

BUCKEYE CAREER CENTER



ADULT EDUCATION STUDENT CONSUMER HANDBOOK AND COURSE CATALOG 2023-2024

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www.BuckeyeCareerCenter.org

*Approved: BCC Board of Education
July 2023*

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Section 1

School Overview



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PURPOSE

This handbook has been developed with the purpose of helping familiarize adult instructors and students with the policies and procedures of the Adult Education Program at Buckeye Career Center. Please refer to the table of contents for specific topic.

Suggestions for improvement in the operation of the Adult Education program are welcomed and will certainly be considered. One of the main objectives; however, is to provide standards which will have a common meaning to all instructors. In order to achieve this objective, it is imperative that all of us understand and follow this format.

This handbook conforms to all federal, state, and local laws and regulations including Title IV and non-discrimination against any student because of race, color, national origin, sex, or age. This policy of non-discrimination shall also apply to otherwise qualified handicapped individuals.

Although all areas concerning regulations have not been covered within the Handbook, the student will be responsible to all policies initiated by the classroom teacher. Obviously, everything cannot be covered in the Handbook. Students are urged to consult the social worker, the administration, and individual teachers about any problems which in any way affects his/her school work.

BUCKEYE CARER CENTER MISSION STATEMENT AND CORE VALUES

Buckeye Career Center Mission Statement and Core Values



STATEMENT OF PHILOSOPHY

The Buckeye Joint Vocational School District Board of Education believes in fair representation on the Board from all of their feeder schools, and believes that vocational schools are virtually "centers" for applied science, technology, and occupational development. It is the desire of the Board that Buckeye operates as an extension of the home school to supplement its curriculum and cooperate with the home school in order to provide a stimulating educational and environment for attracting students of all ability levels. The objective of this education is to prepare each person for a useful and productive career.

In the application of this philosophy, the Board of Education believes the instructional program should be designed to provide the student every available opportunity to develop the skills, interests, abilities, and attitudes necessary to succeed in their chosen vocation. It is the opinion of the Board that constant attention be given to appropriately evaluate vocational and academic programs and to change these programs, when necessary, to correspond to the needs of the labor market. It is further the opinion of the Board that it is important to update equipment and educational aids, and insure teacher knowledge regarding vocational and academic trends. The Board believes that this can best be accomplished by listening and adhering to the suggestions of business and community leaders who serve on program advisory committees.

Instructional techniques will be employed that prepare a student to be gainfully employed in their chosen career field or to gain entrance in an advanced technical school or higher educational institution. The student will be taught to have respect for the discipline of work and to practice proper safety measures.

The effectiveness of academic and vocational instruction for high school and adult students is measured by the preparedness of the individual to meet life's personal and occupational challenge in a satisfactory manner. The Board of Education believes that with this outlined philosophy the student will learn to take pride in personal achievement and proper conduct and be instilled with the idea that education is an ongoing process that continues throughout his/her lifetime.

The Board of Education adheres to the principle that what is considered valuable and appropriate learning for high school and adult students is accomplished in a fiscally responsible manner by the administration. Also, that it be accomplished within the parameters of state laws and the prerogative of the citizens of the communities served by Buckeye in conjunction with members of the board.

CAMPUS AND FACILITIES

Buckeye Career Center Adult Education is a state and local supported institution offering post high school education in full-time program areas as well as other specialized courses and services. Certificates are issued to students completing a program or course. Adult vocational education programs allow students to prepare for a new career or upgrade their present skills in their current job. Students gain both theoretical knowledge and practical experience through well-equipped laboratories that provide up-to-date "hands-on" experience. Buckeye Career Center Adult Education is chartered by the Ohio Department of Higher Education and is accredited by the Commission of the Council on Occupational Education.

Buckeye Career Center has approximately five acres of floor space for labs and classrooms. The center has modern labs and related classrooms. CDL Training is conducted at American Professional Truck Driving Facility in Gnadenhutten, Ohio. This location has 7 buildings and a large area for hands-on truck driving training.

Section 2

Personnel



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BUCKEYE JOINT VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION MEMBERS

(The Board meets at 7:00 PM on the third Tuesday of the month At Buckeye Career Center)

Randy Longacher, President.....	Dover
Bob Hannon, Vice President	Garaway Local Schools
Wes Hostetler.....	Strasburg
Steve Brode	Newcomerstown
Jim Gertz	East Holmes
Rob Higgenbotham.....	Conotton Valley
Cyndy Host	Claymont
Dan Ries	Carrollton Exempted Village
Francis Picchetti	Indian Valley
Scott Tritt.....	Tuscarawas Valley
Todd MacMath	New Philadelphia

ADMINISTRATIVE STAFF/ STUDENT SUPPORT SERVICES

Bob Alsept.....	Superintendent
Cheryl Malik.....	Treasurer
Frank Polen.....	Director of Adult Education
Steve Rippeth.....	Assistant Director of Adult Education
Nathan Hackenbracht	Aspire/Test Center Coordinator
Megan Zimmerman	Student Services Coordinator/Financial Aid
Cheryl Ramos.....	Transitions Coordinator

OFFICE STAFF

Joyce Large.....	Adult Education Secretary
Amy Triplett	Adult Education Secretary
Jennifer Spies	Adult Education Secretary

CAREER DEVELOPMENT FACULTY

Krystal Wiegand.....Cosmetology/Esthetician Instructor/Adult Education Permit
Crystal Polen.....Dental Assisting Instructor/Adult Education Permit
Sam Brown.....Heating, Ventilating, Air Conditioning and Refrigeration Instructor/Adult Education Permit
Brandon Irwin.....Heavy Equipment/CDL A Operator Instructor /Adult Education Permit
Don Young.....Heavy Equipment/CDL A Operator Instructor /Adult Education Permit
David Kurzinsky.....Law Enforcement Training Academy Commander/Adult Education Permit
Sandy Moss.....Medical Assisting Instructor/Adult Education Permit
Robin Deets.....Medical Office Support Instructor/Adult Education Permit
Rich Tharp.....Utility Lineworker Instructor/Adult Education Permit
Marvin Menefee.....Welding Technology Instructor/Adult Education Permit

Section 3

Program Calendars



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ADULT EDUCATION SCHOOL CALENDAR
2023-2024

900 HOUR COURSES (Payment Period 1: 450 hours/Payment Period 2: 450 hours)

Medical Assisting

Monday through Thursday

8:00 am to 3:00 pm (AM)

or

3:00 pm to 10:00 pm (PM)

Externship days are Monday-Thursday at the end of the school year. Externship times vary by site.

August 23, 2023 First Day of School

September 4, 2023.....Labor Day

October 20, 2023 End of First Nine Weeks

November 22 – November 27, 2023 Thanksgiving Break, No School

December 22, 2023.....End of Second Nine Weeks

December 23, 2023 - January 1, 2024..... Winter Break, No School

January 2, 2024.....Programs Resume

January 2024..... CDL Training Begins

January 15, 2024.....Martin Luther King Jr. Day, No School

February 19, 2024..... President’s Day, No School

March 1, 2024..... End of Third Nine Weeks

March 23 - March 31, 2024.....Spring Break, No School

May 10, 2024.....End of Fourth Nine Weeks

ADULT EDUCATION SCHOOL CALENDAR
2023-2024

800 HOUR COURSES (Payment Period 1: 400 hours/Payment Period 2: 400 hours)

Heavy Equipment/CDL A Operator

Monday through Thursday 2:30 pm to 8:30 pm
CDL training Monday-Friday 7:30 am to 4:30 pm for 3 weeks

Law Enforcement Training Academy**

Monday - Friday 6:00 - 10:00
Approximately 10 weekends Saturday/Sunday 8:00 am-5:00 pm

Utility Lineworker

Monday through Thursday 7:00 am – 12:30 pm
CDL training Monday-Friday 7:30 am to 4:30 pm for 3 weeks

August 23, 2023	First Day of School
September 4, 2023	Labor Day
October 20, 2023	End of First Nine Weeks
November 22 – November 27, 2023	Thanksgiving Break, No School
December 22, 2023	End of Second Nine Weeks
December 23, 2023 - January 1, 2024	Winter Break, No School
January 2, 2024	Programs Resume
January 2024	CDL Training Begins
January 16, 2024	Martin Luther King Jr. Day, No School
February 20, 2024	President's Day, No School
March 1, 2024	End of Third Nine Weeks
March 23 - March 31, 2024	Spring Break, No School
May 10, 2024	End of Fourth Nine Weeks

*** Law Enforcement Training Academy approved calendar supersedes Buckeye Career Center calendar*

ADULT EDUCATION SCHOOL CALENDAR

2023-2024

600 HOUR COURSES (Payment Period 1: 300 hours/Payment Period 2: 300 hours)

Dental Assisting

Tuesday, Wednesday, & Thursday 9:00am – 3:00 pm

Externship times vary by site. Externship days are Thursdays for 10 weeks.

Heating, Ventilating, Air Conditioning & Refrigeration

Monday – Thursday 5:00 – 9:30 pm

Esthetics

Monday, Tuesday, & Wednesday 4:00pm – 10:00pm

Medical Office Support

Tuesday, Wednesday, & Thursday 9:00am – 3:00 pm

Externship times vary by site. Externship days are Thursdays for 10 weeks.

Welding Technology

Monday through Thursday 5:00pm – 9:30pm

August 23, 2023	First Day of School
September 4, 2023.....	Labor Day
October 20, 2023	End of First Nine Weeks
November 22 – November 27, 2023	Thanksgiving Break, No School
December 22, 2023.....	End of Second Nine Weeks
December 23, 2023 - January 1, 2024.....	Winter Break, No School
January 2, 2024.....	Programs Resume
January 16, 2024.....	Martin Luther King Jr. Day, No School
February 20, 2024.....	President's Day, No School
March 1, 2024.....	End of Third Nine Weeks
March 23 - March 31, 2024.....	Spring Break, No School
May 10, 2024.....	End of Fourth Nine Weeks

ADULT EDUCATION SCHOOL CALENDAR
2023-2024

1500 hours

Year 1: 750 Hours (Payment Period 1: 375 hours/Payment Period 2: 375 hours)

Year 2: 750 Hours (Payment Period 1: 375 hours/Payment Period 2: 375 hours)

COSMETOLOGY

Year 1: Monday, Tuesday, Wednesday, Thursday 4:00 - 9:30 p.m.

Year 2: Monday, Tuesday, Wednesday, Thursday 4:00 - 9:30 p.m.

August 23, 2023	First Day of School
September 4, 2023	Labor Day
October 20, 2023	End of First Nine Weeks
November 22 – November 27, 2023	Thanksgiving Break, No School
December 22, 2023	End of Second Nine Weeks
December 23, 2023 - January 1, 2024	Winter Break, No School
January 2, 2024	Programs Resume
January 16, 2024	Martin Luther King Jr. Day, No School
February 20, 2024	President's Day, No School
March 1, 2024	End of Third Nine Weeks
March 23 - March 31, 2024	Spring Break, No School
May 10, 2024	End of Fourth Nine Weeks

CLOSING SCHOOL DURING EMERGENCIES

In the event of closing for any reason, the announcement will be made by the following:

WTUZ Radio -99.9 FM Uhrichsville

Fox 8 and ABC 5 TV - Cleveland

WBTC 1540 AM/101.9 FM

WJER 1450 AM/100.9 FM

Cable Channel 2 and WTOV 9

In addition, Buckeye Career Center is equipped with a computerized calling system which sends out calls to each student's registered phone number indicating school closings and other events. Closings are also reported on the district website at www.buckeyecareercenter.org and Facebook.

Buckeye Career Center sometimes utilizes either a "cancellation" or "two-hour delay" when weather conditions are inclement. Either event will be announced as described above and via our computerized calling system. If a two-hour delay was called and weather conditions worsen to the point that classes are cancelled, the announcement will be broadcast before 8:00 a.m. If afternoon/evening classes are subject to cancellation, the announcement is made by 2:00 p.m.

INCLEMENT WEATHER/ SCHOOL CLOSING PROTOCOL

1. If Buckeye Career Center High School is on a 2 hour delay, Daytime Adult Education will operate on a 2 hour delay.
2. If BCC HS is closed, and Kent State Tuscarawas is open, Daytime AE will operate on a 2 hour delay (this will allow time for maintenance to remove snow etc.)
3. If BCC High School is closed, All vehicle parking for daytime classes will be in the front lot only and entry will be through front doors!
3. If Kent State Tuscarawas is closed, we are closed!
4. AE p.m. class decisions will be made by 2:00 pm and will follow along with Kent State Tuscarawas decision when applicable.

Because Adult Education classes have staggered start times, all classes will begin at 10:00 a.m. when a delay is in place (we will not utilize a delay for afternoon/evening classes). ALL missed clock hours must be made up, so the hours of either cancellation or delay will be monitored and make-ups scheduled in our normal manner.

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Section 4

Enrollment Policies



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ADMISSIONS POLICY

ELIGIBILITY: Any adult sixteen years of age or older holding a high school diploma or equivalency is eligible to apply to Buckeye Career Center's Adult Education (BCC-AE) Career Development programs. The following application procedure is required:

1. Applicants must complete an application and pay a \$50 application fee. Applicants are then directed through the application process and must pay any outstanding tuition/fees owed BCC before they can be admitted to a Buckeye Career Center Career Development program. *Students attending the schools scheduled Open House(s) will have the \$50 application fee waived.*
2. Applicant must provide a valid high school diploma/transcripts or equivalency. If the document's validity is questionable, it is the student's responsibility to provide supporting documentation.
3. Mandatory WorkKeys® Admission Test: A cumulative level score of 12 is **required**, prior to the start of class, for the Cosmetology, Esthetics, HVAC-R, Medical Office Support, Law Enforcement Training Academy, Utility Lineworker and Welding Technology programs, as well as any follow-up testing and/or remediation prescribed by the Adult Education Department. A cumulative level score of 13 is **required**, prior to the start of class, for the Medical or Dental Assisting programs, as well as any follow-up testing and/or remediation prescribed by the Adult Education Department.

*For success in your chosen program, the following minimum level scores are **strongly recommended** for Applied Math, Graphic Literacy and Workplace Documents:*

WORKKEYS RECOMMENDED RESULT LEVELS:

<u>Program</u>	<u>Applied Math</u>	<u>Graphic Literacy</u>	<u>Workplace Documents</u>
Cosmetology	4	4	4
Dental Assisting	4	4	5
Esthetics	4	4	4
Heating, Ventilating, Air Conditioning, & Refrigeration	4	4	4
Heavy Equipment/CDL A Operator	4	4	4
Law Enforcement Training Academy	4	4	4
Medical Assisting	4	4	5
Medical Office Support	4	4	4
Utility Lineworker	4	4	4
Welding Technology	4	4	4

4. Obtain a BCI Criminal background check that is free of preclusions, and a negative Drug Screen if enrolling in Law Enforcement Training Academy, Medical Assisting, Medical Office Support, Dental Assisting, Heavy Equipment/CDL A Operator, or Utility Lineworker programs.

5. Possess a valid and current Ohio Driver's license for Utility Lineworker, Heavy Equipment/CDL A Operator, and Law Enforcement Training Academy programs.

6. Ability to pay tuition and fees.

7. Ability to meet individual requirements, as applicable to various programs and necessary to meet industry certification standards:

- *The ability to lift and/or move heavy objects if enrolled in Utility Lineworker, Heating, Ventilating, Air Conditioning, & Refrigeration, Heavy Equipment/CDL A Operator, Welding Technology, and Law Enforcement Training Academy.*
- *The ability to move around in work areas efficiently, accurately, safely and in a timely manner.*
- *Visual acuity sufficient to observe and assess, prepare and administer, and accurately read monitors, printouts, dials, gauges and record effectively.*

- *Auditory acuity sufficient to hear instructions, requests and monitoring systems.*
- *The ability to provide effective written, oral and nonverbal communication with colleagues, clients, and the public. The ability to speak, write and comprehend the English language proficiently. The ability to communicate via computer in the classroom and at work sites.*
- *Critical thinking ability sufficient for safe, prudent judgments.*
- *Interpersonal abilities sufficient to interact with individuals, groups, staff, faculty, and peers from a variety of social, emotional, cultural, and intellectual backgrounds.*
- *Compassion, integrity, interest and motivation expected of a developing worker.*
- *The ability to adhere to ethical standards of conduct as well as applicable state and federal laws.*

All applicants who have completed the above requirements by the specified deadline will be considered for admission to their selected BCC-AWE program. Applicants will be notified of the decision concerning their acceptance into the program. Applicants who were not admitted may reapply for the next program.

Failure to provide the above will prohibit the student from admission to the program.

ACCREDITATION AND APPROVAL

Buckeye Career Center is accredited by the Commission of the Council on Occupational Education (**7840 Roswell Rd NE #325, Atlanta, GA 30350/phone: 740-396-3898, www.council.org**), a national accrediting organization. All Career Development programs are approved by the Ohio Department of Higher Education and may earn college credit at any Ohio public college and/or college credit articulation agreements with Franklin University, Akron University, and Kent State University.

Many of the education programs for adults by Buckeye Career Center Adult Education are accredited or credentialed as required by a government authority oversight entity and legal codes. Each program may have unique requirements necessary to meet the requirements of these industry accrediting/credentialing bodies. See Section 6 for individual program outlines.

FELONY PRECLUSION

A student wishing to enroll in any program should not have a past criminal record. If a candidate for admission is well known by our county court system(s) as a plaintiff, it will almost be impossible for them to be placed into a job. If a candidate for admission has a past record of drug abuse, patient abuse or other health violation, it too will be almost impossible to place them in a medical field. Such candidates are discouraged from applying for any program. Therefore, an applicant who has been convicted of, pled guilty to, or had a judicial finding of guilt for violating any of the following sections of the Ohio Revised Code, may not be admitted to the program.

Felonies:

- 2903.01 aggravated murder
- 2903.02 murder
- 2903.03 voluntary manslaughter
- 2903.11 felonious assault
- 2905.01 kidnapping
- 2907.02 rape
- 2907.03 sexual battery
- 2907.05 gross sexual imposition
- 2909.02 aggravated arson
- 2911.01 aggravated robbery
- 2911.11 aggravated burglary

If a student commits one of the above felonies during their term of enrollment, the student will be immediately expelled from the program with all tuition/fees due according to our Refund Policy guidelines.

Each student must declare on the Buckeye Career Center Admission Form past convictions or findings of any type of criminal activity and failure to do so is grounds for immediate dismissal. Some additional Felonies and/or Misdemeanors not listed above may prevent a student from participation in various programs. For example: any conviction involving minors would preclude admission to a program with attendance during high school hours.

CONFIRMATION & CANCELLATIONS

If the program in which you are registered is changed or canceled, you will be notified. If you do not hear from us, ATTEND THE PROGRAM AS SCHEDULED. The Adult Education Department must cancel courses that do not attain the required minimum enrollment. The Adult Education Department reserves the right to cancel, discontinue, postpone or combine courses before or at the first program meeting. Attempts are made to contact all students whose courses have been canceled. In the event a program is canceled by the school, a prorated refund of the tuition will be given.

STUDENTS 18 YEARS OLD OR OLDER, ADULTS, AND MARRIED STUDENTS

Adults and/or married students are subject to the same rules and regulations of the school as are other students, including regulations relating to absenteeism, tardiness, discipline, and other matters of school. A student 18 years of age or older who fails to assume the responsibility of attending school and who defies the rules and regulations of the school may be suspended and/or expelled. Adult students are not permitted to consort with the high school students or attend any high school functions.

GENERAL ORIENTATION

After admission to the Adult Education Career Development program, students will be ***required*** to attend an orientation prior to the beginning of school. Student handbooks containing the policies of BCC Adult Education programs will be distributed. Students are responsible to know and abide by the policies in the handbook.

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Section 5

General Policies



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EQUAL OPPORTUNITIES

The Buckeye Career Center, in accordance with Title VI, Title IX, and Section 504 (to include discrimination and harassment) is an equal opportunity institution. Equal admission, educational, and, employment opportunities are provided to all people regardless of race, color, national origin, sex, age, disability, or socio-economic status.

Reporting and Investigation of Harassment or Discriminatory Behavior

Any student who believes he/she has been the victim of harassment or discriminatory behavior by another student, teacher, administrator, school personnel, agent, volunteer or third party should follow the listed steps to file a grievance/complaint:

Step 1

A written complaint using the Grievance Form found in Section 9, should be filed as follows:

For Civil Rights complaints: Please forward the original to the Director of Adult Education, Title VI and IX Coordinator at Buckeye Career Center, 545 University Drive NE, New Philadelphia, OH 44663, 330-339-2288 or 1-800-227-1665.

Additionally forward a copy to your instructor and the Adult Student Services Coordinator, and keep a copy for your records.

For complaints regarding Disabilities: Please forward the original to Section 504/ADA Coordinator at Buckeye Career Center, 545 University Drive NE, New Philadelphia, OH 4663. Additionally forward a copy to your instructor and the Adult Student Services Coordinator, and keep a copy for your records.

The investigation will be prompt and include an adequate, reliable, and impartial investigation, including the opportunity to present witnesses and evidence. Notice of the outcome of the investigation will be given to the parties involved within 15 business days following receipt of the written complaint. Resolution may be reached at this step.

