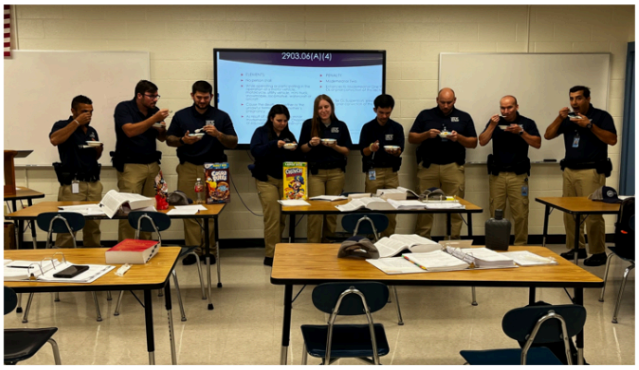
STUDENT CONSUMER HANDBOOK

2026–2027









Columbiana County Career and Technical Center

CCCTC Adult Education
9364 State Route 45
Lisbon, Ohio 44432
(330) 424-9561 | Fax: (330) 424-4046

STATEMENT OF NON-DISCRIMINATION

The Department of Education Section 504 regulation prohibits discrimination against qualified handicapped persons in all employment-related decisions and actions in federally assisted programs. The prohibition of discrimination in employment in the Section 504 regulation includes, but is not limited to, recruitment, hiring, promotion, award of tenure, layoff and rehiring, rates of pay, fringe benefits, leave, job assignment, training, and participation in employer-sponsored activities.

A qualified handicapped person is any individual with a handicap who, with reasonable accommodation, can perform the essential functions of a job. The employment prohibitions of the Section 504 regulation apply to decisions and actions made directly by recipients, as well as those made indirectly through contractual arrangements or other relationships with organizations such as employment agencies, labor unions, organizations providing or administering fringe benefits, and organizations providing training and apprenticeship programs.

TITLE IX COMPLIANCE

• Reasonable accommodation may include making facilities used by employees accessible to and usable by individuals with handicaps, job restructuring, modifying work schedules, acquiring new or modifying existing equipment, or providing a reader for a blind person or an interpreter for a deaf person.

• If a recipient can demonstrate that an accommodation would impose undue hardship on the operation of its program, it is not obligated to provide the accommodation.

• A recipient excused from providing an accommodation may not discriminate against a handicapped applicant or employee who is able and willing to make his or her own arrangements to provide the accommodation.

• Recipients are obligated to make reasonable accommodation only to the known mental and physical limitations of an otherwise qualified handicapped person.

TITLE IX COORDINATORS

Sue Allison, High School Student Services Coordinator
Title IX Coordinator, Compliance Officer and Section 504 Coordinator
sue.allison@ccctc.k12.us.oh
330-424-9561 x 118

Curt Kaiser, Principal Special Education
Title IX Coordinator, Compliance Officer and Section 504 Coordinator
curt.kaiser@ccctc.k12.oh.us
330-424-9561 x 192

ANNUAL NOTIFICATION TO STUDENTS-FAMILY EDUCATION RICHT AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution). These rights include:

- The right to inspect and review the student’s education records within 45 days after the day CCCTC receives a request for access. A student should submit to the Adult Career Center office a written request that identifies the record(s) that student wishes to inspect. The school official will decide for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
- A student who wishes to ask the school to amend a record should write to the Adult Career Center Supervisor clearly identifying the part of the record the student wants changed and specify why it should be changed.
- If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when

notified of the right to a hearing.

- The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Adult Career Center CCCTC as an administrative, supervisory, academic, research, or support staff position; a person serving on the board of trustees; or law enforcement unit personnel and health staff. A school official has a legitimate educational interest if the official needs to review the education record in order to fulfill his or her professional responsibilities for the Adult Career Center CCCTC.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Adult Career Center CCCTC to comply with the requirements of FERPA. 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 20202

DISCLOSURE WITHOUT CONTENT

FERPA permits the disclosure of Personally Identifiable Information from students' education records, without consent of the student if the disclosure meets certain conditions found in 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures of the student, 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of the disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within the Adult Career Center CCCTC whom the school has determined to have legitimate educational interests;
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled in the disclosure is for purposes related to the student's enrollment or transfer;
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities;
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid;
- To accrediting organizations to carry out their accrediting functions;
- To parents of an eligible student if the student is a dependent for IRS tax purposes;
- To parents if a health or safety emergency involves their son or daughter;
- To appropriate officials in connection with a health or safety emergency;
- To comply with judicial order or lawfully issued subpoena;
- Information the school has designated as "directory information." CCCTC directory information includes: name, program of study, attendance dates, honors/awards, and photo. To "opt out" of directory information, the student must notify CCCTC in writing within seven (7) days of program start date;
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

ADULT EDUCATION ADMINISTRATION

Jenna Fox, Adult Education Director

Ann Cope MSN, RN, Nurse Manager

Heather Raidel, Student Services Coordinator

Alex Porter, Financial Aid Coordinator

Ryan Rotuna, Adult Education Technology Director

Marsha Henrich, Adult Education Secretary

CENTRAL OFFICE

Jeremy Corbisello, Superintendent

Katherine Scanlon, Treasurer

Jordan Williams, Assistant Superintendent

SCHOOL BOARD MEMBERS

Gary Althiser - Wellsville Local

John Campbell - Beaver Local

Larry Duko – Leetonia

TK Hiscox - Lisbon– Board President

Justin Medure - United Local

Brian Moore – East Palestine City

Jean Pastore – Southern Local

Anthony Roncone – Columbiana

Melissa Wellman – Crestview Local

COMPLIANCE WITH FEDERAL LEGISLATION

The Columbiana County Career and Technical Center, Adult Education, is an equal opportunity educational institution. CCCTC does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in admission, in its programs and activities, including employment opportunities. CCCTC follows Title VI, Title IX and section 504. The coordinator, Curt Kaiser, is located at 9364 State Route 45, Lisbon, OH 44432, and may be reached at 330-424-9561 extension 118.

ACCREDITATION

CCCTC Adult Education is accredited by the Commission of the Council on Occupational Education (COE). The Commission of the Council on Occupational Education is a recognized accrediting agency by the U.S. Department of Education. The Center currently has full accreditation by the Commission of the Council on Occupational Education, COE, located at 840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. The Commission may be reached by mail or by telephone (Toll-Free): 800-917-2081.

The school is designated as an Adult Full-Service Center by the State of Ohio and is a member of the Ohio Higher Education.

WELCOME

The 2025-2026 Student Handbook has been developed to guide and assist adult students in achieving their educational and professional goals. Students may also receive specific program information from their respective programs that supersedes the Adult Education Department's general information. The administrators, instructors, and support staff of CCCTC Center for Adult Education are ready to assist you in any way possible to attain your goals. Our best wishes to you as you begin your training.

MISSION STATEMENT

The mission of the Columbiana County Career and Technical Center, Adult Education Department, is to provide high quality educational opportunities for adults to increase their skill set.

CCCTC ADULT EDUCATION PHILOSOPHY

The Columbiana County Career and Technical Center, Adult Education recognizes that in this technological era, occupational changes will affect almost every individual at some point in the next ten years. It is also recognized that most individuals under the age of 35 (thirty-five) will change occupations at least three times during their working years. Therefore, the Columbiana County Career and Technical Center believes that all adults should have the opportunity to pursue vocational/technical education throughout their lives at an affordable cost.

To this end, the Columbiana County Career and Technical Center, through the division of Adult Education, will offer any program which is socially and occupationally beneficial. Interest and student enrollment must also support each program.

The Columbiana County Career and Technical Center, Adult Education will work cooperatively with area employers, community agencies, members of the community at large and individuals to provide this opportunity for men and women to upgrade their skills to retrain and prepare for new occupations.

Intellectual Aptitude – We challenge each student with basic vocational and academic skills planned for his/her needs, abilities and interests. Under the direction of the instructor and by his/her own self- achievement and creativity, the student may become a responsible member of society able to use critical thinking to make career decisions and be qualified for a career of choice.

Social Behavior

- Teaching each student to orient himself/herself to society and to participate in its improvements.
- Encouraging each student to practice self-direction and accept personal responsibility.
- Helping each student recognize the importance of proper attitudes toward home, school and country.
- Teaching our students excellent work habits.
- Instructing our students in the importance of respect for individuals, for property, and for authority.
- Instilling in our students a sense of loyalty to their school, to their country, and to their employer.

- Instilling in our students an appreciation and sense of pride in work well done.

- Develop Mastery of Basic Skills –CCCTC Adult Education Department will promote the acquisition of basic comprehension, communication and computation skills to the greatest extent possible for each student. Every effort will be made to offer each student the opportunity to master the basic skills needed to pursue his/her chosen goals.
- Developing within the Community a sense of Pride in their Schools CCCTC will provide communication with the community highlighting the strengths of the education program and inviting the community to participate in school functions.
- Continual Evaluation and Revision of Curriculum –CCCTC will provide through constant evaluation, curriculum that is pertinent to student needs.

SECTION I – GENERAL INFORMATION 8
WELCOME 8
MISSION STATEMENT 8
CCCTC ADULT EDUCATION PHILOSOPHY 8
COMPLIANCE WITH FEDERAL LEGISLATION 9
ACCREDITATION 9
CAREER TRAINING CERTIFICATION PROGRAMS 9
INDUSTRY CERTIFICATIONS 9
HISTORY AND FACILITY 11
SCHOOL POLICIES AND PROCEDURES STATEMENT 11
SCHOOL CALENDAR — VACATION AND HOLIDAYS 11
SCHOOL CLOSING 11
PROGRAM CHANGES/CANCELLATIONS 11
PARKING 11
TELEPHONE CALLS 11
VISITORS 12
TOBACCO/SMOKING-FREE CAMPUS 12
HEALTH and SAFETY POLICY 12
First Aid 13
Spills 13
RESPONSIBILITY OF PERSONAL PROPERTY 13
SECTION II – STUDENT SERVICES AND RESOURCES 14
COUNSELOR 14
PLACEMENT ASSISTANCE SERVICES 14
ADMISSION REQUIREMENTS 14
ADMISSION PROCEDURE 14
Criminal History/Background Check/Drug Screen 16
STUDENT CHANGE OF ADDRESS OR PHONE NUMBER 16
TRANSFER OF CREDIT 16
ENROLLMENT REPORTING 17
TUITION/FEES POLICY/TEXTBOOKS, WORKBOOKS AND SUPPLIES 17
WITHDRAWAL AND REFUND POLICY (including Veteran Refund Policy & VBTA Policy) 17-19
DEBT COLLECTING 20
LEAVE OF ABSENCE 20
REAPPLYING TO THE ADULT CAREER CENTER 20
DRESS AND GROOMING 21
PORTABLE ELECTRONIC DEVICES 21
BREAKS/VENDING MACHINES 21
PLAGIARISM and CHEATING 21
COPYRIGHT PROTECTION 21
COMPUTER AND TECHNOLOGY RESOURCES 22
STANDARDS OF ACADEMIC PROGRESS (SAP) 23
GRADING POLICY & ACADEMICS 23

ATTENDANCE and EXCUSED ABSENCE POLICY....24
EXTERNSHIPS....25
TERMINATION....26
PROGRAM COMPLETION....26
DUPLICATE CERTIFICATES AND CARDS....26
TRANSCRIPTS....27
STUDENT RECORDS....27
SECTION III – INSTITUTIONAL POLICIES AND PROCEDURES 28
ADVISORY COMMITTEES....28
STUDENT ADVISORY COMMITTEE....**Error! Bookmark not defined.**
BADGES....28
SAFETY....28
EMERGENCY MEDICAL FORMS....28
LOCKDOWNS....28
FIRE AND TORNADO....28
PERSONAL SAFETY TIPS....28
STUDENT CODE OF CONDUCT....29
PROCEDURE FOR REPORTING CRIMES....31
DRUG FREE SCHOOLS....32
LEGAL SANCTIONS....32
VIOLENCE AGAINST WOMEN ACT....33
SEXUAL ASSAULT, SEXUAL HARASSMENT, STALKING, DOMESTIC VIOLENCE, DATING VIOLENCE....33
CAMPUS CRIME STATISTICS....35
SECTION IV – INSTITUTIONAL POLICIES AND PROCEDURES -Grievance 38
STUDENT COMPLAINT/GRIEVANCE PROCEDURE....38
TITLE IX AND SECTION 504 NONDISCRIMINATORY....40
SECTION V – CAREER CERTIFICATION PROGRAMS 42
ADMINISTRATIVE STAFF MEMBERS....429
CAREER CERTIFICATION INSTRUCTORS....**Error! Bookmark not defined.**
PROGRAM HOURS AND TUITION COST-ACADEMIC YEAR 2025-2026....42
PRACTICAL NURSE....48
LPN-RN NURSING PROGRAM....42
CERTIFIED CLINICAL MEDICAL ASSISTANT....42
CERTIFIED NURSE ASSISTANT....55
POLICE ACADEMY
…… 51
OFFICE
MANAGEMENT……
… 53

ADDENDUM A **Error! Bookmark not defined.**
ADDENDUM B 44
ADDEDUM C 45

SECTION 1: GENERAL INFORMATION

BADGES

Students are required to wear their name badge at all times (class, lab and clinical). Replacement badges are $10 and the program administrator will order them.

