC wishes to enable a smooth transition for those graduates who wish to continue their education. Working with Cuyahoga Community College, CVCC has college credit classes available on site that support the degree requirements for nursing and other career specific degrees Cuyahoga Community College offers. Information is available on the CVCC website, and through the nursing office and adult education office.

## **VISITING THE SCHOOL**

Graduates are welcome to visit the School and share stories about their new careers. Time permitting, visiting graduates may be invited to speak to current students to offer advice, encouragement and support.

## **PRACTICAL NURSING ORGANIZATIONS**

The School of Nursing at CVCC supports student and graduate involvement in vocational organizations. Each Licensed Practical Nurse is encouraged to become members in a professional organization which advocates for and promotes practical nursing.

National Federation of LPNs  
111 West Main Street, Suite 100  
Garner, NC 27529 <http://www.nflpn.org/contact.htm>

LPN Association of Ohio 1310 Saint Paris Road Springfield, OH 45504 <http://www.lpnao.org/>

National Association for Practical Nurse Education and Service, Inc. (NAPNES) 1940 Duke Street,  
Suite 200  
Alexandria, VA 22314 <http://napnes.org/>



**The School of Nursing at  
Cuyahoga Valley Career Center  
School Calendar Full Time Day Class of 2025 (Tentative Calendar)**

Course Schedule

Basic Nursing

August 19, 2024 – December 19, 2024

Advanced Nursing Part 1

Care of the Client  
Throughout the Life Span –  
Part 1  
December 20, 2024 –  
March 21, 2025

Advance Nursing Part 2

Care of the Client  
Throughout the Life Span  
Part 2  
March 24, 2025 – June 12, 2025

<b>2024-2025</b>																				
<b>July 2024</b>					<b>Aug 2024</b>					<b>Sept 2024</b>										
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6				1	2	3	1	X	3	4	5	6	7	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					
<b>Oct 2024</b>					<b>Nov 2024</b>					<b>Dec 2024</b>										
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5					1	2	1	2	3	4	5	6	7	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
<b>Jan 2025</b>					<b>Feb 2025</b>					<b>Mar 2025</b>										
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			X	2	3	4						1							1	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	X	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	23	24	25	26	27	28	29	
<b>Apr 2025</b>					<b>May 2025</b>					<b>June 2025</b>										
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5				1	2	3	1	2	3	4	5	6	7	
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

**Important Dates to Remember**

First Day of Class  
August 19, 2024

Candlelight Ceremony  
December 19, 2024

**June 12, 2025**  
Graduation  
Class of 2025

- = No Classes
- September 2, 2024 - Labor Day
  - November 27 - 29, 2024 - Thanksgiving Break
  - December 23, 2024 – January 3, 2025 – Winter Break
  - January 20, 2025 - Martin Luther King Jr., Day
  - February 17, 2025 - President's Day
  - March 24-28, 2025 – Spring Holiday Break
  - April 18-24, 2025 - Spring Holiday Break
  - May 26, 2025 - Memorial Day
  - June 12, 2025 - Graduation

**The School of Nursing at  
Cuyahoga Valley Career Center**  
**School Calendar PART TIME EVENING Class of 2026**  
(Tentative Calendar)

**Course Schedule**

**Basic Nursing**  
Sept 25, 2024 to June 2, 2025

**Advanced Nursing**  
**Care of the Client**  
**Throughout the Lifespan – Part**  
June 4, 2025 to Dec 19, 2025

**Care of the Client**  
**Throughout the Lifespan – Part II**  
Jan 5, 2026 to June 11, 2026

**2024-2025**

July 2024							Aug 2024							Sept 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6				1	2	3	1	2	3	4	5	6	7	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

Oct 2024							Nov 2024							Dec 2024							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
			1	2	3	4	5					1	2	1	2	3	4	5	6	7	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
13	14	15	16	17	18	19	20	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					

Jan 2025							Feb 2025							Mar 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			X	X	X	4						1							1	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	23	24	25	26	27	28	29	

Apr 2025							May 2025							June 2025							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
27	28	29	30	31			25	26	27	28	29	30	31	29	30	31					

**Important Dates to Remember**

**September 25, 2024**  
Opening Day

**June 5, 2025**  
Candlelight Ceremony

**June 11, 2026**  
Graduation  
Class of 2026

**Class Hours, Monday, 430 to 930 pm**  
 ☒ = No Classes  
 September 2, 2024 - Labor Day  
 November 27 - 29, 2024 - Thanksgiving Break  
 December 23, 2024 – January 3, 2025 – Winter Break  
 January 20, 2025 - Martin Luther King Jr., Day  
 February 17, 2025 - President's Day  
 March 24-28, 2025 – Spring Holiday Break  
 May 26, 2025 - Memorial Day  
 June 5, 2025 - Candlelighting

**Wednesday, Thursday**



**THE SCHOOL OF NURSING AT CUYAHOGA VALLEY CAREER CENTER**  
**FULL-TIME CLASS OF 2024-2025 - COST OF EDUCATION**

<u>ACT Work Keys Pre-Entrance Exam</u>	\$ 65	Upon Registration
<u>Application Fee</u>	\$ 50	Upon Submittal
<u>Non-Refundable Administrative Seat Fee</u>	\$ 200*	Upon Acceptance

<b>Tuition</b>	<b>\$14,300</b>	<b>Amount Due</b>	<b>Date Due</b>
Tuition Payment #1		\$5362.50	August 21, 2024
Tuition Payment #2		\$5362.50	December 3, 2024
Tuition Payment #3		\$3575.00	April 9, 2025

<b>ATI Curriculum</b>	<b>\$1,975.50</b>		
Complete Essentials LPN Package Payment #1		\$800.00	August 21, 2024
Complete Essentials LPN Package Payment #2		\$800.00	December 3, 2024
Complete Essentials LPN Package Payment #3		\$375.50	April 9, 2025

<b>Textbooks</b>	<b>\$330.00</b>		
Adult Health Nursing		\$100.00	
Foundations of Nursing		\$98.00	
Structure and Function of the Body		\$79.00	
Davis' Drug Guide for Nurses		\$53.00	
Book/Curriculum Payment #1		\$330.00	August 21, 2024

<b>Required Fees and Costs</b>	<b>\$247</b>		
Fingerprinting x 2		\$ 75.00	
		\$ 75.00	
Lab Fees		\$ 35.00	
Student Supply Kit		\$ 56.00	
Malpractice Insurance		\$ 16.00	
Portfolio		\$ 20.00	
Total Required Fees/Costs #1		\$ 182.00	August 21, 2024
Total Required Fees/Costs #2		\$ 95.00	December 3, 2024

**NCLEX Review/Assessment Modules**

ATI Comprehensive Predictor—Practice & Proctored, Learning Systems PN, Nurse Logic Tutorial, Virtual ATI

**Uniforms (self-pay to Affordable Uniforms, Inc.)**

2 Uniforms per year (prices vary with sizing)

White Shoes or Nurse's Oxfords

Watch with Second Hand

**\$ 200.00 (average)**

**Miscellaneous Other Fees (self-pay to personal physician, Health Express, CPR provider)**

Physical exam \$ 100.00 (estimate)

Drug Screen \$ 45.00 (estimate)

CPR Card AHA Basic Life Support \$ 75.00 (estimate)

**TOTAL \$17,587.50 (estimate)**

\*The non-refundable \$200 administrative fee will be utilized to pay a portion of your graduation costs, Ohio Board of Nursing application fee, NCLEX-PN examination, diploma, school pin, nursing cap and graduation photo providing you are graduating within your initial scheduled enrollment year.  
 Financial aid processed for eligible candidates.

**Pattie Mandula, MBA/HCM, BSN, RN, Supervisor and Claudette Knestrick, Student Support Services**  
**The School of Nursing at CVCC**



**THE SCHOOL OF NURSING AT CUYAHOGA VALLEY CAREER CENTER  
PART-TIME CLASS OF 2024-2026 - COST OF EDUCATION**

<u>ACT Work Keys Pre-Entrance Exam</u>	\$ 65	Upon Registration
<u>Application Fee</u>	\$ 50	Upon Submittal
<u>Non-Refundable Administrative Seat Fee</u>	\$ 200 <sup>o</sup>	Upon Acceptance

<b>Tuition</b>	<b>\$14,300.00</b>	<b>Amount Due</b>	<b>Date Due</b>
Tuition Payment #1		\$5362.50	September 25, 2024
Tuition Payment #2		\$5362.50	May 15, 2025
Tuition Payment #3		\$3575.00	January 26, 2026

<b>ATI Curriculum</b>	<b>\$1,975.50</b>		
Supreme Essentials LPN Package Payment #1		\$ 800.00	September 25, 2024
Supreme Essentials LPN Package Payment #2		\$ 800.00	May 15, 2025
Supreme Essentials LPN Package Payment #3		\$ 375.50	January 26, 2026

<b>Textbooks</b>	<b>\$330.00</b>		
Adult Health Nursing	\$100.00		
Foundations of Nursing	\$98.00		
Structure and Function of the Body	\$79.00		
Davis' Drug Guide for Nurses	\$53.00		
Book/Curriculum Payment #1		\$ 330.00	September 25, 2024

<b>Required Fees and Costs</b>	<b>\$293.00</b>		
Fingerprinting x 2	\$ 75.00		
	\$ 75.00		
Lab Fees	\$ 35.00		
Student Supply Kit	\$ 56.00		
Malpractice Insurance	\$ 16.00		
	\$ 16.00		
Portfolio	\$ 20.00		
Total Required Fees/Costs #1		\$182.00	September 25, 2024
Total Required Fees/Costs #2		\$111.00	May 15, 2025

**NCLEX Review/Assessment Modules**  
ATI Comprehensive Predictor—Practice & Proctored, Learning Systems PN, Nurse Logic Tutorial, Virtual ATI

**Uniforms (self-pay to Affordable Uniforms, Inc.)**  
2 Uniforms per year (prices vary with sizing)  
White Shoes or Nurse's Oxfords  
Watch with Second Hand **\$ 200.00 (average)**

**Miscellaneous Other Fees (self-pay to personal physician, Health Express, CPR provider)**  
Physical exam \$ 100.00 (estimate)  
Drug Screen \$ 45.00 (estimate)  
CPR Card AHA Basic Life Support \$ 75.00 (estimate)  
**TOTAL \$17,021.50 (estimate)**

\*The non-refundable \$200 administrative fee will be utilized to pay a portion of your graduation costs, Ohio Board of Nursing application fee, NCLEX-PN examination, diploma, school pin, nursing cap and graduation photo **providing you are graduating within your initial scheduled enrollment year.**  
Financial aid processed for eligible candidates.

Pattie Mandula, MBA/HCM, BSN, RN, Supervisor and Claudette Knestrick, Student Support Services  
The School of Nursing at CVCC

# Cuyahoga Valley Career Center

## Adult Education Instructor Manual 2024-2025



**CUYAHOGA VALLEY**  
**CAREER CENTER**

**Adult Education**  
**Cuyahoga Valley Career Center**  
**8001 Brecksville Road**  
**Brecksville, Ohio 44141**  
**Phone: 440.746.8230**  
**Fax: 440.838.8944**

# TABLE OF CONTENTS

<b>ABOUT CUYAHOGA VALLEY CAREER CENTER ADULT EDUCATION .....</b>	<b>3</b>
CVCC’s MISSION STATEMENT.....	3
ACCREDITATION.....	3
<b>ADULT EDUCATION ADMINISTRATION/ INSTRUCTOR LIST.....</b>	<b>4</b>
<b>ADMINISTRATION .....</b>	<b>4</b>
GENERAL INFORMATION .....	7
SCHOOL HOURS OF OPERATION .....	7
ADULT EDUCATION HOURS.....	7
MAIN ENTRANCE.....	7
PARKING AREAS .....	7
RESTROOMS.....	7
USE OF TOBACCO.....	7
WATER BOTTLE FILL STATIONS .....	8
MAP OF CVCC BUILDING .....	9
<b>CUYAHOGA VALLEY CAREER CENTER POLICIES.....</b>	<b>10</b>
NON-DISCRIMINATION POLICY .....	10
ALCOHOL AND DRUGS .....	11
COMMUNICATIONS .....	11
COMPUTER CLASS REGULATIONS.....	11
NON-SCHOOL DATES.....	11
SCHOOL CLOSINGS/INCLEMENT WEATHER .....	12
REFUND AND WITHDRAWAL POLICY .....	12
REFUND POLICY.....	12
TEXTBOOK/MATERIAL/SUPPLY/UNIFORM FEES .....	12
WITHDRAWAL .....	12
CANCELLATIONS.....	12
PROFESSIONAL DEVELOPMENT .....	13
GRIEVANCE POLICY .....	13
5710 - STUDENT GRIEVANCE .....	13
9130 - PUBLIC COMPLAINTS .....	13
MATTERS REGARDING A PROFESSIONAL STAFF MEMBER .....	14
MATTERS REGARDING AN ADMINISTRATIVE STAFF MEMBER .....	15
MATTERS REGARDING THE SUPERINTENDENT OR TREASURER .....	15
MATTERS REGARDING A CLASSIFIED STAFF MEMBER .....	16
MATTERS REGARDING DISTRICT SERVICES OR OPERATIONS.....	16
MATTERS REGARDING THE EDUCATIONAL PROGRAM.....	16
MATTERS REGARDING INSTRUCTIONAL MATERIALS.....	16
<b>INFORMATION FOR STAFF .....</b>	<b>19</b>
CERTIFICATE/LICENSE FOR TEACHING .....	19
SAFE ACCOUNT .....	20
APPLY/RENEW LICENSE.....	20
PROFESSIONAL INDUSTRY CONTACTS .....	21
APPROPRIATE ATTIRE.....	21
CHANGE OF NAME/ADDRESS/PHONE .....	21