Step 2

If the issue is not resolved in step one, the student must file a written appeal within 15 business days of the outcome of step one, with the Title VI and IX Coordinator and the Principal. The following information must be included in the written appeal:

- a) A detail description of the complaint.
- b) Any supporting documentation for the appeal.
- c) Outcome summary from Step #1.
- d) Resolution sought by the student.

The investigation will be prompt and include an adequate, reliable, and impartial investigation. Notice of the outcome of the investigation will be given to the parties involved within 15 business days following receipt of the written appeal. Resolution may be reached at this step.

Step 3

If resolution is not reached in step two, the student should submit a written appeal within 15 business days following receipt of the written outcome of step two. This written appeal is directed to the Superintendent of Buckeye Career Center and must contain the following information:

- a) A detailed description of the original complaint and appeal.
- b) Any supporting documentation for the complaint and/or appeal.
- c) Resolution sought by student.
- d) The written response from steps one and two.

The Superintendent will conduct an investigation that will be prompt and include an adequate, reliable, and impartial investigation. Notice of the outcome of the investigation will be given to the parties involved within 30 business days following receipt of the written appeal. Resolution may be reached at this step. However, if resolution is not reached, the complainant has exhausted the internal complaint procedures at Buckeye Career Center.

Step 4

If resolution is not reached by step 3, the student may choose to file a complaint with the Ohio Civil Rights Commission. Disability Rights Ohio may also be contacted. These agencies will handle complaints according to their policies and procedures.

Note: At any time a student has the right to contact the Ohio Civil Rights Commission, Disability Rights Ohio or the Federal Office for Civil Rights.

Ohio Civil Rights Commission - 1-614-466-2785 or 1-888-278-7101
30 East Broad Street, Fifth Floor, Columbus OH, 43215
<http://crc.ohio.gov/>

Disability Rights Ohio - 1-614-466-7264 or 1-800-282-9181
200 Civic Center Drive, Suite 300, Columbus, Ohio 43215
<http://disabilityrightsOhio.org>

Office for Civil Rights
U.S. Department of Education
600 Superior Avenue East
Suite 750
Cleveland, Ohio, 44114-2611
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

AMERICANS WITH DISABILITIES ACT (ADA)

Buckeye Career Center Adult Education (BCC-AE) supports the concepts embraced in the Americans with Disabilities Act of 1990 (Title II), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Amendments Act of 2008, to the extent that they apply to BCC-AWE programs. Students must be able to successfully complete, with or without reasonable adjustments, the essential academic and technical standards requisite to admission or participation in the program objectives/outcomes in a timely manner, implementing the essential functions integral to the program. Adjustments cannot impinge up on the intrinsic nature of a program.

BCC-AE will not discriminate against a qualified individual, on the basis of disability, in the admissions process, or any academic activity or program including student-oriented services. BCC-AWE will provide or coordinate with providers for reasonable adjustments for the known and documented physical and mental limitations of an otherwise qualified individual with a disability, unless to do so would fundamentally alter essential program requirements, industry-standard certification requirements, or result in undue financial or administrative burdens for BCC-AWE.

Process to Request Reasonable Adjustments:

The student is responsible, and urged, to notify the Transitions Coordinator/Social Worker of disability status should reasonable adjustments be needed. This should be done as early as possible to ensure participation in, and benefit from the training program. The Transitions Coordinator/Social Worker will assist the student in following the proper procedure and/or make any necessary referrals (RSC, BSVI, etc.) to obtain reasonable adjustment(s) to enable completion of essential program requirements. Proper supporting documentation of the functional limitations resulting from the disability, as it relates to the educational process, is required to facilitate any reasonable adjustment(s) needed to ensure full participation in essential program requirements. The documentation will consist of the date of and the original diagnosis, the name of the current treatment specialist, results of standardized (diagnostic) tests, documentation of current functional limitations, professional prescriptions or recommendations for adjustments, and specific contact information of the treatment specialist. While the student does not have to be able to specify the precise adjustment needed, he/she does need to describe the functional problems posed by the claimed limitation and assist in identifying appropriate and effective adjustments. In this regard, the current treatment specialist may be of assistance. Upon receipt of all required documentation, the Transitions Coordinator will schedule a team meeting. The team consisting of the student, instructor, Assistant Director of Adult Education, Student Services Coordinator, current Treatment Specialist (ideally) of the student's choice, Transitions Coordinator, and anyone else of the student's choice, will meet to discuss available adjustments, the effectiveness of the adjustment, and develop a written plan. The student is responsible to let the instructor and the Transitions Coordinator know if the planned adjustment(s) is not effective. The team will re-convene to discuss alternatives suggested by the Treatment Specialist. BCC-AE reserves the right to choose among reasonable adjustments as long as the chosen adjustment is effective. If a student refuses a reasonable

adjustment(s), BCC-AE will be deemed to have complied with its obligation under the ADA. BCC-AE will make every effort to provide or make referrals for a reasonable adjustment(s) in compliance with the ADA. If a student believes that BCC-AE has not adequately responded to a request for reasonable adjustment(s), the student should contact Buckeye Career Center Principal, Section 504 Coordinator, at 330-339-2288 or 1-800-227-1665 and utilize the Grievance Form found in Section 9 – Forms.

The following are the minimal physical and mental qualifications necessary, with or without reasonable adjustments, to function as a student within the adult career-technical programs:

- *The ability to lift and/or move heavy objects if enrolled in Utility Lineworker, Heating, Ventilating, Air Conditioning, and Refrigeration, Heavy Equipment/CDL A Operator, Welding Technology, and Law Enforcement Training Academy.*
- *The ability to move around in work areas efficiently, accurately, safely and in a timely manner.*
- *Visual acuity sufficient to observe and assess, prepare and administer, and accurately read monitors, printouts, dials, gauges and record effectively.*
- *Auditory acuity sufficient to hear instructions, requests and monitoring systems.*
- *The ability to safely perform injections and phlebotomy and other clinical skills in the Medical Assisting program.*
- *The ability to provide effective written, oral and nonverbal communication with colleagues, clients, and the public. The ability to speak, write and comprehend the English language proficiently. The ability to communicate via computer in the classroom and at work sites.*
- *Critical thinking ability sufficient for safe, prudent judgments.*
- *Interpersonal abilities sufficient to interact with individuals, groups, staff, faculty, and peers from a variety of social, emotional, cultural, and intellectual backgrounds.*
- *Compassion, integrity, interest and motivation expected of a developing worker.*
- *The ability to adhere to ethical standards of conduct as well as applicable state and federal laws.*

Sources:

Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities. US DOE – Office for Civil Rights. September 2014.

Transitions of Students with Disabilities to Postsecondary Education: A Guide for High School Educators. US DOE – Office for Civil Rights, March 2011.

Code of Federal Regulations (C.F.R.) Title 34 Education, Subtitle B, Subpart E, retrieved from <http://www2.ed.gov/policy/ rights/ reg/ocr/edlite-34cfr104.html#E> on March 6, 2015.

Auxiliary Aids and Services for Postsecondary Students with Disabilities, Higher Education's Obligations Under Section 504 and Title II of the ADA, retrieved from <http://www2.ed.gov/about/ offices/list/ocr/docs/auxaids.html> on April 13, 2015.

FAMILY EDUCATION & PRIVACY RIGHTS ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Students and former students are called eligible students.

- Students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for students to inspect the records. Schools may charge a fee for copies.
- Students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record commenting on the contested information in the record.

- Generally, schools must have written permission from the student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
 - School employees who have a need to know
 - Other schools to which a student is transferring
 - Certain government officials in order to carry out lawful functions
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies for the school
 - Accrediting organizations
 - Individuals who have obtained a court order or subpoenas
 - Persons who need to know in cases of health and safety emergencies; and state and local authorities within a juvenile justice system, pursuant to specific state law.
- Schools may also disclose, without consent, "directory" type information such as student's name, address, telephone number, date and place of birth, honors and awards, major course of study, and dates of attendance. However, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose "directory" information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a bulletin, student handbook, or newspaper article) is left to the discretion of each school.
- Another exception permits a school to disclose personally identifiable information from education records without consent when the disclosure is to the parents of a "dependent student" as that term is defined in Section 152 of the Internal Revenue Code. Generally, if either parent has claimed the student as a dependent on the parent's most recent year's income tax statement, the school may non-consensually disclose the eligible student's education records to both parents under this exception.
- Postsecondary institutions may also disclose personally identifiable information from education records, without consent, to appropriate parties, including parents of an eligible student, in connection with a health or safety emergency. Under this provision, colleges and universities may notify parents when there is a health or safety emergency involving their son or daughter, even if the parents do not claim the student as a dependent.
- FERPA also permits a school to disclose personally identifiable information from education records without consent when the disclosure is to the parents of a student at a postsecondary institution regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance. The school may non-consensually disclose information under this exception if the school determines that the student has committed a disciplinary violation with respect to that use or possession and the student is under 21 years of age at the time of the disclosure to the parent.
- "Law enforcement unit records" (i.e., records created by the law enforcement unit, created for a law enforcement purpose, and maintained by the law enforcement unit) are not "education records" subject to the privacy protections of FERPA. As such, the law enforcement unit may refuse to provide an eligible student with an opportunity to inspect and review law enforcement unit records, and it may disclose law enforcement unit records to third parties without the eligible student's prior written consent. However, education records, or personally identifiable information from education records, which the school shares with the law enforcement unit do not lose their protected status as education records because they are shared with the law enforcement unit.

Complaints of Alleged Failures to Comply with FERPA

FERPA vests the rights it affords in the eligible student. The statute does not provide for these rights to be vested in a third party who has not suffered an alleged violation of their rights under FERPA. If an eligible student believes that a school has failed to comply with FERPA, the student may complete a FERPA complaint form. For specific information on the process and time lines please access <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20212

Note: The USA Patriot Act of 2001 (Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism) amends FERPA to include additional exceptions to the rules of releasing information without student/parent consent.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1989 **Alcohol and Drug Prevention Policy**

Buckeye Career Center is unequivocally opposed to the misuse of lawful drugs and/or alcohol; and the possession and use of unlawful drugs including alcohol. Pursuant to the requirements of the Drug-Free School and Community Amendments of 1989 (PL 101-226), Buckeye Career Center Adult Workforce Education has adopted and implemented drug and alcohol policies and programs to prevent drug and alcohol problems within the school setting.

Drug-Free Environment Policy

Buckeye Career Center Adult Workforce Education has an ethical and professional duty to our students and to the community to provide an environment which maintains high standards of safety, health, and efficiency. The use, sale, transfer or possession of controlled substances or alcohol by students creates a potential for harm. The policy provides guidelines to deal with actual or potential situations in a systematic manner. Buckeye Career Center Adult Workforce Education acknowledges chemical dependency (alcoholism and/or drug addiction) as a treatable disease and takes a supportive stance in dealing with students so impaired. It is the responsibility of all students and employees to conduct themselves in a manner consistent with the Career Center's standards promoting an environment free from any threat to person, property, or reputation as a result of drug or alcohol use, sale, transfer, or possession.

- 1) Students and employees shall not possess, use, transfer, sell, conceal, or consume any alcoholic beverage or intoxicant or any controlled substances while attending school or any school-sponsored event including but not limited to field trips, community service, or externships. Likewise, students or employees shall not be under the influence by having consumed any alcoholic beverages or intoxicant or drug of abuse or controlled substance before their arrival at school or at a school-sponsored or related event or activity. Examples of drugs of abuse or controlled substances include, but are not limited to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, glue, cocaine, or other substances that could modify behavior. Drugs of abuse are more or other substances that could modify behavior. Drugs of abuse are more clearly defined in Chapter 3719 of the Ohio Revised Code under narcotics (3719-3719.36), hallucinogens (3719.40-3719.49) and glue (3719.50). It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under the age of 21 in a public place or a place open to the public is illegal. The consumption, sale, being under the influence of, or possession of alcohol is prohibited by all students and staff before their arrival at school or at a school-sponsored or related event or activity.
- 2) Students or employees shall not possess, use, transfer, sell or conceal any drug of abuse or instrument of paraphernalia (for example, hypodermic needle, syringe, water pipe, roach clip, etc.).
- 3) Students or employees shall not possess, deliver, attempt to deliver, or cause to be delivered a counterfeit (look-alike) drug, and/or non-controlled substance which resembles a controlled substance or drug of abuse. Students or employees

shall not use, possess, transmit, conceal, make, attempt to make, or be under influence of drugs, look - alike drugs, or mood-altering substances, gas inhalants or related tools not specifically authorized by a physician while attending school or any school-sponsored event including but not limited to field trips, community service, or externships.

4) Buckeye Career Center Adult Workforce Education will permit the legal use of medication or drugs prescribed by a licensed practitioner provided that such usage does not adversely affect the student's performance or endanger the health and safety of the student or others. Buckeye Career Center Adult Workforce Education reserves the right to define "adversely affect" and may, at its discretion, place any student on probation who it deems may be adversely affected by the use of legally prescribed medications or drugs.

5) All Adult Education staff members shall immediately report to the Director of Adult Education or Assistant Director of Adult Education, any reasonable suspicion of any inappropriate use of alcohol, an intoxicant, controlled substance, or dangerous drug. Buckeye Career Center Adult Education supports and will cooperate with authorities at the local, State, and Federal levels regarding the regulation of alcohol and drug abuse.

Violation of this policy will result in disciplinary action up to and including expulsion, and will be reported to the proper authorities. A violation by a student of the Drug-Free Environment Policy may result in the decrease or suspension of financial aid and/or affected. In cases of civil or criminal action against a Buckeye Career Center Adult Workforce Education student, the Career Center reserves the right, for educational purposes, to review any action taken by the authorities. Any violation of local, State and Federal law regarding alcohol or controlled or dangerous drug will be treated as a violation of Buckeye Career Center's Drug-Free Environment Policy and may result in additional school sanctions up to and including expulsion.

Federal Sanctions for Unlawful Possession or Distribution of Illicit Drugs and Alcohol:

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	

II	PCP 10-99 grams pure or 100-999 grams mixture	PCP 100 grams or more pure or 1 kilogram or more mixture
Substance/Quantity		Penalty
Any Amount Of Other Schedule I & II Substances		First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Any Drug Product Containing Gamma Hydroxybutyric Acid		
Flunitrazepam (Schedule IV) 1 Gram		
Any Amount Of Other Schedule III Drugs		First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
Any Amount Of All Schedule V Drugs		First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances		
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual. Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.	
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual. Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.	

Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual. Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

Source: http://www.dea.gov/druginfo/ftp_chart2.pdf

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844(a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both. After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if: (a) 1st conviction and the amount of crack possessed exceeds 5 grams. (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams. (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack.)

21 U.S.C. 881(a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm. Miscellaneous: revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Source: <http://www.ifap.ed.gov/regcomps/attachments/86.pdf>

State Sanctions/Penalties

The Ohio Revised Code Sections 2925 (Drug Offenses), 3719 (Controlled Substances), and 4301 (Liquor Control) address definitions and penalties for violation of Ohio law. These codes can be found at <http://codes.ohio.gov/orc/2925>, <http://codes.ohio.gov/orc/3719> and <http://codes.ohio.gov/orc/4301>.

Local Sanctions/Penalties

The Buckeye Career Center Adult Workforce Education campus is located within the municipality of New Philadelphia. The Ordinances of the City (Chapters 333 and 513) regarding sanctions and penalties regarding Drug and Alcohol abuse are applicable on campus and enforced by the New Philadelphia Police Department. The Ordinances are located at: <http://www.newphilaoh.com/html/Codified/Complete%20Codified%20Ordinance.pdf> . Maximum jail/prison sentences, and possible fines are as follows:

Felony

For a felony of the first degree, the prison term shall be three, four, five, six, seven, eight, nine, ten, or eleven years, \$20,000.00

For a felony of the second degree, the prison term shall be two, three, four, five, six, seven, or eight years, \$15,000.00

For a felony of the third degree, the prison term shall be nine, twelve, eighteen, twenty-four, thirty, or thirty-six months, \$10,000.00

For a felony of the fourth degree, the prison term shall be six, seven, eight, nine, ten, eleven, twelve, thirteen, fourteen, fifteen, sixteen, seventeen, or eighteen months, \$5,000.00

For a felony of the fifth degree, the prison term shall be six, seven, eight, nine, ten, eleven, or twelve months, \$2,500.00

Misdemeanor

For a misdemeanor of the first degree, not more than one hundred eighty days, \$1000.00

For a misdemeanor of the second degree, not more than ninety days, \$750.00

For a misdemeanor of the third degree, not more than sixty days, \$500.00

For a misdemeanor of the fourth degree, not more than thirty days, \$250.00

For a minor misdemeanor, no jail, \$150.00

Source: New Philadelphia Police Department

** Future revisions, amendments to these or other applicable local, State, or Federal laws are incorporated into this policy by this reference**

Action Plan for Reasonable Suspicion of Violation of the Drug and Alcohol Policy

Step 1: First instance of reasonable suspicion of chemical/alcohol abuse

1. The student will be removed from the classroom, laboratory and/or related program activities and referred to the Assistant Director of Adult Education.
2. The instructor will inform the student the drug policy has been enacted. The Assistant Director of Adult Education will seek safe transportation home for the student (such as family, friend, etc.). In the event he/she is not available, the instructor will seek safe transportation home for the student. If public transportation is called, it will be done at the student's expense. If the student insists on driving, the appropriate authorities will be notified.
3. The instructor will document the incident on the appropriate form and provide copies to the Student Services Coordinator, Transitions Coordinator, Assistant Director of Adult Education, and the Director of Adult Education.
4. The Assistant Director of Adult Education along with the Director of Adult Education will arrange a conference with the student to discuss the situation.
5. The student may not return to class until after the conference is held and permission is granted. Time missed in school work is an absence and may affect certification and/or financial aid.
6. If the student does not comply with the procedure, he/she will be placed on probation until which time he/she complies.

Step 2 – On the second instance of reasonable suspicion of chemical/alcohol abuse

1. The student will be removed from the classroom, laboratory and/or related program activities and referred to the Assistant Director of Adult Education.
2. The instructor and one other staff member, preferably a staff member involved the first time, will inform the student the drug policy has been enacted. The Transitions Coordinator will assist the student in arranging a referral assessment appointment at the rehabilitation facility of the student's choice. This and all other treatment will be done at the student's

expense. The date and time of the referral appointment will be documented by the Transitions Coordinator. The Assistant Director of Adult Education, Transitions Coordinator, or designee will seek safe transportation home for the student (such as family, friend, etc.). In the event these coordinators are not available, the instructor will seek safe transportation home. If public transportation is called, it will be done at the student's expense. If the student insists on driving, the appropriate authorities will be notified.

3. The incident will be documented by the Transitions Coordinator with a copy being provided to the Assistant Director of Adult Education and the Director of Adult Education.
4. In order to return to class, the student must comply with the referral agency's intake assessment. The student must sign a release of information with the referral agency to provide information to the Transitions Coordinator, Student Services Coordinator, Assistant Director of Adult Education, or Director of Adult Education. If an agency recommends inpatient treatment, the student cannot return to class until he/she is released by the facility. If outpatient or a support group is recommended, a student may return to class as long as attendance is maintained as an out-patient or with a support group (with documentation as confirmation of attendance).
5. The Transitions Coordinator will maintain contact with the agency and document progress.
6. If a student fails to comply with any of the above procedures in Step II he/she will be placed on automatic probation until such time as steps are completed.
7. Any time on probation is an absence and may decrease or suspend financial aid and/or effect certification.

Step 3 – Given that the referral agency has assessed a problem of substance abuse or chemical dependency, in the third instance of reasonable suspicion of substance abuse of any student, it means automatic dismissal from the program.

1. The student will be removed from the classroom, laboratory and/or related program activities.
2. The instructor and one administrative personnel will again inform the student the drug policy has been enacted. An immediate conference will be held. The dismissal form will be completed and placed in the student's file.
3. The student will not be allowed to return to that program or class. He/She will not be admitted to any other adult program at Buckeye Career Center at any time, until written proof has been given by a rehabilitation facility that the student has completed a treatment program recommended by the facility and any follow-up treatment, since the date of the student's dismissal from Buckeye Career Center.

In the instance of chemical abuse, whether first, second, or third, the instructor has a duty to report any felony behavior to the proper law enforcement officials. This includes trafficking or possession of Schedule I and II controlled substances.

Buckeye Career Center Adult Education reserves the right, at the student's expense, to require drug testing if there is a reasonable suspicion of the inappropriate use of alcohol, an intoxicant, controlled substance, or dangerous drug, in any of the three steps outlined above.

Sanctions for employees will be in accordance with local, State, or Federal law, and as applicable, AS governed by the Union contract and the Buckeye Career Center Employee handbook, up to and including termination of employment and referral for prosecution for violations of the Drug-Free Environment Policy.

