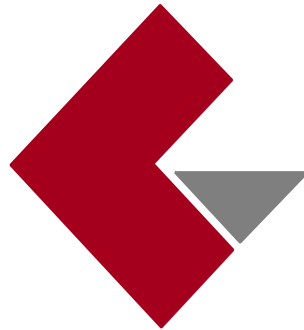


Business and Office Technology Programs

2025-2026

Adult Education Student Handbook



**CUYAHOGA VALLEY
CAREER CENTER**

8001 Brecksville Road
Brecksville, Ohio 44146

Approved June, 2025

www.cvccworks.edu
440-746-8230

TABLE OF CONTENTS

CVCC MISSION STATEMENT	5
ACCREDITATION/PROGRAM APPROVAL	5
ADULT EDUCATION GENERAL INFORMATION	5
ADULT EDUCATION ADMINISTRATION/ INSTRUCTOR LIST	6
<i>Administration</i>	<i>6</i>
<i>Instructors</i>	<i>7</i>
STUDENT HEALTH AND SAFETY	8
<i>Health.....</i>	<i>8</i>
<i>Student Health Care Services</i>	<i>9</i>
<i>Crime Awareness And Campus Security</i>	<i>9</i>
<i>Emergency Procedures.....</i>	<i>9</i>
<i>Main Entrance.....</i>	<i>9</i>
STUDENT RESOURCES	10
<i>Non-School Dates.....</i>	<i>10</i>
<i>School Closings.....</i>	<i>10</i>
<i>Job Search Assistance.....</i>	<i>11</i>
<i>Student Data</i>	<i>11</i>
<i>Student Records</i>	<i>11</i>
<i>Release Policy.....</i>	<i>11</i>
<i>Non-Discrimination Policy.....</i>	<i>12</i>
<i>Americans with Disabilities Act (ADA).....</i>	<i>12</i>
<i>Consumer Information</i>	<i>13</i>
<i>Course Admission</i>	<i>13</i>
<i>District Senior Citizen</i>	<i>13</i>
GRIEVANCE POLICY	13
<i>Student Grievance (Policy 5710)</i>	<i>13</i>
<i>Public Complaints (Policy 9130)</i>	<i>14</i>
<i>Matters Regarding a Professional Staff Member.....</i>	<i>14</i>
<i>Matters Regarding an Administrative Staff Member.....</i>	<i>15</i>
<i>Matters Regarding the Superintendent or Treasurer.....</i>	<i>15</i>
<i>Matters Regarding a Classified Staff Member</i>	<i>16</i>
<i>Matters Regarding District Services or Operations</i>	<i>16</i>
<i>Matters Regarding the Educational Program</i>	<i>16</i>
<i>Matters Regarding Instructional Materials.....</i>	<i>16</i>
FINANCIAL POLICIES – GENERAL GUIDELINES.....	18
<i>Tuition Statement.....</i>	<i>18</i>
<i>Federal Financial Aid Programs.....</i>	<i>18</i>
<i>Federal Pell Grant Program.....</i>	<i>19</i>
<i>William D. Ford Direct Loan Program - Stafford Loans</i>	<i>19</i>
<i>Satisfactory Academic Progress (SAP) Policy</i>	<i>20</i>
<i>Return of Title IV Policy</i>	<i>20</i>
<i>Refund Policy</i>	<i>21</i>
<i>Nonrefundable Administrative Seat Fee</i>	<i>22</i>

