



Adult Training Center

2020-2021

Student Consumer Handbook/Catalog

ADMINISTRATORS

Jason Gray	Superintendent
Cody Holecko	Treasurer
Tiffany Zeigler- Streeter	Adult Division Director

BOARD OF EDUCATION

Susan Longacre, President	Sue Ellen Harris-Davis	Carla Click
Cheryl Basista, Vice President	Scott Lehman	Dan Denman
Aaron Brazofsky	Linda Silvidi	James Koehler
Brooke Vondrasek	John Phillips	Tom Hart
Ronda Bonekovic	Tim Gibson	Debra Davis
Kelly Boyle	Don Galbreath	Albert Haberstroh
	Diana DeVito	Robert Faulkner Sr.

528 Educational Highway, Warren, Ohio 44483
Phone: 330-847-0503 ext. 1600 Fax: 330-847-1177 www.tctchome.com

TABLE OF CONTENTS

SECTION I – Institutional Information	1
Welcome	1
Mission Statement	1
History and Commitment	1
General Physical Facilities and Equipment	1
Maximum Number of Students Per Lab and Classroom	1
Non-Discrimination Policy	1
Handicap Accessible	1
Objectives	2
Outcomes	2
Philosophy	2
Accreditation	2
Approvals and Accreditations	2
Staff Directory	3
2020-2021 Adult Training Calendar	4
SECTION II – CAMPUS SECURITY POLICIES AND PROCEDURES	5
Consumer Information	5
Reporting of Criminal Incidence	5
Emergencies	5
Drills	5
Fire	5
Tornado	5
Lockdown Procedures	5
False Alarm and Arson Policy	5
Conduct	6
Smoking	6
Drug Free Workplace Policy	6
Sanctions for the Violation of Drug Policy	7
Inspections	7
SECTION III – SHORT TERM CAREER TRAINING	9
Phlebotomy Technician	9
Medical Coding & Billing	10
Automotive Services	11
Basic Welder	11
Construction/HVAC Basics	12
Intro to Machining	12
PART-TIME STUDENTS:	13
Attendance & Grades	13
Part-Time Refund Policy	13

Books and Supplies	13
SECTION IV – FULL TIME CAREER TRAINING PROGRAMS	14
Program Hours and Tuition Costs – Academic Year 2020-2021	14
Program Instructors – Academic Year 2020-2021	14
Career Certification Staff Members	14
AUTO SERVICE TECHNOLOGY	16
MACHINE TRADES	17
MEDICAL ASSISTANT	18
PRACTICAL NURSING	19
OFFICE & ACCOUNTING TECHNOLOGIES	20
WELDING	21
FULL TIME STUDENTS	22
What We Expect From You	22
Requirements for Admission into a Full-Time Training Program:	22
Grading Policy & Scale	23
Tardiness	23
Procedure for Reporting Absenteeism	23
Gainful Employment Disclosure:	23
SECTION V – FINANCIAL ASSISTANCE	23
Financial Aid Procedures Manual	24
Available Financial Aid Programs	24
Student Eligibility Requirements	24
The Concept of the “Need Analysis”	24
Federal Policy - Return of Title IV Funds (R2T4 policy)	24
Post Withdrawal Disbursements:	25
Amount of Unearned Title IV Aid Due	25
Student Loan Counseling	25
FSA Student Loan Ombudsman	25
Reference Information	26
Internet Addresses for Financial Aid Assistance	26
TCTC Financial Aid Contact Information	26
Books and Supplies	28
Certificates of Completion	28
SECTION VI – STUDENT SERVICES	29
Aspire (Remediation classes)	29
GAP (Remediation classes)	29
Advising	29
Transcripts	29
Placement Services	29
Lockers	29
Change of Address, Phone Number, or Email Address	30

Delayed Starts and Class Cancelations	30
Lost and Found	30
Breaks	30
Break Areas and Lunchroom	30
Study Areas	30
Parking	30
Computers and iPads	31
SECTION VII – CONSUMER DISCLOSURES AND POLICIES	31
Admissions Policy	31
Admission Procedures	31
Code of Conduct for TCTC Financial Aid Professionals	32
Confirmation of Citizenship	32
Transfer of Credit Policy	33
Dress Code	33
Attendance	33
Attendance Probation - Official Student Alert	33
Student Alert Attendance Appeal	34
Mitigating Circumstances	34
Make-Up Work	34
Graduation Requirements	34
Concerns, Complaints, Grievances, and Meeting Request Procedure	36
Student Complaint Procedure	37
Health and Safety	37
Internet Access and Accounts	37
Leave of Absence Policy	38
Federal Policy - Return of Title IV Funds (R2T4 policy)	38
Post Withdrawal Disbursements:	38
Re-Admission	39
Standards of Academic Progress (SAP) – All Programs	39
Financial Aid Satisfactory Academic Progress Terms:	40
Grading Policy & Scale	40
Special Grading Circumstances	41
Attendance	41
Evaluation Periods (For Student)	41
Evaluation Periods (For Course/Instructor)	41
Probation	41
Appeals	42
Withdrawal Policy	42
Conduct	42
Smoking	43
Inspections	44
Basic Rights & Responsibilities	44

Non-Discrimination Policy	46
Handicap Accessible	46
Student Acknowledgement of Handbook	47

SECTION I – INSTITUTIONAL INFORMATION

Welcome

Welcome to the TCTC Adult Training Center. The programs at TCTC are provided to enable the student to gain the necessary knowledge and skills to become successfully employed or to upgrade present skills for employment advancement, or for personal enrichment. **This handbook serves as a guide. Please keep it available for future reference.**

Mission Statement

TCTC Adult Training Center's mission is to meet lifelong educational needs by providing quality training and learning opportunities.

History and Commitment

The TCTC High School opened its doors in Champion in the fall of 1978 and in January 1979 the Adult Education Department started holding classes. Over the years it has grown successfully to provide training to thousands of students. There are free services available to students such as Aspire, Career Services, and Financial Aid. The Center works closely with all local support agencies for possible funding for its students, and updates program offerings and curriculum in order to meet the demands of a highly changing workforce due to technological advances. The TCTC Adult Training Center moved to the Gordon D. James Building in Lordstown in July of 2002. This created an all adult training facility. Then in 2006, TCTC opened its new 44,000 sq. ft. adult learning facility next to its secondary building in Champion, Ohio.

General Physical Facilities and Equipment

The TCTC Adult Training Center is a 44,000 square feet facility. The entire TCTC facility is 8 acres under roof (adult classes take place in both buildings after 3p.m.) Every classroom is equipped with a projector that can screen internet, DVDs, cable television, and computer applications to enhance learning. The parking lots and school are barrier free and accessible to handicap persons. There are designated handicap parking spaces in all parking areas.

Maximum Number of Students Per Lab and Classroom

The maximum number of students per labs and classrooms is based upon fire code regulations, safety protocol, and criteria based on curriculum for maximum learning with quality results.

Non-Discrimination Policy

The TCTC Adult Training Center affirms that no person shall, on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the Superintendent or designated coordinator. This policy shall prevail in all Board Policies concerning school employees and students.

Handicap Accessible

The parking lot and the school are barrier free and accessible to handicap persons. There are designated handicap parking spaces in all parking areas. Please display your handicap permit in your vehicle window.

Objectives

- To offer short term educational programs which will aid adults in acquiring the skills needed to gain employment in a new or different occupation; some leading to industry-recognized credentials. These programs are called career enhancement programs.
- To provide supplemental training to adults to upgrade their present skills, or acquire additional skills needed to pursue new avenues of opportunity and earn industry-recognized credentials. This training is known as career development.
- To provide organizations (both private and public entities) assistance to improve their methods and address the skills of their employees. These are known as consultative services and customized training.

Outcomes

- Develop competencies that will enable individuals to earn industry-recognized credentials and to meet employment requirements.
- Challenge adults and stimulate the desire for self-improvement.
- Develop educational avenues of opportunity which are open to each and every individual.

Philosophy

The more rapidly TCTC can get an individual into the workplace, through training, retraining and/or upgrading present skills, the more motivated that individual will be to grow and succeed with an employer. TCTC is committed to providing the very best quality education at an affordable cost.

Accreditation

The TCTC Adult Training Center has met the high standards required to become accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Accreditation means TCTC is committed to providing programs of quality and conducting affairs with integrity. Additionally, it provides a means to enhance student learning and achieve educational goals through its resources, personnel and leadership; all necessary for effective education. The Commission met in May 2017 and granted TCTC's Adult Training Center a three-year period of accreditation. For additional information on ACCSC go to www.accsc.org. As a Career and Technical School District, all TCTC Adult Education programs are approved by the Ohio Department of Higher Education.

Approvals and Accreditations

Full-Time Career Training Programs:

- Automotive Service Technology – Approved by the ODHE and accredited by ACCSC.
- Building Maintenance/Construction Trades – Approved by the ODHE and accredited by ACCSC.
- Machinist - Approved by the ODHE and accredited by ACCSC.
- Medical Assisting – Approved by the ODHE, accredited by ACCSC, CAAHEP.
- Office & Accounting Technology - Approved by the ODHE and accredited by ACCSC.
- Practical Nursing – Approved by the ODHE and the Ohio Board of Nursing, accredited by ACCSC.
- Welding - Approved by the ODHE and accredited by ACCSC.

Staff Directory

Albani, Mark	Testing Administrator	Mark.albani@tctchome.com	x. 1620
Beachler, David	Auto Service	David.beachler@tctchome.com	x. 1306
Courtney, April	Guidance Counselor	April.courtney@tctchome.com	x. 1606
Cowie, Bryan	Technology Specialist	Bryan.cowie@tctchome.com	x. 1630
Glaros-Ross, Koula	Placement Specialist	Glarosross.koula@tctchome.com	x. 1608
Alice McCullough	Financial Aid	alice.mccullough@tctchome.com	x. 1607
Ghizzoni, Gary	Adult Financial Manager	Gary.ghizzoni@tctchome.com	x. 1609
Gray, Jason	Superintendent	Jason.gray@tctchome.com	x. 1053
Kerber, Cara	Aspire Office Manager	Cara.kerber@tctchome.com	x. 1611
Lemasters, Missy	Practical Nursing Coordinator	Missy.lemasters@tctchome.com	x. 1626
Olson, Matt	Industrial Trades Coordinator	Matt.olson@tctchome.com	x. 1610
Papas, MaryKay	Financial Secretary	Marykay.papas@tctchome.com	x. 1603
Saylor, Myra/Dolan, Michelle	AE Receptionists	Myra.saylor@tctchome.com Michelle.dolan@tctchome.com	x. 1600
Socie, Cassandra	Health Care Program Assistant	Cassandra.socie@tctchome.com	x. 1622
Stephens, Allyson	AD Supervisor Secretary	Allyson.stephens@tctchome.com	x. 1602
Stephens, Samuel	Technology Specialist	Samuel.stephens@tctchome.com	x. 1629
Trace, Beth	Aspire Director	Beth.trace@tctchome.com	x. 1612
Way, Laura	Personal Enrichment	Laura.way@tctchome.com	x. 1628
Ziegler-Streeter, Tiffany	Adult Division Director	tiffany.streeter@tctchome.com	x. 1601

TCTC Adult Education Student School Calendar

August 1, 2020 - July 31, 2021

2020-2021 Adult Training Calendar

Aug 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sep 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Oct 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Nov 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Dec 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jan 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Feb 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Mar 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Apr 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jun 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Jul 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Fall Classes Begin

Holiday

Holiday Break

August 6, 2020-Class of 20' Graduation
 August 17, 2020 – First Day for Practical Nursing
 August 31, 2020 – First Day for Students
 September 7, 2020 – Labor Day
 November 25-29, 2020 – Thanksgiving Break
 December 23, 2020-January 3, 2021 - Winter Break

(Return on January 4, 2021)
 January 18, 2021 – Martin Luther King Jr. Day
 February 15, 2021 – President’s Day
 April 2-5, 2021 – Spring Break
 May 31, 2021 – Memorial Day
 July 2-4, 2021 – Independence Day

SECTION II – CAMPUS SECURITY POLICIES AND PROCEDURES

Consumer Information

Consumer information such as Campus Security Report, certificate programs, tuition and fees, completion rates, and list of staff members can be obtained from the adult education office.

