

Sandusky Career Center
Adult Education
2021-2022
Handbook



The Sandusky Career Center's mission is to provide a diverse educational experience where all students will become respected, productive and valued members of our community.

The Sandusky Career Center believes in providing adult learners high quality workforce certificate programs and customized education experiences to prepare them for tomorrow's economic competitiveness.

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Sandusky Career Center Locations

Sandusky Career Center Main Campus and Office

4501 Venice Heights Blvd
Sandusky, OH 44870
419.984.1100

www.sanduskycareercenter.org

Office Hours September - May:
Monday – Friday 7:15 am to 4:00 pm
Friday 7:15 am to 4:00 pm

Office Hours June - August:
Monday – Friday 7:15 am to 2:45 pm

Class Hours:
Monday – Friday 7:30 am to 10:00 pm
Weekends as scheduled

Sandusky Career Center Extension Campus

2130A Hayes Avenue
Sandusky, OH 44870
419.984.1100

www.sanduskycareercenter.org

Office Hours:
Tuesdays 4:00 pm – 6:00 pm

Class Hours:
Monday – Thursday 2:00 pm to 10:00 pm

Section 1

Institutional Information

Mission

The Sandusky Career Center's mission is to provide a diverse educational experience where all students will become respected, productive and valued members of our community.

Vision

The Sandusky Career Center believes in providing adult learners high quality workforce certificate programs and customized educational experiences to prepare them for tomorrow's economic competitiveness.

Philosophy

The employment demands of our modern technological society and the needs and interests of adults demand educational programs designed to prepare persons for productive citizenship in the world of work. Adults must be prepared to accept changes and challenges in their chosen careers and to possess the necessary skills to adapt to new requirements and demands of their career endeavor throughout life.

The Sandusky Career Center assumes the responsibility of preparing adults in the area of skill training. It also provides the opportunity for adults who are already employed to advance in their chosen career and retrain those who are temporarily unemployed.

The Sandusky Career Center strives to meet the diverse needs of its citizenry. The Sandusky Career Center endorses the tenants of Title IV of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 and PL-94-482, Section 503. Programs and services are available without regard to race, color, religion, national origin, sex, disability or disadvantage status.

The Sandusky Career Center is mindful of the fact that for many Americans, entry into career-technical schools can make the difference between well-paying jobs or the unemployment lines. Therefore, the Sandusky Career Center will strive continuously to extend opportunities to those it serves on a non-discriminatory basis.

Objectives

The general objectives of the Sandusky Career Center are as follows:

- Develop and update Programs of Studies to meet the requirements of the Ohio Department of Education and the Ohio Department of Higher Education so students will have a seamless path from high school through a bachelor's degree.
- Evaluate the design and delivery of programs and services to all students including individuals with disabilities, from economically disadvantaged families, preparing for nontraditional careers, and/or with other barriers to educational achievement.

History

The Sandusky Career Center opened over 55+ years ago with programs in Business Education, Trade and Industry, and Home Economics. The major emphasis in the 1970's was secondary training with short-term evening classes for adults because apprenticeships were becoming an important need in manufacturing trades.

The Adult Education program has grown steadily since 1974. The career development and career enhancement programs now offered include both full-time and part-time options available in the areas of business, technology, industry, trade, public safety, cosmetology and healthcare.

The School

The Sandusky Career Center is a state and local supported institution governed by the Sandusky City Schools Board of Education. Sandusky Career Center offers post high school education in full-time program areas as well as other specialized courses and services. Certificates are issued to students completing a program or course.

Adult education programs allow students to prepare for a new career or upgrade their present skills in their current job. Students gain both theoretical knowledge and practical experience through well-equipped laboratories that provide up-to-date "hands-on" experience.

The Sandusky Career Center is chartered by the Ohio Department of Higher Education and is accredited by the Commission of the Council on Occupational Education (COE).

Individual programs boast additional accreditations and affiliations through the appropriate state governing boards and professional organizations.

Campus and Facilities

The SANDUSKY CAREER CENTER MAIN CAMPUS has 13 modern equipped labs, a student resource room, and 8 related classrooms. It also has a gymnasium which is approximately 2,800 square feet. The SANDUSKY CAREER CENTER EXTENSION CAMPUS is located at Sandusky High School and utilizes two lecture rooms, a student resource room and eight different labs. Vending machines are available for all students at both locations.

Campus Crime Statistics

The following information is provided and updated annually as directed by the U.S. Department of Education through Public Law 101-542, The Crime Awareness and Campus Security Act of 1990. A full annual security report is made available at www.sanduskycareercenter.org. The Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act (known as the Cleary Act) requires the Sandusky Career Center to publish our crime statistics as reported to the U.S. Department of Education.

Offense	2014	2015	2016	2017	2018	2019
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Sex Offense – Forcible	0	0	0	0	0	0
Sex Offense/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
Arson	0	0	0	0	0	0
Liquor Law Violations – Referred for Campus Disciplinary	0	0	0	0	0	0
Drug Law Violations – Arrest	0	0	4	3	2	0
Drug Law Violations – Referred for Campus Disciplinary	0	0	0	0	0	0
Illegal Weapons – Arrest	0	0	0	0	2	0
Illegal Weapons – Referred for Campus Disciplinary	0	0	0	0	0	0
Crimes of Prejudice	0	0	0	0	0	0

In 2013 the Cleary Act was amended to include the Violence Against Women Reauthorization Act. The Sandusky Career Center includes the following crime statistics in the annual report: domestic violence, dating violence, sexual assault, and stalking.

Offense	2014	2015	2016	2017	2018	2019
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

Section 2

Personnel

Board of Education

Martha Murray, President
Thomas Patterson, Vice-President
Brigette Green-Churchwell, Board Member
Ebony Sizemore, Board Member
Kate Vargo, Board Member

Administration

Dr. Eugene T.W. Sanders, Chief Executive Officer and Superintendent	419.984.1000
Dr. Stephen Sturgill, Deputy Chief of Staff and Transformation Officer	419.984.1014
Dr. Vilicia Cade, Chief Academic Officer PK-16	419.984.1020
Jeff Hall, Chief Financial Officer and Treasurer	419.984.1005
Richard Moreck, Director of Career Technical and Adult Education	419.984.1101
Wendy Nitschke, Extension Campus Supervisor	419.984.1132

Administrative Assistant

Lexi Brown, Administrative Assistant	419.984.1100
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Adult Education Coordinators

Crystal Cook-Gibson, Financial Aid & Admissions Coordinator	419.984.1104
Lauralee Krabill, RN, Allied Health and Practical Nursing Director	419.984.1108
Elizabeth Moots, RN, Registered Nursing Director	419.984.1870
Wendy Nitschke, Advanced Cosmetology and Facilities Maint. Coordinator	419.984.1132
Sgt. Ken Rankins, Police Academy Commander	419.984.1100
Kris Thompson, ASPIRE Coordinator	419.984.1135
Carrie Widman, Testing Coordinator	419.984.1100

Programming Staff

Advanced Cosmetology

Wendy Nitschke, Advanced Cosmetology Coordinator	419.984.1132
Jolie Fishbaugh, Advanced Cosmetology Instructor	

ASPIRE

Kris Thompson, Coordinator	419.984.1135
Brad Agee, Instructor	
Lexi Brown, Instructor & HiSET Testing Coordinator	
Nelson Hitchcock, Instructor	
Joanne Fleck, Instructor	
Nancy Kamps, Instructor	
Carrie Widman, Support Staff & Testing Coordinator	

Allied Health and Practical Nursing

Lauralee Krabill, RN, Allied Health and Practical Nursing Director 419.984.1108
Robin Bruner, RN, Medical Assisting/Practical Nursing Instructor
Sandra Carey, RN, Medical Assisting/Practical Nursing Instructor
Jessica Durfey, LPN, Medical Assisting Instructor
Jamie Krabill, RN, Medical Assisting Instructor
Carrie Mason, RN, Practical Nursing Instructor
Jessica McCormick, RN, Medical Assisting/Practical Nursing Instructor
Renee Rew, RN, Medical Assisting/Practical Nursing Instructor

Facilities Maintenance

Trades and Industry Coordinator 419.984.1100
Rob Anderson, Customized Welding Instructor
Rod Buck, CAD Instructor
Thomas Boose, Welding Instructor
Robert Gasteier, Small Engine Repair Instructor
Michael Kastor, Blueprint Reading/Math Instructor
David Riebold, Plumbing Instructor
Bradford Wimmer, CPR/First Aid Instructor

LPN to RN Diploma

Elizabeth Moots, RN, Registered Nursing Director 419.984.1870
Krista Appeman, RN, Instructor
Theresa Benson, RN, Instructor
Sandra Carey, RN, Instructor
Audrey Eastwood, RN, Instructor
Ashley Klonk, RN, Instructor
Vanessa Link, RN, Instructor
Beverly Matthews, RN, Instructor
Erin Shine, RN, Instructor
Brenda Sparks, RN, Instructor

Public Safety

Sgt. Ken Rankins, Police Academy Commander 419.984.1100
Laura Alkire, Instructor
Dylan Atherton, Instructor
James Blodgett, Instructor
Thomas Blohm, Instructor
Pamela Brumbaugh, Instructor
Michael Conney, Instructor
Shawn Craig, Instructor
Larry Cunningham, Instructor
Todd Curtis, Instructor
Greg Hall, Instructor

Edward Hastings, Instructor
Troy Keegan, Instructor
Robert Kish, Instructor
Richard Labis, Instructor
David Light, Instructor
John Majoy, Instructor
Rebecca Missig, Instructor
Robb, Parthemore, Instructor
Helen Prosowki, Instructor
Jason Reel, Instructor
Rodger Wilson, Instructor
Glenn Schenk, Instructor
Ronald Snyder, Instructor

Special Interests

Charlotte Hartlaub, Talk With Your Hands Instructor
George Richmond, Pottery Instructor

Section 3
Campus Policies

Use of Sandusky Career Center Property and Facilities

Students must make arrangements with the appropriate instructor to use equipment or classroom space outside of their scheduled class meeting time. Students are not permitted to use any office equipment, phones, etc. without permission of Sandusky Career Center staff.

Visitors

To minimize class disruptions, the following guidelines will be utilized for ALL school visitors:

- With the exception of relatives, no visitors will be allowed to see students unless it is an extreme emergency.
- Relatives of students will be allowed to meet with the student in the main entrance lobby or in the Career Technical/ Adult Education Office (Room 117).
- A visitor wishing to see staff members will be admitted only upon contacting and gaining approval from the individual staff member.
- All visitors must sign-in and sign-out of the building September through May during daytime hours.