<i>Family Education Rights & Privacy Act (FERPA)</i>	22
<i>Financial Aid Records Policy</i>	22
<i>Cuyahoga Valley Career Professional Judgement Policy</i>	22
<i>Other Sources of Assistance</i>	23
VETERANS EDUCATION BENEFITS	23
<i>Director of Veterans Affairs (VA)</i>	23
<i>Veterans Receiving Benefits Late Fees</i>	23
<i>Veterans Receiving Benefits Policy For Evaluation of Prior Credit</i>	24
<i>Veterans Principles of Excellence</i>	24
STUDENT CONDUCT	24
<i>Alcohol and Drug Policy</i>	24
<i>Electronic Devices</i>	25
<i>Telephone Calls</i>	25
<i>Food and Beverages</i>	25
<i>Interactive/Communication Behaviors</i>	25
<i>Collaborations</i>	26
<i>Plagiarism and Consequence of Violating School Anti-Plagiarism Policies</i>	26
<i>Soliciting</i>	27
HARASSMENT	27
<i>Anti-Harassment Policy (Policy 5517)</i>	27
<i>Bullying & Other Forms of Aggressive Behavior (Policy 5517.01)</i>	41
<i>Student Hazing (Policy 5516)</i>	47
STATEMENT OF LIABILITY	48
BUSINESS AND OFFICE TECHNOLOGY PROGRAM INFORMATION	49
ADMISSION POLICY	50
ASSIGNMENTS	50
ATTENDANCE POLICY	51
DISCIPLINARY ACTION	51
<i>Warnings</i>	51
<i>Dismissal/Termination</i>	52
PROBATION	52
DISMISSAL/TERMINATION	52
GRADING SCALE	52
<i>Makeup Work</i>	53
TESTS AND EXAMINATIONS	53
CERTIFICATION TESTING	54
TRANSFER HOURS	54
TUTORING	54
GRAPHIC DESIGN FOR PRINT AND WEB PRODUCTION	55
<i>Total Program Clock Hours</i>	55
<i>Program Tuition:</i>	55

<i>Objective:</i>	55
<i>Course Description:</i>	55
ACKNOWLEDGEMENT OF STUDENT HANDBOOK	57

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.



Adult Education General Information

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

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

PARKING AREAS - There are two main parking areas:

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

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

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

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

Adult Education Administration/ Instructor List

ADMINISTRATION

ADULT EDUCATION DIRECTOR	Terri Lynn Brosseau tbrosseau@cvccworks.edu	440-746-8210
Business Training Programs		
Emergency Response Programs		
Health Care Programs		
Health and Beauty Programs		
Multimedia Design Programs		
Personal Interest & Leisure		
ADULT EDUCATION COORDINATOR	Joe Lupia jlupia@cvccworks.edu	440-746-8215
Customized Training		
Industrial Training Programs		
SCHOOL OF PRACTICAL NURSING SUPERVISOR	Dr. David Foley dfoley@cvccworks.edu	440-746-8315
STUDENT SUPPORT SERVICES	Claudette Knestrick cknestrick@cvccworks.edu	440-746-8337
BUSINESS LIAISON	Diane Duryea dduryea@cvccworks.edu	440-746-8242
MEDIA SPECIALIST	Makayla Robertson mrobertson@cvccworks.edu	440-746-8322
ADMINISTRATIVE ASSISTANTS:		
Daytime	Theresa Antal tantal@cvccworks.edu	440-746-8206
Evening	Laurie Eadelis leadelis@cvccworks.edu	440-746-8224
Nursing	Allison Jouriles ajouriles@cvccworks.edu	440-746-8232
	Lynn Haddad lhaddad@cvccworks.edu	440-746-8332