Reporting of Criminal Incidence

TCTC strives to provide a safe and secure campus. All students and staff members are encouraged to report any and all suspicious campus activity immediately upon witnessing the occurrence. These occurrences should be reported to the School Resource Officer or the Adult Ed Front Office.

Emergencies

Should an accident/emergency occur, the student/staff member after assessing the situation and notify first responders if necessary, should immediately notify a TCTC staff member. An incident report must be completed by the person witnessing the accident and the administrator in charge in the case of an accident or injury or if the police or fire department is notified.

Drills

Fire

Fire drills will be held periodically throughout the school year. Directions for exiting the building are posted in each classroom and lab. Students are to exit the building quietly, in an orderly manner, following the directions of the instructor. If an exit is blocked, the nearest route outside should be taken.

- Turn off all electrical equipment and machinery.
- Turn off all oxygen/acetylene tanks and torches.
- Turn off all lights.
- Close all doors.
- Wait quietly outside with your instructor until instructed to return.

Tornado

Tornado drills are indicated by a different alert than fire drills. Students are to remain in the building and proceed rapidly and orderly to a designated place in the inner part of the building, following the directions of the instructor. Designated areas include industrial labs, stairwells, staff offices hall, and restrooms on the first floor. During evening classes, students may also go to the high school hallways that have lockers, located on the first floor. Upon arrival, students should kneel down, then lower and cover head and neck. Wait quietly until the signal is given to return to classroom or lab.

Lockdown Procedures

Regular lockdowns are part of the school safety plan. Details will come from the instructor

False Alarm and Arson Policy

Any student found to have set off a false alarm or to have set a fire within the building will be terminated from the adult program. Students will also be prosecuted to the fullest extent of the law.

Conduct

Disruptive conduct or destruction of property will be cause for suspension of a student's privilege to attend adult classes. Students attending adult education classes are expected to adhere to all regulations set forth by the TCTC Board of Education. Theft of school or personal property is cause for immediate dismissal.

If a student's conduct is unacceptable to the standards of the TCTC Adult Training Center, disciplinary action will be taken. Each action shall be treated individually, but the following are infractions covered by specific school policies:

- Failure to follow regulations of the school
- Failure to follow the no smoking policy on TCTC grounds
- Failure to follow instructor and/ or TCTC staff requests
- Threatening or assaulting staff members or other students
- Possession of dangerous weapons and instruments
- Vandalism
- Fighting
- Theft
- Intoxication, possession and/or sale of alcohol
- Sale, possession, purchase or use of narcotics
- Obscene language and gestures
- Forgery
- Plagiarizing
- Sexual harassment

School authorities will take proper measures, including student/instructor conferences, referral to civil authorities, suspension, and/or expulsion. Surveillance cameras are located throughout the building and videos from such will be utilized for disciplinary action when deemed necessary. Local law enforcement and/or the on-site Student Resource Officer or Armed Security Guard will be notified as necessary.

Smoking

The TCTC campus is smoke free. Smoking is prohibited on school property. School property goes all the way to the highway on the south side of the building (Rt. 82/5) and therefore, students must go down Research Parkway or Educational Highway to smoke.

Drug Free Workplace Policy

- The TCTC board of education directs the Superintendent or his designee to make a good faith effort to continue to maintain a drug free workplace.
- Unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance is prohibited within or on the property, building, buses, or facilities of the TCTC in order to maintain a drug free workplace. "Controlled Substances" are drugs that are illegal under the Federal Controlled Substance Act.
- The use of alcoholic beverages on school property or at any Board sponsored event is prohibited.
- Any use of alcoholic substances (on or off premises) that interferes with job performance, or any violation of state or federal laws dealing with alcoholic substances that occurs in the TCTC District is prohibited.
- As part of its educational mission in the community, the Board discourages the use of alcoholic beverages by school related groups or at school related events, and especially discourages the use of alcoholic beverages by young people or in the presence of young people.

- The Board of Education directs that an age-appropriate, developmentally based drug and alcohol education and prevention program for students shall be implemented for all 11th and 12th grade students and full-time adult students. The Board further directs that students and parents shall be notified, through the student handbooks of the school and any other appropriate means, of the requirements of a drug-free school, the standards of conduct expected, disciplinary sanctions (up to and including expulsion and referral for prosecution), availability of drug and alcohol counseling and rehabilitation programs, and that compliance with the standards is mandatory.
- Each student needs to be aware of the standards of conduct applicable to them, including, at a minimum, that the unlawful possession, use, and distribution of illicit drugs and alcohol on school premises or as part of board activities is prohibited.
- Compliance with the drug-free policy is mandatory. Violators of this policy are subject to disciplinary actions as defined in the applicable negotiated agreements and the law. These disciplinary actions could include termination of student status. Any violation of the law may subject the student to further actions on the part of the school district and/or with the appropriate law enforcement agency and could result in substantial fines and imprisonment.
- The Superintendent or his designee is directed to publish this policy for maintaining a drug-free workplace to the employees and to establish a drug-free awareness program to inform students about:
 - The dangers of drug abuse in the workplace,
 - The district's policy of maintaining a drug-free workplace,
 - Any available drug counseling, rehabilitation, and assistance programs, and
 - The penalties that may be imposed upon students for drug abuse violations occurring on school property.
- TCTC board policy bans smoking on all TCTC property. This policy meets the new guidelines established by Issue 5 of 11/7/2006 and applicable Federal law. Issue 5 prohibits smoking in any public place or place of employment as of 12/7/06. Under Issue 5 employers have a duty to ensure that smoke does not enter into buildings through doors, windows, or ventilation systems. Smoking is prohibited inside buildings and in any adjacent ingress and egress, also any "enclosed area" (a space having a roof and three walls). All ashtrays must be removed. As of December 7, 2006 there will be no smoking in or around TCTC buildings.

Sanctions for the Violation of Drug Policy

Any staff member/student who violates the drug-free policy described above shall be subject to discipline up to and including immediate discharge. All penalties for violations of the rules regarding substance abuse will be in effect from the date on which the violation is determined

Inspections

The school may conduct unannounced random inspections for controlled substances of school facilities and property such as desks, file cabinets, employee lockers, etc., as do they have the right to search the student's lockers, desks and personal property where there is reasonable suspicion that these rules have been violated. Prior to any inspection, the Coordinator and/or instructor shall consult with the TCTC Adult Training Center Director/Supervisor.

Basic Rights & Responsibilities

The TCTC Adult Training Center recognizes the Basic Constitutional Rights of all its students. It should also be emphasized to students that responsibilities accompany their rights. The following shall be sufficient grounds for the administration and/or the TCTC Board of Education to initiate disciplinary action which may result in suspension or referral to authorities against any student or students who are found to be in violation.

- **Failure to Follow Regulations of the School**

Which have been adopted by the TCTC Board of Education and/or enacted by the school administration by the authority delegated to it by the Statutes of the Ohio Revised Code. Conduct which violates federal, state or local laws; such violations shall be cause for disciplinary action when committed while under the jurisdiction of the TCTC Board of Education or in such a manner that the violation involves, or is directed toward, any student, employee, or property of the Trumbull Career & Technical Center District or any member of the TCTC Board of Education inciting or participating in - any unauthorized assembly or activity which by design or result disrupts the normal operation or atmosphere of the school and its program.

- **Dangerous Weapons and Instruments**

Which are possessed, handled, transported, or concealed without authority from administration by any person while on the property of the TCTC Board of Education or while attending or participating in any activity, event or function sponsored by the TCTC Board of Education, regardless of location. Use Possession, Distribution, Sale, or Evidence of Use - of alcohol beverages and/or non-prescribed drug or narcotics while on the property of the TCTC Board of Education or while attending or participating in any activity, event or function sponsored by the TCTC Board of Education, regardless of location.

- **Financial Obligations**

Failure to meet financial obligations resulting from fees, fines on book use and/or charges or fines for damage to the building and/or contents of building of the TCTC Board of Education.

- **Anti-Harassment Policies**

The TCTC Board of Education actively endorses equality in employment in education without regard to sex, color, race, national origin, religion, age or disability in accordance with applicable federal, state and local laws. The Board of Education believes that all employees and students are entitled to work and study in an environment that is free from harassment. Therefore, the Board prohibits harassment based on sex, color, race, national origin, religion, age or disability.

Harassment:

Each employee and student has a responsibility to maintain a work place and educational environment free from harassment. Harassment under this policy includes, but is not limited to, slurs, jokes, intimidation, or persistent abuse of another, whether physical, oral or written, which is directed at an individual's sex, color, race, national origin, religion, age or handicap.

Sexual Harassment

- includes unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:
- Submission to or rejection of such conduct affects an individual's academic performance, or participation in a school-related activity, or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or student's academic or school-related performance, or creating an intimidating, hostile, or offensive work or school environment.
- Examples of sexual harassment may include, but are not limited to, sexual flirtations, advances or propositions, unwanted body contact, verbal remarks about an individual's body, sexual name calling; use of sexually degrading words toward or about an individual; and the display of sexually suggestive objects or pictures.

Harassment Rights & Responsibilities:

- Any employee or student who believes he/she has been subjected to harassment as described in this policy is encouraged to confront the offender in an effort to stop the offensive behavior.
- Any employee or student who believes, or has reason to believe, he/she or another individual has been harassed as described in this policy must report the alleged harassment to the individual's instructor, coordinator, director/supervisor, or the superintendent.
- Any individual who receives a report of alleged harassment shall, in turn, report the alleged

harassment to the administrator appointed by the superintendent to process allegations of harassment under this policy. After receiving a report of alleged harassment, the appointed administrator will determine whether the matter can be resolved informally.

- If the matter cannot be resolved informally, the allegations must be affirmed in a written complaint and a prompt, appropriate investigation will be made to determine the appropriate corrective action to be taken, if any.
- Reports of alleged harassment will be handled confidentially, to the extent possible, and allowed by applicable laws. Any individual who alleges harassment in bad faith or participates in any investigation in bad faith will be subject to corrective action as provided herein.
- Corrective action for employees may include disciplinary action up to and including discharge consistent with the applicable collective bargaining agreement, Board Policy and law.
- Corrective action for students may include disciplinary action up to and including suspension/expulsion consistent with the applicable Student Code, Board Policy and law.
- All parties shall have the right to appeal to the next administrative level up to the Superintendent.
- The Superintendent shall issue procedures as may be needed to execute the policy. The Superintendent shall review this policy periodically.

SECTION III – SHORT TERM CAREER TRAINING

Phlebotomy Technician

Certificate Program

This course focuses on the requirements needed to become nationally certified by the American Society of Phlebotomy Technicians (ASPT). Students will learn to safely collect blood samples, clean and sterilize equipment, and use infection control precautions. Employment opportunities include hospitals, labs blood banks, nursing, or physician offices. Cost of certification exam, books and supplies are included in course fee.