INDUSTRY CERTIFICATIONS

Students successfully completing the following Career Certification programs will sit for the credentialing exams listed below. All industry certifications are State and/or National Certifications.

Adult Education Program	Certification Exam
LPN-RN Nursing Program	Ohio Board of Nursing (National Council of Licensure Exam NCLEX-RN)
Practical Nurse Program	Licensure Exam NCLEX-PN, Ohio Council of Regents, State Certificate
Certified Clinical Medical Assistant	NCCT Medical Assistant and Phlebotomy Certification
State Tested Nurse Aid	Ohio Registry-State Tested Nurse Aide
OPOTA Police Academy	OPOTA Certification
Phlebotomy	Phlebotomy Certification
Welding	AWS Certificate

FIRST AID

Every classroom is equipped with a small first aid kit. The kit includes gloves and basic supplies. The kit can be used by staff or students as needed. Students are encouraged to use supplies if needed and to don gloves if assisting with first aid for a student or instructor. Accident reports must be filled out if the need for first aid is an accident.

HISTORY AND FACILITY

CCCTC Adult Education is centrally located and easily accessible on State Route 45 in Lisbon, Ohio. The school earned the designation of Adult Full-Service Center from the Ohio Department of Education in 1987. The Center is a multi-purpose facility that addresses current training needs of industry, creates new opportunities for employment of individuals, and promotes education as the crucial link between the needs of community employers and area adults.

The success of CCCTC Adult Education is enhanced by the strength of the career/technical education hands-on training. The maximum number of students in a typical lab or clinical setting is between 8-20 students. Individuals who attend CCCTC Adult Education programs obtain comprehensive training that is current and responsive to the community's needs guided by advisory boards composed of professional leaders from business, labor and industry. Curriculum is reviewed and updated on a regular basis to reflect the changing needs of business and industry. Career Assessment and counseling help those students who are unemployed, under employed, or making a career choice or change. Pre-and post-tests of levels of basic skill achievement and post-tests of acquired competencies in specific program skills are required.

Assistance in the application process is available. Financial aid is available for students who qualify.
Funding sources include Federal Pell Grants and/or Direct Loans, Bureau of Vocational Rehabilitation (BVR) funds, Workforce Investment Act (WIA) funds and Veterans Benefits. (See Appendix A, Financial Aid Procedures for more information).

PARKING

All students are to park in a large student parking lot. There is NO parking in the fire lanes. Fire lanes are for emergency vehicles only. Parking is not permitted in the grass. Parking is available for persons with disabilities in designated areas for those students displaying appropriate identification in their vehicle. The school assumes no responsibilities for loss, for damage to student's personal property, for any damage to any car, for loss by theft of any vehicle, or for any of its contents in or adjacent to school property. The Adult Education Department reserves the right to tow any vehicle parked in these areas at the cost of the student.

PLACEMENT ASSISTANCE SERVICES

Placement Assistance Services are available to all students who complete a Full Time Career Certification Training Program at CCCTC and receive a Career Passport. Although student employment is the goal of the Adult Career Center for all its graduates, employment upon program completion is not guaranteed. Instruction is provided to assist job seekers in finding related employment. The Student Services Coordinator provides students with skills in locating available jobs, preparing for interviews, and producing resumes that clearly define the applicant's qualifications and objectives. Each student is responsible for helping to develop a resume for the placement file and Career Passport prior to completing his/her training program and for providing a current address and telephone number before and after leaving school.

To continue assistance following graduation, CCCTC Adult Education must have current student information to maintain contact. Placement data for past graduates is available on our CCCTC Adult Education Adult Education website at www.ccctc.k12.oh.us.

When a student obtains employment, either during training or following completion, the student is requested to provide the following information to the program instructor: employer name, address and phone number, immediate supervisor, job title, hourly wage and hours per week, and start date. During December each year, students who completed or withdrew during the previous 12-month period are contacted by mail or phone to determine current employment status. Students will be asked to complete an information-sharing form at the time of orientation so that post-program employment can be tracked through state employment records.

PROGRAM CHANGES/CANCELLATIONS

CCCTC Adult Education reserves the right to cancel, discontinue, postpone, or combine classes. In the event of a canceled course, students will be notified by mail or phone.

RESPONSIBILITY OF PERSONAL PROPERTY

CCCTC Adult Education assumes no responsibility or liability for theft, damage, or loss of money, valuables, or other personal property of any student or guest caused by fire, water, other causality, neglect or the actions of a third party that occur on school property or at school related events.

SCHOOL POLICIES AND PROCEDURES STATEMENT

CCCTC reserves the right to change or add to any of the school policies, rules or procedures whenever deemed necessary. All changes will be posted prior to their enforcement. This Student Consumer Handbook, in its entirety, can be accessed online at http://www.ccctc.k12.oh.us. In addition to the policies and procedures printed in this handbook, CCCTC Adult Education adopts the policies and procedures set forth by the CCCTC District, including the School Emergency Procedures and Safety-Security Reference Plans. Changes or additions to the school policies and procedures will be amended and approved by the CCCTC School Board.

SCHOOL CALENDAR — VACATION AND HOLIDAYS – See Calendar attached on back of Handbook.

SCHOOL CLOSING

Students can listen for school closings on all local media. On days that the Columbiana County Career and Technical Center is closed for inclement weather or hazardous conditions, students will not report for class at CCCTC. Therefore, if CCCTC is closed, classes are cancelled. For programs that have a clinical or externship you are required to follow your specific Program Handbook for guidance on calamity days and required attendance.

STUDENT CHANGE OF ADDRESS OR PHONE NUMBER

Any student who changes his/her address or phone number during the year must report the change of address to CCCTC Adult Education Office and the Financial Aid Office, if receiving aid.

TELEPHONE CALLS

Emergency messages will be relayed to students during class time. The school telephone number is 330-424-9561 ex 126. Please make sure to give the number to anyone needing to contact you for an emergency. Office telephones are not available for students' personal use.

TOBACCO/SMOKING-FREE CAMPUS

The use of all forms of tobacco, including chewing tobacco, and/or any form of smoking devices are prohibited at CCCTC campus building. There is no smoking or tobacco use at any time in the building or on the grounds. Students found violating this policy are subject to fines by the Columbiana County Sheriff's Department.

TRANSFER OF CREDIT

Accepting transfer of credit for another institution is at the discretion of CCCTC. There is no guarantee that transfer of

credit is accepted unless met by the stated guidelines. All students wishing to transfer prior credit must submit their transcripts within 30 days of applying to the Career Center. Acceptance of a transfer credit for a course completed in other postsecondary institutions when comparable in scope to the coursework offered may be granted based on meeting the following factors:

- Comparability of the nature, content, and level of transfer of credit and the appropriateness and applicability of the credit earned to programs offered by the CCCTC are determining factors in the evaluation process for transfer credit to be awarded.
- The student must also meet the acceptable standards of educational accomplishment through a given assessment according to the offered course module (must obtain a 75% or better). The assessment will reflect a valid evaluation measure to represent a student learning outcome applicable to that transfer of credit that is reflective of the coursework offered within the Career Certification program.
- The course should align with the curriculum and materials and topics covered in the courses offered at the CCCTC.
- Evidence of appropriate academic level may also be requested showing satisfactory grades for the course completed as well as a request of the syllabus or study guide for the course.

***Please keep in mind that transferring credit may result in going below minimum hours to maintain financial aid eligibility. See the financial aid handbook and or meet with the Financial Aid Coordinator to discuss transfer credit financial aid specific requirements once your course has been reviewed.**

TWO HOUR DELAY

If there is a late start or two-hour delay, **all Adult Education daytime classes** will start as normally scheduled. Students can also check the CCCTC website http://www.ccctc.k12.oh.us. and the CCCTC Adult Education Facebook page for information. Students need to provide current email address and phone number as this may also be used to inform students of any closures or delays.

SCHOOL CLOSING AND CANCELLATION

In the event of inclement weather, emergencies, or unforeseen circumstances requiring the closure or cancellation of classes, Columbiana County Career and Technical Center Adult Education will make every effort to notify students as soon as possible. Official closure notifications will be communicated through approved school communication channels, which may include phone calls, text messages, email, Schoology announcements, and/or postings on the institution's website or social media platforms. Because CCCTC Adult Education is a clock-hour institution, all missed instructional hours resulting from school closures must be made up to ensure compliance with program hour requirements, licensure standards, and completion eligibility. Make-up dates and times will be determined by the school administration and program instructors and may include extended class days, additional scheduled sessions, Fridays, Saturdays, or other designated times as needed. Students are responsible for attending all assigned make-up sessions. Failure to complete required make-up hours may result in delayed program completion, inability to meet graduation requirements, or ineligibility for certification/licensure testing where applicable. CCCTC reserves the right to adjust the academic calendar and instructional schedules as necessary to accommodate closures and ensure all required clock hours are completed.

VISITORS

All visitors must enter the building using the entrance off of the student and visitor parking lot area and must present a valid State ID at the front desk. The school will keep a daily log of visitors, as to name, date, time in/out, and reason for visits. All school personnel have the right to exclude uninvited or unauthorized persons from the school premises. Students are not permitted to bring visitors or children to attend class or to wait on school property for the student. For reasons of safety, no visitor may confer with a student in school without permission. CCCTC holds periodic open houses for the public. Civic groups, organizations, clubs and business groups are encouraged to visit the school. Special arrangements may be made by calling the Adult Education office at 330-424-9561 ex 126.

SECTION 2: INSTITUTIONAL POLICIES AND PROCEDURES

ADVISORY COMMITTEES

Each program area in Adult Education has an active Advisory Board committee. The committee serves in a planning and placement capacity. The committees offer valuable input into admission standards, program content, purchases of supplies and equipment, and updates regarding new or industry changes in the career advisory field in which they have expertise. Students are also invited to participate in the semi-annual Advisory Board committee meetings.

ADMISSION PROCEDURE

The Columbiana County Career and Technical Center Adult Education program maintains an "open admission" policy that states any person 18 years or older who can provide physical proof of a high school diploma or GED certificate issued by the appropriate state education agency may enroll in an adult education program or course. Every full-time registered student is required by the Ohio Department of Higher Education and the Columbiana County Career and Technical Center Board of Education to sit for a WorkKeys entrance assessment to validate the student's current level and appropriate placement for his/her training program of choice. Such scores are used for advisement regarding selected programs and as an indicator for probable success in the program. All students must score a minimum of 3 in all three assessment content areas or attend remediation and re-test prior to starting a program. Some programs are considered selective admission and may have additional entrance benchmarks and/or admission requirements.

All students are required to:

1. Attend a scheduled orientation and receive a packet containing program information, sources of financial assistance and information about the pre-admission requirements.
2. Complete and pass the required Workkeys entrance assessment at the scores level needed for your particular program choice.
3. Meet with the financial aid coordinator and receive a cost of attendance.
4. Arrange for a high school transcript to be forwarded to the school or give evidence of graduation from high school or GED by presenting a diploma/certificate. The high school diploma validity will be evaluated based on the FAFSA information, acceptable documentation submitted and/or inquiries to the State as needed.
5. Submit all completed forms, including the Registration form and any required financial arrangement documents. Payment of payments arrangements must be in place by the first day of classes.
6. Registration is complete only when all required forms and documents have been completed and turned in to the office along with any required down payment or first payment for the program.

Applicants without a high school diploma or GED test certificate are encouraged to participate in ASPIRE and/or GED test preparation or high school credit program. Upon successful completion of the GED test certification, applicants are encouraged to re-apply.

****Please see the LPN and LPN-RN Handbook for the specific Admissions Policy and Requirements.**

The completed file of each applicant will be reviewed. Applicants qualified for the program of choice will be granted admission and will be placed on the list for admission to the next available class according to the date the file is completed. Falsification of any student information submitted will be grounds for student termination.

ADMISSION REQUIREMENTS

All CCCTC Adult Education students must have completed secondary education (high school or equivalent) prior to admission to the CCCTC Adult Education Full Time Programs and class size is limited. Completion of required paperwork and document submission determines the date of enrollment. Career Students are required to attend a scheduled school tour and orientation and meet the following program prerequisites prior to beginning class:

- Achieve the required G.E. (grade equivalent) in basic skills tests covering math, reading, and language.
- Provide proof of a High School Diploma or GED Transcript
- Complete any other program prerequisites as stated in the program specific admission guidelines. (see Handbook regarding your specific program admission requirements or prerequisites).

CCCTC has the right to question the validity of the high schools' credentials, the institution will first check the "Unacceptable Proof of Graduation" list. If the high school is on that list it will be judged as unacceptable. If it is not on that list but the institution still questions the validity of the high school credential we will ask for a transcript from the high school showing classes completed and passed. If CCCTC is still not satisfied as to the validity of the credential, we may contact the states' Department of Education in which the school is located to ascertain if the high school is approved by the state.

ATTENDANCE

(All Nursing students should refer to their program specific Handbooks)

Attendance during student training programs is carefully monitored. Each student has primary responsibility for tracking his/her own absences and tardiness. Every student is expected to establish an excellent attendance record that will be an asset in a job search. Students are expected to attend class each day and be on time. Doctor's visits and other appointments should be scheduled outside class time.

To support student success, CCCTC uses a progressive intervention model when attendance concerns arise:

- **Tier 1, Attendance Warning:**
  When attendance falls below **97.5%**, the instructor will conference with the student, document the concern, and monitor attendance improvement.