INSTRUCTORS

<u>Instructor Name</u>	<u>Subject</u>	<u>Degrees</u>	<u>Conferring Institution</u>
Tracy Adanich	Nursing	MSN, BA, ADN	Grand Canyon University, Cleveland State University, Cuyahoga Community College
Pamela Calautti	Nursing	LPN, RN, ADN	Chiffon Career Center, Eastern Gateway Community College
Barbara Davila	STNA	High School Diploma	Brecksville-Broadview Heights High School
Hannah Dougherty	Nursing	RN, BSN, MBA	Cleveland State University
Matthew Duplaga	Public Health & Safety / EMT EKG Instructor	High School Diploma	Ohio Virtual Academy
Katharine Farley	EKG	High School Diploma	Heritage Christian School
Lewis Fletcher	Industrial/HVAC Customized	AAS	Cuyahoga Community College
James Franko	Fiber Optics Technician	High School Diploma	James Ford Rhodes High School
Jared Gepperth	Graphic Design	BA	Baldwin Wallace College
Jacob Giessy	Telecommunication Tower Technician	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 N. Carolina
Calvinia 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
Allison Jouriles	CPR Instructor	High School Diploma	North Royalton High School
Michael Kapis	Customized Training	GED	Ledgemont High School
Stacey Kaufman	Customized Training	High School Diploma	Normandy High School
Betsy Klos	Dental Assisting	High School Diploma	Berea High School
Mary Kopczynski	Personal Interest & Leisure	BA, AAS	Cleveland State University, Cuyahoga Community College
Craig Kotnik	Multicraft Maintenance	MS, BS	University of Ohio, Cleveland State University
Daniel Krystosik	Automotive Instructor	High School Diploma	Max Hayes High School
Thomas Laskowski	Customized Training	MBA, BSEE	Baldwin Wallace College, Case Western Reserve University
Philip Lindeman	HVAC	High School Diploma	West Geauga High School
Robert Lundholm	Multicraft Maintenance	BSEE	Michigan Technological University
Mary Meyer	Nursing	MSN, BSN	Western Governor's University, Cleveland State University
April Mone	Customized Training	MA, BS	Nova Southeastern University, Ashland University
Tim Moore	Customized Training	MED, BBA, AAB	Ashland University, Tiffin University, Lorain County Community College
Melissa Morgan	Nursing	BSN	Ohio University, Akron University
Brianna Moss	Nursing	LPN, BSN	Huron School of Nursing, Ohio University
Nancy Muscatello	Cosmetology Instructor	BS	Kent State University
Carolyn Myhal	Nursing	BS, AAS, BSN	Utah State University, Cuyahoga Community College, Ohio University
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
Candice Price	Personal Interest & Leisure	High School Diploma	Bedford High School
Kylie Putka	Cosmetology Instructor	High School Diploma	Brecksville-Broadview Heights High School
Robert Ritter	Esthetics Instructor	GED	Medina Senior High School

Jaqueline Robinson	Nursing	PhD, MBA, MSN, BSN	University of Toledo, Baldwin Wallace, Kent State University
Patrick Ruebesnal	Graphic Design	High School Diploma	Medina Senior High School
Matthew Schoeffler	Industrial/HVAC	High School Diploma	Cuyahoga Heights High School
Lisa Theodore	Dental Assisting	High School Diploma	North Royalton High School
Larry Walters	Industrial/Rope Rescue	High School Diploma	Tecumseh 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
Howard Workman	Graphic & Web Design	AAS	Cuyahoga Community College
Dan Zezena	Public Health & Safety / EMT Instructor	High School Diploma	Valley Forge High School

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

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

If a surgical intervention is necessary while enrolled in the program, the adult must meet with the Adult Education Coordinator at the earliest possible time to facilitate continued program participation. Each situation is considered individually and all efforts will be expended to continue

enrollment. The attending surgeon/MD must complete a release allowing the adult to return without restrictions.

Student Health Care Services

For Adult Education evening students, please contact your instructor or evening administrative assistant in case of a medical emergency. Use your best judgment in dialing “911”. Local healthcare providers will respond and are prepared to provide appropriate treatment and/or transport the student to the nearest medical facility. Illness that results in extended absence from the program will be reviewed 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.



988 Suicide and Crisis Lifeline provides 24/7, free, and confidential support to Ohioans in mental health crisis. Ohioans can call or text “988” to reach a trained specialist for help and support.

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. CVCC does not guarantee employment or job placement.

Student Data

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

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

Student Records

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

Release Policy

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

Non-Discrimination Policy

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

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

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

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

Legal References:

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

Americans with Disabilities Act (ADA)

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

Consumer Information

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

Course Admission

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

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

Student Grievance

Student Grievance, po5710, Adopted May 1, 1995

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.

Public Complaints

Public Complaints, po9130, Adopted May 1, 1995

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

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

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

Matters Regarding a Professional Staff Member

A. First Level

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

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

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

B. Second Level

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

C. Third Level

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

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

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

D. Fourth Level

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

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

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

Matters Regarding an Administrative Staff Member

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

Matters Regarding the Superintendent or Treasurer

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

- A. the specific nature of the complaint and a brief statement of the facts giving rise to it;
- B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;

- C. the reason that the matter was not able to be resolved with the Superintendent or Treasurer;
- D. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

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

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

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

Matters Regarding a Classified Staff Member

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

Matters Regarding District Services or Operations

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

Matters Regarding the Educational Program

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

Matters Regarding Instructional Materials

The Superintendent shall prepare administrative guidelines addressing students' and parents' rights to be adequately informed each year regarding their ability to inspect instructional

materials and the procedure for completing such an inspection. See AG 9130A and Form 9130F3.