In order to become nationally certified as a Phlebotomy Technician, CPT, you will have to achieve a minimum passing score on the certification exam and prove competency performing live venipuncture and capillary sticks.

Program Length/Days/Times/Dates:

- 120 Hours/10 weeks
- Monday thru Friday/Daytime/times vary
- Monday thru Thursday/Evening/times vary
- Start dates vary

Cost

\$1420.00 – Includes books, supplies, CPT National Certification exam

Program Information:

Enrollment Requirements

- Anatomy and Physiology and Medical Terminology recommended
- Copy of High School Diploma or GED
- Picture ID
- Lab coat
- Proper foot wear

Exception: For short-term programs that are part of the state of Ohio Adult Diploma Program, a high school diploma or GED is not required as an enrollment requirement until after a student successfully completes the program and passes the state test and receives the certification. Adult Diploma students are required to take and pass CPT National Certification exam. The student will then be granted an Adult Diploma and fulfill enrollment requirements.

Medical Coding & Billing

Certificate Program

This course will teach the student how to perform medical coding utilizing ICD-9-CM, ICD-10-CM, CPT, and HCPCS coding books. The student is eligible to take the CPC National Certification exam upon completion of this course. Basic medical billing is also covered in this course.

Students interested in taking this course must have taken Medical Terminology and Anatomy & Physiology, or be a healthcare professional.

Program Length/Days/Times/Dates

- 105 hours/9 weeks
- Monday thru Friday/daytime/hours vary
- Monday thru Thursday/evening/hours vary
- Start dates vary

Cost

\$1640.00 – Includes five coding books, materials, CPC National Certification exam.

Program Information:

Enrollment Requirements

- Anatomy & Physiology and Medical Terminology recommended
- Copy of High School Diploma or GED
- Picture ID

Exception: For short-term programs that are part of the state of Ohio Adult Diploma Program, a high school diploma or GED is not required as an enrollment requirement until after a student successfully completes the program and passes the state test and receives the certification. Adult Diploma students are required to take and pass the CPC National Certification exam. The student will then be granted an Adult Diploma and fulfill enrollment requirements.

Microsoft Office Specialist

Certificate Program

This course will give the student the skills necessary to understand the essential components of Microsoft Office including Word, Excel, PowerPoint, and Access. The student is eligible to take the four MOS certification exams upon completion of this course.

Program Length/Days/Times/Dates:

- 200 Hours/16 weeks
- Monday thru Thursday/daytime/hours vary
- Monday thru Thursday/evening/hours vary
- Start dates vary

Cost

\$845.00 – Includes books and MOS certification

Program Information:

Enrollment Requirements

- Copy of High School Diploma or GED
- Picture ID

Exception: For short-term programs that are part of the state of Ohio Adult Diploma Program, a high school diploma or GED is not required as an enrollment requirement until after a student successfully completes the program and passes the state test and receives the certification. Adult Diploma students are required to take and pass all four MOS certification exams. The student will then be granted an Adult Diploma and fulfill enrollment requirements.

Automotive Services

Certificate Program

This course will give the student the opportunity to gain hands-on experience while preparing for their ASE certification exam. Students can choose from the following: Automatic Transmissions, Brakes, Electrical/Electronics, Engine Performance, Engine Repair, Manual Transmissions, Suspension & Steering.

Students will be given the use of loaner tools while in the program.

Program Length/Days/Times/Dates:

- 100 Hours/ 4 weeks
- Monday thru Thursday – 2:30pm-9:30pm
- Start dates vary

Cost

\$1000.00 – Includes books, materials, and the ASE certification.

Program Information:

Enrollment Requirements

- Copy of High School Diploma or GED
- Picture ID

Exception: For short-term programs that are part of the state of Ohio Adult Diploma Program, a high school diploma or GED is not required as an enrollment requirement until after a student successfully completes the program and passes the state test and receives the certification. Adult Diploma students are required to take and pass one ASE certification exam. The student will then be granted an Adult Diploma and fulfill enrollment requirements.

Basic Welder

Certificate Program

This course will give the student the opportunity to gain hands-on experience while preparing for their AWS certification exam. Students will learn various weld joints and positions, and will be introduced to SMAW, improving technique and vertical, horizontal and overhead positions.

Students will be given the use of loaner tools while in the program.

Program Length/Days/Times/Dates:

- 120 Hours/ 9 weeks
- Days vary/Times vary
- Start dates vary

Cost

\$1100.00 – Includes, gloves and a welding jacket, and the AWS certifications.

Program Information:

Enrollment Requirements

- Copy of High School Diploma or GED
- Picture ID

Exception: For short-term programs that are part of the state of Ohio Adult Diploma Program, a high school diploma or GED is not required as an enrollment requirement until after a student successfully completes the program and passes the state test and receives the certification. Adult Diploma students are required to take and pass one AWS certification exam. The student will then be granted an Adult Diploma and fulfill enrollment requirements.

Construction/HVAC Basics

Certificate Program

This course will give the student the opportunity to gain hands-on experience while preparing for their EPA-608 Core certification exam. Students will learn the introduction to electrical wiring, heating & air conditioning and HVAC Installation.

Students will be given the use of loaner tools while in the program.

Program Length/Days/Times/Dates:

- 170 Hours/ 15 weeks
- Days vary/Times vary
- Start dates vary

Cost

\$1100.00 – Includes books, materials, and the EPA-608 Core certification exam.

Program Information:

Enrollment Requirements

- Copy of High School Diploma or GED
- Picture ID

Exception: For short-term programs that are part of the state of Ohio Adult Diploma Program, a high school diploma or GED is not required as an enrollment requirement until after a student successfully completes the program and passes the state test and receives the certification. Adult Diploma students are required to take and pass the EPA-608 Core certification exam. The student will then be granted an Adult Diploma and fulfill enrollment requirements.

Intro to Machining

Certificate Program

This course will give the student the opportunity to gain hands-on experience while preparing for their NIMS Level 1 certification exam. Students will learn Shop Theory I & II and Machine Shop.

Students will be given the use of loaner tools while in the program.

Program Length/Days/Times/Dates:

- 190 Hours/ 19 weeks
- Days vary/Times vary
- Start dates vary

Cost

\$1400.00 – Includes books, materials, and the EPA-608 Core certification exam.

Program Information:

Enrollment Requirements

- Copy of High School Diploma or GED
- Picture ID

Exception: For short-term programs that are part of the state of Ohio Adult Diploma Program, a high school diploma or GED is not required as an enrollment requirement until after a student successfully completes the program and passes the state test and receives the certification. Adult Diploma students are required to take and pass the NIMS Level 1 certification exam. The student will then be granted an Adult Diploma and fulfill enrollment requirements.

PART-TIME STUDENTS:

Attendance & Grades

Students must meet attendance and grade criteria to earn credit for the module or class. Students must pass the course with the required grade average of C or better and attendance of at least 80% to receive credit for the module or class, unless the school and/or third party payer (i.e. company, agency, etc.) deems otherwise. Incomplete course work (assignments/tests) will be counted as a zero until completed. It is the student's responsibility to obtain information on assignments, tests, and quizzes while absent from class and all of the work must be completed within the class time frame in which it was missed.

Part-Time Refund Policy

Part-time Courses: Any student who withdraws before the start of the second day of a part-time class will receive a 100% refund minus a \$25 processing fee and the cost of books and supplies. No refund will be given after the start of the second day of any part-time class.

One-Day Courses: Any student who withdraws from a one-day course will receive a 100% refund minus a \$25 withdrawal fee if withdrawn at least 48 hours before the course date.

Books and Supplies

Some books and supplies may be included in the cost of the course. Students will be responsible for providing some supplies such as pens, pencils, paper, notebooks, etc. Lost or stolen books/supplies will be replaced at the expense of the student.

Certificates of Completion

Students who successfully complete qualifying courses by meeting attendance and grade requirements of their course may receive a Certificate of Completion from the school.

All incompletes must be made up by the time frame allotted by the instructor or a zero will be given. Some programs have more stringent policies. Please check with your program coordinator.

Senior Discount

Students who are 60 years and older will receive a senior discount of 10% off part-time classes only.

SECTION IV – FULL TIME CAREER TRAINING PROGRAMS

Program Hours and Tuition Costs – Academic Year 2020-2021

Auto Service Technology	1100	\$12,000.00	\$9,395.00	\$2,605.00
Machinist	900	\$12,550.00	\$9,270.00	\$3,280.00
Medical Assistant	1084	\$12,000.00	\$9,533.00	\$2,467.00
Practical Nursing	1448	\$13,000.00	\$9835.70	\$3164.30
Office & Accounting Technologies	720	\$6,500.00	\$5,981.00	\$519.00
Welding	660	\$8,400.00	\$6,470.00	\$1,930.00

Program Instructors – Academic Year 2020-2021

HEALTH OCCUPATIONS	
Medical Assistant	Missy Lemasters-Coordinator
Practical Nursing	Missy Lemasters-Coordinator
TRADE AND INDUSTRY	
Machinist	Matt Olson-Coordinator
Welding	Matt Olson-Coordinator
IT	
Office & Accounting Technologies	Dale Fay-Coordinator
Transportation	
Automotive Service Technology	Dale Fay-Coordinator

Career Certification Staff Members

Tiffany Zeigler-Streeter	Adult Division Director
Gary Ghizzoni	Adult Ed Financial Manager
Dave Beachler/Alex Wermen	Auto Service Technology Instructor
Matt Olson	Industrial Trades Coordinator
Dale Fay	Financial Aid Specialist/IT Coordinator
Missy Lemasters	Practical Nursing/Healthcare Programs Coordinator
Koula Glaros-Ross	Placement Services
April Courtney	Career Counselor/Recruiter
Mary Kay Papas	Billing Secretary
Cassandra Socie	Practical Nursing/Healthcare Assistant
Myra Saylor	Adult Education Receptionist
Michelle Dolan	Adult Education Receptionist (Evening)
Allyson Stephens	Adult Division Supervisor Secretary
Mark Albani	Testing Services
Bryan Cowie	IT Services
Beth Trace	Aspire Director

AUTO SERVICE TECHNOLOGY

Total Class Hours: 1100 Weeks: 42 Academic Year: 1100 hours/42 weeks

Required TABE Benchmark: Reading - 7 Math - 7

Entry Level Occupations: Line Technicians, Parts or Service Managers or Fleet Maintenance Technicians

Class in Session: Monday – Thursday, 2:30 – 9:30 pm August 31, 2020 to June 24, 2021

PROGRAM DESCRIPTION – This program gives students the opportunity to gain hands-on experience while preparing for their ASE certification exams.

