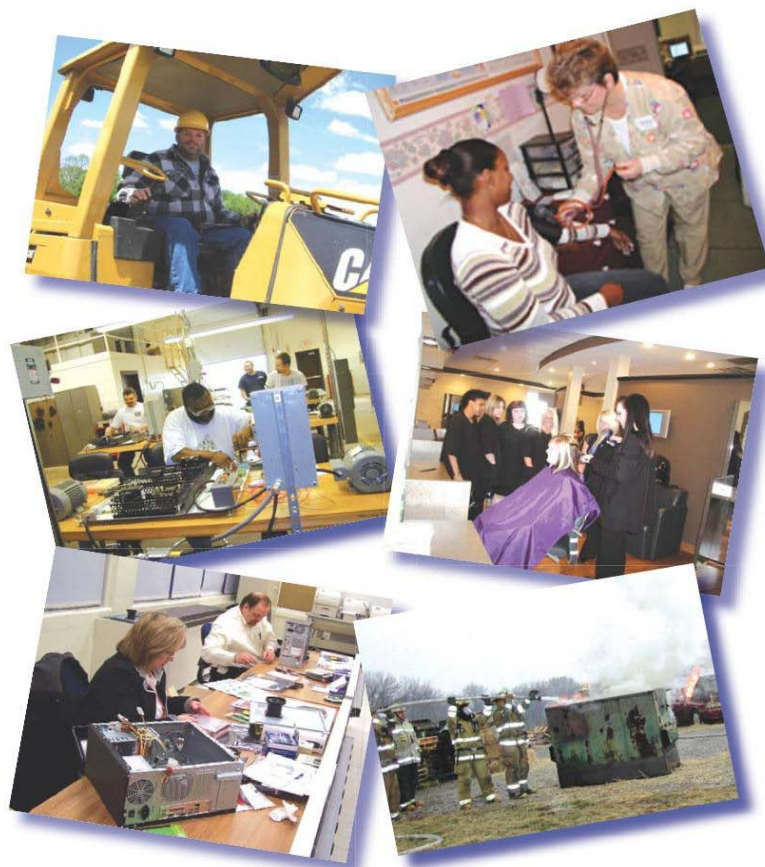




2009-2010

**Full-Time
Student Handbook**

**Adult and Community Education
Career Development Programs**



Main Campus

**3525 N. State Route 48
Lebanon, OH 45036
Phone: (513) 932-8145
Fax: (513) 932-2304**

South Campus

**1797 Kings Mills Road
Kings Mills, OH 45034
Phone: (513) 770-0200
Fax: (513) 770-0024**

Adopted by the Warren County Career Center
Board of Education
July 16, 2009

Our Vision:

WCCC is the valued partner of choice within the educational and economic system of our communities, by providing quality academic and career technical education. We pave the way for a future of opportunities unique to each of our learners.

Our Mission:

To prepare youths and adults to make informed career choices and to successfully enter, compete, and advance in a changing world.

WCCC staff, students, parents, and others will behave in ways that support and demonstrate the following values:

- *Treating each other with respect, dignity, trust & mutual value*
- *Communicating openly and honestly*
- *Taking ownership of personal actions and being held accountable for results*
- *Upholding and demonstrating high ethical, educational and fiscal standards*
- *Exhibiting high levels of professionalism*
- *Providing high quality instruction and highly qualified staff to ensure success for all learners*
- *Making quality customer service a high priority*
- *Promoting partnerships and a team environment*
- *Celebrating team and individual achievements*
- *Using data to drive planning, decision making and actions*

Warren County Career Center

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Business/Industry Partnerships & Customized Training

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Industrial Training & Special Interests

Support Staff

Chris Benitez
Secretary to Director of Adult Education

Carol Zoller
Adult Education Registration Secretary

**SECTION I
GENERAL INFORMATION**

| | |
|--|---|
| Philosophy | 5 |
| Equipment and Facilities | 6 |
| Accreditation..... | 6 |
| Equal Education Opportunity | 6 |
| Individuals with Disabilities | 7 |
| Observation Cameras | 7 |
| Use of School Equipment and Facilities | 7 |
| Student Sales..... | 7 |
| Use of Telephones..... | 7 |
| Advertising Outside Activities | 7 |

**SECTION II
ADMISSION AND FINANCIAL AID INFORMATION**

| | |
|---|----|
| Student Status | 8 |
| Full-Time Student..... | 8 |
| Part-Time Student..... | 8 |
| Academic Credit | 8 |
| Assessment | 9 |
| Registration..... | 9 |
| Tuition and Fees..... | 9 |
| Payment Plan | 10 |
| Textbooks | 10 |
| Uniforms..... | 10 |
| Tool/Lab Kits..... | 10 |
| Protective Equipment | 10 |
| Refund Policy | 10 |
| Financial Aid | 11 |
| General Eligibility..... | 11 |
| Financial Aid Transcript..... | 12 |
| Change of Circumstances | 12 |
| Fraud | 13 |
| Verification..... | 13 |
| Determination of Independent/Dependent Status | 13 |
| Special Condition..... | 13 |
| Payment Agreement..... | 13 |
| Special Circumstances..... | 13 |
| Consumer Information | 14 |
| Types of Financial Assistance | 14 |

**SECTION III
SCHOOL POLICIES AND REGULATIONS**

| | |
|---|----|
| Satisfactory Progress..... | 15 |
| Academic Progress..... | 16 |
| Maximum Timeframe (to complete a program) | 16 |
| Probation..... | 16 |
| Attendance | 16 |
| Excused Absence Policy | 17 |
| Partial Absences/Tardies | 17 |
| Early Dismissal..... | 18 |

| | |
|----------------------------------|----|
| Attendance Review | 17 |
| Appeals/Reinstatement..... | 17 |
| Extenuating Circumstances | 17 |
| Withdrawal Procedure..... | 17 |
| School Delay/Closing..... | 18 |
| Advanced Placement..... | 18 |
| Certificate of Completion | 19 |
| Career Passports..... | 19 |
| Address/Phone Changes | 19 |
| Fire Drill/Storm Procedures..... | 19 |
| Visitors/Children..... | 20 |

**SECTION IV
STUDENT SERVICES**

| | |
|--|----|
| Applied Academics & Employment Skills..... | 20 |
| Placement and Follow-up | 20 |
| Breaks..... | 20 |
| Parking Facilities | 21 |
| Lost and Found | 21 |
| School-Sponsored Activities | 21 |
| Student Fund Raising | 21 |
| Student Welfare | 22 |
| Medication..... | 22 |
| Privacy of Student Records | 22 |
| Notification Regarding Blood Borne Pathogens | 22 |

**SECTION V
STUDENT CODE OF CONDUCT**

| | |
|--|-------|
| Expectations of All Students | 23 |
| Care of Property..... | 23 |
| Safety/Entrance Security | 24 |
| Illegal Computer Access or Copying | 24 |
| Dress and Grooming | 24 |
| Student Code of Conduct | 25 |
| Educational Opportunity | 25 |
| Student Discipline Code..... | 25-28 |
| Administration of Student Discipline..... | 29 |
| Student Discipline | 29 |
| Due Process Rights | 29-31 |
| Search and Seizure | 31 |
| Student Rights of Expression | 32 |
| Student Concerns, Suggestions and Grievances | 32-33 |

SECTION VI COSMETOLOGY PROGRAM

| | |
|--|-------|
| Transfer Students | 34 |
| Licensure Requirements | 34 |
| Academic Progress..... | 34 |
| Probation..... | 35 |
| Absences/Tardiness Policy | 35 |
| Make Up Hours..... | 35 |
| Time Clock Policy | 36 |
| Code of Professional Conduct/Social Policies | 36-40 |

SECTION I

PHILOSOPHY

Our district is dedicated to providing career technical training programs which will meet present and future labor market needs of the community. Programs are designed to give students the specialized knowledge and skills needed to enter the job market, participate in future educational opportunities, and recognize their rights and responsibilities as productive citizens of the community. A wide variety of programs provide skill training opportunities for Warren County residents, business, labor and industry based on the following objectives.

- A. Provide a curriculum that is consistent with the State Plan for career technical education.
- B. Provide career training opportunities that develop technical knowledge, an understanding of the world of work, and the skills necessary for securing and maintaining employment.
- C. Provide an education that promotes analytical reasoning, problem solving, and critical thinking, allowing students to develop to their fullest potential.
- D. Provide a social environment that is open, just, and disciplined; a physical environment that is safe, orderly, functional, and comfortable; and a student-staff relationship that is honest and respectful.
- E. Provide training opportunities for adults to learn new skills and enhance their career opportunities.
- F. Provide equal opportunity for eligible students by participating in available programs and activities regardless of sex, religion, creed, color, national origin or disability.
- G. Provide appropriate educational services that meet the needs of all Students including those who have various learning disabilities and/or physical handicaps, and to provide a curriculum that allows students of varied ability levels to be successful; thereby enhancing a positive self-image and self-worth.
- H. Promote instructional supervision and in-service programs which enhance the overall quality of instruction.
- I. Promote involvement of business in career technical program advisory committees by providing input relative to program delivery that responds to the needs of business and industry.
- J. Provide an atmosphere of cooperation and support among the school, business and industry.