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

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

- B. Upon receipt of the information, the immediate supervisor shall after advising the Superintendent of the complaint and upon the Superintendent's approval, appoint a review committee which may consist of:

- 1. one (1) or more professional staff members;
 - 2. one (1) or more Board members on the Board Curriculum Committee;
 - 3. one (1) or more laypersons 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.

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Revised 3/27/03
Revised 3/22/18
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R.C. 149.43

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 Director. 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 (CT²).

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

Federal Financial Aid Programs

Full aid awards are only made if a student is attending a program of at least 900 clock hours. A student entering a program of fewer than 900 clock hours will receive a prorated award. To apply, a student must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA must be completed online at www.studentaid.gov. A borrower must complete Entrance and Exit Counseling to review rules, regulations, policies and procedures at www.studentaid.gov. All Federal Direct Loans will be reported to the U. S. Department of Education's National Student Loan Data System (NSLDS).

CVCC Programs Eligible for Federal Financial Aid

1500 clock hours- Cosmetology

1200 clock hours- Practical Nursing (Full-Time and Part-Time)

650 clock hours- Machining Technology

600 clock hours- Esthetics

The following federal financial aid programs are available to qualifying students:

Federal Pell Grant Program

The Pell Grant is given with no repayment expected. Any student wishing to receive a Pell Grant at this institution must meet the eligibility requirements established by the U.S. Department of Education. After the FAFSA has been processed by the U.S. Department of Education, an Institutional Student Information Record (ISIR) will be issued. This report will contain a number referred to as the Student Aid Index (SAI). Pell Grant award amounts are based on the student's SAI, calculated from the prior-prior year's income information submitted on the FAFSA. Students are required to self-pay the balance of tuition not covered by the Federal Pell Grant and/or the student may utilize a Federal Direct Loan. All Federal Pell Grant funds, when received, are applied directly to the student's account balance. The amount of Pell Grant funds a student may receive over his or her lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding a student can receive each year is equal to 100% the six-year equivalent is 600%.

William D. Ford Direct Loan Program-Stafford Loans

Federal Direct loans must be repaid to the Federal government. After students graduate, leave school, or drop below halftime enrollment, they will have a six-month grace period before they are required to begin repayment. The student will receive communication from a servicing agency assigned by the U.S. Department of Education to manage the loan repayments. Undergraduate life loan limits apply. Interest rates are subject to change each year on July 1st. There is a loan origination fee on all Federal Direct Loans. The loan fee is a percentage of the loan amount and is proportionally deducted from each loan disbursement. Loan fees are announced by Congress and subject to change. A student who is in default (has ceased to make repayments on any previous student loan payments for at least 270 days) is not eligible to receive Title IV funding. A student can receive a deferment/forbearance on a previous loan, if the student meets the requirements, by contacting their loan servicer. A borrower who requests a deferment/forbearance should continue making loan payments until receiving notification from the lender that the deferment has been approved. A student cannot receive a deferment/forbearance for a loan that is already in default. There are several repayment plans available and plans can be switched at any time by contacting the student's loan servicer.

- A. Direct Subsidized Loan** - A subsidized loan is awarded by need. A student may be eligible to request a maximum of \$3,500 for the first year of undergraduate study. The U.S. Department of Education will pay (subsidize) the interest that accrues on your loan

during specific periods. Repayment usually begins six months after the borrower ceases to be enrolled in the program.

B. Direct Unsubsidized Loan - An unsubsidized loan is not awarded by need, and the student is responsible for interest that accrues during in-school, deferment, grace, and repayment periods. The unsubsidized loan is the difference between the cost of attendance and other aid (including subsidized loan) not to exceed \$5,500 for a dependent student and \$9,500 for an independent student, for the first year of undergraduate study. Repayment usually begins six months after the borrower ceases to be enrolled in the program.

C. Direct Parent Loan to Undergraduate Student (PLUS) – PLUS loans are meant to provide additional funds to dependent students for expenses. Parents may borrow up to the cost of education, minus other aid received by the student. Repayment begins approximately sixty days after final loan disbursement is made, or parents may choose a deferment option by contacting their Direct Loan Servicing Center.