DIRECT DEPOSIT .....	21
TIMESHEETS.....	21
PAYROLL SCHEDULE 2024-2025 .....	22
CELL PHONE USAGE .....	23
CLASSROOM.....	23
CARE OF EQUIPMENT AND PROPERTY .....	23
COPIER .....	23
ATTENDANCE RECORDS .....	23
INSTRUCTOR ATTENDANCE.....	23
STUDENT ATTENDANCE/CLASS ROSTER .....	24
SUPPLY ORDERS .....	24
TEXTBOOKS .....	24
LESSON PLANS .....	25
TECHNOLOGY PROBLEMS .....	25
TECHNOLOGY: PROCEDURES FOR REQUESTING .....	25
ONLINE OR REMOTE INSTRUCTION .....	25
CERTIFICATE OF COMPLETION .....	25
CLASS EVALUATIONS.....	26
<b>HEALTH AND SAFETY.....</b>	<b>27</b>
HEALTH AND SAFETY PROTOCOLS .....	27
ACCIDENTS.....	27
CAMPUS SECURITY ACT.....	28
EMERGENCY PROCEDURES .....	28
FIRE .....	28
LOCKDOWN.....	29
GENERAL GUIDELINES.....	29
INTRUDERS – (DISRUPTIVE ADULT – NO WEAPON VISIBLE) .....	29
INTRUDERS WITH A WEAPON .....	29
DO’S AND DON’TS .....	30
TORNADO/SHELTER AREAS.....	30
EMERGENCY SHELTER AREAS.....	32
STUDENT HEALTH AND SAFETY .....	35
STUDENT HEALTH CARE SERVICES .....	35
<b>INFORMATION RELATED TO STUDENTS .....</b>	<b>36</b>
WORKKEYS TESTING.....	36
STUDENT CONDUCT.....	36
STUDENT ATTENDANCE .....	36
STUDENT RECORDS .....	37
STUDENT RESOURCES .....	37
JOB SEARCH ASSISTANCE .....	37
<b>STAFF FORMS.....</b>	<b>38</b>
PG. 45-ADULT EDUCATION EMPLOYEE TIME SHEET .....	38
PG. 46-CVCC BUSINESS CARD ORDER FORM .....	38
PG. 47 & 48-CVCC EMPLOYEE TRAVEL EXPENSE REPORT .....	38
PG. 49-SUPPLY ORDER FORM.....	38
PG. 50-STUDENT SIGN-IN SHEET.....	38
PG. 51-ACCIDENT REPORT FORM .....	38
<b>IN THE EVENT OF AN EMERGENCY ILLNESS OR ACCIDENT, I HEREBY GIVE MY CONSENT TO CONTACT THE BELOW LISTED FAMILY MEMBER OR FRIEND: .....</b>	<b>47</b>

NAME: TELEPHONE NUMBER:..... 48

ACKNOWLEDGEMENT OF ADULT EDUCATION 2024-2025 INSTRUCTOR HANDBOOK ..... 50

## **ABOUT CUYAHOGA VALLEY CAREER CENTER ADULT EDUCATION**

### **CVCC's MISSION STATEMENT**

To prepare youth and adults to enter, compete, advance, and lead in an ever-changing world of work, college, and careers.

### **ACCREDITATION**

Cuyahoga Valley Career Center is accredited by the Commission of the Council on Occupational Education. 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).





# Adult Education Administration/ Instructor List

## ADMINISTRATION

### **ADULT EDUCATION DIRECTOR**

Terri Lynn Brosseau

tbrosseau@cvccworks.edu

440-746-8210

Business Training Programs  
Customized Training  
Emergency Response Programs  
Health Care Programs  
Health and Beauty Programs  
Multimedia Design Programs  
Personal Interest & Leisure

### **ADULT EDUCATION COORDINATOR**

TBD

Industrial Training Programs

### **SCHOOL OF PRACTICAL NURSING SUPERVISOR**

TBD 440-746-8315

### **STUDENT SUPPORT SERVICES**

Claudette Knestrick

Cknestrick@cvccworks.edu

440-746-8337

### **BUSINESS LIAISON**

Diane Duryea

440-746-8242

dduryea@cvccworks.edu

### **MEDIA SPECIALIST**

Makayla Robertson

440-746-8322

mrobertson@cvccworks.edu

### **Administrative Assistants: Daytime**

TBD

440-746-8206

### **Nursing**

Allison Jouriles

ajouriles@cvccworks.edu

440-746-8232

Lynn Haddad

lhaddad@cvccworks.edu

440-746-8332

Evening

Laurie Eadelis  
Leadelis@cvccworks.edu

440-746-8224

**INSTRUCTORS**

<b>Instructor Name</b>	<b>Subject</b>	<b>Credentials/Certification</b>
Christine Abate	Nursing	BSN, RN
Kathleen Alred	Nursing	MSN, BSN, RN, CNP
Ronald Bohnert	Industrial/Electrical Apprenticeship	
Brian Collister	Industrial/Electrical Apprenticeship	
Matthew Duplaga	Public Health & Safety/EMT EKG Instructor	Paramedic/Fire
Tharon Eulinberg	Industrial/HVAC	OSHA Certified; Licensed Journey Plumber; CFC Certified
Lewis Fletcher	Industrial/HVAC Customized	HVAC Certification
Melissa Fox	Cosmetology	Licensed Cosmetologist/Licensed Cosmetology Instructor
James Franko	Fiber Optics Technician	Fiber Optics Technician
Jacob Giesy	Telecommunication Tower Tech.	NATE Certification
Patrick Gnuschke	HVAC	
Lisa Green	STNA	CNP, BSN
Liam Guiney	Personal Interest & Leisure	Certified Financial Planner
Calvinia Hall-Walker	Nursing	MSN, BSN, RN
Jason Hance	Customized - Building & Property Management	
Matthew Harding	Customized - Power Equipment Technology	
Drew Hladky	Industrial/HVAC	HVAC Certification
Daniel Hunter	Industrial/HVAC	HVAC Certification
Allison Jouriles	CPR Instructor	CPR Certified Instructor
Betsy Klos	Dental Assisting	Dental Assistant
Mary Kopczynski	Personal Interest & Leisure	Certified Balloflex Instructor
Daniel Krystosik	Automotive Instructor	

James Martin	HVAC	HVAC Certification
Nancy Muscatello	Cosmetology Instructor	Licensed Cosmetologist/ Licensed Cosmetologist Instructor
Delbra Pace	Nursing STNA	BSN, RN
Richard Parrott	Industrial Training	Master Cam Certified Instructor
Remington Phillips	Graphic/Web Design	AAS
Robert Ponstingle	Industrial/Electrical Apprenticeship	
George Ponti	Industrial	Journeymen Electrician License
Candice Price	Personal Interest & Leisure	
Kylie Putka	Cosmetology	Licensed Cosmetologist
Roberta Ritter	Esthetics	Licensed Advanced Esthetician/Licensed Esthetics Instructor
Laura Robusto	STNA CPR Instructor	MSN, BSN, RN Certified CPR Instructor
Patrick Ruebensaal	Graphic Design	
Matt Schoeffler	Industrial/HVAC	Certification
Bradley Seastrand	Customized Electrical Instructor	Certification
Carri Simon	Fiber Optics Technician	Certification
Jeffrey Smith	HVAC	HVAC Certification
Gerald Steele	Programmable Logic Controllers	Certification
Lisa Theodore	Dental Assisting	CDA, RDA, CPFDA
Bernie Van Tilburg	Personal Interest & Leisure	IC3, Avid Pro Tools Certified User
Larry Walters	Industrial/Rope Rescue	EMT/Firefighter/Rescue Certification
Sylvia Warren-Hankins	Nursing	RN
Jennifer Wester	Health Careers Instructor	Medical Assistant Certification
Lee Wester	CPR Instructor	Paramedic
Joshawa Wines	Certified Production Technician Instructor	CPT 4.0 Certification
Howard (Dan) Workman	Graphic & Web Design	Adobe Certified Associate
Dan Zezena	Public Health & Safety/EMT	Paramedic/EMS Instructor

## GENERAL INFORMATION

### SCHOOL HOURS OF OPERATION

In general, CVCC is open Monday through Thursday from 8:00 a.m. – 10:00 p.m., Friday from 8:00 a.m. – 3:00 p.m. and some Saturdays, from 8:00 a.m. – 2:00 p.m. Closed Dates are listed in the brochure.

### ADULT EDUCATION HOURS

The Adult Education Department is open from 8:00 am to 6:00 pm Monday through Thursday, and from 8:00 am to 3:00 pm on Friday. For additional support after hours, please see the evening receptionist.

### MAIN ENTRANCE

All CVCC entrance doors are locked. Visitors will need to be buzzed in through the Main Entrance Doors. You will be able to EXIT the building through any outside door; however, you will only be able to re-enter the building through the MAIN ENTRANCE until 8:00 p.m. Please do not prop open doors that have been locked. This is a safety issue for building security.

The entire building is locked at 10:00 pm. Please vacate the building by 10:00 pm Monday through Thursday and prior to 4 PM on Fridays as the building is officially closed and secured at that time.

### PARKING AREAS

There are two main parking areas:

- 1) the main lot to the north of the building or
- 2) the east lot at the east end of the building.

Please note that there is a **one-way entrance and a one-way exit lane** for the main (north) parking lot. You must exit using the lane farthest from the school. Handicapped spaces are reserved for personnel with proper authorization.

### RESTROOMS

The restrooms in the **Adult Education** wing at the Main Entrance are located to the left of the main doors and down the first hall to the left before coming to the Cafeteria. The restrooms for the balance of the building are located on the south side of the main corridor on each level of the building.

### USE OF TOBACCO

Cuyahoga Valley Career Center is a non-smoking campus and prohibits the use of tobacco. The Use of Tobacco (Policy 5512) means to chew or maintain any substance containing

tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, “vapor,” or other substitute forms of cigarettes, including liquids used in electronic cigarettes, and associated accessories, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance. **This rule applies to the whole campus grounds, includes the parking lots.**

### **WATER BOTTLE FILL STATIONS**

Touchless water bottle fill stations are installed throughout the CVCC building. Students and staff can bring their own water bottles to use at these locations. They are located at:

Level 1 just outside the district offices

Level 2 north entrance vestibule

Level 3 north entrance vestibule

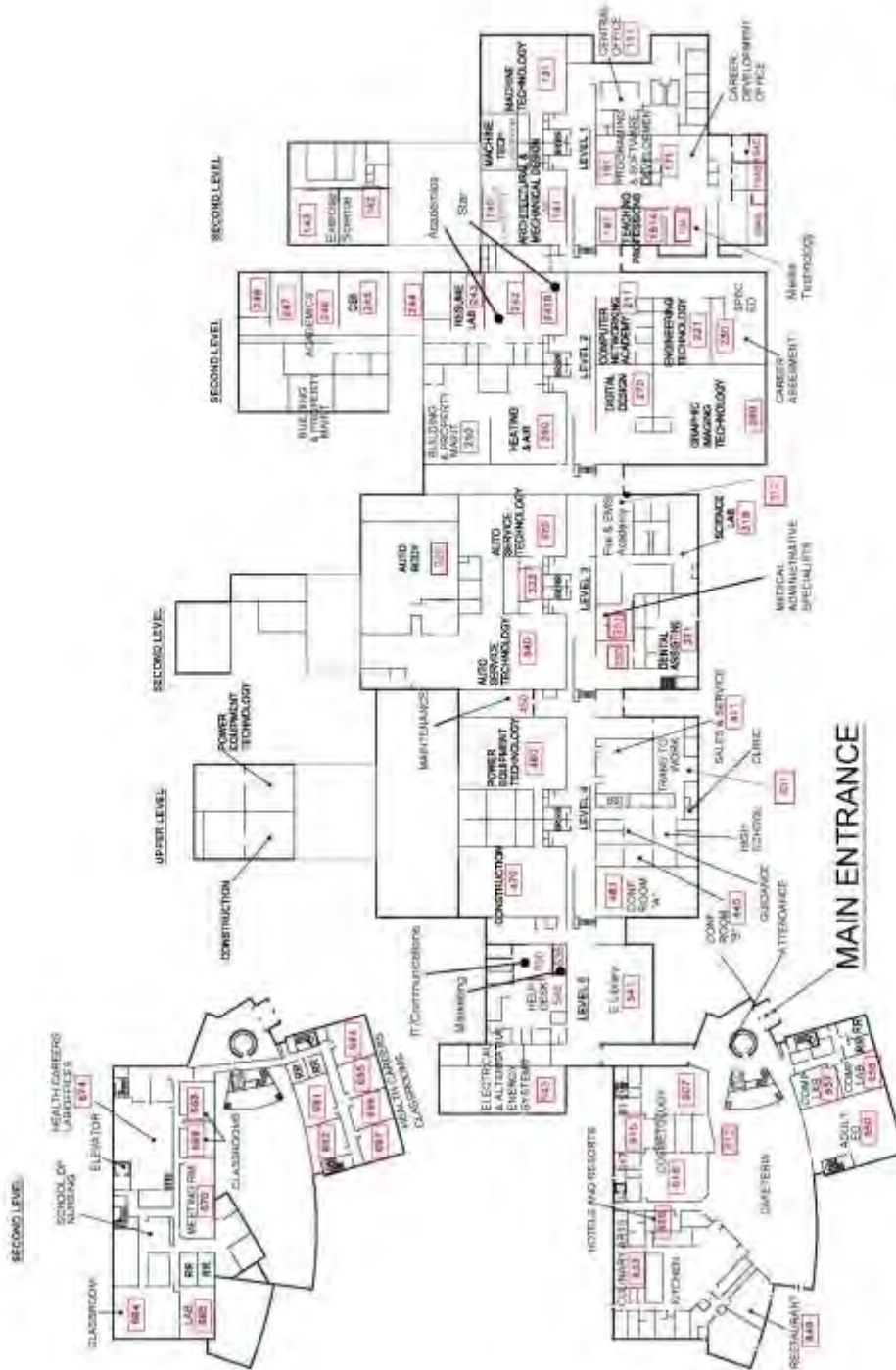
Level 4 north entrance vestibule

Level 5 north entrance vestibule

Level 6 near the entrance to the two computer labs next to Adult Education

Level 6 upstairs hallway leading to 694

# MAP OF CVCC BUILDING



Created By: E. Wind 8-13-15  
 Updated By: Hal Kenrick 8-29-18

## Cuyahoga Valley Career Center

# **CUYAHOGA VALLEY CAREER CENTER POLICIES**

Policies are available on the website, [www.cvccworks.edu](http://www.cvccworks.edu), under the Board of Education; Documents & Public Notices: Bylaws & Policies.

