



## **Adult Career Development Programs**

### **Student Handbook**

**2016-2017**



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## WELCOME

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On behalf of the entire staff, welcome to the Medina County Career Center Adult Workforce Development Programs. It is our sincere hope that you find your career development program to be both educationally rewarding and a personal growth experience. Our staff has the professional responsibility to work with you as you fulfill your educational and employment goals; your curriculum is carefully designed to prepare you for employment in your chosen field.

Our instructors are experienced certified professionals committed to workforce education. They provide students the best training possible to gain entry-level employment and be prepared for advancement at the conclusion of the program.

This handbook includes basic operational guidelines pertaining to adult education at the Medina County Career Center. It explains procedures that help promote an enjoyable and satisfying learning experience for all. Additionally, this handbook is designed to help you transition smoothly and efficiently into the school system.

Please keep this handbook with you at all times, and refer to it to answer questions as they arise. If an answer cannot be found in the handbook, please consult your instructor or the student services coordinator.

We wish you every success as you pursue your career development objective and endeavor to attain your personal goals.

If you have any questions or need additional information, please feel free to contact the Adult & Continuing Education Office at 330-725-8461.

Best wishes,

Margaret Reeves, Director  
Adult & Continuing Education

## **PHILOSOPHY AND GOALS**

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### **MISSION STATEMENT**

The vision of the Adult Education Division of the Medina County Career Center is predicated upon joining with citizens, community organizations and businesses, to enhance the standard of living and quality of life for all within Medina County. In this regard we will aggressively and proactively engage with others to provide quality training, career information and solutions appropriate to the needs of our clients and students.

We are committed to organizational excellence, adherence to excellence in academic standards, innovation, creative programming, and equal access and opportunity for all.

Our philosophy is contained in our mission statement which is as follows:

*“To Develop Workforce Skills that Empower  
People and Companies to Succeed”*

### **GOALS**

The Adult Education Division believes that its mission is being attained when there is valid evidence that its educational programs and services make it possible for students to achieve commensurate with their ability and potential, one or more of the following outcomes:

- A. Obtain student established academic and other educational goals.
- B. Gain entry level skills in a particular career field and the skills and attitudes to obtain further education and training in that field.
- C. Maintain satisfactory performance of the skills associated with a particular course the student has completed.
- D. Develop enjoyment of the process of learning and commitment to continuous learning throughout one's lifetime.
- E. Strive to achieve an understanding of and the ability to cope with change.
- F. Determine his/her own worth, abilities, potentialities, and limitations.

## **ACCREDITATION AND AFFILIATION**

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### **ADULT EDUCATION DIVISION**

Medina County Career Center District's programs are approved by the Ohio Department of Education, Division of Career & Technical Education, for Secondary (high school) and Post-secondary (adult) education. Medina County Career Center Adult Education Division is governed by the Ohio Department of Higher Education and accredited by the Commission of the Council of Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898/FAX: 770-396-3790, [www.council.org](http://www.council.org).

### **GOVERNING BODY AND ADULT EDUCATION ADMINISTRATIVE STAFF**

#### **Board of Education**

Kenneth Barco, President – Buckeye School District  
Richie Muniak Vice President – Brunswick School District  
Timothy Clifford – Black River School District  
Doug Eastwood – Medina School District  
Robert Gillingham II – Brunswick School District  
Mike Houska - Highland School District  
Dennis Matson – Brunswick School District  
William Schmock – Cloverleaf School District  
Robert Skidmore – Medina School District

#### **Administrative Staff**

Steven Chrisman, Superintendent  
Aaron Butts, Treasurer  
Margaret Reeves, Adult Director

## **STAFF**

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### **ADULT EDUCATION INSTRUCTORS AND COORDINATORS**

Warren Biggs	HVAC Instructor
Technology Department	Technology Support
Dawn Brucchieri	Dental Assisting Instructor
Susan Dohl	Medical Administration Instructor
Sandy Frommeyer	Business and Community Outreach Coordinator
Jill Himes	Student Services Coordinator/Financial Aid
Christine Kurth	District Career Services
Lori Law	Medical Assistant Instructor
Dan Naftzger	HVAC Instructor
Barbara Natterer	Medical Assistant Externship Coordinator
Kent Patterson	Law Enforcement Commander
Tracy Rudisill	Student Services Coordinator/Financial Aid
Deanna Saba	Dental Assisting Instructor
Elizabeth Swartz	Academic Counselor/Job Placement Coordinator
Pamela Wheeler	Allied Health Coordinator
Angela Young	Medical Administration Instructor

### **OFFICE STAFF**

Mary Taylor	Administrative Assistant to the Adult Director
Teresa Arnold	Career Development Secretary
Mary Ellen Aukerman	Law Enforcement Aide
Luanne Miller	Career Enhancement Secretary

### **SCHOOL OVERVIEW**

The Adult Education Division at the Medina County Career Center is a state-supported institution offering post-secondary education in Career Development Programs, Career Enhancement Programs, Customized Training Programs and Adult Basic & Literacy Education. State career technical certificates are awarded to all students satisfactorily completing a career development program. Adult Workforce Development Programs allow students to upgrade themselves in their present job, retrain for a job, or prepare for a new career.

Students obtain both theoretical and practical knowledge through "hands-on" experience in well-equipped laboratories and on clinical/field experiences.



## **EMPLOYABILITY SKILLS and ASSESSMENTS**

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### **CAREER AND WORKPLACE SKILLS**

To assist students in meeting their goal of employment, their job-training program includes job seeking skill sessions. These sessions include:

- Job Market Overview
- Resume Preparation
- Securing References
- Cover Letters
- Interview Preparation
- Interviewing Techniques
- Follow-up Tips

Additional hours will be scheduled individually as needed with the Adult Education Office.

*OhioMeansJobs Medina County is a free job search service for jobseekers with offers:*

- A full service resource room providing the right tools to conduct an effective job search
- Workshops focusing on resume and interviewing essentials, using OhioMeansJobs.com, social media for the job search and networking
- One-on-one career counseling with a team of workforce professionals
- Networking connections with local employment opportunities

### **INDIVIDUAL CAREER & STUDY PLAN**

The Adult Education support staff is committed to student success. We will work with students to identify ways to achieve individual success in their program of study and future work career. Students may contact the Adult Education office to schedule a personal appointment with an advisor to determine which services are appropriate for them.

### **WORKKEYS ASSESSMENT**

WorkKeys and/or industry credential tests are ***required for completion of training programs.***

WorkKeys is a job skill assessment, taken in the first few weeks of Career Development Programs, designed to measure workplace skills and consists of:

- Applied Mathematics – applying mathematical reasoning to work-related problems.
- Locating Information – using information from such materials as diagrams, floor plans, tables, forms, graphs, and charts.
- Satisfactory completion required or student may be required to retake the assessment.

## **ADMISSION POLICY**

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### **ADMISSION REQUIREMENTS**

A high school diploma, General Education Development (GED) certificate or completed secondary school education in a home school setting treated as a home school or private school by state law is required for enrollment in the Career Development programs. However, students may enroll without a GED and must successfully complete a GED before they can graduate from a program. Students must pass the TABE assessment test (see Admissions Procedure).

### **ENGLISH-AS-A-SECOND LANGUAGE PROGRAM**

Students should be aware that all instruction is given in English. For English as a Second Language classes, please contact Polaris JVS at [www.polaris.edu/adult-education/able-ged](http://www.polaris.edu/adult-education/able-ged).

### **ACCOMMODATIONS**

Medina County Career Center follows guidelines established by the Americans with Disabilities Act (ADA). Programs are ADA accessible, EEOC compliant, and reasonable disability accommodations are available upon request. All students will have equal access to our services without regard to race, color, creed, religion, national origin, gender, marital status, familial status, disability, or sexual orientation.

### **CRIMINAL RECORDS CHECK**

Any applicant seeking to enroll in courses offered by the Adult Education Division shall undergo a criminal record check requested by the Board from the Superintendent of the Bureau of Criminal Identification and Investigation (BCII). The applicant shall pay the cost of the check (\$46.00) to the Adult Education Department at the time of the application.

Law Enforcement students will follow their program criminal records check.

Applicants shall be given a separate written statement informing them that the Board shall use a criminal record check as part of the admission or enrollment process. The notice must be on a separate document that contains only this notice. The individual's written authorization to obtain the criminal record check will be obtained prior to requesting the criminal check.

The Board may deny admission to any applicant who has been convicted of or pled guilty to certain specified offenses identified in O.R.C.3319.39(B)(1)(a), or has engaged in activities that could have an adverse effect on other students.

## **POLICY OF NONDISCRIMINATION**

The Medina County Career Center is an equal educational opportunity school in compliance with Title IX of the Educational Amendments of 1972 and other relevant laws. All alleged discrimination complaints with respect to race, color, national origin, sex, and disability should first be discussed informally at the Director's level before commencing Step 1 of Section II.

### **Section I**

If any student believes that the Medina County Career Center School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title VI (race, color, and national origin) of the Civil Rights Acts of 1964, (2) Title IX (sex discrimination) of the Education Amendment Act of 1972, and/or (3) Section 504 (disability) of the Rehabilitation Act of 1973, she/he may bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator.