Health Risks of Substance and Alcohol Abuse

In addition to the legal consequences, physical or psychological damage may occur when the following substances are abused. The health risks involved in using alcohol and illicit drugs include, but are not necessarily limited to:

Alcohol –

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital

organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

<http://www.cdc.gov/alcohol/pdfs/alcoholyourhealth.pdf>

<http://www.ifap.ed.gov/regcomps/attachments/86.pdf>

Marijuana

Altered senses; altered sense of time; changes in mood; impaired body movement; difficulty with thinking and problem-solving; impaired memory; reduced thinking, memory, and learning functions; affect how the brain builds connections between the areas necessary for these functions; loss of mental ability; impaired psychomotor behavior; ataxia; breathing problems; lung problems; increased heart rate; increased chance of heart attack; birth defects; loss of ambition; increased apathy; decline in school and work performance; psychic addiction or dependence; illusions; delusions; hallucinations; emotional lability; incongruity of affect; dysphoria; disorganized thinking; inability to converse logically; agitation, paranoia; confusion; restlessness; anxiety; drowsiness; panic attacks; increased appetite; increased risk of depression; risk of earlier on-set of schizophrenia and other psychotic disorders; increased risk of cancer of the head, neck, lungs, and respiratory tract. .

http://www.drugabuse.gov/sites/default/files/df_marijuana_april2015.pdf

http://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf

Narcotics: Heroin, Opium, Morphine

Drowsiness; inability to concentrate; apathy; slowed physical activity; constriction of the pupils; flushing of the skin; constipation; urinary retention; nausea; vomiting; dry mouth; heavy extremities; slowed breathing; dizziness; impaired coordination; loss of appetite; rash, slow or rapid

Heartbeat; changes in blood pressure; rapid onset of physical dependence; drug tolerance (need to increase dose to get same affect); premature births; stillborn or addicted infants. In the case of overdose; slow and shallow breathing, constricted (pinpoint) pupils, cold clammy skin, blue lips and fingertips, convulsions, confusion, extreme drowsiness, coma, death.

http://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf

Stimulants

Agitation; hostility; panic; aggression; suicidal or homicidal tendencies; paranoia; auditory and visual hallucinations; delusions, rapid development of drug tolerance; dizziness; tremors; headache; flushed skin; chest pain with palpitations; excessive sweating; breathing difficulties; vomiting; abdominal cramps; increased blood pressure and pulse rates; insomnia; loss of appetite; physical exhaustion, stroke, cardiac arrhythmias, ischemic heart conditions, cardiac arrest, addiction. Signs of overdose are also agitation, increased body temperature, hallucinations, convulsions, cardiovascular collapse, and possible death. Because accidental death is partially due to the effects of stimulants on the body's cardiovascular and temperature-regulating systems, physical exertion increases the hazards of stimulant use.

http://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf

Depressants

Amnesia, leaving no memory of events that occur while under the influence; reduce your reaction time; impair mental functioning and judgment; confusion; psychological and physical dependence and tolerance; slurred speech; loss of motor coordination; weakness; headache; lightheadedness; blurred vision; dizziness; nausea; vomiting; low blood pressure; slowed breathing; irritability; paranoid and suicidal ideation; hostility; vivid or disturbing dreams; slowed down central nervous system; sleepiness; suggestibility, passivity; unconsciousness, seizures, slowed heart rate, greatly slowed breathing; lower body temperature; coma; death. Combinations of several depressants will increase health hazards and may lead to death.

http://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf

Hallucinogens

Respiratory depression; coma; convulsions; hallucinations; seizures; death due to respiratory arrest; long-term, perhaps permanent, problems with memory and learning; distorted changes in perception; confusion; anxiety; depression; paranoia; sleep problems; drug craving; muscle tension, tremors, involuntary teeth clenching; muscle cramps; nausea; faintness; chills; sweating; blurred vision; hyperthermia; increased heart rate and blood pressure; panic attacks; giddiness; dilated pupils, higher body temperature; sweating, loss of appetite; dry mouth; flashbacks; illusions. http://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf

Anabolic-Androgenic Steroids

Dramatic mood swings; increased feelings of hostility; impaired judgment; increased levels of aggression (often referred to as “roid rage”); depression; suicidal ideation; psychological dependence; addiction; high cholesterol levels; coronary artery disease; strokes; heart attacks; acne; fluid retention; liver damage; contraction of viral infections such as HIV/AIDS or Hepatitis B or C; bacterial infections at the sight of injection; endocarditis; serious central nervous system, gastrointestinal, and reproductive disorders; sterility; impotence; arrested growth; and in women, irreversible masculinization and sterility.
http://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf

Inhalants

Damage to the parts of the brain that control thinking, moving, seeing, and hearing; cognitive abnormalities ranging from mild impairment to severe dementia; dazed, or dizzy appearance; nausea; loss of appetite; anxiety; excitability; and irritability; weight loss; muscle weakness; disorientation; inattentiveness; lack of coordination; depression; damage to the nervous system and other organs; irregular and rapid heart rhythms; heart failure; death.
http://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf

Drugs of Concern (Bath Salts, DXM, Salvia Divinorum)

Agitation, insomnia, irritability, dizziness, depression, paranoia, delusions, suicidal thoughts, seizures, and panic attacks impaired perception of reality, reduced motor control, and decreased ability to think clearly; euphoria; visual and auditory hallucinations; confusion; over-excitability; lethargy; slurred Speech; sweating; hypertension; accidents due to impaired judgment and senses; fear; a sense of overlapping realities.
http://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf

Substance Abuse Information and Treatment Programs Available

Anti-drug laws affect a number of areas in everyone’s life. Students could lose eligibility for financial aid, and could be denied other federal benefits, such as social security, retirement, welfare, health, disability, and veteran’s benefits. The Department of Housing and Urban

Development, which provides funds to states and communities for public housing, now has the authority to evict residents and members of their household who are involved in drug-related crimes on or near the public housing premises. Businesses could lose federal contracts if the company does not promote a drug-free environment. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain careers.

State and National Information Resources

Ohio Office of the Bureau of Drug Abuse - (614) 466-7893

Alcoholism and Drug Abuse Hotline - 1-800-252-6465

The Cocaine Hotline - 1-800-444-9999

The National Institute on Drug Abuse Hotline - 1-800-662-4357
(M – F from 8a – 2a, S-S from 11a-2a)

<https://www.ohioarc.com/>

Local Information Resources

Alcohol, Drug Addiction & Mental Health Services (ADAMHS) Board of Tuscarawas & Carroll Counties Anti-Drug Coalition

119 Garland Drive SW
New Philadelphia, Ohio 44663
Web site: www.adamhtc.org

Phone: (330) 364-6488 or (330) 627-7912
Fax: (330) 364-3307
E-mail: office@adamhtc.org

Local Substance and Alcohol Abuse Treatment & Prevention Programs

Drug or alcohol counseling, treatment, and rehabilitation facilities are available in our area where you can seek advice and treatment. Students and/or employees are encouraged to ask the Transitions Coordinator for possible referral agencies and information. The following list is not exhaustive:

Springvale Health Centers

201 Hospital Drive
Dover, Ohio 44622

(330) 343-1811 (Tusc)/ 330-627-5240 (Carroll)

Fax: (330) 343-8188

Website: www.cmhdover.org

Ohio Guidestone

1433 Fifth St NW
New Philadelphia, Ohio 44663

Phone: (330) – 343-8171

Fax: (330)-343-8439

Website: <https://ohioguidestone.org/>

Commquest, Inc.

245 Second St NW
Carrollton, Ohio 44615

(330) – 627-0087

Website: www.commquest.org

Programs regarding a Drug-Free Workplace and Prevention will be included as part of the curriculum engaging subject matter expert guest speakers. Subject matter information is also available from the Transitions Coordinator.

ASPIRE CLASSES- FREE & AVAILABLE

Classes are available on campus or at community locations during the school year to improve reading, math, writing skills, English language proficiency, or for assistance in preparing for the GED test. Call 330-339-2288 or check our school catalog for class dates & times, as well as GED test dates and locations.

ADULT DIPLOMA PROGRAM

The Adult Diploma Program is a FREE opportunity for Ohio Residents who are 20 years old or older and do not have a High School Diploma or equivalency. Participants will earn their High School Diploma upon successful completion of a short-term technical training program and industry credential. The High School Diploma is issued by The Ohio Department of Education and tuition is free! If you would like more information, please call 330-339-2288.

PRIVACY POLICY

Buckeye considers certain information as directory information. A student's name, photograph, major field of study, participation in officially-recognized activities, dates of attendance and graduation, certificates awarded, and awards received are considered directory information. If you do not want Buckeye to release your directory information, please send a letter to: Megan Zimmerman, Student Services Coordinator, Buckeye Career Center, 545 University Drive NE, New Philadelphia, Ohio 44663.

PUBLIC'S RIGHT-TO-KNOW

In fulfillment of the rationale for the creation of public governing bodies, the meeting and records of the Board will be considered a matter of public information. Educational matters will be discussed and decisions made at public meetings of the Board, except for such matters as are properly and legally discussed in private executive sessions. The official minutes of the Board, its written policies, and its financial records will be open for inspection in the office of the treasurer during the hours the administrative offices are open. However, no records pertaining to individual students or staff members will be released for inspection by the public or any unauthorized persons without students' or staff members' written knowledge or as a result of meeting a statutory or judicial mandate. The Board supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate information.

FIRE DRILLS, EMERGENCY DRILLS, OR TORNADO DRILLS

FIRE DRILLS

Fire drills will be held at least six times per year. Directions are posted in each room. Students and teachers should stay together as a class. Students will walk to the designated exit and proceed from there as directed by the teacher. If that exit is blocked, the nearest alternate route should be taken. For safety purposes, it is essential that drills be conducted in a quiet and orderly fashion. Allow plenty of room for emergency vehicles. A signal for return to the classroom will be given.

EMERGENCY MANAGEMENT TESTS

Emergency Management Tests are held at least three times per year and are designed for the assessment and evaluation of the School's Emergency Management Plan.

TORNADO DRILLS

Tornado Drills will be held once per month during tornado season. The tornado drill procedure is posted in each classroom. When the tornado alarm is sounded, all students and staff should report to their assigned areas of safety in a quiet and orderly manner so that they can hear instructions by the administration or teacher. Students and staff will return to the classroom or lab only when instructed by the administration.

WEAPONS AND DANGEROUS INSTRUMENTS

Ohio law bars the conveyance or attempt to convey a firearm or other deadly weapon or dangerous ordinance in a school or a school safety zone except for Law Enforcement Training Academy students and Law Enforcement officers or officials. Students are prohibited from bringing firearms, knives, dangerous weapons or devices, or other dangerous ordinance onto school property, in a school safety zone, in any school vehicle, to any school sponsored activity or on any other property that is owned or controlled by the Board. This restriction also applies to weapons within a student's personal vehicle. Violation of this policy will result in disciplinary action and/or suspension and will be reported to the proper authorities.

SMOKING/TOBACCO BAN

The Board of Education prohibits smoking/tobacco twenty-four (24) hours a day in and on all District owned, leased, or contracted indoor and outdoor facilities. Buckeye Career Center is designated as a "Smoke-Free" property. Students choosing to smoke must leave the school property and not remain in view of the school. (e.g. walking across the road is not acceptable). Students and Staff are not permitted to smoke when attending ANY school activity off-site, including work experience or externships. Smoking ban includes E-cigarettes, "vaping", and any other tobacco products.

ACCIDENT/INCIDENT PROCEDURES

The Student Waiver of Accident Responsibility will be given to each student and must be completed during the first program meeting. Students will not be allowed to attend programs unless a waiver is on file.

If an accident occurs, an accident report form must be filled out. These are available in the Adult Education Office. All accident or incidents (an occurrence of violence such as an assault or road rage on school property) of any type must be reported to the office at the time of the incident. If an obvious emergency exists call the Adult Education Office at extension **1522**.

INSURANCE AND LIABILITY

The school cannot be liable for injuries sustained while on school property. Students attending Buckeye Career Center are encouraged to carry an accident insurance policy if not covered under a homeowner's policy. It is vital for students who will be shadowing or on externships to carry insurance. It is recommended that you review your present health and accident insurance policies to make certain that you are covered for possible injury while at school.

A. Student Liability: Accidents which occur at school must be reported to the instructor. ***The Career Center is not responsible for payment of bills resulting from student accidents.***

B. Tool Liability: Students are responsible for the insurance coverage on tools or tool kits if coverage is desired. Students are responsible for the care and safe keeping of their own tools. ***The school will not be held responsible if a student leaves any personal items (tools, clothing, etc.) on school property.***

C. Vehicle Liability: Students who drive to school are responsible for meeting the Ohio liability laws. ***The Career Center is not responsible for damage or theft to vehicles or contents.***

STATEMENT OF LIABILITY

In the case of an accidental injury that a student may incur while under the jurisdiction of Buckeye Career Center, it is the responsibility of the student to pay for any and all medical care needs.

CAMPUS SECURITY – CLERY ACT

The campus security report is updated and made available to students by October 1 each year through student email accounts, on www.BuckeyeCareerCenter.org, or by hard-copy in the Student Services Office.

CRIME AWARENESS REPORT

The following information is provided and updated annually as directed by the U.S. Department of Education:

2022 CRIME STATISTICS

ARRESTS - ON-CAMPUS	2019	2020	2021
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
CRIMINAL OFFENSES - ON-CAMPUS	2019	2020	2021
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

SEARCH AND SEIZURE

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search students, school lockers, locker contents, and/or student automobiles. School officials may seize illegal, unauthorized, unsafe, or contraband materials discovered in the search. Searches may occur as a result of reasonable suspicion or as a function of a random search. Lockers are property loaned to students for legitimate purposes.

The term “unauthorized” means any item dangerous to the health or safety of students or school personnel; disruption of a lawful function, mission, or process of the school; or described as unauthorized in the school rules.

Failure to permit searches and seizures will be considered insubordination and grounds for disciplinary action. A student’s person and/or personal effect (e.g., purse, book bag, cell phone, electronic device, etc.) may be searched whenever a school authority has a reasonable suspicion to believe that the student is in possession of illegal, unauthorized, or unsafe materials.

The District may utilize marijuana test kits in order verify whether confiscated contraband contains THC.

OBSERVATION CAMERAS

Observation cameras are in place to monitor the property and facilities of the Buckeye Joint Vocational School District. They are not in place to protect the personal property of those individuals on official business, nor are they in place to monitor/enhance the personal safety of those individuals entering and exiting the facility.

Due to various factors such as extended use of school facilities and the random nature of incidents that may occur, the observation cameras will be in operation virtually 365 days a year and 24 hours a day. Observation cameras are in place for the following uses, but not limited to: (1) use to detect criminal offenses which occur in view of the equipment, (2) use for inquiries and proceedings related to suspected violations of the Student Code of Conduct, (3) use for research such as the nature of area usage, traffic patterns or evaluation of particular observation camera systems and (4) use in accordance or compliance with any court order or governmental agency directive. Access to the observation cameras and their archived records are under the jurisdiction of school administration in order to protect individuals' privacy rights and personal information.

SAFETY REGULATIONS

Safety is an important part of every function at the Buckeye Career Center as well as away from Buckeye Career Center. Each program has different safety requirements for the protection of everyone. Students who fail to conform to these safety regulations will be subject to normal disciplinary procedures.

- A. Horseplay (such as: throwing or shooting objects, wrestling, pushing, running, etc.) in the school will not be tolerated.
- B. All accidents/injuries will be reported immediately to the instructor.
- C. Good housekeeping rules and regulations will be followed in all designated areas.
- D. Proper personal protective equipment will be worn in all designated areas.
- E. Proper procedures for emergency situations such as: Fire, tornado, bomb, first aid, etc., will be followed.
- F. Safety procedures will be followed when operating equipment.
- G. Proper safety procedures will be followed when handling material manually or mechanically.
- H. All hazardous materials will be properly labeled and stored.
- I. All hazardous materials taken out of the original container must be properly labeled, if not used by the end of the lab.
- J. Chemical substance abuse will not be permitted.
- K. Wet, slippery, hazardous traffic areas will be properly identified.
- L. Red-tagged equipment will not be used.
- M. All designated aisle ways will be kept unobstructed.
- N. Emergency equipment will never be blocked.
- O. All traffic laws will be observed on the school premises.

SAFETY HOTLINE

Report any school safety concern including bullying, suicide, drug abuse, vandalism, etc. by calling 1-866-547-8362.

COMPUTER LABS

Computer labs are a place for working on the computers/Internet. All school rules apply. Instructors must arrange with Adult Ed Office for use to avoid conflicts over scheduling.

COMPUTER ACCEPTABLE USE POLICY FOR STUDENTS

The student must read the "Acceptable Use Policy For Students" and return the "Student Application and Agreement Form" to their instructor. (The policy is a separate handout.) All student use of the District Internet system or personal cell phones or other digital devices used by students while on campus is subject to the provisions of the Code of Conduct. Students may not share or post personal information about or images of any other student or staff member without permission from that student or staff member. If a student is found to have used a personal cell phone or digital device in a manner that is not in accord with this statement, or the provisions of the ACCEPTABLE USE POLICY FOR STUDENTS, in addition to other disciplinary actions, the administration may ban the student use of any personal cell phone or digital device. Violation of the policy may result in termination of your computer account and additional disciplinary measures.

COMPUTER TECHNOLOGY AND NETWORK USE

Computer use at Buckeye is encouraged and made available to students for educational purposes **ONLY**. The school retains the ownership of all hardware and software. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school-owned computers.

VISITORS

Even though the school is a public building, unauthorized visitors are not permitted. All persons who are not regular staff members, adult students, or other employees of Buckeye Career Center should report to the Adult Education Office.

BREAKS

Instructors should set a definite time for breaks and resume program as soon as finished. Breaks should last no longer than 15 minutes. Breaks should be scheduled at times when the high school students are not in the cafeteria or hallways if at all possible. During breaks, students cannot be left in the lab or classroom without instructor supervision.

LUNCH

Adult students will be charged the adult price for cafeteria lunches (includes milk). Additional milk may be purchased separately. Students may bring lunch and eat in the vending area or purchase lunch and eat in the vending area. Students may also choose to eat at the Joe Carlisle Café when it is open to the public or choose to leave the premises in their vehicle during this time. Students are not permitted to loiter in front of the building or in the parking lot around automobiles during their lunch and breaks.

CELL PHONES, ELECTRONIC COMMUNICATION DEVICES, MOBILE DEVICES, ETC

Students may not use cell phones, electronic communication devices (ECDs), mobile devices, or other electronic communication devices without specific permission from a staff member. Staff members should only grant students permission to use these devices for educational purposes and in compliance with the district's Acceptable Use Policy. Students are permitted to carry cell phones, ECDs, etc. on their person during the school day as long as the devices are kept out of sight and turned off. Program instructors may have program specific requirements regarding electronic devices. Buckeye Career Center assumes no liability if these devices are broken, lost, or stolen.

CYBERBULLYING

Cyberbullying is when a student is tormented, threatened, harassed, humiliated, embarrassed, or targeted more than once by another student using the Internet, mobile phone, or other type of digital technology. Cyberbullying includes but is not limited to:

- Making fun of another
- Harassing a user over a messaging system
- Posting derogatory messages
- Circulating false rumors
- Publishing lewd comments
- Posting unflattering pictures
- Spamming another user
- Sending threatening or provocative e-mails
- Repeatedly calling another
- Sending unsolicited messages to another
- Any other use of media deemed unacceptable, unwanted, or unsavory by officials.

PERSONAL PROPERTY

Any project or items brought to Buckeye will be the responsibility of the owner. Buckeye will not be liable for damage or loss to student projects or items of personal property brought from home.

ANIMALS

The use of service animals in the school for individuals with qualified disabilities is permitted. Any animal not directly related to an educational program may not be brought to school. (Example: dogs, cats, snakes, spiders, birds, etc.)

LOST AND FOUND

All lost and found articles are to be turned in and claimed in the front office at the Buckeye Career Center.

PUBLIC DISPLAY OF AFFECTION

We are constantly having parents, visitors, and various individuals in our building. Therefore, we want to project the image of a self-disciplined student body that is here for the purpose of growing in knowledge and responsibility. Inappropriate behavior is unacceptable. No student shall touch or make physical contact that is unwanted, unwelcomed and/or unauthorized with any student, staff or other individual while under the school's jurisdiction.

LOCKERS

A student shall not cause or attempt to cause damage to school and private property including building, grounds, equipment, or materials. Lockers are assigned to students for their convenience and use with the following understanding:

1. Students lockers are the property of the school.
2. Lockers are to remain clean at all times.
3. Lockers will be cleaned out by the student and inspected by staff each semester.
4. It is the students' responsibility to insure his or her locker is locked when unattended.
5. School administrators retain the right to search lockers and their contents at any time.
6. Locker problems are to be reported by the student to the Adult Education Office.

To open your locker, TURN RIGHT two or more turns and stop at your first number. Then TURN LEFT one whole turn past the first number and stop at your second number. Now TURN RIGHT and stop at your last number and lift the handle.

FIELD TRIPS

The school arranges educational field trips as part of the regular school curriculum. Students must have an emergency medical form on file before attending any event. All students must follow the school's conduct rules and regulations. Since a field trip is an extension of the school's curriculum. Students are expected to attend. If an unpreventable incident occurs prohibiting attendance, a student must provide proof of incident and will be given additional assignments to complete

PUBLICATIONS

No publications or communications may be distributed without the direct consent of the Director of Adult Education.

CAMERAS/PICTURES

No students are permitted to use cameras/camera phones in the building. Students must have release waivers if pictures are to be used.

TRANSPORTATION

Students are responsible for their own transportation. In order to access the most appropriate clinical experiences, students may have to drive extended distances. Students must expect to rotate to various sites to receive the varied experiences necessary for their profession. There are no special considerations made as to selection of sites.