## **NON-DISCRIMINATION POLICY**

The Cuyahoga Valley Career Center affirms that no person shall, on the basis of race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information, and/or military status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto.

The Board of Education has designated an administrator to carry out these policy statements and shall be responsible for compliance within these designated areas. Complaints, questions or requests for information regarding Title VI (race, color and national origin), Title IX of the educational amendments of 1972 (gender), Section 504 of the Rehabilitation Act of 1973 (disability) should be directed to:

Mr. Michael McDade,  
Title VI Coordinator,  
Title IX Coordinator  
Section 504 Coordinator  
Cuyahoga Valley Career Center  
8001 Brecksville Road  
Brecksville, OH 44141  
440-838-8909  
Email: [mmcdade@cvccworks.edu](mailto:mmcdade@cvccworks.edu)

Dr. Marcy R. Green, EdD  
Title VI Coordinator,  
Title IX Coordinator  
Section 504 Coordinator  
Cuyahoga Valley Career Center  
8001 Brecksville Road  
Brecksville, OH 44141  
440-746-8228  
[mgreen@cvccworks.edu](mailto:mgreen@cvccworks.edu)

Complaints may also be sent to the U.S. Department of Education, Team Leader, Office for Civil Rights, 600 Superior Avenue East, Suite 750 Bank One Center, Cleveland, Ohio 44104-2611.

### Legal References:

Civil Rights Act of 1964, as amended in 1972, Title VI, Title VII  
Executive Order 11246, 165, as amended by Executive Order 11375  
Equal Employment Opportunity Act of 1972, Title VII  
Education amendments of 1972, Title IX (P.L. 92-318)  
45 CFR, Parts 81, 86 (Federal Register June 4, 1985, August 11, 1975)  
Public Law 93-162 (Section 504)

## **ALCOHOL AND DRUGS**

The possession, use and sale of alcoholic beverages or illegal chemical substances on school property are prohibited and will result in immediate dismissal and possible prosecution according to established laws for both student and instructor. Evidence of illegal use of drugs or intoxicating beverages will be sufficient grounds for termination from the program without prospects of re-enrollment and with a notation of same in student's permanent file.

## **COMMUNICATIONS**

Announcements - Public Address System- we limit the use of the system as it interrupts all classes. When emergency announcements must be made on the P.A. system, we count on the instructor to maintain a quiet environment so students can hear the announcements.

## **COMPUTER CLASS REGULATIONS**

- Professional behavior is expected by the students.
- Food and drinks are not permitted in classrooms. This applies to instructors and students.
- Equipment should not be moved or altered in any way.
- Keep objects off the digitizer, keyboards, and monitors.
- Removal of any software is strictly prohibited.

## **NON-SCHOOL DATES**

CVCC observes the following holidays: Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Martin Luther King Jr. Observance, Presidents' Day, Good Friday, Memorial Day, Juneteenth and Independence Day. Other non-school days may occur due to high school activities, winter break or spring break. In the case of these events, you will be notified by the Adult Education Office. Please consult the Adult Education Office for specific days.



## **SCHOOL CLOSINGS/INCLEMENT WEATHER**

In many instances, the Adult Education offices will observe the same snow days as the high school. If the school must be closed because of inclement weather or other conditions, the school will notify the local radio and television stations. It is necessary for 5 of our 8 school districts to be closed for CVCC to close. It is the responsibility of each student and instructor to become self-informed of a snow day announcement via the news media. If daytime classes at Cuyahoga Valley Career Center are canceled, due to inclement weather or for other reasons, all day and evening adult classes will also be cancelled unless otherwise stated. If excessive snow days occur, jeopardizing program requirements, class/clinical hours will need to be made up utilizing break time, planned days off or an extended school year. On rare occasions, evening classes may be cancelled later in the day if inclement weather dictates. With such a decision, CVCC staff will contact instructors and students, and the media will be notified as early as possible.

## **REFUND AND WITHDRAWAL POLICY**

### **REFUND POLICY**

Refunds are issued in the method fees were paid; either by check (once check has cleared) or credited to your account, within 2-3 weeks of processing approved refund paperwork.

### **TEXTBOOK/MATERIAL/SUPPLY/UNIFORM FEES**

Fees are included in the tuition unless otherwise specified and are NON-REFUNDABLE. Textbook prices are subject to change without notice.

### **WITHDRAWAL**

Students who withdraw before the first day of class and have made payment will be refunded their payment minus a \$20 administrative fee within the processing timeline. Students that withdraw after the first day of class or are dismissed due to poor academic performance or attendance will be evaluated to see if they are eligible for a prorated refund of their tuition. Tuition refunds will be prorated based upon the amount of tuition paid and the percentage of the program completed by the student. **Students that complete 60% of their scheduled program are not eligible for a prorated refund of their tuition.** Books, fees, uniform costs, tools, and seat fee (if required) are non-refundable. (The calculation to determine the percentage of a program completed by a student is based on the number of hours a student could have attended the class up to the date of withdrawal divided by the number of hours in the program.)

### **CANCELLATIONS**

If CVCC needs to postpone, cancel, or combine classes for any reason, we will notify you. CVCC cannot assume responsibility for any conflict in business or personal affairs that affect your ability to attend class. Refunds will be processed as stated in our refund policy.

## **PROFESSIONAL DEVELOPMENT**

On a space available basis, part-time instructors can take select Adult Education classes for free. Please contact the Adult Education Coordinator to discuss availability. Please register with one of the administrative assistants. Online classes, College Classes and Career Technical Programs are excluded. Non-refundable book or supply fees must be paid prior to class.

## **GRIEVANCE POLICY**

### **5710 - STUDENT GRIEVANCE**

The Board of Education recognizes that, as citizens, students have the right to request redress of grievances. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group grievances should be provided for and appropriate appeal procedures implemented.

For purposes of this policy, a student complaint or grievance shall be any such that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure.

The Board or its employees will hear the complaints and grievances of the students of this District provided that such complaints and grievances are made according to procedures established by Board Policy [9130](#).

### **9130 - PUBLIC COMPLAINTS**

Any person or group having a legitimate interest in the operations of this District shall have the right to present a request, suggestion, or complaint concerning District personnel, the program, or the operations of the District. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, or complaints reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

## **MATTERS REGARDING A PROFESSIONAL STAFF MEMBER**

### A. First Level

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to his/her supervisor.

### B. Second Level

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's immediate supervisor and in compliance with provisions of a collective bargaining agreement, if applicable.

### C. Third Level

If a satisfactory solution is not achieved by discussion with the immediate supervisor, a written request for a conference shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

Should the matter be resolved in conference with the Superintendent, the Board may be advised of the resolution.

D. Fourth Level

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a meeting by the Board.

The Board, after reviewing all material relating to the case, may provide the complainant with its written decision or grant a meeting before the Board or a committee of the Board.

The complainant shall be advised, in writing, of the Board's decision, no more than ten (10) business days following the meeting.

**MATTERS REGARDING AN ADMINISTRATIVE STAFF MEMBER**

Since administrators are considered members of the District's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.

**MATTERS REGARDING THE SUPERINTENDENT OR TREASURER**

Should the matter be a concern regarding the Superintendent or Treasurer which cannot be resolved through discussion with the Superintendent or Treasurer, the complainant may submit a written request to the Board President for a conference with the Board. This request shall include:

- A. the specific nature of the complaint and a brief statement of the facts giving rise to it;
- B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
- C. the reason that the matter was not able to be resolved with the Superintendent or Treasurer;
- D. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may grant a hearing before the Board, or a committee of the Board, or refer the matter, if permitted by State law, to an executive session.

The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

## **MATTERS REGARDING A CLASSIFIED STAFF MEMBER**

In the case of a classified staff member, the complaint is to be directed, initially, toward the person's supervisor, and the matter then brought as required to higher levels in the same manner as prescribed for "Matters Regarding a Professional Staff Member".

## **MATTERS REGARDING DISTRICT SERVICES OR OPERATIONS**

If the request, suggestion, or complaint relates to a matter of District procedure or operation, it should be addressed, initially, to the person in charge of the service or operation and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

## **MATTERS REGARDING THE EDUCATIONAL PROGRAM**

If the request, suggestion, or complaint relates to a matter of District program, it should be addressed, initially, to the immediate supervisor and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

## **MATTERS REGARDING INSTRUCTIONAL MATERIALS**

The Superintendent shall prepare administrative guidelines addressing students' and parents' rights to be adequately informed each year regarding their ability to inspect instructional materials and the procedure for completing such an inspection. See AG [9130A](#) and Form 9130F3.

If the request, suggestion, or complaint relates to instructional materials such as textbooks, library books, reference works, and other instructional aides used in the District, the following procedure shall be followed:

- A. The criticism is to be addressed to the immediate supervisor, in writing, and shall include:
  1. author;
  2. title;
  3. publisher;
  4. the complainant's familiarity with the material objected to;
  5. sections objected to, by page and item;
  6. reasons for objection.

B. Upon receipt of the information, the immediate supervisor shall after advising the Superintendent of the complaint and upon the Superintendent's approval, appoint a review committee which may consist of:

1. one (1) or more professional staff members;
2. one (1) or more Board members on the Board Curriculum Committee;
3. one (1) or more lay persons knowledgeable in the area.

The Superintendent, or his/her designee, shall be an ex-officio member of the committee.

C. The committee, in evaluating the questioned material, shall be guided by the following criteria:

1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
2. the accuracy of the material
3. the objectivity of the material
4. the use being made of the material

D. The material in question may be withdrawn from use pending the committee's recommendation to the Superintendent.

E. The committee's recommendation shall be reported to the Superintendent in writing within fifteen (15) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.

- F. The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
  
- G. The Board shall review the case in public session and advise the complainant, in writing, of its decision within ten (10) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

R.C. 149.43

Revised 11/20/97

Revised 3/27/03

Revised 3/22/18

## INFORMATION FOR STAFF

### CERTIFICATE/LICENSE FOR TEACHING

Each instructor must be certified by the State of Ohio in order to teach any adult education classes. An instructor is eligible for a certificate if appropriate educational course work and training has met Ohio requirements.

The Ohio Department of Education (ODE) requires applicants applying for their initial license, certificate, or permit to complete both an Ohio criminal background check and an FBI criminal background check, conducted by the Bureau of Criminal Identification and Investigation (BCI). These checks need to be completed at CVCC. Results are electronically submitted to the Ohio Department of Education.

Educators who are renewing a license or permit and have lived continuously in the State of Ohio for the previous five years, and have a BCI background check on file with ODE, will need to complete only an FBI criminal background check once every five years. Educators who have *not* lived continuously in the state for the past five years will need to complete both a BCI and FBI background check once every five years.

Educators who hold an eight-year professional, permanent certificate or non-tax certificate are required to submit the required background checks once every five years. These certificate holders who have lived continuously in Ohio for those five years, however, will only need to submit FBI background checks.

Results of both state and federal background checks are valid for one year from the date they were completed. If you have been BCI fingerprinted within the past year, and your results are already on file with the Ohio Department of Education, you will only need to be fingerprinted for the FBI at this time in order to receive your teaching certificate.

For your convenience, Cuyahoga Valley Career Center's Adult Education Department is an authorized Web Check facility for BCI/FBI background checks. Per the Ohio Department of Education, certificates must be renewed each year. Current copies of licenses and required certifications must be on file in the Adult Education Office. **Instructors are not eligible to be paid by CVCC unless a valid certificate is on file.**

The Ohio Department of Education requires that license renewal be completed online. The web-based system allows you to submit an application for an initial license or renewal. The system only accepts payment for fees by credit card (cost for one-year license renewal is \$25.00).



*You can complete the process on your own by following these instructions:*

### **SAFE ACCOUNT**

You will need a Safe Account Access for Educators (SAFE) with the Ohio Department of Education. If you need to create a SAFE account, the system will ask for your date of birth and the last four numbers of your Social Security number. It will also ask for your Ohio driver's license or a state of Ohio identification number (available from the Bureau of Motor Vehicles).

### **APPLY/RENEW LICENSE**

1. Go to [www.ode.state.oh.us](http://www.ode.state.oh.us)
2. You will be required to complete Ohio Identification through Ohio ID. Follow the steps to create your OH ID online and your information will be linked to a SAFE account where you will apply for your teaching certificate. Please visit the following link for instructions: <https://safe.ode.state.oh.us/portal>
3. Once your account is set up, sign in to access your OH ID account
  - a. Click Educator Licensure and Records (CORE). You will then be connected to your SAFE Account
  - b. Complete the online application from your CORE Dashboard
  - c. For complete detailed instructions, see the CORE User Manual at <http://education.ohio.gov/Topics/Teaching/Licensure/Apply-for-Certificate-License>

Once your license is renewed it will be e-mailed to yourself and CVCC. A copy will be placed in your personnel file.

ODE website: <http://education.ohio.gov/>

### **Contact Information for licensed or certificated educators:**

Office of Educator Licensure  
[Educator Licensure Questions](#)  
(614) 466-3593  
1(877) 644-6338 (toll free)

## **PROFESSIONAL INDUSTRY CONTACTS**

Each faculty member in a technical field is required to maintain a log of their contacts with employers in their technical field. These contacts can be through annual visitations or personal contact. Instructors should strive for a minimum of one contact a quarter. Logs should be kept current as they may be requested at various times throughout the year. At a minimum, logs should be sent to the Adult Education Coordinator on July 1<sup>st</sup> of each year.

## **APPROPRIATE ATTIRE**

Instructors are expected to set a personal example of a businesslike and professional appearance. Please help us in our efforts. Appropriate shoes shall be worn at all times. Protective clothing must be worn in areas with potentially dangerous machines/materials. Designated programs requiring students to wear uniforms include: Phlebotomy, State Tested Nurse Aide, Practical Nursing, Dental Assisting, Cosmetology, Esthetics, and Emergency Medical Technician-Basic.