EDUCATION OBJECTIVES

- Shop Maintenance and Safety
- Computer Diagnostics
- Brakes
- Steering and Suspension
- Electrical Systems
- Automatic Transmissions/Transaxles
- Engine Repair
- Engine Performance
- Heating and A/C Systems
- Manual Transmissions/Differentials
- Adult CPR
- Job Placement Assistance

SCOPE AND SEQUENCE

	<u>Theory</u>	<u>Lab</u>	<u>Total</u>
Shop Maintenance & Safety	8	12	20
Brakes	30	70	100
Steering & Suspension	30	70	100
Electrical/Electronics	60	140	200
Automatic Transmissions	35	85	120
Engine Repair	35	85	120
Engine Performance	75	185	260
Manual Transmission	30	70	100
Heating & Air Conditioning	20	60	80
Total	323	777	1100

MACHINE TRADES



Total Class Hours: 900 Weeks: 43 Academic Year: 900 hours/43 weeks

Required TABE Benchmarks: Reading - 9 Math - 9

Entry Level Occupations: Machinist, Tool & Diet, Manufacturing, Assemblers, Manual Machining, Computer Numeric Control (CNC)

Class in Session: Monday – Thursday, 4:30 pm – 9:30 pm August 31, 2020 to August 12, 2021

PROGRAM DESCRIPTION – Students will learn to set up and operate a variety of machine tools that are used to produce precision parts, instruments and tools. Students will learn to use precision measuring devices, cutting tools, read blueprints and understand basic Machine Theory and CNC Machining. Program will start with manual machining, and progress to CNC Machining. Students will take 5 NIMS level 1 Certifications.

Course Work Includes:

- Math I, Math II, Math III
- Blueprint I, Blueprint II
- Shop Theory I, Shop Theory II
- CNC Theory
- Metallurgy
- CAD Class (AutoCAD), CAM Class
- OSHA 10-Hour Certification
- Machine Shop I, Machine Shop II
- Jig & Fixture Design
- CNC Machining
- 40 Hour Internship
- Professional Development
- NIMS Machining Operations

SCOPE AND SEQUENCE

	<u>Theory</u>	<u>Lab</u>	<u>Externship</u>	<u>Total</u>
Math I	40	0		40
Math II	40	0		40
Math III	25	0		25
Blue Print I	40	0		40
Blue Print II	40	0		40
Basic Computers	25	0		20
Shop Theory I	30	10		40
Shop Theory II	30	10		40
CNC Theory	30	10		40
Metallurgy	25	0		25
Solid Works	20	20		40
CAM Programming	20	20		40
Safety/OSHA 10	10	0		10
Jig & Fixture Design	30	10		40
Machine Shop I	0	100		100
Machine Shop II	0	100	20	120
CNC Machining	0	100	20	120
Professional Development	5	5		10
NIMS Machining Operations		55		55
Total	425	435	40	900

MEDICAL ASSISTANT



Total Class Hours: 1084 Weeks: 45 Academic Year: 1084 hours/45 weeks

Required TABE Benchmarks: Reading - 7, Math - 7

Entry Level Occupations: Medical Assistant in Physicians' Offices, Emergency Clinics, Lab's & Phlebotomy Technicians

Class in Session: Monday – Friday, 8:45 am –2:15 pm August 31, 2020 to August 4, 2021

Monday – Thursday 4:00 pm – 9:30 pm January 7, 2020 to February 25, 2021

PROGRAM DESCRIPTION –The Medical Assistant is taught both clinical and administrative skills. Qualified students have the opportunity to become nationally certified by the American Association of Phlebotomy Technicians (ASPT) and the American Association of Medical Assistants (CMA) through examination. Cost of both exams, an iPad mini, books, uniforms, and supplies are included in the course fee. The TCTC medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB). For information contact: Commission on Accreditation of Allied Health Education Programs 1361 Park Street, Clearwater, FL 33756, (727) 210-2350. Transfer of credit procedure is in accordance with AAMA policy and available for review.

Course Work Includes:

- Medical Terminology
- Pharmacology
- Anatomy & Physiology
- EKG/EKG Monitoring
- CPR/First Aid
- Medical Coding
- Keyboarding/Computers
- Medical Office Procedures//Electronic Health Records (EHR)
- Clinical Lab Procedures
- Phlebotomy
- Psychology
- Ethics, Legalities, & Documentation/Applied Communications
- Professional Development
- MA Certification Exam Review
- Externship (160 hours – unpaid)

SCOPE AND SEQUENCE

	<u>Theor</u> <u>y</u>	<u>Lab</u>	<u>Externshi</u> <u>p</u>	<u>Total</u>
Medical Terminology	40	10		50
Applied Communications, Ethics & Legalities	32	13		45
Microsoft Office 2010 Suite	10	60		70
Anatomy & Physiology	60	45		105
Psychology	35	10		45
Clinical Lab	35	60		95
Phlebotomy	30	90		120
Pharmacology	70	30		100
CPR/First Aid	4.5	4.5		9
Medical Office Management/Electronic Health Records	30	75		105
Medical Coding	50	55		105
EKG/EKG Monitoring	13	32		45
Professional Development	10	10		20
CMA Certification Review	5	5		10
Externship	0	0	160	160
Total	424.5	499.5	160	1084

PRACTICAL NURSING



Total Class Hours: 1448 **Weeks:** 47 **Academic Year:** 1448 hours/47 weeks

Required TABE Benchmarks: Reading - 9, Math - 9

Entry Level Occupations: Licensed Practical Nurse.

Class in Session: Monday – Friday, 8:00 am – 4:30 pm August 17, 2020 to August 31, 2021.

PROGRAM DESCRIPTION – This program is for individuals who have made the conscious decision to dedicate the time and hard work associated with choosing to become a Practical Nurse. Students are required to take the Workkeys entrance exam scoring 4 in each category – Applied Math, Graphic Literacy, and Workplace Documents. Students will receive classroom, laboratory, and clinical experience consistent with the Ohio Board of Nursing requirements, TCTC PN, and TCTC. Care of the patient across the lifespan, in health, prevention, and wellness will give the student a foundation for continued learning. Faculty will facilitate the learning process, encouraging the student to develop the critical thinking skills necessary in nursing. Strict adherence to attendance and grade policies are mandatory for the program. All students need to anticipate personal time for reading, studying, and preparing required patient care assignments. Graduates will be eligible to take the NCLEX (State Board Examination) upon successful completion of the Practical Nursing Program.

Course Work Includes:

- Medical Terminology
- CPR/First Aid
- Anatomy, Physiology, & Nutrition
- Simulation Exercises
- Care of the Patient Across the Lifespan
- Critical Thinking & Leadership Skills Building
- Intravenous Therapy
- Externship 80 hrs.
- Math
- Electronic Health Records (HER)
- Laboratory Experiences
- Clinical Experiences
- Care in Various States of Wellness & Illness
- Pharmacology
- Professional & Vocational Relationship Development

SCOPE AND SEQUENCE

	<u>Theory</u>	<u>Lab</u>	<u>Clinicals</u>	<u>Externship</u>	<u>Total</u>
Medical Readiness	40				40
Professional & Vocational Relationships I	24				24
Anatomy, Physiology, & Nutrition	130				130
Gerontological Nursing	130	48			178
Nursing Fundamentals	130	88	60		278
Pharmacology I	96	24	48		168
Adult/Mental Health Nursing	140	20	144		304
Pharmacology II	60	8	4		72
OB/Pediatric Nursing	90	40	4		134
Professional & Vocational Relationships II	80			80	160
Total	880	208	360	80	1448

OFFICE & ACCOUNTING TECHNOLOGIES



Total Class Hours: 720 Weeks: 37 Academic Year: 720 hours/37 weeks

Required TABE Benchmarks: Reading - 7, Math - 7

Entry Level Occupations: Technical Administrators support to professional accountants and other management personnel.

Class in Session: Monday – Thursday, 9:00 am – 2:30 pm August 31, 2020 to June 1, 2021

PROGRAM DESCRIPTION – This program is designed to prepare students for careers in the professional industry. There is a comprehensive study of Accounting/QuickBooks, Microsoft Office Applications, Google Drive, Adobe and an understanding of Business Professionalism. Students taking this program ml complete an externship as an important part of their professional development. Included in the cost of the program are an iPad, 5 Microsoft Office Certifications and the QuickBooks Pro Certification.

EDUCATION OBJECTIVES

- Microsoft Office Products
- Business Management Skills
- Knowledge of Paperless Systems
- Accounting with Payroll
- Dress for Success
- Interviewing Skills
- Customer Service
- Professional Communications
- CPR

SCOPE AND SEQUENCE

	<u>Theory</u>	<u>Lab</u>	<u>Total</u>
Keyboarding		24	24
Computers Concepts	16	16	32
Google Chrome/iPad	7	7	14
Graphics/Digital Photos	8	8	16
Microsoft Word	32	32	64
Microsoft Excel	32	32	64
Microsoft Outlook	10	10	20
Accounting	32	32	64
QuickBooks	46	46	92
Microsoft PowerPoint	24	24	48
Professional Development	24	24	48
Microsoft Access	18	18	36
Digital Media/Social Media	10	10	20
Business Management/HR	18	18	36
Job Search	4	4	8
Certification Prep		72	72
Final Project/Externship		50	50
Total	287	433	720

WELDING



Total Class Hours: 660 Weeks: 40 Academic Year: 660 hours/40 weeks

Required TABE Benchmarks: Reading - 7, Math - 7

Entry Level Occupations: Welders, Plumbers, Sheet Metal Workers, Fabricators, Iron Workers

**Class in Session: Monday – Thursday, 4:30 pm – 9:30 pm
August 31, 2020 to May 11, 2021**

PROGRAM DESCRIPTION – Students will gain the knowledge and skills required for employment in the various trades associated with welding by doing a variety of welding applications in a specific welding laboratory. Students who complete the full-time program receive tools and additional training in math related to the industry, blueprint reading skills, AutoCAD, Fabrication and Design, job search resources, and other skills necessary for successful employment. This program involves a combination of hands-on lab work and related classroom instruction. Students will be able to achieve OSHA 10 certification, 4 Welding certifications and American Heart Association 1st Aid & CPR certifications.

Course Work Includes:

- Basic / Intermediate / Advanced Applied Math
- Industrial Blue Print Reading
- Welders Blue Print Reading
- Stick Welding
- Mig/Tig Welding
- Pipe Welding
- Maintenance Welding
- Fabrication, Layout & Design
- AutoCAD
- Metallurgy
- OSHA 10-Hour Certification
- 1st Aid & CPR Certification
- Rigging & Equipment Installation
- Basic Computers

SCOPE AND SEQUENCE

	<u>Theory</u>	<u>Lab</u>	<u>Total</u>
OSHA 10	10	0	10
Math I	40	0	40
Math II	40	0	40
Math III	20	0	20
Industrial Blueprint Reading	20	20	40
Blueprint Reading for Welders	15	10	25
Welding I	20	30	50
Welding II	10	50	60
AutoCAD	10	15	25
Rigging & Equipment Installation	20	20	40
Welding III	20	80	100
Basic Computers	5	20	25
Fabrication, Layout & Design	20	20	40
Professional Development	5	5	10
1 st Aid / CPR	5	5	10
Metallurgy	20	5	25
Welding IV - Pipe Welding	20	60	80
Maintenance Welding	0	20	20

Total	300	360	660
-------	-----	-----	-----

FULL TIME STUDENTS

What We Expect From You

- Must maintain at least a 75% or higher average grade and 90% attendance – (some programs may have a more stringent policy)
- Know the instructor’s requirements for each class
- Actively participate in class and laboratory
- Behave safely and courteously
- Respect the rights and opinions of others
- Complete assignments on time
- Ability to communicate effectively
- Ability to get along well with people
- Ability and willingness to follow directions
- Attention to detail
- Have a high standard of work ethic

Requirements for Admission into a Full-Time Training Program:

- Be at least 18 years of age
- Attain the required benchmarks on the TABE entrance exam (Practical Nursing students please see PN Handbook)
- Scores vary according to program
- Receive and review Adult Training Center 19-20 Consumer Handbook.
- Sign and date Signature Page of Consumer Handbook
- Complete the registration form.
- Pay the \$25.00 registration fee
- If you are applying for financial aid, complete your FAFSA online @fafsa.ed.gov.
- If you have an agency or employer paying for all or part of your tuition, please meet with the Financial Secretary to complete the necessary paperwork
- If you are a self-pay, arrange for payment with the Financial Secretary prior to the first day of class
- Meet with the Financial Aid Specialist for a plan to pay.
- Provide proof of a high school diploma, GED or equivalent
- Complete and sign the TCTC Enrollment Agreement
- Attend the required Student Orientation
- You will receive a save the date postcard
- Please make arrangements with the front office if you cannot attend: (330) 847-0503 x. 1600

How We Support You

- Student services
- Learning Resource System
- Career Guidance
- Resume writing and job interviewing skills
- Placement assistance
- Career Passport presented at graduation

Grading Policy & Scale

Instructors will conduct periodic student conferences to review academic progress and/or attendance. Grades will be calculated as follows:

A	92-100	= highly recommended for employment, additional training and/or rapid advancement.
B	84-91	= strongly recommended for employment.
C	75-83	= recommended for employment.
D	70-74	= not Passing, will be placed on Academic Probation.
F	69 or less	= failing.
I		= work incomplete, no credit given.
P		= pass
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. Some programs may be more stringent.