STUDENT MOTOR VEHICLES

Students attending Buckeye Career Center between the hours of 7:30am-3:00pm must be registered whether they are a student driver or a passenger in private vehicles. Registration will take place during the first month of the school year. Registration will take place throughout the year for new drivers and riders. The registration fee per vehicle is set yearly.

Students driving to school **MUST** abide by the following rules and regulations.

1. All motor vehicles **MUST** be registered. In order to register a vehicle, the driver must demonstrate proof of a valid driver's license and insurance.
2. When you enter the north or east parking lot, you **MUST** park your car and go immediately into the building. No loitering in the parking lot.
3. Traffic speed on driveways is 15 miles per hour and in parking lots shall not exceed 10 miles per hour.
4. Reckless operation, such as squealing tires, loud noise, sliding tire, etc. is prohibited in the parking lots, driveway, and to and from school.
5. Driving privileges may be suspended if the Director of Adult Education has reason to believe the student is using or possessing drugs or alcohol.
6. **STUDENTS ARE NOT PERMITTED TO PARK ON THE GRASS, IN THE JOE CARLISLE CAFÉ LOT, OR IN THE EARLY CHILD CARE/COSMETOLOGY LOTS.**
7. No privately owned motor vehicle may be moved from the parking lot at the end of the day until all school buses are safely on University Drive. Speed limit on University Drive is 35 mph.
8. Students are not permitted in the parking lot except by permission of a supervisor or instructor.
9. Student vehicles will not be permitted in labs, bullpens, and blacktop areas outside the labs without permission of the teacher and supervisor.
10. Student vehicles may not be left in the parking lot(s) at Buckeye Career Center overnight.

Failure to comply with these student driving regulations may result in the loss of driving privileges or other disciplinary action.

DRESS AND APPROPRIATE GROOMING

The following dress code requirements have been established following discussions between school officials and business, industry, and community leaders. Student health, safety, employability, professionalism, and appropriate learning environment are taken into consideration when developing the dress and grooming regulations.

- Clothing is expected to be clean and in good repair. Cut-off clothing or clothing appearing to be cut off is not permitted. Pants and shirts with holes are not to be worn. Fixing pants/shirts with duct tape or other tape or wearing other clothes under the holes is not permitted.
- Clothing or jewelry which displays or implies obscene language or gestures and which advertises or implies the use of drugs, alcohol, sex, hate, bondage, satanic cults, gang-related items, violence, death, and tobacco are unacceptable.
- Tank tops, halter tops, tube tops, transparent clothing and fishnet clothing are unacceptable. All tops/shirts are to cover the shoulder. Midriffs must be covered while standing and sitting. Shirts must be hemmed around the neck, arms, and bottom. Shirts/Tops must not expose cleavage and/or more than the underarm area.
- Dresses, skirts and shorts may be worn if they are not shorter than the length of a Buckeye I.D. card (approximately 3.5 inches) from the top of the kneecap. This includes when leggings are worn under the shorts/skirt. Short shorts, bicycle shorts, spandex tights, transparent mesh shorts and boxer shorts are not permitted. Pants/shorts should be worn to stay over the waistline and not be oversized (this includes oversized in the legs). They are not to sag and reveal undergarments.

- Sweatpants are not to be worn. Sweatpants are defined as pants having elastic around both the waist and ankles and/or drawstring around the waist and elastic around the ankles. Yoga pants are not to be worn. Tear away pants are not permitted. Sleepwear of any kind (ex. Flannel pajama bottoms) is not permitted. There is to be no writing on the seat of any pants.
- For safety, health and professionalism purposes, appropriate footwear must be worn. Only closed toed footwear will be permitted. Slippers are unacceptable, along with shoes with rollers.
- Jackets, hats, hoods, and overcoats are not permitted to be worn or carried during school hours. Only school approved book bags may be carried. Purses which are large enough to carry a textbook are considered book bags and are to be kept in lockers.
- Gloves, mittens, wristbands, and other items which would cover students' hands and wrists are not to be worn.
- Bandannas or gang-related insignia are not permitted.
- Sunglasses, unless prescribed, are unacceptable.
- Beards and mustaches must be neatly trimmed.
- Wearing of chains, of any type, is prohibited.
- Dirty and greasy shoes, jeans, slacks are not permitted outside of lab.
- For safety reasons, no facial piercing, dental jewelry, ear gauges or tongue rings. Facial piercings must be removed NOT covered with a Band Aid or have a spacer inserted. Clear spacers are prohibited. No excuses will be accepted from students who need to keep facial piercing in place due to healing purposes.
- Makeup must not be distracting or of extreme application. Hair color must be of natural color or tone. Two tones and highlights must be of natural color. Distracting hair styles are unacceptable. Hair must be well groomed. Mohawks are not permitted.
- Administration shall have the final say on all issues of dress that may not be specifically stated.

DRESS CODE CONSEQUENCES

Students will be given the opportunity to conform to the dress code and put on acceptable attire. If students do not have clothing to make the correction, or the student is unable to have a family member bring them acceptable clothing to school, he/she may be assigned to the in-school suspension room for the remainder of the school day.

- Repeated Offenses: Students who are found to be in violation of any portion of the dress code three times or more may be considered willfully disobedient with extended misbehavior as outlined in the student code of conduct Section B Item 7: Willful Disobedience and Section C Item 15: Extended Misbehavior/Repetitive Administrative Referrals.

HALL TRAFFIC

In order to maintain traffic in an orderly manner at Buckeye Career Center, we ask for your cooperation. Please keep to the right when passing in the hallways. Movement to and from classes should be quiet and orderly. Running, cursing, loud talking or loitering in the hallways will not be permitted. Arrive only a few minutes before your program is scheduled to begin. If you must arrive early, wait in the break room. No day-time student will be in the hall during program time without the proper I.D. badge. If you forget your I.D. Badge, a temporary 1-day badge may be borrowed one time from the Adult Education. It must be returned at the end of the day. If you lose your I.D. Badge, a replacement must be purchased. The fee for replacement I.D. Badges is set yearly. No Adult Student will be permitted in Buckeye Career Center without the appropriate I.D. Badge during the hours of 7:30am-3:00pm.

HONESTY

Whenever a student is guilty of cheating or plagiarizing, the instructor shall collect the student's paper and mark an "F" for the test or assignment. The possibility of further disciplinary action being taken, ranging from a verbal warning to suspension from school may occur.

Cheating includes, but is not limited to:

1. Getting or keeping partial or whole copies of tests or quizzes before they are distributed for student use.
2. Using notes, textbooks or other information in tests and quizzes
3. Getting or exchanging information during tests.
4. Copying homework assignments.
5. Copying computer disks.
6. Additional action as set by the teacher.
7. Lying about completing an assignment

Plagiarism

Plagiarism is not permitted. Plagiarism is defined as an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author: a piece of writing or other work reflecting such unauthorized use or imitation.

Copyright Information

All materials and work must be cited to the proper source and must not be distributed for profit.

U.S. Copyright law (Title 17 U.S. Code) and regulations issued by the Copyright Office govern the copying of copyright materials, including electronic information products and software, copying from a copyrighted work, including printing and downloading may constitute an infringement of the law. Use of equipment or electronic products or software owned by Pike CTC in a manner inconsistent with copyright law and license agreements is strictly prohibited. The person using the equipment is liable for any infringement he or she commits.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyright work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess cost and attorney's fees. For details, see Title 17, United States Code, Sections 504 and 505.

CONDUCT AND BEHAVIOR

Conduct disruptive to the educational process or destruction of property will be cause for suspension of the student's privileges of attending the Adult Education Program. A record of negative conduct and behavior will be maintained. Theft of school property, personal property, and smoking, use of drugs and evidence of consumption of alcoholic beverages will not be tolerated and will result in automatic suspension and/or expulsion.

DISMISSAL FROM THE PROGRAM

The faculty reserves the right at any time during the program to recommend to the Director of Adult Education the withdrawal of any student whose health, conduct, level of achievement in the classroom and/or lab setting or lack of aptitude for the trade makes it inadvisable for the student to remain in the Program. Examples of such classroom conduct include, but are not limited to:

1. Receiving a grade of “D” or lower
2. Failure of a course
3. Excessive absenteeism in the amount of more than 90% (class, lab, externship) or state oversight board requirements for your program.
4. Violation of school policies and regulations
5. Cheating on any test or written assignment
6. Positive result on a drug screening
7. Unprofessional behavior in actions and/or verbal comments made while with Buckeye Career Center and/or affiliate agencies

Examples of such conduct include, but are not limited to those identified in the student conduct section in the Adult Education Handbook. These and other acts may be cause for dismissal from the Program at the discretion of the school.

CODE OF CONDUCT - DISCIPLINE GUIDELINES

Good discipline is fundamental to successful education. The primary purpose of our school is to provide an education for all students. Every student has a right to this opportunity. When this educational process is interrupted or interfered with, corrective measures are necessary. These measures will generally begin with teacher or staff attempts to change behavior to minimize minor offenses. For breaking the code or repeated violations of the code, the student may be subject to suspension, loss of privileges, referral to counseling, emergency removal, or other forms of disciplinary action. Any act that detracts from the school day, destroys order, lowers the morals of the student body, or infringes on the rights of others will be handled accordingly by the Director of Adult Education or other administration. Any misconduct on or off school property that is directly related to and affects the welfare and morale of the school is within the scope of authority of school officials.

This Student Conduct Code will be in effect before, during, and after school hours and at any school-sponsored activity involving Buckeye students. Any guests are also expected to abide by this code.

The following definitions apply within the Student Code of Conduct:

- “Possession” includes, without limitation, retention on the student person or in purses, wallets, lockers, desks, bookbags, or automobiles parked on school property.
- “Under the Influence” is defined as manifestation signs of chemical misuse, such as restlessness, staggering, odor of chemicals, memory loss, abusive language or behavior, falling asleep in class or any other behavior not normal for the particular student.
- “Mood-altering substances” includes without limitation: narcotics, depressants, stimulants, hallucinogens, counterfeit controlled substances, marijuana, hemp, CBD products, alcohol, as well as prescription and non-prescription drugs.

CODE OF STUDENT CONDUCT

Code of Conduct-Discipline Guidelines

Section A-Attendance Incidents

Item 1: Cutting Class/Skipping School

A student shall not willfully refuse to attend his/her assigned class(es).

Item 2: Tardiness/Habitual

A student will not consistently/repeatedly fail to be in a place of instruction at the assigned time.

Item 3: Truancy/Unexplained

A student shall not be absent from class or school that the reason or excuse is inadequate or does not meet the criteria for an excused absence.

Item 4: Leaving School Grounds/Classroom Without Permission

Students will not leave school grounds when not authorized by school administration to do so. Students will not leave an assigned classroom when not authorized by school staff to do so.

Item 5: Out of Assigned Area/No Pass

A student will not be out of assigned area without permission and/or in a restricted access area without permission.

Section B-Rules Violation Incidents

Item 1: Dress Code Violations

No student will dress in a manner that violates the Student Code of Conduct or approved school dress code/uniform policy or in a manner that would be dangerous to the health and/or safety of students/staff and does not distract or offend others and/or disrupts the educational environment.

Item 2: Public Display of Affection

Students shall refrain from any form of unseemly, inappropriate, or otherwise excessive display of public affection.

Item 3: Cheating

Copying of another person's work or cheating on any test or assignment, using materials not authorized to see, plagiarize, etc.

Item 4: Failure to Comply with Classroom/School Rules

Students are not to violate specifically posted or written school or classroom rules that are not necessarily disruptive behaviors. Examples may include, but not be limited to: repeatedly unprepared for class or not following school motor-vehicle rules.

Item 5: Violation of Safety Code

No student shall violate any established safety code or commit actions that are unsafe while under the jurisdiction of the school.

Item 6: Willful Disobedience

A student shall comply with all reasonable requests made by school personnel.

Section C-Disruptive Incidents

Item 1: Disobedience/Defiance/Insubordination

A student shall comply with directions from teachers, or other authorized school personnel, during any period of time when the student is under the authority of school personnel. Violations of any minor rule, directive, or disciplinary procedure shall also constitute disobedience/defiance/insubordination. Flagrantly negative attitude and disrespect also constitutes disobedience/defiance/insubordination.

Item 2: Disruptive Behavior/Play

A student shall not conduct behavior that by its nature disrupts the educational process. Conduct that interferes with the process of teaching/learning or disrupts the orderly environment of the classroom or learning environment.

Item 3: Disrespect

No student will be disrespectful to any staff person or student either verbally or nonverbally. Name-calling, intimidation, insulting, will be considered a form of disrespect.

Item 4: Disruption of a School Function/Disorderly Conduct

No student shall commit any act which substantially disrupts the orderly conduct of a school function, or behavior which substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others.

Item 5: False Fire Alarm/Unnecessary Discharge of a Fire Extinguisher

No student, without reasonable cause, by outcry or the ringing of bells/alarms, or otherwise, will make a false fire alarm. Students will not discharge fire extinguishers for reasons other than to put out a fire in emergency situations.

Item 6: Forgery of a Document or Signature

A student shall not fashion or reproduce the signature of another for fraudulent purposes or falsify times, dates, grades, addresses, or other data on school forms or correspondence directed toward school officials.

Item 7: Gambling

Students shall not participate in any games of chance or skill for money, profit, or anything of value.

Item 8: Horse Playing

Students will not engage in rowdy, rough and/or disruptive behavior that interferes with the safe and/or purposeful order of school.

Item 9: Inappropriate Use or Possession of an Electronic Device

Students shall not be in possession of an electronic device that has no educational purpose, nor shall any student use any electronic device in a manner that violates the district's Acceptable Use Policy or Student Handbook.

Item 10: Inciting a Disturbance

Students will not contribute, through words or action, to the encouragement or inciting a confrontation that has the propensity to escalate into a fight between students.

Item 11: Insulting/Profane/Obscene/Offensive Language/Materials

Students will refrain from the use of abusive, profane, obscene, or vulgar language (verbal, written, electronic, or gestures) or conduct directed toward any person or situation. Furthermore, the possessing, taking, disseminating, transfer or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing, or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs may be punished under this Code of Conduct and may be reported to the appropriate law enforcement agencies.

Item 12: Lying/Misrepresentation

Students will not intentionally provide false or misleading information to a member of the school staff.

Item 13: Profanity Directed Toward Staff

Students will not use abusive, profane, obscene, or vulgar language (verbal, written, or gestures) or conduct directed toward any school staff face to face or indirectly.

Item 14: Prohibited/Distracting Items

Students will not be in possession and/or use of items that are inappropriate or distracting. Unless a student has a specific educational and lab/class purpose for an item, the item should not be brought to school.

Item 15: Extended Misbehavior/Repetitive Administrative Referrals

Student has been referred to the administration for three or more violations of the Code of Conduct.

Item 16: Trespassing/Loitering

Students are not to enter or remain on a school campus, a school board facility, or at school function without authorization or invitation after being directed to leave by school administrative staff or any other designee of such facility.

Item 17: Unauthorized Sale/Distribution of Material

Students are not to sell or distribute materials that are not authorized by school officials.

Item 18: Gang Affiliation

Any evidence is prohibited. This may include, but not be limited to gang related clothing, tattoos, gang names displayed in written form, or substantiated documentation of gang affiliation.

Item 19: Misconduct Against School Officials and Employees

Students will not plan, encourage, or engage in any intentionally written, verbal or physical acts, or coerce another to do such acts or behavior that by its nature is misconduct toward any school official or employee, or the property of such officials or employees regardless of location. This includes conduct off school property.

Section D-Substance Abuse/Drug Incidents

Item 1: Alcohol Use, Possession, Under the Influence or Evidence of Use.

Students shall not use or display evidence of use, possess, transmit, be under the influence of alcohol and alcoholic beverages.

Item 2: Drug/Drug Paraphernalia Use, Possession, Under the Influence or Evidence of Use.

Students shall not use or display evidence of use, possess, transmit, conceal, make, attempt to make, or be under the influence of drugs, look-alike drugs, or mood-altering substances, gas inhalants or related tools not specifically authorized by a physician while under the authority of school officials. Likewise, students shall not have a discernable odor of any drug upon arrival at school or a school-sponsored or related event.

Item 3: Sale/Transmittal of Drugs or Imitation Drugs, including Alcohol

A student will not sell/transmit, attempt to sell/transmit drugs, look-alike drugs, or mood-altering substances, including alcohol or alcoholic beverages.

Item 4: Tobacco/Tobacco Paraphernalia, Use, Possession, Sale or Transmittal

Possession, consumption, distribution, purchase, or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar look alike devices in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event is prohibited. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other substance that may contain tobacco. Smoking of electronic cigarettes, "vapor devices," and other substitute forms of cigarettes, whether they contain nicotine or not, are also prohibited.

Item 5: Unauthorized Use or Possession of Over-the-Counter Medication/Prescription Medication

Students shall not be in possession of or use over-the-counter medications/prescription medications, including, but not limited to items such as aspirin, Midol, Advil, Aleve, No Doze and herbal supplements without parental approval, as well as proper school procedures and notification.

Section E-Acts Against Persons

Item 1: Assault/Battery

A student shall not purposely cause physical injury or behave in such a way that would threaten to cause physical injury to any person while under the jurisdiction of the school; nor shall any student encourage another person to commit the offense of assault. Assault/battery through the use of an object or a dangerous weapon or instrument is considered aggravated.

Item 2: Threatening

A student shall not threaten a student, staff, or visitor directly or indirectly. A low-level threat is one that poses a minimal risk to the victim and public safety. The threat is vague and indirect. Information contained within the threat is inconsistent, implausible, or lacks detail. The threat lacks realism and the content of the threat suggests the person is unlikely to carry it out. A high-level threat is one that appears to pose an imminent and serious danger to the safety of others. The threat is direct, specific, and plausible. The threat suggests concrete steps that have been taken toward carrying the threat out.

Item 3: Assault/Battery Upon a Teacher/School District Employee

A student will not commit a willful and intentional act to cause harm to a teacher or other school district employee through the use of force.

Item 4: Bullying/Harassment/Intimidation

A student shall not plan, encourage, or engage in any intentionally written, verbal, electronic, or physical act exhibited towards another student more than once; the effect of which occurs on school property, or at a school sponsored activity and causes mental or physical harm to the other student, or is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. A person who uses power (physical, verbal, written, or psychological) for any reason including, but not limited to age, gender, race, nationality, ethnicity, religion, or sexual orientation will not be tolerated. In addition, any series of behaviors where a person uses or threatens physical, sexual, verbal or emotional abuse to control the person's dating partner will be considered bullying, harassment, and/or intimidation. No one is permitted to retaliate against a student because he/she assists or participates in an investigation, proceeding, or hearing regarding the charge of bullying, harassment, and/or intimidation of an individual. Individuals needing to report bullying, harassment, or intimidation are to see a school administrator and may be asked to report the incident(s) on a bullying, harassment, intimidation documentation form.

Item 5: Fighting (Minor Altercation)

Students will not engage in mutual participation of two or more students in a hostile or physical encounter/altercation involving violence, such as pushing, pulling, pinching, striking, etc.

Item 6: Fighting (Student with Student)

A student shall not fight. Fighting is the mutual and willful participation of two or more students in a hostile or physical encounter involving violence, such as hitting, punching, pushing, pulling, pinching, striking, etc. Words can constitute provocation, which is defined as provoking or being provoked, cause of annoyance.

Item 7: Fighting (Student Attacking Teacher or District Employee)

Students will not engage in a hostile or physical encounter/altercation involving violence toward a teacher or district employee.

Item 8: Hazing

Students will not be involved in any act that is considered to be any willful act done by a student for the purpose of subjecting another student to humiliation, intimidation, and/or physical abuse, social or other ostracism, shame or disgrace. Permission, consent, or assumption of risk by a student subjected to hazing does not affect the violation of the provision.

Item 9: Making False Accusations Against School Staff

Students shall not intentionally make false accusations against a member of the school staff that could jeopardize the employee's employment, professional reputation, or certification.

Item 10: Sexual Harassment

Students will not sexually harass any individual at Buckeye Career Center. Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct, contact or communication of a sexual nature (verbal, written and/or electronically), intentional brushing against, patting, or pinching of another's body; suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, leering with sexual overtones, gestures, display of sexually suggestive objects, posters, or cartoons, or indecent exposure. When such unwelcome activities occur, students should report, by telephone or personal visit. The reporting student should provide the name of the person(s) who he/she believes is responsible for the harassment and the nature of the harassment. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which would require that the violator be reported to proper authorities in compliance with state law.

Item 11: Sexual Misconduct

No student shall engage in sexual acts on school property or during school events.

Item 12: Unauthorized Physical Contact

No student shall touch or make physical contact that is unwanted, unwelcome, and/or unauthorized with any student, staff, or other individual while under the school's jurisdiction.

Section F-Unlawful Incidents

Item 1: **Bomb Threat (Placing)**

No student will threaten to throw, project, and place or discharge a destructive device with intent to do bodily harm to any person or with intent to damage any property of any person.

Item 2: **Bomb Threat (False Reporting)**

No student shall make a false report, with intent to deceive, mislead, or otherwise misinform a person concerning the placing or planting of any bomb, dynamite, or other deadly explosive.

Item 3: **Extortion**

No student by use of threat or intimidation will obtain anything of value from another person.

Item 4: **Other Serious Incidents/Delinquent Acts**

A student shall not commit any other criminal acts on school board property not set forth in School Board policy.