TITLE IX COORDINATOR  
Peggy Reeves  
330-725-8461 ext. 334

SECTION 504 COORDINATOR  
Peggy Reeves  
330-725-8461 ext. 334

### **Section II**

The person who believes she/he has a valid basis for a grievance shall discuss the grievance informally and on a verbal basis with the district's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint. She/he may initiate formal procedures according to the following steps:

- Step I            A written statement of the grievance signed by the complainant shall be submitted to the district's Civil Rights Title IX and Section 504 Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.
- Step II            If the complainant wishes to appeal the decision of the district's Civil Rights Coordinator, she/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

## **IN CASE OF DISCRIMINATION**

The grievance procedures begin with the student or staff member presenting in writing his or her alleged grievance to their supervisor or the Adult Education Director. A copy of the complete grievance procedure is available upon request from the Office of the Title IX Coordinator, Mrs. Peggy Reeves, Medina County Career Center, 1101 West Liberty Street, Medina, OH 44256. Mrs. Reeves may be reached by phone at (330) 725-8461, ext. 334.

## **ADMISSIONS PROCEDURE**

### **Step 1**

Review program information, job outlook, graduation rates, median debt of students who completed the program, and other important information in the “Fulltime Programs” section of our website [www.mcjvs.edu](http://www.mcjvs.edu).

Speak with an Adult Education Staff member to answer any questions you may have.

### **Step 2**

Take the TABE\* (Test of Adult Basic Education) assessment.

### **Step 3**

Complete the Free Application for Federal Student Aid (FAFSA) application online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) using the MCCC School Code (015612). Once you have received your Student Aid Report (SAR), schedule an appointment with a Financial Aid Coordinator to review your eligibility for financial assistance.

If you do not have access to a computer or would like help, schedule an appointment to meet with a Financial Aid Coordinator at (330) 725-8461 extension 333.

### **Step 4**

Complete the MCCC Application and submit it along with the \$50.00 (non-refundable) application fee to the Adult Education Office, along with the following:

- ✓ Your high school diploma, GED certificate or verification of successful completion of secondary school education
- ✓ Valid Driver’s License or State-issued photo ID
- ✓ Social Security Card
- ✓ Official Vaccination Records (Medical Assisting)

### **Step 5**

Schedule a background/fingerprint check. The cost of the background check is \$46.00, is non-refundable, and must be paid at the time of your appointment.

### **Step 6**

Confirmation of your admission into the program will be verified with an acceptance letter.

#### **\*Test of Adult Basic Education (TABE) Requirements**

Applicants must achieve a minimum 9<sup>th</sup> grade reading, math and language score. Law Enforcement applicants must achieve a minimum 10<sup>th</sup> grade reading, math and language score.

Any test sections that do not meet the minimum score will require the applicant to retake the test/section on a future testing date. The second retake is free. If a third retake is needed, a \$10.00 testing fee will be assessed. If the applicant has attempted the test three times and has not met the minimum score, proof of tutoring will be required prior to any additional test/section retake. A \$10.00 testing fee will be assessed for all future attempts. Tutoring information is available at the Adult Education Office.

## **TRANSFER OF CREDIT**

Accepting transfer of credit for another institution is at the discretion of the Adult Education office. There is no guarantee that transfer of credit is accepted unless met by the stated guidelines. Acceptance of a transfer credit for a course completed in other postsecondary institutions when comparable in scope to the coursework offered may be granted based on meeting the following factors:

- Comparability of the nature, content, and level of transfer of credit and the appropriateness and applicability of the credit earned to programs offered by Medina County Career Center are determining factors in the evaluation process for transfer credit to be awarded.
- The student must also meet the acceptable standards of educational accomplishment through a given assessment selected by the instructor or program coordinator according to the offered course module (must obtain a 74% or better). The assessment will reflect a valid evaluation measure to represent student learning outcomes applicable to that transfer of credit that is reflective of the coursework offered within the Career Development program.
- The course should align with the curriculum, materials and topics covered in the Medina County Career Center course.
- Evidence of appropriate academic level may also be requested showing satisfactory grades for the course completed as well as a request of the syllabus or study guide for the course.
- Due to all career development programs commencing concurrently, the Medina County Career Center does not permit transfers between programs once the school year has started.

The decision to accept an academic transfer of credit may include the Adult Career Center Administrator, Program Coordinator, and instructors of Medina County Career Center.

## **PAYMENT OF FEES**

### Adult Education Payment Options

1. Student must pay a nonrefundable \$50.00 application fee prior to start of class and a \$46.00 criminal records check fee at the time of their fingerprinting appointment. Students entering the Law Enforcement Academy must pay a \$100.00 nonrefundable application fee and are required to complete a different criminal records check.
2. Books, tool kits, uniforms, safety equipment as required must be paid for before receipt.
3. Payment Options:
  - a. Pay tuition in full prior to first day of class.
  - b. Be approved for and submit a signed copy of the Medina County Career Center Tuition Installment Agreement prior to the first day of class. (Approval for a Tuition Installment Agreement will be based on proof of ability to make payments and decision of the Adult Education Director.)
  - c. Receive Federal Pell Grant or other Financial Aid funding for payment (any difference can be paid prior to the start of class or approved for a Tuition Installment Plan).

### Tuition Installment Plan Terms & Conditions

- The contract is valid for the current program year.
  - An initial payment must be paid prior to the start of class.
  - Monthly payments are required to be paid in full and on time by the first day of each month. (Payment months are determined by the payment agreement.)
  - Students who are unable to meet their agreed payment schedule are required to inform the Adult Education Financial Aid office. An appointment will be scheduled at that time to address the financial shortfall. In all cases, all fees and outstanding financial obligations must be met prior to graduation.
  - A student may be suspended from class if the monthly payment is more than 5 days late.
  - A student must provide a valid Discover, MasterCard or VISA to participate in this plan.
  - If a payment is not made according to the contract, the student's Discover, MasterCard or VISA may automatically be charged.
  - Delinquent accounts will not be issued any letters of recommendation or certification of hours completed.
  - If full payment of all outstanding fees are not received, the student will not be able to test for certification or graduate from the program.
  - Failure to secure financial assistance or other funds anticipated for repayment of the total amount deferred will not absolve the student of any condition regarding payment of this obligation unless an extension is granted by the Director of Adult Education.
4. Checks returned for insufficient funds will result in a service charge of \$25.00. Cash or cashier's check will be required for all future payments.
  5. All payments are to be made at the Adult Education Office.

## **REFUND POLICY**

Students who begin classes will receive a refund according to the following schedule:

- A full refund will be given if the class is canceled by the school.
- Refunds, when due, are made within 45 days of last day of attendance.
- The \$50.00 or \$100.00 non-refundable registration fee, along with the \$46.00 criminal records check fee (if applicable), will be withheld from a student that withdraws before the first scheduled class session.
- Books, tools, supplies and lab fees for any portion of the period being charged are non-refundable.
- Students will be charged for time, which they were scheduled to be in school on a per-hour basis, plus a \$100.00 withdrawal fee.
- Any student completing more than 50% of their class will be charged their full tuition plus a \$100.00 withdrawal fee.
- Financial aid (Pell Grant) refunds will be made according to the Federal Return of Title IV Funds Policy.
- The withdrawn student is responsible for the difference between the Pell Award earned and the balance due to MCCC.
- Financial aid recipients who withdraw from a course must be aware that, according to federal regulations, their financial aid grants may be reduced and/or they may be held responsible for repayment to MCCC.

## **RETURN OF TITLE IV FEDERAL STUDENT AID POLICY**

Federal law now specifies how a school must determine the amount of federal financial aid to be returned upon withdrawal from school. This requirement applies to a student ONLY if:

1. The student received federal student aid (Pell Grant) AND
2. The student is withdrawing prior to completing 60% of the payment period for which the aid was provided.

The amount of federal financial assistance that the student earns is determined on a percentage basis. Once the student has completed more than 60% of the payment period, all financial assistance is considered earned.

***Percent earned*** = number of clock hours completed up to the withdrawal date divided by the total clock hours in a payment period.

***Percent unearned*** = 100% minus the percent earned.

When a student receives federal financial aid in excess of earned aid

The school returns the lesser of:

- Institutional charges multiplied by the unearned percentage, or
- Title IV federal financial aid disbursed multiplied by the unearned percentage.

The student returns:

- Any remaining unearned aid not covered by the school.
- Any loans are repaid in accordance with the terms of the master promissory note.

Any grant amount the student has to return is a federal grant overpayment and arrangements must be made with the school or the U.S. Department of Education to return the funds.

The student will be billed for any balance due created on their account when the school is required to return funds. The student will be billed and payment is due within seven days upon withdrawal. The student has 45 days from the withdrawal date to repay to the school any federal grant overpayments. After that, the student must work directly with the U. S. Department of Education to resolve their overpayment and may not receive any additional federal aid until the overpayment has been satisfied.

The school must report to the U. S. Department of Education any student who is in an overpayment status.



## FINANCIAL AID

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### Pell Grants

The Pell Grant makes funds available to eligible students attending post-high school institutions. The applicant must complete The Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). Once the student receives his/her Student Aid Report he/she should call to schedule a meeting with the Financial Aid Coordinator. If the applicant does not have access to a computer or would like help filling out the FAFSA, he/she can schedule an appointment with the Financial Aid Coordinator. The Financial Aid Coordinator will process a Pell Grant for tuition payment to the student's account following the U.S. Department of Education guidelines.