## **CHANGE OF NAME/ADDRESS/PHONE**

If you have a change of name, address, or telephone number(s), please notify your Coordinator. It is most important that our records are current in order for you to be contacted in case of a schedule change, and to assure your paycheck will arrive on time.

## **DIRECT DEPOSIT**

Direct Deposit is required for all adult employees. The Direct Deposit Form is to be completed and submitted with your employment documents upon hire. If account information needs updated, contact the Adult Education office or Carol Gileot for further information. Carol can be reached at 440-746-8270 or [cgileot@cvccworks.edu](mailto:cgileot@cvccworks.edu).

## **TIMESHEETS**

We want you to get paid on a timely basis! Submit timesheets to the Adult Education folder, every two weeks. **Timesheets are due on Monday by 9AM.** It is CRITICAL that you submit your last timesheet no later than two weeks after the course ends because of payroll and fiscal year requirements. Your original signature is required; therefore, faxed copies cannot be processed. Pay will be delayed if we do not have accurate timesheets to process.

Please check that you included your cost center (see next page) and the last four digits of your social security number and signed and dated the form. It is processed on Monday mornings, and, at times, on the Friday before a holiday. Please ask the Adult Education Office if you have any questions or concerns. The 2024-2025 Payroll Schedule is attached.

## PAYROLL SCHEDULE 2024-2025

### CUYAHOGA VALLEY CAREER CENTER 2024-25 PAYROLL SCHEDULE

PAY DATE:	TIMESHEETS DUE:	PAY PERIOD:
July 12	07/01/24	06/16/24 - 06/29/24
26	07/15/24	06/30/24 - 07/13/24
August 9	07/29/24	07/14/24 - 07/27/24
23	08/12/24	07/28/24 - 08/10/24
September 6	08/26/24	08/11/24 - 08/24/24
20	09/09/24	08/25/24 - 09/07/24
October 4	09/23/24	09/08/24 - 09/21/24
18	10/07/24	09/22/24 - 10/05/24
November 1	10/21/24	10/06/24 - 10/19/24
15	11/04/24	10/20/24 - 11/02/24
29	11/18/24	11/03/24 - 11/16/24
December 13	12/02/24	11/17/24 - 11/30/24
27	12/16/24	12/01/24 - 12/14/24
January 10	12/30/24	12/15/24 - 12/28/24
24	01/13/25	12/29/24 01/11/25
February 7	01/27/25	01/12/25 - 01/25/25
21	02/10/25	01/26/25 - 02/08/25
March 7	02/24/25	02/09/25 - 02/22/25
21	03/10/25	02/23/25 - 03/08/25
April 4	03/24/25	03/09/25 - 03/22/25
18	04/07/25	03/23/25 - 04/05/25
May 2	04/21/25	04/06/25 - 04/19/25
16	05/05/25	04/20/25 - 05/03/25
30	05/19/25	05/04/25 - 05/17/25
June 13	06/02/25	05/18/25 - 05/31/25
27	06/16/25	06/01/25 - 06/14/25

## **CELL PHONE USAGE**

Emergency cell phone usage by instructors and students should be limited to outside the classroom. Please request students put cell phones on vibrate if they must have them on during class for emergency purposes.

## **CLASSROOM**

Please be sure to leave your classroom neat and clean after each class. Please inform us in Adult Education if a classroom is untidy when you arrive for your class. Please ask students to push in chairs and take all of their belongings when they leave because the high school uses the classrooms daily beginning at 7:30 am.

## **CARE OF EQUIPMENT AND PROPERTY**

The equipment and facilities are shared by high school and adult programs. Most of the equipment is expensive to replace. Please supervise students to ensure that it is handled properly. If you notice that a piece of equipment is in need of repair, bring it to the Adult Education Coordinator's attention so that a repair order can be submitted.

## **COPIER**

We have a faster and more efficient copier in Adult Education that will collate, staple, and run 2-sided color copies. If you need to use a photocopier, fax machine, or telephone at night, come to the Adult Education Office before your scheduled class start time. Be aware that the copy machine is actively used between 5:45 - 6:00 p.m. With at least twenty four (24) hours of notice, the Adult Education Office can make copies for you prior to the start of your class if given the materials needed. Contact the Administrative Assistant to Adult Education, at 440-746-8206 or [aeinfo@cvccworks.edu](mailto:aeinfo@cvccworks.edu) to have advanced copies made. Please ensure that your students know that they are not to use the building copiers, as they are for staff only.

## **ATTENDANCE RECORDS**

### **INSTRUCTOR ATTENDANCE**

Instructors are expected to arrive before the class start time and to attend all course sessions. If an instructor finds it necessary to be absent in an emergency, we expect the instructor to notify his/her students, the Adult Education Director, Coordinator, and the department administrative staff. Please keep a copy of the class roster with the students' telephone numbers listed with you. It will be needed if you are not able to teach a class; the instructor is expected to notify students of the cancellation.

## **STUDENT ATTENDANCE/CLASS ROSTER**

The student class roster is computer generated and will be placed in each instructor's mailbox before the first-class meeting. Please do not pass the class roster to any students in your class; there is confidential information listed. Please make sure each name is spelled correctly on this form; forward corrections to the evening administrative assistant. Any student not on the roster that arrives for the class needs to be sent to the Adult Education Office to register. Please notify your coordinator of this situation. If a student transfers out of a class to another section, the student needs to be transferred to the new course section. Please confirm the transfer with the Adult Education Office.

Attendance for students enrolled in all programs must be kept on a daily basis. A sign in sheet will be provided to each instructor at the beginning of the class/program.

## **SUPPLY ORDERS**

Before class starts, please check necessary inventory levels for program supplies. Submit any supply requests to the Adult Education Office for processing at least ten (10) business days before the start of your class. A reminder email will be sent out prior to this deadline. Any requests submitted after this date cannot be guaranteed delivery by the start of class. Please be aware, at the end and the beginning of the month there may be a slight delay in processing speeds for orders due to the financial books being closed for balancing.

While class is in session, please submit requests as soon as possible to allow for timely processing of approval paperwork and order placement. Remember to include the date supplies may be needed by if an order is time-restricted. Although these dates cannot always be guaranteed, it gives the Adult Education Office an idea on shipping method preference.

Supply Order Forms can be found in the Adult Education Office and should be filled out as much as possible when submitted. If possible, please include with the form a copy of any quotes given for the supplies being ordered. Order Form copies are kept in the Adult Education Office if you should need to reference them later.

## **TEXTBOOKS**

Students will be provided their textbooks on the first night of class during their first night orientation. These books are theirs to keep and they are responsible for maintaining them and keeping track of them. The Adult Education Office orders textbooks roughly one week in advance of classes starting. This means that any students who enroll in class after the book order has been placed may not receive a book on the first night. Please try to plan your first night/nights of class for this possibility or let the Administrative Assistant to Adult Education know which pages will be used so that copies can be made until more books are received. Students who damage and/or lose their textbooks can

choose to either purchase another copy on their own or through the Adult Education Office **at their own expense.**

### **LESSON PLANS**

Per our accrediting body, the Commission of Council on Occupational Education (COE), lesson plans will be required for Career Technical Programs. Lesson plans must be made available to the Adult Education Coordinator at least one (1) week before the start of each class. A copy is acceptable.

### **TECHNOLOGY PROBLEMS**

For immediate needs, please submit a Technology Support Request. This request can be located on CVCC's webpage, <http://www.cvccworks.edu/StaffPortal.aspx>, and click on "Technology Helpdesk". Please report any issues to the Adult Education Coordinator even if resolved.

### **TECHNOLOGY: PROCEDURES FOR REQUESTING**

1. All technology requests should be submitted to the Adult Education Coordinator in writing.
2. Requests for software installation must be made at least 2 weeks in advance of class start date. Justification and approval from the Adult Education Coordinator should accompany the request.
3. Requests for file installation must be made at least 2 weeks in advance of class start date. Justification and approval from the Adult Education Coordinator should accompany the request.

Requests for immediate technical support should be made to the Helpdesk at <https://cvccworks.edu/staff-portal/> or extension 8248.

### **ONLINE OR REMOTE INSTRUCTION**

Cuyahoga Valley Career Center is committed to hands-on career-based learning for our students. With that said, our mission is to prepare students for the **ever-changing** world of work, college, and careers. All CVCC instructors are asked to be prepared for the potential of changing over to online or remote instruction with little notice. Please create and/or maintain a Google Classroom for your current program(s) that you are instructing each session. Any questions can be addressed with the Adult Education Coordinator.

### **CERTIFICATE OF COMPLETION**

Certificates are provided upon completion of Career Technical Programs and several career enhancement courses. With the exception of State/Board regulated courses that require 100% attendance, each student that has successfully completed the course content and attendance requirement is eligible to receive a certificate of completion. The certificate names are generated from the class roster; please make sure the students' names are spelled correctly. If corrections are needed, please notify the Administrative Assistant to Adult Education or the Evening Administrative Assistant if after 4:30 PM. **Please check with the Administrative Assistant to Adult Education at least one week prior to the last class to make sure your certificates are ready on time.**

### **CLASS EVALUATIONS**

Evaluation forms are provided and **required** for all classes. Students **must** complete the evaluations before leaving the last class session. It helps us continue to offer quality programs and it reports to our Board of Education and State and Federal funding sources the great work you are doing. All class evaluations are to be submitted to the Adult Education Office **within a week of class ending.**

# HEALTH AND SAFETY

## HEALTH AND SAFETY PROTOCOLS

Cuyahoga Valley Career Center closely monitors the health and safety guidelines published by the local health departments, the state and federal government, and the Center for Disease Control. Students and staff are expected to abide by the guidelines implemented by CVCC, including, but not limited to, staying home if you are feeling unwell.

### ACCIDENTS

In case of an accident to a student or instructor, dial 7 then **call 9-1-1** if it is an emergency situation. In a non-emergency situation, the injured individual must report immediately to the Adult Education Administrator on duty. After 6PM and time permitting, contact maintenance at 440-746-8253. You may obtain an Accident Report Form from the Adult Education Office. This form must be completed detailing the occurrence.

Evening & Weekend Programs  
Business Training Programs  
Daytime Computer Programs

Terri Lynn Brosseau 440-746-8210  
[tbrosseau@cvccworks.edu](mailto:tbrosseau@cvccworks.edu)

Daytime (If Adult Ed. Coordinator is Not Available)

TBD 440-746-8206

Evening & Weekend (If Adult Ed. Coordinator is Not Available)

Laurie Eadelis 440-526-5200  
[leadelis@cvccworks.edu](mailto:leadelis@cvccworks.edu)

Practical Nursing

Allison Jouriles 440-746-8232  
[ajouriles@cvccworks.edu](mailto:ajouriles@cvccworks.edu)  
Lynn Haddad 440-746-8332  
[lhaddad@cvccworks.edu](mailto:lhaddad@cvccworks.edu)



## **CAMPUS SECURITY ACT**

### **Federally Mandated Public Information**

The information and statistics contained in this publication are being presented in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Cuyahoga Valley Career Center publishes this information to inform members of the campus community and other interested parties of incidents of crime and to educate them in effective crime prevention and safety measures so that they can make informed decisions relative to their safety. The crime statistics reflect incidents that occurred on the Cuyahoga Valley Career Center campus or on public property adjacent to the campus.

The Cuyahoga Valley Career Center Facilities and Operations Manager has primary responsibility for categorizing, disseminating and publishing crime statistics collected on campus and includes statistics obtained from various local law enforcement entities. Cuyahoga Valley Career Center does not provide residential dormitories or facilities for on-campus student housing. The Cuyahoga Valley Career Center Adult Education and District Services Director is responsible for ensuring annual disclosure of crime statistics, and to provide to students and staff available counseling, health, mental health, victim advocacy, legal assistance, student financial aid, and other services available for victims.

The Campus Security office is located in the Adult Education Office Cuyahoga Valley Career Center at 8001 Brecksville Road, Brecksville, Ohio 44141. The office personnel can be reached from anywhere on campus by calling 440-526-5200, extension 8210. After 6PM and time permitting, contact maintenance at 440-746-8253. For emergencies necessitating an immediate police, fire or EMS response, please dial 7 then 9-1-1. The full Campus Security 2017 Annual Security report can be found at <https://cvccworks.edu/district/board-of-education/public-notices/>

### **EMERGENCY PROCEDURES**

Students are expected to comply with CVCC emergency/evacuation procedures. Basic fire evacuation procedures are to close all doors and windows, exit through the nearest door, and do not use elevators. Evacuate quickly and quietly in a calm manner without running and talking.

#### **FIRE**

Please use the following procedures in case of a Fire or Fire Drill:

1. All students, faculty, administrators, and other school employees are to leave the building.
2. Everyone should walk quietly while exiting the building; no one should run.
3. Everyone should exit through nearest exit and proceed immediately to parking lot or drive area.
4. Instructors are to be the last leaving the classroom; they are to make sure all students are outside. Check roster after evacuation and immediately upon return to the classroom. (Instructors should take roster or grade book along with them).
5. Instructors should close classroom doors and turn off lights, if possible.
6. Everyone should wait quietly in the designated areas until a signal to return is given. No students should exit the property during a fire drill or emergency procedure.

**\*\*\* ALL FIRE DRILL PROCEDURES ARE POSTED IN EACH ROOM THROUGHOUT THE BUILDING. FOLLOW THE PROCEDURES AND EXIT THROUGH THE DESIGNATED DOOR.**

## **LOCKDOWN**

### **GENERAL GUIDELINES**

Notify the front desk (**dial 0**) or the Adult Education Coordinator at 330-465-5520 (Terri Lynn Brosseau cell), immediately after dialing 7 then 9-1-1, if a dangerous situation arises. After 6PM and time permitting, contact maintenance at 440-746-8253. A lockdown will be announced if necessary. No one shall leave the lockdown area until dismissed by a school administrator or police officer.