- K. Provide for a systematic plan of career technical program evaluation to insure a high degree of program efficiency, effectiveness and productivity.
- L. Provide continuous follow-up on placement of district graduates to benchmark and assess program and student success.
- M. Provide information to the public about the mission and accomplishments of the Warren County Career Center.

EQUIPMENT AND FACILITIES

Warren County Career Center's Main Campus is conveniently located on Route 48, four miles north of Lebanon, Ohio. The South Campus is located east of I-71 on Kings Mills Rd. Classrooms and labs provide a comfortable, safe, well-lighted, spacious environment conducive to learning. Each program offers classroom academics as well as hands-on experience in a lab setting. Labs furnished with up-to-date equipment and supplies provide hands-on learning experiences for students.

A well-lighted parking lot and break area are added conveniences available to all students. Ample parking is available at no charge.

ACCREDITATION

The Warren County Career Center is accredited by the North Central Association of Colleges and Schools.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this district to provide an equal education opportunity for all students, regardless of race, color, creed, disability, religion, sex, ancestry, national origin, social or economic background, or place of residence. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, social or economic background, or place of residence has the right to file a complaint. (Formal complaints can be made in writing to the School District's Compliance Officer listed below):

Title IX Coordinator
Warren County Career Center
3525 North State Rt. 48, Lebanon, OH 45036
(513) 932-8145
Fax (513) 932-2304

Under no circumstances will the district threaten or retaliate against anyone who files a complaint. The complaint will be investigated and a response, in writing, will be given to the concerned person within five days. The Compliance Officer can provide additional information concerning access to equal education opportunity.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the district's programs and facilities.

OBSERVATION CAMERAS

In order to maintain the safety of our staff and students, cameras have been installed at all entrances and at strategic locations in and around the building.

USE OF THE SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the designated staff member to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

STUDENT SALES

No student is permitted to sell any item or service in school. Violation of this may lead to disciplinary action.

USE OF TELEPHONES

Except in an identified emergency situation by the caller, classes will not be disrupted for students to receive a telephone call in the office. Cell phones should be off or in vibrate mode during class.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the building administrator. A minimum of 72 hours notice is required to ensure that the building administrator has the opportunity to review the announcement or posting. The school has a bulletin board located in the Student Commons area which may be used for posting notices only after receiving permission from the building administrator.

SECTION II

ADMISSION AND FINANCIAL AID INFORMATION

STUDENT ADMISSION STATUS

A student may be accepted either as a full-time student (all full-time programs) or as a part-time student.

Full-Time Student

To be admitted as a full-time student an individual must have completed High School and been awarded a High School diploma, or have acquired an Equivalency Diploma (General Educational Development – diploma, G.E.D). All students are required to submit a copy of their High School Diploma or G.E.D.

For more information on the free G.E.D. preparation classes offered by the Warren County Career Center, please call any of the G.E.D. offices listed in the Warren County Career Center course catalogue.

Part-time Student

Part-time students are permitted to enroll in a program or part of a program without meeting the requirements for a full-time student. (Students enrolling in this way will receive a certificate of completion and are not eligible to apply for federal financial aid).

ACADEMIC CREDIT

A student enrolled in a job-training course may receive credit toward a Certificate of Program Completion by demonstrating competence gained from previous education or training that relates directly to the field of study.

Upon the student's written request for academic credit, testing will be arranged with the student's instructor to examine the student's expertise in specific areas of the course's curriculum. The instructor will then make recommendations to the Director of Adult Education about the student's competency, and the student's record will be credited appropriately.

The student will not be required to repeat areas where (s)he can demonstrate proficiency from prior education or training.

Advanced materials and instruction may be made available so that the student may move on even though other students may be in the introductory phases of that subject. The school will work with students individually to customize courses to meet student needs and ensure that competency requirements are met.

The Director of Adult Education reserves the right to consider individually each request for academic credit and base determinations upon individual merits. The school reserves the right to charge the student an appropriate testing fee for students who request to test out of certain classes within a program.

ASSESSMENT

Students in full-time training programs are required to complete assessment tests and surveys used in the development of Individual Career Plans and to assist instructors in meeting identified student needs. These tests and surveys will be administered after students start classes. Some programs may require additional testing prior to enrollment.

WorkKeys™ tests, designed by business and industry with American College Testing (ACT), are part of the initial assessment and are given again if initial levels are not sufficient. The final test results are included in the graduate's Career Passport. Each student will receive a paper copy of their WorkKeys results. If the student misplaces their test results and requests an additional copy they will be charged a \$5.00 replacement fee.

Industry credential exams are also given to benchmark the success of our graduates and our programs. All students in full-time programs are required to take the appropriate industry credential exam as part of the program.

REGISTRATION

Registration for full-time adult education classes may be done in person in the Adult Education Office, Monday through Thursday, 9 a.m.-9 p.m., and Friday, 9:00 a.m. to 4:00 p.m. A nonrefundable \$60.00 registration/administrative fee is due at the time of registration. Student is not officially registered in a class or program until they pay the \$60.00 registration fee.

Students enrolling in certain programs must pass entry exams as designated by the program coordinator. Contact the coordinator for details.

The school reserves the right to offer selected classes in a program only one time per school year. Warren County Career Center reserves the right to cancel a class due to insufficient enrollment. Additionally, Warren County Career Center reserves the right to change the start date of a class or program if enrollment needs change. If a class is cancelled for any reason, students will be notified prior to the scheduled class by mail or telephone.

TUITION AND FEES

Tuition for each term is due prior to the start of classes. A student may opt to pay the full tuition for all terms at the beginning of the first term. Students who have not paid their tuition at least three days prior to the beginning of the term or made arrangements for payment, may be assessed a \$25.00 late fee.

Students who have applied for financial aid prior to the start of class and are awaiting notification of their eligibility status may have the late fee waived. Individuals who have applied for financial aid will be allowed to continue in the program until notification of eligibility is received. Upon notification of eligibility, the student is required to pay any amount not covered by an outside financial source. All tuition and fees must be paid before graduation and/or before receiving any certificate of completion.

PAYMENT PLAN

A payment plan may be arranged with the financial aid officer. Students must have payment for a term completed by the time the term is half-completed. Students will not be permitted to begin a subsequent term if payment is not complete for the current term.

TEXTBOOKS

Textbooks, workbooks, and manuals are not included in the tuition (unless otherwise noted) and may be purchased from the school. A list of required books and their cost is available in the Adult Education office. **Used books cannot be returned.**

UNIFORMS

All students will be required to wear a uniform issued to them from the coordinator of their program. This is to ensure safety and security for all students while they attend classes.

TOOL/LAB KITS

Tool kits and/or lab supplies are required in most programs. If the student already has tools, he/she should bring them to be evaluated by the instructor. Students will be responsible for bringing tools to each class meeting they are needed.

PROTECTIVE EQUIPMENT

In certain instructional areas where potentially dangerous machines and/or materials are used, all students, instructors, and visitors must wear appropriate protective equipment. **Gym shoes are not permitted in shop areas.**

REFUND POLICY

Students who do not complete 60% of a term (academic “terms” coincide with student financial aid payment periods) will be entitled to a refund (assuming the student has previously paid for the term) based on the following:

| <u>Withdrawal</u> | <u>Amount of refund</u> |
|--|--------------------------------|
| On or before the first day of class | *100% |
| On or before 10% of the enrollment period | 90% |
| On or before 25% of the enrollment period | 50% |
| On or before 60% of the enrollment period | 25% |
| After the first 60% of the enrollment period | No Refund |

*excludes \$60 registration fee, supplies, books, etc.

Students who complete 60% of the hours in a term owe for the entire term.

Percent of enrollment period attended will be measured in hours the student was scheduled to attend if the student attended at least 70% of the hours scheduled (consistent

with the Federal Return of Funds Policy), up to and including the last date of the student's attendance.

If a student is due a refund, it will be made available for pickup or mailed approximately three weeks after the date of withdrawal is determined.

Pell funds are drawn for students after the refund period in each term has expired. The Federal Return of Funds regulation governs how much Pell can be drawn if the student does not complete at least 60% of the hours scheduled for the term.

Federal Law requires that any Federal Financial Aid Funds that must be returned must be returned in the following order to the following programs (if applicable):

- 1) Unsubsidized Stafford
- 2) Subsidized Stafford
- 3) PLUS
- 4) Federal Pell Grant Programs
- 5) Other (WIA, BVR, other agencies, lenders, or scholarship)
- 6) Student

FINANCIAL AID

Warren County Career Center's Financial Aid Office is to assist students who without such aid would be unable to enroll in Warren County Career Center programs. No student interested in attending the Warren County Career Center should fail to apply because of an inability to meet the expenses. The Financial Aid Office attempts to provide assistance to students whose personal and family resources are not sufficient. For more information about financial aid options, please review flier in Enrollment packet.