To receive aid from the programs, a student must:

- Qualify for financial need.
- Have a high school diploma or a General Education Development (GED) certificate, or completed secondary school education in a home school setting treated as a home school or private school by state law.
- Be enrolled in an eligible program that is at least 600 clock hours and 15 weeks in length.
- Be attending at least 12 clock hours per week.
- Be a U.S. citizen or a U.S. National, have a valid Green Card showing you are a U.S. permanent resident, have an Arrival-Departure Record (I94), have Battered Immigrant Status or have a T-VISA.
- Have a valid Social Security Number (unless the student is from the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau).
- Register with the Selective Service if required. Students can use the electronic FAFSA to register, register at [www.sss.gov](http://www.sss.gov) or call 1-888-655-1825.
- Maintain Satisfactory Academic Progress while in school.
- Students must certify that they are not in default on a federal student loan and do not owe money on a federal student grant.
- Certify that federal student aid is used only for educational purposes.

The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law for the sale or possession of illegal drugs while enrolled and receiving federal student aid. If students have a conviction(s) for these offenses go to the FAFSA on the Web site, click "Before Beginning a FAFSA", then click on "Drug Conviction Worksheet" in the left column to find out how this law applies to them.

Even when students are ineligible for federal aid, they should complete the FAFSA because they may be eligible for nonfederal aid from states and private institutions. If a student regains eligibility during the award year, he/she should notify the financial aid coordinator immediately. If a student is convicted of a drug-related offense after submitting the FAFSA, the student might lose eligibility for federal student aid, and may be liable for returning any financial aid received during a period of ineligibility. Students should contact the financial aid office at the college or career school they plan to attend if they have a question about their citizenship status.

### **Pell Grant Disbursement**

A student's Pell Grant award is applied to an academic school year through two disbursements. The disbursement will be divided into two equal parts. The first payment period equals ½ of the student's Pell award hours and the second payment period is the remaining ½ of the Pell award hours. The first disbursement will be credited to the student's account within 30 days from the start of the program or their eligibility date. The second disbursement will be credited to the student's account within 30 days from the halfway point of the program or their eligibility date. Disbursement schedule dates can be obtained through the Financial Aid office. Pell Grant funds will be directly credited to the student's tuition account. Once the student's account is paid in full, the student will receive any excess funds in the form of a refund check from the school Treasurer's office.

### **Veteran's Assistance**

The Medina County Career Center is approved for Veteran's benefits for most Career Development adult programs. Contact the local Veterans Affairs Office or the Financial Aid Coordinator at the Career Center for any additional information. Educational Benefits will be processed according to the Veteran Administration Guidelines.

### **Bureau of Vocational Rehabilitation**

Financial assistance is available through BVR for those who qualify. A counselor is available to answer questions at (800) 251-2368.

### **External Scholarships and Grants**

External scholarships and grants are numerous and vary according to individual award policies. All external scholarships and grants will be accepted by the Medina County Career Center for payment of tuition, books, and fees. It is the student's responsibility to notify in writing and coordinate with the Financial Aid office of external awards.

## ACADEMICS

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### GRADING SYSTEM

The Career Development Programs will have four (4) grade reports.  
The following grading scale will be utilized:

<u>Grade</u>		<u>Percentage</u>
A+	=	100-98
A	=	97-93
A-	=	92-91
B+	=	90-88
B	=	87-83
B-	=	82-81
C+	=	80-78
C	=	77-73
C-	=	72-71
D+	=	70-68
D	=	67-63
D-	=	62-61
F	=	60 & below
I	=	Work must be made up

A student receiving an "I" or incomplete grade will have one term to bring the incomplete up to a 74% average. An incomplete grade not corrected within one term will revert to an "F".

Grades will be determined from daily participation, professional appearance and demeanor, class assignments, quizzes, and major tests. Instructors will establish specific criteria for determination of grades as a part of the specific course requirements.

## **ATTENDANCE AND GRADING POLICY**

In order to complete a program a student must maintain 90% attendance of classroom hours and a 74% academic average in theory and laboratory. Attendance and grades are taken on a program term basis with cumulative 90% attendance required and 74% grade average in theory and laboratory. Students must complete 100% of the required externship hours (if applicable).

Students who do not meet the attendance and/or grade requirements for a term will receive a letter of concern. Students, who do not improve their attendance to 90% or raise their grade average to 74% by the end of the next term, will be placed on probation. Students on probation who continue not to meet the attendance and/or grade requirements will be subject to dismissal. A review can be conducted by the Director of Adult Education, and an additional term of probation may be granted if circumstances warrant. If the attendance and or grade requirements cannot be met to complete the program and receive a certificate during the additional probation, the student will be dismissed. Dismissed students who receive financial aid will be responsible for the balance of tuition not covered.

Please note: Medical Assisting students, must achieve a 74% (noncumulative) grade in the term for each individual component of the course. Those components include:

- 25.00.01 MT Medical Terminology, Anatomy and Physiology
- 25.00.01 MOA Medical Office Administration
- 25.00.01 AS Administrative Skills Supplement
- 25.00.01 CLE Communications/Law and Ethics
- 25.00.01 MM Medical Math
- 25.00.01 MAC Medical Assisting Clinical
- 25.00.01 PR Practicum
- Professionalism

Students participating in Law Enforcement should see their individual program handbook for attendance requirements.

Students who are receiving Title IV (Pell Grant) funding for their program must maintain satisfactory progress. They are subject to the following financial aid policy in addition to the school's attendance and grading policy.

## **STANDARDS OF SATISFACTORY PROGRESS**

In accordance with the provisions of Title IV of the Higher Education Act, a student must maintain satisfactory progress in academic, attendance and pace of completion to continue to be eligible to receive financial assistance (Pell Grant).

### **Grades**

Students must maintain a cumulative grade average of 74% or better in theory and laboratory where applicable (Note: Medical Assisting students will be given a letter of concern during their midterm conference if they are not meeting the grading requirements for that term. In order to advance to the next term, Medical Assisting students must improve their grade to a 74% in each of the components by the end of each term or they will be dismissed from the Medical Assisting Program.)

### **Attendance**

Student must maintain a cumulative attendance rate of 90% of classroom time and must complete 100% of externship hours (when applicable).

Students participating in Law Enforcement should see their individual program handbook for attendance requirements.

### **Time Frame**

Students must complete the program within a maximum time frame of no longer than 150% of the published length of the educational program.

A student's progress will be reviewed at the end of each payment period. For example, a student enrolled in a 600 hour program will have his/her progress reviewed after the completion of 300 hours. If the student fails to make Satisfactory Academic Progress, he/she will be placed on a Financial Aid Warning for one payment period. The student will be required to follow an academic plan to ensure that he/she will be able to meet the Satisfactory Academic Progress. If the student is not meeting the academic plan requirements, he/she can lose eligibility for his/her Pell Grant and may be dismissed from the program.

A student may appeal the loss of Pell Grant funding by following the STUDENT APPEAL PROCEDURE AND GRIEVANCE POLICY for actions deemed to be detrimental to his/her interests. The Director of Adult Education may, if circumstances warrant, reinstate the student's eligibility for the second disbursement of aid. The student will be placed on Financial Aid Probation and will have to meet the conditions imposed by the school for continued eligibility.

Students who will be absent from class due to illness or personal emergency need to contact the Adult Education Office prior to their absence.

Students who may have extenuating circumstances should see the Leave policy.

Students who miss three consecutive days from school without notification of their absence to the Adult Education Office can be considered to have voluntarily withdrawn from the program. Students may be readmitted to a course upon documentation of absence and approval of the Adult Education Director.

### **LEAVE**

Emergency Leave - One leave of absence may be granted during the school year. A student must submit an "Emergency Leave of Absence" request to the Director of Adult Education. The reason for the leave and the dates requested should be included in a letter to the Director one week prior to the leave or as soon as practical. Documentation may need to be provided. Emergency leave is granted on a case-by-case basis. Emergency Leave will not be granted for vacations.

Court Appearance and/or Military Service - A student may be granted time out of class for Court Appearances and Armed Services Reserve Duty. Active papers or Court documents must be submitted to the Adult Education Office for verification.

Emergency Leave, Court Appearance, and National Guard Duty leaves shall not be counted against Program Certificate, however, they will be counted against attendance awards.

## **TARDINESS AND EARLY DEPARTURE**

Students are expected to be in class on time. Students shall be considered tardy if they enter class after the start of class in both morning and afternoon sessions. The amount of time deducted from attendance records will be documented each term. Teachers will be responsible for logging tardiness and early departures into daily records of students

## **COURSE REPETITIONS, INCOMPLETES AND WITHDRAWALS**

- A student may repeat a course that he/she failed or did not complete upon approval from the Adult Education Director. The student would be expected to complete the program within the published time frame. The repeated grade will supersede any previous grade.
- A student receiving an incomplete grade will have one term to bring the incomplete up to a 74% average. An incomplete grade not corrected within one term will revert to an “F”.