### **INTRUDERS – (DISRUPTIVE ADULT – NO WEAPON VISIBLE)**

1. Notify police by dialing 7 then 9-1-1.
2. The administrator/maintenance personnel in charge questions the intruder regarding the purpose of the visit. The administrator/maintenance personnel should have a two-way radio.
3. If the intruder has no legitimate purpose in the building, the administrator escorts the intruder to the door and notifies the police.
4. If the intruder remains or refuses to leave the building, the administrator radios to the office or switchboard, who in turn will call the police. The administrator will instruct the secretary to make the lockdown announcement if necessary.
5. Avoid physical or verbal confrontation with the intruder.
6. Notify the Superintendent.

### **INTRUDERS WITH A WEAPON**

1. Instructor Responsibilities
  - a. Report observations or suspicion of weapon or dangerous instrument to the evening staff immediately, by dialing “0” or 330-465-5520 (Terri Lynn Brosseau cell). After 6PM and time permitting, contact maintenance at 440-746-8253.
  - b. Request that the armed intruder lay the weapon down, not hand it to you.
  - c. Remain calm – make sure students are safe.
  - d. Limit his/her movement and movement of others.
  - e. If the lockdown code is given, teachers are to clear the halls of all students and lock themselves and students in a safe place.
  - f. Take attendance.
  - g. Remain in lockdown until released by a school staff member or the police.
2. Administrative Responsibilities
  - a. Isolate the area.
  - b. Unassigned staff will report to the administrator in charge.
  - c. Evening staff will notify the police by dialing 7 then 9-1-1.
  - d. Evening staff will make a lockdown announcement when necessary.
  - e. Provide police with a map of the building and any information requested.

### 3. Support Staff Responsibilities

- a. Report observations or suspicion of a weapon or dangerous instrument to the evening staff immediately.
- b. Remain calm – assist in making sure that students are safe.
- c. If the Lockdown code is given, assist teachers in clearing the halls and getting them to a safe location.
- d. Assist in taking attendance of the students in custody in your area.
- e. Remain in lockdown until released by a school administrator or police officer.

### **DO'S AND DON'TS**

#### **DO**

1. Notify the person in charge.
2. Recognize the lock-down code.
3. Access the PA system by dialing **599**.
4. Lock all doors to your area.
5. Evacuate your students to a safe area and remain there until released by a police officer or school official.
6. Take attendance every 10 minutes.

#### **DON'T**

1. Panic.
2. Go out into the hall.
3. Make noise.

### **TORNADO/SHELTER AREAS**

When a tornado alert is received by the evening staff, a warning will go out via the P.A. system.

In case of a tornado alert, the following procedures should be taken:

1. Designated areas have been identified by signs. Please use these areas for shelter.
2. Students and employees will stay inside away from windows.
3. If room is next to a restroom or vacant room, students or employees nearest the door shall check that room. If anyone is in the restroom, instruct individual to stay in the restroom until the announcement of the “all clear”. Students in a vacant room are to proceed with the group to the nearest shelter.
4. Personal articles should not be carried. (Possible exceptions are purse or handbag, car keys, sweater or coat, if they can be picked up without delaying movement to shelter.
5. If you are not near a designated area, go to the inside wall of the room away from windows, squat on the floor next to the wall, keeping head between knees, or get under benches, furniture, or heavy machinery, either by squatting, or lying prone on floor, face down.
6. Students and employees should move quickly & quietly, without running.
7. All windows and doors should be closed.
8. Keep calm- regardless of the situation. Listen for instructions.

9. Upon arrival at the shelter area, instructor will check the roster.
10. Group will stay together until authorization to return to room is announced or until dismissed.
11. Anyone in the hallway should seek shelter in the nearest restroom.
12. Hold a book over the head if the book can be picked up easily.

Note: In case of injury, teacher or employee should stay with injured person and designate someone to report the injury to Evening Administrative Assistant or the Adult Education personnel on duty.

## **EMERGENCY SHELTER AREAS**

### **ADULT EDUCATION/UP – Rm.680**

All persons should position themselves in the stairwells or upstairs restrooms.

### **ADULT EDUCATION/DOWN –Rm. 650**

All persons should position themselves in the basement, restroom hallway or stairway.

### **ADMINISTRATIVE OFFICE**

All persons should take cover in the Copy Room or Room 124.

### **ARCHITECTURAL & MECHANICAL DESIGN – Rm. 141**

All persons should take cover in the office and copier/storage room.

### **AUTO BODY REPAIR & REFINISHING**

All persons should use Teacher's Office and Tool Room as cover areas.

### **AUTO SERVICE - Rms. 320,340**

All persons should use Auto Service related back room as cover area.

### **BUILDING & PROPERTY MAINTENANCE – Rm. 260**

All persons are to position themselves along the inside walls of the Tool Room.

### **CAFETERIA - Commons**

All persons are to position themselves in the Culinary Classroom restrooms, and corridor by Rm. 658.

### **CAREER ASSESSMENT LAB / VOSE – Rm. 230**

All persons should position themselves against the north wall.

### **CAREER DEVELOPMENT / HEALTH CAREERS – Rm. 674**

All persons should use stairwell down to first floor.

### **COMPUTER NETWORKING ACADEMY – Rm. 211**

All persons should use Locker Room or Storage Areas.

### **CONFERENCE ROOM A – Rm. 481**

All persons are to position themselves along the West Wall.

### **CONFERENCE ROOM B – Rm. 445**

All persons are to position themselves against the East Wall.

### **CONSTRUCTION TRADES – Rm. 470**

All persons are to position themselves along the West Wall in the Tool Room or Storage Room.

### **COSMETOLOGY Rms. 607, 616**

All persons should take cover in the locker room, or the related room.

### **CULINARY ARTS & FOOD SERVICE – Kitchen Rm. 633**

All persons are to use respective locker area – girls in girls' locker room and boys in boys' locker room and the storage rooms, or related room.

**CUSTODIAL STAFF**

All persons should take cover at any available inside wall away from glass.

**DENTAL ASSISTING – Rm. 371**

All persons should take cover in the locker room or storage room.

**DIGITAL DESIGN – Rm. 270**

All persons should use Locker Room or Storage Area for cover.

**EDUCATION PROFESSIONS – Rm. 161**

All persons are to position themselves against the north wall in Programming and Software Development, away from windows.

**ENGLISH – Rm. 245, 246, 247, 249**

All persons should position themselves against the west wall in the In-School Restriction room downstairs.

**E-LIBRARY – Rm. 541**

All persons are to position themselves in the Computer Repair Tech. area in the Maintenance Storage closet.

**ELECTRICAL SYSTEMS – Rm. 551**

All persons are to use the locker rooms for cover areas or any safe place away from all glass, hazardous equipment and tools and dangerous chemical or powders.

**ENGINEERING TECHNOLOGY – Rm. 221**

All persons are to position themselves in the locker rooms.

**FIRE AND EMS ACADEMY – Rm. 312A**

All persons should position themselves in the locker room or related room against the west wall.

**GRAPHIC IMAGING TECHNOLOGY – Rm. 280**

All persons should use locker room or storage area for cover.

**HEALTH CAREERS I & II – Rm. 694, 695, 696, 697**

All persons should take cover in the northwest stairwell.

**HEATING & AIR CONDITIONING – Rm. 250**

All persons are to take cover in the HVAC related room under the desks.

**HIGH SCHOOL OPERATIONS**

All persons should position themselves in the Counselor Office, Conference Room B or washrooms.

**HOTELS AND RESORTS & HOSPITALITY – Rm. 626**

All persons are to position themselves against the east and south walls.

**INFORMATION TECHNOLOGY – Rm 530**

All persons are to position themselves in the locker/storage room in the Tech. area.

**IN-SCHOOL RESTRICTION – Rm. 244D**

All persons are to remain in the In-School Restriction Room.

**JOB TRAINING – Rm. 441**

All persons should position themselves against the west wall of the hallway between the Transition- to-Work Lab and Sales & Service.

**MACHINE TECHNOLOGY – Rm. 131**

All persons are to position themselves in the tool room.

**MATH – Rm. 245, 246, 247, 249**

All persons are to position themselves on the west wall in the In-School Restriction Room.

**MEDIA TECHNOLOGY – Rm. 242**

All persons are to go to the Audio Rooms.

**MEDICAL ADMINISTRATIVE SPECIALIST – Rm. 194A**

All persons should position themselves along the south wall in the classroom.

**POWER EQUIPMENT TECHNOLOGY – Rm. 640**

All persons should use the teacher's office and tool room as cover areas.

**PROGRAMMING & SOFTWARE DEVELOPMENT– Rm. 171**

All persons are to position themselves in the locker room or storage room.

**RECEPTION/ATTENDANCE**

All persons should position themselves in the basement or restroom hallway.

**SALES & SERVICE – Rm. 441, 411**

All persons are to position themselves against the west wall of the classroom.

**SALES & SERVICE & SCHOOL STORE– Rm. 421**

All persons should position themselves against the west wall of the hallway between the Transition to Work lab and Sales and Service, or storage room.

**SCHOOL OF NURSING AT CUYAHOGA VALLEY – Rm. 680, 684, 685**

All persons are to go to the first-floor stairwell, laundry room area, or restrooms.

**SOCIAL STUDIES – Rm. 249I**

All persons are to position themselves against the west wall in Media Tech Studio Downstairs.

**SPORTS MEDICINE EXERCISE SCIENCE – Rm. 142, 143**

All persons are to go to restroom and hallway outside restroom (Tech 1-Up)

**TEACHING PROFESSIONS – Rm. 161**

All persons are to position themselves against the north wall in Programming and Software Development, away from windows.

**TRANSITION TO WORK – Rm. 421**

All persons should position themselves against the west wall of the hallway between the Transition to Work lab and Sales and Service, or storage room.

### **ROOM 657 & 658 (COMPUTER LABS)**

All persons should go to the restrooms off corridor.

**ROOM 691** - Stairwell, restroom or corridors – north wall.

**ROOM 692** - Stairwell, restroom or corridors – north wall.

**ROOM 694** - Stairwell, restroom or corridors – north wall.

**ROOM 695** - Stairwell, restroom or corridors – north wall.

**ROOM 696** - Stairwell, restroom or corridors – north wall.

**ROOM 697** - Stairwell, restroom or corridors – north wall.

**ROOM 668** - Stairwell or corridors – north wall.

**ROOM 669** - Stairwell or corridors – north wall.

**ROOM 670** - Stairwell or corridors – north wall.

## **STUDENT HEALTH AND SAFETY**

As part of their learning experience, the students will be using equipment and materials specific to the program. Instructors should remind the students not to use items on which they have not yet received instruction. Correct safety procedures should be followed at all times.

Please remind students that they must constantly be aware of conditions in all work areas that could produce injuries. Their cooperation in detecting hazards and, in turn, controlling them, is imperative. If a situation is beyond the students' ability or authority to correct, they are to notify an instructor immediately.

Instructors are expected to ensure that students assist in the maintenance of work areas by keeping them clean and safe. Instructors and students are responsible for equipment they use. This responsibility means proper use, care, cleanup and storage of the items.

## **STUDENT HEALTH CARE SERVICES**

In case of a medical emergency dial 7 then 9-1-1. Contact the front desk (dial "0") Evening Administrative Assistant as soon as possible. In non-emergency situations, instructors should still contact the Adult Education Coordinator and front desk. After 6PM and time permitting, contact maintenance at 440-746-8253. Local healthcare providers will respond and are prepared to provide appropriate treatment and/or transport the student or instructor to the nearest medical facility. An incident report should be filled out and given to the Adult Education Coordinator. Incident Reports are located in the Adult Education Office. All students are **required** to complete an Emergency Medical Form on the first night of class that is kept with both the instructor and in the Adult Education Office for if needed.



# INFORMATION RELATED TO STUDENTS

## WORKKEYS TESTING

Cosmetology, Dental Assisting Program, Emergency Medical Technician-Basic, Esthetics, Adult Diploma Program, and Practical Nursing are programs for which CVCC requires WorkKeys Tests to be administered in Applied Mathematics, Graphic Literacy, and Workplace Documents. Each online test is a 55-minute test. If the test is not taken as a pre-entrance assessment, it must be completed by each student within the first week of a class. The Administrative Assistant to Adult Education will provide instructions for administering the tests.

## STUDENT CONDUCT

CVCC's goal is to provide a positive learning experience and safe environment for students, faculty and staff. While at CVCC, instructors will be expected to enforce building regulations and policies. CVCC reserves the right to dismiss a student for unacceptable behavior, foul language, cheating or violating any of CVCC's policies. Instructors must provide written documentation, within 24 hours of the incident/unacceptable behavior, to the Adult Education Coordinator.

For Career Technical Programs the student handbook has clear guidelines for Disciplinary Actions and Procedures that must be followed.

## STUDENT ATTENDANCE

The Administrative Assistant to Adult Education will provide you with a CVCC attendance record format for each class you teach. Please keep track of the attendance of your students on the document provided. The student attendance record and lesson plans of each course being taught should be filed in the folder provided in your mailbox to be available to the Adult Education office staff before class begins. **The attendance record must be returned to your file folder after each class.** At the time of the last class, the file should be placed in the Administrative Assistant to Adult Education's mailbox.

Attendance must be kept on a daily basis for all students enrolled at CVCC. All federal financial aid eligible programs require 90% attendance or above. Consult the student handbook for individual programs to determine the attendance requirements.

Regular attendance and punctuality are expected of each student. Each student must attend at least 80% of classes (70% for industrial students) per session to successfully complete the program, unless enrolled in a federal financial aid eligible program that requires 90% attendance or above.

There are no excused absences—just provisions to deal with time away from the program. Absence from the school or tardiness will be recorded by the instructor and noted in the class file. Any student who is absent for five (5) or more consecutive class days must provide a written physician's statement allowing unrestricted permission to return to school. Extended illnesses and special circumstances/situations (including vacation) will be taken under advisement by the faculty and Adult Education Coordinator with specific attention to the student's past attendance and tardiness record, other illnesses, and progress in the program. If a student is absent from class for five consecutive class days and does not contact the instructor, he/she will automatically be dropped from the class.