Financial assistance should be considered as supplemental to the individual and family effort. Application for financial aid should begin at least one month before the student's classes begin.

In cases where serious financial problems exist, the individual may make an appointment with the Financial Aid Officer to present information for further consideration.

General Eligibility Requirements

The following eligibility requirements apply to TITLE IV FEDERAL FINANCIAL AID PROGRAMS. The Veterans' Administration, Workforce Investment Act, Ohio Rehabilitation Services, and other organizations or agencies may have additional or differing requirements.

1. CITIZENSHIP- All applicants for federal aid must either be a citizen of the U.S. or be an eligible noncitizen. Acceptable documentation of eligibility is determined by Federal Regulation; for documentation requirements, see the Financial Aid Officer.

2. ENROLLMENT- An individual must be enrolled as a regular student in a full-time job-training program, attending an average of 15 hours per week. Anyone currently enrolled in an elementary or secondary school is NOT eligible for Federal Student Aid.

3. **SELECTIVE SERVICE**- Anyone required by law to be registered for Selective Service will be eligible for Federal Student Aid only if that requirement has been met.

4. **NOT "IN DEFAULT"**- Anyone currently in default on a student loan or owing a Title IV grant repayment at any institution will NOT be eligible for Federal Student Aid.

5. **ACADEMIC QUALIFICATION**- To receive aid from Title IV financial aid programs, a student must be academically qualified for study at the post-secondary level. Anyone with a high school diploma or its equivalent (G.E.D.) is always considered to be academically qualified for Title IV purposes. (A high school or equivalency diploma for enrollment as a regular student.)

6. **SATISFACTORY PROGRESS**- Financial Aid, in the form of Grants or Loans, is available only to those students who are making satisfactory progress toward a Certificate of Program Completion. In order to be considered to be making satisfactory progress, a student must maintain acceptable grade averages (at least 76%) and attendance (at least 90%). "Satisfactory progress" is discussed in the following section.

If at any point in the student's program, the Director of Adult Education determines that a student will not complete the program, the Financial Aid Officer will be notified and appropriate reporting to financial aid funding sources will also be made. This policy applies particularly to Veterans' educational benefits.

FINANCIAL AID TRANSCRIPT

An applicant for financial aid who has previously attended another post-secondary school (university, college, technical, trade or other school after high school) may be asked to submit a Financial Aid Transcript from that school to document how much, if any, financial aid was received.

The requirement would particularly apply to students who have attended another post-secondary institution in the same award year in which they are enrolling. Other students whose financial aid history is unclear or incomplete on the Institutional Student Information Record (ISIR) or on the student's Student Aid Report may be asked to complete the Financial Aid Transcript requirement.

IT IS THE STUDENT'S RESPONSIBILITY TO SEE THAT THIS FORM IS COMPLETED, SENT, AND RETURNED TO US BY THE FORMER SCHOOL. NO FINANCIAL AID FUNDS WILL BE DISBURSED UNTIL A STUDENT'S FINANCIAL AID HISTORY HAS BEEN DETERMINED.

The Financial Aid Officer stands ready to help any and all students complete this requirement.

CHANGE OF CIRCUMSTANCES

Students are responsible to report any significant changes of circumstances to the Financial Aid Officer, including enrollment status, satisfactory progress, and permanent address.

FRAUD

There are severe penalties for falsification of financial aid documents. Willful misrepresentation will be reported to the proper authorities.

VERIFICATION

Students may be required to provide documents that verify information submitted on the Application for Federal Student Aid. A student whose application is selected for verification must complete verification no later than sixty days from the student's last day of enrollment or August 30th, whichever is earlier. If an applicant fails to complete verification by the applicable deadline, he or she forfeits eligibility for Federal Student Aid.

DETERMINATION OF INDEPENDENT/DEPENDENT STATUS

There are many factoring that differentiate a student as an "independent" versus "dependent." Please refer to latest guidelines to determine eligibility.

SPECIAL CONDITIONS

Financial Aid eligibility is usually based on income figures for the calendar year previous to the current school year. If a student's income for the current year is significantly lower than the base year's income for reasons such as unemployment, illness, etc., (s)he may request that eligibility be calculated using the "current" year's income rather than the "base" year. For more information on "special conditions," see the Financial Aid Officer.

PAYMENT AGREEMENT

A student who is recommended by the Financial Aid Officer as potentially eligible for Title IV financial aid may be permitted to enroll and attend class while the processing of the grant or loan is underway. The student must, however, sign a payment agreement stating that (s)he will be responsible for all school fees and tuition should Title IV funding not be awarded, or should the student drop out before eligibility is completed.

SPECIAL CIRCUMSTANCES

The law permits the Financial Aid Officer a certain amount of latitude to exercise “professional judgment” in making adjustments for some students whose circumstances do not fit into “normal” or pre-planned categories. The Financial Aid Officer stands ready to assist any student on an individual basis and to consider special circumstances that might change eligibility. All students are encouraged to bring inquiries directly to the Financial Aid Officer.

CONSUMER INFORMATION

The “Student Right to Know Act” requires schools to disclose completion rate statistics to employees, students, and potential students. The following reflects enrollment in adult full-time programs only.

| | <u>2004-2005</u> | <u>2005-2006</u> | <u>2006-2007</u> | <u>2007-2008</u> |
|------------------------------|------------------|------------------|------------------|------------------|
| Total enrolled | 123 | 165 | 193 | 293 |
| Total completed/continuing | 112 | 132 | 110 | 193 |
| Percent completed/continuing | 91% | 94% | 90% | 91% |

The “Campus Security Act” requires schools to disclose campus crime statistics to employees, students, and potential students. As the following statistics show, the Warren County Career Center is committed to providing quality education in a safe environment.

| | <u>2004-2005</u> | <u>2005-2006</u> | <u>2006-2007</u> | <u>2007-2008*</u> |
|----------------------|------------------|------------------|------------------|-------------------|
| <u>Instances of:</u> | | | | |
| Aggravated Assault | 0 | 0 | 0 | 1 |
| Burglary | 0 | 0 | 0 | 0 |
| Homicide | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 |
| Sexual Assault | 0 | 0 | 0 | 0 |
| <u>Arrests for:</u> | | | | |
| Drug Abuse Violation | 0 | 0 | 0 | 3 |
| Liquor Law Violation | 0 | 0 | 0 | 0 |
| Weapons Possession | 0 | 0 | 0 | 1 |

The Warren County Career Center is committed to creating and maintaining a professional learning environment. To help us accomplish this, we ask all students to report any instance of inappropriate or criminal conduct to an adult education instructor, any supervisor, office staff, or directly to the Director of Adult Education. Appropriate disciplinary measures will be taken by the Director of Adult Education.

Between the hours of 8 a.m. and 4 p.m. a Student Resource Officer is on duty at the Main Campus, and any criminal activity may also be reported to the officer. Any person violating school policies by threatening and/or endangering a school employee or a fellow student will be immediately removed from class and reported to the appropriate Police Department.

*This information provided by Student Resource Office.

TYPES OF FINANCIAL ASSISTANCE

Federal Pell Grant

The Pell Grant is money available through the Federal government and does not have to be repaid. This grant is based upon the student's financial need. The amount of the award is determined by the student's expected family contribution and the cost of attendance. To apply for a Pell grant, the student must complete a Free Application for Federal Student Aid form online at www.fafsa.ed.gov.

Business or Agency Sponsorship

The Warren County Career Center works with various businesses and agencies who fund qualified applicants for training programs. The school has worked with agencies such as Ohio Rehabilitation Services (Bureau of Vocational Rehabilitation), TANF-E&T, the Workforce Investment Agency (formerly J.T.P.A.), and the Computer Enrichment Training (CET) and Tuition Assistance Plan (TAP) for state employees. The school has also worked with businesses who have training dollars for their employees and various tuition assistance plans. Students using such funding for tuition payment must meet with the Financial Aid Officer to complete the registration process.

Educational Loans

Although the Warren County Career Center does not endorse nor recommend any particular lender, the Financial Aid Office does make available information concerning the availability of educational loans from private lenders.

Installment Payment

A payment plan may be arranged with the Adult Student Services Coordinator. Payment amounts and due dates are tailored to the individual student's ability. Students must have payment for a term completed by the time the term is ½ complete. Students will not be permitted to begin a subsequent term if payment is not complete for the current term.

Please contact the Financial Aid Coordinator for more complete information about financial aid programs.

SECTION III

SCHOOL POLICIES AND REGULATIONS

SATISFACTORY PROGRESS is measured by two factors: 1) academic progress and technical/skill performance, and 2) attendance.

ACADEMIC PROGRESS

Academic progress is evaluated on a regular basis by the instructor. Periodic student/instructor conferences and/or regular grade reports keep the student apprised of his/her progress. Full-time programs are divided into three equal terms; academic progress is monitored at least at the end of each term.