Please note: Medical Assisting students, must achieve a 74% (noncumulative) grade in the term for each individual component of the course or may be dismissed from the program. Those components include:

- 25.00.01 MT Medical Terminology, Anatomy and Physiology
  - 25.00.01 MOA Medical Office Administration
  - 25.00.01 AS Administrative Skills Supplement
  - 25.00.01 CLE Communications/Law and Ethics
  - 25.00.01 MM Medical Math
  - 25.00.01 MAC Medical Assisting Clinical
  - 25.00.01 PR Practicum
  - Professionalism
- Should a student withdraw before completing the program, grades will be assigned only if the student was making satisfactory academic progress prior to withdrawal. The grade will be recognized for a period of one year.
  - Students choosing to withdraw should follow the process below:
    - Notify the instructor.
    - Complete a withdrawal form to officially withdraw from a program. This form may be obtained from an Adult Education office.
    - Meet with a financial aid coordinator.
    - The student’s last day of attendance will be the official withdraw date.

## **COMPLETION TIME**

Job-training programs are designed to be completed in a stated number of weeks. Uninterrupted training is the most effective preparation for employment. Any extension of the program time must be approved by the Director of Adult Education or designee and may affect total program cost. The maximum allowable completion time is dependent on the instructor’s decision but shall not exceed 150% of the published length of the education program.

For students with specific learning needs, extra hours can be added to the program year upon approval of the Director of Adult Education. However, Pell Grants cannot be used to pay for the

additional hours. If other funding sources are available, it is the student's responsibility to obtain approval for payment of additional time and costs.

### **STUDENT APPEAL PROCEDURE AND GRIEVANCE POLICY for actions deemed to be detrimental to their interests**

Students may submit an appeal, via letter format, for any action they believe is detrimental to their interests. Documentation supporting their position, which describes any undue hardship or circumstances which may have caused a failure of the students to meet the satisfactory scholastic progress, attendance, financial or professional conduct standards, should be included. Upon receipt of the letter, the Director of Adult Education will convene a review board to determine the validity of the appeal. The board of review will convene within one week of receiving the appeal request. Students are encouraged to attend the review board session and they may choose to be represented by others. If the students disagree with the findings of the review board, they retain the right to appeal their position to the Superintendent, Medina County Career Center.

If the grievance is not settled at the institutional level, the student may contact The Council on Occupational Education at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 or by telephone at 800-917-2081.

### **ACADEMIC AWARDS**

Students achieving an overall 91% and above will receive an Academic Achievement Letter of Commendation each grading quarter.

Students achieving an overall 94% and above will receive an Academic Excellence Award at graduation.

### **ATTENDANCE AWARDS**

Perfect attendance - Students, who attend faithfully and do not miss more than one-half day total during the entire school year, will receive an award for "Perfect Attendance".

One Day Absent – Students, who attend regularly and only miss 1 day during the entire school year, will receive an award for "Exemplary Attendance".

Two Days Absent – Students, who attend regularly and only miss 2 days total during the school year, will receive an award for "Excellent Attendance".

Three Days Absent – Students, who attend regularly and only miss 3 days total during the school year, will receive an award for "Outstanding Attendance".

## **NATIONAL TECHNICAL HONOR SOCIETY (NTHS)**

Medina County Career Center is proud to be a member school of the National Technical Honor Society. NTHS has brought significant recognition to our Adult Students who have achieved a record of excellence through our participation. Thousands of schools and colleges throughout the U.S. and its territories have a chapter of the honor society on their campus. These member schools agree that NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace.

The National Technical Honor Society mission is to lift up and publicly recognize ordinary heroes, men and women committed to excellence, values, courage, and achievement – the tested and true fabric of a great nation. NTHS is also leading the way to introduce America's top career and technical students to staffing professionals of America's top corporations.

## **NATIONAL TECHNICAL HONOR SOCIETY GUIDELINES FOR ADULT EDUCATION**

Students will be inducted into the National Technical Honor Society by nomination from a Career & Technical teacher. The Adult Education Director and the NTHS Advisor will review the student's nomination for approval.

Students must obtain an overall grade average of 93% or higher. The student must maintain "Outstanding Attendance" as defined in our attendance policy of the Student Handbook. Emergency Leave, Court Appearance, and National Guard Duty leaves shall not be counted against Program Certificate, however, they will be counted against attendance awards. No student can be inducted into NTHS if they have current discipline problems or are delinquent on their student fees.

Students nominated for the NTHS are to be active in community service. They are also expected to be good, honest, responsible student-citizens who have made a personal commitment to excellence.

### **Student Membership Benefits**

Society membership is an important career and professional investment recognized by education, business and industry. Members receive:

- The NTHS membership certificate, pin, card, graduation tassel, window decal and official NTHS seal to be applied to the member's diploma or training certificate.
- The opportunity to receive NTHS commencement accessories and other official NTHS gear.
- *NTHS American Careers Journal* – 2 issues per year. Available through advisor.
- Personal recommendations for employment, college admission and scholarships provided by NTHS National Headquarters.



## **EXTERNSHIP**

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Eligibility for externship, where applicable, (please refer to Program Guide) is based upon the following criteria:

- Recommendation of the instructor.
- Satisfactory attendance.
- Secure a bona fide related position that meets or exceeds stated program objective and career goals.
- Satisfactorily complete the WorkKeys examinations.
- Grades for the quarter will be based on an employment grade determined by meeting all criteria of placement averaged with previous class work grades for the quarter.
- Achieve satisfactory level of professional demeanor and work attitude as decided by the program instructor.
- Provide the instructor weekly written assignments and documentation of competencies performed on the job to meet graduation requirements.
- All financial obligations must be current and completed in accordance with the fee payment agreement until paid in full for the program year.
- Students must complete 100% of the required externship hours prior to the date of the certification exam to be eligible to sit for the exam.

Changing extern sites prior to completion of predetermined clinical hours is NOT RECOMMENDED. If the student plans to change to another site, whether terminated from the site or by choice, the following criteria must be met by the student prior to leaving the current site, in this order.

1. The student must choose and get permission from the desired extern site (the school will not provide a second or more sites – this is the student’s responsibility).
2. The program instructor from MCCC must be contacted with the information of the desire of old site termination and new site choice.
3. The program instructor from MCCC will contact the student’s new chosen site.
4. The program instructor from MCCC will contact the student when and if the student writes a termination letter.
5. After the program instructor’s permission, two weeks’ notice of the desire to terminate the current site must be in writing in the form of a professional business letter with copies to:
  - The extern site
  - The Director of Adult Education at MCCC
  - The clinical instructor

## **GRADUATION REQUIREMENTS**

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The requirements for graduation are as follows:

- Students must have a 74% overall accumulated grade point average. (Note: Medical Assisting students, per the guidelines of the Commission on Accreditation of Allied Health Education Programs, must achieve a 74% (noncumulative) grade in the term for each individual component listed below:
  - 25.00.01 MT Medical Terminology, Anatomy and Physiology
  - 25.00.01 MOA Medical Office Administration
  - 25.00.01 AS Administrative Skills Supplement
  - 25.00.01 CLE Communications/Law and Ethics
  - 25.00.01 MM Medical Math
  - 25.00.01 MAC Medical Assisting Clinical
  - 25.00.01 PR Practicum (Externship)
  - Professionalism)
- Students must achieve a minimum of a 74% on externship to complete the Medical Assisting program and be eligible to sit for the certification exams.
- Students must attend at least 90% of the scheduled classroom hours and 100% of externship hours to earn a program certificate.
- Students participating in Law Enforcement should see their individual program handbook for attendance requirements.
- Students are required to take a program specific certification exam(s).
- Students must complete 100% of the required externship hours prior to the date of the certification exam to be eligible to sit for the exam.
- Grades or certificates will not be released and a student will not be permitted to graduate if the student has any outstanding financial obligations to the school.
- Students must be clean and professionally attired in order to take part in the graduation ceremony.
- Satisfactorily complete WorkKeys exam.

A Student Passport containing Official Student Transcript, Certificate of Completion, Student Awards, Industry Certification, and WorkKeys test results will be awarded upon completion of graduation requirements and are given to students at graduation.

### **COLLEGE CREDIT AGREEMENTS**

The Medina County Career Center has entered into articulation agreements with a number of colleges and universities that will allow graduates of some of the career development programs to receive credit toward a college degree. For specific details regarding each program, contact the Adult Education Office.

## **POST-GRADUATION**

Graduates of the Medina County Career Center will be contacted by the office up to one year after course completion. Part of the government funding agreement requires the school to collect information about students' job placement and/or plans post-graduation. Students may be contacted by mail, phone or email.

## **REQUEST FOR STUDENT TRANSCRIPT**

An official copy of the student's record is issued to the student. Students must request additional copies of school transcripts by completing the Request for Student Transcript form. There is a \$5.00 processing fee per transcript. A student must complete this form to grant permission to any request made from an outside entity (prospective employers or other institutions). The form can be obtained on the website, [www.mcjvs.edu](http://www.mcjvs.edu), or in person at the Adult Education office. The form shall remain in the student's file. *All financial obligations to Medina County Career Center must be met before any records or transcripts will be released.*

## **CAREER PLACEMENT/TRANSITION SERVICES**

The Adult Education Division is committed to assisting its students in becoming employed within their chosen field of study. Students enrolled in career development adult education programs receive assistance and support in job-seeking skills, resume writing, and interviewing techniques. Working closely with local business and industry, students will be provided with access to job opportunities through on-line job postings.