## **STUDENT RECORDS**

Adult Education Students at Cuyahoga Valley Career Center (CVCC) have the following rights under the Family Education Rights and Privacy Act (FERPA):

- The right to review their educational file and Financial Aid (FA) file. If a student wishes to review their files they should speak to the Adult Education Coordinator for educational files and Student Support Services for FA files.
- The right to request an amendment to their educational or FA files. The student should put their amendment in writing and submit to the office of Student Support Services.
- Right to consent to disclosures of personally identifiable information.

Employees of CVCC (School officials) and other officials have the right under FERPA to review student education and Financial Aid files if they have an educational purpose for doing so. Employees should request needed files from the Adult Education Coordinator or Student Support Services who will determine if the reason for request is a legitimate purpose. The date, employee or officials name and reason for review should be documented in the student file.

CVCC maintains an individual student file for each student enrolled in Career Technical Programs. Individual files are maintained in a secured area. Documents are maintained in accordance with regulations of the State of Ohio and the program governing board. The release of information in a student's file must be requested in writing by the student.

Official grade transcripts are released upon request, unless a student has an outstanding balance with CVCC. Students will be issued one copy of their official transcript with their completion certificate. Additional copies can be purchased in the Adult Education Office for \$5 each. Students are required to fill out the request form before or at the time of transcript requisition.

Student records will only be available to appropriate Adult Education staff. All documents are the property of CVCC and will not be copied unless remanded by the court.

## **STUDENT RESOURCES**

Academic, career and personal counseling services are available. Students should contact the Student Support Services Office to initiate a request. A variety of resource materials and references are available through the Adult Education Office. In addition, you may access, or direct students to, the Student Resource Directory on the CVCC website (<https://cvccworks.edu/adult-education/>).

## **JOB SEARCH ASSISTANCE**

Job search assistance and a job board is available through the CVCC Career and Community Resources Office. Further information can be found on our website at <https://cvccworks.edu/district/community-services/job-seekers/>, or you may contact Martha Sluka at [mssluka@cvccworks.edu](mailto:mssluka@cvccworks.edu).

## STAFF FORMS

The following pages are copies of many of the forms that may be needed by an instructor at any given point in time. These pages may be removed and/or copied from this handbook. They are also available upon request in the Adult Education Office. If there is any confusion as to how to complete a form, please ask the Adult Education Coordinator or the administrative assistant.

### Forms:

- Pg. 39-Adult Education Employee Time Sheet
- Pg. 40-CVCC Business Card Order Form
- Pg. 41 & 42-CVCC Employee Travel Expense Report
- Pg. 43-Supply Order Form
- Pg. 44-Student Sign-In Sheet
- Pg. 45 & 46-Accident Report Form
- Pg. 47 & 48- Student Emergency Medical Form

**CUYAHOGA VALLEY CAREER CENTER  
TIMESHEET**

ADM 25  
Rev: 5/5/23

Employee:				Position:				
Social Security Number: XXX - XX -								
<p>Timesheets must be received in the Treasurer's Office by noon the Monday after a Friday payday for the previous 2-week period. For more information, see the Payroll Schedule on the staff intranet. Only ORIGINAL timesheets completed in ink will be accepted.</p>								
Date	Day	Time In	Time Out	Regular Hours	Shift Diff Hours	Overtime Hours	Other Hours*	Explanation**
	Sun							
	Mon							
	Tue							
	Wed							
	Thu							
	Fri							
	Sat							
Weekly Total:								
	Sun							
	Mon							
	Tue							
	Wed							
	Thu							
	Fri							
	Sat							
Weekly Total:								<b>OFFICE USE ONLY</b>
Grand Total:								SERS/STRS
								Credit Days:
								Adjust Days:
*Other hours: Hours worked for Extended Service, Student Activity, Summer Work, etc.								
**Explanation: Complete this column if submitting Overtime, Other or Adult Educ Hours.								
Employee's Signature:						Treasurer's Approval:		
Supervisor's Signature:								
<b>OFFICE USE ONLY</b>								
Account Number:				Hours/Days:	Rate:	Total Pay:		
Grand Total Pay:								

## Cuyahoga Valley Career Center Business Card Order Form

CVCC Business Card

School of Nursing Card

Quantity Needed:  500  1,000

Please fill in all information if ordering for the first time:

Name \_\_\_\_\_

Credentials \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Website (automatically prints on card) \_\_\_\_\_

Other \_\_\_\_\_

If placing a re-order, please  
attach a copy of current card  
here.

Repeat card with changes listed

Repeat card exactly as sample shown

**RETURN COMPLETED  
FORM TO TINA KLIK**

**Cost: 500 / \$30.75      1,000 / \$41.25      Total Amount to charge = \_\_\_\_\_**

ACCOUNT TO CHARGE: \_\_\_\_\_  
FUND      FUNC      OBI      SCC      SUBJECT      JOB

Supervisor Approval: \_\_\_\_\_

*Revised August 2019*



**CUYAHOGA VALLEY CAREER CENTER**  
**EMPLOYEE TRAVEL EXPENSE REPORT**

PO # _____
VEN # _____
ACCT # _____
FOR OFFICE USE ONLY

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ MONTH: \_\_\_\_\_

TRANSPORTATION:									
Date	Location	Purpose	Other	Miles	Bkfst	Lunch	Dinner	Total Meals (no tips)	Total Tips
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									

<b>Approved by</b> <b>Treasurer</b>
_____
<b>Initials</b>

Transportation: Total Miles: \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 Other Transportation: (Attach original receipts) \$ \_\_\_\_\_  
 Meals: (Attach original receipts) \$ \_\_\_\_\_  
 Lodging: (Attach original receipts) \$ \_\_\_\_\_  
 Registration: (Attach original receipts) \$ \_\_\_\_\_  
 Other: (Attach original receipts) \$ \_\_\_\_\_  
**TOTAL = \$ \_\_\_\_\_**

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_ Approved: \_\_\_\_\_  
 Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**A copy of the approved ADM 30 Professional Meeting Form(s) must be attached.** ADM 04 Rev. 8/16

**INSTRUCTIONS/INFORMATION FOR TRAVEL EXPENSE REPORT**

1. Entries should be made by the appropriate date as listed in the left column, headed DATE.
2. Example for columns:

Date	Location	Purpose	Other	<u>Recommended Guidelines</u>				Total Meals
				Miles	Bkfst	Lunch	Dinner	
7/8/16	Columbus, OH	CTE Conference	\$2.50	260.2	\$12.00	\$18.00	\$30.00	\$60.00

3. TRANSPORTATION:
  - a. All travel requires advance approval by the Superintendent or designee
  - b. Local travel should be submitted monthly
  - c. Out-of-State trips, trips to Columbus, and trips out of the immediate area may be submitted on separate travel expense reports as expenses are incurred.
  - d. Attach approved professional visitation form to expense form when submitting for reimbursement.
  - e. Rates will be paid on the least expensive mode of travel.
  - f. Official mileage will be paid from CVCC to your approved destination.
  - g. "Other" transportation costs include limousine, taxi, bus, plane, and parking expenses. An original receipt or ticket must be attached.
  - h. More than two (2) nights of travel must have prior Board approval
  - i. Meal allowance is \$60 plus up to 18% tip, when appropriate, per day. All meal reimbursements must have printed original itemized receipts.
  - j. All travel expenses beyond \$200 per month must be reported to the Board.
  - k. Airline tickets and hotel reservations will be arranged through the Personnel Office.
  - l. Original printed receipts must accompany expenses in all cases before reimbursement can be made. Hand written receipts will not be accepted.

# SUPPLY ORDER FORM



## ORDER INFORMATION

INSTRUCTOR	
PROGRAM	
VENDOR NAME	
VENDOR #	
DATE NEEDED BY	
DATE REQUEST RECEIVED	
RECEIVED BY	

DATE OF ORDER	
DATE APPROVED	
DATE RECEIVED	

ITEM	DESCRIPTION	QTY	UNIT PRICE	TOTAL
			<b>SUBTOTAL</b>	

COMMENTS



**CUYAHOGA VALLEY CAREER CENTER  
STUDENT SIGN IN SHEET**

**Course Name:** \_\_\_\_\_

**Course Number:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

1. Name: \_\_\_\_\_ Time in: \_\_\_\_\_ Time out: \_\_\_\_\_
2. Name: \_\_\_\_\_ Time in: \_\_\_\_\_ Time out: \_\_\_\_\_
3. Name: \_\_\_\_\_ Time in: \_\_\_\_\_ Time out: \_\_\_\_\_
4. Name: \_\_\_\_\_ Time in: \_\_\_\_\_ Time out: \_\_\_\_\_
5. Name: \_\_\_\_\_ Time in: \_\_\_\_\_ Time out: \_\_\_\_\_
6. Name: \_\_\_\_\_ Time in: \_\_\_\_\_ Time out: \_\_\_\_\_
7. Name: \_\_\_\_\_ Time in: \_\_\_\_\_ Time out: \_\_\_\_\_
8. Name: \_\_\_\_\_ Time in: \_\_\_\_\_ Time out: \_\_\_\_\_
9. Name: \_\_\_\_\_ Time in: \_\_\_\_\_ Time out: \_\_\_\_\_
10. Name: \_\_\_\_\_ Time in: \_\_\_\_\_ Time out: \_\_\_\_\_
11. Name: \_\_\_\_\_ Time in: \_\_\_\_\_ Time out: \_\_\_\_\_
12. Name: \_\_\_\_\_ Time in: \_\_\_\_\_ Time out: \_\_\_\_\_
13. Name: \_\_\_\_\_ Time in: \_\_\_\_\_ Time out: \_\_\_\_\_
14. Name: \_\_\_\_\_ Time in: \_\_\_\_\_ Time out: \_\_\_\_\_
15. Name: \_\_\_\_\_ Time in: \_\_\_\_\_ Time out: \_\_\_\_\_
16. Name: \_\_\_\_\_ Time in: \_\_\_\_\_ Time out: \_\_\_\_\_
17. Name: \_\_\_\_\_ Time in: \_\_\_\_\_ Time out: \_\_\_\_\_
18. Name: \_\_\_\_\_ Time in: \_\_\_\_\_ Time out: \_\_\_\_\_
19. Name: \_\_\_\_\_ Time in: \_\_\_\_\_ Time out: \_\_\_\_\_
20. Name: \_\_\_\_\_ Time in: \_\_\_\_\_ Time out: \_\_\_\_\_



# CUYAHOGA VALLEY CAREER CENTER

8001 Brecksville Road • Brecksville, Ohio 44141  
(440) 526-5200

## STUDENT ACCIDENT REPORT (FILE SAME DAY ACCIDENT OCCURS OR IS REPORTED)

### Student Information

Name: \_\_\_\_\_ Date of Incident: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Time of Incident: \_\_\_\_\_  
 CVCC Program: \_\_\_\_\_ Grade: \_\_\_\_\_  Male  Female

### Parent/Guardian Information

Name(s): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_ Home/Cell Phone: \_\_\_\_\_

### Home School Information

High School: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Principal: \_\_\_\_\_  
 District: \_\_\_\_\_ Phone: \_\_\_\_\_

### Location of Incident (check appropriate box):

- |                                    |  |                                      |
|------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Stairway            | <input type="checkbox"/> Sidewalk    |
| <input type="checkbox"/> Restroom  | <input type="checkbox"/> Classroom           | <input type="checkbox"/> Parking Lot |
| <input type="checkbox"/> Hallway   | <input type="checkbox"/> Vocational Shop/Lab | <input type="checkbox"/> Bus/Van     |
|                                    |  | <input type="checkbox"/> Other _____ |

### When Did the Incident Occur (check appropriate box):

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="checkbox"/> Before School | <input type="checkbox"/> During Class            | <input type="checkbox"/> Field Trip  |
| <input type="checkbox"/> After School  | <input type="checkbox"/> Class Change            | <input type="checkbox"/> Unknown     |
| <input type="checkbox"/> Lunch         | <input type="checkbox"/> Recess/Outdoor Activity | <input type="checkbox"/> Other _____ |

### Surface (check all that apply):

- |                                   |                                   |                                     |  |
|-----------------------------------|-----------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Asphalt  | <input type="checkbox"/> Dirt     | <input type="checkbox"/> Lawn/Grass | <input type="checkbox"/> Wood Chips/Mulch  |
| <input type="checkbox"/> Carpet   | <input type="checkbox"/> Gravel   | <input type="checkbox"/> Sand       | <input type="checkbox"/> Synthetic Surface |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Ice/Snow | <input type="checkbox"/> Tile       | <input type="checkbox"/> Other _____       |

### Type of Injury (check all that apply):

	Head	Eye	Ear	Nose	Mouth/Lips	Tooth/Teeth	Jaw/Chin	Neck/Throat	Collarbone	Shoulder	Upper Arm	Elbow	Forearm	Wrist	Hand	Finger	Fingernail	Chest/Ribs	Back	Abdomen	Groin	Genitals	Pelvis/Hip	Leg	Knee	Ankle	Foot	Toe
Abrasion/Scrape																												
Bite																												
Bump/Swelling																												
Bruise																												
Burn/Scald																												
Cut/Laceration																												
Dislocation																												
Fracture																												
Pain/Tenderness																												
Puncture																												
Sprain																												
Other																												

**Route Copies:** Superintendent    Business Manager  
 Treasurer                      Student File (Original)

**ADM 01 - 2/08**

**Contributing Factors** (check all that apply):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Animal Bite           | <input type="checkbox"/> Overextension/Twisted      | <input type="checkbox"/> Contact with Hot or Toxic Substance       |
| <input type="checkbox"/> Collision with Object | <input type="checkbox"/> Foreign Body/Object        | <input type="checkbox"/> Drug, Alcohol or Other Substance Involved |
| <input type="checkbox"/> Collision with Person | <input type="checkbox"/> Hit with Thrown Object     | <input type="checkbox"/> Weapon                                    |
| <input type="checkbox"/> Compression/Pinch     | <input type="checkbox"/> Tripped/Slipped            | Specify _____  |
| <input type="checkbox"/> Fall                  | <input type="checkbox"/> Struck by Object           | <input type="checkbox"/> Unknown                                   |
| <input type="checkbox"/> Fighting              | <input type="checkbox"/> Struck by Auto, Bike, etc. | <input type="checkbox"/> Other _____                               |