Item 5: **Possession of Dangerous Weapons/Instruments**

A student shall not possess, threaten to bring, use, transmit, handle, or conceal any weapon (or look-a-like weapon), or instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury. This also includes any material or object which is not being used for the purpose in which it was designed. This is to include any type of pocket knife.

Item 6: **Robbery or Attempted Robbery**

A student will not take or attempt to take anything of value that is owned by another person under confrontational circumstances by force, threat of force, violence, and/or by putting the victim in fear.

Section G-Property Incidents

Item 1: **Breaking and Entering/Burglary (Illegal Entry into a Facility)**

A student shall not unlawfully enter into a building or structure, with or without force.

Item 2: **Inappropriate use of Computers/E-mail/Internet**

A student shall not inappropriately use a computer, including but not limited to, breaking into restricted accounts or networks, modifying or destroying files without permission, illegally copying software, entering, distributing, or printing unauthorized files, and any other misuse or violation of Buckeye Career Center's Technology/Acceptable Use Policy.

Item 3: **Starting a Fire/Arson**

A student will not willfully and/or unlawfully set a fire within or outside of a building, structure and/or other property while under the jurisdiction of school officials. Arson can constitute when the fire must be extinguished by school personnel and/or local fire department and resulting in damage to such building, structure, and/or property.

Item 4: **Theft**

A student will not unlawfully take or conceal the property of another person, without threat, violence, or bodily harm, with intent to prevent or deprive the rightful owner of the use of such property. This includes taking of property from a vehicle on school grounds. Theft is grouped by the following categories:

- *Petty 1-property value below \$50.00*
- *Petty 2-property value above \$50.00 and below \$300.00*
- *Grand-property value above \$300.00*
- *Personal Identity*

Item 5: **Vandalism/Damage to Property**

A student will not willfully and/or maliciously destroy, damage, or deface public or private property, real or personal, without the consent of the owner or the person having custody or control of such property.

PROHIBITION OF HARASSMENT OR BULLYING

It is the policy of Buckeye Career Center to prohibit harassment, intimidation, dating violence, or bullying of any student on school property, on a school bus/van, or at school-sponsored events. Students found responsible for harassment; intimidation, or bullying, including by an electronic act; or other violation of this policy face the possibility of suspension, expulsion or other discipline. "Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

As used in this policy, the term "harassment" is defined as harassment, intimidation, or bullying and further means either of the following:

A. Any intentional written, verbal, electronic act, or physical act that an individual has exhibited toward another person more than once and the behavior both:

- (1) Causes mental or physical harm to the other student; and
- (2) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

B. Violence within a dating relationship

As used in this policy, "violence within a dating relationship" or "dating violence" refers to the intentional use of actual or threats of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control his or her dating partner. It is a pattern of coercive behavior that one dating partner exerts over the other for the purpose of establishing and maintaining power and control.

Dating as used in this policy means any romantic relationship between an unmarried couple regardless of duration, commitment level, or physical intimacy. Dating partner as used in this policy means any person, regardless of gender, involved in a dating relationship.

Promptly reporting incidents of and documenting any reported incidents of harassment or other behaviors prohibited by this policy are extremely important. School personnel must promptly report incidents of harassment or other behaviors prohibited by this policy of which they are aware to the Director of Adult Education. The reports must be in writing and follow the procedures outlined.

A violation of this policy is a violation of the Student Code of Conduct, and any student who violates this policy is subject to discipline pursuant to the Student Code of Conduct. Students who deliberately make a false report are also subject to discipline, including the possibility of expulsion.

Strategies to protect victims of harassment or others from new or additional harassment and from retaliation following a report of a violation of this policy include, but are not limited to, discipline pursuant to the Student Code of Conduct of students who violate this policy, monitoring or counseling by school personnel, or other appropriate action as determined by the Director or designee. In implementing this policy, Buckeye Career Center will not violate a student's rights in violation of the First Amendment of the U.S. Constitution.

SUSPENSION AND/OR EXPULSION/DISMISSAL

A student may be suspended and/or expelled from Buckeye Career Center and not permitted to return. A student will be notified in writing of the intent to expel by the Director of Adult Education of Buckeye Career Center. You will be given a hearing to explain why the expulsion is pending.

1. Alcoholic Beverages
 - A. Use
 - B. Possession
 - C. Selling, Buying, or exchanging on school property
 - D. Non-permitted use of
2. Illegal Drugs and Look-alike Drugs, including inhalants
 - A. Use
 - B. Possession
 - C. Selling, buying, or exchanging on school property
 - D. Non-permitted use
3. Fighting
4. Sexual misconduct
5. Unlawful possession of weapons
6. Use of weapons
7. Discharge of fireworks or explosives on school property.
8. Illegal use of fire
9. False alarms - including fire, tornado, bomb threats, or other catastrophe.
10. Unauthorized Physical Contact
11. Extended misbehavior
12. Discharge of fire extinguisher
13. Evidence of gang affiliation (may include, but not limited to: gang-related clothing, tattoos, gang Names or symbols displayed in written form, or substantiated documentation of gang affiliation)
14. Threat and/or profanity toward a teacher
15. Inciting violence or disruption — student walkouts of demonstrations
16. Theft
17. Destruction of school and/or private property
18. Inappropriate use of computers/Internet
19. Refusing to obey safety rules
20. Hazing
21. Other offenses as determined by the Superintendent.

CARE OF SCHOOL PROPERTY

Students will be assessed for damage or misuse to any school property.

STUDENT RECORDS

Adult students may inspect and review education records to which they are entitled to have access upon request. Eligible students should submit to the Director of Adult Education a written request which identifies the record or records which he/she wishes to inspect. The Director of Adult Education will make arrangements for the eligible student to review and inspect the records within 45 days after the receipt of the request for access and will notify the eligible student of the time and place where the records may be inspected. No records are to be removed from the school; a director, teacher, or other qualified school personnel must be present to explain any of the tests or other material. When records contain information about students other than the eligible student, the eligible student may not inspect and review the records of the other students.

A student must give written permission for anyone other than the Director of Adult Education, Assistant Director of Adult Education, Student Services Coordinator, Transitions Coordinator, or Instructor to view their file. It is the intent of the school district to limit the disclosure of information contained in the student's education records except:

- A. By prior written consent
- B. As directory information and
- C. Under other limited circumstances

The following rights exist:

- 1. The right to inspect and review the student's educational records.
- 2. The right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the student's request.
- 3. The right of any person to file a complaint with the U.S. Department of Education if the district violates relevant Federal law, specifically the Federal Educational Rights and Privacy Act and
- 4. The right to acquire information concerning the procedure which the student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies.

The school district proposed to designate the following information contained in the student's education records as "directory information," and will disclose that information without prior written consent, except when the request is for a profit-making plan or activity:

- 1. Student's name
- 2. Student's address
- 3. Student's date of birth
- 4. Student's program designation

Adult students will have two weeks from the first day of the school year in which to advise the District of any or all items which they refuse to permit as directory information about that student.

If for any valid reason such as working hours, distance between record location sites or health, an eligible student cannot personally inspect and review a student's education records, the district will arrange for the eligible student to obtain copies of the records at reasonable cost to the student.

Other than requests as described above, school officials will release information from, or permit access to, a student's education records only with the prior written consent of a student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations (e.g., to comply with judicial order or subpoena or where warranted, in a health or safety emergency, etc.)

LOCATIONS OF EDUCATION RECORDS

Adult Education Office

RECORDS OF REQUEST FOR ACCESS & DISCLOSURES **MADE FROM EDUCATION RECORDS**

The school district will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits, with some exceptions listed below.

The record will include at least:

- A. The name of the person who or agency which made the request.
- B. The interest which the person or agency has in the information.
- C. The date on which the person or agency made the request and
- D. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

Failure to permit searches and seizures will be considered insubordination and grounds for disciplinary action. A student's person and/or personal effect (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized, or unsafe materials.

It is the responsibility of the school administration to try to protect each student under its control, therefore:

- 1. If possible, police officers should contact and/or question students out of school. If this is not possible, school authorities will bring the student to a private room and the contact will be made out of sight of others.
- 2. The Director of Adult Education must be notified before a student is questioned in school.
- 3. A school official should be present when an interrogation takes place.
- 4. The police department will be notified whenever a student is involved in any type of criminal activity.

GRIEVANCE POLICY & PROCEDURE

The Buckeye Career Center Board of Education (BCC Board of Education) believes that complaints and grievances are best handled and resolved as close to their origin as possible, and that the staff should be given every opportunity to consider the issue and attempt to resolve the problem prior to involvement of the Board. Therefore, the proper channeling of complaints involving instruction or discipline will be as follows:

1. Classroom Instructor
2. Student Services Coordinator
3. Assistant Director of Adult Education
4. Director of Adult Education

The BCC Board of Education expects the professional staff to receive complaints courteously and to make a proper reply to the complainant in a timely and fair manner as follows:

1. The student must submit the complaint in writing within five (5) working days of the problem to the first person on the above list.
2. That person has five (5) working days after receiving written notification of the complaint to reply to the problem.
 - A. If satisfactory resolution is achieved, no further action is necessary.
 - B. If satisfactory resolution to the problem is NOT achieved:
 - (1) The student may notify the next person on the list but no later than three (3) working days after receiving the written response.
 - (2) The next person on the list has five (5) working days after receiving the written notification to respond to the problem.
 - (3) You may continue this process as long as you adhere to the stated time frames until you get to the Director of Adult Education.
 - (4) Once the Director of Adult Education is notified, the Director will make a decision regarding the grievance within five (5) working days of written notification. The student will also be given the opportunity to meet with the Director of Adult Education. If satisfactory resolution is not achieved, the student may appeal to the Superintendent within the stated time frames, and finally to the BCC Board of Education following their published procedures.

In event of unsatisfactory resolution at the institutional level, please contact: **Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, phone (800) 917-2081, www.council.org.**

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Section 6

Program Policies



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GRADING POLICY

Each student's attendance and grades will be monitored at regular intervals. The following policy applies to all occupational programs. Certain programs have additional attendance and grades monitoring requirements that supersede this section.

The Buckeye Career Center operates on a quarterly grading period. To obtain an adequate appraisal of a student's progress, the following criteria should be included in arriving at a grade:

1. Attitude, behavior and attendance
2. Teacher-made tests
3. Homework and supervised study activities
4. Standardized test information
5. Group and individualized assignments
6. Classroom participation
7. Laboratory and related activities

Progression or advancement through levels should involve the realization that a pupil advances according to his/her own individual ability, therefore Buckeye Career Center makes every attempt to provide a flexible program when possible.

THE PURPOSES FOR WHICH THE GRADE CARD SERVES ARE:

- A. To inform the pupil of his/her own achievement
- B. To focus attention on pertinent data about pupils (attendance, tests, etc.)

At the end of each grading period of program participation, the student must have a minimum "C" cumulative grade average. Less than cumulative grade average "C" will result in academic probation. If the grade average has not reached "C" by the next grading period of program participation, the student will be dismissed.

GRADE INTERPRETATIONS

For the purpose of averaging grades the following numerical values are substituted for grades: A = 4, B = 3, C = 2, D = 1, F = 0. The points should be added and the total divided by the number of grades given. The number is then converted back to a letter grade using the following scale:

<u>Symbol</u>	<u>Grade Determination</u>	<u>Point Value</u>	<u>Range of Points</u>
A	90-100	4	3.60-4.00
Outstanding work. The student demonstrates superior control of ideas, knowledge, and understanding of subject matter which shows continuous improvement.			
B	80-89	3	2.60-3.59
Highly commendable. The student demonstrates good control of ideas, knowledge, and understanding of subject matter which shows continuous improvement.			
C	70-79	2	1.60-2.59
Satisfactory work. The student demonstrates limited control of ideas, knowledge, and standing of subject matter which shows limited improvement.			
D	60-69	1	.60-1.59
Poor work. The student demonstrates very limited control of ideas, knowledge, and understanding of subject matter and very limited improvement.			
F	0-59	0	.00-.59
Failure. The student demonstrates no apparent control of ideas, knowledge, and understanding of subject matter with no measurable improvement.			
W	Withdrawal	0	.00-.00
Withdrawal. If at any time during the year the student quits attending for more than 15 consecutive days he/she will automatically be withdrawn from the program.			
I	Incomplete	0	Temporarily Withheld
Incomplete. Incomplete work MUST be completed within 2 weeks of receiving the mark. All incompletes will become an automatic "F" unless a medical report from the doctor is acquired within one month.			

GRADING POLICY **DETERMINING THE YEAR END GRADE**

Example:	1st = A = 4	1st = C = 2
	2nd = A = 4	2nd = C = 2
	3rd = A = 4	3rd = B = 3
	4th = B = <u>3</u>	4th = B = <u>3</u>
	Total 15	Total 10
	15 divided by 4 = 3.75 A	10 divided by 4 = 2.50 C

A yearly final grade is secured by averaging four grades - one for each quarter. A student must earn a 2.0 average to qualify for the Career Passport.

GRADE CARDS

Grade cards will be distributed every quarter. Questions regarding grades or credits should be immediately brought to the attention of the instructor and/or supervisor. Grade cards and grades may be withheld if the student has any unmet financial obligations, has not completed State or Federal testing requirements, or is not eligible to receive a Career Passport. Grades and credits may be withheld due to excessive absence for non-completion of the course.

EXTERNSHIPS/WORK BASED ACTIVITIES

The goal of Externship is to locate and secure positive placement at the completion of the career-technical experience. All externships must be related to the student's career-technical program of study. In programs that include an Externship students are placed in a "real-world" work situation to job shadow for a set number of hours. Students have certain responsibilities in order to be eligible to participate, including: 1) Student must meet 90% attendance rate for year to date or 100% for Cosmetology, Esthetics, and Law Enforcement Training Academy, 2) Student must have at least a 2.0 average for both the 3rd Quarter and year, 3) Student must have completed any required testing, 4) Students must have a high school diploma or equivalency, 5) Complete training agreements and training plan, 6) Be responsible for notifying employer and instructor when one is going to be absent, 7) Can only change jobs with instructor's permission, and 8) The student must take position offered by instructor/externship site.

If a student fails to complete the externship portion for any reason (whether he/she quits the job site; refuses to attend; is fired; or the instructor feels the need to pull the student from the site), then **HE/SHE FAILS THE PROGRAM.**

The lab instructor must:

- Recommend the student for placement based on the student being capable of performing entry level duties and tasks related to the career technical program's competencies.
- Approve the work-based training site as being related to the student's career technical program.
- Have on file all documentation of any safety test and safety training necessary for the career technical program.
- Meet with the employer about the job duties, expectations, training agreement, and grading.

The student must meet the following requirements:

- The GPA for Lab and Classroom must be at least a 2.0.
- No failing grade currently in any class
- A student will be denied placement if he/she is at risk of receiving a failing grade in any class.
- Passage of all safety tests and safety training necessary for the career technical program completed at a passage rate of 100%
- Attendance must meet program requirements.
- Meet all requirements of externship site, if applicable, including, but not limited to, negative background check, a negative Tuberculosis skin test, and appropriate immunizations and vaccinations.
- Fees and Tuition must be paid in full.
- Students not participating in Externship will not receive transcripts, grades, or a Career Passport and will not be permitted to participate in the awards ceremony at the end of the year.
- Students must maintain a passing grade at all times. Grades on Externships are determined by the employer. Students that have a failing grade will have one week to bring the grade to passing or will be pulled from the job site.
- Students may not change or quit jobs without discussing it with the instructor and employer. Changing job sites without instructor permission may result in an "F" for the grading period.
- All necessary paperwork and signatures must be completed and turned in to the Student Services Coordinator before Externship can begin.
- Any change or variation from the above guidelines must be approved by the Student Services Coordinator.
- Special circumstances will be considered as the year progresses.

Any student that does not follow the above listed guidelines will be removed from the job site immediately.

Transportation to work from Buckeye must include:

- A valid Ohio Driver's License and Proof of automobile insurance.

When adult students are scheduled to attend in a facility for externship, they are not subject to the school's decision of either a cancellation or delay. Students not in attendance at their externship will be counted absent. When a student is counted absent, they must follow the make-up procedures as written in their handbook with the attendant deadlines and costs. Adult students are responsible for their own decision on whether to attend or be counted absent.

QUALIFICATIONS TO RECEIVE BUCKEYE CAREER CENTER ADULT EDUCATION CAREER-TECHNICAL CERTIFICATE

Full-time students will receive a Career-Technical Certificate from the Career Center if he/she meets the requirements set forth by the Ohio Department of Higher Education, Division of Career-Technical Education, Council on Occupational Education, and local Board Policy. Passing a career-technical course does not necessarily qualify a student for the Career Technical Certificate.

The Cosmetology and Esthetics Courses requires each student to pass all components of the curricula and have 100% attendance for all hours as set by the Board of Cosmetology. The Law Enforcement Training Academy Course requires each student to pass all components of the curricula and have 100% attendance for all hours as set by the Ohio Attorney General.

In all other career development Adult Education programs, students cannot miss more than 10% of the total hours, excused and unexcused, over the course while at Buckeye Career Center in order to receive his/her certificate. A 2.0 grade average is required in lab and related to receive a certificate, all mandated testing (including meeting the required WorkKeys® level) must be completed, the externship (if applicable) successfully completed, and all tuition must be paid.

COMPLETION

A Career-Technical Certificate issued under the auspices of the Ohio Department of Career-Technical Education will be awarded each student who attends 90 percent of scheduled **full-time** job-specific programs and satisfactorily completes all courses requirements (completion of all industry standard testing, obtain required WorkKeys® levels, successfully complete required externship) and has all tuition and fees paid in full. Students attending Cosmetology, Esthetics, and Law Enforcement Training Academy must meet the attendance requirements of the State of Ohio Board of Cosmetology and the Ohio Attorney General respectively.

CAREER PASSPORT

This professional document includes a listing of specific career-technical field competencies, a Career-Technical certificate, and may include copies of awards, transcripts, and other credentials which will identify you as a skilled Career-Technical program completer. Buckeye Career Center will recognize and honor students who have successfully completed their program at an Annual Awards Ceremony. Only those students successfully completing all requirements of the Career Development Program will receive a Career Passport (see requirements stated above).

ADULT EDUCATION AWARDS CEREMONY

Upon successful completion of the program, an Adult Education Awards Ceremony will be held. During this ceremony, students will receive their Career Passport from the Buckeye Career Center Board of Education. Friends and family are encouraged to attend and take advantage of this opportunity to celebrate their loved one's hard work and accomplishment. All fees and tuition must be paid in order to participate. No grades, transcripts, or Passports will be released without full payment of all tuition and fees.

COSMETOLOGY

This comprehensive program prepares the student to sit for the Ohio State Board of Cosmetology examination. Students will learn how to give a professional shampoo, hair shaping and cutting, manicure, and facial. They will learn the art of coloring hair to achieve a desired result and to perm or relax hair.

Certifications offered: OH State Board of Cosmetology Licensure, CPR/First Aid
Ohio State Board of Cosmetology- (614) 466-3834
1929 Gateway Cir, Grove City, OH 43123

Start Date: August 23, 2023

End Date: May 2025

Program Hours: 1500

Hours: 1st year: Monday-Thursday 4:00pm-9:30pm
2nd year: Monday-Thursday 4:00pm-9:30pm

Tuition: \$11,675

Lab Fees: \$3,040

WorkKeys: Applied Math 4
Graphic Literacy 4
Workplace Documents 4

The above minimum levels are strongly recommended for success in your chosen program prior to the beginning of class; however, a total level score of 12 or higher is required.

Completion Requirements: 100% Attendance, 2.0 Grade Point Average, Meet all financial obligations to the school, Board of Cosmetology Test

Articulations: Franklin University, Akron University, Kent State University

COURSE OUTLINE

Infection Control & Principles/Practices	45 Hours
Properties of Hair and Scalp	90 Hours
Hair Procedures & Practices	445 Hours
Chemical Procedures & Practices	360 Hours
Manicure & Pedicure Procedures & Practices	90 Hours
Skin Care Procedures & Practices	67.5 Hours
Artificial Lashes/Extensions	6 Hours
Facial Make-Up	16.5 Hours
Salon Operations & Communications Skills	90 Hours
Cosmetology Laws and Rules	15 Hours
Flexible Learning Hours (Soft Skills, Field Trips, Guest Speakers, etc)	125 Hours
Internship	<u>150 Hours</u>
	1500 Hours

Theory 25%

Lab 75%

DENTAL ASSISTING

This program is designed to make available the fundamental information and skills required for employment in a dentist's office or clinic.

Certifications offered:	Registered Dental Assistant Ohio Radiography License CPR/First Aid (BLS)
Start Date:	August 23, 2023
End Date:	May 2024
Program Hours:	600
Hours:	Tuesday-Thursday 9:00am- 3:00pm <i>Externship hours vary by site for a total of 80 hours.</i>
Tuition:	\$4,680
Lab Fees:	\$2,075
WorkKeys:	Applied Math 4 Graphic Literacy 4 Workplace Documents 5

The above minimum levels are strongly recommended for success in your chosen program prior to the beginning of class; however, a total level score of 13 or higher is required.