In addition, adult students receive information and may schedule appointments with a licensed counselor for:

- Counseling for personal, social and academic concerns.
- Assistance with understanding learning styles, study skills, and balancing schedules.
- Identifying barriers to achieving success.
- Information regarding healthy living, communication, work ethics.

Appointments are arranged through the Adult Education Office.

## **CENTER OPERATIONS AND POLICIES**

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### **VIDEO SURVEILLANCE EQUIPMENT**

Medina County Career Center reserves the right to utilize video surveillance equipment in all common areas on Career Center property to maintain a safe and secure environment for students and staff.

If a student's actions indicate a violation of the Code of Conduct, the record will be viewed by the administration and possibly the police as evidence. Because surveillance records are considered part of the student record, they can be viewed only in accordance of law.

### **DISCIPLINARY PROBATION AND DISMISSAL**

Students may be subject to disciplinary dismissal for conduct disruptive to the educational process or destruction of school property. Classes must operate in accordance with rules and regulations as set forth by the school administration and the Board of Education. A student may be dismissed for poor attitude, lack of progress or interest, misconduct, not following directions from instructors, or excessive absences. Insubordination is grounds for dismissal.

Students whose progress is unsatisfactory will be notified in writing and placed on disciplinary probation for a time determined by the instructor and the Adult Education Director not to exceed 30 days. Students who do not show improvement during the probation period will be dismissed.

When it is deemed advisable by the instructor to confer with a student on a discipline situation, the Director shall be notified.

The conference shall be held in a friendly, not adverse, atmosphere. Adequate opportunity for all parties to present their point of view shall be permitted.

The Director, when present, should be the moderator and assume the responsibility of making a report of the conference.

## CODE OF CONDUCT – Applicable to all Medina County Career Adult Education students.

A specific list of classroom and lab rules, as well as the requirements of a quarterly professionalism grade is written in each Program Guide.

### A. Dress Code

The manner of dress at the Medina County Career Center will be determined to a great extent by the career technical program. The diversity of programs makes it difficult to establish one specific policy. However, there are some restrictions that will apply to all students.

- Clothing is expected to be clean and in good repair. Clothing which displays obscene language or gestures and clothing which advertises or implies the use of drugs or alcohol is unacceptable.
- Students will come to class in their prescribed uniform.
- Hats and/or headbands may be worn in lab areas only with the approval of the program instructor.
- Halters, tank tops, tube tops, and transparent clothing are unacceptable.
- Shoulders and midriffs must be covered.
- Shorts are not acceptable.
- Sunglasses are permitted only when prescribed by a physician.
- Sweatpants are unacceptable.
- Appropriate footwear must be worn. (No metal cleats, plates or flip flops.) (See program guide.)

### B. Unacceptable Conduct

Any student guilty of using or possessing dangerous objects, vandalizing, stealing, insubordination, or engaging in harassment, fighting, or physical assaults against other students or staff members may be subject to a suspension and/or expulsion hearing and/or charges filed with the police.

- Any student using, possessing, selling, or suspected of using alcohol or drugs by appearance or odor will be subject to a suspension and/or an expulsion hearing and/or assessment.
- Violations of safety procedures and regulations, immoral and unbecoming behavior, arson or other acts of misconduct will be disposed of based on the seriousness of the infraction.
- Because adult students will enter the workforce in professional careers, it is incumbent upon them in particular, to be drug free. Consequently, as a condition of admission, adult students agree to take random drug testing as requested.

### Consequences

- 1st, 2nd, & 3rd Offenses - One (1) to Five (5) days removal from class - suspension.
- Additional Offenses may result in termination from the program.
- Consequences for major offenses will be decided upon by the Adult Education Director as a case-by-case situation.

C. Academic Dishonesty/Misconduct  
(Cheating, plagiarism, collusion)

A student will not obtain by fraudulent, dishonest, or deceptive means and use as his/her own (or provide to another student) course assignments, or questions and/or answers to written evaluations.

Consequences

- First offense, the student will receive a grade of zero on the test or paper.
- Additional offenses may result in termination from the program.

**SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS**

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

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

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

## **HANDICAPPED ACCESSIBLE**

The Medina County Career Center is fully handicapped accessible including physically impaired automatic access doors at both the front and rear entrances, handicapped restroom facilities on each floor and an elevator at the northeast corner of the building.

## **HEALTH SERVICES**

The Medina County Career Center employs a full-time nurse. The nurse will administer to adult students until 2:45 p.m. each day. The nurse is also a certified Red Cross First-Aid instructor. Each student is required to complete an emergency authorization form (3709-22 School Law). This form must be on file in the Adult Education Office. Arrangements can be made by appointment to consult with a nurse in the evening.

## **RIGHT –TO-KNOW AND CAMPUS SECURITY ACT**

The student Right-To-Know and Campus Security Act requires all schools receiving certain federal funds to disclose completion/graduation rates and campus crime statistics to employers, students and potential students.

For additional information, see the Appendix or visit the Consumer Information page on [www.mcjvs.edu](http://www.mcjvs.edu).

## **CENTER CLOSING DUE TO WEATHER**

Since the Career Center is serving students from six school districts, which in many instances will have varied weather conditions, school closings resulting from adverse travel conditions may be somewhat complicated.

The official television stations for school closings and other cancellations will be WKYC (Channel 3) and WEWS (Channel 5). Other stations also may carry this information; however, students may also check the website, [www.mcjvs.edu](http://www.mcjvs.edu) for school closings.

## **TRANSPORTATION**

Transportation is the student's responsibility.

## **DRIVING AND PARKING PRIVILEGES**

The Medina County Career Center has the right, with reasonable cause, to search vehicles.

### Rules

- Daytime students must register the vehicle and obtain a permit. The permit will be issued through Central Supply at no cost and displayed on the windshield at all times.
- Park only in areas provided for student parking. *Cars parked in fire lanes or blocking access to school entrances will be subject to ticketing or in case of emergency will be removed at owner's expense.*
- Vehicles must be operated safely at all times.
- Please be sure your vehicle is locked at all times since the Career Center cannot be responsible for lost or stolen items.
- No loitering.

### Consequences

Students who choose not to follow these rules must relinquish their permit to the Director's Office and/or have the vehicle towed at their expense.

**\*NOTE:** Some programs may require proof of immunization records prior to students going onto clinical practicum (externship).



## **LUNCHES AND BREAK TIMES**

The commons area is the only area where food may be consumed. No food or beverages are to be removed from the commons area. **NO FOOD OR BEVERAGES ARE PERMITTED IN ANY CLASSROOM OR LAB AREA.**

Students are asked to display acceptable table manners at all times. Loud talk and poor behavior will not be tolerated.

Courtesy and common sense should dictate behavior. Be considerate of others by disposing of waste paper and leftovers properly.

Vending machines may be used prior to 8:10 a.m., during lunch break, and after 2:15 p.m.

## **SMOKING**

There is no smoking on the Medina County Career Center campus.

## **STUDENT LOCKERS**

Student lockers are issued by the Adult Education Office on an as needed and as available basis. The Adult Education office will have a student locker list with student name, locker number and combination. The combination will only be given to the student. Be sure to keep the combination confidential. Below are instructions on how to operate the locker. Please notify the instructor if additional assistance is required.

- Turn lock knob to the right three (3) turns, stopping at the first number.
- Turn lock knob to the left one (1) complete turn, stopping at the second number after passing it once.
- Turn lock knob to right to third number.

Student lockers are the property of the Career Center loaned to a student for his/her benefit.

Please inform the Adult Education Office if the locker needs to be repaired. The school cannot assume responsibility for the loss of articles from lockers.

Lockers are the property of the Career Center and may be searched by the administration with reasonable cause.

## **CHILDCARE SERVICES**

The Medina County Career Center operates a State Approved School Readiness Program. Services and acceptance are provided on an individual basis. Contact the Adult Education Division for further information.

**For safety reasons and for consideration of adult learners, children are not permitted in classroom or lab during instructional time.**

## **STUDENT TELEPHONE CALLS/TEXTING**

Use of cell phones and all other electronic devices may be used only at the discretion of the instructor.

SPECIAL NOTE: ONLY EMERGENCY CALLS WILL BE ACTED UPON IMMEDIATELY.

CALLS COMING IN FOR STUDENTS NOT OF AN EMERGENCY NATURE WILL BE PLACED IN THE INSTRUCTOR'S MAILBOX FOR DISTRIBUTION.

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## **SAFETY AND LIABILITY**

Each Allied Health student is required to purchase liability insurance for their own protection in case of injury to a patient or fellow student. This form may be obtained from the instructor.

**Medina County Career Center insurance does not cover student accidents or injuries that occur during training. Medical expenses for injuries are the responsibility of the student.**

Policies regarding vaccinations are available in the course Program Guide. A guide can be obtained through the Adult Education office.

### **POTENTIAL HEALTH HAZARDS AND SAFETY RISKS ENCOUNTERED DURING ADULT EDUCATION PROGRAMS**

Because Medina County Career Center (MCCC) strives to provide the most realistic training possible, many of the health hazards present in the real working environment are also present during training. The types of health hazard exposure and safety risks include, but are not limited to needle stick injuries, sharp injuries and any incidents incurred during externship.

During MCCC training students will be required to wear personal protective equipment (PPE) on several occasions as a precaution during exposure to potential health hazards. PPE provided during training includes gloves, gowns, protective eyewear, masks, or face shields. The type of PPE to be utilized will be determined by the type of potential health hazard exposure.