Only students registered for class may attend class. No guests, including children may be brought to class. Childcare is not available at the Sandusky Career Center. Pets are also not permitted in the school. Therapy pets or service animals must be registered in the Sandusky Career Center's office before the start of class.

Change of Address and/or Telephone Number

If a student's name, home address, telephone number or email address has changed any time during the student's attendance at the Sandusky Career Center, it is the student's responsibility to inform the instructor and the Career Technical/Adult Education Office, Room 117.

Computers, Network, and Internet

All students must take responsibility for appropriate and lawful use of the network and Internet. Students must understand that one individual's misuse of the network and Internet access may jeopardize the ability of all to enjoy such access. Each student must review, sign, and return the District's Acceptable Use Policy and Agreement and agree to follow the Policy and Agreement.

Copyright Protection

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

Use of Copyrighted Materials

The Federal copyright law (U.S.C. Title 17) governs the duplication, distribution, use and display or performance of all copyrighted materials, which includes printed matter, audiovisual materials, music, movies, television programs, computer software and content from the Internet. Violation of the law can lead to legal action resulting in fines and compensatory damages as well as criminal penalties.

The Sandusky Career Center and Sandusky City Schools' status as a school district does not provide exemption from the law; public schools are subject to its provision. Sandusky Career Center will promote respect for the rights of copyright owners, knowledge of the copyright laws, education of students in those legal issues, and strict compliance with the copyright laws in all activities.

Civil and Criminal Penalties for Violation of Federal Copyright Laws Summary

Copyright infringement is the act of exercising, without permission of legal authority, one of 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. For more information, go to the U.S. Copyright Office website at www.copyright.gov.

Dress Code

The Sandusky Career Center has a liberal dress code; however, students are asked to wear clothing that is appropriate for their program, and is in good taste. Some programs may have a more defined dress code in the interest of safety and program requirements.

Energy Conservation

All staff and students are requested to turn off all equipment and lights which are not needed for instructional purposes in order to promote a more cost efficient facility. All outside doors and windows should be closed tightly and all lights turned off when the last person leaves in the evening.

Emergency Procedures

Instructors and coordinators will review safety procedures with their students during the first class meeting. Safety procedures include evacuation instructions for fire drills and other physical threats, and the relocating of individuals to the designated tornado areas. Evacuation routes and tornado areas are posted in each classroom and/or lab.

Fire Drills

Fire drills will be conducted on a regular basis during the school year. Students enrolled in day time programs will participate in monthly fire drills. There will be one fire drill during the evening hours each semester for a total of two fire drills each year. Students, staff and guests will be alerted to a fire drill or an actual fire by the activation of the school's fire alarm system.

Tornado Drills

Tornado drills will be conducted during the tornado season in the spring. Students, staff and guests will be alerted to a tornado drill or an actual tornado warning by broadcasting a siren throughout the school via the school's public address system.

Safety Drills

School safety drills will be conducted during the school year. During the school safety drill, the instructors will review the appropriate procedures to follow in situations where students must be secured in their classrooms or labs, or be evacuated. Students, staff and guests will be alerted to a school safety drill or an actual school safety threat by the announcement of "Lockdown" over the school's public address system.

Bomb Threat

Bomb threats will be taken seriously by the Sandusky Career Center administration and staff. Threats will be reported to the Sandusky Police Department and the Sandusky Fire Department. Anyone making a bomb threat will be criminally charged and suspended or expelled from the Sandusky Career Center.

Reporting of Criminal Offenses

The safety and security of all students and staff members is of utmost importance to the Sandusky Career Center. Anyone witnessing a crime or suspicious activity on campus should immediately report it to the Career Technical and Adult Director, school resource officer, or evening supervisor.

The Adult Education Office hours are:

Office Hours September - May:
Monday-Friday 7:15 am to 4:00 pm

Office Hours June - August:
Monday-Friday 7:15 am to 2:45 pm

Phone: 419.984.1100

A school resource officer is available on both the main and satellite campus from 7:30 am-3:30 pm, Monday through Friday, September through May

Crime statistics can be found on page 9 under the heading Campus Crime Statistics.

Health & Safety

The health and safety of students, staff and visitors is paramount. Students and staff, who are experiencing an illness of a non-serious nature during class, should excuse themselves from the class and return home. Guests who become ill should also excuse themselves from their visit to the school and leave school property. If the ill student, staff member, or guest is not able to return home or leave school property on their own, then arrangements will be made for someone to pick them up at the school. For students, staff and guests who become seriously ill or injured and are in need of emergency care, the instructor or other staff member will immediately call 911 for assistance. If using an inside District phone line, dial 7911. The next steps are to notify the staff of the Adult Education Office and/or the high school office and complete a school accident report form (Form #73).

Medical contact information for all students is maintained in the student's file located in each coordinator's office. Medical contact information for staff is maintained in an emergency file which is kept in the Adult Education Office.

All incidents of serious illness or injury shall be reported immediately to the Adult Education Office regardless of whether or not the illness or injury occurs at the main site or at the Sandusky High School site. Instructors and/or other staff members are to complete a school accident report form (Form #73) and submit the completed form to the Adult Education Office and their program coordinator prior to leaving work for the day.

Reports of injury and/or serious illness are reviewed by the appropriate program coordinator. Should the incident warrant, the program coordinator will conduct an investigation of the incident to determine cause, accountability, and the need for updating injury/illness procedures?

Injury and illness reports are kept on file in the Adult Education Office.

Food Use

Food and drinks are not to be consumed in labs. Consuming food or drinks in all other areas is at the discretion of the instructor with the approval of the Director of Adult Education. When food or drinks are consumed on these premises we expect staff and students to dispose of all trash in the available receptacles.

Breaks

Breaks for students are at the discretion of the instructor and program coordinators. Students should check with the instructor as to the break and mealtime policy in their program.

Conduct and Behavior

Conduct disruptive to the educational process will not be tolerated.

Examples of such behavior are listed but not limited to the following list:

- Socializing with middle or high school students
- Cheating
- Excessive unexcused absence
- Excessive tardiness
- Unsatisfactory academic performance
- Possession of drugs/counterfeit controlled substances on school property
- Students under the influence of drugs/alcohol
- Disrupting the instructor or class
- Excessive profanity
- Using any tobacco product or smoking within the building, on school grounds or neighboring properties, including electronic cigarettes
- Threats toward another student, teacher, or school official
- Malicious damage to training facility or equipment
- Abusive or dangerous behavior
- Forgery
- Fighting
- Inappropriate public display of affection or any sexual act

The student must meet with the instructor and program coordinator. Dismissal from the program is possible when approved by the Director of Adult Education. This policy will be enforced at any site where the student is receiving training.

Alcohol and Drugs

In support of and in compliance with the Drug Free Schools and Communities Act, the unlawful possession, use or distribution of drugs and alcohol by students on Sandusky Career Center or Sandusky City Schools' property is clearly prohibited. Off campus training sites and clinical sites are considered school property. Failure to comply with this guideline will jeopardize continued enrollment in the school.

Students enrolled in Sandusky Career Center programs shall not knowingly possess, use, sell, give or otherwise transmit, or be under the influence of any intoxicant or drug or counterfeit (lookalike) controlled substance or drug paraphernalia, the possession of which is prohibited by law:

- On property owned, leased by, or under the control of the Sandusky Career Center, including vehicles used for the transportation of students.
- On any public or private property during scheduled school hours including lunch and class breaks.
- At any school sponsored activities or events.

Drugs prohibited by this policy include any stimulant, depressant, cannabis, narcotic or hallucinogenic drugs and alcohol or intoxicants of any kind, but does not include medication that has been prescribed by a medical professional. Medical marijuana is included in this policy, even when prescribed by a medical professional, as it is prohibited by employers and professional licensing boards.

Drug paraphernalia prohibited under this policy is defined as instruments such as pipes, roach clips, rolling papers and/or machines, syringes, hypodermic needles, cocaine spoons or kits and any other items normally or actually used for the packing, conveyance, dispensation or use of drugs. Drug paraphernalia will be subject to confiscation and given to the appropriate local police department. In accordance with state law (ORC 2925.01), a counterfeit controlled substance is defined as follows:

- Any drug that bears, or whose container or label bears a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark;
- Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it;
- Any substance that is represented to be a controlled substance but is not a controlled or is a different controlled substance;
- Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, color, or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.

If a student is suspected of being under the influence of drugs/alcohol, the student will be removed from school property and may be subject to drug testing. Off campus training sites are considered school property. In case of dispute, the grievance policy will be followed.

Health Risks Associated with Alcohol and Drugs

Physical and/or psychological damage may occur when the following substances are abused. Health risks related to the following may include:

Alcohol consumption causes a number of marked changes in behavior. Even low doses impair judgment and coordination, and increase the incidence of aggressive behavior. Very high doses can cause respiratory depression and death. Alcohol intoxication is equivalent to a drug overdose. If combined with other depressants of the central nervous system, the effects of alcohol are multiplied. Repeated use of alcohol can lead to change in tolerance and dependence. Cessation of alcohol can produce withdrawal symptoms including tremors, hallucinations, convulsions, and death. Long-term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the brain and the liver. Women who drink even small amounts of alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. Children of alcoholic parents have a 40 percent greater risk of developing alcoholism than those whose parents are not alcoholic.

Anabolic-Androgenic Steroids 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 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 Large doses of Phencyclidine (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. While relatively rare, flashbacks are the spontaneous reappearance of the drug experience after use has ceased may occur. Psilocybin (magic mushrooms), peyote, and dextromethorphan (DXM) are hallucinogens.

Narcotics are addictive drugs that reduce the user's perception of pain and induce euphoria. The body quickly builds a tolerance to narcotics in as little as two to three days. Narcotics include morphine, codeine, heroin, oxycodone, (OxyContin), hydromophone (Dilaudid), fentanyl (Duragesic), meperidine (Demerol) and propoxyphene (Darvon). In addition to physical side effects and extremely uncomfortable withdraw symptoms, narcotics can be deadly when combined with other drugs and herbal preparations. According to a report released in December, 2015, Ohio had the second-highest number of drug overdose deaths nationwide in 2014 and the

number of deaths continue to soar.

Stimulants High doses of stimulants result in intense personality disturbances including visual and auditory hallucination, delusion, 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 with depressants, depression can make a person vulnerable to suicide.

Cannabis The mood altering effects of marijuana are the result of the chemical delta-9 tetrahydrocannabinol (THC). THC is fat soluble and can remain in the body up to three weeks after smoking one marijuana cigarette. Consequently, even the occasional user can be detected through urinalysis. Research indicates that regular use may have long term effects on the user's brain, heart and reproductive organs. The numerous carcinogenic chemicals found in marijuana make it particularly harmful to the lungs. Loss of memory, lack of motivation, and diminished attention span are some of the effects of regular marijuana use. Long-term use may result in psychological dependence and change in tolerance.

