

# **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.cvcworks.edu](http://www.cvcworks.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
<i>5710 - STUDENT GRIEVANCE</i> .....	17
<i>9130 - 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>94</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**

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 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, 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**

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/crslst.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).**

Commented [TLB1]: What is it called – this is different than the beginning of the document.

Commented [DR2R1]: See previous note

## **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
---	--------	--------	-----------	----------------------------	-------	---

**Cognitive Exams for Section 6 include:**

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. Strope, 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

**OLON 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**

Commented [TLB3]: I believe this is correct

**\*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.

Commented [TLB4]: I wonder if this is the name we need above in two places?

## 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/emicourses/emicalog.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

### Faculty Degree Addendum

Instructor Name	Subject	Degrees	Conferring Institution
Christine Abate	Nursing	BSN, RN	Ohio University
Kathleen Alred	Nursing	MSN, BSN, RN, CNP	Akron State University, Cleveland State University, Weber State University, Utah Technical College
Ronald Bohnert	Industrial/Electrical Apprenticeship	BBA	Cleveland State University
Brian Collister	Industrial/Electrical Apprenticeship	High School Diploma	Midpark High School
Matthew Duplaga	Public Health & Safety/EMT EKG Instructor	High School Diploma	Ohio Virtual Academy
Tharon Eulinberg	Industrial/HVAC	High School Diploma	Max Hayes High School
Lewis Fletcher	Industrial/HVAC Customized	AAS	Cuyahoga Community College
Melissa Fox	Cosmetology	High School Diploma	Brecksville Broadview Heights High School
James Franko	Fiber Optics Technician	High School Diploma	James Ford Rhodes High School
Jacob Giesy	Telecommunication Tower Tech.	High School Diploma	Lakeview High School
Patrick Gnuschke	HVAC	High School Diploma	Bedford High School
Lisa Green	STNA	CNP, BSN	University of St. Francis
Liam Guiney	Personal Interest & Leisure	MS, BS	Wake Forest University, University of North C
Calvina Hall-Walker	Nursing	MSN, BSN, RN	Walden University
Jason Hance	Customized - Building & Property Management	High School Diploma	Barberton High School
Matthew Harding	Customized - Power Equipment Technology	High School Diploma	Brecksville-Broadview Heights High School
Drew Hladky	Industrial/HVAC	High School Diploma	North Royalton High School
Daniel Hunter	Industrial/HVAC	High School Diploma	Cuyahoga Heights High School
Allison Jouriles	CPR Instructor	High School Diploma	Allison Jouriles
Betsy Klos	Dental Assisting	High School Diploma	Berea High School
Mary Kopczynski	Personal Interest & Leisure	BA, AAS	Cleveland State University, Cuyahoga Community College
Daniel Krystosik	Automotive Instructor	High School Diploma	Max Hayes High

			School
James Martin	HVAC	AAS	West Side Institute of Technology
Nancy Muscatello	Cosmetology Instructor	BS	Kent State University
Delbra Pace	Nursing STNA	BSN, RN	Ohio University, Owens Community College
Richard Parrott	Industrial Training	AAS	George State University
Remington Phillips	Graphic/Web Design	AAS	Cuyahoga Community College
Robert Ponstingle	Industrial/Electrical Apprenticeship	High School Diploma	Olmsted Falls High School
George Ponti	Industrial	High School Diploma	Budapest, Hun

Instructor Name	Subject	Degrees	Conferring Institution
Candice Price	Personal Interest & Leisure	High School Diploma	Bedford High School
Kylie Putka	Cosmetology	High School Diploma	Brecksville-Broadview Heights High School
Roberta Ritter	Esthetics	GED	Medina Senior High School
Laura Robusto	STNA/CPR Instructor	MSN, BSN, RN	Saint Joseph's College, Ashland University, The University of the state of New York
Patrick Ruebensaal	Graphic Design	High School Diploma	Medina High School
Matt Schoeffler	Industrial/HVAC	High School Diploma	Cuyahoga Heights High School
Bradley Seastrand	Customized Electrical Instructor	High School Diploma	Martin Luther King Law and Public Service High School
Carri Simon	Fiber Optics Technician	GED	Berea High School
Jeffrey Smith	HVAC	High School Diploma	Northwestern High School
Gerald Steele	Programmable Logic Controllers	MBA, BS, AAS	Capital University, Ohio State University, Lorain County Community College
Lisa Theodore	Dental Assisting	High School Diploma	North Royalton High School
Bernie Van Tilburg	Personal Interest & Leisure	Masters, BA	Kent State University
Lary Walters	Industrial/Rope Rescue	High School Diploma	Iecumseh High School
Sylvia Warren-Hankins	Nursing	MBA, BSN, AASN	Ashford University, Indiana Wesleyan University, Cuyahoga Community College
Jennifer Wester	Health Careers Instructor	High School Diploma	Normandy High School
Lee Wester	CPR Instructor	AAS	Cuyahoga Community College
Joshawa Wines	Certified Production Technician Instructor	High School Diploma	Akron Central High School Diploma
Howard (Dan) Workman	Graphic & Web Design	AAS	Cuyahoga Community College
Dan Zezena	Public Health & Safety/EMT	High School Diploma	Valley Forge High School

## 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.