The grading scale is as follows:

- 93 - 100% = A= Excellent Achievement (4 Quality Points)
- 84 - 92% = B= Good Achievement (3 Quality Points)
- 76 - 83% = C= Satisfactory Achievement (2 Quality Points)
- 75%- under= F = Unacceptable Achievement (0 Quality Points)
- I = Incomplete= Work was not completed in time to be recorded
- W = Withdrew= Student withdrew while passing

To maintain satisfactory progress at Warren County Career Center, a student must achieve a **minimum** overall 76% grade average to receive a Certificate of Program Completion. Specific programs grading policies may apply due to certification requirements of that program. A student who falls below this standard will be placed on probation for one term. If the student does not meet the minimum standard at the end of the probationary term, (s)he may be dismissed.

In the full-time programs where the curriculum is composed of separate courses, a student must achieve 76% grade level in each course in the program in order to be making satisfactory progress and receive a Certificate of Program Completion.

MAXIMUM TIME FRAME

A student enrolled in a 900- or 600- hour program will normally complete that program in two terms. Student must complete within 1.053% of the normal length of the program to remain on aid.

PROBATION

A student may be placed on probation due to unsatisfactory academic progress, or for disciplinary reasons. A student will be notified in writing that (s)he is being placed on probation and that written notice will include the reason for probation, the length of the probationary period, and the requirements for removal from probation.

ATTENDANCE

Each student has primary responsibility for tracking his/her own absences and tardies. Every student is expected to establish an excellent attendance record that will be an asset in their job search. Students are expected to be in school every day and to be on time. Doctors' visits and other appointments should be scheduled outside class time. If a student must miss school because of illness or other emergency, (s)he must notify the program instructor prior to class start time. If the instructor is not available when the student calls, the student may leave a message with an adult education staff member, requesting that the program instructor be notified.

Attendance is reviewed on a regular basis. The following standards apply:

1. The minimum attendance requirement to maintain satisfactory progress is 90%; a student may miss no more than 10% of the scheduled clock hours for each term. Career Development students whose curriculum is composed of separate courses must attend at least 90% of each course.

2. A student whose absences exceed 10% of the scheduled term hours will be placed on probation for the remainder of that term (if applicable) and for the subsequent term. When curriculum is composed of separate courses, students having absences that exceed 10% in any course will be required to bring up attendance through make-up time scheduled through the program coordinator.

3. Students on probation who continue to exceed 10% absence for a scheduled term will be subject to dismissal. Students who are absent from school for a two-week period without notifying the school may be dismissed.

PARTIAL ABSENCES/TARDIES

All arrivals after designated starting time will be classified as tardies. Students who are tardy for a given class between 10% and 30% of the class period or day will be counted as 50% absent for the class or day; tardies greater than 30% of the class or day will be counted absent for the entire class or day.

EARLY DISMISSAL

Students needing to leave school early must bring pertinent documentation to the instructor. Students who leave prior to the last 30% of the class time or day will be counted absent for the entire class or day; students leaving prior to the last 10% will be counted as 50% absent.

ATTENDANCE REVIEW

A student who has not met the minimum attendance requirement but is continuing to make satisfactory academic progress may request an attendance review from the Director of Adult Education. The student must document in writing any extenuating circumstances which affected his/her attendance and indicate what steps have been taken to correct the problem. Documentation may include notes from a doctor's office or official notification of court dates or other required appointments. (Note: lack of transportation and/or child care are not acceptable as extenuating circumstances.)

The Director of Adult Education may grant an additional term of probation. The student may continue in the next term as long as (s)he does not exceed the maximum number of absences allowed for satisfactory completion of the program. If the minimum attendance required to complete the program and receive a Certificate of Completion cannot be met, the student will be dismissed.

APPEALS/REINSTATEMENT

Students who have been dismissed for failure to maintain satisfactory progress may appeal the dismissal after one term has elapsed. Appeals must be in writing to the Director of Adult Education and must document extenuating circumstances. If the appeal is acceptable, the student may be readmitted for an additional probationary term.

EXTENUATING CIRCUMSTANCES

When extenuating circumstances exist, the school reserves the right to deviate from the stated attendance policy. Written documentation and/or verification may be required of the student.

WITHDRAWAL PROCEDURE

When withdrawing from a training program prior to the official graduation date it is important for the student to complete appropriate paperwork with the adult counselor, the financial aid office, and any sponsoring agency. This procedure is to insure credit for billing adjustments if they are required.

SCHOOL DELAY AND/OR CLOSING-INCLEMENT WEATHER

If it is necessary to delay and/or close the operation of our instructional programs due to inclement weather or emergency situation, we will make the announcement as soon as a decision is made. Please check the school closing announcements on your local radio/tv station for this information. **The most up to date information can be found on our web page at www.mywccc.org.** Students are responsible for adding their names to the Community Safe telephone system. This system will inform you of school delays/cancellations.

All announcements will be carried under the name

“WARREN COUNTY CAREER CENTER-Adult Education”

There may be times that Warren County Career Center is canceled but Adult Education classes are still being held. Please pay close attention! We encourage you to use discretion as to when it is safe for you to travel when classes are in session.

ADVANCED PLACEMENT

During the last 100 hours of training, a student may be eligible for advanced placement with the approval of the instructor provided (1) the student is not on probation (2) the student has met satisfactory progress requirements for the program, and (3) the student has completed the industry-standard test for the program. Advanced placement requires the student to be employed in a training-related job and to submit a completed advanced placement application with required documentation. All required documentation must be completed in order for the student to receive credit for the advanced placement.

CERTIFICATE OF COMPLETION

A certificate of completion will be awarded to each student who has met the attendance requirements, academic requirements, successfully maintained an early placement assignment through the scheduled completion date, and completed all financial obligations. Duplicate certificates will not be issued; only a letter of Verification of Training on school letterhead will be issued. All of these must be met before any certificate will be issued.

CAREER PASSPORTS

The Career Passport is a portfolio containing formal documents and describes the marketable skills of the career technical completer. It is designed to assist students in making the transition from school to work, job seeking and career planning by presenting skills and knowledge acquired while enrolled with the Warren County Career Center.

All students who satisfactorily complete their training program, provide a resume in the approved format, and take the Work Keys and OCAPS or industry-standard tests designated for their class are eligible for a Career Passport. These requirements must be met before the student's graduation date.

Students who leave their training program with the approval of their instructor at an earlier date, have employment in a field related to their training, complete their Work Keys and OCAP/industry credential testing, if applicable, and provide a data sheet and reference page in the approved format, may also be eligible for a Career Passport. These requirements must be met before the last day of attendance.

ADDRESS AND PHONE NUMBER CHANGES

It is imperative that all students notify the Adult Education staff of any changes in address or phone number. If the Student Services Coordinator or a faculty member is not available, please see the secretary in the Adult Education office.

FIRE DRILLS AND SEVERE STORM PROCEDURES

The District has established fire drill procedures. The basic rule on fire drills is to evacuate the building. Each year, the state fire officials and the local fire department inspect the building for safety procedures and fire hazards.

Students will be instructed as to tornado drill procedures by their instructors. The basic rule on storm warnings is to move to the interior of the building near an inside wall away from windows and outside doors.

VISITORS/CHILDREN

Students should not have guests in class. Only registered students may attend. Children are not to be brought to class or to labs.

SECTION IV

STUDENT SERVICES

APPLIED ACADEMICS AND EMPLOYABILITY SKILLS

All full-time adult career technical training programs have applied academics and employability skills integrated into the curriculum and are designed to provide additional academic and employability competencies required by employers. Students receive instruction in applied math and communication skills related specifically to the occupational area. Employability Skills include job search, job success and career advancement, and entrepreneurship.

PLACEMENT AND FOLLOW-UP

Adult students enrolled in full-time programs and graduates of these programs will be assisted in placement activities by the instructor, the Transitions Coordinator, and the adult education administrative offices.

When a student obtains employment, either during training or following completion, the student is requested to provide the following information to the program instructor: Employer name, address and phone number, immediate supervisor, job title, hourly wage and hours per week worked, and start date.

During February or March each year, students who completed or withdrew during the previous 12 month period are contacted by mail or phone to determine current employment status. Students will be asked to complete an information-sharing form at the time of enrollment so that post-program employment can be tracked through state employment records.

BREAKS

Other than bottled, capped water, no food or drinks will be permitted outside the commons, cafeteria, or break areas. Students should not be in the staff lounge. If food is brought from home, it should be consumed only in the break areas or cafeteria. **Soft drinks should be brought in non breakable containers with sealable lids.**

Breaks will be given at the discretion of the individual instructor. Students may remain in the classroom, use the lavatory facilities, or go to the break area.

Appropriate break and lunch/dinner times will be assigned by faculty. **Students should notify faculty if they need to leave the school for any reason.**

PARKING FACILITIES

Parking is available in the student parking area. Please do not park in fire lanes, reserved spaces, handicapped spaces, and other posted areas or on the grass. All Main Campus students are required to obtain parking permits. Parking tags are to be displayed so as to be visible from the front windshield. Persistent parking violations or lack of a parking permit will result in loss of parking privileges and/or the vehicle being towed away at the owner's expense. Maximum speed on school property is 10 mph at all times. Students are to enter the building immediately upon arrival and not remain in vehicles on school property.