Substance Abuse Resources

There are national organization one can contact for help.

- Alcoholism and Drug Abuse Hotline
Open 24 hours a day
1.800.252.6465
- Cocaine Hotline
Open 24 hours a day
1.800.444.9999
- National Institute on Drug Abuse Hotline
Open 8am-2am Monday-Friday; 11am-2am on weekends
1.800.662.4357

Ohio offers assistance through

- Ohio Office of the Bureau of Drug Abuse
<http://www.ohiodrugrehabilitation.com>
614.466.7893

Local assistance is available:

- Bayshore Counseling Services
1634 Sycamore Line, Sandusky, Ohio
419.626.9156
*A complete range of mental health, chemical dependency,
prevention, intervention and treatment in an outpatient setting*

- Center for Cultural Awareness
416 Columbus Avenue, Sandusky, Ohio
419.621.1117
Focus on outreach, early intervention and prevention of mental health and drug or alcohol needs in the African-American community.
- Erie County Health Department Behavioral Health
420 Superior Street, Sandusky, Ohio
419.624.3353
Offers a complete Circle of Care, a comprehensive continuum focused on providing all levels of mental and behavior health.
- Firelands Counseling and Recover Services Hotline
Open 24 hours a day
1.800.826.1306
Offers emergency services for people facing mental health and drug or alcohol related crisis.
- Sandusky Artisans
138 East Market Street, Sandusky, Ohio
419.621.9377
Provides a range of recovery support, peer and self-help services to persons suffering from substance use disorders and mental illness.
- Genesis by the Lake
100 Chapel Creek Road, Vermilion, Ohio
440.789.6672
Housing for women who seek safe, supportive and sober housing and need the added environmental and emotional support to maintain their sobriety.

Contact any of the resources listed above for referral or assistance. Your anonymity will be respected.

Community Resources

Agency	Address/Contact	Services and Hours
Bayshore Counseling Services	1634 Sycamore Line Sandusky, Ohio 419.626.9156	A complete range of mental health, chemical dependency, prevention, intervention and treatment in an outpatient setting
Center for Cultural Awareness	416 Columbus Avenue Sandusky, Ohio 419.621.1117	Focus on outreach, early intervention and prevention of mental health and drug or alcohol needs in the African-American community.
Erie County Health Dept, Behavioral Health	420 Superior Street Sandusky, Ohio 419.624.3353	Offers a complete Circle of Care, a comprehensive continuum focused on providing all levels of mental and behavior health.
Firelands Counseling and Recover Services Hotline	1.800.826.1306	Open 24 hours a day Offers emergency services for people facing mental health and drug or alcohol related crisis
Sandusky Artisans	138 East Market Street Sandusky, Ohio 419.621.9377	Provides a range of recovery support, peer and self-help services to persons suffering from substance use disorders and mental illness.
Alcoholism and Drug Abuse Hotline	1.800.252.6465	Open 24 hours a day
Cocaine Hotline	1.800.444.9999	Open 24 hours a day
National Institute on Drug Abuse Hotline	1.800.662.4357	Open 8am-2am Monday-Friday 11am-2am on weekends
Ohio Office of the Bureau of Drug Abuse	www.ohiodrugrehabilitation.com 614.466.7893	
Victory Kitchen	1613 Hayes Avenue Sandusky, Ohio 419.627.8732	Open 9am-11am Monday-Friday Open 12pm-3pm Monday-Friday Open 9am-2:30pm Monday, Wednesday, Friday Breakfast Lunch Showers
First Presbyterian Church	265 Jackson Street Sandusky, Ohio 419.625.6261	Open 9am-11am 2 nd and 4 th Saturday each month Breakfast
First Congregational UCC	431 Columbus Ave Sandusky, Ohio 419.625.8105	Open 9am-11am 5 th Saturday each month Breakfast

Agency	Address/Contact	Services and Hours
Ebenezer Baptist Church	1215 Pierce Street Sandusky, Ohio 419.625.4861	Open 8am-10:30am 1 st and 3 rd Sunday each month Breakfast
St. Paul Lutheran Church	2211 Mills Street Sandusky, Ohio 419.625.6800	Open 12pm-1:30pm 4 th Sunday each month Lunch
Crossroads Homeless Shelter Volunteers of America	1843 Superior Street Sandusky, Ohio 419.626.6505	Open 8am-4pm Various services including food boxes and bag lunches
Eagles Nest Church	2126 Pipe Street Sandusky, Ohio 419.626.5081	Open 10am-4pm Tuesday Bread and pastry giveaways
Father's Heart Church	6511 Milan Road Sandusky, Ohio 419.606.0111	Open 2:30pm-4pm last Sunday each month Food giveaway
New Day Family Center	Finch & Warren Streets Sandusky, Ohio 419.626.8730	Open 11am-2pm 3 rd Saturday each month Food giveaway Open 5:30pm-7pm Tuesday Open 11am-12pm Wednesday Diapers
OHgo	419.602.0856 McArthur Park Forest Drive Sandusky, Ohio New Jerusalem Church 1920 Shelby Street Sandusky, Ohio Orlando Pace Park 1130 Wamajo Drive Sandusky, Ohio	Open 1 st and 3 rd Thursday each month 4:00pm-4:40pm McArthur Park Food giveaway 4:50pm-5:30pm New Jerusalem Church Food giveaway 5:50pm-6:30pm Orlando Pace Park Food giveaway
Grace Episcopal Church	315 Wayne Street Sandusky, Ohio 419.625.6919	Open 4:30pm-5:30pm 2 nd and 4 th Saturday each month Supper-Dinner
Holy Angels Church	428 Tiffin Avenue Sandusky, Ohio 419.625.3698	Open 4pm-5pm 2 nd , 3 rd , and 4 th Wednesday each month Supper-Dinner
St. Vincent DePaul	510 Columbus Avenue Sandusky, Ohio 419.625.6655	Open 6:30pm-8:30pm 2 nd and 4 th Thursday each month Food voucher
Salvation Army	3333 Columbus Avenue Sandusky, Ohio 419.626.3862	Open 10am to 12pm Monday – Thursday Food boxes and utility assistance

Agency	Address/Contact	Services and Hours
Community Action Commission (CAC)	908 Seavers Way Sandusky, Ohio 419.626.6540	Call Food boxes and utility assistance
Care & Share	241 Jackson Street Sandusky, Ohio 419.624.1411	Open 9am-10:45am Monday, Tuesday, Thursday, Friday Open 1pm-2:45PM Monday, Tuesday, Thursday Clothing and food Photo ID and address confirmation required
Faith Memorial Church	1320 E. Strub Road Sandusky, Ohio 419.625.6147	Open 10am-1pm 1 st Saturday each month Clothing
Peds-On-Wheels	419.217.7635	Call Serving children newborn to 18 years old. Well child, sick visit, immunizations Uninsured/underinsured
Erie County Health Dept	420 Superior Street Sandusky, Ohio 419.626-5623 Ext. 174	Medical, dental, and community services

Student Harassment Policy

Student harassment is improper, immoral, and illegal and harassment of any type will not be tolerated by the Sandusky Career Center. Sandusky Career Center's goal is to create an environment for all students, employees, and visitors which is fair and free of coercion.

Harassment, intimidation, or bullying is the intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both causes mental or physical harm to the other student, and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment of the other student.

Any individual who believes he/she has been subjected to harassment, intimidation, or bullying should report the incident immediately to the appropriate program coordinator or the Adult Director. The Adult Director will initiate an investigation, establish a protection strategy for the victim and initiate disciplinary action against the student guilty of harassment, intimidation, or bullying.

Sexual Misconduct and Dating Violence

Sandusky Career Center will not tolerate any form of sexual misconduct, sexual harassment, sexual assault, sexual intimidation, sexual exploitation and dating violence. Sexual misconduct is a form of discrimination in violation of 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 visitor at the Sandusky Career Center have a right to an environment free of sexual misconduct, not only by persons in position of power, but by an 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 violation of Sandusky Career Center's policy; it is a form of discrimination and is illegal.

Consent is defined as voluntary, positive agreement between participants to engage in specific sexual activity.

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

Sexual harassment is defined as unwanted sexual attention such as staring, leering, ogling, sexual teasing, jokes, gestures, inappropriate touching, pressures for a date or sex, forced sexual relations or suggestions that sex can be exchanged for grades or a promotion. It can happen to both men and women, but women are more often the victims.

Domestic Violence is defined as 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 is defined as 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.

Stalking is defined as 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 or suffer substantial emotional distress.

Sexual harassment may occur when a person in a position of control or influence over a person's grades, academic career, or job uses authority and power to gain sexual advantages and threatens or punishes for refusal. Another form of sexual harassment is peer harassment (by other students), and includes any of the above unwanted actions (except suggestions that can be exchanged for grades or promotions). Sexual harassment committed by students is a serious offense which could lead to dismissal from the Sandusky Career Center.

If an individual is the victim of sexual misconduct her/she is strongly encouraged to report such incidents to the Adult Director.

If an individual is the victim of sexual assault, formal charges alleging sexual assault occurring on campus may be lodged with the Adult Education Office which will make immediate contact with the Sandusky Police Department in order to ensure a prompt and thorough investigation of the occurrence.

Smoking and Tobacco Products

Smoking and the use of any tobacco product is not permitted within buildings, on school grounds, or neighboring properties. This includes electronic smoking devices such as e-cigarettes. Off campus training sites are considered school property. Observation or evidence of smoking or the use of any tobacco products on school property could result in dismissal from class and could result in a five (5) day suspension from training for full-time students and two (2) class sessions for part-time students. Instructors and evening supervisors will notify the Director of Career Technical and Adult Education who will take appropriate action.

Weapons

Weapons and dangerous instruments are not permitted on school property. Off campus training sites are considered school property. Students shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument. Weapons and dangerous instruments shall include any object that is used or may be used to inflict personal harm or property damage or to threaten to inflict such harm or damage. Failure to comply will be due cause for suspension or expulsion. Criminal charges may also be filed.

Identification Cards and Parking Passes

Full-time day students will receive student identification cards and a parking permit. Students are responsible for their identification cards and parking permits and will be given both at the

beginning of their program. Students should notify their instructor or program coordinator if their identification card or parking permit is lost. Students will be charged a \$5 fee for replacements. The parking permit should be hung on the rearview mirror while the student is parked on school grounds, training sites, or clinical sites.