Cuyahoga Valley Career Center does not offer institutional loans, nor participate in private education loans, or endorse any specific lenders.

Satisfactory Academic Progress (SAP) Policy

According to federal and state regulations, students receiving financial aid must maintain Satisfactory Academic Progress (SAP). The review of attendance and grades for financial aid purposes is at the end of each payment period, as required by the U.S Department of Education. For example, for a 900-clock hour program, official SAP monitoring would occur at the end of 450 scheduled clock hours. In order for a second disbursement to be issued, students must have completed half the hours and half the weeks of the program.

Return of Title IV Policy

If a student withdraws from Cuyahoga Valley Career Center, the student may be required to return a portion of the federal funds awarded. Cuyahoga Valley Career Center's Refund Policy exists for calculating the refund of institutional charges. 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 withdraws on or before the 60% point in the billing period. The percentage of Title IV Financial Aid to be returned is equal to the number of clock hours scheduled in the payment period at the time of withdrawal divided by the number of hours that were scheduled for the period as a whole. For example, if a student has completed 30% of the billing period they have earned 30% of their financial aid. However, once a student has completed 60% of the hours in a billing period, 100% of the financial aid awarded that billing period will have been earned. If financial aid funds have been released to a student because of a credit balance on the student's account, then the student may be required to repay some or all of that aid if the student withdraws.

Order of Return of Student Financial Aid Program Funds

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

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Pell Grant

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

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.

- **Withdrawal Policy:** Students who withdraw before the first day of class and have made payment(s) will be refunded their payment minus a \$20.00 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.)
- **Textbook/Material/Supply/Uniform Fees:** Fees are included in the tuition unless otherwise specified and are nonrefundable. Textbook prices are subject to change without notice.
- **Cancellation:** 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.

Nonrefundable Administrative Seat Fee

A nonrefundable administrative seat fee of \$200.00 is required to secure enrollment in all of CVCC's federal financial aid eligible programs. This fee is not part of the tuition; Title IV funds shall not be utilized for the seat fee.

Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) and associated regulations set forth requirements designed to protect the privacy of student education records. FERPA provides for the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. FERPA applies to all institutions that are the recipients of funds under any program administered by the Secretary of Education.

Financial Aid Records Policy

Student financial aid records are stored in a locked storage room in filing cabinets in the Adult Education office area. Records are kept for a minimum of three years. Employees may have access to student information if their responsibilities reasonably require access to that information for educational, administrative or research (for transcripts) purposes in the performance of their job duties. Employees who have access to student records are obligated to protect records and are held accountable for safeguarding and keeping the information confidential. Student records are managed by the Adult Education Director; and financial aid student records are managed by Student Support Services. Files containing FTI Data are labeled as CUI (Controlled Unclassified Information).

Cuyahoga Valley Career Center Professional Judgement Policy

Federal regulations allow limited exceptions or adjustments to information reported on the Free Application for Federal Student Aid (FAFSA). Such exceptions or adjustments, known as "Professional Judgment," are considered on a case-by-case basis based on supporting documentation of the student's circumstances. Whether any adjustments are made is at the sole discretion of the Office of Student Support Services and are final and cannot be appealed. (Higher Education Act of 1965, Sections 479A and 480(d)(7))

Circumstances that may warrant a professional judgment decision include, but are not limited to:

- Parent's death or divorce for dependent students; death of or divorce from spouse of independent students
- Significant loss of income/loss of employment
- Loss of untaxed income/benefits (e.g. disability, child support, or other benefits)
- Excessive medical expenses (not covered by insurance)
- One-time taxable income used for life changing event (e.g. IRA, pension distribution)

Circumstances that are NOT considered extenuating include, but are not limited to:

- Standard living expenses (e.g. utilities, credit card payments, children's allowances, etc.)
- Mortgage payments
- Car payments
- Credit card or other personal debts
- Vacation expenses
- All other discretionary expenses