Tardiness

Consistent tardiness will be reflected in loss of completed clock hours.

Procedure for Reporting Absenteeism

- Students should call the TCTC Adult Training Center office before class start time, giving their name, program, and instructor's name. Students should call and report off each day they are absent until return unless he/she is out of town or is waiting for a doctor's release. In this case, students should indicate when calling in, how long he/she expects to be off so that the instructor may be informed.
- Students are responsible for obtaining classroom and homework assignments. Students are responsible for making arrangements with the instructor to complete work, quizzes and tests upon return. Incomplete work will be counted as a zero until properly made up. Work must be made-up to receive credit. Full time students: Only 10% of the total clock hours per program are excused.
- Some programs have more stringent procedures, check with your instructor/coordinator.

Gainful Employment Disclosure:

For information about tuition/fees, median loan debt and graduation/placement rates of students who completed the programs, visit www.tctchome.com/adulteducation/programs.

SECTION V – FINANCIAL ASSISTANCE

(Full time career training programs)

Financial Aid Procedures Manual

All students applying for financial aid will be given a copy of the TCTC 2020-2021 TCTC Financial Aid Procedures Manual containing the Federal Financial Aid Procedures and other important information. Students should refer to this manual for questions about their financial aid.

Available Financial Aid Programs

- Federal Pell Grant Program
- William D. Ford Direct Loan program – Stafford Loans
- Opportunities for Ohioans with Disabilities (OOD)
- Department of Veterans Affairs (VA)
- Trade Adjustment Assistance (TAA)
- Workforce Innovation & Opportunity Act (WIOA)
- Veteran’s Administration

Notes:

- TCTC abides by Section 103 of the Veteran’s Benefits and Transition Act of 2018. TCTC does not impose a late fee, denial of access to facilities, or any other penalty due to late payment of tuition and/or fees from the VA.
- Pell & Direct Loans - Full awards are made only if the student is attending a program of at least 900 clock hours. A student entering a program of less than 900 hours will receive a proportionately reduced award.

Student Eligibility Requirements

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

The Concept of the “Need Analysis”

Cost of Attendance – Family Contribution = Your Financial Need

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

Federal Policy - Return of Title IV Funds (R2T4 policy)

The law specifies how the Adult Career Center must determine the amount of Title IV program assistance that a student earned if he withdraws from school. The school will use the federal policy for Returning Title IV funds to determine whether any money needs to be returned to the U.S. Department of Education or disbursed. The school will use the “Treatment of Title IV Funds When a Student Withdraws from a Clock Hour Program” (R2T4) worksheet. The following is a breakdown of that procedure:

Divide clock hours scheduled to have been completed as of the withdrawal date in the payment period by the total clock hours in the period. After at least 60% has been completed, 100% of Title IV aid is earned. The 60% threshold cannot be reached by rounding up.

If 60% or less of the hours are completed, proceed with the following calculation:

Multiply the percentage determined by the above calculation by the Total Title IV aid disbursed and that could have been disbursed for the period.

Determine if the amount represents a post-withdrawal disbursement or Title IV aid to be returned.

Post Withdrawal Disbursements:

Must be made from available grant funds.

Must be disbursed within 90 days of the school's determination that the student withdrew.

Must be credited to the student's account for outstanding current period charges. (May include minor prior academic year charges.)

Any remaining post-withdrawal disbursement must be offered to the student within 30 days of the school's determination that the student withdrew. The school will identify type and amount of funds, explain the option to accept/decline all or part of the funds, and advise that a response from the student must be received within 14 days of the school's determination of withdrawal. If a response is received late from the student, the school may or may not disburse the remaining funds. If the school opts not to disburse funds because of the student's late response, the school must send a notice (in writing or electronically) of the outcome of request.

Amount of Unearned Title IV Aid Due

The school returns the lesser of institutional costs x percentage unearned Title IV Aid and the amount of Title IV Aid to be returned. Institutional costs are educational expenses such as: tuition and fees, room and board, books, supplies, equipment, etc. that students must purchase from the school. If the school must return unearned aid, funds received for unsubsidized and subsidized Direct Stafford Loans are returned prior to any Pell grant funds. Federal returns required by the school will be made within 45 days of the determination date.

Student Loan Counseling

Recipients of the Federal Stafford Student Loans are required by Federal regulations to complete Entrance and Exit Loan counseling sessions. An entrance session must be completed prior to a student receiving loan proceeds. An Exit session must be completed at the time of graduation or at the time of departing school. Proof of completed entrance and exit counseling session is printed and kept in the student's financial aid file. A hold will be placed on the student's record if the exit counseling session is not completed. Students are directed to complete on-line counseling at www.studentloans.gov.

FSA Student Loan Ombudsman

If after making every effort to resolve a dispute about your federal student loan with either your student loan servicer or school, the FSA Student Loan Ombudsman's Office is available to student loan borrowers for further inquiry. The Ombudsman Group is a neutral, informal, and confidential resource to help resolve disputes about your federal student loans.

Contact Information:

Via on-line assistance: <http://studentaid.gov/repay-loans/disputes/prepare>

Via telephone: 877-557-2575 (toll free)

Via fax: 606-396-4821
Via mail: FSA Ombudsman Group
P.O. Box 1843
Monticello, KY 42633

Reference Information

Source: The Federal Student Aid Handbook (2014-2015; 2015-2016; 2017-2018) from the U.S. Department of Education

For answers to questions about financial student aid, call the Trumbull Career & Technical Centers Financial Aid Specialist or The Federal Student Aid Information Center between 8:00 a.m. - Midnight (Eastern Time) Monday through Friday: Toll-Free 1-800-4-FED-AID (1-800-433-3243). Counselors at this number can:

Assist in completing the FAFSA

- Indicate whether a school participates in the Federal student aid programs and provide the school's student loan default rate
- Explain Federal student aid eligibility requirement
- Explain the process of determining financial need and awarding aid
- Send Federal student aid publications to you
- Find out if a student's Federal student financial aid application has been processed
- Request a copy of a student's Student Aid Report (SAR)
- Provide notification of a change in address
- Have a student's application information sent to a specific school
- Information may also be requested by writing to the Federal Student Aid Information Center at the following address:

Federal Student Aid Information Center
P.O. Box 84
Washington, D.C. 20044

Internet Addresses for Financial Aid Assistance

FAFSA on the Web: www.fafsa.ed.gov

Financial Aid information from the U.S. Department of Education: www.studentaid.ed.gov

Student Loan Information from the U.S. Department of Education: www.studentloans.gov

TCTC Financial Aid Contact Information

Questions and/or additional explanations: Please feel free to contact TCTC's Financial Aid Services Office below for more information.

Financial Aid Services Office

528 Education Highway
Warren, OH 44481
330-847-0503 x 1607

alice.mccullough@tctchome.com

Grievance Procedure - TCTC Adult Training Center Employees and Students

Purpose of Grievance Procedure-This procedure is established in order to comply with Title IX, Title VI, and Section 504 in order to insure equal rights for employees and students on the basis of sex, handicap, race, or national origin.

Rules Governing This Grievance Procedure -

All steps of this procedure shall be followed in private and all matters discussed shall be kept confidential.

Definite time limits will be imposed but can be extended by mutual agreement of all parties in interest.

A student may be represented by parents or guardian at step levels II and III of the procedure.

Definition - A "grievance" is a claim that there has been a violation, misinterpretation or misapplication of Title IX, Title VI, Section 504 Policy adopted by TCTC.

Grievance Procedure –

- Step I – Whenever a student or employee feels there has been a violation of the Title IX, Title VI or Section 504 Policy, that person shall immediately arrange to discuss the problem with staff member involved.
- Step II – If there is no set resolution to the problem at the first step level, the student or employee shall schedule appointment with the Director/Supervisor within five (5) school days of the first level discussion. At this level the complainant should specifically outline the nature of the grievance in writing on a prescribed form with copies being sent to the Director/Supervisor and staff member (s) involved. The Director/Supervisor involved shall schedule a meeting with the student and involved staff member (s) within a five (5) day period to discuss the problem. Within three (3) days following this meeting the Director/Supervisor shall render a decision in writing and deliver copies to the complainant involved and to the Title IX, Title VI, or Section 504 Compliance Officer.
- Step III- If no satisfactory resolution to the problem is reached after the meeting with the Director/Supervisor, either party involved may elect to schedule a meeting with the Title IX, Title VI, or Section 504 Compliance Officer (Superintendent). This meeting should include the student, staff member (s) involved and the Director/Supervisor. This meeting should be scheduled within five (5) days after Step II is completed. Within three (3) days following this meeting, the Title IX, Title VI, or section 504 Compliance Officer shall render a decision in writing and deliver copies to the student involved, staff member (s) involved, and the Director/Supervisor.
- Step IV- If, at the end of the entire Grievance Procedure, the decision is unsatisfactory to any party involved, that party may then elect to pursue the grievance in a hearing before the Board of Education, submitting a notification to the superintendent ten (10) days in advance and in writing of this desire.
- Step V- If a student's complaint is not resolved satisfactorily, or if the complaint cannot be resolved through the process established by the institution and/or board, the student may file a complaint through the Department of Higher Education. The Ohio Department of Higher Education student complaint process may be found in the institution's academic catalog, student handbook or website, <https://www.ohiohighered.org/students/complaints>. The student should contact the Ohio Department of Higher Education using the online complaint form on their website. Please note that the complaint must be received within two years of the completion of the institution's complaint process.

Payment Plans

Payment plans are available for full-time training programs. They may be used in combination with grants and loans to pay off balances. Students wishing to use a payment plan must pay at least the \$25 deposit at registration with the balance to be divided over the number of months of the program. All payment plans are interest free. The balance must be paid in full two weeks prior to the last class date. If a stop payment must be placed on a check, a \$25 fee will be billed to the student. Contact the Adult Education office for more information.

Books and Supplies

All books and most supplies are included in the cost of full-time training programs. Some full-time programs include tool kits, which become the student's property at the completion of the program, providing all financial obligations are paid in full. Prior to completion, students are not permitted to remove tool kits from the lab area unless otherwise directed by the program instructor. Students will be responsible for providing some supplies such as pens, pencils, paper, notebooks, etc. Lost or stolen books/supplies will be replaced at the expense of the student.