Class Cancellations

The Sandusky Career Center reserves the right to cancel or delay the opening of any class that has less than sufficient enrollees. All fees will be returned in full if cancellation is required.

Center Closing – Weather

If Sandusky City Schools are closed due to inclement weather or any other reason, announcement will be made on WLEC (1450AM) and WCPZ (102.7FM) radio stations. The Sandusky City Schools website www.scs-k12.net will also display closing notifications. Anyone may also sign up for the District's One Call Now notification system to receive text messages and phone calls announcing school closings. The announcement for the cancellation of day classes will be made by 7:00am. The announcement for evening class cancellation will be made, if possible, by 4:00pm. If Sandusky City Schools are closed, the Sandusky Career Center is closed.

Complaints/Grievance Policy

Students should first discuss their concerns with their instructor in an attempt to resolve concerns or complaints about their program or their instructor at an informal level. If the instructor is unable to resolve the concern or is the focus of the concern, then the student should put their complaint in writing and forward it to the appropriate program coordinator for resolution. If for some reason, the coordinator is unable to resolve the concern at their level, the coordinator will forward the complaint to the Adult Director for resolution.

If a satisfactory solution is not achieved by discussion with the Adult Director, a written request for a conference shall be submitted by the student to the Chief of Staff and Transformation Officer.

Should the student wish to bring the complaint to the attention of Ohio Higher Ed (Department of Higher Education), they may do so by forwarding their concerns, in writing, to:

Ohio Department of Education
25 South Front Street, Columbus, OH 43215
(614) 466-6000 fax: (614) 466-5866
hotline@highered.ohio.gov

Non-Discrimination Equal Opportunities

Programs and services are available to all students without regard to race, color, national origin, sex, age disability or disadvantage status. The Sandusky Career Center will not tolerate harassment of our employees or students. All employees and students are entitled to an environment free from all forms of unlawful discrimination and harassment. Sexual harassment is a form of illegal sex discrimination. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Any member of the school community who believes he/she has been subjected to discrimination or harassment will report the incident(s) immediately to the appropriate program coordinator. The coordinator will attempt to resolve the problem in an informal manner through the following process:

The coordinator will confer with the charging party within five (5) working days of the receipt of the complaint to discuss the complaint.

The coordinator will then attempt to meet with the charged party within ten (10) working days to obtain his/her response to the complaint.

The coordinator may conduct as many meetings as necessary to gather facts.

On the basis of the coordinator's perception of the situation, the coordinator may within thirty (30) days after meeting with the parties, do the following:

Attempt to resolve the matter informally through consultation or formally transfer the complaint to the Director of Career Technical and Adult Education and so notify the parties of this course of action.

After reviewing the complaint and the findings of the coordinator, the Adult Director may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the Chief of Staff and Transformation Officer for termination or expulsion. All matters involving (discrimination) complaints will remain confidential.

Section 4
Admissions Policies

Admission Policy

The Sandusky Career Center maintains an “open admission” policy which states that any person with a high school diploma or GED, valid picture ID, and who meets testing benchmarks on an ACT WorkKeys® placement tests, may enroll in career development and career enhancement adult education programs. Upon payment of required fees, students will be admitted on a first come, first serve basis. Individual programs may have additional entrance requirements. The Sandusky Career Center Adult Director will make the final decision on the admission of all students.

Applicants without a high school diploma or GED, HiSET, or TASC high school equivalence certificate are encouraged to participate in ASPIRE HiSET test preparation. Upon successful completion of the HiSET test certification, applicants are encouraged to re-apply in career-development and career enhancements adult education programs.

The Sandusky Career Center does not discriminate on the basis of race, religion, national origin, sex, disability, or disadvantaged status, and adheres to affirmative action policies.

If the United States Department of Education or the school questions the validity of the high school’s credentials, the institution will first check the “Unacceptable Proof of Graduation” list. If the high school is on that list, it will be judged as unacceptable. If it is not on that list but the institution still questions the validity of the high school credential, we will ask for a transcript from the high school showing classes completed and passed. If we are still not satisfied as to the validity of the credential, we may contact the department of education in the state in which the school is located to ascertain if the high school is approved by the state.

If a student graduated outside of the country, we will determine whether the education is the equivalent of a high school education in the United States.

Tuition and other associated costs must be paid in full or a written payment contract signed prior to the start of any full, part, short-term or special interest course or program unless otherwise stated by the Adult Education office and Adult Director.

Tuition payments must be made in accordance with written payment contract drawn between the student and Financial Aid Coordinator. Failure to comply with the schedule of payments may result in dismissal from the program.

If there is an unpaid balance at the end of the program, the student will not be permitted to take the certification test, will not receive a certificate of completion, and will not participate in graduation ceremonies until paid in full.

Registration for all courses is handled through the office of the Sandusky Career Center.

Diploma Policy

Sandusky Career Center recognizes the following secondary education options as high school diploma or equivalent.

U. S. High School Diploma a copy of the high school diploma must include the appropriate seal and/or signatures or a copy of a signed and dated high school transcript.

U. S. GED, HiSET, and TASC Diploma documentation must include the appropriate seal and/or signatures or a copy of the score report.

Home School diploma or transcripts must be recognized as such in the state where issued. If home schooled, a transcript signed by the parent/guardian, that lists the secondary courses completed by the student and documents the successful completion of a secondary school education; or a secondary school completion credential or homeschool provided for under state law.

If there are concerns about the validity of a diploma/certificate/transcript, Sandusky Career Center will check with the Department of Education in the issuing state in an effort to confirm the existence of the school and its accrediting agencies. If the school cannot be confirmed, the diploma/certificate/transcript will not be accepted. Diplomas/certificates/transcripts that have been altered in any way, will not be accepted.

Foreign Diploma must be translated into English and reviewed by a credential evaluator to determine if it is equivalent to a U.S. diploma. Please visit the National Association of Credential Evaluation Services at www.naces.org to view a list of evaluators. This is for your comparison and we do not recommend one agency above another. Evaluators do charge for this service and it can take several weeks.

ACT WorkKeys®

The ASPIRE program offers free tutoring help to adults seeking help to pass the ACT WorkKeys® tests. The ASPIRE program is located in Room 122 and may be reached by phone at 419.984.1135. To receive this free service students must register with the ASPIRE program, complete required entry level assessments and attend necessary classes.

ACT WorkKeys® Applied Math, Workplace Documents, and Graphic Literacy tests are part of the Sandusky Career Center admission's process. Students must achieve expected target levels specific to the respective program they are seeking admission. Sandusky Career Center will accept a student's ACT WorkKeys® scores for up to five years from the date the tests were taken. First time testing fees are included as part of the application process. There is an additional fee per test for students re-taking ACT WorkKeys®. Students are permitted to retake each of the three tests (Applied Math, Workplace Documents, Graphic Literacy) one time, any subsequent retakes will require remedial help.

Students who have not scored the expected target level after taking the ACT WorkKeys® tests two times, will be required to participate in remediation training such as the ASPIRE program.

After completing 16 hours of documented remedial help, students may retake the appropriate ACT WorkKeys® tests. There will be a \$17 retest fee per test each time a student retakes a test.

Practice for the ACT WorkKeys® tests is available on Key Train at www.keytrain.com or www.ohiomeansjobs.com.

Credit for Previous Training

The Sandusky Career Center will accept transcripts for evaluation, from students with previous training in the field of study in which they are enrolling, according to the following requirements:

- The previous training must align directly to the Sandusky Career Center’s program curriculum
- Transcripts must be presented for review at least 10 days prior to the program start date
- The student must have earned a grade of “C” or better
- Training must have taken place at an accredited school or program.

If credit is granted, the program hours and tuition will be prorated accordingly. The Sandusky Career Center reserves the right, on a case-by-case basis, to not extend credit.

Fees and Tuition

A non-refundable application fee is required for enrollment into full-time, year-long programs and short-term credential program. Tuition payments must be made in accordance with the written payment contract drawn between the student and the Financial Aid Coordinator. Failure to comply with the schedule of payments may result in dismissal from the program. If there is an unpaid balance at the end of the program, the student will not be permitted to take the appropriate certification test will not receive a certificate of completing and will not participate in graduation ceremonies until paid in full.

Student receiving financial aid to complete full-time, year-long programs must have funding in place prior to attending classes.

Student attending short-term programs, and special interest courses must have tuition and other associated costs paid in full or a written payment contract signed prior to the first class meeting.

Refund Policy

All students are subject to the refund policy. The date the office receives notification of the withdrawal is the date used to determine the amount due or refund required. Lack of attendance does not constitute eligibility to receive tuition refunds.

Refunds, when due, are made without requiring a request from the student. Refunds, when due, shall be made within 45 days of the last day of attendance if written notification has been provided to Sandusky Career Center the student, or within 45 days from the date Sandusky Career Center terminates the student or determines the student had withdrawn without providing written notification (unofficial withdrawal). In the event a student does not commence class, withdraws, is terminated, or drops out of his or her program of training, tuition cost and related educational

fees and expenses are subject to refund pursuant to the following guidelines:

Refunds for Classes Canceled by Sandusky Career Center

The Sandusky Career Center reserves the right to cancel a class should there be insufficient enrollment or lack of availability of a qualified instructor. If tuition and fees are collected in advance of the start date of a program and that class is cancelled by Sandusky Career Center, 100% of the tuition and fees collected will be refunded. The refund shall be made within 45 days of the programs planned start date.

Refunds for Students Who Withdraw On or Before the First Day of Class

Students who choose to withdraw from a program must notify the coordinator and the financial aid office. If tuition and fees are collected in advance of the class start date and the student does not begin the class or withdraws on the first day of class, Sandusky Career Center shall retain no more than \$100 of the tuition collected and the portion of fees not already used for the purchase of books, uniforms, tools, or laptop computers. A refund of the remaining balance will be made to the student within 45 days of the class start date.

Refunds for Students Enrolled Prior to Visiting SCC Facilities:

Students who have not visited SCC prior to their enrollment in a class, may withdraw without penalty within three days following either 1) their attendance at a regularly scheduled orientation, or 2) following a tour of the facilities and inspection of the equipment. If the student withdraws within the three day period, 100% of any tuition and fees collected will be refunded. The refund will be made within 45 days of the date of the orientation or the date of the tour and equipment inspection.

Refunds for Students who Withdrawal after the First Day of Class:

Once class has begun, students will be billed for the hours provided up to the first two weeks of any semester, quarter, or term. Once a student has completed two weeks of any financial aid payment period, they will be responsible for that financial aid payment period and its fees in full. This applies to students who do not receive Federal Financial Aid as well as students receiving Federal Financial Aid. Attendance is monitored for each class. In the case of an unofficial withdrawal, the last date the student was involved in an academically related activity, will be the date used to determine the amount to be returned to the federal government. An unofficial withdrawal is when a student stops attending classes, but does not withdraw from those classes or notify the school.