- **Tier 2, Attendance Probation:**
  When attendance falls below **96.5%**, the student will be referred to administration or student services and placed on an attendance contract.

- **Tier 3, Dismissal Review:**
  If attendance does not improve sufficiently, the student may be referred to administration for possible dismissal from the program.

CCCTC operates clock-hour programs. Attendance and absences are recorded on a quarter-hour basis. A record of student tardiness, early departures and absences from class will be maintained and will be included as time missed when totaling attendance records. Students must maintain a cumulative theory/lab attendance average of 90% or better to remain in school, sit for certification exams and participate in the externship. The student is responsible for properly signing in and out each class session. Students are not permitted to sign other students in or out.

CRIMINAL HISTORY/BACKGROUND CHECK/DRUG SCREEN

A BCI/FBI check via fingerprinting is required of all students entering into any medical program at CCCTC, excluding STNA. The BCI/FBI check will be done at the CCCTC facility. The cost of the record check is the responsibility of the student and is included in the program's lab fees. The results of the check will be sent directly to the school. Any program that requires a drug screen, will be handled through the CCCTC, Adult Education department.
The cost of the drug screen is the responsibility of the student and is included in the program's lab fees. The results of the drug screen will be sent directly to the school.

According to contractual agreements with clinical sites, students who have a criminal record in the last five (5) years may not be able to participate in clinical experiences. By law, health care providers are required to investigate the background of employees. Many offenses preclude people from obtaining employment in healthcare facilities.

Compliance with the law is necessary so the CCCTC can assure the clinical sites that its students are not a risk to patients, staff, and visitors. The School also wants students to be able to sit for the licensure exam and to be employable upon graduation. The Student Services Coordinator is available by appointment to discuss student concerns about this law. The final decision regarding taking any certification exam lies with the testing agency.

REAPPLYING TO THE ADULT CAREER CENTER

Since most programs are comprehensive and not modular, students are expected to start and complete a program within the scheduled timeframe. If a student withdraws or is terminated from a program and wishes to return, he will need to wait until a new start date to reapply. Students that notified CCCTC in writing prior to exiting or were terminated due to academic or attendance requirements and have a zero-tuition account balance are permitted to reapply to the same program one time. The student will apply for enrollment in the program in its entirety, previous hours and course work completed will not carry over. Application approval will be at the discretion of the Adult Education Director. Depending on the timeframe at the time of withdrawal, financial aid may not be available. The student may need to renew their FAFSA to determine eligibility. Students that reapply may be eligible for the school's interest-free payment plan only in the event that the student's past payment history shows payments were made on-time and in full. If a student's past payment history shows that the student did not make payments as scheduled, the student is not eligible for a payment plan and must pay the total program tuition due for the entire program, less any financial aid assistance, before starting the program.

Students that exited without written notification or were terminated for Code of Conduct/Security violations are not permitted to register for any program or class at CCCTC.

DRESS AND GROOMING

Employment of students and graduates in positions related to their career technical training area is the primary goal of CCCTC Adult Education. Clothing and grooming appropriate to each career technical program are required. Students will be required to wear appropriate workplace attire which may include uniforms.

The following items are considered inappropriate and will not be permitted:

- Hats and all other head coverings, including bandannas and stocking caps (Except in lab as apart of lab apparel) exceptions are made for students requesting exception for religious beliefs
- Sunglasses
- Clothing that depicts violence, obscenities or is associated with gang activity
- Altered or defaced clothing/uniforms with holes or tears, including frayed/torn pants
- Clothing or accessories with drug, alcohol, tobacco or racist connotations
- Halter tops, cut-offs, bare midriffs, muscle shirts, see through apparel including mesh shirts and visible undergarments.
- Unsafe footwear as determined by the program instructor.
- Excessively short skirts, shorts and mini dresses.

Uniforms are to be worn as presented to the student. Alterations are not permitted without specific permission from the department coordinator. If a student considers the building to be cold, the student should wear a long sleeve, white or gray, plain t-shirt under the uniform. Hoodies and jackets are not permitted over school issued uniforms once the school day has begun.

Students who violate the dress code will be referred to the program coordinator and will be sent home for the day, the time missed WILL BE held against the student's attendance records.

PORTABLE ELECTRONIC DEVICES

A portable electronic device (PED) is a lightweight, electrically or battery-powered piece of equipment. These devices are typically consumer electronic devices capable of communications and data processing. These devices include, but are not limited to: cell phones, media players, tablets, e-readers, laptops or handheld computer games.

Use of PED on school grounds is a privilege and at the discretion of your instructor. Failure to act in a responsible manner regarding these devices will result in the loss of the privilege to have any such device within the school building. Course instructors will determine whether a student's behavior is disruptive to the learning environment. Students who continually disrupt the learning environment may be placed on disciplinary probation, asked to leave the classroom or laboratory and/or be dismissed from the program of study. CCCTC does not assume any legal liability or responsibility for any damage or loss of PED.

BREAKS/VENDING MACHINES

Appropriate break and lunch/dinner times will be assigned by instructors. Breaks will be given at the discretion of the individual instructor. During breaks, students may remain in the classroom, use the restroom, or go to the commons area. All food and drink items must be kept in the CCCTC commons area. Do not take any drinks or snacks into the classrooms or hallways. No food or drinks will be permitted in any computer labs. Soft drinks should be brought in non-breakable containers with sealable lids.

PLAGIARISM and CHEATING

Plagiarism may lead to termination and is defined as follows: 1.) 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; 2.) A piece of writing or other work reflecting such unauthorized use or imitation.

CCCTC Adult Education urges students to conduct themselves ethically and honorably. It is expected that the grade a student earns is based upon work that the student has performed. Cheating is dishonest. It harms you and it harms the other students who do not cheat. We, therefore, will not condone nor will we tolerate any student submitting work that is not produced solely by the student's own initiative.

COPYRIGHT PROTECTION

Unauthorized copying, redistribution, republication, or peer-to-peer sharing of copyrighted or licensed materials is prohibited. Violations of this policy may result in disciplinary action and may also be referred to the appropriate legal authorities and/or other legal action may be pursued.

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 7, United States Code, Sections 504 and 505.

Due to copyright rules and regulations regarding the use of media downloaded from the Internet, students are not permitted to download, store, or share any copyrighted material. This includes but not limited to: MP3's, WMV's, AVI's, and MIDI's. Some examples of the copyrighted materials found in the above-mentioned formats are used for movies, CD's songs, and TV shows.

This does not mean that all media found on the Internet cannot be used in school projects. If a website states that the content presented on that website can be used for public or private use, then a student may use material from the website. As always, any material used in student work, that is not his or her own work, must be cited appropriately.

COMPUTER AND TECHNOLOGY RESOURCES

Computers are in labs and computer technology resource centers throughout the building. Student use of computers and other technological resources shall be in accordance with established school rules. Failure to comply will result in disciplinary action. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned computers. Use of the CCCTC Net Access and telecommunications is a privilege and is restricted to school related projects and must be supervised by the teaching staff. The Area Cooperative Computerized Educational Service System (ACCESS) provides services such as electronic mail and Internet access.

Career Certification students will have computer access. All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unauthorized distribution, including peer-to-peer sharing, may subject students to civil or criminal liabilities.

Because access to online services provides connections to other computer systems located all over the world, students must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive. The Board does not condone the use of such materials. Students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. The District has purchased monitoring devices which maintain a running log of Internet activity, recording which sites a particular user has visited. All students must read and sign the Acceptable Use Policy and User Agreement before signing on to a computer. CCCTC and/or ACCESS reserve the right to revoke these privileges.

Unacceptable uses of the computer/network include but are not limited to the items listed below.

No student shall intentionally:

1. Use the network for illegal activity, including copying commercial software, downloading music, unauthorized peer-to-peer sharing, and/or other materials in violation of copyright law;
2. Download freeware or shareware programs;
3. Access the Internet when not directed by an instructor;
4. Access and/or view any inappropriate materials that may be on the Internet. No inappropriate material may be loaded on to school district workstations or printed from the district printers;
5. Access another individual's files or folders;
6. Vandalize another individual's computerized data;
7. Use profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users;
8. Access personal social networking websites for non-educational purposes;
9. Post personal communications on an electronic bulletin board without the author's consent. Any items produced by a student will not be posted to the Internet without his/her permission. If permission is granted, items will be considered fair use and available to the public;
10. Use an account owned by another user, with or without their permission;
11. Use the network for financial or commercial gains;
12. Degrade or disrupt equipment or system performance;
13. Gain unauthorized access to resources or entities;
14. Waste technology resources, including bandwidth, file space, and printers;
15. Use the network in ways that violate school policies and behavior standards; or

16. Bring food or drink into computer labs.

STANDARDS OF ACADEMIC PROGRESS (SAP)

(All Nursing students should refer to their program specific Handbooks)

All students enrolled at CCCTC must maintain satisfactory academic and attendance progress in their particular course of study to remain in school and receive a Career Passport upon graduation. Students are required to have an academic average of 75% or higher and at least 90% attendance. Students will be informed if they are at risk for an attendance or academic termination due to continuous progress for program completion. The SAP policy applies to all students attending CCCTC Adult Education (full- and part-time), including students who may become eligible for Federal Title IV funding.

All Nursing students should refer to their program specific Handbooks

GRADING POLICY & ACADEMICS

Instructors will conduct periodic student conferences to review academic progress and/or attendance.

Grades will be calculated as follows:

A	93-100	=	Highly recommended for employment, additional training and/or rapid advancement.
B	84-92	=	Strongly recommended for employment.
C	75-83	=	Recommended for employment.
D	70-74	=	Not passing, will be placed on Academic Probation
F	69-0	=	Failing
I		=	Work incomplete, no credit given
W		=	Withdrawn

Incomplete grades will not be calculated in the overall GPA. If grades are not able to be determined within two weeks of completing a module, a grade of "F: will be given and calculated in the GPA.

Academics

Students must maintain a 75% or higher academic average in order to remain in school. A satisfactory academic average is critical for a student to be eligible to take licensing/certification exams and participate in the externship.

Classroom performance is based upon classroom participation, lab and written work, and instructor tests and evaluations.

Make-up Work- See Syllabus per program and course.

Academic Probation -

Students whose academic average falls below 75% will be placed on an Academic Probation. Students will remain on academic probation until successfully completing the appeal process or achieving an academic average of 75% or higher within 30 days of the probation date. The Probation Process is as follows:

1. Students will receive a probation notice when their average falls below 75%, because they are at risk for academic termination.
2. If the student chooses to file an academic appeal it must be filed by the student and approved by the Adult Education Director or Assistant Director.
3. If the academic appeal is not approved, the appeal requirements are not met or the student does not bring their grade average to 75% or higher within 30 days of the probation date, the student will be terminated. Terminated students are responsible for any tuition balance remaining on their account based on the refund policy.
4. The appropriate funding agency will be notified as needed if a student fails to make satisfactory progress during a probationary period. A representative from student services will meet with all students on academic probation to recommend a specific course of action. A student on academic probation is not eligible to receive financial aid.

EXCUSED ABSENCE POLICY

CCCTC has an excused absence policy. Job and Career Training students are allowed to miss no more than 10% of the scheduled program hours in excused absences for successful completion. Students may have an excused absence for unforeseen personal or family emergencies, funerals, jury duty, illness, religious obligations, etc. Job and Career Training students must attend their program at a 90% attendance rate in order to successfully complete the program.

Police Academy: Attendance rate not less than 90% is required for non-OPOTA hours. Required attendance for OPOTA hours is 100%. Any time missed is required to be made-up at the expense of the student within two weeks of time missed.

Practical Nurse and LPN-RN Nursing Program(s): Attendance rate not less than 90% is required all theory hours.

Required attendance for clinicals and lab hours is 100%. Any time missed clinical or lab hours are required to be made-up at the expense of the student by the end of each quarter

ATTENDANCE WARNING

Students will receive an attendance warning notice when their pace of attendance meets or exceeds 70% of excusable theory/lab hours.

EXTERNSHIPS/CLINICALS

(All Nursing students should refer to their program specific Handbooks)

Some programs include an externship experience as part of the training program. A student earns eligibility for an externship by successfully completing classroom and lab competencies, and displaying workplace professionalism within their theory/lab environment. Each student will be evaluated prior to location determination and student placement. Upon evaluation students will be notified if they are eligible for an externship. Students may not have delinquent accounts to participate.

One hundred percent of the externship scheduled hours must be completed within the externship scheduled timeframe to remain in a program, sit for program certifications, and receive a Career Passport.

- Externships are to be viewed as job training experience, and students are expected to conduct themselves professionally throughout this experience. Students will receive an evaluation from the externship site and a grade based on that evaluation will be recorded on the grade transcript. Externships are unpaid, learning experiences.
- The Program Coordinator will assign the student externships. No site is guaranteed for any particular student. All students will be treated in a fair and equitable manner. It is the student's responsibility to finalize their externship site with the coordinator prior to the scheduled externship start date. Failure to do so will result as a "no show" to an externship (see below) and will result in termination from the Career Certification Program.
- Once assigned, students may not change externship sites. A schedule will be determined to satisfy the hours needed and once assigned, students are expected to report as scheduled. If an emergency arises, students must report off to the work site, the school, and the Program instructor. The student is responsible to make up the hours reported off and once in place to report the changes to the externship coordinator. Arrangements are to be made with the externship site supervisor and the student.
- Students who do not report to an externship or fail to communicate with the Program Coordinator within 48 hours of not reporting will be determined to be an Externship "No Show" (see below) and will result in termination.
- Prior to externships, students may be required to be drug tested, complete a BCI check, and complete their physical form.
- Externship sites vary in requirements and will be discussed on an individual basis.
- Any student who is removed from an externship site will not be eligible for another externship assignment. Alternate assignments will be provided to complete hours.
- Externship "No Show" -Students identified as a "No Show" to an externship site will be terminated from the Program.
  The notice will be sent by certified mail of the termination.