Completion Requirements:	90% Attendance, 2.0 Grade Point Average, Externship Completion. Meet all financial obligations to the school.
Articulations:	Franklin University, Akron University, Kent State University

COURSE OUTLINE

Anatomy & Physiology of the face and jaw	50 hours
Vital Signs Patient Prep	120 hours
Diagnostic Testing	50 hours
Dental Terminology	50 hours
Preparing Equipment & Instruments	50 hours
Classifications of Drugs and Administering Medications	50 hours
Radiography	50 hours
Medical Office Procedures	100 hours
Externship	<u>80 hours</u>
	600 hours

Theory	40%
Lab	60%

ESTHETICS

This comprehensive program prepares the student to sit for the Ohio State Board of Cosmetology examination. Students will learn how to do facials, hair removal, and other treatments to help maintain clients' personal appearance

Certifications offered: OH State Board of Cosmetology Licensure, CPR/First Aid
Ohio State Board of Cosmetology- (614) 466-3834
1929 Gateway Cir, Grove City, OH 43123

Start Date: August 23, 2023

End Date: May 2024

Program Hours: 600

Hours: Monday-Wednesday 4:00pm-10:00pm

Tuition: \$4,680

Lab Fees: \$1,500

WorkKeys: Applied Math 4
Graphic Literacy 4
Workplace Documents 4

The above minimum levels are strongly recommended for success in your chosen program prior to the beginning of class; however, a total level score of 12 or higher is required.

Completion Requirements: 100% Attendance, 2.0 Grade Point Average, Meet all financial obligations to the school, Board of Cosmetology Test

Articulations: Franklin University, Akron University, Kent State University

COURSE OUTLINE

Infection Control & Principles/Practices	45 Hours
Anatomy	22.5 Hours
Massage	45 Hours
Skin Care Procedure & Practices	150 Hours
Chemistry	22.5 Hours
Study of Skin	55 Hours
Specialized Equipment	41.25 Hours
Make-Up	50.25 Hours
Artificial Lashes/Extensions	6 Hours
Salon Operations & Communications Skills	30 Hours
Cosmetology Laws and Rules	15 Hours
Flexible Learning Hours (Soft Skills, Field Trips, Guest Speakers, etc)	37.5 Hours
Internship	<u>80 Hours</u>
	600 Hours

Theory 25%

Lab 75%

HEATING, VENTILATING, AIR CONDITIONING AND REFRIGERATION

The HVAC-R program is designed to provide a basic foundation for a student to enter into the heating, air conditioning and refrigeration industries. Skills from hands-on learning will prepare the students to work in one of many areas: sheet metal fabrication, plumbing, service technician in heating/cooling units, auto air conditioning service and repair, and installation of commercial and industrial systems.

Certifications offered:	EPA Section 608 Refrigerant Technician CPR/First Aid	
Start Date:	August 23, 2023	
End Date:	May 2024	
Program Hours:	600	
Hours:	Monday-Thursday	5:00pm- 9:30pm
Tuition:	\$4,620	
Lab Fees:	\$2,510	
WorkKeys:	Applied Math	4
	Graphic Literacy	4
	Workplace Documents	4

The above minimum levels are strongly recommended for success in your chosen program prior to the beginning of class; however, a total level score of 12 or higher is required.

Completion Requirements:	90% Attendance, 2.0 Grade Point Average Meet all financial obligations to the school.
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Articulations:	Franklin University, Akron University, Kent State University
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COURSE OUTLINE

Using the Tools & Equipment in HVAC	17 Hours
Basic Refrigeration Systems	31 Hours
Electrical Circuits & Controls	76 Hours
Maintaining & Servicing Refrigeration Systems	115 Hours
Commercial Refrigeration Systems	18 Hours
Sheet Metal Fabrication	40 Hours
Heating Systems	123 Hours
Theory of Humidifiers & Dehumidifiers	12 Hours
Heat Pumps & Complete Air Conditioning Systems	23 Hours
Fundamentals & Servicing of Air Conditioning	119 Hours
Basic Plumbing Skills	<u>26 Hours</u>
	600 Hours

Theory	33%
Lab	67%

HEAVY EQUIPMENT/CDL A OPERATOR

The Heavy Equipment/CDL A program is offered by Buckeye Career Center Adult Education in conjunction with the American Professional Driving School. At the end of the training, the student will have the knowledge and skills needed to land a job with one of the many carriers hiring graduates today.

Certifications offered:	CDL A, OSHA 10, SafeLand USA Basic, CPR/First Aid	
Start Date:	August 23, 2023	
End Date:	May 2024	
Program Hours:	800	
Hours:	Monday-Thursday	2:30pm- 8:30pm
	<i>CDL Hours are Mon.-Fri. 7:30am-4:30pm for 120 hours (3 weeks).</i>	
Tuition:	\$6,750	
Lab Fees:	\$6,230	
WorkKeys:	Applied Math	4
	Graphic Literacy	4
	Workplace Documents	4

The above minimum levels are strongly recommended for success in your chosen program prior to the beginning of class; however, a total level score of 12 or higher is required.

Completion Requirements:	90% Attendance
	2.0 Grade Point Average
	Meet all financial obligations to the school.
Articulations:	Franklin University, Akron University, Kent State University

COURSE OUTLINE

Heavy Equipment Operations	600 Hours
CDL Training	<u>200 hours</u>
	800 hours

MEDICAL ASSISTING

This course is designed to make available the fundamental information and skills required for employment in a physician's office, a clinic, hospital or a similar health providing setting.

Certifications offered:	Registered Medical Assistant, CPR/First Aid (BLS)		
Start Date:	August 23, 2023		
End Date:	May 2024		
Program Hours:	900		
Hours:	Monday-Thursday 8:00am- 3:00pm OR 3:00pm-10:00pm <i>Externship hours vary by site for a total of 160 hours.</i>		
Tuition:	\$7,005		
Lab Fees:	\$1,925		
WorkKeys:	Applied Math	4	
	Graphic Literacy	4	
	Workplace Documents	5	

The above minimum levels are strongly recommended for success in your chosen program prior to the beginning of class; however, a total level score of 13 or higher is required.

Completion Requirements:	90% Attendance, 2.0 Grade Point Average, Externship Completion Meet all financial obligations to the school.
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Articulations:	Franklin University, Akron University, Kent State University
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COURSE OUTLINE

Medical Office	150 Hours
Anatomy & Physiology of the Human Body	50 Hours
Vital Signs and Patient Prep	90 Hours
Diagnostic Testings	140 Hours
Medical Terminology	60 Hours
Preparing Equipment & Instruments	60 Hours
Classifications of Drugs and Administering Medications	70 Hours
Business Management Skills	120 Hours
Externship	<u>160</u> Hours
	900 Hours

Theory	40%
Lab	60%

MEDICAL OFFICE SUPPORT

The course is designed to make available the fundamental competencies required for employment in a physician's office, a clinic, hospital or a similar healthcare provider setting.

This course can also lead to self-employment.

Certifications offered:	Certified Medical Office Assistant, CPR/First Aid	
Start Date:	August 23, 2023	
End Date:	May 2024	
Program Hours:	600	
Hours:	Tuesday-Thursday 9:00am- 3:00pm <i>Externship hours vary by site for a total of 80 hours.</i>	
Tuition:	\$4,680	
Lab Fees:	\$1,250	
WorkKeys:	Applied Math	4
	Graphic Literacy	4
	Workplace Documents	4

The above minimum levels are strongly recommended for success in your chosen program prior to the beginning of class; however, a total level score of 12 or higher is required.

Completion Requirements:	90% Attendance, 2.0 Grade Point Average, Externship Completion. Meet all financial obligations to the school.
Articulations:	Franklin University, Akron University, Kent State University

COURSE OUTLINE

Medical Courses (Admin MA & Human Behavior)	240 Hours
Medical Terminology	80 Hours
Office Practices (math, accounting, records)	100 Hours
Medical Keyboarding	100 Hours
Externship	<u>80 Hours</u>
	600 Hours
Theory	40%
Lab	60%

LAW ENFORCEMENT TRAINING ACADEMY

The Law Enforcement Training Academy prepares men and women for the career of deputy sheriff, marshal, deputy marshal, member of an organized police department of a municipal corporation, member of a police force employed by a metropolitan housing authority, or township constable, who is commissioned and employed as a peace officer by a political subdivision of the state or by a metropolitan housing authority, and whose primary duties are to preserve the peace, to protect life and property, and to enforce the laws of Ohio, ordinances of a municipal corporation, or regulations of a board of county commissioners or board of township trustees, or any such laws, ordinances, or regulations.

Certifications offered: Ohio Peace Officer Training Academy, CPR/First Aid

Start Date: August 23, 2023

End Date: May 2024

Program Hours: 80

Hours: Monday-Friday 6:00pm- 10:00pm
Approximately 10 weekends 8am-5pm

Tuition: \$6,750

Lab Fees: \$1,300

WorkKeys: Applied Math 4
Graphic Literacy 4
Workplace Documents 4

The above minimum levels are strongly recommended for success in your chosen program prior to the beginning of class; however, a total level score of 12 or higher is required.

Completion Requirements: 100% Attendance
2.0 Grade Point Average
Meet all financial obligations to the school
Passage of written and physical Ohio Peace Officer Training Academy Test

Articulations: Franklin University, Akron University, Kent State University

COURSE OUTLINE- Determined by the Ohio Attorney General's Office

Theory 60%

Lab 40%

UTILITY LINEWORKER

In the Utility Lineworker Program, the trainee will receive theoretical and practical experiences which will qualify him/her for employment by utility companies. Course begins with basic hand pole setting and climbing and continues through electrical set-up and use/maintenance of bucket & digger trucks. Safety procedures are emphasized throughout.

Certifications offered:	Commercial Driver License A, OSHA 10, CPR/First Aid		
Start Date:	August 23, 2023		
End Date:	May 2024		
Program Hours:	800		
Hours:	Monday-Thursday	7:00am- 12:30pm	
	<i>CDL Hours are Mon.-Fri. 7:30am-4:30pm for 40 hours (3 weeks).</i>		
Tuition:	\$6,230		
Lab Fees:	\$7,995		
WorkKeys:	Applied Math	4	
	Graphic Literacy	4	
	Workplace Documents	4	

The above minimum levels are strongly recommended for success in your chosen program prior to the beginning of class; however, a total level score of 12 is required.

Completion Requirements:	90% Attendance, 2.0 Grade Point Average Meet all financial obligations to the school.
Articulations:	Franklin University, Akron University, Kent State University

COURSE OUTLINE

Basic Safety	70 Hours
Use of Tools	57 Hours
Types of Materials	76 Hours
Climbing Poles	205 Hours
Bucket Truck Use	74 Hours
CDL Training	200 Hours
Electrical Equipment	64 Hours
Digger Truck	<u>54 Hours</u>
	800 Hours

WELDING TECHNOLOGY

In the Welding Technology Program, the trainee will receive theoretical and practical experiences which will qualify him/her for employment in the welding industry. Course begins with basic welding techniques and continues through welding fabrication along with blue print reading, and equipment maintenance. Safety procedures are emphasized throughout.

Certifications offered: AWS - SMAW, GMAW, GTAW, FCAW, OSHA 10, CPR/First Aid

Start Date: August 23, 2023

End Date: May 2024

Program Hours: 600

Hours: Monday-Thursday 5:00pm- 9:30pm

Tuition: \$4,680

Lab Fees: \$3,700

WorkKeys: Applied Math 4
Graphic Literacy 4
Workplace Documents 4

The above minimum levels are strongly recommended for success in your chosen program prior to the beginning of class; however, a total level score of 12 or higher is required.

Completion Requirements: 90% Attendance, 2.0 Grade Point Average
Meet all financial obligations to the school.

COURSE OUTLINE

Shop Math	40 hours
Blue Print Reading	25 hours
Metallurgy	25 hours
OSHA 10 Safety Certification	10 hours
1 st Aid/CPR	10 hours
Employability – Soft Skills	13 hours
Lab Safety	10 hours
Oxyfuel Cutting	13 hours
Plasma Arc Cutting	40 hours
SMAW – Shielded Metal Arc Welding	75 hours
FCAW – Flux Cored Arc Welding	75 hours
GMAW – Gas Metal Arc Welding – MIG	75 hours
GTAW – Gas Tungsten Arc Welding – TIG	75 hours
Intro to Pipe Welding	64 hours
Certification Test Prep and Techniques	<u>50 hours</u>
	750 Hours

Theory 40%

Lab 60%

Section 7

Student Services



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PAYMENT SCHEDULE

1st Payment Period Deadline – All fees and a portion of full tuition so that the total payment is equal to one-half of total costs are due before classes begin in August/September.

2nd Payment Period Deadline - Remaining portion of full tuition or balance of total costs is due by March 1.

Student Financial Responsibility: All tuition/fees are due as noted above unless other arrangements have been made through the Adult Education Student Services Coordinator. Students receiving Financial Aid (Pell Grants, Agency or Employer funding, etc.) are responsible for ensuring all fees are paid should their financial aid not be sufficient to cover all costs. Failure to meet your financial obligations may result in automatic suspension from your program. Without exception, **all fees must be paid in full** before one will receive program completion/graduation documentation.

REFUND POLICY

CAREER DEVELOPMENT PROGRAM (600 or more hours) REFUNDS CAREER ENHANCEMENT COURSE REFUNDS

See Refund Policy in Section 8 – Financial Aid Policies.

Students receiving Federal Financial Aid are also subject to the Federal Return to Title IV Policy as stated under **Section 8 - Financial Aid Policies** noted elsewhere in this handbook.

COUNSELING AND GUIDANCE

Buckeye Career Center Adult Education employs a licensed social worker as the Transitions Coordinator. The Transitions Coordinator does pre-admission counseling for all full-time students. The Coordinator is available to all students during the program to assist them in educational and personal adjustments.

The instructor will offer help and provide individual guidance to students in classroom and lab work when sought by the student. The faculty reserves the right to schedule a conference with a student at any time, and may refer the student to the Transitions Coordinator when necessary. The Coordinator may refer the student to an appropriate community agency for crisis intervention, intensive, short-term, or long-term counseling.

Training in career readiness skills, including job-seeking skills, resume writing, and interviewing techniques are included all full-time adult education programs, excepting Cosmetology and Law Enforcement Training Academy, as part of the curriculum and tuition. Your program instructor is available for assistance in job placement.

A financial aid advisor is available by appointment. The advisor can assist with information concerning the various grants and funding opportunities that are available to students. Call 330-339-2288 to schedule an appointment.

JOB PLACEMENT ASSISTANCE

Training in career readiness skills, including job-seeking skills, resume writing, and interviewing techniques are included in part of all full-time adult education programs as part of the curriculum and tuition. The Student Services Coordinator and your program instructor are available for assistance in job placement. Placement data information is available at Buckeye Career Center's Student Services Office.

Buckeye Career Center does not guarantee employment upon completion of any program. Buckeye Career Center is not responsible if the student does not gain employment upon graduation. If student does gain employment, student is not guaranteed a specific rate of pay upon completion of any program.

ATTENDANCE

Our purpose is to educate for the world of work. Therefore, we believe that excellent attendance is an important part of that education. Students are expected to be in school every day ready and able to participate. If judged unable to do so effectively, they may be sent home and considered absent.

ALL ABSENCES COUNT AGAINST YOUR ATTENDANCE FOR YOUR CAREER PASSPORT!

ALL ABSENCES COUNT AGAINST YOUR ATTENDANCE FOR YOUR FINANCIAL AID!

If you are enrolled in:

- Dental Assisting
- Heating, Ventilating, Air Conditioning and Refrigeration
- Heavy Equipment/CDL A Operator
- Medical Assisting
- Medical Office Support
- Utility Lineworker
- Welding Technology

*You must maintain a minimum of 90% attendance!

If you are enrolled in Cosmetology, Esthetics, Law Enforcement Training Academy, or any other program affiliated with a related governing board or agency:

You must attend your program to meet State Board requirements! Ohio Department of Higher Education requires a minimum of 90% attendance. Some programs such as Cosmetology, Esthetics, and Law Enforcement Training Academy require 100% attendance.

All absences must be made up at the student's expense and at the convenience of the instructor/scheduler.

ATTENDANCE POLICY STATEMENT

Each student's attendance and grades will be monitored at regular intervals. The following policy applies to all occupational programs. Certain programs have additional attendance and grades monitoring requirements that supersede this section.

At the end of each month of program participation, the student must demonstrate completion of at least 90% of the scheduled clock hours. Less than 90% cumulative attendance at the end of this period will result in an attendance letter. If attendance has not reached 90% by the end of the next month, attendance probation will be issued. Attendance probation will last one month, if attendance is not 90% by this point, the student will be dismissed.

All programs have a 90% or higher attendance requirement. Regular class attendance is of primary importance for success. Students are expected to be present at all class sessions. If absent, the student is responsible for contacting the instructor to make up missed assignments. Acceptable attendance is one requirement to receive a certificate of completion for an occupational program. Any student who accumulates eight (8) or more consecutive absences without instructor and/or program coordinator contact will be immediately dismissed. The dismissed student will be responsible for any/all financial obligations, in accordance with current policies.

A. ABSENCE - Classroom work is permitted to be “made up”, but the student is MARKED ABSENT FOR THE TIME MISSED. Listed below are make-up absences, if official documentation is provided. (These days are counted in the absence limitation for the Career & Technical Certificate and Passport and Financial Aid.)

1. Doctor/dentist/counselor appointments (written verification from appointment. Any type of appointment is discouraged during school hours. All appointments should be scheduled for a time that will not conflict with school hours or on Saturdays or on days when Buckeye is not in session.
2. Illness
3. Death in immediate family (parents, sibling, grandparent(s).
4. Subpoena to appear in court (written verification from court).
5. Religious holidays.
6. Quarantine of home.

B. UNEXCUSED ABSENCE - Class or lab work missed as a result of an unexcused absence cannot be made up by the student and a 50 will be assigned for that day in all courses. (These days are counted against the limitation for the Vocational Certificate and Passport.) All absences in the Cosmetology and Law Enforcement Training Academy courses must be made up at the student’s expense.

1. Skipping school
2. Suspension
3. Vacations (without PRIOR arrangements)
4. No documentation of appointments or illness
5. Needed at home (i.e. no babysitter)
6. No transportation
7. Other absences as determined by the administration.

C. EXCESSIVE ABSENCE - If a student exceeds his/her 10% absence and wants to complete the school year, even though he/she will not receive their Career Passport, all tuition must be paid in full before continuing their education. Students enrolled in Cosmetology and Law Enforcement Training Academy must maintain a 100% attendance rate.

INTERRUPTION FOR UNSATISFACTORY ATTENDANCE

If a student's absences exceed ten percent of the scheduled hours in the program or miss school in the Cosmetology or Law Enforcement Training Academy programs, he or she will be reported to the VA, WIOA, OOD, OJFS, TAA, PELL, or appropriate funding agency which will interrupt the payment of benefits at that point. **ALL ABSENCES COUNT AGAINST A STUDENT’S ATTENDANCE NO MATTER WHAT THE REASON.**

MAKE-UP POLICY

It is the responsibility of the student to check with his/her instructor(s) regarding all make-up work immediately upon return from an absence. There will be no opportunity for make-up work for unexcused absences, suspension or expulsion. The faculty will make arrangements for any make-up time in Law Enforcement Training Academy and Cosmetology. A fee of \$35 per hour or the hourly rate of the instructor(s), whichever is higher, per student will be charged which must be paid to Buckeye Career Center **PRIOR** to the scheduled make-up time. **It is imperative you attend your assigned class to avoid these charges.**

WITHDRAWAL PROCEDURES FOR FULL-TIME STUDENTS

The Student Services Coordinator must be notified when a student has decided to withdraw from their program. A student will be required to complete a withdrawal form at this time. Any agency that the student may be working with will also be notified at that time of the student’s intention to withdraw. **A WITHDRAWAL DOES NOT ELIMINATE A STUDENT’S DEBT TO THE SCHOOL!**

TRANSFER OF CREDIT POLICY/ TRANSCRIPT POLICY

Due to the technical nature and contact hours of our occupational programs, it is not always possible to award transfer credit from other institutions or between programs. However, individual student's skill sets are always considered. Previous training attested by a document or signed statement from an authoritative source (i.e. official transcript) will be recognized. Often a skills test will be administered to determine the applicability of the student's hours.

Each student completer will receive one transcript free of charge with their Career Passport. There will be a \$10.00 charge for each additional transcript. A student's transcripts/report cards will be forwarded to another school upon written request using the proper Release Form and payment of fee.

SPECIAL ATTENDANCE CIRCUMSTANCES FOR ARMED FORCES

Armed Forces students, if activated by state or governmental action, will be treated on a case-by-case basis with strong compliance to Title IV recommendations regarding attendance, re-enrollment, and funding issues.

JURY DUTY

The student will immediately notify their Instructor and the Student Services Coordinator of Jury summons. Although serving is a basic civic responsibility, requests to postpone service should be initiated so as not to jeopardize academic standing. The adult should not be penalized if jury service is mandatory. However, at faculty discretion, the student may be required to repeat an entire curriculum segment, supporting costs picked up by student, and dependent on individual's current academic and clinical grades and number of days absent/tardy within the program. Educational standards and program outcomes are to be maintained at all times. For Jury Duties requiring extended absences, please refer to the Leave of Absence policy below.