Books Refunds

Any school owned books must be returned at the time of withdrawal. Any books issued to the student must be paid for by the student.

Registration

Registration may be completed in person with payment by cash, check, money order, Master Card, or VISA only. Credit card transactions are charged an additional 2.5% service charge. The Adult Education Office is open Monday through Friday during normal business hours.

Section 5
Financial Aid Policies

Academic Year Structure and Programs

All clock-hour certificate programs must have an academic year with a minimum length of 15 weeks and 600 clock hours, in order for students to be eligible to receive federal financial aid. Students are considered attending on a full-time basis if they are eligible to receive federal financial aid. The following is a list of programs and the amount of hours in each program. Sandusky Career Center bases funding calculations on 900 clock hours.

*For specific fees and tuition costs please consult the Course Catalog as fees vary for each course and academic year.

Full Time Programs (600 hours or more)

Facilities Maintenance	660 Hours
LPN to RN Diploma	1375 Hours
Advanced Cosmetology	1800 Hours
Medical Assisting & Phlebotomy	900 Hours
Sandusky Police Academy	695 Hours
School of Practical Nursing	1210 Hours

Part Time Programs/Classes (0 to 599 hours)

The below listed classes are currently not eligible for financial aid

HVAC	160 Hours
Welding I SMAW	104 Hours
Welding II MIG	104 Hours
Welding III GTAW	104 Hours

Applying for Financial Aid

Students are responsible for completing a Free Application for Federal Student Aid (FAFSA). The FAFSA is processed by the U.S. Department of Education and the results are sent to the school and the student in a document known as a Student Aid Report (SAR). The school cannot determine an award without an SAR. You do not need to wait until you test for a program or have been accepted into a program to start this process. Please read the following instructions carefully.

- **Step 1.** Gather items that will assist you in completing the FAFSA, for example: tax returns, bank statements, untaxed income, assets, child support, etc.
- **Step 2.** Go to fsaid.ed.gov and apply for an FSA ID. If you are a dependent student, a parent must also apply for a FSA ID.
- **Step 3.** Complete a FAFSA form on-line. For classes beginning June 1, 2016 or later, choose the school year 2016-2017. The web address is www.fafsa.gov. Please choose Sandusky Career Center as your school. Our federal school code is 026200. If you are not able to apply on-line please contact the financial aid office.
- **Step 4.** If you provided an email address, the Federal Department of Education will send your SAR by e-mail within 3-5 days. If you did not provide an e-mail address it will arrive

by mail within 3 weeks. If you would like to check the status of your FAFSA, go to www.fafsa.gov or call 1-800-433-3243.

- **Step 5.** If there are any SAR issues that need to be resolved we will contact you and may ask you to schedule an appointment.
- **Step 6.** Once you have passed all sections of the entrance test, been accepted into the program and your SAR has no unresolved issues your financial aid process will be complete.

Citizenship Requirements

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

U. S. Citizen or National

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

Eligible Noncitizen

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

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

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

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

Code of Conduct for Financial Aid Professionals

Sandusky Career Center's financial aid professionals are expected to maintain exemplary standards of professional conduct in all aspects of carrying out their responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, Sandusky Career Center's financial aid professionals should:

1. Refrain from taking any action for his or her personal benefit.

2. Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents he or she serves.
3. Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
4. Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student financial aid.
5. Refrain from soliciting or accepting anything of other than nominal value from any entity (other than an institution of higher education or a governmental entity such as the U.S. Department of Education) involved in the making, holding, consolidating or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory body or as part of a training activity of or sponsored by any such entity.
6. Disclose to his or her institution, in such manner as his or her institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid.

**Adapted from National Association of Financial Aid Administrator's (NASFAA) Professional Code of Conduct.*

Cost of Attendance/Course Fees

Course fees are set to cover operating expenses. Course fees should be paid before the beginning of the first class session. Many employers and agencies will pay tuition for students who are attempting to enhance their skills for their job. Please check with your employer to see if this option is available at your workplace. The Adult Education Office will direct bill your organization for your tuition if authorized by your employer.

In special circumstances, a payment schedule may be set up with the Adult Education Director. These arrangements need to be set up prior to the beginning of class. Please call the Financial Aid Office during the day to set up this payment arrangement. Certificates of completion will be held until all fees are paid.

Before applying for financial aid, students and parents should assess all of the costs of attending Sandusky Career Center. The Financial Aid Office establishes standard budgets, which reflect average costs for students during a typical period of enrollment. Actual expenses vary among students depending on life styles, priorities and obligations. To assist applicants in determining their need to meet all costs of education, direct and indirect, a schedule of tuition and fee costs has been provided in each course description. Indirect Costs include personal expenses, room/board, transportation, child care and loan fees.

**Some tuition/fees may be estimated and could be subject to change.*

Default Management Plan

The purpose of the Default Prevention and Management Plan is to promote student and school success by increasing retention and reducing delinquency and default. Sandusky Career Center will benefit by avoiding any limitations on participation in the loan programs due to excessive cohort default rates (CDRs). Students' will benefit from having continued access to Title IV Student Financial Assistance Programs, learning good debt management practices, and

establishing a healthy credit history. Sandusky Career Center is actively committed to promoting student success by helping students learn, graduate, obtain employment, and demonstrate financial responsibility through repayment of the funds borrowed to finance their education.

Consequences of Default for Borrowers

Borrowers who default on student loans face serious consequences. Stafford Loans are considered in default after 270 days without payment. At the time of default, outstanding interest is capitalized and collection fees may be added, resulting in a loan balance that is higher than the amount borrowed. Defaulted loans are reported to credit bureaus, causing borrowers to sustain long-term damage to their credit rating. Defaulters may also face difficulty in securing mortgages or car loans, may have their wages garnished, and their federal income tax refunds and other federal payments seized. Until the default is resolved, collection efforts continue and the defaulter will be ineligible for additional federal student aid.

Consequences of Default for Schools

Institutions may face serious consequences due to high cohort default rates which include the loss of participation in the Direct Loan and/or Pell Grant programs. It is an objective of the Sandusky Career Center Financial Aid Office to reduce defaults, promote student and school success, help preserve the integrity of the loan programs, and reduce costs to taxpayers.

The following strategies are used to manage Sandusky Career Center's cohort default rate and promote responsible student borrowing:

- Awarding aid based on Sandusky Career Center's established student cost of attendance and annual federal loan limits.
- The Sandusky Career Center Financial Aid Office will offer loan counseling and provide financial literacy resources to borrowers throughout their attendance at the college – from enrollment, throughout attendance, and up to graduation or withdrawal.
- The Sandusky Career Center Financial Aid Office monitors both entrance and exit counseling information to ensure that the required forms are completed by every student who has had a loan certified by Sandusky Career Center.
- The Sandusky Career Center Financial Aid Office will conduct a periodic review of defaulters to discern who is defaulting and why. A review of data can assist in determining common characteristics among defaulters. Causes for defaults may include: absent or incomplete internal procedures, practices, and communication, particular programs and course requirements or structure, and ineffective counseling.
- In order to maintain eligibility for financial aid, students must be making progress toward a certificate.
- Students who were on financial aid or academic removal and subsequently reinstated via the appeal process may have loans reduced or eliminated until satisfactory academic progress is reestablished.
- Exceptions may be approved by the Director of Career Technical and Adult Education and Financial Aid Office.

Dependency Override Policy

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

Dependency Status

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

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

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

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

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

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

In some instances you may apply to receive what is called a Dependency Override. Only the Financial Aid Office can make that decision and circumstances must be in line with Sandusky Career Center's Override Policy.

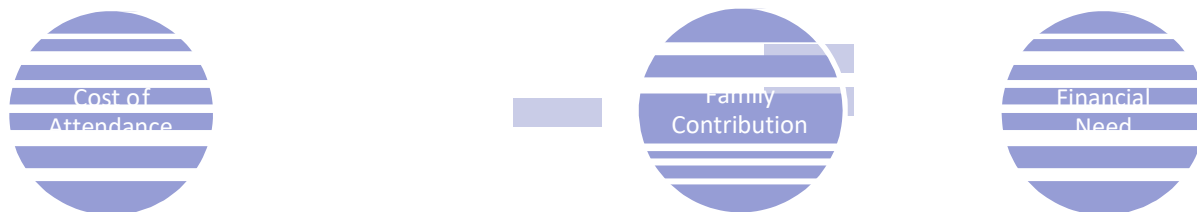
Determining Eligibility

Financial assistance is awarded to bridge the gap or to supplement the amount that you and your family are reasonably able to contribute toward your educational expenses. A Federally approved system of need analysis is used to calculate your Pell Grant award. In order to perform this

evaluation, it is necessary for you to complete the Free Application for Federal Student Aid with information concerning your family's financial strength such as income and assets, size of family, number in college, and any unusual circumstances or expenses which you face.

The Concept of "Needs Analysis"

Needs Analysis is based on a simple formula of the cost of the student's education minus the family contribution determined by the FAFSA. The end product is what the student is eligible for in financial assistance. Below is a detailed breakdown:



***Cost of Attendance:** (Tuition, fees, transportation, personal, etc.)

***Family Contribution:** (What you and your family are able to contribute toward your educational costs)

***Financial Need:** (Grant or other resources you can receive)

***Cost of Attendance varies by program.**

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

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

- Register with the Selective Service if you are a male who is at least 18 and born after 12/31/59.
- Not be incarcerated in a federal or state penal institution.
- Have a high school diploma or GED.
- Have a valid Social Security Number
- Sign a statement on the Free Application for Federal Student Aid (FAFSA) certifying that you will use federal student aid only for educational purposes.
- Sign a statement on the FAFSA certifying that you are not in default on a federal student loan and that you do not owe money back on a federal student grant.
- Not have been convicted under federal or state law of the sale of or possession of drugs. (You may still be eligible depending on the number of offenses and when they happened.)
- Must provide information in order for school to obtain financial aid history.
- May not have property that is subject to a judgment lien for a debt owed to the United States

Government.

Disbursements

All financial aid funds are disbursed by the Sandusky City Schools Treasurer's Office and students are notified of all monies applied to their account. The first disbursement is made approximately 30 days after the program begins and subsequent disbursements are made approximately 30 days after the beginning of each payment period, providing the student meets satisfactory progress standards. The number of payment periods is based upon the number of hours in the program.