A student will be identified as an Externship "No Show" if he/she fails to do any of the following:

1. Finalize their externship contract with the Program Coordinator;
2. Report to their externship;
3. Communicate with the Program Coordinator within 48 hours of not reporting to their externship; or
4. Complete 100% of the externship hours within the scheduled timeframe.

TERMINATION

All students must show continuous progress toward program completion and have an academic average of 75% or higher and at least 90% attendance in order to remain in school. Attendance and academic progress will be reviewed. Students will be informed if they are at risk for an attendance or academic termination due to lack of continuous progress for program completion.

Violation on the part of a student of any one or more of the Student's Code of Conduct/Security policies may result in the termination of a student. These Student Code of Conduct/Security regulations are applicable to conduct while in school or at school-related activities. A student may, at any time, for any violation of the Code of Conduct/Security, be removed, terminated, and/or referred to law enforcement officials for legal action.

If a student is removed from class or asked to leave the building, the student will receive a letter containing information on the termination process.

PROGRAM COMPLETION

(All Nursing students should refer to their program specific Handbooks)

A Career Passport will be awarded to each student who has met the satisfactory academic progress requirements of at least 90% classroom attendance and a C (75%) or better grade average for their program, and completed all financial obligations including Exit Counseling for those with a loan. A Career Passport contains: Certificate of completion, Grades and attendance review sheet, List of career program competencies, Industry credentials and/or certificates earned during the coursework, copy of the student's resume, Portfolio of completed student projects (if applicable).

Certificates and/or Passports will not be mailed; students must plan to pick up the certificates and/or Passport during regular business hours. Students may request a duplicate certificate for a fee of $5.00 each.

Students who have not fulfilled financial obligations to the school will not be awarded Certificates and/or Career Passports until the students' accounts are paid in full.

DUPLICATE CERTIFICATES AND CARDS

Some certificates and/or cards are not replaceable. Examples include OSHA Cards and SafLand Cards. It is the student's responsibility to keep the cards in a safe place.

TRANSCRIPTS

(All Nursing students should refer to their program specific Handbooks)

Current and former students, including all alumni, may request an official transcript for academic work and/or clock hours completed at the Adult Education Career Center Office or online. The Adult Education Office will forward a student transcript to the student, another school or employer only upon written request by the student. Forms are found on the school website. Please be aware that only students can request a transcript. An official transcript will only verify courses and clock hours completed at the CCCTC. Students who have not fulfilled financial obligations will not receive transcripts until the student's accounts are paid in full. There is a charge of $5.00 for each transcript requested. Upon payment of the transcript fee the official transcript will be mailed via USPS or the student may make arrangements to pick up the transcript during regular business hours. Requests for transcripts form can be found on the web site and may be faxed or mailed or dropped off to be processed.

STUDENT RECORDS

Students may request in writing copies of their records or may make an appointment to review records with the Student Services Coordinator. An appointment must be scheduled within two (2) school days of the student's request. The record must be reviewed in the presence of the Coordinator or designee. The student must sign a release prior to the file review. A student may have one representative review the record with him/her.

SECTION 3: FINANCIAL AID POLICIES AND PROCEDURES

CCCTC WITHDRAWAL AND REFUND POLICY

Students who have been accepted into the program may withdraw by notifying a Program Administrator. Students attending classes should submit an official, written notification of withdrawal within ten (10) days of their last day in attendance. Registration does not automatically carry with it the right or reduction of indebtedness in cases of inability to attend class or in cases of withdrawal. Refunds will be issued under the following circumstances:

Student refunds are made whenever the amount a student has paid exceeds the amount he/she owes. A process is in place for the financial aid official to review a student financial aid file every time a student exits the school. The student's finances are adjusted to reflect school policy on refunds. If the student is due a refund after this function is performed a refund form is completed by the student or the financial aid coordinator and sent to the treasurer's office to be processed. Refund forms are completed and submitted to the treasurer's office on the day the student completed his/her withdrawal form or it is determined by administrative staff that the student is no longer attending the institution. The treasurer's office processes refunds twice a month, on or about the 15th of the month and on or about the 30th of the month. CCCTC's refund policy ensures that all refunds are mailed and received by the student within 30 days of the official withdrawal date.

DEBT COLLECTING

Student tuition accounts that are not paid in full as per the allotted payment timeframe will be turned over to the Ohio Attorney General's office. The Ohio Attorney General's office serves as the chief collection agent for CCCTC. The Attorney General's Office charges a 10% collection fee that will be passed on to the student debtor. When a student tuition account has been turned over, the Attorney General's Office payment from the debtor must be made directly to the Attorney General's Office in the form of a check, credit cards or the internet. A debtor's state tax refund, racing, lottery and the state's unclaimed funds may be offset to obtain payment.

ENROLLMENT REPORTING

Federal regulations require CCCTC Adult Education to report student's program-level enrollment information to the National Student Loan Data System (NSLDS). All students who have received federal student aid either from CCCTC or from another post-secondary institution will be reported. Enrollment by students with subsidized loans subject to the 150% Direct Subsidized Loan Limit who exceeds the 150% limit may lose interest subsidy on existing Direct Subsidized Loans. Information submitted to NSLDS is accessible by authorized agencies, lenders, and institutions.

LEAVE OF ABSENCE

CCCTC does not grant official leave of absence. Therefore, a student who is unable to attend classes for an extended period of time must withdraw from the training program and reapply when circumstances allow for re-entry.

CCCTC makes an exception for Active Military Service Members only. If a student is currently an Active Military Service Member and is absent due to service requirements, CCCTC will accommodate the Service Member by providing an opportunity to make up all hours missed. All situations will be handled and accommodated on an individual basis.

MILITARY AND VETERANS

For information on policies governing Veterans Benefits call the Department of Veteran Affairs Education Customer Service Office at 1-888-442-4551. For information on the return of funds policies governing specific funding agencies contact your case manager. CCCTC follows the Principles of Excellence as set forth in 2012 by Executive Order in regard to issues related to higher education and veterans.

CCCTC has established the Principles of Excellence to comply with the Executive Order 13607 guidelines set forth by the Department of Veterans Affairs, the Department of Education and the Department of defense. CCCTC currently complies as follows:

- Each veteran student is provided with Program Information including, program sequence, cost, and program outline during the advising process;
- Students are provided with consumer information through direct emails and the school website for future students http:/www.ccctc.k12.oh.us;
- Students using the VA Educational Benefits are encouraged to complete the FAFSA and Explore Federal and State financial aid opportunities in addition to Veteran Educational Benefits before seeking loans;
- CCCTC offers a student orientation with the Financial Aid Officer in attendance to offer financial aid counseling for all incoming students;
- The Adult Education Assistant Director is the student main contact for other concerns;
- CCCTC adheres to all Title IV policies related to federal financial aid and refunds;
- CCCTC has a written Leave of Absence Policy and accommodates service members and reservists absent due to service requirements;
- In compliance with participation in federal programs, CCCTC will refrain from fraudulent and aggressive marketing practices and techniques. This policy applies to the recruitment of all students.

PROGRAM HOURS AND TUITION COST-ACADEMIC YEAR 2025-2026

Program	Hours	Total Cost	Total Fees
Practical Nurse Program	1200	$11,400.00	$4,048.00
LPN-RN Nursing Program	1344	$14,268.00	$4,175.00
Certified Clinical Medical Assistant	900	$8550.00	$2,056.00
OPOTA Police Academy	777	$7,380.00	$1,377.00
Certified Nurse Assistant	86	$800.00	$247.00
Welding	600	$5,700.00	$1,650.00
Phlebotomy	160	$1,500.00	$493.00

Tuition is based on the 2025-2026 academic year and is subject to change.

TUITION/FEES POLICY/TEXTBOOKS, WORKBOOKS AND SUPPLIES

Program tuition is divided into payment periods. All tuition and fees are listed in the Schedule of Classes. If an employer will be making payment for a course, an original letter on company letterhead must accompany the registration form. An award letter will be given to students in Pell eligible programs prior to the first day of class. There will be a $35.00 charge for any checks returned for insufficient funds.

In order for a student to continue enrollment into the next payment period all tuition costs from the previous payment period must be paid in full. All program costs must be paid in full prior to a student beginning the externship phase required of their program and in order to graduate.

Most program tuitions include a lab fee for the cost of required books, supplies, uniforms, and first sitting of certification fees. Retakes of certification exams is the additional cost of the student. Students must provide their own hand tools in some of the classes. Lost or stolen books, tools and/or supplies will be replaced at the expense of the student. Consult individual course outlines for specific program information.

Programs that require a minimum number of hours to complete in order to test for certifications, STNA, LPN-RN, Practical Nurse, and OPOTA will offer makeup hours at the student's expense to meet the minimum requirements at a rate of $40.00 per hour. Make-Up hours are determined by the instructor and availability.

TUITION REFUNDS FOR CAREER ENHANCEMENT AND SHORT-TERM COURSES

For courses considered short term or 1-9 weeks in length, any tuition or fees collected in advance will be refunded if the student does not begin class or withdraws after the first night of class and before the second night the class is scheduled to meet. The student will receive a full refund of any tuition or fees paid minus any consumable costs incurred with such refund made within 30 days of the planned start. If a student withdraws after such a withdrawal period the full tuition and fees will be due for such a short course.

TUITION REFUNDS FOR CAREER DEVELOPMENT COURSES

Registration does not automatically carry with it the right or reduction of indebtedness in cases of inability to attend class or in cases of withdrawal. Refunds will be issued under the following circumstances:

1. **Refunds for Classes Canceled by CCCTC** (the Institution). If tuition and fees are collected in advance of the start date of a program and CCCTC (the institution) cancels the class, the institution refunds 100% of the tuition and fees collected. A refund of 100 % will be made within 30 days of the planned start date.

2. Refunds for Students Who Withdraw on or Before the First Day of Class

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on or before the first day of classes, CCCTC (the institution) retains no more than $100.00 of tuition and fees. Appropriate refunds for such students will be made within 30 days of the class start date.

After the first day of classes, if it is necessary to withdraw from a course that is longer than 9 weeks in length or considered Career Development, the student must contact the Adult Education Office to begin the refund process. Refunds will be mailed within 30 days after written notification by the student of "officially withdrawing"

***Please Note:** Items issued to the student and in the student's possession, including new or used textbooks, tools, uniforms and supplies are non-refundable. Loaned textbooks must be returned to the office to avoid being charged. Students wishing to withdraw should contact the Adult Education Office. The date of withdrawal determines the rate of refund and charges due. When a Student withdraws with a balance on his or her account, the student will be held responsible for full payment of the balance due.

3. Refunds for Students Enrolled Prior to Visiting CCCTC, (the Institution)

If tuition and fees are collected in advance of the start date of classes and the Student has not visited the school facility

prior to enrollment the student will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment. If the student requests to withdraw the institution will refund 100% of the tuition and fees collected.

4. Refunds of full-time tuition for Career Development Programs are based on the following Board Policy:

Students that withdraw during the first two weeks of a full-time program are refunded all tuition paid.
After the first full two weeks of classes, a student will be assessed as follows:

- Withdrawing before the first third of the semester or course: 50% credit is issued
- Withdrawing on dates after the first third and before the last third of the semester begins: 25% credit is issued.
- Withdrawing on dates after the last third of the semester or course date: NO REFUNDS WILL BE ISSUED.

CCCTC students are only obligated for the semester in which they are enrolled. A student withdrawing or exiting prior to or at the end of the current semester is not obligated for future semesters.

Please Note:

- The term "withdraw" defines any reason for a student leaving school, whether it is initiated by the student or by the school.
- The term "total program tuition and fees" defines the program in its entirety (start date to end date), not per payment period.
- The only mark given for withdrawing from a certification program after classes have begun is a "W."

When calculating refunds, failure to give notification of withdrawal (unofficial drop) will result in the CCCTC Adult Education waiting 10 calendar days from your last day in attendance to officially withdraw you from the program and defining that 10th day as your official withdrawal date.

Students receiving the Pell Grant, Direct Student Loans and/or other financial assistance who withdraw or are terminated from a program or class may not have "earned" the full amount of financial assistance he/she was originally scheduled to receive. The student "earns" his or her Title IV funds by attending classes and may be required to return all or a portion of those funds upon leaving school. Therefore, students planning to withdraw should schedule an appointment with the Financial Aid Administrator before leaving the program to discuss their aid eligibility and financial responsibilities. If the student is receiving Direct Student Loans, the student is required to complete federal loan exit counseling at www.studentloans.gov and any other federal financial aid loan requirements.