LOST AND FOUND

Items found may be delivered to or claimed at the school's office

SCHOOL-SPONSORED ACTIVITIES

The Warren County Career Center provides students with the opportunity to broaden their learning through curriculum-related activities. A curriculum-related activity may be for credit, required for a particular course, and/or contain school subject matter.

It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member.

STUDENT FUND RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund raisers:

Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds. A student will not be allowed to participate in a fund-raising activity for a group in which (s)he is not a member.

No house-to-house canvassing is allowed by any student for any fund-raising activity.

No student may participate in a fund-raising activity conducted by a group, club, or community organization on school property without the approval of the Director of Adult Education.

STUDENT WELFARE

Counseling and assessment services: Faculty members are available by appointment to discuss class content and grades and to offer individualized assistance. Students may make appointments with or be referred by faculty to an adult counselor.

Grievance Policy: A policy for grievance and appeal procedures has been established; see the discussion later in this handbook.

MEDICATION

If a student is taking medication, that information should be made known to his/her instructor for health and safety reasons. Coordinators reserve the right to question students if they are concerned about a student being impaired.

PRIVACY OF STUDENT RECORDS

Student records shall be defined as any material concerning individual students maintained in any form by the Board of Education or its employees, except personal notes maintained by teachers and other school personnel solely for their individual use and not communicated to any other person. All student records are maintained in the student services office of the adult education department.

The consent of the student shall be required each time and for each item in the student's record divulged to any person except authorized personnel employed by the Board of Education and having direct educational contact with the student, or representatives of the Department of Education.

A student has the right to:

- I. Inspect and review their education records
- II. Request an amendment to their record
- III. Request a hearing (if the request for an amendment is denied) to challenge the contents of the educational records, on the grounds that the records are inaccurate, misleading, or violate their rights.

NOTIFICATION REGARDING BLOOD-BORNE PATHOGENS

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect students and employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require permission for the examination of blood, but it does require the District to request that consent. Although incidents of exposure will be few, the District has provided this

advanced notification. If the situation does develop, students and staff will understand the reason for the request and will have had an opportunity to consider it in advance. These serious diseases can be prevented from spreading through proper precautions and cooperation.

SECTION V

STUDENT CODE OF CONDUCT

EXPECTATIONS OF ALL STUDENTS

Each student shall be expected to:

- abide by federal , state, and local laws as well as the rules of the school
- respect the civil rights of others
- act courteously to staff and fellow students
- be prompt to school and attentive in class
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background
- complete assigned tasks on time and as directed
- help maintain a school environment that is safe, friendly, and productive
- act at all times in a manner that reflects pride in self, family, and in the school

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. If a student does damage to or loses school property, the student will be required to pay for the replacement or repair and will also be subject to disciplinary action.

SAFETY FIRST

An important part of a quality educational experience is an active participation in the school's safety program. Warren County Career Center promotes and enforces safety rules and regulations according to standards set up by the Occupational Safety and Health Administration (OSHA). Safety rules will be constantly reviewed and emphasized by instructors. Students must follow all safety regulations and report all accidents or injuries to their instructor immediately. Failure to follow safety regulations will result in disciplinary action.

ENTRANCE SECURITY

All doors at the Main Campus except the front main entrance doors are closed to entrance after 8:00 a.m. Entrance after that time is permitted only through the main entrance doors. Only designated staff may allow students to enter by holding doors other than the main entrance doors open. Students are not allowed to open doors for anyone to enter during “closed hours”. All doors allow exiting as needed. Everyone must cooperate in this effort to provide maximum safety and security for all staff and students. The east door will be open from 3:00 p.m. to 9:00 p.m. to allow access from the staff parking lot. South Campus doors are open from 9:00 a.m. to 8:00 p.m., Mon.-Thurs. and 8:00 a.m. to 4:00 p.m. on Friday. **Students or Staff cannot park in the 10 minute parking spots or visitor parking.**

ILLEGAL COMPUTER ACCESS OR COPYING

It is illegal to access another’s computer account without permission. Permission to access another’s account must be in writing and must include the instructor’s signature as authorization. Entering and/or reproducing any information that is not directly related to the instructional assignment is strictly prohibited. It is the policy of the district that a student cannot interfere with the operation of school business. Unauthorized access, entering unauthorized information, and/or reproducing unauthorized information/material falls under this policy. Students are not permitted to bring, install, or use unauthorized software for use on any school computer.

All students using computers with Internet access must sign an agreement regarding proper computer and Internet use. “Attachment A”

DRESS AND GROOMING

Dress that is not appropriate for school attire includes: bare midriff shirts, low neckline shirts showing cleavage, and clothing adorned with drug, alcohol, tobacco, sexual or other disruptive signs, words, or pictures.

Sandals, gym shoes, or open toed shoes are not acceptable in industrial labs.

All articles of clothing and accessories altered from their original design and articles that are disruptive to the educational process are not permitted to be worn at school. No ripped or torn clothing or clothing with holes will be permitted. Clothing purchased with rips, tears or holes is no exception to this rule. Wearing pants below waist level, often with underwear showing) is not acceptable.

Students may not wear extreme or distracting make-up, hair coloring, hairdos, or accessory attire such as spiked bracelets, dog collars, heavy chains, sunglasses or dress in a manner that the Director of Adult Education determines to be unacceptable. Hats may be worn in lab areas only and at the lab instructor’s discretion. Students are expected to dress appropriately for the profession they are entering.

STUDENT CODE OF CONDUCT

Students learn best in an atmosphere of mutual acceptance and trust. The best discipline is self-acquired and not imposed. Freedom and self-direction are achieved gradually and as students learn to substitute self-imposed controls of behavior for staff-imposed controls. The ultimate goal is to help students see that rules and regulations are necessary and, when applied, shall be reasonable and appropriate to the nature of the behavior and in accordance with the holdings of Ohio courts of law. In maintaining the student's right to equal educational opportunity, it is reasonable and necessary to maintain order at Warren County Career Center. A student may forfeit his/her right to educational opportunities when his/her conduct is such that it disrupts the educational process, deprives others of their basic rights, or violates rules as stated in the Student Code of Conduct.

Behavior Expectations

Students are expected to abide by the rules as stated in the Student Code of conduct and/or Rules and Regulations adopted by the Board of Education.

Immorality

No student shall engage in sexual acts on school property or during school events. No student shall commit any acts of gross immorality on school property or during school events. No student shall publish, distribute or possess obscene or pornographic material on school property or during school events.

STUDENT DISCIPLINE CODE

The Student Discipline Code includes the types of misconduct that will subject a student to disciplinary action.

It is the school's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after a review of facts and/or special circumstances of the situation.

The absence of a behavior or any specific action not listed in the student discipline code does not mean that such conduct does not violate the discipline code or cannot be a cause of disciplinary action.

CATEGORY A

Students behaving in a manner as described in Category A will be suspended from school for three school days and will be recommended to the Director of Adult Education for dismissal.

FIREARMS: A student shall not bring a firearm to school, to a school-sponsored activity, or onto any other property owned or controlled by the Board. Further, a student shall not possess, transmit, use or conceal a firearm while at school, while at a school sponsored activity, or while on any other property owned or controlled by the Board. "Firearm" means: any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device; (See 18 U.S.C.A. Sections 921-924). "Destructive device" means: any explosive, incendiary, or poisonous gas; bomb; grenade; rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine, or device similar to any of such devices. A student committing this violation will be expelled for a period of up to one calendar year. The Director of Adult Education will consider the recommendation for dismissal based on the following:

1. The student has not had a record of reoccurring discipline problems.
And/or
2. There are mitigating circumstances surrounding the offense that may indicate a suspension is sufficient disciplinary action

KNIVES: A student shall not possess, transmit, use, or conceal a look alike weapon including, but not limited to, a knife, gun, or a device that could be considered a look alike weapon.

CATEGORY B

Students behaving in a manner as described in Category B will be suspended from school for three school days, and recommended to the Director of Adult Education for dismissal. The school may refer these cases to the proper legal authorities.

ACADEMIC DISHONESTY: A student shall not act or behave in a way that is consistent with cheating. All students must practice Academic Integrity.

ARSON: A student shall not burn or attempt to burn any part of any building or property owned or leased by the Board of Education, nor shall a student set or attempt to set an unauthorized fire.

ASSAULT: A student shall not act or behave in such a way as to cause or attempt to cause or threaten to cause physical injury to any person, nor shall any student encourage another person to commit the offense of assault.

COUNTERFEIT CONTROLLED SUBSTANCES AND/OR RELATED TOOLS: A student shall not possess, use, transmit, conceal, or sell counterfeit controlled substances or related tools as defined in Amended House bill 535.