- Prior to the student entering a program he/she receives an award letter from the Financial Aid Office. The award letter shows the amount of Title IV Aid and the estimated disbursement dates.
- At the time of disbursement the Sandusky Career Center notifies each student of the amount of aid to be applied toward his/her account for tuition and other fees.
- The Sandusky Career Center will credit the student's account for the amount of each disbursement once the school receives the funds. If it is determined that more funds have been provided than the student owes for tuition and other fees, the excess funds become available to the student within 14 days of the date a credit balance was created.
- Refund checks will not be released to anyone except the student, or the parent in the case of a Plus loan. Photo identification and signature are required at time of release.

Family Education Rights & Privacy Act (FERPA)

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

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

- Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies.
- Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the 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 commenting on the contested information in the record.
- Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to

disclose records, without consent, to the following parties:

- School employees who have a need to know.
- Other schools to which a student is transferring.
- Certain government officials in order to carry out lawful functions.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for the school.
- Accrediting organizations.
- Individuals who have obtained court order or subpoenas.
- Persons who need to know in cases of health and safety emergencies; and state and local authorities within a juvenile justice system, pursuant to specific state law.

Schools may also disclose, without consent, directory type information such as student's name, address, telephone number, date and place of birth, honors and awards, 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.

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

Retention Rate

The following information is being disclosed as required by the Student Right-to-Know Act. The information reflects a Fall Cohort of first-time, full-time students, and their status as of the following Fall. . This information is for reporting purposes only and may not accurately represent total enrollment of our school.

Rate=73 %

Graduation/Completion Rate

The following information is being disclosed as required by the Student Right-to-Know Act. The information reflects the first-time, full-time students, who completed/graduated within 150% of the normal time allowed for their program. This information is for reporting purposes only and may not accurately represent total enrollment of our school.

Rate=73 %

Return of Title IV Funds

Return of Federal Financial Aid Policy

Sandusky Career Center students who receive federal financial aid and do not complete their classes could be responsible to repay a portion of the aid received according to federal law. The

following information will help you understand what could happen if you withdraw from or stop attending classes before the end of the program for which you are receiving federal financial aid.

What is the law

Federal law requires schools to calculate how much federal financial aid (Title IV Funds) a student has earned if he/she withdraws or stops attending before completing the class within 45 days of the original drop. Federal financial aid covered under this regulation includes Federal Pell Grants and Federal Direct Loans. Sandusky Career Center will return funds or make a post-withdrawal disbursement within 45 days of a student's departure from a program.

Who is affected by this regulation

This regulation applies to students who receive federal financial aid AND who withdraw or stop attending classes prior to the 60% completion point of a class (hours vary by class 600, 900, or 1270 hours) or of a specific payment period (300 or 450) and is based on scheduled hours.

Example: A student that completes 272 hours in a payment period of 450 would have earned all of their financial aid for that period (it is over 60% completion).

Example: A student that completes 152 hours in a payment period of 300 would have not earned all their aid and the school would be required to complete an R2T4 worksheet to determine the amount of aid that has to be returned.

How do I earn my financial aid

Students who receive federal financial aid must earn the aid they receive by staying enrolled in classes. The amount of federal financial aid earned is proportionate to the number of hours the student remains enrolled. Unearned financial aid must be returned to the federal government. Recipients of federal financial aid will be required to repay a portion of aid received if they withdraw from, or stop attending class prior to 60% completion of the payment period. The calculation for the return of these funds can result in the student owing money to the school.

Calculations & Post Withdrawal Disbursements

Sandusky Career Center will use the official withdraw date (see Withdrawal Policy) to complete the R2T4 calculations to determine whether funds need to be disbursed or returned. In most cases, only refunds will be completed however; in the event that funds are not drawn in before a student drops and aid is earned a post withdrawal disbursement will have to be completed. The post withdrawal disbursement will be based on the R2T4 worksheet and in accordance with federal law. Sandusky Career Center will notify the student in writing of any case where a post withdrawal disbursement is needed. If a student is receiving only Pell grant funds in the post withdrawal disbursement Sandusky Career Center will automatically draw in funds on behalf of the student within 30 days of the determination. If loan funds can be part of the post withdrawal Sandusky Career Center will need student's consent in writing to do so. Sandusky Career Center will require that the student respond in writing to the notification sent giving consent or rejecting the disbursement. The notification will include borrower rights, all aid that is eligible to be disbursed, amount owed to Sandusky Career Center, and amount student will have to pay if disbursement is rejected.

Return of Funds Order of Return

Funds will be returned in the following order:

Unsubsidized Direct Student Loans

Subsidized Direct Student Loans

Federal Plus Loan

Federal Pell Grant

Satisfactory Academic Progress

According to Federal and State regulations, students receiving financial aid must maintain Satisfactory Academic Progress (SAP). The Satisfactory Academic Progress Policy addresses your academic progress during all periods or which you are enrolled, including summer, whether or not you receive financial aid during those periods.

The financial aid office at Sandusky Career Center will monitor a student's academic progress as a condition of eligibility for financial aid. Sandusky Career Center will review a student's academic progress in a program at the end of each payment period to determine if a student is eligible for a subsequent Title IV payment (otherwise known as a financial aid disbursement). This evaluation takes place at the point when the student's scheduled clock hours for the payment period have elapsed, regardless of whether the student attended the hours. A student is considered to make SAP when the following requirements are satisfied:

1. Qualitative Standard (cumulative grade average) – Students must maintain a minimum cumulative grade average of 70% or “C”.
2. Quantitative Standard –
 - a. Pace of Progression – Students must complete a minimum of 90% of the possible clock hours each payment period.
 - b. Maximum Time Frame – Students must complete their program within 150% of the published length of the program as measured by clock hours and expressed in calendar time.

Example: A program is 1200 hours, 40 weeks long
 $40 \text{ weeks} \times 150\% = 60 \text{ weeks maximum time frame}$

If a student meets SAP, they are considered to be “financial aid eligible” and will receive the subsequent financial aid disbursements.

If a student does not meet SAP, the following applies:

- 1st violation – Students are sent a financial aid warning letter with a copy of the SAP policy.
- 2nd violation – Students are sent an ineligible for aid letter. Students can appeal the ineligibility, if there were mitigating circumstances, to be placed on financial aid probation.

Appeal Process

A student may appeal the suspension of financial aid eligibility based on mitigating circumstances (see definition of mitigating circumstances below). A SAP appeal form is available from the Financial Aid office and on the Sandusky Career Center website.

Mitigating Circumstances

Mitigating circumstances are situations beyond the student's control and created an undue hardship that caused the student's inability to meet SAP standards.

Examples of mitigating circumstances include but are not limited to: death of an immediate family member, injury to the student or an immediate family member, or illness to the student or an immediate family member. Documentation for all circumstances must be provided. The following reasons DO NOT qualify as mitigating circumstances: difficulty of course, dislike of teacher or teaching method, immaturity, and changing programs.

Appeal Decisions

All appeals will be reviewed by the Director of the Sandusky Career Center. The appeal decision is final and written notification of the decision will be delivered to the student. Appeal decisions will be one of the following:

1. Financial Aid Probation – An approved appeal places the student on Financial Aid Probation. The probation period is one period only and students MUST meet SAP standards at the conclusion of the probation period. Student's progress will be reviewed at the conclusion of the assigned period. Failure to meet requirements will result in immediate cancellation of aid eligibility and future appeals may be denied.
2. Denied – Denial of the appeal will mean the student is not eligible for financial aid benefits.

If a student's aid is terminated, other arrangements must be made to cover the remaining cost of the program or the student will be removed from the program.

If financial aid eligibility is lost, a student can regain eligibility. This can be done only by taking action that brings the student into compliance with both the qualitative (grade average of 70% (C) or better) and quantitative (90% attendance) components of the SAP policy.

Remedial Courses

Sandusky Career Center does not grant credit for remedial courses.

Transfer Credits

If the teacher or admissions office decide to grant a student transfer hours from another institution, the hours will count towards their completion rate.

Repeated Credits

Repeated course work will count towards total hours completed.

Second Degree

If a student pursues a second degree, credits and grades not related to the second degree will not be included in determining their satisfactory progress. All other satisfactory academic requirements will have to be met for the second degree program.

Change in Majors or Degrees

If a student changes majors or degrees, credits and grades not related to the new major/degree will not be included in determining their satisfactory progress. All other satisfactory academic requirements will have to be met in the new major or degree program.

Withdrawals

Withdrawals, whether passing or failing, are counted as hours attempted if they occur after the add/drop period has ended.

Incompletes

Sandusky Career Center does not issue a grade of Incomplete, however the hours attempted are counted. If the student does not complete the work in the specified time the final grade will be an F, which negatively impacts the grade point average.

Returning Students

If a student is reinstated to a program or transfers to a different program, their SAP status will follow. Financial Aid may not be available upon reinstatement or transfer, depending on previous academic progress. A student who is ineligible for aid will be responsible for paying all tuition/fees.

Grievance Procedure

All faculty members are concerned with the development of each student. Realizing that school related problems may occur, the following procedure is initiated:

- A conference with an instructor should be requested during the next work day.
- If the problem is unresolved during the instructor/student conference, the student should request a meeting with the program coordinator. This request should be made within two (2) working days of instructor/student conference.
- If the problem is unresolved, the student shall file a written grievance with the Adult Director (or designee) fully describing the grievance within two (2) working days of the meeting request.
- The Adult Director may schedule a meeting with the student. The student and student's selected counsel, the program coordinator and the involved faculty member may attend.
- Should the grievance procedure not be resolved at the Adult Director level, an opportunity for appeal to the Chief of Staff and Transformation Officer shall be provided. The appeal should be sent to the Chief of Staff and Transformation Officer in writing within three (3) working days of the Adult Director meeting, and the Chief of Staff and Transformation Officer may schedule a meeting with the student. This meeting may be attended by the student and student's selected counsel, the program coordinator, the Adult Director, and the involved faculty member.
- Should the grievance procedure not be resolved at the Chief of Staff and Transformation Officer's level, an opportunity for appeal to the Sandusky Career Center Board of Education shall be provided. The appeal should be sent in writing to the Sandusky City Schools Board of Education within three (3) working days of Chief of Staff and Transformation Officer-student conference, and the Sandusky City Schools Board (or its designee) may schedule a meeting with the student prior to the final resolution of the grievance. This meeting may be attended by those listed: the Adult Director, Chief of Staff and Transformation Officer, the student and

student's selected counsel, the Program Coordinator and the involved faculty member.