Students who withdraw or who are terminated from a program will be billed for books and supplies accordingly.

Certificates of Completion

Students who successfully complete qualifying courses with at least 90% attendance and meet the grading criteria set for their program will receive a Certificate of Completion from the school. Students who have financial obligations to the school will not receive their Career Passports and will not receive transcripts or other documents pertaining to program completion until these obligations are met.

All incompletes must be made up by the time frame allotted by the instructor or a zero will be given. Some programs have more stringent policies. Please check with your program coordinator.

SECTION VI – STUDENT SERVICES

Aspire (Remediation classes)

Aspire classes are held free of charge at various locations. Students will be assessed before beginning and will be counseled on an individual basis as to where skills need to be upgraded. Students work at their own pace, under no pressure and may choose the hours and days they would like to participate. Check with the Aspire office for times and locations.

GAP (Remediation classes)

Getting Academically Prepared (GAP) is an academic program located on the Trumbull Career and Technical Center Campus, and is administered by the TCTC Aspire program. It assists individuals with a High School Diploma or GED to remediate skills in reading, writing, or math in order to be successful in post-secondary education. Many students intend to use this support program for retaking college entrance tests, though a few will use it for preparation work for other assessments such as the STNA test, ACT WorkKeys and Military's ASVAB test. The program provides individualized, self-paced, contextualized instruction at no cost to the student.

Advising

Career counseling services are available to adults interested in enrolling in TCTC adult programs and current students. Academic advising and information regarding testing and tutoring services are available. The counselor is available to students in the event of life challenges, such as transportation, housing assistance and child care needs. To take advantage of these free services contact the career counselor to schedule an appointment.

Transcripts

Grade transcripts are provided upon graduation from your program. Additional copies can be obtained by calling ahead with name, social security number, class attended and date attended. There is a \$10.00 fee for this service. All student balances must be paid to receive transcripts.

Placement Services

Placement services are available to assist all students who satisfactorily complete a career development training program at the TCTC Adult Training Center. Placement Services, program coordinators, and instructors work closely with local agencies and individual businesses in the Mahoning Valley. Students are responsible for seeing that Placement Services has a current resume on file with a current phone number, email address, and mailing address. Bulletins, and other web-based applications are all used to communicate job openings to students.

The TCTC Adult Training Center cannot guarantee job placement. Placement statistics are available on the website by visiting www.tctchome.com in the TCTC Adult Training Center Office and the placement office.

Lockers

Lockers are available to full-time students. Interested students should check with the front office and lockers will be assigned on a first come basis. Students may use a combination or key lock at their own expense. TCTC reserves the right to remove locks for probable cause, or if a student is terminated from a program or withdraws from a program.

Students are responsible for the cost of repair if a locker is damaged

Change of Address, Phone Number, or Email Address

Any change of name, address, telephone number and/or email address should be immediately reported to your instructor and to the TCTC Adult Training Center office so that all records, academic and financial, may be kept in order. This is important since refunds are mailed to addresses as listed in the registration system.

A student should always give an alternate number where he/she can be reached or where the office may leave a message in the case of class cancellation or the need to relay other important information.

Delayed Starts and Class Cancellations

If the TCTC High School is closed or on a delay for any calamity, then Adult Education will also close or delay classes. Check your local news stations for closure information. Call the school (extension 1600) or check the TCTC website (www.tctchome.com) to get the latest information concerning delays and/or closures.

Lost and Found

Each student is responsible for keeping his/her personal property in a safe and secure place. Any student who finds lost articles should bring them to the counter in the TCTC Adult Training Center front office. Students who have lost articles may claim them at the TCTC Adult Training Center front office.

Breaks

Students may be given periodic breaks during class time (at the discretion of the instructor). Students not returning on time from breaks will be counted as tardy.

Break Areas and Lunchroom

TCTC Adult Education has a commons area and lunch room where students can eat lunch. There are vending machines with a limited selection of drinks and snacks.

Students are welcome to pack a lunch or snacks. There is a microwave in the commons area and a refrigerator provided in the lunchroom for student use. TCTC School Board Meetings are held the second Thursday of each month and the lunchroom will not be accessible on those days. Students should plan accordingly.

Adult education students are permitted in the high school building at designated times, provided the student is wearing their TCTC name badge.

Study Areas

The commons area is available for students to study individually or in groups. There is a resource library available to all students.

Parking

The TCTC Adult Training Center has ample parking spaces for all students and visitors. No students shall park in staff parking spaces (against the sidewalks), in the bullpen area, or near the delivery ramps or overhead doors.

All student vehicles should be out of the parking lot before 10:00 p.m. TCTC reserves the right to tow cars in violation of this policy. Students should notify the office if their vehicle must be left overnight or after 10:00p.m.

Computers and iPads

Computers & iPads are available to students in the commons area and available labs. Upon registration you will receive a username and password.

SECTION VII – CONSUMER DISCLOSURES AND POLICIES

Admissions Policy

To enroll in one of the TCTC full-time career and technical programs, a student must have a high school diploma or equivalent, be at least 16 years of age and be a U.S. Citizen or have permanent resident status. Students must also meet testing benchmarks on the TABE placement test. Some programs may have additional requirements due to outside accreditations.

Admission Procedures

- Be at least 18 years of age
- Attain the required benchmarks on the TABE entrance exam (Practical Nursing students please see PN Handbook)
- Scores vary according to program
- Receive and review Adult Training Center 20'-21' Consumer Handbook.
- Sign and date Signature Page of Consumer Handbook
- Complete the registration form.
- Pay the \$25.00 registration fee
- If you are applying for financial aid, complete your FAFSA online @fafsa.ed.gov.
- If you have an agency or employer paying for all or part of your tuition, please meet with the Financial Secretary to complete the necessary paperwork
- If you are a self-pay, arrange for payment with the Financial Secretary prior to the first day of class
- Meet with the Financial Aid Specialist for a plan to pay.
- Provide proof of a high school diploma, GED or equivalent
- Complete and sign the TCTC Enrollment Agreement
- Attend the required Student Orientation
- You will receive a save the date postcard
- Please make arrangements with the front office if you cannot attend: (330) 847-0503 x. 1600

Exception: In the rare event that circumstances prevented a student from being able to follow the above procedures, our admissions staff will individually work with those students to help them through the

enrollment process.

Code of Conduct for TCTC Financial Aid Professionals

A TCTC financial aid professional is expected to maintain exemplary standards of professional conduct in all aspects of carrying out his/her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, a TCTC financial aid professional should:

- Refrain from taking any action that is for his/her personal benefit or could be perceived as a conflict of interest.
- Be objective in making decisions, refrain from taking any action he/she believes is contrary to law, regulation, or the best interests of the students and parents he/she serves. Ensure that the information he/she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
- Disclose to his/her institution any involvement, interest in, or potential conflict of interest with any entity with which the institution has a business relationship.
- No amount of cash, gift, or benefit in excess of a de Minimis amount shall be accepted by a financial aid staff member from any financial aid applicant (or his/her family), or from any entity doing business with or seeking to business with the institution (including service on advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service).

Confirmation of Citizenship

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

U.S. Citizen or National:

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

Eligible Non-citizen:

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

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

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

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

Transfer of Credit Policy

- Students enrolling in full-time training programs who wish to transfer credit from other institutions must make their request at the time of registration. The student's request must include an official transcript from his/her previous school as well as detailed description or syllabi/outline(s).
- All requests will be reviewed by a panel of three TCTC staff members, consisting of the Adult Education Director/Supervisor, the Program Coordinator, and one program instructor. The panel will review the printed material presented to ensure equivalent competence in the content areas. If any concern of equivalency remains, a decision will be made based on answers provided during an interview as to course content, learning objectives, number of clock hours, and/or test results.

Dress Code

Students are required to wear appropriate attire in the classroom and lab. Dress and grooming that disrupts the teaching/learning process will not be tolerated. Instructors have the right to define dress for their program and have the right to send home students who are not dressed appropriately. If a student is sent home, their attendance will be affected. The TCTC Adult Division Supervisor has the final say on appropriate attire and grooming.

Samples of inappropriate dress include, but are not limited to;

- Failure to wear required safety items and uniforms
- See through clothing
- Shirts with inappropriate or offensive print/design
- Inappropriate jewelry (threatening/offensive/distracting)

Attendance

Trumbull Career & Technical Center operates using clock-hour programs. Attendance during student training programs is carefully monitored. 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.

Trumbull Career & Technical Center does not differentiate "approved or unapproved absences" in terms of attaining hours. If you are not in attendance on a scheduled day or part of a day, for any reason, you are considered absent. Students must also understand that some class activities, including class discussions, lab and clinical hours, simply cannot be made up.

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 of each class session. **Students are not permitted to sign other students in or out.** Students are required to successfully attend 100% of their externship hours.

Attendance Probation - Official Student Alert

Student will receive an official Student Alert when they fall below the minimum of 90% of hours. The student will be notified of the attendance appeal process with the student alert. If the attendance appeal is not approved, the appeal requirements are not met or the student exceeds 10% of missed hours without an appeal, the student will be terminated. Terminated students are responsible for any tuition balance

remaining on their account based on the refund policy.

Student Alert Attendance Appeal

An attendance appeal must be written by the student in the form of a letter, along with supporting documentation, describing any undue hardship or mitigating circumstances (see below) which may have caused a failure to meet the attendance standards required.

The appeal and supporting documentation must be submitted to the Adult Division Supervisor (ADS)

The ADS will meet with the Program Coordinator and instructors to discuss the circumstances and develop an attendance appeal plan.

The attendance appeal plan will outline the process/timeline/work assignments necessary to receive make-up hours towards their program. No more than 40 hours can be made-up.

The decision will then be discussed with the student and the student will agree in writing with the timeframe and responsibilities required of him/her.

If the student does not meet the requirements of the attendance appeal, the student will be terminated.

Mitigating Circumstances

If the student experiences an undue hardship or mitigating circumstance which make it impossible for the student to meet the satisfactory academic progress requirement the student's attendance will be reviewed by the Program Coordinator and the Adult Division Supervisor. If the student's mitigating circumstance is approved, the Coordinator will meet with the Instructors and student to develop a plan. This plan will outline the process/timeline/work assignments necessary to receive make-up hours toward their program. No more than 40 hours can be made up.

Some programs require stricter attendance because of outside accreditations. Please see your instructor or coordinator for more information.

Make-Up Work

- Students are required to make up assignments missed due to late arrival, early departure, or other absences from a scheduled class. It's the student's responsibility to contact his/her instructor concerning make-up work and tests. Students must realize that make-up work does not accomplish the same objective as actual classroom or lab time. Make-up work will count toward fulfillment of satisfactory academic progress.
- The time limit for make-up work is one week after the absence.
- Students with extended illnesses who require frequent or extended absences should consult with a Program Coordinator.
- If special arrangements need to be made for lab make-up (not tutoring), students will need to contact the Program Coordinator to make arrangements. Instructors/Coordinators are not required to provide the student with make-up times. This is not the same as tutoring a student who is present but struggling with learning the material. Tutoring is specifically designed to assist students who were present all week but feel they need extra practice in lab.

Graduation Requirements

- Student must have obtained cumulative attendance and grade average required by their program.

- Student shall have mastered the program competencies.
- Student must not have outstanding monies owed to the school.
- All equipment and/or materials owned by the school must be accounted for.
- Must complete required exit interviews and testing.
- Any other program specific requirements.