DANGEROUS WEAPONS/OBJECT: A student shall not bring a dangerous weapon/object to school, to a school-sponsored activity, or onto any other property owned or controlled by the Board. Further, a student shall not possess, transmit, use or conceal any kind of dangerous weapon or object while at school, while at a school sponsored activity, or while on any other property owned or controlled by the Board. "Dangerous Weapon or Object" includes, but is not limited to: a chain, club, metal knuckles, explosives, noxious irritation, poisonous gases, poison or firearm (not within the definition in Category A-1 Firearms) and any other items that could be considered a dangerous weapon, or object capable of inflicting bodily injury.

FALSE ALARMS: A student shall not initiate an alarm for fire, and impending bomb explosion, or other catastrophe without just cause.

FIREWORKS AND EXPLOSIVES: A student shall not possess, transmit, sell, conceal, use, or detonate any fireworks and explosives, or other such devices capable of inflicting bodily injury.

NARCOTICS, MARIJUANA, DRUGS, ALCOHOLIC BEVERAGES, MOOD ALTERING SUBSTANCES, AND DRUG PARAPHERNALIA: A student shall not possess, use, transmit, sell, conceal, or be under the influence of narcotics, marijuana, drugs, alcoholic beverages, and/or mood altering substances of any kind, nor shall a student have the odor of alcohol on or about their person. A student shall not possess, use, transmit, sell, and/or conceal drug paraphernalia.

UNAUTHORIZED ENTRY: A student shall not enter a school building, or other Board owned facility or vehicle that has been locked and/or otherwise secured from student and public use without administrative or staff approval.

CATEGORY C

Students behaving in a manner as described in Category C may be suspended from school for one to three school days. Serious and/or further violations may result in dismissal.

DEFIANCE: A student shall not refuse or otherwise fail to follow directives given by school personnel, nor shall the student refuse to identify himself/herself when asked.

DESTRUCTION OF PROPERTY: A student shall not cause or attempt to cause damage to school or private property.

DISRESPECT: A student shall not show intent or engage in any willful act that tends to haze, frighten, degrade, or disgrace any person.

DISRUPTION OF SCHOOL: A student shall not cause or attempt to cause a disruption or obstruction of any curricular, extracurricular activity, or the normal operation of school.

EXTORTION: A student shall not gain or attempt to gain any money or thing of value from any person unless both parties enter into the agreement freely and without the presence of an implied or expressed threat.

FIGHTING: A student shall not fight. Fighting is defined as the willful act of hostile bodily contact among two or more persons.

HARASSMENT: A student shall not plan, encourage or engage in any harassment of another student or person. This may include, but not be limited to, physical, mental, and/or sexual harassment.

HAZING: A student shall not plan, encourage, or engage in any hazing of another student or students. Student organizations are not permitted to haze members their organization. Hazing may result in the person(s) being liable for civil or criminal penalties in accordance with Ohio Law.

RECORDS: A student shall not alter, destroy, or falsify any school record, form, or other school data. A student shall not remove any school record from its official place of deposit.

SEARCH: No student shall refuse, impede, hinder, obstruct, or otherwise interfere with search.

STEALING: A student shall not take or acquire the property of others without the consent of the owner.

CATEGORY D

Students behaving in a manner as described in Category D may be suspended from school for one to three school days. Repeated violations may result in dismissal.

CLASS DISRUPTION: A student shall not behave in any unreasonable manner that prevents the teacher from teaching or prevents other students from meeting the class objectives.

FAILURE TO ATTEND SCHOOL: A student shall comply with the established attendance procedures.

PROFANITY/OBSCENITY: A student shall not use profane or obscene language or gestures.

RESTRICTED AREA: A student shall not enter a closed or restricted area without administrative or staff approval.

RULES/REGULATIONS OF STUDENT HANDBOOK; POSTED SCHOOL STANDARDS: A student shall follow the written rules and regulations in the school student handbook and shall follow the posted standards of each class, department, and school building.

STUDENT AUTOMOBILES/PARKING LOT: Use of the parking lot is a privilege. A student shall comply with the parking lot regulations.

TARDINESS TO CLASS: Students are expected to comply with established procedures.

SMOKING, USE, POSSESSION OF TOBACCO OR NON-TOBACCO MATERIALS: A student shall not smoke or use tobacco, clove cigarettes or other non-tobacco materials that may be used for smoking on school property in accordance with Chapter 3794 of the Ohio Revised Code. To report violations call 1-866-559-(OHIO) 6446.

AIDING/ABETTING: A student shall not in any way aid or abet another student in violating the Student Code of Conduct. A student behaving in this manner will be disciplined according to the consequences given for the rule being violated by the other student.

REPEATED VIOLATIONS OF SCHOOL RULES: A student shall not repeatedly violate school rules as outlined in the Student Code of Conduct.

SCHOOL PROPERTY

School officials retain control of school property such as desks and lockers even though assigned to students. Therefore, such school property is subject to inspection and search at any time.

STUDENT ACTIVITIES

A student shall comply with the rules and regulations of said club, organization, department and/or school.

ADMINISTRATION OF STUDENT DISCIPLINARY CODE

The Director of Adult Education, or designee, shall administer the student disciplinary code and shall use his/her professional judgment in determining the most appropriate disciplinary action to be taken in each individual case.

STUDENT DISCIPLINE

The Student Code of Conduct, adopted by the Board of Education as required by Ohio Law, sets forth a student discipline code which outlines the conduct for which a student may be removed from an activity, be suspended or expelled from school.

DISCIPLINE OPTIONS

In determining the appropriate disciplinary action, it is necessary to classify the behavior of students according to the severity of the violation. While under the jurisdiction of the school, on school property, in a school vehicle, off school grounds immediately before or after school, on the way to or from school, at any school-sponsored activity on or off school grounds, a violation on the part of a student or any one or more of the rules of conduct shall result in disciplinary action including, but not limited to, denial of participation in an activity, administrative conference, emergency removal, removal from a school vehicle, suspension from school, or dismissal from school.

FORMAL DISCIPLINE

Formal discipline removes the student from school. It includes emergency removal or suspension for up to three school days and dismissal. Removal for less than two school days without the possibility of dismissal may not be appealed. Suspension for two or more days and dismissal may be appealed.

Students involved in co-curricular activities can lose their eligibility for violation of the school rules. This is especially true for infractions involving drugs, alcohol, and tobacco use or harassment.

If a student commits a crime while under the school's jurisdiction, (s) he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

DUE PROCESS RIGHTS

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the Director of Adult Education will make a decision whether or not to suspend. If a student is suspended, (s)he will be notified, in writing within one day, of the reason for and the length of the suspension. A suspension for a period of two days or more may be appealed by scheduling an appointment with the Superintendent within ten days after receipt of the suspension notice.

The appeal shall be conducted in a private meeting and the student may be represented. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Warren County Career Center Board of Education. Within ten days of the Superintendent's hearing, a letter addressed to the Board president must be delivered to the Superintendent's office.

When a student is suspended, (s)he may make up work missed while on suspension without credit.

Dismissal from School

When a student is dismissed, the student will receive a formal letter of notification. Students being considered for expulsion may or may not be removed immediately.

Within ten days after the student is notified of the dismissal, the dismissal can be appealed, in writing, to the Superintendent. The decision of the Superintendent may be appealed to the Warren County Career Center District Board of Education. Within ten days of the Superintendent's hearing, a letter addressed to the Board president must be delivered to the Superintendent's office.

Permanent Exclusion

When a student is being considered for permanent exclusion, it is possible that (s)he may never be permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- any possession or involvement with a deadly weapon
- drug trafficking
- murder, manslaughter, assault or aggravated assault
- certain sexual offenses
- complicity in any of the above crimes

This process is formal and will usually follow a dismissal and the proper notification to the student.

The Warren County Career Center makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable.

Discipline of Students with Disabilities

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

DUE PROCESS

Procedural requirements of Section 3313.66 of Ohio Law will be implemented in conjunction with an emergency removal (over 24 hours) suspension, or expulsion. The administrator shall:

1. Give the student written notice of the intention to suspend and the reason(s) for the intended suspension.
2. Provide the student an opportunity to appear at the informal hearing before, the designated administrator, superintendent or superintendent's designee, and challenge the reasons for the intended suspension or otherwise explain his/her actions.
3. Provide the student the right to appeal to the Board of Education's designee and be represented.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without the student's consent. Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items which have been confiscated.

STUDENT RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia, and banners; and audio and video materials. All items must meet school guidelines.

- A. Material cannot be displayed if it:
1. is obscene to minors, libelous, indecent or vulgar
 2. advertises any product or service not permitted to minors by law
 3. intends to be insulting or harassing
 4. intends to incite fighting or presents a likelihood of disrupting school or a school event
- B. Materials may not be displayed or distributed during class periods or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

The School is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, (s)he should feel free to offer them. Written suggestions may be presented directly to the Director of Adult Education.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Suggestions, concerns, and grievances may be directed to the Director of Adult Education.