Special Circumstance Appeal

The EFC formula is basically the same for all applicants and prior year income is used in the calculation. The financial aid officer has the authority on a case by case basis to adjust certain data elements for a student with special or unusual circumstances. Some examples of acceptable appeals are as follows:

- **Loss of income due to non-disability related unemployment** – Student, spouse, or parent(s) has lost employment (due to layoff or involuntary resignation) since the last tax year reported on most recent FAFSA. If unemployment is temporary and individual is actively seeking employment, you must wait until six months after date of unemployment before submitting a Special Circumstance Petition for this reason.
- **Loss of income due to disability or natural disaster** – Student, spouse, or parent(s) has not been able to earn money the way it was earned in the last tax year reported on the FAFSA. This must be due to a disability or natural disaster that occurred since the end of the last reported tax year.
- **Occurrence of one-time income** – Student, spouse, parent(s) received a one-time lump sum (such as inheritance, retirement, IRA distribution, etc.) that was reported on the 2013-2014 FAFSA but is not expected in the future.
- **Separation or divorce** – Student (or your parents, if dependent) have separated or become divorced since the time the FAFSA was filed.
- **Death** – Your parent (or spouse, if independent) received income for the most recently reported tax year, but passed away after you completed the FAFSA.
- **Filing status** – You disagree with the definition of a Dependent Student, as outlined by the U.S. Department of Education, as it applies to you.
- **Elementary or secondary tuition costs** – You or your parents are paying elementary and secondary tuition costs during the 2013-2014 school year for dependent children.
- **Medical or dental expenses** – You or your parents paid medical or dental expenses not covered by insurance that exceeds 10% of your income during 2012.
- **Marriage of Student-** Student has been married since the date that the FAFSA was filed.

If you feel that you have a special circumstance please contact the financial aid office to discuss your situation and find out what documentation is needed. After reviewing all documentation the financial aid office will make a decision to approve or deny your request and will notify you of the outcome. The decision is final and cannot be appealed to the Federal Department of Education. Please note that the use of professional judgment is allowed but not required of the school. Students will be asked to provide detailed documentation for the appeal. Documentation varies based on the appeal type but a verification worksheet, tax return, and W-2's will be required in every case.

***Any voluntary job loss and/or reduction of overtime wages will not be considered a special circumstance unless the student is able to prove non-fault or hours are cut below 40 hours per week.**

Types of Aid

Students in clock-hour certificate programs may qualify for the Federal Pell Grant and the Federal Direct Stafford Loan. To be considered for aid, students must complete a Free Application for Federal Student Aid (FAFSA) for the appropriate financial aid year. Students needing assistance may contact the financial aid officer.

Federal Funding

Pell Grant – Based on need. No repayment. Maximum amount for 2016-2017 is \$5,815. The amount of Federal Pell Grant Funds a student may receive over his/her life time is limited by federal law to be the equivalent of six years of Pell Grant funding.

Direct Subsidized Stafford Loan – Based on need and repayment normally begins six months after you leave school. No interest is charged while the student is in school at least half-time, and during grace and deferment periods. Maximum amount is \$3,500 (1st year) for both independent and dependent students.

Direct Unsubsidized Stafford Loan – Not need based and repayment normally begins six months after you leave school. Borrower is responsible for interest during the life of the loan. Maximum amount is \$9,500 (1st year) less any subsidized money for independent students, and \$5,500 (1st year) less any subsidized money for dependent students.

Interest Rates

Fixed rates for loans first disbursed on or after 7/1/2017 and 6/30/2018

- Subsidized: 4.45%
- Unsubsidized: 4.45%
- Direct Plus Loans: 7.0%

***NOTE: Federal student loans will not be certified until the ISIR or SAR has been received and the student's financial aid file is complete.**

Code of Conduct Regarding Student Loans

Sandusky Career Center adopts and adheres to the Code of Conduct established by the National Association of Student Financial Aid Administrator's (NASFAA). www.nasfaa.org.

Entrance and Exit Counseling Sessions

Recipients of the Federal Stafford Student Loans are required by Federal regulations to complete Entrance and Exit Loan Counseling sessions. An Entrance session must be completed prior to the student receiving the loan proceeds. An Exit session must be completed at the time of graduation or at the time of departing school. A hold will be placed on the student's record if the Exit session is not completed at that time. Information provided at these sessions should include but is not limited to:

- Entrance Interview and Exit Interview

- Overview of all sources of aid
- Financial planning for loan repayment
- Terms/conditions of various loan programs
- Loan application process repayment options
- Repayment obligations
- Deferment/Forbearance/Cancellation provision
- Obligation to keep lender informed
- Obligation to maintain satisfactory progress
- Consequences of delinquency/default
- Personal financial planning
- Name and address of lender
- Importance of keeping loan documents
- Estimated monthly payment information
- Borrower's rights and responsibilities
- Information on Ombudsman
- Consequences of delinquency/default
- Master Promissory Note function

Repayment Estimator

This chart may be used as a guide to estimate monthly payments for a standard repayment schedule based on a 6.8% interest rate and the principal balance of the loan when it enters repayment.

<u>Amount Borrowed</u>	<u>Monthly Payment Amount</u>	<u>Total Number of Payments</u>	<u>Total Interest Paid at 6.80%</u>
\$ 3,500	\$ 50	90	\$ 971
\$ 4,000	\$ 50	107	\$1,344
\$ 4,500	\$ 52	120	\$1,714
\$ 5,500	\$ 63	120	\$2,095
\$ 7,500	\$ 86	120	\$2,857
\$ 8,000	\$ 92	120	\$3,048
\$10,000	\$115	120	\$3,810
\$12,000	\$138	120	\$4,572
\$14,000	\$161	120	\$5,333
\$16,000	\$184	120	\$6,095
\$18,000	\$207	120	\$6,857
\$20,000	\$230	120	\$7,619

Deferments –Under certain circumstances a borrower may defer or postpone repaying a Stafford Loan. Deferments for subsidized Stafford Loans apply to both principal and interest. Deferments for unsubsidized Stafford Loans, Plus Loans and Federal Supplemental Loans for Students loans apply only to principal. For more information about the types of deferments and eligibility requirements you can visit www.studentloans.gov .

National Student Loan Data System (NSLDS)

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

Military Veteran's Funding Options

**Note: Per the Office of Veteran's Affairs, as of July 1, 2013, only classes that have no online coursework are eligible for VA Funding.*

Chapter 30 Montgomery GI Bill® Active Duty Educational Assistance Chapter 31 Vocational Rehabilitation

Chapter 32 Veterans' Education Assistance Program Chapter 33 Post 911

Chapter 35 Survivors' and Dependents' Educational Assistance

Chapter 1606 Montgomery GI Bill® Selected Reserve Educational Assistance Program Chapter 1607 Montgomery GI Bill® Selected Reserve Educational Assistance Program

Full-time programs are approved for students who are eligible to use these benefits. To apply online or get more information on the educational benefits listed above, please visit the VA website at <http://www.gibill.va.gov>. Once the student has completed the VA application and has enrolled in the program the enrollment office will certify the VA application.

If you have not ever applied for educational benefits you need the following

DD-214 Discharge papers (Certified Copy) VA22-1990 Application for Educational Benefits

DD-2384 Notice of Basic Eligibility (NOBE) for members of Selective Reserve (See your Commanding Officer for this document)

If you have used educational benefits in the past

VA22-1995 Request for a Change of Location or Place of Training

VBTA Policy

Sandusky Career Center in accordance with the Veterans Benefits and Transition Act of 2018 will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs. This policy is limited to tuition funds paid by the U.S. Department of Veteran Affairs.

State, Local, and County Funding

Bureau Of Vocational Rehabilitation (BVR) - Financial assistance may be available from this local agency for students with physical, mental or emotional disabilities that present a handicap to employment. Partial to total aid may be available to cover tuition, books, and supplies. Contact your local or area Bureau of Vocational Rehabilitation office.

Workforce Innovation and Opportunity Act (WIOA) - Financial assistance may be available from this program for students who qualify. Partial to total aid may be available to cover tuition, books and supplies. Please contact your local county Jobs One-Stop center for more information and eligibility requirements.

Trade Adjustment Assistance (TAA) – Financial assistance may be available for students who have lost jobs or had hours and wages reduced because of foreign trade. Contact your employer or your local county Jobs One-Stop center for more information and eligibility requirements.

Verification Policy and Procedures

The school is responsible for verifying the accuracy of the financial data used to calculate the student's expected family contribution (EFC). If there is an asterisk (*) next to EFC number on the SAR or ISIR, it means that the student has been selected for verification by the U.S.

Department of Education, to verify the information on the student's Federal Application. The school may also select a student for verification. If a student files on-line and is flagged for verification the Financial Aid Office sends a letter to the student requesting a copy of their Tax Transcript and the Verification worksheet(s) depending on what verification group they are flagged in, to be completed. The Financial Aid Office then makes any necessary corrections and submits them electronically to the Dept. of Education. If a student requires a Financial Aid advisor to assist them in completing the FAFSA then the student is required to bring their Federal Tax Transcript and completes the Verification worksheet(s) during the meeting. No funds will be disbursed prior to verification being completed. If a student's award changes as a result of verification/correction, a revised award notification will be sent within two weeks of the completed verification/correction process.

Required Verification Items

- Household Size
- Number Enrolled in College
- Adjusted Gross Income (AGI)
- U.S. Income Tax Paid
- Certain Untaxed Income and Benefits
- SNAP Benefits
- Child Support Paid/Received
- Identity Statement/Educational Intent
- High School Completion Status

Note: The above items are required to be verified; however, the Financial Aid Office is obligated to address any other discrepancies and request documentation to resolve them.

Acceptable Documentation

- V1 – Verification worksheet and IRS transcript (if tax information was not imported into the FAFSA).
- V2 – Verification worksheet and proof of SNAP benefits received.
- V3 – Verification worksheet and proof of child support paid.
- V4 – Verification worksheet, proof of identity and high school completion; and same documentation as V2 and V3 if applicable.
- V5 – Same as V1 and same documentation as V2-V4 if applicable.
- V6 – Verification worksheet and documentation of untaxed income.

Staff Contact for Financial Aid

Crystal Cook-Gibson
Financial Aid Coordinator
419-984-1104
ccook@scs-k12.net

Section 6
Student Services

Assessment Services

Career assessments are available to prospective students and current students who want to learn more about the types of occupations that match their interests, skills and values. Assisting individuals in identifying and selecting an appropriate training program is a responsibility staff takes seriously. The Self-Directed Search (SDS) is a skill and interest assessment available through Sandusky Career Center to help individuals select an appropriate program. The SDS is also available in paper and pencil format.

Counseling Service

The Sandusky Career Center instructors provide counseling to students regarding employment and employment opportunities. Several Sandusky Career Center staff members have previous experience working in local, state, and county offices of the Ohio Department of Jobs and Family Services where they assisted clients with employment services. In addition, other Sandusky Career Center employees may also be called upon to work with students regarding various types of counseling services such as (1) the recruitment, orientation and selection of students; (2) career development guidance; (3) assistance to any student who may be having academic and/or personal problems; (4) instructor support regarding students' needs; (5) specialized testing; and (6) other related services.