**Description of the Incident:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Witnesses to the Incident:** \_\_\_\_\_

\_\_\_\_\_

**Staff Involved** (check all that apply):

- |                                    |   |   |                                      |
|------------------------------------|---|---|--------------------------------------|
| <input type="checkbox"/> Teacher   | <input type="checkbox"/> Nurse/Green Team | <input type="checkbox"/> Principal        | <input type="checkbox"/> Custodian   |
| <input type="checkbox"/> Secretary | <input type="checkbox"/> Cafeteria Staff  | <input type="checkbox"/> Educational Aide | <input type="checkbox"/> Bus Driver  |
|                                    |   |   | <input type="checkbox"/> Other _____ |

**Incident Response** (check all that apply):

- |  |                              |                                  |
|--|------------------------------|----------------------------------|
| <input type="checkbox"/> First Aid   | Time: _____                  | By Whom: _____                   |
| <input type="checkbox"/> Parent/Guardian Notified                                      | Time: _____                  | By Whom: _____                   |
| <input type="checkbox"/> Unable to Contact Parent                                      | Time: _____                  | By Whom: _____                   |
| <input type="checkbox"/> Parents Deemed No Medical Action Necessary                    |                              |                                  |
| <input type="checkbox"/> Returned to Class   |                              |                                  |
| <input type="checkbox"/> Sent/Taken Home   | Time: _____                  | Days of School Missed: _____     |
| <input type="checkbox"/> Assessment/Follow-Up<br>by School Nurse                       | Action Taken: _____          |                                  |
| <input type="checkbox"/> Called 911  |                              |                                  |
| <input type="checkbox"/> Taken to Health Care Provider/Clinic/<br>Hospital/Urgent Care | Time: _____                  | Days of School Missed: _____     |
|  | Diagnosis: _____             |                                  |
| <input type="checkbox"/> Hospitalized  | Days of School Missed: _____ |                                  |
|  | Diagnosis: _____             |                                  |
| <input type="checkbox"/> Restricted School Activity                                    | Days of School Missed _____  | Length of Time Restricted: _____ |
|  | Explain _____                |                                  |
| <input type="checkbox"/> Other _____   |                              |                                  |

**Describe care provided to the student:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Staff Member Completing Form:** \_\_\_\_\_ **Date/Time:** \_\_\_\_\_

**Nurse's/Green Team Member's Signature:** \_\_\_\_\_ **Date/Time:** \_\_\_\_\_

**Principal's Signature:** \_\_\_\_\_ **Date/Time:** \_\_\_\_\_



## STUDENT EMERGENCY MEDICAL FORM

The purpose of this form is to make it possible for authorization of emergency treatment for students who become ill or injured during hours of class and/or clinicals, and when authorized family/friends cannot be reached for the purpose of notification of such emergency illness or accident.

STUDENT: \_\_\_\_\_ PROGRAM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

---

**IN THE EVENT OF AN EMERGENCY ILLNESS OR ACCIDENT, I  
HEREBY GIVE MY CONSENT TO CONTACT THE BELOW LISTED  
FAMILY MEMBER OR FRIEND:**

Spouse: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Relative/Friend: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

If the above cannot be reached, a third party may be contacted:

**NAME:** \_\_\_\_\_ **TELEPHONE NUMBER:** \_\_\_\_\_

**EMERGENCY MEDICAL TREATMENT**

PHYSICIAN: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

PREFERRED HOSPITAL: \_\_\_\_\_

Student's Date of Birth ____ / ____ / ____ mo dy yr
--

**I am listing below pertinent information concerning medication or specific physical conditions which would be required knowledge for any emergency treatment:**

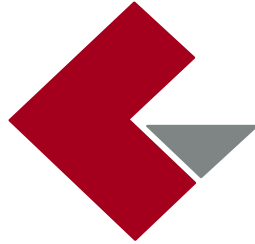
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I hereby give authorization for the administration of emergency treatment required by me, and the necessary permission to contact the parties listed above.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*RETURN THIS FORM TO YOUR INSTRUCTOR BEFORE YOU LEAVE*

# **Page Left Intentionally Blank**



**CUYAHOGA VALLEY  
CAREER CENTER**

**ACKNOWLEDGEMENT OF ADULT EDUCATION 2024-  
2025 INSTRUCTOR HANDBOOK**

I have read and fully understand the Adult Education Instructor Handbook and agree to comply with all of the policies, procedures and requirements outlined within.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Ohio Talent Development Network  
MEMORANDUM OF UNDERSTANDING

1.0 **OBJECTIVES AND SERVICES**

1.1 **Overview**

The Ohio Talent Development Network (OTDN) is a state-wide workforce development system facilitated through Ohio Technical Centers, Public Two-Year Colleges and Universities that utilizes a variety of “Best In Class” national and international vendors to provide top notch talent development services to employers and individuals, at an affordable price.

The Ohio Talent Development Network Resource Center will be referred to as the “Resource Center”. The Resource Center serves as the conduit through which a variety of broad workforce development initiatives are delivered to reduce the gap between workforce skills and employer needs and to ultimately increase the competitive edge for schools participating in the program. The Resource Center located at Lorain County Community College (LCCC) coordinates the program by negotiating state-wide group contracts, providing business and technical support, supplying consolidated invoicing and offering professional development opportunities. LCCC has contracted with a number of service providers for job profiling, consultation, performance management, background screening, job matching, assessment, and certifications to achieve that objective.

The Resource Center is a strategic partner with ACT and is the primary way that Ohio post-secondary schools access ACT WorkKeys products and services. One of the additional services provided by the OTDN is Multi-Vendor Services and the terms and conditions under which those services are to be provided through LCCC are defined in this Agreement.

2.0 **DEFINITIONS**

- 2.1 **OTDN Services:** The set of services provided by the vendors through the Resource Center to member schools using OTDN products and services, including: job profiling, job matching, consultation, performance management, background screening, online training, assessment, certification, and others available as part of the OTDN utility.
- 2.2 **Multi-Vendor Package:** The set of services provided by: PSI-PAN-Talogy, Ramsay Corporation, Shl, Sterling Talent Solutions, and Pearson VUE. **Levels IA, IB and IIA Memberships** authorize the school to administer these products.
- 2.3 **Assessment Technology Group (ATG), Certiport, Nocti Business Solutions, Tooling U - SME, CareerScope/Vocational Research Institute (VRI), Buckeye Educational and Manufacturing Skill Standards Council (MSSC):** are included in renewal of all membership levels.

3.0 **TERM AND RENEWALS**

This Agreement commences on date of contract signature and will expire on June 30th, 2025 or as mutually agreed upon by both parties. This agreement supersedes any prior MOUs.



4.0 **LCCC OBLIGATIONS**

LCCC has entered into agreements to establish the OTDN program for members of the Ohio Talent Development Network and will provide to Recipient schools those services available generally to schools participating in the OTDN Program as outlined below. As used in this paragraph, where a responsibility or obligation is the responsibility or obligation of an OTDN Center, such responsibility shall be the **responsibility of the Recipient School**. All services provided are contingent upon the provision of such services to LCCC by its vendors. These services may change or be modified in the best interest of OTDN and the participating members.

5.0 **RECIPIENT SCHOOL RESPONSIBILITIES**

5.1 **Service Provider Contracts**

In order to obtain access and licensing for some products and services each OTDN School will be required to contract with individual vendors for site specific licensing or approval beyond contracts entered into between the vendor and the Resource Center. Compliance with the terms of these vendors is an expressed condition of this agreement.

5.2 **Special Accommodations**

The physical facilities of OTDN Centers located at the Recipient schools will at all times conform to the requirements specified in the respective vendor guidelines. Recipient School acknowledges that it will be solely responsible for determining and providing special accommodations to candidates at OTDN Centers located in its facilities.

5.3 **Exclusivity**

Recipient School agrees and acknowledges that it will not retain any third party for the administration/delivery of OTDN Services and shall look to LCCC as its sole and exclusive provider of such services for and during the term of this Agreement.

6.0 **FEES**

The following provisions shall apply to all fees paid by Recipient School to LCCC.

6.1 **Invoicing and Payment**

LCCC shall submit, on a monthly basis, invoices for all fees, expenses and other items owed by Recipient School pursuant to this Agreement. Invoiced amounts shall be due and payable within thirty (30) days from the date of invoice. Any balance on an invoice not paid when due shall bear interest at the rate of ten percent 10% per annum. Failure to pay an invoice when due shall be grounds for LCCC to terminate this Agreement and terminate the provision of OTDN Services.

6.2 **Direct Provider Charges**

Except as required of Recipient School herein, LCCC may contract with vendors for all necessary materials and services to be provided to OTDN Centers, including technical support agreements. Unless prior approval is granted by LCCC, LCCC shall not be responsible for direct charges incurred by any Recipient School or OTDN Center which requests additional materials or services from any vendor beyond those negotiated by LCCC.

6.3 **Membership Fee**

Recipient School shall submit the appropriate membership fee to the Resource Center upon receipt of invoice. The membership fee is not refundable.

6.4 **Addition of Vendors**

If more vendors are added to the OTDN Program during the year, as approved by the Advisory Committee, an increase in the membership fee may be necessary to cover the expense of the annual vendor license agreement(s).

7.0 **OWNERSHIP**

Recipient School acknowledges that the vendors own and hold all proprietary rights, including copyright, trade secret, and patent in confidential business and technical information, documentation, software including third party software or dongles licensed to LCCC, procedures, manuals and know-how used to deliver and provide OTDN services and any enhancements or revisions thereto as well as any confidential business and technical information of LCCC, or the contractors. Recipient School shall use LCCC, and contractor owned materials only as intended by this Agreement. Recipient understands and agrees that no rights in the contractor owned materials are granted to it other than as set forth in the Agreement with each vendor.

8.0 **TERMINATION**

8.1 **Grounds for Termination by LCCC**

LCCC may immediately terminate this Agreement for the failure of Recipient School to pay these or other expenses pursuant to this Agreement when due, or the default of Recipient School in performing any of its obligations under this Agreement as outlined in agreements with the vendors.

LCCC may also immediately terminate this agreement for a failure to perform to expected levels of service provision as defined by LCCC (Resource Center). Service expectations are generally defined as generation of revenue to a sufficient degree recuperating the cost of the resources allocated to the recipient institution. At termination, LCCC may remove programmatic resources allocated to recipient institution and move these to another recipient institution including but not limited to computer terminals, software, marketing and training materials, and signage.

9.0 **NOTICES**

Any notices or other communications required or which may be given by either party to any other party under this Agreement shall be in writing and may be sent by fax, however, the originals shall be sent either by overnight courier, with verified receipt, or by registered or certified mail postage prepaid and addressed to and at the address stated or such other address as the parties may subsequently designate to each other by notice given in accordance with this section. Such notice shall be deemed to be sufficiently given when the receiving party receives the original.

For LCCC: **Ohio Talent Development Network Resource Center**  
Lorain County Community College  
Elyria, Ohio 44035  
Fax: 440-366-4639  
Email: ohiotalent@lorainccc.edu

For Recipient School:


**RECIPIENT SCHOOL**

By: *Dr. Marcy R. Green*  
Director Signature  
Name: Dr. Marcy R. Green  
Title: Asst Superintendent  
Date: 5/30/24

**LORAIN COUNTY COMMUNITY COLLEGE**

By: \_\_\_\_\_  
Name: Jonathan Volpe  
Title: Vice President Administrative Services/Treasurer  
Date: \_\_\_\_\_  
CC: Ohio Talent Development Network Resource Center

**Membership Renewal/Change Form**  
(For Existing Members)

In order to **continue** access to WorkKeys and Multi-Vendor products and/or services through the OTDN, the Membership Renewal/Change Form and the Memorandum of Understanding must be completed.

In order to **discontinue** access to WorkKeys and Multi-Vendor products and/or services through OTDN complete the Waiver of Participation document found on the last page of the Membership Renewal/Change Form.

All forms must be completed and returned by **June 12, 2024** to [ohiotalent@lorainccc.edu](mailto:ohiotalent@lorainccc.edu) or faxed to 440-366-4639.

**Membership Options:**

Level IA \$3,425.00	Level IIA \$1,350.00
Level IB \$1,600.00	Level IIB \$2,425.00
	Level IIC \$400.00

ACT annual Job Profiler renewals will be in October 2023.