A student has the right to a hearing if the student believes (s)he has been improperly denied participation in a school activity or has been subject to an illegal rule or standard. A student may not petition to have a grade changed.

Any student having a grievance shall first discuss such grievance with his/her immediate superior within five (5) working days following the act or condition which is the basis of the grievance. If the discussion does not resolve the issue, the aggrieved may:

- a. Lodge a written grievance with the Director of Adult Education within five (5) working days following the act or condition which is the basis of the grievance. A standard form shall be supplied by the office of Adult Education. A copy of the form shall be filed with the program Coordinator.
- b. The aggrieved shall have a right to request a hearing before the Director of Adult Education. The aggrieved shall be advised in writing of the time, place, and date of the hearing.
- c. The Director of Adult Education shall take action on the written grievance within five (5) working days after the receipt of the grievance, or if a hearing is requested, within five (5) working days after the conclusion of the hearing. The action taken and the reasons for the action shall be written and copies sent to the aggrieved and the Superintendent.

If the action taken by the Director of Adult Education does not resolve the grievance the aggrieved may:

Appeal in writing to the Superintendent within five working days from the receipt of the written memorandum of the Director of Adult Education's action. A hearing shall be conducted by the Superintendent within five (5) working days after the receipt of the request. The aggrieved shall be advised in writing of the time, place, and date of the hearing. The aggrieved shall have the right to be accompanied by a representative. The Superintendent shall take action on the appeal, or if a hearing is requested, within five (5) working days after the conclusion of said hearing. The action taken and the reasons for the action shall be written and copies sent to the aggrieved and the Director of Adult Education.

Please Note: Adult Education classes are not scheduled to meet:

September 7, 2009

November 25- 27, 2009

December 21, 2009- January 3, 2009

January 18, 2010

February 15, 2010

March 29-April 5, 2010

May 31, 2010

Labor Day

Thanksgiving Break

Winter Break

Martin Luther King Day

President's Day

Spring Break

Memorial Day

Adult Education Recognition Ceremony is scheduled for:

Thursday, June 3, 2010

SECTION VI

COSMETOLOGY PROGRAM

In addition to the policies and guidelines set forth by the Warren County Career Center Cosmetology students must adhere to the following policies and guidelines.

TRANSFER STUDENTS

Warren County Career Center expects all students to attend all classes offered by their program. Students need to submit an official transcript of hours and grades from the previous schools. Students are expected to purchase books and equipment as deemed necessary by the school prior to starting classes.

LICENSURE REQUIREMENTS

Any person is eligible to receive a license as a cosmetologist, esthetician or nail technician who submits proof that he/she is at least 18 years of age, has an education equivalent to the completion of high school; has completed the required clock hours in an approved school for the applicable course; paid the required fees; and has passed the examination conducted by the Ohio State Board of Cosmetology to determine his/her fitness to receive a license. Cosmetologist in the State of Ohio must obtain at least 8 clock hours of continuing education in order to renew their license every odd number year. Nail Technicians must complete at least 8 clock hours of continuing education each renewal. Estheticians must complete at least 8 clock hours of continuing education each renewal. Cosmetology Instructors must obtain at least 8 clock hours of continuing education each calendar year. Natural Hairstylist's must obtain at least 8 clock hours of continuing education each renewal.

ACADEMIC PROGRESS

There will be several different areas that will be graded and included in your total GPA.

They are as follows:

Practical work is 50% of your GPA. You will receive practical grades using rubrics as grade sheets based on how many services are done, lab projects, clinic work, and sanitation duties. Practical skills are evaluated as completed and counted toward course completion ONLY when satisfactory or better. Practical skills are evaluated according to text procedures during practical exams and assignments.

(Sanitation is based upon assigned sanitation completed at the end of each day. Lab projects and clinic part of practical grade is based on attendance for practical work done during theory class.) A zero will be given for those absent on practical theory or demo days.

Theory work is 40% of your GPA. This is your test grade average and any other written assignments. Theory is evaluated by written exams administered after each unit of study.

Theory attendance: Attendance for lecture class will be graded for each subject, and it will be 10% of your total GPA. In order to receive credit and a grade for theory

attendance, you must be in the classroom when roll call is taken at the beginning of theory class. For each day you are absent or tardy, you will receive a zero for the attendance grade in that class. Missed work (theory or practical) can be obtained from the instructor during breaks/after or before school.

STUDENTS MUST MAINTAIN A TOTAL CUMULATIVE GPA AVERAGE AND ATTENDANCE AVERAGE OF AT LEAST 82% IN ORDER TO BE CONSIDERED MAKING SATISFACTORY PROGRESS.

PROBATION

All students failing to meet minimum progress requirements (cumulative grade average of 82% for written grades and a cumulative attendance average of 82%) will be placed on probation for 30 days. The students will be counseled and told of actions required to meet satisfactory progress by the next monthly evaluation. This will be documented. At the end of the probation, the student's progress will be re-evaluated. Students showing ANY improvements in the area(s) of deficiency, but are still failing to meet minimum requirements will be placed on a second probation. Students not showing improvement in deficient area(s) at the end of the second probation will be dismissed. Students may remain on probation for as long as it takes to meet minimum requirements provided they continue to show an improvement each month.

Students enrolled in the Instruction of Nail courses can only be placed on probation once.

ABSENCES/TARDINESS POLICY

All students must contact the school no later than their scheduled starting time if they are going to be absent or late. **If a student is more than 15 minutes late, they will not be permitted to come to class. If student has an appointment that the instructors know of ahead of time, they will be allowed to stay in the class. All students who are tardy or absent are expected to call the instructors prior to obligations.**

REMEMBER: Each time you are late or absent, you are losing hours/minutes that you could have possibly been in school. This could affect your attendance progress which could result in probation or dismissal if it is determined you are not making satisfactory progress. Any student will not be allowed to clock in if unprepared, until they are prepared.

Be aware of the time. If you arrive one minute or more past starting time, you are considered late and the time clock will show this on your total hours. You are only credited with the actual hours/minutes you are in attendance. We cannot adjust the time from the time clock. Therefore you must remember to clock in and out so you will be credited for hours in school.

MAKE-UP HOURS

Make-up hours are available to help students earn hours they may have lost due to absences. Students may make up hours at the end of the scheduled program. Students will be charged a fee for make-up time provided after the normal allotted time for the program.

TIME CLOCK POLICY

An electronic clock on the computer records students' time for each day of attendance. **It is the student's responsibility to use the time clock correctly. Failure to do so will result in a loss of time.** In order for students to receive full clock hour credit, students must clock in and out at the beginning and end of each day, as well as the beginning and end of lunch. Breaks are recorded on sign out sheets. Any time students are not in class or the lab floor they must be signed out on break or clocked out for lunch. According to state law, no student, teacher or any other person shall punch the time of another student. Therefore, if a student forgets to clock in or out (using the time clock incorrectly), a loss of time will occur because no one is allowed to punch the time except for that student. No other verification of time will be accepted. **Staff members, other students or other person(s) cannot verify a student's attendance.** The only exception that may be considered is if the student has an emergency that requires them to leave the building and did not clock out. It will be at the discretion of the school director to allow the hours of attendance to be credited and will be recorded on a guidance form that includes the school seal. This will be kept in the student's file.

Any student in attendance for 5 or more hours in any day is required to take a 30-minute lunch. It is the student's responsibility to insure that they are able to take a lunch. Students will take their lunch break each day. **Students are allowed a total of 1 break each day, totaling 15 minutes.** These 15 minutes are not deducted from the total time for the day. **However, the time exceeding 15 minutes of break time in a day will be deducted from the total time for the day. Students in attendance less than 5 hours in a day are allowed one ten-minute break each day.** Students clocking out prior to 6:00 pm or 7:00 pm will receive time from actual clock in to actual clock out time.

Credit for hours earned away from school premises where the time clock cannot be used, shall be awarded only if a licensed instructor employed by the school supervises students. These hours are recorded on forms provided by the school that includes a school seal. The exception to this policy will be internship hours. The manager on duty in the salon where the intern is placed will document those hours. Credit hours earned in the case of a computer malfunction shall be recorded on a sign in/out sheet provided by the school.

Any student found intentionally misusing the time clock would be written up on a guidance form, which will be kept in the student's file. More than one write up will result in suspension or dismissal from school. In the case of a student refusing to clock out when asked to for a violation of any school policy, the ending time of the day will be at the exact time a staff member asked the student to leave. This will be recorded on a guidance form that will be kept in the student's file.

CODE OF PROFESSIONAL CONDUCT/SOCIAL POLICIES

Attendance: We cannot teach absent students. The Ohio State Board of Cosmetology regulates the number of minimum hours a student must have to schedule to take the state board exam. Therefore, attendance is very important. Students must notify the school before class time if they are going to be late or absent. Students must obtain permission from an instructor to leave the facility for any reason other than lunch and closing. They must also inform an instructor if they are leaving early or not returning from lunch. Any student, who is asked to leave the facility for any reason, will not earn any hours/minutes from the time it is recorded that they left.