LEAVE OF ABSENCE/READMISSION

Provisions for Leave of Absence (LOA) and re-entry policies have been established to accommodate extended personal illness, immediate family illness (parent, parent-in-law, spouse, child, step-children), pregnancy, and other extenuating circumstances. A maximum of two (2) attempts to complete a curriculum is permitted including attempts at other schools. Individual circumstances will be dealt with by the Student Services Coordinator and the Adult Director of Adult Education with careful consideration and deliberation. The Student Services Coordinator and the Director of Adult Education will exercise professional judgment in the final decision.

Administration and faculty discretion are integral to a student's leaving the program with the option of re-entry. A LOA is granted by the Student Services Coordinator. Each situation will be taken under advisement and treated individually. The student can be granted only one. An approved LOA does not automatically mean re-entry into the program.

Criteria for requesting a leave of absence includes that the student must have:

1. Achieved satisfactory clinical performance.
2. Exited from the program in good standing.
3. Paid all fees and tuition to date.
4. Maintained an acceptable attendance record, extenuating circumstances considered.
5. LOA may not exceed 180 days in a 12-month period.

Individuals requesting an LOA for required military activation are treated on a separate and individual basis, in compliance with Title IV regulations, refunding and LOA extensions.

The enrollee may apply to re-enter the program at the point where-in the last course was successfully completed and the next course begins. A student may not re-enter the same program year from which they took a LOA. Re-entry is dependent on a multitude of factors including resolution of issues underlying the need for the LOA, available space in the classroom. All re-enrollees must meet the program's curriculum requirements for currently enrolled adults.

Re-entry requests must be initiated by the individual via written intent and personal interview with the Student Services Coordinator at least six (6) weeks before re-admittance into the program.

Application requesting re-entry subsequent to the LOA granted from Buckeye Career Center must be initiated within one-year of exodus of the program.

The Student Services Coordinator will take the re-entry request under advisement; make a decision and state conditions of re-entry which will be binding on the requesting individual. The student may be required to take all examinations of the last course(s) successfully completed if determined by the coordinators.

All tuition and fees (which include books) will be payable in advance of re-entry and in accordance with those in effect at the date of re-admission. Tuition for re-entry will be prorated on a per hour charge based on the current cost of education. Fees will need to be paid in full. See Re-admission Policy.

VOTER REGISTRATION FORMS

To ensure you are registered, please visit <https://olvr.ohiosos.gov/>

If you have additional questions, please call the office of the Ohio Secretary of State at 877-SOS-OHIO (767-6446)

***ELECTION FALSIFICATION IS A FELONY OF THE FIFTH
DEGREE!***

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Section 8

Financial Aid Policies



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STATEMENT OF PRINCIPLES

1. The primary purpose of the Buckeye Career Center's Financial Aid program shall be to provide financial assistance to students who, without such aid, would be unable to attend our school. Students are expected to take primary responsibility for the financing of their education. Therefore, any aid the student may receive should be regarded as supplemental to that which can be provided by the student.
2. The Office of Student Financial Aid provides counseling for students who desire assistance in financial planning to meet educational expenses. We recognize our obligation to assist in realizing the national goal of equality of educational opportunity. Therefore, we work with schools, community groups, and other educational institutions in support of this goal.
3. We shall publish budgets that state total student expenses realistically: including, where applicable, maintenance at home, commuting expenses, personal expenses, and necessary travel.
4. This school also believes in the principles of student self-investment. Students are expected to contribute according to their means, taking into account their income, assets, number of dependents, and other relevant information, including appropriate borrowing against future earnings.
5. In the assignment of funds to those students designated to receive financial aid, the largest amounts of grant assistance will be awarded to students with the least ability to pay, as determined by the Federal Department of Education.
6. We shall review our Cost of Attendance Budgets annually, and adjust them if necessary, to reflect changes in the financial needs of students and the expenses of attending the school. We have an obligation to and will inform students and parents of the financial aid renewal policies for enrolled students at the time of the initial offer of financial assistance.
7. Because the amount of financial assistance awarded reflects the economic circumstances of the student and his/her family, we will refrain from any public announcements of the amount of aid awarded and will encourage the student and others to respect the confidentiality of this information.
8. All documents, correspondence and conversations between the aid applicant and financial aid officer is confidential and entitled to the protection ordinarily arising from a counseling relationship.
9. Buckeye Career Center provides equal opportunities in educational programs and school related activities. Buckeye does not discriminate on the basis of race, color, national origin, ancestry, creed, gender, age, religion, presence of a disability or handicap, marital status, pregnancy, sexual orientation or veteran status in the administration of its educational policies, admission policies, scholarship and loan programs and other school administered programs.
10. Buckeye Career Center certifies that it has a drug abuse prevention program in operation.

FINANCIAL AID PROCEDURES

Financial aid at Buckeye Career Center is available in the form of federal Pell grants and veterans' benefits. Grants offered through Buckeye are based on the fiscal year (July - June). Students who are returning from a previous year must reapply. Grant amounts may vary from year to year.

Applicants must have first applied for the Federal Pell Grant and have a valid Institutional Student Information Record (ISIR) on file. A student also may receive aid through the agencies of WIOA, OOD, and TAA (plant closings due to foreign competition) by applying with that agency where s/he resides.

AVAILABLE FINANCIAL AID PROGRAMS

FEDERAL PELL GRANT PROGRAM

The Pell Grant is given with no repayment expected. This program is designed to provide a “floor” upon which other financial aid programs are built. Any student wishing to receive a Federal Pell Grant at this institution must meet the eligibility requirements established by the U.S. Department of Education. To receive a Federal Pell Grant a student must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA may be completed on-line at www.studentaid.gov. After the FAFSA has been processed by the Dept. of Education, a Student Aid Report (SAR) will be issued. This report will contain a number referred to as the EFC (Expected Family Contribution). The school uses this number to determine the amount of the student's award. Full awards are made only if the student is attending a program of at least 900 clock hours. A student entering a program of less than 900 hours will receive a proportionately reduced award.

OTHER SOURCES OF ASSISTANCE:

Opportunities for Ohioans with Disabilities (OOD) - Financial aid may be available from this local agency for students with physical, mental or emotional disabilities that present a handicap to employment. Contact your local or area Bureau of Vocational Rehabilitation Office for further details.

Department Of Veterans Affairs (VA) - Federal training monies available to veterans of the U.S. Armed Services. For eligibility contact V.A. at 1-888-442-4551 or <http://www.va.gov/benefits>. Student must complete the appropriate application and then the Financial Aid Office will certify.

Trade Adjustment Assistance (TAA) - Assistance may be available for students who have lost jobs or had hours and wages reduced because of foreign trade. Contact your employer or a local Ohio Bureau of Employment Services office.

Workforce Investment Opportunity Act (WIOA) - Assistance may be available for students who are economically disadvantaged or dislocated workers. Call your county's Ohio Means Jobs Dept. for further details.

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

Federal law requires that all student loan records be submitted to NSLDS. The information is accessible by guaranty agencies, lenders and schools who are authorized users of the data system. Students may access their own records at www.nsls.ed.gov.

HOW ELIGIBILITY IS DETERMINED

As previously stated, financial assistance is awarded to bridge the gap or to supplement the amount that you and your family are reasonably able to contribute toward your educational expenses. A federally approved system of “need analysis” is used to calculate your Pell Grant award and your eligibility for a student loan. In order to perform this evaluation, it is necessary for you to complete the Free Application for Federal Student Aid with information concerning your family's financial strength such as income and assets, size of family, number in college, and any unusual circumstances or expenses which you face.

THE CONCEPT OF “NEED ANALYSIS”

Cost of Attendance	(Tuition, fees, transportation, personal, etc.)
-Family Contribution	(What you and your family are able to contribute toward your educational costs)
= Your Financial Need	(Grant, loan, other resources you can receive)

For all Title IV Programs (Pell Grant) a student enrolled at Buckeye Career Center must:

- Have financial need
- Be enrolled in a program that is at least 600 clock hours and 15 weeks in length.
- Be attending at least 12 clock hours per week.
- Meet Satisfactory Academic Progress standards set by the school.
- Be a U.S. citizen or eligible non-citizen.
- Have a high school diploma or GED.

- Have a valid Social Security Number.
- Sign a statement on the Free Application for Federal Student Aid (FAFSA) certifying that you will use federal student aid only for educational purposes.
- Sign a statement on the FAFSA certifying that you are not in default on a federal student loan and that you do not owe money back on a federal student grant.
- Must provide information in order for school to obtain financial aid history.
- May not have property that is subject to a judgment lien for a debt owed to the United States Government.

PROFESSIONAL JUDGEMENT

If you have unusual circumstance related to your financial situation not addressed on the Free Application for Federal Student Aid, contact the financial aid office. **Verification must be complete before student can complete the Request for Review or Special Circumstance Form.** All requests must be documented in accordance with the guidelines provided by the financial aid office.

In general, the reasons which will cause students to want to appeal will be loss of income from employment or benefits, separation or divorce and death of a family member. Other reasons may be considered as well, but on an individual basis.

DEPENDENCY STATUS

Some students have supported themselves for several years and their parents are not expected to contribute toward their school expenses. Such students are called “Independent Students” and for them, the financial aid process works differently because parental income is not considered. However, if an independent student is married, his or her spouse’s income is considered even if they were not married when they filed taxes.

You are considered Independent if you meet any one of the following criteria:

- You have reached the age of 24 prior to January 1st of the upcoming award year.
- You are enrolled in a graduate or professional educational program beyond a Bachelor’s Degree.
- You are married as of the date you submitted the FAFSA.
- You have children who receive more than half of their support from you.

NOTE: Having a child does not automatically make you independent. You must be providing over 50% of the child’s support.

- You have dependents (other than your children or spouse) that live with you and receive more than half of their support from you, now and through the end of the award year.
- Both parents are deceased or you are an orphan or Ward of the Court (or were a Ward of the Court until age 18).
- You are currently serving on active duty in the U.S. Armed Forces (other than training).
- You are a Veteran of the U.S. Armed Forces.
- You are an emancipated minor.
- You are an unaccompanied youth who is homeless or in danger of being homeless.

If you do not meet any of the above criteria, then you are considered a “Dependent Student” and your parents must complete part of the FAFSA and provide their financial information.

DEPENDENCY OVERRIDE POLICY

A Dependency Override may be granted for a student who has an unusual circumstance, which is beyond his/her control. A Dependency Override is reviewed on a case-by-case basis, not for a group of students with similar circumstances. It is not unusual for a student between the ages of 18 and 24 to move away from his/her parents and have a full-time job. This is a “life choice” and does not qualify for a Dependency Override. To receive a Dependency Override the student must make a request to the Financial Aid Office and be able to provide necessary documentation. The Financial Aid Office will determine what type of documentation is appropriate for the situation.

HOW FUNDS ARE DISBURSED

All financial aid funds are disbursed by the Treasurer's Office and students are notified of all monies applied to their account. The first disbursement is made at least 30 days after the program begins and subsequent disbursements are made in each payment period, providing the student meets satisfactory progress standards. The number of payment periods is based upon the number of hours in the program. (E.g. a 900 hour program has 2 payment periods of 450 hours each).

1. Prior to the student entering a program he/she receives an eligibility letter from the Financial Aid Office. The eligibility letter shows the amount of Title IV Aid available to the student.

2. The Financial Aid Office will credit the student's account for the amount of each disbursement once the school receives the funds. If it is determined that more funds have been provided than the student owes for tuition and other fees, the excess funds become available to the student within 14 days of the date a credit balance was created.

- Funding from agencies will be requested in one payment at the start date of the program.
- Scholarship monies received on your behalf will be applied toward tuition.
- Account balance must be zero before any refunds will be made.

SATISFACTORY ACADEMIC PROGRESS POLICY

Students enrolled in a career development program including students receiving federal financial aid and/or veteran's educational benefits must meet the following requirements in order to make satisfactory academic progress. Students must be achieving satisfactory academic progress (SAP) in order to receive financial aid, veteran's educational benefits and to successfully complete their program and receive their certificate of completion and sit for any program credentialing examination.

Buckeye Career Center uses this policy to determine whether a student is making satisfactory academic progress in his or her educational program.

Qualitative Standard: This standard assesses the quality of a student's work. All students must achieve at each evaluation a cumulative GPA that reflects at least a "C" average or 70%. Buckeye Career Center Adult Education uses the following grading system.

GRADE NUMERICAL EQUIVALENT CLASSIFICATION

- A 90 - 100 Excellent**
- B 80 - 89 Above Average**
- C 70 - 79 Average**
- D 60 - 69 Below Average**
- F 0 - 59 - Below Failure**

Maximum Time Frame to Complete: Students must be on pace to complete their entire program within the maximum timeframe, which is the official length of the educational program. This time frame is measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time. For example, if the published length of a program is 900 hours and 30 weeks, the maximum time frame would be 900 hours in 30 weeks. A student must complete all program clock hours within the maximum time frame; therefore students need to complete all program requirements by the scheduled program end date.

Evaluation Schedule: The school will evaluate Satisfactory Academic Progress after each payment period. The end of a payment period is defined as the time when the student was scheduled to complete the clock hours in a payment period. This is regardless of whether the student has actually attended these hours. The most recent progress report available at evaluation time will be used to determine SAP. Students who are not in compliance with the SAP standards are no longer eligible to receive any Title IV assistance. However, Buckeye Career Center has an

academic/financial aid warning policy. Students placed on academic/financial aid warning are given additional time to achieve SAP.

Program	Payment Period 1	Payment Period 2
Cosmetology- 750 Hours	1-375 Hrs	376-750 Hrs
Dental Assisting- 600 Hours	1-300 Hrs	301-600 Hrs
Esthetics- 600 Hours	1-300 Hrs	301-600 Hrs
HVAC-R- 600 Hours	1-300 Hrs	301-600 Hrs
Heavy Equipment- 800 Hours	1-400 Hrs	401-800 Hrs
Medical Assisting- 900 Hours	1-450 Hrs	451-900 Hrs
Medical Office- 900 Hours	1-450 Hrs	451-900 Hrs
Law Enforcement Training Academy- 800 Hours	1-400 Hrs	401-800 Hrs
Utility Lineworker- 800 Hours	1-400 Hrs	401-800 Hrs
Welding Technology-600 Hours	1-300 Hrs	301-600 Hrs

Academic/Financial Aid Warning

Academic Warning is a status assigned to a student who is not receiving financial aid who fails to make satisfactory academic progress. Financial Aid Warning is a status assigned to a student who is receiving financial aid and fails to make satisfactory academic progress. A student on financial aid warning may continue to receive Title IV program funds for one payment period. While on academic or financial aid warning a student must be able to meet standards for the next evaluation point. Failure to meet these standards will mean loss of future financial aid disbursements. The VA will be notified if a veteran receiving educational benefits is not meeting academic standards. A student who successfully meets the next evaluation point standards will be removed from academic or financial aid warning status.

Satisfactory Academic Progress Appeal

Students who lose their eligibility for Federal Student Aid due to not making SAP may appeal to the Director of Adult Education by following the process mentioned below.

Basis for an Appeal

Extenuating circumstances may be reason for an appeal include but not limited to: illness of the student or death in the student's immediate family; unavoidable conditions arising in connection to the student's employment, such as geographical transfer or change in hours or conditions of employment; immediate family or financial obligation beyond the control of the student; unanticipated legal or military obligations of the student beyond the control of the student.

Submitting an Appeal

The student must provide the following to the Director of Adult Education:

1. A written explanation of why the student failed to make satisfactory academic progress; any claims of extenuating circumstances must be documented to the satisfaction of the school.
2. A written explanation of what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress by the next evaluation point.
3. A written request to be placed on academic/financial aid probation.

Reestablishing Eligibility

A student who has been dismissed due to lack of satisfactory academic progress may appeal to be reconsidered for readmission to the school in the same program. At the sole discretion of the school, a student may be readmitted only if the school determines that there is a reasonable expectation that the student will satisfactorily complete their program based upon the student's written appeal. The basis for appeal shall include any extenuating circumstances that resulted in the student failing to meet satisfactory academic progress. If approved, the student will be enrolled for a probationary period not to exceed the next evaluation point. With respect to Title IV program funds, a student must complete the probationary period with the minimum satisfactory completion required and numerical grade

average required as outlined under satisfactory academic progress. Before applying for readmission, all financial obligations to the school must be satisfied. Students who retake a portion of the program will be charged current tuition and fees. The student will be dismissed if they fail to meet all satisfactory academic progress standards after the probationary period.

Makeup Work Policy

Students are required to satisfy any incomplete grade which may include tests and labs. Due to the wide variety of training programs, individual instructors are given the authority to set their own standards regarding makeup work. Instructors must insure that each student is made aware of their policy on the issue.

Remediate a Course/Class

A student who fails to meet the SAP policy guidelines may request an opportunity to make up any deficiencies by appealing to their program leader. The program leader will evaluate the request and determine whether to grant the request. If approved, the student and program leader will develop a plan of action to remedy the situation.

Remedial Courses

Buckeye does not grant credit for remedial courses.

Course Repetition

A student may repeat a course they failed or did not complete (see program specific handbook). Credits will be counted twice as attempted and will impact the student's maximum time frame and could result in the loss of aid eligibility. The student repeating a course must complete the program within the maximum time frame allowed. Students will not receive financial aid for repeated coursework unless the student has not been in attendance for 180 days (see policy on returning students).

Transfer Hours

Buckeye Career Center does not accept transfer hours from another institution.

Incomplete

A grade of incomplete is not counted in the grade point average unless the student does not complete the work in the specified time. Then the incomplete will change to an 'F'.

Withdrawals

Withdrawing (withdrawn/passing or withdrawn/failing) from a program of training will impact the student's maximum time frame and could result in the loss of aid eligibility. See program specific handbook for information on re-enrolling.

Policy for Granting a Certificate upon Satisfactory Completion of Training

A student who satisfactorily completes their training will be awarded a certificate of completion by Buckeye Career Center. Some programs require students to pass a test administered by a third-party in order to receive their industry credential.

VERIFICATION/CORRECTION POLICIES AND PROCEDURES

Regulations governing the Title IV student financial aid programs require institutions to verify applicant-reported data in certain instances. These regulations also require institutions to develop written policies and procedures to carry out the verification process (34.CFR. 668.53).

Verification is the process of checking the accuracy of information submitted by applicants when they apply for financial aid. All records and other materials used in completing the application will be saved in the student's financial aid folder. This information will be needed later to prove the information submitted is correct. After submitting the FAFSA, the student will receive a SAR which includes a summary of application information and the determination of the expected family contribution (EFC). This EFC is the result of computations involving the financial and non-

financial data submitted on the application. The method of computation is applied to all students uniformly. The specific computations involved in the calculation may be obtained by contacting the Financial Aid Coordinator (FAC).

The Central Processing System (CPS) selects a certain percentage of aid applicants for verification. To be eligible for federal financial aid, students selected for verification may be required to provide the following items:

- Verification Worksheet (provided by FAC)
- Tax Return Transcripts (provided by IRS)
- Non-filers are required to submit an Income Verification Worksheet (provided by FAC)/verification of untaxed income AND non-filers' statement/verification of non-filing provided by IRS
- Identity and Statement of Educational Purpose

All students who have been selected for verification by the US Department of Education must complete verification before being awarded Title IV financial aid. The Financial Aid Coordinator will verify all information that is furnished and retained in the student file against the ISIR to ensure accuracy. FAC will resolve conflicting and/or inconsistent information related to the student's application. The requirement to resolve conflicting data is separate and distinct from the verification requirements, and supersedes any verification policies.

Buckeye Career Center only verifies students who are selected for verification by CPS. For those students who are selected for verification, the FAC provides a timeline of completion and provides the student with a list of required documents and a verification form requiring the student's signature, and if applicable, their parent's signature.

Buckeye Career Center will provide in a timely manner to each applicant whose FAFSA information is selected for verification a clear explanation of the following:

- the documentation needed to satisfy the verification requirements
- the applicant's responsibilities with respect to verification of FAFSA information
- the deadline for completing any actions required and the consequences for failing to complete any required action

An applicant whose FAFSA information is selected for verification must complete verification before Buckeye Career Center makes any changes to the applicant's values of the data items required to calculate the EFC under authority of Section 479(a) of the HEA.

Acceptable Documentation for Items to be Verified:

When verification is required, the Financial Aid Coordinator collects appropriate documentation from the applicant based on the guidelines published in The Federal Student Aid Handbook. Items that generally must be verified by comparing the data items on the SAR/ISIR with identical data items on the IRS tax return and/or other primary documentation are listed in the following section.

Applicants selected for verification will be required to produce items detailing proof of any combination of the following:

- Adjusted Gross Income
- Income Tax Paid
- Education Credits
- IRA Deductions and Payments
- Tax Exempt Interest Income
- Income Earned from Work
- Untaxed Portions of IRA Distributions and Pensions
- Number of Household Members
- Number of Household Members in College
- Identity/Statement of Educational Purpose

- Adjusted Gross Income, Income Tax Paid, Untaxed Portions of IRA Distributions and Pensions, IRA Deductions and Payments, Tax Exempt Interest Income, Education Credits

Acceptable documentation for independent students (and spouse) is a copy of the 2020 U.S. Tax Return Transcript or a signed copy of the 2021 Federal tax return including all applicable schedules. For dependent students, a copy of the parent's and student's U.S. Tax Return Transcript for the base year, or copies of signed 2021 Federal tax returns and all applicable schedules are needed.