**Instructions**

- If **renewing or changing** – Complete parts 1 – 5
- If **discontinuing** – Complete part 1 and 6 only

**PART 1 – SCHOOL INFORMATION**

School Name Cuyahoga Valley Career Center

Address 8001 Becksville Road

City Brecksville County Cuayhoga Zip 44141

Phone 440-746-8210 Fax 440-838-8944

**Economic Development Region** NE Ohio

Director Name Dr. Marcy R. Green

Phone 440-746-8228 E-Mail mgreen@cvccworks.edu

Designated Contact Name and Title (if other than director)  
Terri Lynn Brosseau

Phone 440-746-8210 E-Mail tbrosseau@cvccworks.edu

**PART 2 – STAFF UPDATES - Since last enrollment – Please check one**

- No changes – *Please go to part 3*
- Changes - *Please provide details*

If extra space is needed, please use additional pages

Name and Title: Laurie Eadelis- Administrative Assistant to Adult Education

Phone 440-746-8224 E-Mail leadelis@cvccworks.edu

Employment Status: F/T:  P/T:  Contract:

Educational background and Test Vendor Certification(s) and Expiration Date(s)-if applicable:

---



---



---

Name and Title: Allison Jouriles-Administrative Assistant to Nursing

Phone 440-746-8232 E-Mail ajouriles@cvccworks.edu

Employment Status: F/T:  P/T:  Contract:

Educational background and Test Vendor Certification(s) and Expiration Date(s)-if applicable:

---



---



---

Name and Title: \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Employment Status: F/T:  P/T:  Contract:

Educational background and Test Vendor Certification(s) and Expiration Date(s)-if applicable:

---



---



---

**PART 3 - ADDITIONAL UPDATES (New Partnerships, New Talent Development Product Offerings, etc.)**

---

---

**PART 4 – WORKKEYS JOB PROFILERS - List Name(s) of profilers (if applicable) - Renewal date September 2024.**

---

---

---

Part 5		Level IA	
Multi-Vendor and ACT WorkKeys – Local Scan Membership \$3,425.00			
Description			
<b>LEVEL IA MEMBERSHIP FEE</b> ACT WorkKeys – Local Scan includes: <ul style="list-style-type: none"> <li>➤ Local Scan</li> <li>➤ Access to ACT WorkKeys National Career Readiness Certificate**</li> </ul> WorkKeys Internet Version (WKIV)-Enables online testing WorkKeys Job Profiling (Certification Required)		\$3,425*	Membership Subtotal
AND Multi-Vendor: PSI/PAN/Talogy, Sterling Talent Solutions, Ramsay, SHL, and Pearson VUE			
PLUS ATG, Certiport, VRI, Nocti Business Solutions, SACA, Tooling U -SME and MSSC			
<b>Select WorkKeys Curriculum License Status:</b> <input type="checkbox"/> Not Interested or Discontinue Discounted Curriculum license under OTDN contract with ACT		Invoiced annually	Curriculum License
<input type="checkbox"/> Continue Discounted Curriculum license under OTDN contract with ACT		Invoiced annually	
<input type="checkbox"/> Obtain Discounted Curriculum license under OTDN contract with ACT		\$0	
<b>WorkKeys Job Profiler(s)</b> <input type="checkbox"/> Current WorkKeys Job Profiler(s) Name of Profiler(s):		Invoice based on annual renewal date	WorkKeys Job Profiler
Contact the Resource Center (440) 366-7679 for info on becoming a Job Profiler and discounts.		--	
<b>Select NCRC Print/No Print (select all that apply):</b> <input type="checkbox"/> Print at your school (no cost) & have your own realm		\$0	NCRC Printed Certs Subtotal
<input type="checkbox"/> Receive printed NCRC certificates from ACT & data stored in central realm (fees listed on "Price List, Training Fees, and Benefits of Membership" document)			
<input type="checkbox"/> Stop receiving printed NCRC certificates from ACT			
<b>Select Number Pearson VUE sites:</b> <input type="checkbox"/> No Site		\$0	Pearson VUE Sites Subtotal
<input type="checkbox"/> One site		\$0	
<input type="checkbox"/> Two sites (annual fee)		\$300	
<input type="checkbox"/> Three sites (annual fee)		\$600	
More than 3 sites please contact the Resource Center (440) 366-7679		--	
<b>TOTAL AMOUNT DUE</b>			

\*Additional fees apply for multiple WorkKeys site licenses – Contact OTDN Resource Center for details.

\*\* Option to receive, not receive or discontinue printed ACT WorkKeys NCRC from ACT.

**Transaction Fees**

- Billed on a monthly basis
- An additional fee of \$1.50 for each PSI/PAN/Talogy, Ramsay and SHL tests administered
- An additional fee of \$1.25 for each ACT (Applied Math, Graphic Literacy, Workplace Documents) tests administered

Our school wishes to participate in this level membership. By signing this document I agree that I am authorizing payment of the fees associated with the selections made for participation in the program on behalf of my school.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Part 5		Level IB	
Multi-Vendor and ACT WorkKeys –Non-Local Scan Membership \$1,600.00			
Description			
<b>LEVEL IB MEMBERSHIP FEE</b> ACT WorkKeys –Non-Local Scan includes: ➤ Access to ACT WorkKeys National Career Readiness Certificate**  WorkKeys Internet Version (WKIV)-Enables online testing WorkKeys Job Profiling (Certification Required)  AND Multi-Vendor: PSI /PAN/Talogy, Sterling Talent Solutions, Ramsay, SHL, and Pearson VUE  PLUS ATG, Certiport, VRI, Nocti Business Solutions, SACA, Tooling U -SME and MSSC		\$1600	Membership Subtotal
<b>Select WorkKeys Curriculum License Status:</b> <input type="checkbox"/> Not Interested or Discontinue Discounted Curriculum license under OTDN contract with ACT		Invoiced annually	Curriculum License
<input type="checkbox"/> Continue Discounted Curriculum license under OTDN contract with ACT		Invoiced annually	
<input type="checkbox"/> Obtain Discounted Curriculum license under OTDN contract with ACT		\$0	
<b>WorkKeys Job Profiler(s)</b> <input type="checkbox"/> Current WorkKeys Job Profiler(s) Name of Profiler(s):		Invoice based on annual renewal date	WorkKeys Job Profiler
Contact the Resource Center (440) 366-7679 for info on becoming a Job Profiler and discounts.		--	
<b>Select NCRC Print/No Print from ACT (select all that apply):</b> <input type="checkbox"/> Print at your school (no cost) & have your own realm		\$0	NCRC Printed Certs
<input type="checkbox"/> Receive printed NCRC certificates from ACT & data stored on central realm (fees listed on "Price List, Training Fees, and Benefits of Membership" document)			
<input type="checkbox"/> Do not receive printed NCRC certificates from ACT			
<b>Select Number Pearson VUE sites:</b> <input type="checkbox"/> No Site		\$0	Pearson VUE Sites Subtotal
<input type="checkbox"/> One site		\$0	
<input type="checkbox"/> Two sites (annual fee)		\$300	
<input type="checkbox"/> Three sites (annual fee)		\$600	
More than 3 sites please contact the Resource Center (440) 366-7679		--	
<b>TOTAL AMOUNT DUE</b>			

\*\* Option to receive, not receive or discontinue printed ACT WorkKeys NCRC from ACT

**Transaction Fees**

- Assessed and billed on a monthly basis
- An additional fee of \$1.50 for each PSI/PAN/Talogy, Ramsay and SHL test administered
- An additional fee of \$1.25 for each ACT (Applied Math, Graphic Literacy, Workplace Documents) administered

Our school wishes to participate in this level membership. By signing this document I agree that I am authorizing payment of the fees associated with the selections made for participation in the program on behalf of my school.

Signature

Date



Print Name

Title

<b>Part 5</b>		<b>Level IIA</b>	
<b>Multi-Vendor Membership \$1,350.00</b>			
<b>Description</b>			
<b>LEVEL IIA MEMBERSHIP FEE</b> Multi-Vendor: PSI/PAN/Talogy, Sterling Talent Solutions, Ramsay, SHL, and Pearson VUE <i>PLUS</i> ATG, Certiport, VRI, Nocti Business Solutions, SACA, Tooling U-SME and MSSC		\$1350	<b>Membership Subtotal</b>
<b>Select Number Pearson VUE sites:</b>			<b>Pearson VUE Sites Subtotal</b>
<input type="checkbox"/> No Site		\$0	
<input type="checkbox"/> One site		\$0	
<input type="checkbox"/> Two sites (annual fee)		\$300	
<input type="checkbox"/> Three sites (annual fee)		\$600	
More than 3 sites please contact the Resource Center (440) 366-7679		--	
<b>TOTAL AMOUNT DUE</b>			

**Transaction Fees**

- Assessed and billed on a monthly basis
- An additional fee of \$1.50 for each PSI/PAN/Talogy, Ramsay and SHL test administered

Our school wishes to participate in this level membership. By signing this document, I agree that I am authorizing payment of the fees associated with the selections made for participation in the program on behalf of my school.

Signature

Date

Print Name

Title

Part 5		Level IIB	
ACT WorkKeys – Local Scan Membership \$2,425.00			
Description			
<b>LEVEL IIB MEMBERSHIP FEE</b> ACT WorkKeys – Local Scan includes: <ul style="list-style-type: none"> <li>➤ Local Scan</li> <li>➤ Access to ACT WorkKeys National Career Readiness Certificate**</li> </ul> WorkKeys Internet Version (WKIV)-Enables online testing WorkKeys Job Profiling (Certification Required)  <i>PLUS ATG, Certiport, VRI, Nocti Business Solutions, SACA, Tooling U - SME and MSSC</i>		\$2425*	Membership Subtotal
<b>Select WorkKeys Curriculum License Status:</b> <input type="checkbox"/> <b>Not Interested or Discontinue</b> Discounted Curriculum license under OTDN contract with ACT		Invoiced annually	Curriculum License
<input type="checkbox"/> <b>Continue</b> Discounted Curriculum license under OTDN contract with ACT		Invoiced annually	
<input type="checkbox"/> <b>Obtain</b> Discounted Curriculum license under OTDN contract with ACT		\$0	
<b>WorkKeys Job Profiler(s)</b> <input type="checkbox"/> Current WorkKeys Job Profiler(s) Name of Profiler(s):		Invoice based on annual renewal date	WorkKeys Job Profiler
Contact the Resource Center (440) 366-7679 for info on becoming a Job Profiler and discounts.		--	
<b>Select NCRC Print/No Print from ACT (select all that apply):</b> <input type="checkbox"/> Print at your school (no cost) & have your own realm		\$0	NCRC Printed Certs Subtotal
<input type="checkbox"/> Receive printed NCRC certificates from ACT & data stored on central realm (see Price List, Training Fees, and Benefits of Membership document)			
<input type="checkbox"/> Do not receive printed NCRC certificates from ACT			
<b>TOTAL AMOUNT DUE</b>			

\*Additional fees apply for multiple WorkKeys site licenses – Contact OTDN Resource Center for details.

\*\* Option to receive, not receive or discontinue printed ACT WorkKeys NCRC from ACT

**Transaction Fees**

- Assessed and billed on a monthly basis
- An additional fee of \$1.25 for each ACT (Applied Math, Graphic Literacy, Workplace Documents) administered

Our school wishes to participate in this level membership. By signing this document I agree that I am authorizing payment of the fees associated with the selections made for participation in the program on behalf of my school.

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Print Name \_\_\_\_\_ Title \_\_\_\_\_

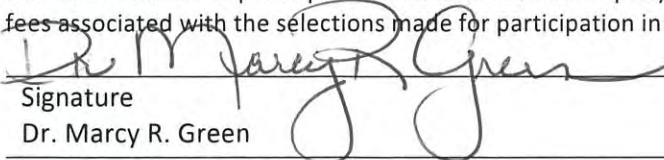
Part 5		Level IIC	
ACT WorkKeys –Non-Local Scan Membership \$400.00			
Description			
<b>LEVEL IIC MEMBERSHIP FEE</b> ACT WorkKeys –Non-Local Scan includes: ➤ Access to ACT WorkKeys National Career Readiness Certificate**  WorkKeys Internet Version (WKIV)-Enables online testing WorkKeys Job Profiling (Certification Required)  PLUS ATG, Certiport, VRI, Nocti Business Solutions, SACA, Tooling U -SME and MSSC	\$400.00	X	Membership Subtotal
<b>Select WorkKeys Curriculum License Status:</b> <input type="checkbox"/> Not Interested or Discontinue Discounted Curriculum license under OTDN contract with ACT <input type="checkbox"/> Continue Discounted Curriculum license under OTDN contract with ACT <input type="checkbox"/> Obtain Discounted Curriculum license under OTDN contract with ACT	Invoiced annually		Curriculum License
	Invoiced annually		
	\$0		
<b>WorkKeys Job Profiler(s)</b> <input type="checkbox"/> Current WorkKeys Job Profiler(s) Name of Profiler(s):  Contact the Resource Center (440) 366-7679 for info on becoming a Job Profiler and discounts.	Invoice based on annual renewal date		WorkKeys Job Profiler
<b>Select NCRC Print/No Print (select all that apply):</b> <input checked="" type="checkbox"/> Print at your school (no cost) & have your own realm <input type="checkbox"/> Receive printed NCRC certificates from ACT & have data stored on central realm (see Price List, Training Fees, and Benefits of Membership document) <input type="checkbox"/> Do not receive printed NCRC certificates from ACT	\$0		NCRC Printed Certs
<b>TOTAL AMOUNT DUE</b>			<b>\$400.00</b>

\*\* Option to receive, not receive or discontinue printed ACT WorkKeys NCRC from ACT

**Transaction Fees**

- Assessed and billed on a monthly basis
- An additional fee of \$1.25 for each ACT (Applied Math, Graphic Literacy, Workplace Documents) administered

Our school wishes to participate in this level membership. By signing this document, I agree that I am authorizing payment of the fees associated with the selections made for participation in the program on behalf of my school.


5/30/24  
 \_\_\_\_\_  
 Signature Date  
 Dr. Marcy R. Green Assistant Superintendent  
 \_\_\_\_\_  
 Print Name Title

**Part 6**

**WAIVER OF PARTICIPATION  
OHIO TALENT DEVELOPMENT NETWORK EFFECTIVE JULY 1, 2024**

If your school no longer wants to participate in the Ohio Talent Development Network Membership Program, please be advised of the following:

- Ohio Talent Development Network Resource Center will deactivate all of the assigned user names and passwords associated with the school
- If your school has a membership that includes the offering of WorkKeys products, WorkKeys will be notified of the discontinuation of service
  - Removal from group contracts as an authorized testing center
  - If ongoing vendor services are requested, the school will be required to contact the vendor directly to establish an individual contract with a revised pricing schedule
  - WorkKeys will be direct contact for all billing
  - National Career Readiness Certificates and participation for state reporting will be discontinued
- The school will be required to discontinue distribution of OTDN branded marketing collateral including but not limited to online affiliations and all printed materials.

I agree to the terms above with an effective date of **July 1, 2024**. I understand that the Ohio Talent Development Network Resource Center will no longer provide access to products and services previously available as an OTDN School.

Signature	Date
Print Name	Title

Please sign and return prior to **June 12, 2024** to:

Ohio Talent Development Network Resource Center  
ohiotalent@lorainccc.edu  
Phone: 440-366-7679  
Fax: 440-366-4639

We appreciate your past participation and encourage the continued usage of Ohio Talent Development Network products and services with a participating Network school. Please contact the Ohio Talent Development Network Resource Center to obtain a current list at 440-366-7679 or [ohiotalent@lorainccc.edu](mailto:ohiotalent@lorainccc.edu).