Regardless of circumstances, students receiving Title IV funds that are withdrawn or terminated from a Pell eligible program are subject to the U.S. Department of Education's Return of Title IV Funds Policy (see Addendum A, Financial Aid Procedures). Title IV eligibility is calculated based on the student's last day in attendance as determined by attendance sign-in sheets; students receiving Veterans Benefits or other third-party agency (e.g., TAA, WIA, MCTA) funding are subject to the return of funds policy governing that agency.

In the event a student's tuition account maintains a balance due after the student is withdrawn and all calculations are completed, the student will have 30 days from the date of notification to make full payment to the CCCTC Financial Aid Office. Payment will be accepted in cash, cashier's check or credit card. Payments can be made by mail, in person during normal business hours or charge by phone.

VBTA POLICY

CCCTC in accordance with the Veterans Benefits and Transition Act of 2018 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 Veteran Affairs. This policy is limited to tuition funds paid by the U.S. Department of Veteran Affairs.

VETERANS REFUND POLICY

In the event that veterans or their eligible persons sponsored as students under Chapters 30, 32, 33, 35 of Title 38 and Chapter 1606 or Title 10 U.S. Code, fail to enter the Program or withdraw or are discontinued therefrom at any time prior to
completion, the amount charged for tuition, fees and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the non-accredited program bears to it's total length. A registration fee of $10 need not be refundable: any amount beyond that is subject to pro ration and refund (CFR 21.4254(c) (13)). The pro rata portion may not vary more than 10 percent of the total costs for tuition, fees, and other charges.

Such Policy is included in our Financial Aid Handbook. A copy of this policy will be provided to all students

receiving educational benefits from the Veterans Administration.

CCCTC as accredited by the Council on Occupational Education, (COE), complies with the refund policies adopted by the COE Commission. CCCTC has and will continue to comply with the current refund policy which meets COE standards. If you have any questions regarding the refund policy or about a specific refund, please feel free to contact Jenna Fox, Adult Education Director, at 330-424-9561 ext. 146 or jenna.fox@ccctc.k12.oh.us.

SECTION 4: SAFETY AND SECURITY

CAMPUS CRIME STATISTICS

Academic year July 1st-June 30th

Criminal Incident	20-21 Year	21-22 Year	22-23 Year	23-24 Year	24-25 Year
Aggravated Assault	0	0	0	0	0
Alcohol (Liquor law arrests)	0	0	0	0	0
Alcohol (Liquor law violations referred for disciplinary action)	0	0	0	0	0
Arson	0	0	0	0	0
Burglary	0	0	0	0	0
Dating Violence	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0
Drug Law Violations (referred for disciplinary action)	0	0	0	0	0
Hate Crimes	0	0	0	0	0
Intimidation	0	0	0	0	0
Larceny-theft	0	0	0	0	0
Manslaughter – Negligent	0	0	0	0	0
Menacing	0	0	0	0	0

Criminal Incident	20-21 Year	21-22 Year	22-23 Year	23-24 Year	24-25 Year
Motor Vehicle Theft	0	0	0	0	0
Murder/Non-Negligent Manslaughter	0	0	0	0	0
Robbery	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0	0
Simple Assault	0	0	0	0	0
Stalking	0	0	0	0	0
Weapons Possession Arrests	0	0	0	0	0
Weapons Possession Violations (referred for disciplinary action)	0	0	0	0	0
TOTAL	0	0	0	0	0
Total Number of Unfounded Crimes	0	0	0	0	0

*Incidents on record as supplied by the Columbiana county sheriff's Office (CCSD).
CCCTC is a commuter school with daytime students attending high school and career certification adult classes. Evening students attend career certification and short-term adult classes.

Classification and Definitions
Burglary vs. Larceny: An incident must meet three conditions to be classified as a burglary.

- There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted.
- The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.
- The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is larceny.

Destruction, Damage, or Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Hate Crimes: Crimes of larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, and of other crimes involving bodily injury to any person, in which the victim is intentionally selected because of the actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
Larceny-theft (except motor vehicle theft): The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or a loss of consciousness.
The chart that follows is provided and updated annually as directed by the U.S. Department of Education through Public Law 101-542, The "Criminal Awareness and Campus Security Act of 1990." The Clery Act requires post-secondary institutions to report crimes that occur: on campus; in residence halls; in public property adjacent to and accessible from the campus; and in non-campus property. Crimes that do not occur in one of those areas are not reportable in the Annual Security Report. If a reported crime is found to be "unfounded" (determined by a sworn or commissioned law enforcement officer to be false or baseless) it will be removed from "Criminal Incidents" reporting and noted in the "Total Number of Unfounded Crimes."

DRUG FREE SCHOOLS

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. The Board prohibits anyone to be under the influence of or to use, possess, manufacture, conceal or distribute any drug on school property or at any school related function. 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.

"Drugs" shall mean:

- All dangerous controlled substances as so designated and prohibited by local, state and Federal statute
- All chemicals, which release toxic vapors
- All alcoholic beverages

If the drug is found to be a controlled, dangerous substance, school officials will take appropriate action, including termination from the program and notification of the appropriate law enforcement agency. Anyone found to be in violation of the regulations regarding drug free schools shall be subject to disciplinary action including termination from the program and referral for prosecution consistent with local, state and federal law.

EMERGENCY MEDICAL FORMS

All students will be requested to fill out Emergency Contact information on the registration form. This information includes whom to call in case of an emergency. This information will be kept on file. Without this information, the school can take limited action in case of a medical emergency. It is the student's responsibility to update the emergency contact information during the training period.

FIRE AND TORNADO

Periodic drills will be held during the day throughout the year. Specific instructions are posted in each room. Students shall follow the specific instructions. In the event of a fire or fire drill, all persons must exit the building. Instructions are posted above the entry door in every classroom. Please read these instructions. Each instructor will review them with his/her students. Leave all lights on. Exit the building as rapidly and as orderly as possible. In case of a tornado drill, an announcement will be made over the PA system. This system is designed to function even in the event of a power failure. Students are requested to follow the directions of their instructors and move quickly to their assigned areas. Designated areas are posted in each classroom. In the event of a tornado, County Tornado sirens notify individuals on campus.

In the event of an energy blackout, the school is equipped with an emergency generator. There might be a 30-60 second delay in activating the system. Remain calm and patient but do not leave your room. If power is not restored, school personnel will assist students in exiting the building.

HEALTH AND SAFETY POLICY

Each student must accept responsibility for his/her own health and is expected to maintain high standards of mental, physical and emotional health. All appointments with private physicians or at a clinic must be scheduled so as to avoid conflict with classes and clinical experience.

Since students are not employees of CCCTC Adult Education, are not entitled to Workers Compensation benefits. The student will be financially responsible for any medical treatment received while a student. Based on this, it is strongly recommended that students carry adequate medical insurance.

It is required that any illness or injury occurring while in attendance at CCCTC or an externship site be reported immediately to a member of the CCCTC Adult Education instructors or to an Administrator.

CCCTC does not have a health services center. Students who become ill during class time should return home or decide for someone to pick them up at school. Students who need emergency care should ask for an ambulance to be called on their behalf. If the student loses consciousness, an ambulance will be called for the student. If an ambulance or other school medical personnel has to be summoned, then the student will need a doctor's excuse to return to school. This care will be billed to the student by the independent providers. The Instructor and the Adult Education Director must be notified of all school related injuries using the Accident Report Form located in the Adult Education Office. All accidents involving any and all personal injury are to be reported immediately. If you are a witness to or involved in an accident, an accident report must be completed. Accident reports are located in the Adult Education Office.

Whenever a student, staff member, or visitor on campus is injured, the following procedures should be followed:

1. Call for help. Notify the appropriate administrator. Send a student. The instructor should stay at the scene with the injured person.

2. Determine injury and aid, if possible. For example, for a cut, give the injured something to apply pressure to the wound until help arrives.

3. If the person is unconscious or is unconscious at any time, the instructor will immediately call for an ambulance. If a person is conscious and wants to be taken to hospital by ambulance, call for the ambulance.

4. The administrator or nurse on duty will determine how to handle other scenarios.

5. Fill out an accident report. Forms are kept out of the Adult Education office in the bottom of the staff mailboxes.

LEGAL SANCTIONS

All students and staff members realize that illegal possession or distribution of drugs carries with it the potential for legal action. Penalties for the possession, distribution, or manufacture of illegal substances vary. Convictions result in mandatory fines for less serious infractions to mandatory prison terms for more serious charges. Specific penalties can be found in the Ohio Revised Code Chapter 2925, Sections 2925.01 through 2925.37. Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance are as follows:

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 exceed 5 grams.
b) 2nd crack conviction and the amount of crack possessed exceed 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.

LOCKDOWNS

All students and staff are directed to and secured in locked rooms, out of sight and sound from persons in the hallway. Students will stay in the classroom until released by the Assistant Superintendent or public safety official. In an active shooter situation, the Adult Career Center will use the A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuation program. More information about A.L.I.C.E. can be requested at the Adult Career Center office.

PERSONAL SAFETY TIPS

CCCTC Adult Education encourages students and employees to be responsible for their own security and the security of others. Follow these practical safety tips to further protect yourself:

Walking on Campus

- When walking on campus during the day but especially at night, use well-traveled, open routes to get to your destination
- Walk assertively, without day-dreaming, and be alert to everything around you.
- If possible, always use the “buddy system” when walking on campus especially at night time.

Car Safety

- Have your keys in your hand before leaving the building, especially at night. Get into your car quickly and lock your car doors. If you see someone loitering around your vehicle, leave and notify your instructor or an

administrator.
- Close all windows and sun roofs, lock all doors, and remove your key from the ignition when leaving your car parked on campus.
- Never leave your car running while unattended, even if you will only be gone for a minute.
- Don't leave valuable items, bank statements, credit card bills/statements or other personal information in your vehicle.

Personal Items

- Engrave your name on valuables such as iPods, tablets, smartphones, calculators, etc.
- Passwords protect your cell phone.
- Always keep your handbags, backpacks, and wallets with you at all times. Make sure your purse is closed and your wallet does not protrude from your pocket.
- Don't carry large amounts of cash or other valuables when attending class.

PROCEDURE FOR REPORTING CRIMES

CCCTC Adult Education is committed to creating and maintaining a professional, safe learning environment. To help us accomplish this, we ask anyone who is a victim or witness to accurately and promptly report any instance of inappropriate or criminal conduct, violations of school rules and/or local, state or federal laws to the Supervisor or Administrator on duty.

Based on an understanding with local law enforcement authorities, crimes committed on campus or school related events/activities will be reported to the Columbiana County Sheriff's Department. CC CT C will monitor and record through local police agencies any criminal activity in which a student engaged in at an off-campus location during school sponsored activity.

If a victim of a crime is unable to make a report to the appropriate law enforcement agency the Supervisor, Administrator or security personnel will carry out prompt and accurate reporting of the crime to the appropriate law enforcement agency.

Any crime scene should be secured and evidence protected for the police. Do not disturb the scene. Upon their arrival police may want to photograph the scene and also photograph any injuries. If a weapon was used or any object was used as a weapon, leave it in position and do not touch it. All contraband must be turned over to the police.
Any person violating school policies by threatening and/or endangering a school employee or a fellow student will be immediately removed from class and reported to the Columbiana County Sheriff's Department.
CCCTC Adult Education CAE shall make timely reports to the campus community on crimes considered to be a threat to other students at CCCTC Adult Education and employees that are reported to security personnel or local law enforcement agencies. Such reports, that withhold the names of victims as confidential, shall be provided to students and employees to aid in the prevention of similar occurrences.

CCCTC Adult Education will evaluate requests for confidentiality in the context of the institution's responsibility to provide a safe and secure environment. All reports received, including confidential reports, are to be included in the annual disclosure of crime statistics. CCCTC Adult Education will protect the confidentiality of victims by excluding identifying information about the victim from publicly available records to the extent permissible by law.

School officials may apply sanctions in cases of criminal misconduct, which may include, but are not limited to: suspension, termination, or restitution for school property and damages.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics are published annually in the Student Consumer Handbook. The student Consumer Handbook is available on the CCCTC Adult Education website. Students sign an Enrollment Agreement to indicate they have received, read and understand the handbook's policies and procedures. The Student Consumer Handbook is available to the public online at www.ccctc.k12.oh.us. Students and staff are notified when updates are made to the policies or crime statistics.

SAFETY

Safety is a major concern at the Columbiana County Career and Technical Center. All instructors are required
To review safety procedures with their classes. This is a very important part of each course curriculum. The Columbiana County Career and Technical Center will adhere to the industrial safety standards set up by Federal Occupational Safety and Health Act (OSHA), all appropriate laws established by the State of Ohio, and local regulations. Students may be dismissed for violations of safety standards set in the individual laboratories, classrooms and on the campus.

SEXUAL ASSAULT, SEXUAL HARASSMENT, STALKING, DOMESTIC VIOLENCE, DATING VIOLENCE

All persons associated with the District, including, but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from incidents of sexual

assault, sexual harassment, stalking, domestic violence and dating violence. Any incident, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities, is illegal and unacceptable and will not be tolerated. Any person who engages in an incident while acting as a member of the school community is in violation of this policy.