### **HOLD HARMLESS AGREEMENT**

A Hold Harmless Agreement is required by the Medina County Career Center (MCCC), Adult Education. By signing this agreement students are acknowledging that there are certain risks inherent to training in programs and that outside of gross negligence, students will hold MCCC and its employees and contractors not liable. If students have any questions regarding the Hold Harmless Agreement, please contact the Director of Adult Education.

## **NEEDLESTICK/INSTRUMENT/SHARPS INJURY PROTOCOL**

1. Students are to follow standard precautions in the laboratory and clinical settings at all times.
2. Standard precautions include the use of appropriate Personal Protective Equipment (PPE) when performing tests/tasks that may involve possible risk of exposure to potential health hazards. PPE includes, but is not limited to, gloves, masks, gowns and eye protection.
3. If the student has an occurrence of an injury/exposure during lab or clinical hours, the student **MUST**:
  - a. **INFORM** instructor, preceptor or person in charge, of injury/exposure **IMMEDIATELY**.
  - b. Bleed the site of injury if it involves a break in skin integrity while placing the injured part under running water.
  - c. If unable to place the injured part under running water, pour copious amounts of water onto injured part while bleeding the site.
  - d. Next cleanse the site with alcohol and dress with clean dry dressings.
  - e. Fill out an incident report for both the clinical site and the Medina County Career Center **at the time** of the occurrence. Be factual, give details and list any witnesses to the event.
  - f. The student must seek immediate follow-up care through their own insurance with either a hospital emergency room or personal physician.

## **LAB\CLASSROOM CLEANLINESS**

All students are responsible for cleanliness in the lab and classroom. Instructors will designate the clean-up procedures, and all students are required to participate in clean-up activities. No food or beverages are permitted **in any classroom or lab area**.

## **RECORDS MANAGEMENT**

Medina County Career Center ensures the confidentiality of student educational records in accordance with School Board Policy, state and federal laws including the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment provides students with access to their educational records and limits dissemination of personally identifiable information without a student's written consent). As a rule, all currently enrolled students and former students have the right to review their records to determine their content and accuracy. Students wishing to view their student records must schedule an appointment with the Adult Education Office. Students wishing to view their financial aid records must schedule an appointment with the Financial Aid Coordinator.

## **ADMINISTRATION OF SECURITY**

All personnel having access to records receive periodic training in security, with emphasis upon privacy rights of students and staff.

Records are kept under the supervision of the Director of Adult Education at all times.

## **CONFIDENTIAL, PERSONAL FILES OF PROFESSIONALS IN THE SCHOOL**

In some instances, professionals (school psychologists, social workers, counselors) working in the school may maintain personal and confidential files containing notes, transcripts of interviews, clinical diagnoses, and other memory aids for their own use in counseling students.

## **FERPA (FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT)**

As defined by the Federal Department of Education  
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

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. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- 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.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;  
Appropriate parties in connection with financial aid to a student;  
Organizations conducting certain studies for or on behalf of the school;  
Accrediting organizations;  
To comply with a judicial order or lawfully issued subpoena;  
Appropriate officials in cases of health and safety emergencies; and  
State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

### **FIELD TRIPS**

All students participating in school-sponsored activities away from the school shall use the means of transportation as specified by the instructor for the type of activity. These activities are considered part of the classroom hours. All rules that apply in class are in effect.

### **CHANGE OF ADDRESS**

A change of address or telephone number should be reported to the Adult Education office immediately.

### **VISITORS**

All visitors must report to the Adult Education office. Upon arrival, the secretary will contact the instructor for admission to the classroom. Please **do not** have visitors go directly to the lab or classroom.

### **IDENTIFICATION BADGES**

All full-time students, instructors and visitors are required to wear ID badges while on campus. ID badges will be issued within the first two weeks of class. If an ID badge is lost, it is the student's responsibility to pay \$5.00 for a reissued badge.

## **HEALTH AND SAFETY PLAN**

The Medina County Career Center District believes that the employees and students of this District, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Board provides reasonable and adequate protection to the lives, safety and health of its employees and students in compliance with Federal and State laws and regulations.

*Refer to Board Policy EB, revised 2/05.*

The following elements are implemented and evaluated on a yearly basis:

1. Management Commitment and Employee Involvement.
2. Worksite Analysis – Inspections of the school and lab areas are conducted regularly; accidents are investigated so that their causes and means of prevention can be identified.
3. Hazard Prevention and Control – Personal protective equipment is provided; training and practice for emergencies is provided; first aid kits are available in labs and main office.
4. Safety and Health Training – Employees receive training and are aware of the hazards to which they or their students may be exposed.

*Refer to United States Department of Labor: Occupational Safety & Health Administration*

## **EMERGENCY OPERATIONS SAFETY PLAN**

This plan is located in each course's Program Guide. A copy of the plan is available for review at the adult education office.

## **MEDICAL EMERGENCY CONTACT FORM**

Career Development students are required to submit a medical emergency contact form that is secured in the adult education office.

## **ACCIDENTS/INCIDENTS**

In case of accident, injury, illness or incident, the following procedure is follows:

1. Notify instructor immediately.
2. Instructor or instructor's designee will notify main office.
3. Administration will respond with first aid, emergency medical service (as necessary) or other trained healthcare/OSHA personnel.
4. The injured party will fill out an incident form from the main office.
5. Administration will investigate the incident.

*Refer to Board Policy EBBA-R and EBBB, revised 2/05*

## **COMPLAINTS**

Students who have complaints or concerns about their program, instructor(s), and/or administration should take the following steps:

- Discuss the concern with the instructor(s).
- If the concern cannot be handled at the instructor(s) level, contact the Adult Education office.
- If the concern is not resolved, contact the Adult Education Director in writing.

## **VOTER REGISTRATION**

You may register to vote online, in person or by mail. You can register online to vote. (<http://www.sos.state.oh.us/elections/Voters/register.aspx>. or download a voter registration form from the Secretary of State's website, (<http://www.sos.state.oh.us/SOS/elections/Voters/register.aspx> ) You may also ask for a county board of elections or the Secretary of State's office to mail a voter registration application to you. Printed registration forms may be obtained through the superintendent's office.

## **VACCINATION POLICY**

Routine immunizations should be current prior to attending school. Immunizations are not a requirement, but Medina County Career Center recommends that students come to school fully immunized to protect their health. Immunizations are one of the most effective public health measures in preventing communicable diseases and adult vaccines are recommended by the CDC (Centers for Disease Control and Prevention). For more information on adult immunizations, visit the CDC's website, (<http://www.cdc.gov/vaccines/schedules/index.html>)

Recommended immunizations:

- Measles, Mumps and Rubella (MMR)
- Tetanus, Diphtheria and Pertussis (Td/Tdap)
- Varicella (chickenpox)
- Meningitis (meningococcal)
- Hepatitis A
- Hepatitis B
- Influenza
- HPV
- Pneumococcal (pneumonia)

**\*NOTE:** Some programs may require proof of immunization records prior to students going onto clinical practicum (externship).

### **Additional Resources:**

Medina County Health Department  
(<http://www.medinahhealth.org/HealthServices/AdultImmunizaitons>)  
Ohio Department of Health (<http://www.odh.ohio.gov/>)

## Appendix A



**INFORMATION TECHNOLOGY  
ACCEPTABLE USE AGREEMENT**

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This agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ between \_\_\_\_\_, hereinafter referred to as student, and the MCJVSJ, hereinafter referred to as district. The purpose of this agreement is to provide network (electronic mail and electronic bulletin board) and Internet access, hereinafter referred to as network for educational purposes to the student. As such, this access will

(1) Assist in the collaborative exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.

The intent of this contract is to ensure that students will comply with the Acceptable Use Procedure approved by the District for information technology utilization.

In exchange for the use of the informational technology resources either at school or away from school, I understand and agree to the following:

- A. The use of information technology is an accommodation, which may be revoked by the District at any time and for any reason. Appropriate reasons for revocation include, but are not limited to, the altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files and limit or deny access.
- B. The District reserves all rights to any material stored in files that are generally accessible to others and will remove any material which the District, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable.
- C. All information services and features contained on District or network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.
- D. The District information technology resources are intended for the exclusive use by its registered users. The student is responsible for the use of his/her account/password and/or access privilege. Any problems, which arise from the use of a student's account, are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.
- E. Any misuse of the account will result in suspension of the account privileges and/or other action determined by the District. Misuse shall include, but not be limited to:
  - (1) Seeking information, obtaining copies, or modifying files, other data, or

- passwords intentionally belonging to other users.
  - (2) Misrepresenting other users on the network.
  - (3) Disrupting the operation of the network through abuse of the hardware or software.
  - (4) Using the network maliciously through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.
  - (5) Interfering with others use of the network
  - (6) Using extensively for non-curriculum related communication
  - (7) Installing copyrighted software illegally
  - (8) Down-sizing, copying, or use of licensed or copyrighted software without authorization
  - (9) Allowing anyone to use an account other than the account holder
- F. The use of District and/or network resources are for the purposes of:
- (1) support of the academic program
  - (2) telecommunications
  - (3) general information
  - (4) recreational
- G. The District and/or Network does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.
- H. The student will diligently delete old mail messages on a daily basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
- I. The District and/or network will periodically make determinations on whether specific uses of the network are consistent with the acceptable-use practice. The District and/or network reserve the right to log Internet use and to monitor electronic mail space utilization by users.
- J. The student may transfer files from information services and electronic bulletin board services. For each file received through a file transfer, the student agrees to check the file with a virus-detection program before opening the file for use. Should the student transfer a file, shareware, or software will be liable for any and all repair costs to make the network once again fully operational any may be subject to removal.
- K. The student may not transfer files, shareware, or software from information services and electronic bulletin boards without the permission of the (District Network Director/Designee). The student will be liable to pay the cost of fee(s) of any file, shareware, or software transferred, whether intentional or accidental, without such permission.
- L. The student may only log on and use the network with his/her authorized account number.
- M. The District reserves the right to log computer use and to monitor File Server space utilization by users. The District reserves the right to remove a user account from the network to prevent further unauthorized activity.