Income Earned from Work (non-tax filers):

Independent students and parents of dependent students are required to provide: a signed statement certifying that an individual did not file and was not required to file a 2021 federal income tax return AND the sources of income earned from work and the amount of income earned from each source; W-2's from all sources of income received; and a verification of non-filing letter). Confirmation of non-filing letters from the IRS or other tax authority must be dated on or after October 1, 2021.

Number of Household Members

A statement signed by the applicant and, if the applicant is a dependent student, by one of the applicant's parents, that lists the name and age of each household member for the 2023-2024 award year and the relationship of that household member to the applicant.

Number of Household Members in College

A statement signed by the applicant and, if the applicant is a dependent student, by one of the applicant's parents listing the name and age of each household member, excluding the parents, who is or will be attending an eligible postsecondary educational institution at least a half-time in the 2023-2024 award year.

Identity / Statement of Educational Purpose

Some students must verify identity/statement of educational purpose in addition to the items in the Standard Verification Group. Students need an original, unexpired, government-issued photo identification (ID) such as a passport or a driver's license and must complete the section on the verification worksheet labeled Identity and Statement of Educational Purpose. The FAC or Administrative Coordinator will sign and date the copy of the ID when presented from the student.

Verification Status Codes

A Verification Status Code of "Blank" – A blank space indicates that the SAR/ISIR was not selected for verification by CPS.

V1- Standard Verification

V4- Custom Verification Group

V5- Aggregate Verification Group

Completion of Verification

If the verification process shows no errors in non-dollar items or dollar items, the information will be used to process the student for Pell Grant purposes. The Financial Aid Coordinator files the documents in the student's financial aid file folder. If the verification process shows errors in non-dollar items or errors in dollar items for the student and/or the parent, the student and/or parent's information must be corrected and the corrected information must be reprocessed. When the reprocessed SAR/ISIR is received, it is reviewed.

Verification Deadline

If a student does not complete verification within 30 days of requested verification information, the student may forfeit funding for the award year and may be responsible for all tuition and fees owed to the school. However, once the documents are submitted the school will still process throughout the eligible FAFSA year and award for the academic year appropriately.

Verification of Other Information

The SAR/ISIR will often have comments requiring the Financial Aid Coordinator to verify specific items. Any specific item flagged by CPS will be included in the verification process.

REFERRAL OF OVERPAYMENTS AND FRAUD CASES

If the school discovers that a student received an overpayment of federal funds, the school will attempt to adjust subsequent financial aid disbursements. If this is not possible, the student will be required to repay the overpayment amount. Any applicant failing to repay the overpayment will be referred to the U.S. Department of Education for collection. Such applicants will be ineligible for future federal aid funds. If an applicant misreports information or alters documents for the purpose of increasing his/her aid eligibility or for fraudulently obtaining Federal funds, the applicant will be reported to the Office of Inspector General, U. S. Department of Education. If you received federal financial aid because you reported incorrect information, you will have to repay any portion of aid you should not have received. Also, any person who intentionally makes false statements or misrepresentations on a federal aid application is violating the law and is subject to fine, imprisonment or both.

CONFIRMATION OF CITIZENSHIP

All students applying for Federal Financial Aid must be able to confirm their citizenship status with the Social Security Administration. The confirmation process is applied when the student submits the Free Application for Federal Aid to the Federal processor. The Federal processor performs a match with the SSA to confirm the student's citizenship status and social security number. If SSA cannot confirm the student's citizenship status, a comment will appear on the student's Institutional Student Information Record (ISIR) and the following will apply:

U.S. Citizen or National:

- Must correct SSN, name or date of birth if these are in error and re-submit application.
- If data still doesn't match student must provide documentation to prove citizenship.
- Other documents could include birth certificate or Certificate of Naturalization.

Eligible Noncitizen:

- A-number is sent to DHS for primary verification.
- If status is not confirmed an automatic secondary confirmation will be performed by DHS.
- School will wait at least five but no more than 15 days for result of secondary confirmation.
- If no secondary confirmation the school will begin paper confirmation on form G845.
- Form G845 is sent to DHS field office with documentation from student.

Students who are required to undergo secondary confirmation will be provided in writing:

- Explanation of documentation to be submitted.
- Deadline for submitting 30 days.
- Notice that student may not receive aid for the payment period if deadline is missed.
- Statement that eligibility is not decided until student has a chance to submit documentation.

Citizenship issues must be resolved prior to any aid being disbursed.

RETURN TO TITLE IV POLICY (R2T4)

Explanation: Title IV funds include government funds that you qualified for like PELL. The Federal Government has guidelines that the school must follow when determining when, how much, and how Title IV funds are to be returned when a student withdraws. Sometimes this process is called "R2T4"; short for return of (or to) Title IV funds. The financial aid (Title IV funds) and other third party payments may be adversely affected by a withdrawal or termination. This is an explanation of when and how it is determined that Title IV funds need to be returned. *As a general note, Buckeye Career Center does not participate in any Federal Loan Programs.* Title IV funding is

available to a student based on the assumption that a student will attend school for the entire period for which the funding is awarded. Students at Buckeye Career Center do not have the option of an “incomplete” grade.

Definitions:

Payment Period – A payment period is how the Department of Education defines eligibility for Title IV fund disbursement. After confirmation of both your attendance (must be at 90%) and grades (must be at 70%), the school makes disbursements. The timing of your disbursement is determined by the school. Disbursement dates can change if you have not successfully completed a payment period by having 89% attendance or less or by having 69% grade point average or less.

Program	Payment Period 1	Payment Period 2
Cosmetology- 750 Hours	1-375 Hrs	376-750 Hrs
Dental Assisting- 600 Hours	1-300 Hrs	301-600 Hrs
Esthetics- 600 Hours	1-300 Hrs	301-600 Hrs
HVAC-R- 600 Hours	1-300 Hrs	301-600 Hrs
Heavy Equipment- 800 Hours	1-400 Hrs	401-800 Hrs
Medical Assisting- 900 Hours	1-450 Hrs	451-900 Hrs
Medical Office- 900 Hours	1-450 Hrs	451-900 Hrs
Law Enforcement Training Academy- 800 Hours	1-400 Hrs	401-800 Hrs
Utility Lineworker- 800 Hours	1-400 Hrs	401-800 Hrs
Welding Technology-600 Hours	1-300 Hrs	301-600 Hrs

Clock hour school – The way the Title IV is disbursed is different based on the Federal Guidelines for the type of school. Semester Schools and Clock-Hour Schools have separate requirements. Buckeye Career Center is a clock hour school. We must take attendance daily and track the hours a student is in school to determine the Title IV aid.

Overpayments – This is what the Department of Education calls any Title IV funding that is due back to them by a student. It occurs when a student has received more money than they are entitled to receive. This can happen because a payment period is for a full period of time noted in the chart below. If a student does not complete the hours within the payment period, an overpayment can occur. If a student has not completed at least 60% of the payment period hours, it triggers calculations that may lead to an overpayment due back by the student to the Department of Education.

Post Withdrawal Disbursement – This is a Title IV disbursement that occurs after a student has left the school. It is due within 45 days after the school determined the student withdrew for a PELL grant. A student is to be notified of the post-withdrawal opportunity no later than 30 days after we determine that a student has withdrawn. See the last page of this section for more about the conditions causing a Post Withdrawal Disbursement.

Returning Title IV funds:

Conditions for return: Funds may be returned under several circumstances.

- A. When a student is no longer enrolled.
 - a. If a student voluntarily withdraws within 60% of a payment period.
 - b. When a student fails to complete verification processes within the time limit.
 - c. When a student involuntarily withdraws due to Unsatisfactory Academic Progress including either grades or attendance.
 - d. When a student involuntarily withdraws due to incarceration.
 - e. If a student does not return from an approved LOA.
 - f. If a student is on a lengthy Leave Of Absence (LOA) - a LOA cannot be more than 180 days.
 - i. A VA student providing documentation of being called up for active duty has special VA considerations for returning into the program.
 - ii. See LOA policy – Students are granted a LOA under only certain rare circumstances.

Timing for returning unearned Title IV funds after withdrawal: Unearned Title IV funds are to be returned to the Department of Education based on the type and who owes the money back. If it is the school, both PELL and grant money are to be returned as soon as possible but within 45 days of the date the school determined the student withdrew. Another way to describe this is that the school has 45 days after finding out a student is not returning. The student has 45 days from the date the school was required to send your notice to return PELL money to return it. When you are notified of the need to return the money, we also give you the deadline. For PELL this means that the more timely and definitive you are with a notice of withdrawal, the better everyone can stay in compliance with deadlines. So if you notify the school on the day you decide to withdraw then the school will have returned the funds they are to return done within 45 days of your withdrawal. We would also have notified you within 30 days of the determination of your withdrawal date that there is a refund due back by you of Title IV funds. It would be within 45 days of that time that you would be required to return the funds.

Here is an example:

Withdrawal date and notice: May 1, 2024
Your notice that PELL Title IV funds are to be returned by you: May 30, 2024
Date we must have returned funds: June 14, 2024
Date you would return Title IV funds: July 14, 2024

More about how the length of time is determined for returning Title IV funds: The school has a time frame that they must work within when returning federal student aid (Title IV funds). If a student does not notify us of withdrawal, then we are required to determine the withdrawal date within 30 days after the payment period ends. We are also required to return funds to the Department of Education no later than 45 days after the date we determined a student withdrew.

When refunds are due back to the U.S. Department of Education (Overpayments): Necessary Title IV refunds (called Overpayments) that a student must repay back to the U.S. Department of Education have a specific time line. We are to notify the student within 30 days of when we have determined you owe money and give you an opportunity to re-pay it through us. If the re-payment is not available from the student in full, then the student is referred to Debt Resolution Services as soon as possible.

How the date of withdrawal is determined for calculation of Return of Title IV funds: A student is responsible for notifying the school right away of the intent to withdraw. Regardless of the date of notification, it is the last date of attendance that is used for the calculation to return funds. So if the date of withdrawal was May 1st, 2023, but the student did not notify the school until May 8th, 2023, it is the May 1st date that will be used in the calculation of how much Title IV funds need to be returned.

Example:

Student last day of class: May 1st
Student notifies School: May 8th
Date used for calculations is May 1st

Order of Title IV fund returns: The Department of Education requires Title IV funds be returned in the following order (Buckeye Career Center does not participate in the federal loan program).

1. Unsubsidized loan
2. Subsidized loans
3. PELL

When a student withdraws, a calculation occurs based on federal guidelines and once the amount is determined, it is then that the order is determined based upon what types of Title IV usage is outstanding.

Conditions for a payment of Title IV funds by the Department of Education due the after withdrawal (Post Withdrawal Disbursement): If the disbursement for the payment period has not yet occurred and the student has withdrawn, then Title IV money may still be available. The exception would be that no disbursement is possible if the Verification process has not yet been completed. Any PELL disbursements due in this case are placed against the school debt first. Then any left-over amount would go to the student, if applicable.

Credit Balances: These are balances left on an account after all financial obligations have been met including returning Title IV funds. These dollar amounts are returned to the student within 45 days, even if there is no Title IV funding involved. If Title IV funding is involved and we cannot locate you to disburse the funds to you, the funds are returned to the Department of Education no later than 240 days after the date the first check was issued.

Questions and/or additional explanations: Please feel free to contact our Financial Aid Coordinator at 330-339-2288 below for further information.

PAYMENT SCHEDULE

1st Payment Period Deadline – All fees and a portion of full tuition so that the total payment is equal to one-half of total costs are due before classes begin in August/September.

2nd Payment Period Deadline - Remaining portion of full tuition or balance of total costs is due by March 1.

Student Financial Responsibility: All tuition/fees are due as noted above unless other arrangements have been made through the Adult Education Student Services Coordinator. Students receiving Financial Aid (Pell Grants, Agency or Employer funding, etc.) are responsible for ensuring all fees are paid should their financial aid not be sufficient to cover all costs. Failure to meet your financial obligations may result in automatic suspension from your program. Without exception, **all fees must be paid in full** before one will receive program completion/graduation documentation.

REFUND POLICY

CAREER DEVELOPMENT PROGRAM (600 or more hours)

In the event Buckeye Career Center cancels a program, a full refund of tuition and fees will be provided with the exception of the initial \$50 Application Fee. The Application Fee is not refundable as it covers initial processing and WorkKeys fees.

A student may withdraw from their program voluntarily at any point. It is required that the student have a personal interview with the Student Services Coordinator to complete the Official Withdrawal process and initiate any account or Financial Aid adjustments.

Refunds (if due) will be initiated without requiring a request from the student. They are processed as soon as available, but within 45 days of official termination. Refunds are mailed through the United States Postal Service in the form of a check payable to the person/agency who made the original payment. They are calculated as noted in the following chart:

Period of Enrollment	% Refund	% Retained
On/before 1 st day	100% (tuition & fees)	0%
2 – 8 calendar days	75% (tuition only)**	75%
9 – 14 calendar days	50%**	50%
15 – 21 calendar days	25%**	75%
After 21 calendar days	0%	100%

**Beginning the second day of class and beyond, Lab/Book fees are not refundable.

Students receiving Federal Financial Aid are also subject to the Federal Return to Title IV Policy as noted earlier in this section.

CAREER ENHANCEMENT COURSE **REFUND POLICY**

The refund policy for any short-term, career-enhancement course is listed in the Buckeye Career Center quarterly catalog.

VETERANS BENEFITS AND TRANSITION ACT OF 2018

Buckeye Career Center will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

GLOSSARY OF COMMON TERMS

FAFSA:	Free Application for Federal Student Aid
COA:	Cost of Attendance
EFC:	Your Expected Family Contribution is the number that's used to determine your eligibility for federal student aid. This number results from the financial information you provided in your FAFSA application. Your EFC is reported to you on your SAR.
SAR:	Your Student Aid Report summarizes the information you submit on your Free Application for Federal Student Aid (FAFSA) and provides you with your Expected Family Contribution (EFC).

NET PRICE CALCULATOR

Net Price calculator can be located at www.buckeyecareercenter.org

ADDITIONAL FINANCIAL AID INFORMATION

Additional financial aid information and statistics can be located at the National Center for Educational Statistics:
<http://nces.ed.gov/>

CONSTITUTION DAY

Buckeye Career Center observes Constitution Day in accordance with Title IV Federal Guidelines.

COST OF ATTENDANCE

Eligibility for need based financial aid is determined when the Family contribution is subtracted from an established Cost of Attendance. The Family Contribution is based upon the self-reported information which you provided on the Free Application for Federal Student Aid. A prescribed standard need analysis formula determines your eligibility.

Shown below are student budget types for Buckeye Career Center. If you are dependent or independent, attending a 600 clock hour or more class, or if you have child care expenses, your Cost of Attendance budget will vary. Listed are budgets for the tuition cost of 2023-2024 academic year:

COST OF ATTENDANCE 2023-2024
COSMETOLOGY

	DEPENDENT	INDEPENDENT
Tuition	11,675.00	11,675.00
Books, Course Materials, Supplies, & Equipment	3,040.00	3,040.00
Living Expenses	6,500.00	13,000.00
Transportation	1,500.00	1,500.00
Miscellaneous/Personal	1,000.00	1,000.00
Total COA	\$23,715.00	\$30,215.00

COST OF ATTENDANCE 2023-2024
DENTAL ASSISTING

	DEPENDENT	INDEPENDENT
Tuition	4,680.00	4,680.00
Books, Course Materials, Supplies, & Equipment	2,075.00	2,075.00
Living Expenses	6,500.00	13,000.00
Transportation	1,500.00	1,500.00
Miscellaneous/Personal	1,000.00	1,000.00
Total COA	\$15,755.00	\$22,255.00

COST OF ATTENDANCE 2023-2024
ESTHETICS

	DEPENDENT	INDEPENDENT
Tuition	4,680.00	4,680.00
Books, Course Materials, Supplies, & Equipment	1,500.00	1,500.00
Living Expenses	6,500.00	13,000.00
Transportation	1,500.00	1,500.00
Miscellaneous/Personal	1,000.00	1,000.00
Total COA	\$15,180.00	\$21,680.00

COST OF ATTENDANCE 2023-2024
HEATING, VENTILATING, AIR CONDITIONING, AND
REFRIGERATION

	DEPENDENT	INDEPENDENT
Tuition	4,680.00	4,680.00
Books, Course Materials, Supplies, & Equipment	2,510.00	2,510.00
Living Expenses	6,500.00	13,000.00
Transportation	1,500.00	1,500.00
Miscellaneous/Personal	1,000.00	1,000.00
Total COA	\$16,190.00	\$22,690.00

COST OF ATTENDANCE 2023-2024
HEAVY EQUIPMENT/CDL A OPERATOR

	DEPENDENT	INDEPENDENT
Tuition	6,750.00	6,750.00
Books, Course Materials, Supplies, & Equipment	6,230.00	6,230.00
Living Expenses	6,500.00	13,000.00
Transportation	1,500.00	1,500.00
Miscellaneous/Personal	1,000.00	1,000.00
Total COA	\$21,980.00	\$28,480.00

COST OF ATTENDANCE 2023-2024
LAW ENFORCEMENT TRAINING ACADEMY

	DEPENDENT	INDEPENDENT
Tuition	6,750.00	6,750.00
Books, Course Materials, Supplies, & Equipment	1,300.00	1,300.00
Living Expenses	6,500.00	13,000.00
Transportation	1,500.00	1,500.00
Miscellaneous/Personal	1,000.00	1,000.00
Total COA	\$17,050.00	\$23,550.00

COST OF ATTENDANCE 2023-2024
MEDICAL ASSISTING

	DEPENDENT	INDEPENDENT
Tuition	7,005.00	7,005.00
Books, Course Materials, Supplies, & Equipment	1,925.00	1,925.00
Living Expenses	6,500.00	13,000.00
Transportation	1,500.00	1,500.00
Miscellaneous/Personal	1,000.00	1,000.00
Total COA	\$17,930.00	\$24,430.00

COST OF ATTENDANCE 2023-2024
MEDICAL OFFICE SUPPORT

	DEPENDENT	INDEPENDENT
Tuition	4,680.00	4,680.00
Books, Course Materials, Supplies, & Equipment	1,250.00	1,250.00
Living Expenses	6,500.00	13,000.00
Transportation	1,500.00	1,500.00
Miscellaneous/Personal	1,000.00	1,000.00
Total COA	\$14,930.00	\$21,430.00

COST OF ATTENDANCE 2023-2024
UTILITY LINEWORKER

	DEPENDENT	INDEPENDENT
Tuition	6,230.00	6,230.00
Books, Course Materials, Supplies, & Equipment	6,995.00	6,995.00
Living Expenses	6,500.00	13,000.00
Transportation	1,500.00	1,500.00
Miscellaneous/Personal	1,000.00	1,000.00
Total COA	\$22,225.00	\$28,725.00

COST OF ATTENDANCE 2023-2024
WELDING TECHNOLOGY

	DEPENDENT	INDEPENDENT
Tuition	4,680.00	4,680.00
Books, Course Materials, Supplies, & Equipment	3,700.00	3,700.00
Living Expenses	6,500.00	13,000.00
Transportation	1,500.00	1,500.00
Miscellaneous/Personal	1,000.00	1,000.00
Total COA	\$17,380.00	\$23,880.00

Section 9

Adult Education Forms



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STUDENT DISCRIMINATION DISABILITY GRIEVANCE FORM

Buckeye Career Center Adult Workforce Education is an equal opportunity employer and provider of education. Complete this report and submit this complaint alleging non-compliance with the Americans with Disabilities Act of 1990 (Title II), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Amendments Act of 2008, to the extent that they apply to BCC-AWE programs.

Section I Identification of the Complainant

Name _____ Telephone # _____

Address _____
(Street) (City) (State) (Zip)

Program _____ Instructor _____

Section 2 – Description of Complaint

Exact Place _____ Date/Time _____

Persons present or witnessing:

Title

A. Concise statement of facts reciting basis of the complaint, which alleges non-compliance.

B. How do you interpret this situation or incident to be a violation of your civil rights?

C. Did you make an effort to correct the situation by suggestions, actions, or personal restraints? Explain and give the results as you see them.

Student Signature _____ Date _____

For Civil Rights complaints: Please forward the original to the Director of Adult Education, Title VI and IX Coordinator at Buckeye Career Center, 545 University Drive NE, New Philadelphia, OH 44663330-339-2288 or 1-800-227-1665. Additionally forward a copy to your instructor and the Adult Student Services Coordinator, and keep a copy for your records.

For complaints regarding Disabilities: Please forward the original to Section 504/ADA Coordinator at Buckeye Career Center, 545 University Drive NE, New Philadelphia, OH 4663. Additionally forward a copy to your instructor and the Adult Student Services Coordinator, and keep a copy for your records.

The investigation process is described under “Equal Opportunity” policy in the Adult Workforce Consumer Handbook.

For complaints remaining unresolved after following the Grievance Policy as listed in the Adult Workforce Consumer Handbook: Please contact Council on Occupational Education (www.council.org)

7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
800-917-2081

Buckeye Career Center

WITHDRAWAL FORM

You MUST meet with the Student Services Coordinator to officially withdraw!

Date _____

Name _____ Social Security Number _____

Address _____

Program enrolled in _____

Reason for requesting withdrawal

Date of actual withdrawal _____

Student Signature _____

Student Services Coordinator _____

Assistant Director of Adult Education _____

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