The Board has developed complaint procedures which are available to every member of the school community. The Board has also identified disciplinary penalties which could be imposed on the offenders.
If you are a victim of a sexual assault, sexual harassment, stalking, domestic violence or dating violence at this institution, your first priority should be to get to a place of safety. You should obtain the necessary medical treatment even if you do not intend to report the assault. Prior to medical treatment/exam it is important not to bathe, shower, change one's clothes or disturb anything at the crime scene. CCCTC Adult Education strongly advocates that a victim or witness of any incident report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An incident that took place on campus should be reported directly to security personnel or the Administrator on duty in the Adult Office, who will assist the victim in reporting the incident. All reporting is on a voluntary and confidential basis. Filing a report will not obligate the victim to notify law enforcement authorities, prosecute, nor will it subject the victim to scrutiny or judgmental opinions from the school. When a report is filed CCCTC will provide the victim with a written explanation of his/her rights, resources and options. The school will assist a victim/survivor in notifying the proper law enforcement authorities if requested. Filing a police report will:

a) Ensure that a victim receives the necessary medical treatment and tests.
b) Provide the opportunity for preservation and collection of evidence helpful in prosecution, which cannot be obtained later.
c) Assure the victim has access to confidential counseling from counselors specifically trained in the area of crisis intervention.

Victims or witnesses of sexual assault, domestic violence or dating violence should take steps to preserve evidence that may aid in obtaining a protective order or any administrative action and/or criminal prosecution that may result. Items that may serve as evidence include, but are not limited to: voice mails, emails, text messages, social media messaging, notes, or other correspondence that may be relevant. Depending on the situation, clothing worn by the victim and/or the accused may also be needed as evidence and should be preserved in its original state. Do not disturb the scene of the incident as police may want to photograph the scene.

If you are not sure what to do, you are encouraged to reach out to the Career Transitions and Curriculum Supervisor or any of the resources identified in the "Resources for Victims of Sex Offenses" section later in this handbook.

All matters in regard to an incident, including the identity of both the charging party and the accused, are kept confidential to the extent possible.

Assistance will be made available in changing academic or externship situations after an alleged incident, if requested by the victim and if these changes are reasonably available regardless of whether or not the victim chooses to report the crime to local law enforcement. Students wishing to exercise this option should contact their Program Development Administrator.

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by institutions of higher education. Federal law requires state law enforcement agencies to provide institutions of higher education with a list of registered sex offenders who indicate that they are enrolled at or employed by those institutions. This is available from the CCCTC Director. In addition, information on registered sex offenders is available at www.columbianasheriff.com.

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders. This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000.

Definitions
Consent to Sexual Activity: Means actual agreement rather than merely submitting as the result of force or the threat of force.

Sexual Assault: Means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. A sexual assault is any form of non-consensual sexual activity. Sexual assault includes all unwanted sexual acts from intimidation to touching to various forms of penetration and rape.
Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
Sexual Harassment: Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other

physical or verbal conduct of a sexual nature when it meets any of the following: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status; submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for working or learning.

Stalking: Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: fear for his or her safety or the safety of others; or suffer substantial emotional distress. In Ohio, stalking is defined as a pattern of conduct (two or more incidents in a short period of time), that is unwanted and causes mental distress. A broader definition of stalking: stalking is willful, malicious and repeated harassing or threatening of another person through activities such as following the individual, showing up at her/his home or workplace, sending unwanted messages (including e-mail or text messages) or objects, vandalizing property or making harassing phone calls. Telecommunications harassment (sometimes called "cyber stalking") is a crime under Ohio law. It is the use of e-mail, internet, instant messaging, social media, or other electronic devices to harass or abuse another person.

Domestic violence: Means a felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies; or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating violence: Means violence committed by a person: who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

STUDENT CODE OF CONDUCT

CCCTC Adult Education strives to provide students with the opportunity and motivation to learn. Students attending our school have the right to expect educational opportunities free from disruption. This implies an obligation to be aware of the rights of others, to be responsible for maintaining acceptable behavior while attending school and all school related activities, and to be responsible for the consequences of their actions.

CCCTC Adult Education will not tolerate any form of violence, disruptive, inappropriate or criminal behavior. A violation of any rule may result in disciplinary action. Discipline will be administered in a fair and just manner.
This code of student conduct sets down those guidelines that the school expects its citizens to follow. All students must adhere to this code of conduct. These guidelines are in force during any school-related activity, on or off campus, or while the student is on an internship or externship for their program.
The Board of Education has "Zero Tolerance" for violent, disruptive, inappropriate or criminal behavior by its students.

CCCTC Adult Education recognizes the basic Constitution Rights of all its students. It should be emphasized to students that responsibilities accompany their rights. The administration reserves the right to review and adjust disciplinary actions on a case-by-case basis. The following shall be sufficient grounds for disciplinary action against any student(s) found to be in violation of any action(s) listed below at school or school related function.

If the following code of conduct and/or security policies are violated the student will be processed for termination.
The infraction may also result in prosecution by the law. Students, who are terminated may not be on school property, participate or attend any school functions, contests, or be present at activities on property controlled by the school or school officials.

SECTION I

Rule 1 Misconduct Off School Property: Student shall not engage in misconduct (1) that is off of district property but that is connected to activities or incidents that have occurred on district property and (2) misconduct by a student, that, regardless of where it occurs, is directed at a district official or employee or the property of a district official or employee

Rule 2 Disruption/Major Disruption: A student's behavior shall not cause or contribute to the disruption of any class, program, activity, function or service approved by the CCCTC Board of Education. A disturbance determined by the administration to be major may result in termination.

Rule 3 Vandalism/Damage: A student shall not vandalize or cause damage to public or private property. This includes defacement.

Rule 4 Inciting a Fight/Fighting: A student shall not cause physical injury or behave in such a way that could threaten to cause physical injury to school staff, other students or visitors while under the jurisdiction of the school. A student shall not endanger another one's well-being. Depending on the severity, the student may

be terminated.

Rule 5 Tobacco/Electronic Cigarettes: A student shall not be permitted to possess, sell, smoke or use tobacco or smoking devices in any form in the school buildings or on school property, before, during or after school.

Rule 6 Disrespect/Insubordination/Failure to Comply: A student shall not fail to comply with reasonable requests of administrators, faculty, substitutes, or any other authorized school personnel, during the time when the student is under the jurisdiction of the school. Depending on the severity of the act, the student may be terminated. A student providing false information during the time he/she is being questioned regarding an incident will be viewed as insubordination.

Rule 7 Harassment/Hazing: A student shall not threaten, act to participate in any act that degrades, disgraces or tends to endanger the well-being of a student or employee of the school. Such acts are viewed as hazing or harassment. Some possible acts of the above would include: written or oral innuendoes; jokes; insults; disparaging remarks of gender, origin, religious beliefs, physical stature and disabilities; suggestive gestures; and unwanted bodily contact. Acts such as posting slurs on websites where students congregate or on web logs. Sending abusive or threatening text or instant messages. Using camera phones to embarrass or endanger the well-being of another. Using websites to circulate gossip and rumors to other students. Cyber- bullying. Dating violence is a form of harassment, intimidation and/or bullying. If such behavior occurs at school it will be subject to punishment. If any person believes that he/she is a victim of such acts, the person should report the incident to school administrators. Any case of harassment or bullying needs to be reported to the Adult administrator immediately. If you would like to anonymously report a bullying incident, you may call the CCCTC bullying report line at 330-965- 2847.

Rule 8 Profanity: A student shall not use profanity or obscene language or gestures, written or oral, in communication with any faculty member, student, authorized school personnel or visitor.

Rule 9 Forgery/False Reporting: A student shall not forge, alter, or misuse school records or forms. Submitting any forged or altered document or form to school personnel is a violation of this rule.

Rule 10 Cheating/Plagiarizing: A student shall not present someone else's work as one's own work in order to obtain a grade or credit. No student shall permit or allow another student to copy his or her work. This act is considered to be plagiarizing and cheating.

Rule 11 Computer Policy: A student shall not use a school computer to access the Internet without signing the school's "Acceptable Computer Use Policy". In addition, each student must abide by the classroom rules established by each teacher in the usage of the computer.

Rule 12 Extortion: A student shall not use or attempt to use an expressed or implied threat, violence, harassment, coercion or intimidation to obtain money or any other type of property belonging to another student or school employee. Such an act is extortion.

Rule 13 Gang Activities: A student shall not engage in gang-related activities including but not limited to: writing in gang language or symbols on notebooks/book covers/papers; showing colors/wearing gang apparel; initiations; intimidation and recognizing other gang members.

Rule 14 Aiding/Abetting: A student shall not aid or abet another student that is acting in violation of any rule stated in the code of conduct. The students in violation of this rule will be subject to the same discipline.

Rule 15 Dress Code: A student shall not violate the dress code standards stated in the student handbook.

Rule 16 Classroom Rules/School Rules: It is the student's responsibility to know and understand the classroom rules (classroom plans) presented by his/her instructor. In some instances, the classroom rules may be more demanding than the school rules. All students are to adhere to classroom rules.

Rule 17 Electronic Devices/Cell Phones/Tablets/Laptops/IPods/MP3 players/Any form of Transmitting Devices: Are NOT permitted during class time. Any such device used during class will be confiscated and returned at the end of the day on the first offense. On a second offense the device will not be permitted in the school building for the remaining length of the program.

Students using electronic devices on school property and who are in violation of school policy by doing so do not hold any legitimate expectation of privacy with regard to the contents of the device. Any electronic device (i.e. cell phone, iPod, MP3 player, camera or recording device) may be searched by school officials when confiscated in association with a violation of school policy. All functional parts of the device, including the battery and SIM card must be turned over along with the device.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting…etc.) may constitute a crime under State and/or Federal Law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

Rule 18 Unauthorized recording: A student shall not record, videotape or photograph on school property or at a school function without permission from the administration.

Rule 19 Gambling: Students shall not engage in card playing or promote games of chance, placing of bets, or risk

anything of value, on school grounds or at school-sponsored or related functions.

Rule 20 Unauthorized or Unsupervised Areas: Students may not be in areas for which they have not been authorized or areas that are unsupervised.

Rule 21 Trespassing: A student shall not be on school property without proper school personnel authorization. A student who has been terminated, suspended out of school, or on removal from school or activity shall not enter onto school property. Such an act would be trespassing.

Rule 22 Repeated Offender: A student shall not be a repeated offender of the rules of student handbook.

Rule 23 Inappropriate Display of Affection: Students shall refrain from displays of affection. Students are not to hug, kiss or demonstrate other similar acts of affection. In unusual circumstances involving sorrow or extreme joy, hugging is natural and acceptable.

Rule 24 Fraternizing with High School: Students shall not fraternize with high school students and/or staff.

Rule 25 Professionalism: Students shall maintain professionalism with CCCTC faculty and staff at all times in written and verbal communication. Failure to comply can result in immediate dismissal from the program.

Active disciplinary action, including recommendation for termination, will be taken toward a student who violates the above rules.

SECTION II

A zero-tolerance policy is maintained by the District. A student who violates any of the following rules will be terminated. Grounds for termination may include but are not limited to:

Rule 1 Theft: A student shall not steal, conspire to steal or benefit from the theft of any item or have unauthorized possession of any item.

Rule 2 Drugs: A student shall not use/consume, have evidence of consumption/use, possess, distribute, and offer to sell or conceal any drug, narcotic, mind-altering substance, look-alike drug or paraphernalia.

Rule 3 Alcohol: A student shall not possess, use/consume, have evidence of consumption/use, transmit, sell or conceal any alcoholic beverage.

Rule 4 False fire alarm/setting a fire: A student shall not set off a false fire alarm or defibrillator or set a fire on school property.

Rule 5 Explosive devices or bomb threats: A student shall not be in possession of, set off or threaten to set off an explosive device; i.e. bomb, firecracker, etc. Ammunition of any kind is considered an explosive device and is prohibited on school property.

Rule 6 Knives and other weapons: A student shall not possess, use, transmit or conceal a knife or any object that might be considered a dangerous weapon or instrument of violence, including look-alike weapons. “Knife” refers to any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material that is designed or can be used for cutting, slicing, piercing or stabbing. This definition shall include, but is not limited to, straight razors, utility knives, box-cutters, ice picks, pocketknives, and switchblades.

Rule 7 Firearms: Any student who brings a firearm on school property or to any school-sponsored activity will be terminated. A firearm, under the federal law, is defined as:

1. Any weapon (including a starter gun) which will, is designed to or may be readily converted to expel a projectile by action of an explosive;
2. The frame or revolver of any such weapon;
3. Any firearm muffler or firearm silencer; or any destructive device, which includes, but is not limited to, any explosive, incendiary, poisonous gas or other device similar to the devices described above.

Rule 8 Other Violent Acts: Students shall not commit or be involved in violent acts that occur at or on school property or any other school program or activity. The acts included are those that (1) would be criminal offenses, and (2) result in serious physical harm to persons or property.

Rule 9 Laws: A student’s conduct shall not violate federal, state or local laws. A student who violates certain school rules should, therefore, understand that charges may be filed at any time during the disciplinary process. This shall include all above mentioned rules in Section II including but not limited to underage drinking and any sexual or lewd acts committed on campus or campus activities.