In consideration for the privileges of using the District and/or network resources, and in consideration for having access to the information contained on the network, or by the network, I hereby release the District, network and their operators and administration from any and all claims of any nature arising from my use, or inability to use the District and/or network resources.

I agree to abide by such rules and regulations of system usage as may be further added from time to time by the District and/or Network. These rules will be available in the Adult and Continuing Education Office.

Policy Ref. No.: 7540.01

Adopted: 5/28/96

A copy of your signed agreement will be maintained in your student file.

## Appendix B

## **Annual Campus Security and Safety Report Medina County Career Center Adult Education 2015**

Medina County Career Center (MCCC) Adult Education strives to provide a safe and secure campus for all students, staff members and visitors. MCCC publishes this information to inform members of the campus community and other interested parties of incidents of crime and to educate them in effective crime prevention and safety measures so that they can make informed decisions relative to their safety. The Adult Education Director has primary responsibility for categorizing, disseminating and publishing crime statistics collected on campus and includes statistics obtained from local law enforcement.

The information and statistics contained in this publication are being presented in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics and Violence Against Women Acts. In this report, you will be informed of our campus safety and security policies and procedures including: crime reporting procedures, drug and alcohol policies, historic statistical information related to crimes on campus and property and other security-related information. The crime statistics reflect incidents that occurred on MCCC campus or on public property adjacent to the campus. MCCC does not provide residential dormitories or facilities for on-campus student housing. This report is updated and published annually.

### **BASIC CRIME PREVENTION STEPS**

Effective crime prevention begins with personal involvement and responsibility. An understanding of basic safety principles, a little caution and lots of common sense are your best protection. Crime prevention is everyone's responsibility.

MCCC utilizes video surveillance equipment in all common areas on Career Center property to maintain a safe and secure environment. All students, staff members and visitors are encouraged to report any and all suspicious activity immediately to the Adult Director or Evening Supervisor upon witnessing the occurrence.

### **CAMPUS SECURITY PROGRAMS/SECURITY ON CAMPUS**

Students are informed of campus security procedures during orientation and through the Student Handbook. Evening students follow the MCCC Emergency Operations Safety Plan for Evening Students and daytime students participate in the established High School procedures. Periodically throughout the year, general safety programs and drills are conducted to keep students and staff on the alert in the event of an emergency.

All staff members are briefed on campus security procedures. Both staff members and students are encouraged to be responsible for their own security and the security of those around them by carefully reading the campus security procedures and reporting any incidents when they occur.

## **REPORTING OF CRIMINAL INCIDENT**

The victim of a crime should notify the person in charge of Adult Education. The local law enforcement agency will be notified if the victim chooses to report the incident to local authorities or when the victim is unable to make such report.

The person in charge of Adult Education will act as a liaison with law enforcement officials to report acts of sexual violence, domestic violence, or other offenses. Prior to reporting any offense, the person in charge will ensure that it is the desire of the reported victim that such report is made to local law enforcement. If reporting is requested, the liaison will coordinate the institution's investigation with any investigation or prosecution conducted by local law enforcement.

The School Administration will then take appropriate action based upon the information given by the student or staff member. When requested by the victim, the School Resource Officer will be notified along with local law enforcement authorities. A record of this report will be kept on file. If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded" and is not included in the statistics. Only sworn or commissioned law enforcement personnel may "unfound" a crime.

### **To report a crime**

Adult Education Director, 330-725-8461 extension 158

Evening Supervisor, 330-725-8461 extension 155

*In the event of a fire or medical emergency call 911.*

## **VOLUNTARY CONFIDENTIAL REPORTING OF CRIMINAL ACTIVITY**

If the victim of a crime does not want to pursue action at MCCC or the criminal justice system, he or she has the opportunity to file a confidential report. With the victim's permission, the School Resource Officer can file a report on the details of the incident while keeping their identity confidential. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the school. The Medina County Sheriff's Office encourages anyone who is a victim or witness to any crime to promptly report the incident to the police. MCCC will make every effort to keep the information confidential, but it is important to remember that because police reports are public record under state law, the Sheriff's Office cannot hold reports of crimes confidential.

## **BYSTANDER INTERVENTION OPTIONS**

Any campus community member that observes or is made aware of an incidence of dating violence, domestic violence, sexual assault or stalking occurring on campus is strongly encouraged to report the matter immediately to the Adult Education Office. If the situation necessitates an immediate police presence, please call 9-1-1. Some other safe intervention options can include:

- Notifying a MCCC official
- Avoiding violence
- Being honest and direct when trying to diffuse the situation
- Recruiting the assistance of others around you
- Keeping yourself safe at all time

## **SEXUAL MISCONDUCT AND DATING VIOLENCE**

The Violence Against Women Reauthorization Act amended the Clery Act. MCCC has included the following crimes in the annual statistical reporting: domestic violence, dating violence, sexual assault, and stalking.

MCCC is committed to a consistent effort in maintaining an environment free of sexual misconduct (including sexual harassment and sexual assault/rape) and all forms of sexual intimidation, exploitation and dating violence including stalking and domestic violence. In its goal to create an environment for all students, employees and visitors which is fair and free of coercion, the Career Center has adopted a Sexual Harassment Policy with accompanying procedures as the basis for community education and complaint resolution.

Sexual misconduct cannot and will not be tolerated at MCCC. Sexual misconduct is a form of discrimination in violation of Career Center policy and Title VII of the Federal Civil Rights Act of 1964 (as amended), Title IX of the 1972 Educational Amendments and Section 4112 of the Ohio Revised Code. Students, staff and visitors of MCCC have a right to an environment free of sexual misconduct, not only by persons in positions of power, but by any MCCC employee, student or visitor. Sexual misconduct constitutes a serious threat to the free interaction and exchange necessary for educational and personal development. Sexual misconduct is not only a clear violation of Career Center policy; it is a form of discrimination and is illegal.

## **SEXUAL HARASSMENT**

All persons associated with the District, including, but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities, is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy.

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or educational development;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment.

Examples of sexual harassment-type conduct may include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic verbal commentary relating to an individual's body, sexual prowess or sexual deficiencies; coerced sexual activities; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or displays in the workplace of sexually suggestive or obscene objects or pictures. Whether any act or comment constitutes sexual harassment-type conduct is often dependent on the individual recipient.

The Grievance Officer: The Board directs the Superintendent to appoint one or more sexual harassment grievance officers who are vested with the authority and responsibility for

investigating all sexual harassment complaints in accordance with the procedures set forth in the accompanying regulation and staff and student handbooks. If a complaint of sexual harassment concerns alleged conduct of the Superintendent or Treasurer, the complaint shall be submitted to the Board President, and shall be investigated by the Board President/designee.

Sexual harassment matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

The Board has developed complaint procedures which are made available to every member of the school community. The Board has also identified disciplinary penalties which could be imposed on the offenders.

[Adoption date: February 22, 2005]

[Re-adoption date: November 28, 2006]

[Revised: February 24, 2009]

LEGAL REFS.: Civil Rights Act, Title VI; 42 USC 2000d et seq.  
Civil Rights Act, Title VII; 42 USC 2000e et seq.  
Education Amendments of 1972, Title IX; 42 USC 2000e et seq.  
Executive Order 11246, as amended by Executive Order 11375  
Equal Pay Act; 29 USC 206  
Immigration Reform and Control Act; 8 USC 1324a et seq.  
Ohio Const. Art. I, Section 2

CROSS REFS.: AC, Nondiscrimination  
ACA, Nondiscrimination on the Basis of Sex  
GBA, Equal Opportunity Employment  
IGDJ, Interscholastic Athletics  
JB, Equal Educational Opportunities  
JFC, Student Conduct (Zero Tolerance)  
JFCF, Hazing  
JHG, Reporting Child Abuse  
Staff Handbooks  
Student Handbooks

CONTRACT REF.: Collective Bargaining Agreement Professional Staff

Sexual Harassment Grievance Officer

Peggy Reeves

330-725-8461 ext. 334



## **DRUGS, TOBACCO AND ALCOHOL**

The Medina County Career Center Board of Education recognizes that the issue of chemical misuse, abuse, and dependency is a problem for many students. The medical, physical and emotional problems associated with chemical misuse, abuse, and dependency often interfere with the learning and development of students as well as the overall goals of the educational system. The Medina County Career Center Board of Education prohibits the unlawful possession, use or distribution of drugs and alcohol by students and employees on school property, or as part of school activities. Additional information regarding the school's Alcohol and Drug Policy is available to [www.mcjvs.edu](http://www.mcjvs.edu) in the Board of Education Policy Manual (Drug Free Workplace – File: GBP and Alcohol use by Students/Student Drug Abuse – File: JFCH/JFCI) or upon request to the Adult Education Office.