Other Sources of Assistance

- A. **Workforce Development (WOIA):** The Workforce Innovation and Opportunity Act provides funding for unemployed, underemployed, and dislocated workers. Please visit the Ohio Means Job website for more information:
<https://jfs.ohio.gov/owd/WIOA/index.stm>
- B. **Trade Adjustment Assistance Act (TAA):** The Trade Adjustment Assistance Act offers funding to certain individuals whose company has closed its facilities, displacing the employees. Learn more at the Department of Job & Family Services website. http://jfs.ohio.gov/ouc/tradeadjustassist_faq.stm
- C. **Bureau of Vocational Rehabilitation/Opportunities for Ohioans with Disabilities:** BVR/OOD provides individuals with disabilities services and supports necessary to help them attain and maintain employment. If you have a disability you may be eligible for training assistance. Contact your local office for further information. Learn more at the Opportunities for Ohioans with Disabilities website:
<http://www.ood.ohio.gov/Core-Services/BVR/Regional-Offices>
- D. **Veterans Education Benefits:** Visit the U.S. Department of Veterans Affairs website at <https://www.benefits.va.gov/gibill/>. Please see the following section “Veterans Education Benefits” for further information.

Veterans Education Benefits

Department of Veteran Affairs (VA)

VA education benefits help Veterans, service members, and their qualified family members with needs like paying college tuition, finding the right school or training program, and getting career counseling. For eligibility, contact VA at 888-442-4551 or www.va.gov/education.

Veterans Receiving Benefits Late Fees

In accordance with the Veterans Benefits and Transitions Act of 2018, Cuyahoga Valley Career Center does not charge late fees, restrict access or impose delayed payments by the VA. Late payments that are due from the student will follow the Tuition Payment Plan Policy.

Veterans Receiving Benefits Policy For Evaluation Of Prior Credit

Cuyahoga Valley Career Center (CVCC) will collect and evaluate academic and military transcripts, as well as any credentials held, from veterans and eligible recipients of veterans benefits and determine if credit is applicable to the student's program of study. A completed prior credit evaluation form, provided by the School Certifying Official, and academic and/or military transcripts from previous institutions of training must be provided to CVCC prior to the student enrolling for a VA-eligible program. Evaluations will take place by the School Certifying Official. The student will be notified via email if any prior credit will be applied. If credit is granted, the program will be shortened and the cost will be prorated accordingly.

Veterans Principles Of Excellence

Cuyahoga Valley Career Center (CVCC) will comply with the Principles of Excellence (Executive Order 13607) following guidance set forth by the Department of Veteran Affairs, the Department of Education, and the Department of Defense. CVCC currently complies with the Principles of Excellence in the following ways:

- Veterans and eligible recipients of veterans benefits are provided with a written personal summary of the total cost of the program, including costs covered by VA benefits, financial aid you may qualify for, expected student loan debt
- The School Certifying Official is the Veteran student's main contact for any VA educational benefit concerns
- Veteran students are provided with an educational plan that shows how they can fulfill program requirements
- Allows active-duty service members and Reservists to take time off to fulfill their service obligations
- Enrolls students in only accredited (officially approved) programs
- Adheres to all Title IV policies related to federal financial aid and refunds
- Refrains from fraudulent methods and aggressive marketing practices and techniques

Student Conduct

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

Alcohol and Drug Policy

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

Electronic Devices

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

Telephone Calls

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

Food and Beverages

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

Interactive/Communication Behaviors

Communication manner with clients, faculty, staff and peers is expected to be positive and of a professional nature. Theft, cheating, insubordination or disrespectful behavior with instructors, CVCC staff, or cooperating clinical or externship site staff is unacceptable and may jeopardize your remaining in the program. Inappropriate, foul language or profanity in classroom or lab area may facilitate immediate dismissal from the program. Inability to work with co-workers, continual antagonism with instructors or classmates, and/or repeated cause of dissension among classmates or co-workers is unacceptable behavior, considered unprofessional, and may be grounds for dismissal. CVCC School District endorses an anti-harassment policy, “Sexual Harassments” has the same definition as set forth in the policy of the Board, as reflective of the definition set forth in Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Ohio Revised Code 4112.02. Sexual or gender-based behavior that is unwelcome, unwanted and/or uninvited by the recipient can be verbal, non-verbal and/or physical and/or an issue of power or control is unacceptable. Faculty and supervisor guidance, along with academic content will assist you in developing positive and professional level of communication and interactive skills expected of industry professionals. Any act that violates or compromises client safety, legal or the ethical standards may be grounds for immediate course failure and/or dismissal from the program.