REASONABLE CUCPICION DUG AND ALCOHOL SCREENING POLICY

To ensure a safe and healthy educational environment, Columbiana County Career and Technical Center (CCCTC) Adult Education maintains a drug- and alcohol-free campus, classroom, laboratory, and clinical setting. Students are prohibited from attending class, lab, clinical assignments, externships, or any school-sponsored activity while under the influence of alcohol, illegal drugs, controlled substances without a valid prescription, or any substance that may impair judgment, safety, or performance. If a student displays behavior that creates reasonable suspicion of impairment, CCCTC reserves the right to require immediate drug and/or alcohol screening. Reasonable suspicion exists when a school administrator, instructor, clinical supervisor, or designated official observes specific behaviors or physical signs indicating possible drug or alcohol impairment. Examples may include, but are not limited to:

- Odor of alcohol or drugs
- Slurred speech
- Unsteady movement or loss of coordination
- Confusion or disorientation
- Unusual aggression or erratic behavior
- Excessive drowsiness or inability to remain alert
- Observable possession of prohibited substances or paraphernalia

Whenever possible, observations will be documented by the reporting staff member and reviewed by administration before testing is ordered.

REQUIRED TESTING PROCEDURE

When reasonable suspicion is determined:

The student will be removed immediately from class, lab, clinical, or other educational activities. The student will be informed of the observed behavior and required to submit to drug and/or alcohol testing promptly. Testing must be completed at a school-approved collection site. Refusal to submit to testing will be treated as a positive result and may result in immediate disciplinary action. If impairment is suspected, the student may not drive themselves from campus or the clinical site. A confirmed positive drug/alcohol test or refusal to test may result in one or more of the following:

- Immediate removal from program participation
- Suspension from class, lab, and/or clinical assignments
- Mandatory meeting with program administration
- Referral for substance abuse assessment or counseling
- Dismissal from the program

Certain programs, including nursing and public safety, may impose additional consequences based on state licensure regulations, clinical site requirements, or certifying agency standards.

REPLACEMENT PORTFOLIO

Students may order a replacement portfolio for the amount of $25.00. Requests should be submitted to the Adult EDucation Secretary for processing.

PRESCRIPTION MEDICATIONS DISCLOSURE

Students taking prescribed medications that may impair alertness, judgment, or safe performance are responsible for notifying program administration before participating in clinical, lab, or safety-sensitive activities.

APPEAL PROCESS

Students may appeal disciplinary action related to a positive drug/alcohol screen by submitting a written appeal to the Adult Education Director within five (5) business days of notification.

SPILLS

In any spill situation, a janitor and administrator should be called. In the event that someone cannot be found or immediate assistance is needed, a SPILL KIT is located in the Adult Education office under the mailboxes for use by a staff member. Students should NOT attend to a spill other than to retrieve the kit for the staff member.
Accident reports must be filled out for all accidents. All accidents involving any and all personal injury are to be reported immediately. If you are a witness to or involved in an accident, an accident report must be completed. Accident reports are located in the Adult Education Office.

VIOLENCE AGAINST WOMEN ACT

On March 7, 2013, President Obama signed The Violence Against Women Reauthorization Act (“VAWA”), which focuses on improving the criminal justice response to violence against women. VAWA enhanced accountability for Colleges to educate students and prevent gender-based violence. Additional rights were afforded to campus victims of domestic violence, dating violence, sexual assault, and stalking. Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

SECTION 5: GRIEVANCE, NON-DISCRIMINATION AND ACCOMODATIONS

ACCOMODATIONS

CCCTC is committed to providing support needed for equal access and equal educational opportunity for each student. If a student has a documented disability that could affect his/her pursuit of an education, he/she may receive appropriate accommodations. A reasonable accommodation means any reasonable modification of the institute's rules, policies or practices, environmental adjustments (such as the removal of architectural or communicative barriers) or auxiliary aids and services. An accommodation is not reasonable if it would result in an undue financial or administrative burden or hardship; require a fundamental alteration to the program, service or activity; violate accreditation requirements; or require the waiver of essential program or licensing requirements.

If you are entitled to an education accommodation under the Americans with Disabilities Act or Section 504 of Federal Vocational Rehabilitation Act of 1973, you must disclose the nature of your disability to the Adult Education Director at Columbiana County Career and Technical Center and provide required documentation of the disability.

The information below will be required from a physician, mental health counselor or other qualified professional care provider in order to accommodate your disability at Columbiana County Career and Technical Center. The official letter must be on letterhead with the doctor's education level, license number and signature.

1. A diagnosis or description of the disabling condition.
2. A description of how the disability/condition impacts the student's ability to learn and/or navigate the physical environment.
3. Suggestion regarding appropriate accommodations and services.

Contact Information:
Jenna Fox, Adult Education Director
Columbiana County Career and Technical Center
9364 State Route 45
Lisbon, Ohio 44432
(330) 424-9561 ex 146

CHAIN OF COMMAND

The purpose of the Chain of Command Policy is to outline the structure and procedures for communication, decision-making and authority in the organization. This policy ensures clarity in reporting relationships and establishes the flow of information, ensuring the efficient functioning of the organization. Students are to follow the chain of command when dealing with an issue in the classroom.

Tier 1: Instructor
Tier 2: Program Coordinator
Tier 3: Health Care Manager or Student Services Coordinator
Tier 4: Adult Education Director

Your instructor or program coordinator will let you know which tier you should report your issue to. If at any time, the student feels that the problem was not resolved correctly, they should advance to the following tier in the Chain of Command hierarchy.

COMPLAINT/GRIEVANCE PROCEDURE

The process to resolve a complaint/grievance is outlined by the following chain of command. The term "complaint/grievance" applies to a dispute between a student and the school regarding the interpretation, application, or compliance with school policies. CCCTC believes that all students have the right to due process in matters covered by the Grievance Policy. To that end, we have outlined the mandatory process to be followed in such matters; a procedure to be followed without fear of retaliation or intimidation. To promote the goal of a process free of retaliation and intimidation, all grievance proceedings will be held in strict confidence by those involved. The student must follow these procedures as written.

In the interest of effective relationships, a procedure is necessary, whereby the student can be assured of a prompt and systematic process for the handling of grievances. Such systematic process includes specific steps making up the Grievance process. These steps are as follows:

1.) **Informal Resolution Process**: If a student of CCCTC Adult Education has a question, concern, or complaint regarding attendance, academics, or conduct, they must first attempt to resolve the matter orally or informally by following the **chain of command**. The student should speak directly with their instructor within one (1) active academic calendar day(s) after the act or condition giving rise to the grievance. The instructor would be the person who oversees the course in which you have an issue regarding attendance, academics, or conduct. The student should follow the chain of command throughout the informal process and refer to the following tier if the issue is not resolved with the instructor. If the student cannot resolve the matter to their satisfaction, the student may go to the next step which is the Formal Grievance Process.

2.) **Formal Grievance Process**: If the action taken by the Program Coordinator or Designee & an Adult Education Administrator or Designee does not resolve the grievance to the satisfaction of the student, such student may file a written appeal of such decision, and within three (3) active academic calendar days of the date he/she receives the copy of the decision or report, with the Adult Education Director or Designee. The Adult Education Director or designee shall act on the appeal of the grievance within three (3) active academic calendar day(s) after receipt of the appeal. The action taken by the Adult Education Director and the reasons for the action shall be reduced to writing and copies sent to the student. This decision is final.

Written Grievance Procedure

A formal grievance must include the following:

1. Student's full name.
2. Current address, phone number, and email.
3. Date of written complaint submission.
4. Program in which the student is enrolled.
5. A detailed statement of the complaint, including relevant facts.
6. Explanation of any informal resolution attempts.
7. Requested remedy.
8. Student's signature.

All grievances handled through the above steps will not go longer than and shall be finally resolved with a decision of the Adult Education Director within ten (10) active academic calendar days following the act or condition that led to the pursuit of Grievance/Appeal procedure as outlined above. Documentation of each meeting will be placed in the student file kept until graduation.

If the student wins the appeal/grievance all missed clinical and lab hours will need to be made up. All classroom assignments will be due according to the make-up policy depending on the number of days missed. Depending on the nature of the infraction the student may be allowed to remain in class/clinical during the above process.
If any of the above administrative personnel in the chain of command are unavailable due to unforeseen circumstances, another person will be appointed to fill the vacancy. Documentation of each meeting will be placed in the student file and retained graduation.
Any attempted pursuit of a Grievance outside the scope of the procedure outlined above, will be considered invalid and will not be acted upon. Any student attempting to pursue a grievance outside of the scope of the procedure outlined above will receive written notification that the attempted pursuit of such matter has been deemed invalid.

Columbiana County Career Technical Center is accredited through Council on Occupational Education. Contact Information for COE: COUNCIL ON OCCUPATIONAL EDUCATION 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 (770) 396-3898 or (800) 917-2081 Facsimile (770) 396-3790 www.council.org. You may call or write to The Council on Occupational Education, they review all formal written complaints.

The Ohio Department of Higher Education (ODHE) is responsible for responding to formal complaints against public, independent non-profit and proprietary institutions of higher education in Ohio. While the ODHE has limited authority over colleges and universities, and cannot offer legal advice or initiate civil court cases, the Chancellor's staff will review submitted complaints and work with student complainants and institutions.

COMPLAINTS NOT UNDER THE CHANCELLOR'S JURISDICTION

- Complaints filed more than two years after the incident
- Grade disputes
- Student conduct violations
- Criminal misconduct*
- Violations of federal law**

- Complaints concerning criminal misconduct should be filed with local law enforcement.
- Complaints relating to violations of federal law should be filed directly with the federal agency having jurisdiction over the matter.
- To submit a complaint please visit the Oho Higher Ed, Department of Education website at: https://www.ohiohighered.org/students/complaints. Follow the steps listed for "How to File a Complaint.

NONDISCRIMINATION

The Department of Education Section 504 regulation prohibits discrimination against qualified handicapped persons in all employment-related decisions and actions in federally assisted programs. The prohibition of discrimination in employment in the Section 504 regulation includes, but is not limited to, recruitment, hiring, promotion, award of tenure, layoff and rehiring, rates of pay, fringe benefits, leave, job assignment, training, and participation in employer-sponsored activities.

A qualified handicapped person is any individual with a handicap who, with reasonable accommodation, can perform the essential functions of a job. The employment prohibitions of the Section 504 regulation apply to decisions and actions made directly by recipients, as well as those made indirectly through contractual arrangements or other relationships with organizations such as employment agencies, labor unions, organizations providing or administering fringe benefits, and organizations providing training and apprenticeship programs.

Under the Section 504 regulation:

• Reasonable accommodation may include making facilities used by employees accessible to and usable by individuals with handicaps, job restructuring, modifying work schedules, acquiring new or modifying existing equipment, or providing a reader for a blind person or an interpreter for a deaf person.

• If a recipient can demonstrate that an accommodation would impose undue hardship on the operation of its program, it is not obligated to provide the accommodation.

• A recipient excused from providing an accommodation may not discriminate against a handicapped applicant or employee who is able and willing to make his or her own arrangements to provide the accommodation.

• Recipients are obligated to make reasonable accommodation only to the known mental and physical limitations of an otherwise qualified handicapped person.

NONDISCRIMINATION BASED ON SEX IN ANY PROGRAM

According to the U.S. Department of Education's Office for Civil Rights, CCCTC will not discriminate and will enforce Title IX's prohibition on discrimination on the basis of sex to include: (1) discrimination based on sexual orientation; and (2) discrimination based on gender identity. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any education program or activity offered by a recipient of federal financial assistance.

TITLE II

Title II of the Americans with Disabilities Act of 1990 prohibits any government body, including CCCTC Adult education, from denying any qualified individual with a disability an equal opportunity to participate in any program, service or activity offered. In addition, an institution must provide reasonable accommodations, when necessary, to allow an individual with a disability the opportunity to participate in the institution's educational programs, service and/or activity.

In addition to providing accommodations CCCTC may deny requested accommodations if providing it would impose an undue financial and administrative burden on CCCTC Adult Education or fundamentally alter the nature of our operations. CCCTC is a small rural adult education facility offering certification program and diploma programs. CCCTC does not have a standalone student accessibility services office, and students requesting accommodations will work with the Adult Education Director to ensure any agreed upon plans are followed. Requests for reasonable accommodations must be handled on an individualized basis.

- If we deny any request, we will provide you with a letter stating all of the reasons for our denial.
- If we believe that the requested accommodation poses an undue financial and administrative burden or a fundamental alteration to the nature of CCCTC operations, we will schedule a meeting at a mutually convenient time to discuss possible alternative accommodations that would not impose such a burden or result in a fundamental alteration. CCCTC will ask you to accept an alternative accommodation, only if you agree, it meets your disability-related needs. We recognize that an individual with a disability is generally in the best position to know whether or not a particular accommodation will be effective in meeting his or her needs.
- If agreement on an alternative accommodation is not reached, we will send you a letter providing

CCCTCs decision on your requested accommodation and a detailed explanation of our reasons for a denial or decision to grant an alternative accommodation.

In providing academic adjustment, CCCTC is not required to lower or effect substantial modifications to essential requirements. For example, although your school may be required to provide extended testing time, it is not required to change the substantive content of the test. In addition, your postsecondary school does not have to make modifications that would fundamentally alter the nature of a service, program or activity or would result in undue financial or administrative burdens. CCCTC does not have to provide personal attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature, such as tutoring or typing.

The accommodation process should be an interactive process which provides for give-and-take between the institution and the student. However, remember that, while the student's preference should be considered, the institution has the ultimate discretion to determine what accommodation will be provided. The institution does not have to choose the best accommodation, but rather the accommodation that is sufficient to effectively meet the program-related needs of the student.