Annual Notification to Students — Family Education Right and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student 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:

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

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 Trumbull Career & Technical Center – Adult Education 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 Trumbull Career & Technical Center – Adult Education.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Adult Career Center TCTC 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 Consent

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 TRUMBULL CAREER & TECHNICAL CENTER 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.” TCTC directory information includes: name, program of study, attendance dates, honors/awards, and photo. To “opt out” of directory information, the student must complete the appropriate section of the “Adult Student Consent to Release Records” form or notify the ACC 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.

Concerns, Complaints, Grievances, and Meeting Request Procedure

TCTC students are encouraged to communicate concerns regarding their grades, attendance, and other general and/or specific school related matters to their instructor, career counselor, program coordinator, and/or the adult education director/supervisor. Generally, the following steps should be taken:

1. The student meets with the instructor with which there is concern. If resolution is not satisfactory, or if the student feels uncomfortable meeting with the instructor, he/she may meet with the adult education career counselor. If necessary, next
2. The student meets with the program coordinator. If resolution is not satisfactory,
3. The student completes a Concerns, Complaint, Grievance, and/or Meeting Request Form, available in the front office, and schedules a meeting to discuss the matter with the Adult Division Supervisor.

Students should have all documentation (such as test scores, notes of concern, etc.) available when meeting with TCTC staff. The meeting with the adult education director/supervisor may include instructor, career counselor, and/or program coordinator presence so that complete documentation regarding the situation can be completed by the adult education director/supervisor. All those present at the meeting will be asked to sign the documentation form to validate accuracy of what was said at the meeting. If the student chooses to further pursue the matter, he/she may contact the school district’s superintendent.

Student Complaint Procedure

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
(703) 247-4212
Arlington, VA 22201
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained in the TCTC Adult Education Front Office or online at www.accsc.org.

Health and Safety

Correct health and safety practices and procedures are observed on the campus. Proper use of safety equipment and shop safety practices are integral parts of the career-technical program. All accidents must be reported immediately to the instructor and campus supervisor when they occur.

The student must fill out a Student Accident/Exposure Incident Report with the instructor and supervisor. This form is available in the Adult Education Front Office.

TCTC follows the guidelines of the occupational safety and health administration (OSHA). Students will not be permitted to fully participate in their educational program if they are in violation of safety guidelines.

Emergency Medical forms are filed in each student's file. Each student is required to return the completed Emergency Medical form to the campus at orientation.

Internet Access and Accounts

- All Internet users are expected to abide by the general rules of computer network etiquette. Access to the Internet from school district computers is to be for educational purposes only. The building administrators reserve the right to terminate immediately the account of any student who misuses the account. The system administrators will deem what is inappropriate and their decision is final.
- No student shall intentionally use the network for illegal activity, including violation of copyright or other laws.
- Access 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.
- Use the network in ways that violate school policies and behavior standards.
- Use the network for financial or commercial gains.
- Degrade or disrupt equipment or system performance.
- Invade the privacy of other individuals by accessing and/or vandalizing their computerized data.
- Waste technology resources, including bandwidth, file space, and printers.
- Gain unauthorized access to resources or entities.
- Use an account owned by another user, with or without their permission.
- Post personal communications on an electronic bulletin board without author's consent. Items produced by the student will not be posted to the Internet without their permission. If permission is granted, items will be considered fair use and available to the public.

Leave of Absence Policy

An eligible student may be granted a leave of absence during which the student is not considered withdrawn. Only one leave will be granted in a 12-month period, and the leave cannot exceed 180 days. Students are required to contact the Financial Aid office for information. If the student does not submit the necessary forms for approval, his/her withdrawal date will be the last date of attendance.

Refund Policy

Full time programs: If a student withdraws from a full time program within three days after enrolling, a full refund will be given to the applicant. Once classes have begun, the percentage of hours attended by the student will be calculated based upon the total scheduled program hours. The withdrawing student will be billed for the percentage of hours completed. See the chart below for refund percentages. Official withdrawal is defined as the student's last day of attendance.

<u>% of Hours Completed</u>	<u>% of Tuition Charged to Student</u>
0-10%	80%
11-20%	70%
21-30%	60%
31-40%	50%
41-50%	40%
51-100%	0%

All Title IV refunds will be returned within 45 days from the DOD (date of determination). Refunds, scholarship adjustments and repayments of federal funds are recorded to the student's account. If a credit is created by Title IV (Pell grant etc...) payments; a refund will be issued to the student within 14 calendar days. If the credit is created by other aids or cash payments, a refund will be issued to the student within 30 business days.

Federal Policy - Return of Title IV Funds (R2T4 policy)

The law specifies how the Adult Career Center must determine the amount of Title IV program assistance that a student earned if he withdraws from school. The school will use the federal policy for Returning Title IV funds to determine whether any money needs to be returned to the U.S. Department of Education or disbursed. The school will use the "Treatment of Title IV Funds When a Student Withdraws from a Clock Hour Program" (R2T4) worksheet. The following is a breakdown of that procedure:

Divide clock hours scheduled to have been completed as of the withdrawal date in the payment period by the total clock hours in the period. After at least 60% has been completed, 100% of Title IV aid is earned. The 60% threshold cannot be reached by rounding up.

If 60% or less of the hours are completed, proceed with the following calculation:

Multiply the percentage determined by the above calculation by the Total Title IV aid disbursed and that could have been disbursed for the period.

Determine if the amount represents a post-withdrawal disbursement or Title IV aid to be returned.

Post Withdrawal Disbursements:

- Must be made from available grant funds.
- Must be disbursed within 90 days of the school's determination that the student withdrew.

- Must be credited to the student's account for outstanding current period charges. (May include minor prior academic year charges.)
- Any remaining post-withdrawal disbursement must be offered to the student within 30 days of the school's determination that the student withdrew. The school will identify type and amount of funds, explain the option to accept/decline all or part of the funds, and advise that a response from the student must be received within 14 days of the school's determination of withdrawal. If a response is received late from the student, the school may or may not disburse the remaining funds. If the school opts not to disburse funds because of the student's late response, the school must send a notice (in writing or electronically) of the outcome of request.

Amount of Unearned Title IV Aid Due

The school returns the lesser of institutional costs x percentage unearned Title IV Aid and the amount of Title IV Aid to be returned. Institutional costs are educational expenses such as: tuition and fees, room and board, books, supplies, equipment, etc. that students must purchase from the school. If the school must return unearned aid, funds received for unsubsidized and subsidized Direct Stafford Loans are returned prior to any Pell grant funds. Federal returns required by the school will be made within 45 days of the determination date.

Re-Admission

Students may be re-admitted to the institution after being withdrawn/dismissed with the approval of the Adult Division Supervisor and the Coordinator. Re-admitted students:

- Must wait for the next class start to apply for re-admission. All re-admissions must be within one year. If the student has been out longer than a year, the entire program must be repeated.
- Will be enrolled on a probationary status, and will only be granted re-admission twice into the institution (and no more than twice in any program).
- Will be charged at the current tuition rates for newly entering students.

Standards of Academic Progress (SAP) – All Programs

When you receive federal or state financial aid, federal guidelines require that you make real and measurable progress in your program of study in order to continue to receive federal financial aid. This requirement is called Satisfactory Academic Progress (SAP).

SAP is measured at the end of each payment period based on the following standards:

- **Grade Point Average (Qualitative Measure)** – students must maintain a cumulative grade average of 2.0 grade point average (C letter grade) or higher.
- **Pace of Completion (Quantitative Measure)** - All students must successfully complete at least 90% of their cumulative attempted clock hours to stay on pace with the maximum timeframe requirements.
- Attempted clock hours are the hours a student attends each payment period.
- Pace of progress is measured by taking the cumulative clock hours successfully completed by the student divided by the number of cumulative clock hours the student attempted through the end of the payment period or period of enrollment.
 - Clock hours successfully completed
 - Clock hours scheduled = Pace of Completion

- **Official Review of Satisfactory Academic Progress** – Grades and Pace of Completions are checked at the end of each payment period. The payment period is defined as the point when the student’s scheduled clock hours and academic weeks have elapsed. For example: in a 900-hour program the official check date is at the end of the first scheduled 450 hours, in a 600-hour program the official check date is at the end of the first scheduled 300 hours.

A student will not be paid a second disbursement until they have met both half of the instructional weeks and successfully completed half the hours.

Financial Aid Satisfactory Academic Progress Terms:

- **Warning:** Status assigned to a student who fails to meet satisfactory academic progress requirements. A warning is issued at the end of a payment period. Warning status lasts for one payment period only. Students who fail to make satisfactory progress after the warning period lose their aid eligibility unless they successfully appeal and are placed on probation.
- **Appeal:** Formal process by which a student requests a review of the circumstances that have resulted in the student not working toward successful completion of coursework and losing eligibility of Federal financial aid.
- **Probation:** A status the school assigns to a student who is failing to make satisfactory academic progress and who successfully appeals and is working on an academic plan. Probation period cannot exceed one payment period.

Note: Students should check the TCTC Financial Aid Policies and Procedures manual for more information about SAP and financial aid.

Grading Policy & Scale

Instructors will conduct periodic student conferences to review academic progress and/or attendance. Grades will be calculated as follows:

A	92-100	= highly recommended for employment, additional training and/or rapid advancement.
B	84-91	= strongly recommended for employment.
C	75-83	= recommended for employment.
D	70-74	= not passing, will be placed on Academic Probation.
F	69 or less	= failing.
I		= work incomplete, no credit given.
P		= pass
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. Some programs may be more stringent.

Academics

Students must maintain a 2.0 or C letter grade or higher academic average in order to remain in school. Classroom performance is based upon classroom participation, lab and written work, and exams.

- Students must pass each individual subject area with a C grade to receive credit for the module or class.
- Students will be permitted to repeat a module on time as long as they are maintaining an overall C

average throughout the program and the module is repeated within the 150%-time frame.

- Progress will be measured at the halfway point in each full-time program or prior to the beginning of each payment period, whichever comes first.

Special Grading Circumstances

- **Remedial Courses**

TCTC does not grant credit for remedial courses.

- **Repetition**

When a course is repeated, the new grade replaces the old grade. The hours in both courses are counted in the time frame and for attendance percentage.

- **Incomplete**

A grade of incomplete is not counted in the grade point average. If the student does not complete the work in the specified time, the incomplete will change to an F, which negatively impacts the grade point average.

Attendance

Students must maintain a cumulative 90% attendance. Attendance is recorded daily by the instructor/coordinator and a student can request his/her progress at any given time. Students are expected to report to class promptly at the designated start time and tardiness will be recorded to the nearest ¼ clock hour.

Evaluation Periods (For Student)

Students will be evaluated periodically throughout their training program; with a final evaluation at the completion of the program. Students entering with the assistance of an agency may be evaluated more frequently, depending on the requirements of the agency. If the agency has a particular request or requirement, please see that the caseworker or counselor contacts the financial aid office or your program coordinator concerning this request.

Students who are not meeting the program requirements will be given an alert notice so that they are aware of the situation and have an opportunity to correct the problem.

Evaluation Periods (For Course/Instructor)

Students have the opportunity to evaluate the course in which they are enrolled. Evaluations will be available electronically or in hard copy and given to the instructor to distribute in class. Electronic evaluations will be submitted to the program coordinator. Hard copy completed evaluations are collected by one student, then placed in a manila envelope, and returned to the Adult Education Office.