Since adult students will enter the workforce in professional careers, it is incumbent upon them in particular, to be drug free. Consequently, as a condition of admission, adult students agree to take random drug testing as requested.

### MCCC Adult Education Student Consequences

- 1st, 2nd & 3rd Offenses – One (1) to Five (5) days removal from class-suspension.
- Consequences for major offenses will be decided upon by the Adult Education Director as a case-by-case situation.

### Local, State and Federal Laws and Sanctions

Applicable legal sanctions under local state or federal law for the unlawful use, possession or distribution of illicit drugs or alcohol are set forth in the referenced laws.

#### State:

Ohio Revised Code Chapters  
2925 – Drug Offenses  
3719 – Controlled Substances  
4301 – Liquor Control Laws<sup>44</sup>

#### Federal:

Federal (Harrison) Narcotic Act  
Federal Narcotic Drugs  
Import and Export Act Federal Food Drug and Cosmetic Act  
Federal Alcohol Administration

These sanctions can include probation, fines, driver's license suspension, and/or incarceration. Future revisions, amendments, or additions to these or other applicable codes are incorporated into this policy by this reference.

### **Health Risks**

Physical or psychological damage may occur when the following substances are abused. Here are some of the health risks related to each substance:

**Anabolic-Androgenic Steroids** - Steroid users can experience serious cardiovascular, liver, central nervous system, gastrointestinal, and reproductive disorders. In males, use can result in testicular atrophy, sterility, impotence, and arrested growth. Irreversible masculinization and sterility can result when women use steroids. Psychological impairment includes mood swings, depression, and very aggressive behavior.

**Depressants** - The use of depressants can result in a change in tolerance and physical, as well as psychological dependency. The combining of several depressants (e.g. valium and alcohol) will potentiate the depressant effects, multiplying the health hazards. Withdrawal symptoms include anxiety, vomiting, acute psychotic episodes, seizures and death.

**Hallucinogens - Phencyclidine (PCP)** - Large doses of PCP may result in a convulsive seizure, coma and death. Mood disorders occur and the user may become violent, irrational, and potentially harmful to self and others. Lysergic acid (LSD), mescaline, and psilocybin cause sensations and feelings to change rapidly. The user may experience panic, confusion, anxiety, depersonalization, and loss of control.

**Narcotics** - Tolerance, especially at the euphoric effect of narcotics, and physical dependence, develop rapidly. In order to avoid the abstinence syndrome, the addict becomes preoccupied with acquiring the drug. Withdrawal symptoms are extremely uncomfortable, however, they are seldom life threatening.

**Stimulants** - High doses of stimulants result in intense personality disturbances including visual and auditory hallucination, delusions, and paranoia. Tolerance develops rapidly. Cross tolerance does develop among stimulant drugs (e.g. methamphetamine and cocaine). The use of cocaine can cause death by cardiac arrest or respiratory failure. Stimulants are addictive, and while withdrawal from stimulants is less dangerous than the depressants, depression can make a person vulnerable to suicide.

### **STUDENT AND STAFF ASSISTANCE RESOURCES**

MCCC has a Student Assistance Specialist available to adult students and staff for any academic, personal or social concerns they would like to discuss. If a student needs counseling and/or treatment as a result of an assault or a drug or alcohol problem, he/she will be referred to the appropriate counseling agency. The Counseling Services Website & Additional Resources are available at <https://sites.google.com/a/mcjvs2.org/mccc-student-assistance/>.

### **INSTITUTIONAL PROTECTIVE MEASURES**

Protecting the safety and well-being of everyone on campus is a priority of MCCC. Some types of incidents, especially domestic violence, sexual assault and stalking may require special arrangements by the school to ensure the safety of the victims or potential victims while on campus.

MCCC does not have on- or off-campus residences or official off-campus student organizations, nor does it provide transportation to students. Therefore, MCCC can only facilitate changes to the victim's academic and/or daily working conditions. For example, security escorts can be provided to the victim in the building and on school grounds when requested. Adjustments can also be made to the victim's class schedule and/or externship. In some cases, security personnel and school

administration are alerted when there is an active court-ordered protection order involving a student or an employee. This information can assist in preventing potential crimes.

### **PRIMARY PREVENTION AND AWARENESS**

Each school year the MCCC personnel will review processes of prevention and awareness, working in conjunction with the school liaison when responding to, preventing, recovering from, reporting, and assisting survivors of sexual misconduct and dating violence.

The following is a link to the Ohio Department of Rehabilitation and Correction Sex Offender Registry: <http://www.drc.ohio.gov/offendersearch/search.aspx>.

### **WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED**

In case of a sexual assault, it is extremely important that physical evidence be preserved.

- Find a safe environment away from your attacker and call 911 immediately. If possible, ask a trusted friend to stay with you and, remember, it's not your fault you were attacked.
- Write down everything you can remember about the incident and assailant (physical description, location of the attack, etc.).
- Preserve evidence of the attack. Though you may want to, do not bathe or brush your teeth. Do not wash or get rid of any of the clothing you were wearing. If possible, take a picture of any visible bruises or injuries you may have.
- If the incident occurs on campus, immediately report the information to any MCCC official at (330) 725-8461 or dial 911. MCCC officials will assist the victim in notifying the local law enforcement agency and navigating the reporting process.
- Seek medical attention. Even if you think you're not injured, it's important to test for STDs and pregnancy. Ask the hospital to conduct a rape kit exam and, if you think that you have been drugged, collect a urine sample for analysis for a lab.
- For survivors of sexual assault seeking counseling and support. MCCC's officials have identified the following resource:

Rape Crisis Center of Medina County  
120 W. Washington St., Ste. 3E1  
Medina, Ohio 44256  
330-434-7273 or 24-Hour Hotline 877-906-RAPE (7273)  
<http://www.rccmsc.org/>

## **CRIME AWARENESS REPORT**

The following information is provided and updated annually as directed by the U.S. Department of Education through Public Law 101-542, The “Criminal Awareness and Campus Security Act of 1990” and “Violence Against Women Act”.

<b>Type of Occurrence</b>	<b>On Campus</b>			<b>Public Property</b>		
	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0	0
Sex Offenses, Non-Forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Liquor Law Violations	0	1	0	0	0	0
Arson	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0
<b>Violence Against Women</b>						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
<b>Arrests</b>						
Weapons Possession	0	0	0	0	0	0
Drug Abuse Violations	3	5	2	0	0	0
Liquor Law Violations	0	1	0	0	0	0
<b>Disciplinary Actions</b>						
Weapons Possession	0	0	0	0	0	0
Drug Abuse Violations	5	0	2	0	0	0
Liquor Law Violations	0	0	0	0	0	0

## **DEFINITIONS**

For the purpose of this document, the following definitions were used:

**Murder/Non-Negligent Manslaughter:** the willful killing of one human being by another.

**Negligent Manslaughter:** the killing of another person by gross negligence.

**Rape:** penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Forcible Sex Offenses:** any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. There are four types of forcible sex offenses:

**Forcible Rape:** the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.

**Forcible Sodomy:** oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Sexual Assault With an Object:** the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, handgun, stick, etc.

**Forcible Fondling:** the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

**Non-Forcible Sex Offenses:** incidents of unlawful, non-forcible sexual intercourse. Only two types of offenses are included in this definition:

**Incest:** non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Robbery:** the taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary:** the unlawful entry of a structure to commit a felony or theft.

**Motor Vehicle Theft:** the theft or attempted theft of a motor vehicle.

**Arson:** the willful or malicious building or attempt to burn with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

**Hate Crimes:** a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

In addition to the standard list of Clery reported crimes, the following are considered hate crimes when there is evidence that the offense was committed with bias against a protected class.

**Larceny-Theft:** the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

**Simple Assault:** an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Intimidation:** to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

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

**Consent:** the act of knowingly and affirmatively agreeing to engage in a sexual activity. Consent must be voluntary. An individual cannot consent who is substantially impaired by any drug or intoxicant; or who has been compelled by force, threat of force, or deception; or who is unaware that the act is being committed; or whose ability to consent is impaired because of a mental or physical condition; or who is coerced by supervisory or disciplinary authority. Consent may be withdrawn at any time. Prior sexual activity or relationship does not, in and of itself, constitute consent.

**Weapon Law Violations:** the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

**Drug Abuse Violations:** the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance.

**Liquor Law Violations:** the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Domestic Violence:** a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

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

**Sexual assault:** penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Stalking:** a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear for his/her safety or for the safety of those around him/her or suffer substantial emotional distress.

**On-Campus:** any building or property owned or controlled by the institution.

**Public Property:** this area can be described as thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to or accessible from the campus.

MCCC does not offer on or off campus housing to students or staff. It also does not own or lease any satellite locations or properties.

**Primary Prevention Programs:** programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and

healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

**Awareness Programs:** community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

**Bystander Intervention:** means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

**Risk Reduction:** options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

**Ongoing Prevention and Awareness Campaign:** programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.



# NOTES

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