Collaborations

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

Plagiarism and Consequence of Violating School Anti-Plagiarism Policies

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

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

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

- **First offense:** Student receives a "0" on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student may repeat the assignment to correct all areas of plagiarism. The repeat assignment is graded on a 30% reduction of points.
- **Second offense:** Student receives a "0" on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student may not repeat the assignment.
- **Third offense:** Student receives a "0" on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of "F" for the course.
- **Any further offense:** Student receives a "0" on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of "F" for the course and may be suspended from the college for a period of six (6) months.

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

Soliciting

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

Harassment

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

Anti-Harassment Policy

Anti-Harassment, po5517, Adopted May 1, 1995

General Policy Statement

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

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

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in R.C.

2907.03. The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.

Race/Color Harassment

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

Religious (Creed) Harassment

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

National Origin/Ancestry Harassment

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

Disability Harassment

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

Anti-Harassment Compliance Officers

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

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

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 of 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.

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Revised 1/10/02

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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

Bullying and Other Forms of Aggressive Behavior, po5517.01, Adopted June 26, 2003

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 enroute 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/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying 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 teachers 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/cyberbullying 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.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal or appropriate administrator will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

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 in accordance with the student code of conduct 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 a teacher, 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 teacher, 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 about 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.

Revised 3/30/06
Revised 12/13/07
Revised 6/30/11
Revised 6/28/12
Revised 1/29/14
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Legal
R.C. 3313.666, 3313.667
State Board of Education Model Policy (2007)

Student Hazing

Student Hazing, po5516, Adopted May 1, 1995

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 1/13/22

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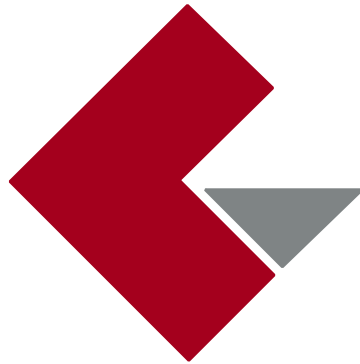
Legal

R.C. 2307.44, 2903.31, 2903.311, 3313.661

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.

Business and Office Technology Program Information



CUYAHOGA VALLEY
CAREER CENTER

Terri Lynn Brosseau

Adult Education Director

440-746-8210

tbrosseau@cvccworks.edu

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

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

Admission Policy

- High School Diploma/High School Equivalent
- Foreign Diploma/High School Equivalent
- Valid Government Issued Photo ID

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 high school equivalent is a prerequisite. Contact Adult Education Office at 440-746-8230 with program-specific questions.

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

Assignments

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

Attendance Policy

Students are to maintain an 80% average attendance throughout the program or they may be placed on program probation. If a student has an excessive absence, (more than 12 hours) the student will need to demonstrate to the instructor that the student is making acceptable progress in keeping up with the class. Makeup work is allowed for excused absences with full credit if it is done within one week of the student's returning to school. If work is not done within one week of the student's returning to class, a zero is received for a given job.

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

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

Disciplinary Action

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

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

Warnings

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

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

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

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

Dismissal/Termination

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

Probation

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

Dismissal/Termination

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

Grading Scale

It is at the instructor's discretion to determine the curriculum requirements and point value of any assignments, quizzes and exams. Every attempt is made to modify instruction in order to enhance instruction and improve learning. The purpose is to develop a basis for the modification of instruction and to assist in the mastery of program competencies. The students shall perform the

competencies and competency builders in a manner acceptable in business and industry. There shall be a specific number of assigned competencies and competency builders that students must achieve in order to receive credit for the course. All of this will be disclosed to the students on the first day of class or at the program orientation.

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

- Classroom Activities
- Attendance
- Personal Development

Letter Grade	Percentage
A+	97-100%
A	93-96%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	0-59%
I	Incomplete
*Grades are not rounded up.	

Makeup Work

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

Tests and Examinations

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

Certification Testing

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

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

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

Transfer Hours

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

Tutoring

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

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

Graphic Design for Print and Web Production

Total Program Clock Hours: 129

Program Tuition: \$2,285.00

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

Course Description:

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

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

Certification:

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

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Acknowledgement of Student Handbook

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

Print Name: _____

Signature: _____ Date: _____