Probation

- Students whose academic average falls below 75% (80% for Practical Nursing) will be placed on an Academic Probation or Academic Warning. Students on Academic Warning will be moved to probation status if their average does not improve within 30 days. Students 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:

- Students will receive a Student Alert when their average falls below 75% (80% for Practical Nursing), because they are at risk for academic termination.
- If the student chooses to file an appeal, it must be filed by the student and approved by the Program Coordinator and the Director.
- If the appeal is not approved, the appeal requirements are not met or the student does not bring their grade average to 75% (80% for Practical Nursing) or higher within 30 days of the probation date, the student will be terminated.
- Terminated students are responsible for any balance on their student account based on the refund policy and return of unearned financial aid funds.

Appeals

- Students can make an appeal if aid is discontinued and termination results because of mitigating circumstances.
- Appeals must be made in writing to the program coordinator within five days. The program coordinator will meet with the program instructor, school administrator and the financial aid coordinator to discuss the circumstances and make a decision. The decision will then be discussed with the student, and if continuance is permitted, the student will be presented with the time frames and responsibilities required of him/her.
- Student will be permitted to make up assignment and tests, and grades will be taken into consideration if the student doesn't not maintain 90% attendance requirements due to mitigating circumstances. If students do not meet the requirements at the end of the extended time frame agreed upon, discontinuance of aid and termination will result.

Note: Students should check with their program coordinator as some programs have more stringent policies that must be followed.

Withdrawal Policy

Students may withdrawal from a program by notifying the front office or the program coordinator in writing. Written notices are preferred; however oral notices will be accepted and documented in the student's file. The only mark given for a withdrawn course during this period is a "W, any variation from this rule requires approval of the Adult Division Supervisor. *The official withdrawal date is the last date of attendance.*

Administrator Withdrawal

An Administrator can withdrawal a student for lack of attendance (Unofficial Drop) – will result in the TCTC 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 withdrawn from school who have not fulfilled financial obligations to the school will not be awarded certificates until the student's accounts are paid in full.

Students who withdrawal will not receive a Career Passport.

Note: The term "withdrawal" defines any reason for a student leaving school, whether it is initiated by the student or by the school.

Conduct

Disruptive conduct or destruction of property will be cause for suspension of a student's privilege to attend adult classes. Students attending adult education classes are expected to adhere to all regulations set forth by the TCTC Board of Education. Theft of school or personal property is cause for immediate dismissal.

If a student's conduct is unacceptable to the standards of the TCTC Adult Training Center, disciplinary action will be taken. Each action shall be treated individually, but the following are infractions covered by specific school policies:

- Failure to follow regulations of the school
- Failure to follow the no smoking policy on TCTC grounds
- Failure to follow instructor and/ or TCTC staff requests
- Threatening or assaulting staff members or other students
- Possession of dangerous weapons and instruments
- Vandalism
- Fighting
- Theft
- Intoxication, possession and/or sale of alcohol
- Sale, possession, purchase or use of narcotics
- Obscene language and gestures
- Forgery
- Plagiarizing
- Sexual harassment

School authorities will take proper measures, including student/instructor conferences, referral to civil authorities, suspension, and/or expulsion. Surveillance cameras are located throughout the building and videos from such will be utilized for disciplinary action when deemed necessary. Local law enforcement and/or the on-site Student Resource Officer or Armed Security Guard will be notified as necessary.

Smoking

The TCTC campus is smoke free. Smoking is prohibited on school property. School property goes all the way to the highway on the south side of the building (Rt. 82/5) and therefore, students must go down Research Parkway or Educational Highway to smoke.

Drug Free Workplace Policy

The TCTC board of education directs the Superintendent or his designee to make a good faith effort to continue to maintain a drug free workplace.

Unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance is prohibited within or on the property, building, buses, or facilities of the TCTC in order to maintain a drug free workplace. "Controlled Substances" are drugs that are illegal under the Federal Controlled Substance Act.

The use of alcoholic beverages on school property or at any Board sponsored event is prohibited.

Any use of alcoholic substances (on or off premises) that interferes with job performance, or any violation of state or federal laws dealing with alcoholic substances that occurs in the TCTC District is prohibited.

As part of its educational mission in the community, the Board discourages the use of alcoholic beverages by school related groups or at school related events, and especially discourages the use of alcoholic beverages

by young people or in the presence of young people.

The Board of Education directs that an age-appropriate, developmentally based drug and alcohol education and prevention program for students shall be implemented for all 11th and 12th grade students and full-time adult students. The Board further directs that students and parents shall be notified, through the student handbooks of the school and any other appropriate means, of the requirements of a drug-free school, the standards of conduct expected, disciplinary sanctions (up to and including expulsion and referral for prosecution), availability of drug and alcohol counseling and rehabilitation programs, and that compliance with the standards is mandatory.

Each student needs to be aware of the standards of conduct applicable to them, including, at a minimum, that the unlawful possession, use, and distribution of illicit drugs and alcohol on school premises or as part of board activities is prohibited.

Compliance with the drug-free policy is mandatory. Violators of this policy are subject to disciplinary actions as defined in the applicable negotiated agreements and the law. These disciplinary actions could include termination of student status. Any violation of the law may subject the student to further actions on the part of the school district and/or with the appropriate law enforcement agency and could result in substantial fines and imprisonment.

The Superintendent or his designee is directed to publish this policy for maintaining a drug-free workplace to the employees and to establish a drug-free awareness program to inform students about:

The dangers of drug abuse in the workplace,

The district's policy of maintaining a drug-free workplace,

Any available drug counseling, rehabilitation, and assistance programs, and

The penalties that may be imposed upon students for drug abuse violations occurring on school property.

TCTC board policy bans smoking on all TCTC property. This policy meets the new guidelines established by Issue 5 of 11/7/2006 and applicable Federal law. Issue 5 prohibits smoking in any public place or place of employment as of 12/7/06. Under Issue 5 employers have a duty to ensure that smoke does not enter into buildings through doors, windows, or ventilation systems. Smoking is prohibited inside buildings and in any adjacent ingress and egress, also any "enclosed area" (a space having a roof and three walls). All ashtrays must be removed. As of December 7, 2006 **there will be no smoking in or around TCTC buildings.**

Sanctions for the Violation of Drug Policy

Any staff member/student who violates the drug-free policy described above shall be subject to discipline up to and including immediate discharge. All penalties for violations of the rules regarding substance abuse will be in effect from the date on which the violation is determined

Inspections

The school may conduct unannounced random inspections for controlled substances of school facilities and property such as desks, file cabinets, employee lockers, etc., as do they have the right to search the student's lockers, desks and personal property where there is reasonable suspicion that these rules have been violated. Prior to any inspection, the Coordinator and/or instructor shall consult with the TCTC Adult Training Center Director/Supervisor.

Basic Rights & Responsibilities

The TCTC Adult Training Center recognizes the Basic Constitutional Rights of all its students. It should also be

emphasized to students that responsibilities accompany their rights. The following shall be sufficient grounds for the administration and/or the TCTC Board of Education to initiate disciplinary action which may result in suspension or referral to authorities against any student or students who are found to be in violation.

Failure to Follow Regulations of the School - which have been adopted by the TCTC Board of Education and/or enacted by the school administration by the authority delegated to it by the Statutes of the Ohio Revised Code. Conduct which violates federal, state or local laws; such violations shall be cause for disciplinary action when committed while under the jurisdiction of the TCTC Board of Education or in such a manner that the violation involves, or is directed toward, any student, employee, or property of the Trumbull Career & Technical Center District or any member of the TCTC Board of Education

Inciting or Participating In - any unauthorized assembly or activity which by design or result disrupts the normal operation or atmosphere of the school and its program.

Dangerous Weapons and Instruments - which are possessed, handled, transported, or concealed without authority from administration by any person while on the property of the TCTC Board of Education or while attending or participating in any activity, event or function sponsored by the TCTC Board of Education, regardless of location.

Use Possession, Distribution, Sale, or Evidence of Use - of alcohol beverages and/or non-prescribed drug or narcotics while on the property of the TCTC Board of Education or while attending or participating in any activity, event or function sponsored by the TCTC Board of Education, regardless of location.

Financial Obligations - failure to meet financial obligations resulting from fees, fines on book use and/or charges or fines for damage to the building and/or contents of building of the TCTC Board of Education.

Anti-Harassment Policies - The TCTC Board of Education actively endorses equality in employment in education without regard to sex, color, race, national origin, religion, age or disability in accordance with applicable federal, state and local laws. The Board of Education believes that all employees and students are entitled to work and study in an environment that is free from harassment. Therefore, the Board prohibits harassment based on sex, color, race, national origin, religion, age or disability.

Harassment:

Each employee and student has a responsibility to maintain a work place and educational environment free from harassment. Harassment under this policy includes, but is not limited to, slurs, jokes, intimidation, or persistent abuse of another, whether physical, oral or written, which is directed at an individual's sex, color, race, national origin, religion, age or handicap.

Sexual Harassment

- includes unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:
- Submission to or rejection of such conduct affects an individual's academic performance, or participation in a school-related activity, or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or student's academic or school-related performance, or creating an intimidating, hostile, or offensive work or school environment.
- Examples of sexual harassment may include, but are not limited to, sexual flirtations, advances or propositions, unwanted body contact, verbal remarks about an individual's body, sexual name calling;

use of sexually degrading words toward or about an individual; and the display of sexually suggestive objects or pictures.

Harassment Rights & Responsibilities:

- Any employee or student who believes he/she has been subjected to harassment as described in this policy is encouraged to confront the offender in an effort to stop the offensive behavior.
- Any employee or student who believes, or has reason to believe, he/she or another individual has been harassed as described in this policy must report the alleged harassment to the individual's instructor, coordinator, director/supervisor, or the superintendent.
- Any individual who receives a report of alleged harassment shall, in turn, report the alleged harassment to the administrator appointed by the superintendent to process allegations of harassment under this policy. After receiving a report of alleged harassment, the appointed administrator will determine whether the matter can be resolved informally.
- If the matter cannot be resolved informally, the allegations must be affirmed in a written complaint and a prompt, appropriate investigation will be made to determine the appropriate corrective action to be taken, if any.
- Reports of alleged harassment will be handled confidentially, to the extent possible, and allowed by applicable laws. Any individual who alleges harassment in bad faith or participates in any investigation in bad faith will be subject to corrective action as provided herein.
- Corrective action for employees may include disciplinary action up to and including discharge consistent with the applicable collective bargaining agreement, Board Policy and law.
- Corrective action for students may include disciplinary action up to and including suspension/expulsion consistent with the applicable Student Code, Board Policy and law.
- All parties shall have the right to appeal to the next administrative level up to the Superintendent.
- The Superintendent shall issue procedures as may be needed to execute the policy. The Superintendent shall review this policy periodically.

Non-Discrimination Policy

The TCTC Adult Training Center affirms that no person shall, on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the Superintendent or designated coordinator. This policy shall prevail in all Board Policies concerning school employees and students.

Handicap Accessible

The parking lot and the school are barrier free and accessible to handicap persons. There are designated handicap parking spaces in all parking areas. Please display your handicap permit in your vehicle window.

Student Acknowledgement of Handbook



By signing below, student acknowledges receipt of the TCTC Adult Training Center Student Handbook for 2020-2021. Furthermore, the student understands that it is his/her responsibility to follow all policies and procedures in this handbook.

DATE: _____

NAME (please print): _____

SIGNATURE: _____