All records concerning student disabilities are protected by the Family Education Rights and Privacy Act (FERPA). A student's disability documentation and records of accommodations are kept completely separate from his/her academic records and under normal circumstances are not shared with any persons outside of CCCTC (exceptions usually involve danger to yourself or another person or compliance with court orders). Disability recorders do not follow a student when he/she transfers to another institution, nor are records shared with employers.

SECTION 6: ADMINISTRATIVE STAFF AND CAREER CERTIFICATION PROGRAMS

ADMINISTRATIVE STAFF MEMBERS

Name	Title
Jenna Fox	Adult Education Director
Ann Cope	Adult Education Assistant Director
Heather Raidel	Student Services Coordinator
Alex Porter	Financial Aid Coordinator
Marsha Henrich	Administrative Secretary

FULL TIME FACULTY

Name	Title
Jamie Pytash	Nursing Instructor
Shannon Allen	Nursing Instructor
Tessa Kelly	Clinical Coordinator

PART TIME STAFF

Name	Title
Helena Covert	Nursing Clinical Instructor
Emily Deack	Practical Nurse Program Coordinator
Rebecca Freeman	Nursing Clinical Instructor
Bridgit Frost	Nursing Clinical Instructor
Jacalyn Hanshaw	Nursing Clinical Instructor
Banan Imashat	Nursing Clinical Instructor
Kara Hyde	Nursing Clinical Instructor
Dawn Johns	Nursing Clinical Instructor
Staci Homan	LPN-RN Nursing instructor
Amberly McNemar	LPN-RN Nursing instructor
Sandra Mele	Nursing Clinical Instructor
Patrick Mungai	Nursing Clinical Instructor
Casie Close	CNA Instructor
Rosa Pritchard	Nursing Clinical Instructor
Elizabeth Tolley	LPN-RN Nursing Instructor
Jaimie Williams	Nursing Clinical Instructor
Danny Boyle	Welding Instructor
Zach Taylor	Welding Instructor
Pete Beagle	Customized Training
Leslie Brode	OPOTA Police Academy Commander
Brittany Loboy	Nursing Clinical Instructor
Pauline Bennett	Phlebotomy Instructor
Susan Reynolds	Nursing Lab Instructor
Kendall Neiheisal	Nursing Clinical Instructor
Jasmine Cecil	Nursing Clinical Instructor

COLUMBIANA COUNTY CAREER AND TECHNICAL CENTER ADULT EDUCATION PROGRAMS

HEALTH CARE PROGRAMS

CERTIFIED CLINICAL MEDICAL ASSISTANT

900 Clock Hours
2 Semesters
August 2025-May 2026

Provides training for entry-level employment in clinical and/or administrative settings. Students will assist in patient examination, treatment, vital signs, and record-keeping.

Certification: State of Ohio Vocational Certificate, NCCT CCMA (Certified Clinical Medical Assistant), NCCT-CPT (Certified Phlebotomy Technician)

To qualify for the **CCMA Program**, applicants must meet the following criteria:
✔ **Citizenship:** Must be a **U.S. citizen** or possess a **permanent resident card**
✔ **Education:** Provide a **high school diploma, transcript, or GED certificate**
✔ **Entrance Exam:** Achieve a **WORKKEYS exam score** with a minimum of 3 in graphic literacy, workplace documents, and in applied mathematics
✔ **Screenings:** Pass a **background check.** Contact Marsha at 330-424-9561 ext. 126 to schedule
✔ **Health Requirements:** Provide a **physical exam form** with all **up-to-date required immunizations to attend externship**

Scope and Sequence

Topic	Theory	Lab	Total
CAN Course	70	16	86
CCMA 100 Anatomy & Physiology	60	0	60
CCMA 101 Medical Terminology	73.5	0	73.5
CCMA 102 Microsoft Applications for Office	29	0	29
CCMA 107 Infection Control/Online	27.5	0	27.5
CCMA 108 Skills Lab	0	31	31
CCMA 103 Professional Development	50	0	50
CCMA 104 Intro to EKG	35	30	65
CCMA 107 Intro to Human Development	28	0	28
Pharmacology	60	32	92
CCMA Phlebotomy	40	40	80
CCMA 202 Medical Coding	48	0	48
CCMA Certification Review	42	0	42
CCMA 105 Diversity & Communication	28	0	28
CCMA Externship	0	160	160
Total Hours	**591**	**309**	**900**

LPN-RN NURSING PROGRAM

1344 Clock Hours

2 Semesters

April 2025-April 2026

Hybrid program, less than 50% coursework online. LPN-RN is a selective admission program with entrance requirements. (Refer to program-specific handbooks for more details.)

Certification: State of Ohio Vocational Certificate, State Licensure, RN-NCLEX (National Boards)

Requirements: To qualify for the **LPN-RN Program**, applicants must meet the following criteria:

✔ **Citizenship:** Must be a **U.S. citizen** or possess a **permanent resident card**

✔ **Education:** Provide an official **high school diploma, transcript, or GED certificate**

✔ **Licensure:** Hold an **active Ohio LPN license with IV Therapy endorsement** *(if issued before 2023)*

✔ **Academic Records:** Submit an **official transcript verifying completion** of a practical nursing program

✔ **Entrance Exam:** Achieve a **TEAS exam score of 62% or higher**

✔ **Screenings:** Pass a **drug screening and background check**

✔ **Certifications:** Hold a valid **AHA Healthcare Provider CPR Certification**

✔ **Health Requirements:** Provide a **physical exam form** with all **up-to-date required immunizations**

Scope and Sequence

Topic	Theory	Lab	Clinical	Total
Nursing 2000 – Transition	162	32	64	258
Nursing 1000 – Introduction to Pharmacology	60	10	0	70
Nursing 2001 – Nursing 1 (Includes OB/PEDS/Geriatric Mental Health)	160	0	84	244
Nursing 1001 – Pharmacology 1	80	10	0	90
Nursing 2002 – Nursing 2 (Includes Med Surg/Mental Health)	160	0	88	248
Nursing 1002 – Pharmacology 2	80	10	0	90
Nursing 2003 – Nursing 2 (Includes Med Surg/Preceptorship)	160	0	104	264
Nursing 1003 – Pharmacology 3	80	0	0	80
Total Hours	**942**	**62**	**340**	**1344**

PRACTICAL NURSE PROGRAM (LPN)

1200 Clock Hours

2 Semesters

August 2025-August 2026

Full-time/part-time program with 4 quarters. LPN is a selective admission program with entrance requirements. (Refer to program-specific handbooks for more details.)

Certification: State of Ohio Vocational Certificate, State Licensure, NCLEX (National Boards)

To qualify for the **LPN Program**, applicants must meet the following criteria:

✔ **Citizenship:** Must be a **U.S. citizen** or possess a **permanent resident card**

✔ **Education:** Provide a **high school diploma, transcript, or GED certificate**

✔ **Entrance Exam:** Achieve a **WORKKEYS exam score** with a minimum of 4 in graphic literacy, 5 in workplace documents, and 5 in applied mathematics

✔ **Screenings:** Pass a **drug screening and background check**

✔ **Certifications:** Hold a valid **AHA Healthcare Provider CPR Certification**

✔ **Health Requirements:** Provide a **physical exam form** with all **up-to-date required immunizations**

Scope and Sequence

Topic	Theory	Lab	Clinical	Total
Nursing 101	73	40	54	167
Nursing 102	103	0	72	175
Nursing 103	142	0	80	222
Nursing 104	152	0	178	330
Anatomy & Physiology	60	0	0	60
Pharmacology 1	73	0	0	70
Pharmacology 2 (Includes IV Therapy)	94	31	0	125
Maternal/Child Nursing	60	12	6	78
Total Hours	**757**	**83**	**360**	**1200**

PHLEBOTOMY

160 Clock Hours
8 Weeks

Teaches the role of the technician, infection control, specimen collection, venipuncture techniques, anatomy & physiology, and legal & ethical issues.

Certification: NCCT Phlebotomy Certification

Requirements: To qualify for the **CCMA Program**, applicants must meet the following criteria:
✔ **Citizenship:** Must be a **U.S. citizen** or possess a **permanent resident card**
✔ **Education:** Provide a **high school diploma, transcript, or GED certificate**
✔ **Entrance Exam:** Achieve a **WORKKEYS exam score** with a minimum of 3 in graphic literacy, workplace documents, and in applied mathematics
✔**Drug Screen:** Screening will be completed at Salem Regional Medical Center prior to completing clinical hours at the hospital.

Certified Nurse Assistant (CNA)

86 Clock Hours
4 Weeks

Certification: State of Ohio Vocational Certificate

Requirements: To qualify for the **CNA Program**, applicants must meet the following criteria:
✔ **Citizenship:** Must be a **U.S. citizen** or possess a **permanent resident card**
✔ **Education:** Provide an **official high school diploma, transcript, or GED certificate**
✔ **Screenings:** Pass both a **drug screening and background check**
✔ **Health Requirements:** Provide documentation of a Two-Step TB test or Chest X-ray completed within the last 12 months.

Scope and Sequence

Topic	Theory	Clinical	Total
Overview	0.5	0	0.5
Communication and Interpersonal Skills	4.5	0	4.5
Infection Control	2.5	0	2.5
Safety and Emergency Procedures	6.5	0	6.5
Promoting Residents' Independence	1	0	1
Respecting Residents' Rights	1	0	1
Basic Nursing Skills	16	0	16
Personal Care Skills	19.5	0	19.5
Mental Health and Social Services Needs	10.5	0	10.5
Basic Restorative Services	4	0	4
Residents' Rights	4	0	4
Externship	0	16	16
Total Hours	**70**	**16**	**86**

LAW, PUBLIC SAFETY AND SECURITY PROGRAM

OPOTA POLICE ACADEMY

777 Clock Hours
2 Semesters
August 2025-May 2026

Students complete in 9 months, ending with a State of Ohio Peace Officer Training Certificate. This is required training to become a police officer in Ohio. Small class sizes and affordable tuition. High demand for policing jobs.

Requirements: To qualify for the **OPOTA Police Academy Program**, applicants must meet the following criteria:

✔ **Citizenship:** Must be a **U.S. citizen** or possess a **permanent resident card**
✔ **Education:** Provide a **high school diploma, transcript, or GED certificate**
✔ **Entrance Exam:** Achieve a **WORKKEYS exam score** with a minimum of 3 in graphic literacy, workplace documents, and in applied mathematics
✔ **Screenings:** Pass a **drug screening and background check.** Background check must be free of any state or federal firearms disqualifiers. (Inquire with commander if you have any concerns or questions)
✔ **Pass Physical Fitness Entrance Exam** at required levels for gender and age
✔**Copy:** Provide copy of valid driver's license and driving record from BMV

Industry Certification: OPOTA Certification

Scope and Sequence

Topic	Theory	Lab	Total
OPOTA Approved Curriculum	359	418	777
Total	**359**	**418**	**777**

MANUFACTURING PROGRAM

WELDING

600 Clock Hours
2 Semesters
August 2025-May 2026

Classes include theory and lab, welding safety, symbol interpretation, and different welding practices (GMAW, FCAW, GTAW, SMAW).

Certifications: AWS Skills Certifications

Requirements: To qualify for the **Welding Program**, applicants must meet the following criteria:
✔ **Citizenship:** Must be a **U.S. citizen** or possess a **permanent resident card**
✔ **Education:** Provide a **high school diploma, transcript, or GED certificate**
✔ **Entrance Exam:** Achieve a **WORKKEYS exam score** with a minimum of 3 in graphic literacy, workplace documents, and in applied mathematics

Scope and Sequence

Topic	Theory	Lab	Total
Welding Theory 1	100	0	100
Welding Guided Lab 1	0	200	200
Welding Theory 2	100	0	100
Welding Guided lab 2	0	200	200
Totals	**200**	**400**	**600**

FACILITIES, SUPPLIES AND EQUIPMENT

Category	Item
Laptop Carts	Carts available in all classrooms with 24 laptops in each cart.
Computer Labs (3)	Computers (24/16), Printer, Smart Board, Projector, Microsoft Windows and Office programs, Internet access, Wireless internet access
Medical Equipment	Blood sugar monitors (5) / Strips, Cholesterol monitor / Strips, Portable Autoclave, Various phlebotomy supplies (blood tubes, needles, bandages, etc.), Hemoglobin / Hematocrit testing system , Artificial arms for venipuncture training (2), Laerdal Mannequins (2), Hospital beds (10), Bed linens, Privacy curtains around beds, EKG machines (2), Simulated doctor's offices (2), Examination tables (4), Hospital gowns, Washcloths, towels, soaps, etc. for personal care training, Wheelchairs (2), Walkers (6), Canes (3), Foley catheters and bags, Bedside commodes, Gait belts, Various needles for injection training, Various simulated injectable medication for training, Pulse Oximetry, Thermometers, Stethoscopes, Sphygmomanometers, Laboratory testing supplies (urine dip sticks, petri dishes, microscope slides), Dressing supplies, Medication cart, Laboratory chairs, Computers (20), Printer, Smart Boards (4) and Projectors (4).
Commons Area	Round Tables, Microwave and a Sink.

SECTION 7: ADULT EDUCATION CALENDAR

Adult Education CCCTC | 2026-2027 CALENDAR