Lecture/Theory class: All students must attend theory classes according to the assigned schedule. In the case of missed classes, the student must wait to take the class when it is offered again. This could affect their graduation date. Sleeping in class will not be tolerated. If you sleep in class, you will be asked to clock out for the remainder of the day. Any student needing any special provisions or additional help with class work is required to inform the director prior to starting school.

Break/lunch: Break time and lunchtime cannot be combined. Breaks are not mandatory. Lunch is mandatory for any student in attendance 5 or more hours in a day. In the case of serving clients, the student should notify a teacher that they have not taken lunch. When an appropriate time of the service has been reached, the teacher will find another student to take over the service. It is the student's responsibility to make sure a lunch is taken any day they are in attendance for 5 or more hours. **Smoking** is allowed only student's car or you may drive off campus. Doors are locked during certain times for the student's protection. Do not place anything in doorway to prevent it from locking.

Professionalism: Show respect and practice courtesy and professionalism at all times when dealing with other students, clients, visitors to the school and staff of the school. Discuss only ethical and professional subject matter while inside the building. Do not chew gum, eat or drink except in the lunchroom. Refrain from using profanity, obscene gestures, fighting or yelling in or around school premises to prevent suspension or dismissal.

State regulations: Follow all state laws and regulations at all times during school. State regulations forbid a student to practice cosmetology/esthetics/nail technology without a license unless under the direct supervision of a licensed instructor. Violators will be reported the State Board of Cosmetology. Be involved in curriculum related activities at all times when clocked in. All students must be clocked out to be allowed in the lunchroom. Students not clocked in may not linger in the facility and distract other students from training responsibilities. Inactivity produces no progress. Inactive students will be warned once and then asked to leave. No student may refuse an assignment in either practical work or on a client. Students are expected to accept lab work graciously and with a professional attitude. A student refusing an assignment will be asked to leave until such time as they are willing to accept assignments.

ALL WORK MUST BE CHECKED BY AN INSTRUCTOR for credit to be given. All students must take the theory class prior to performing the service on a client. They must also have the minimum required hours, 150 for Cosmetology, 85 for Nail Technology and 75 for Esthetics.

Sanitation: Understand that training involves sanitation, cleanliness and care of equipment. Students are responsible for personal workstations and work area. All students are assigned sanitation duties on a rotating basis. The State Board of

Cosmetology requires that all students follow sanitation rules and regulations. Minutes allowed to complete sanitation cannot be earned if assigned sanitation is not completed. All Sanitation duties must be completed and checked before the instructor will dismiss students for the day. Refer to responsibilities handout.

Personal Visitors: Refrain from having personal visitors to the school. If it is absolutely necessary, the visitor must enter through the designated entrance and register with the receptionist. They are allowed in the reception area only. They may be asked to leave unless they are here for a service. Remember: the lab floor is a classroom.

Telephone: Students must use the pay phone to make any type of phone call only during breaks or lunch. Incoming calls to students will be forwarded only in the case of an emergency. For other incoming calls, messages will be given to the student. **NO "BEEPERS" OR CELLULAR PHONES ARE ALLOWED IN CLASSROOMS OR LAB FLOOR** unless approved by the instructor. Ringers must be turned off if phones are placed in coat pockets or lockers.

Parking: Park only in designated areas for student parking as shown in orientation.

Preparedness: All students must be prepared for class and lab work. All students must have **ALL** equipment, books, and supplies issued to them at all times in school. Case checks are done periodically. If any items are missing, the student is considered unprepared and will be asked to leave until they have replaced the missing item. Hours will be given accordingly.

Lockers: Personal belongings and purses must be kept in the student's area. The school will not be responsible. Back packs, duffel bags, any personal items etc. will not be allowed on the lab floor and must be removed from school premises daily.

Equipment & Supplies: The instructor must approve equipment and supplies not issued BEFORE the student will be allowed to use it. The school is not responsible for lost or stolen items. All cases must be kept closed and locked at all times. **Students must furnish padlocks for their case.** The school will hold any books, equipment, or supplies left at the school for 60 days from the last day of attendance. After that date, they will be disposed of.

Radios/tape recorders: Playing of radios or "jam" boxes are not allowed on school premises. A student may be allowed to record a theory class lecture with the permission from the instructor.

Test: TEST TIMES: Missed tests must be made up prior to taking final exams. Tests under a 75% may be re-taken (at your option) only one time within 1 week of the original test day but not again on the original test day. The 2 scores will be averaged. Any tests that need to be taken (missed or under 75%) may only be taken at the convenience of the instructors during advising hours. They cannot be taken on Friday or during make up hours. A maximum of 2 make up tests in a day may be taken and never on the same subject. If a student is not in attendance when the test is issued in class, 6 points will be deducted from the grade received when the test is taken (make up), regardless of when the test is made up.

THE FINAL EXAM: Must be passed with an average of 85%, taken as many times as necessary to average an 85%. The written final must be passed with an 85% average prior to taking the practical final. All graduation requirements must be completed prior to the last day of attendance.

Personal student services: Each student may receive one service per week during school hours, but only as time allows, at the discretion of the instructors. To qualify to receive a service, the student must have attended all possible hours for the previous week. Students receiving a service must have the service approved and

signed off by the instructor immediately before having it started. Students may be prohibited from receiving services for poor attitude, if they are behind in any work, or policy violations. No student is allowed to service him or herself.

Remember receiving a service is not a required part of training. It is a privilege that is earned. Clients are always served first. **A LAB FEE IS CHARGED TO PAY FOR PERSONAL SERVICES.**

Client Services: All clients are to check in with the receptionist and receive a ticket. Clients are served on a first come, first serve basis. This means that if you bring someone in with you, that person needs to get a ticket. An instructor assigns all clients.

School policies: The school reserves the right to change or add to any of the school policies or rules whenever deemed necessary. All changes will be posted prior to their enforcement.

DRESS CODE

From the first day of class through the last, and even after a student enters into the field professionally, a student's poise, professionalism, and ability to perform technical applications will be judged by his or her appearance.

It is a proven theory that correct or proper dress has a psychological impact on the people we deal with. Since most people enter this profession because they enjoy making people feel good about the way they look, it is just as important to project them as the "professional" who has the ability to do just that. It would be impossible if the "professional" did not concern themselves with their own appearance.

The following is an outline of the dress code we expect our students to follow every day they are in school.

NOTE:

ALL CLOTHING MUST BE CLEAN AND PRESSED AT ALL TIMES. WE EXPECT OUR STUDENTS TO BE CONCERNED WITH DAILY HABITS OF GOOD GROOMING AND HYGIENE.

WE HAVE DRESS CODE INSPECTION DAILY AND WILL SEND ANY STUDENT HOME TO CHANGE THAT IS NOT IN COMPLIANCE. THESE STUDENTS MUST CLOCK OUT ON BREAK AND MAY RETURN AFTER CHANGING.

A. BLOUSES/SHIRTS/TOPS

- 1. Must be plain, solid black. No color or prints. No T-shirts.**
2. Midriff and bust must be covered.

B. SLACKS/SKIRTS/CAPRIS

1. Black only (plain, no designs or stripes) dress slacks.
2. No jeans or jean material or look a likes.
3. Skirts must be dressy black & an appropriate professional length. This means no shorter than your fingertips when arms are held down at your side.
4. No legging type pants that are skintight.
5. No oversized pants.

C. LAB COAT

1. A lab coat is included in the kit cost. Lab coats should be kept clean and no wrinkles.

D. SWEATERS /SWEAT SHIRTS CANNOT BE WORN AT ANY TIME

E. SHOES

1. Solid black.
2. No open toes.
3. No stilettos.
4. Must be clean and polished.
5. Black hose or socks must be worn.
6. Flat shoes preferred, Crocs recommended.
7. No tennis shoes.

F. UNDERCLOTHING

1. Female students must wear bras. This does not include T-shirts or camisoles as a substitute.
2. A turtleneck may be worn over underclothes.
3. No hooded sweatshirts may be worn under smocks/lab coat.

G. HAIR

1. Hair is to be clean and neat at all times.
2. Hair care is to be done before arriving at school.
- 3. No ponytails or hair pins showing.**
4. Ornaments should be in good taste. No bandanas or hats.
5. No extreme styles, color, or cuts.

H. MAKEUP

1. Should be worn in the daytime makeup category.
2. At times an instructor may suggest some correction in application of makeup to enhance a student's appearance.
3. Makeup application is to be done before arriving at school.

I. NAILS

1. Nails should be well trimmed and manicured.
2. Artificial nails are acceptable if trimmed to a practical length.
3. Any nail color, design, or art is acceptable if done in good taste.

J. BODY TATTOS/PIERCING

1. Body tattoos must be kept covered.
2. Facial piercing is allowed at the discretion of the instructor.

NOTE:

REPAIR OF HAIR, MAKEUP OR NAILS AS NEEDED MUST BE DONE IN THE RESTROOM DURING BREAKS OR LUNCH