Students needing any services not available on campus may be referred to an agency for further assistance.

Placement Services

The Sandusky Career Center Program Coordinators provide career development and career enhancement program completers with placement assistance in regard to cover letters, resumes, job search skills, interviewing skills, and employment leads. These services are provided through group and/or individual sessions. The Program Coordinators and program instructors will work with local business and industry to obtain employment leads for program completers. The Program Coordinators will also conduct follow up with the completers and employers of completers to collect and record data regarding job placement.

Academic Advisement Services

Sandusky Career Center provides academic advisement services to assist prospective and current students in planning and completing their occupational educational programs. Academic advisement at Sandusky Career Center is comprised of career counseling, the use of skills and interests assessments, pre-enrollment testing, program entry requirement advising, program registration, funding assistance information, information regarding local social services assistance agencies and programs, referrals to outside agencies for counseling regarding life issues posing barriers to education, job search and employability skills training and advising and continuing education advising.

Disability Services for Students

Sandusky Career Center provides equal access and accommodations to students with disabilities enrolled at Sandusky Career Center. Students with disabilities must notify the instructor, program coordinator, or Transitions Coordinator of their disability and desired services prior to the start of the program or class. Sandusky Career Center works with Sandusky City Schools' Student Services Department to provide assistance to students with disabilities.

Section 7
Program Policies

Attendance Policy

Attendance will be carefully monitored during all career development and career enhancement training programs. Students will sign-in upon reporting to class on the class attendance form. A student must sign personally – no one is permitted to sign for another person. The student will also record on the class attendance form if he/she arrives late or leaves early. It is the responsibility of the student to notify the instructor or the Adult Education office in advance when an absence is expected.

At the end of each month of program participation, the student must demonstrate completion of at least 90% of the schedule clock hours. Less than 90% cumulative attendance at the end of this period will result in a documented verbal warning. If attendance has not reached 90% by the end of the next month, a written attendance probation warning will be issued. Two written attendance warnings will result in being dismissed. The program coordinator will issue both verbal and written probation warnings.

Public Safety and Advanced Cosmetology programs require 100% attendance. All missed hours have to be made up for successful completion of the program.

Health programs have additional attendance requirements and policies. Please refer to the program's specific supplements for the additional information.

Re-Entrance for Unsatisfactory Attendance Policy

A student will be permitted to apply for re-enrollment for the next program start, if the causes for unsatisfactory attendance have been resolved and all financial obligations have been paid in full.

Tardiness/Early Leave Policy

A student reporting late or leaving early from scheduled class activities will be marked accordingly on the attendance record. The amount of time lost will be based on 15-minute intervals. Time will count towards absence time (see Attendance Policy)...

Make-Up Work Policy

The student is allowed the number of days equal to the number of days absent to complete all make-up work, as long as absences meet Attendance Policy guidelines. Previously announced student responsibilities, such as tests and projects, are due on the day originally scheduled or the first day the student returns to class.

Policy for Granting a Certificate upon Satisfactory Completion of Training

A student who satisfactorily completes their career development or career enhancement program and has paid all associated fees in full will be awarded a certificate of completion. Depending on the program area, students may need to pass licensing exams given by various state boards or other such credentialing authorities before being permitted to practice in Ohio.

Transcripts

A hard copy transcript is given to students upon completion of his/her program. This transcript is included with the documents that comprise the student's Career Passport. Transcripts contain the student's name, address, dates of enrollment, program of study, and a listing of completed courses with corresponding grades. Students may request additional copies of transcripts by completing the Transcript Request Form available in the Adult Education Office.

Program Completion Requirements

The Requirements for long-term program completion are listed below:

- A "C" average or higher. (A higher grade may be specified by individual program of study)
- Attendance rate not less than 90% (A higher percent may be specified by individual program of study)
- Payment of all outstanding obligations to the school

Career Passports will be awarded at program completion. The Career Passports include the certificates, lists of the skills and competencies mastered within each program, a transcript, a resume and WorkKeys® scores. Students who do not complete a program can receive a certificate for those hours and/or courses successfully completed with the skills obtained as long as payment of all outstanding obligations have been made to the school.

National Technical Honor Society

The National Technical Honor Society was founded in 1984 in schools and colleges throughout the United States, to recognize the achievement of outstanding students --- students who are committed to excellence, values, and courage, as well as achievement. Once students complete 75% of the program clock hours, program coordinators nominate students who have maintained an equivalent of a 3.5 gpa or 3.25 gpa for practical nursing students, 90% attendance rate, and exhibit a high standard of personal and professional conduct.

Once students are nominated students are required to complete the National Technical Honor Society application, submit a written letter explaining why they should receive this honor, and submit a letter of recommendation from anyone except a family member or program coordinator or instructor. Students meeting all requirements will receive a pin, tassel, and honor cord from the national organization during the graduation ceremony.

Academic Probation Policy

Students earning less than an average grade for any grading period may be placed on academic probation for a thirty (30) day period. Students placed on Academic Probation who do not make satisfactory progress and/or achieve a grade of average or higher during the probationary period may be dismissed from the program. The appropriate funding agency will be notified as needed if a student fails to make satisfactory progress during a probationary period. The appropriate program coordinator and Transitions Coordinator will meet with all students on academic probation to recommend a specific course of action. A student on academic probation is not eligible to receive financial aid (Pell Grant payments, Stafford loan, etc.). Students in the health and public safety programs should refer to their program specific supplements for grade

requirements and academic probation information.

Conditions for Re-Entrance after Unsatisfactory Progress

A student will be permitted to apply for re-entry into a training program at the next appropriate start date if the cause for unsatisfactory progress has been corrected.

Dismissal Policy

The Sandusky Career Center must operate in accordance with rules and regulations as set forth by the Board of Education and school administration. Thus, students may be subject to disciplinary dismissal for conduct disruptive to the educational process. A student may be dismissed for lack of progress or misconduct, fighting, harassment, theft, cheating, disruptive behavior, not following directions from instructors, excessive absence, or insubordination.

Students who have unacceptable conduct will be notified in writing and placed on disciplinary probation for a period of time not to exceed a class, a quarter or a term. . Students who do not show improvement during the probationary period may be dismissed. A record of dismissal will be maintained.

Withdrawal Policy

Students planning to withdraw should meet with the appropriate program coordinator and/or Transitions Coordinator. Non-attendance does not constitute an official withdrawal. After three consecutive class days of non-attendance, without notification to the school, phone calls and/or letters will be issued to the student to find out the student's intentions. After 14 days of non-attendance, without acceptable documentation, the student will be dropped from the class and refunds will be based on last day of attendance and based on scheduled hours. The date the school determined that the student withdrew is used for compliance in returning Title IV funds. The student must also complete federal loan exit counseling. If the student does not complete the exit counseling before leaving school, he/she will receive a letter from the Financial Aid Office. The letter will include instructions on how to complete the exit counseling. If the student does not comply, a hold will be placed on his/her record.

The official withdrawal date of the student will be based on the date of the student's letter requesting withdrawal, or the last date of attendance in the class in the case of no documentation. Attendance will be verified with the instructor in the class to confirm last day of attendance in all instances. Student manager system will be noted to show last date of attendance and the official attendance roster will also be noted accordingly. The school will update student status of enrollment within the NSLDS system (SSCR enrollment reporting) within 30 days of a withdrawal and/or according to the school's normal reporting schedule.

The student(s) withdrawing must return all school property or make payment to cover those costs. Refunds will be made pursuant to the Refund Policy (See Section 4.3 of this handbook).

Training at Additional Locations

Most of the student's training will take place on site. However, some programs require practical

and work experience at other locations as assigned by the instructor. Other locations would include clinical sites for health and public safety programs and construction sites for industrial trade programs. Transportation to each location is the responsibility of the student.

Grading Scale

The following grading scale, as adopted by the Board of Education, will be used except in certain programs where other governing boards prevail.

Grade	Scale	Quality of Achievement
A	90% - 100%	Superior
B	80% - 89.9%	Good
C	70% - 79.9%	Passing
D	60% - 69.9%	Poor but Passing
F	0% - 59.9%	Failure
I		Incomplete
SC		Successful Completion (non-grade class)
UC		Unsuccessful Completion (non-grade class)
W		Withdraw

An “I” (incomplete) may be awarded to a student at the end of a grading period due to illness or other unusual circumstances. Incomplete work must be made up in a reasonable time. This shall be arranged between the student and the program coordinator. The student is responsible for the completion of the tasks in the defined time limit. If work is not completed within the specified time, the student will be given an “F” on the material not completed.

Advanced Cosmetology

Sandusky Career Center Main Campus

2130A Hayes Ave
Sandusky, OH 44870
419.984.1100

Learn all of the basics of hair care, skin care, and nail care. Sandusky Career Center's Advanced Cosmetology program is an 1800 hour hands on educational experience designed to prepare students for the Ohio Board of Cosmetology Advanced Cosmetology License Exam.

Advanced Cosmetology Admissions Requirements

- Submit a completed program application form along with a \$75 non-refundable application fee by the application deadline.
- Complete ACT WorkKeys® assessments, scoring:
 - Applied Math - 3
 - Graphic Literacy - 3
 - Workplace Documents – 4
- Provide official transcripts showing proof of a high school diploma or equivalent.

Students seeking financial aid assistance must complete the FAFSA and associated Financial Aid paperwork before the first day of class. Otherwise, payment arrangements including a minimum of 20% down must be in place.

Advanced Cosmetology Program Coordinator

Wendy Nitschke
Phone: 419.984.1132
Email: wnitschke@scs-k12.net

Advanced Cosmetology Program and Sandusky Career Center Accreditation

Ohio State Board of Cosmetology
1929 Gateway Circle
Grove City, OH 43123
Phone: 614.466.3834
www.cos.ohio.gov

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Phone: 800.917.2081
www.council.org

Advanced Cosmetology Curriculum

Cosmetology – 1500 hours

- Infection Control & Principles/Practices: Bacteriology, Dispensary Requirements & Operations
- Properties of the Hair & Scalp: Trichology, Draping Technique, Client Protection, Shampoos, Rinses, Treatments, Disorders, Diseases, Conditions, Chemistry (Basics/pH)
- Hair Procedures & Practices: Styling & Finishing (Roller Setting, Hair Molding), Thermal Styling (Thermal Iron, Straightening, and Blow-dry Techniques), Formal Styling (Braiding, Wigs, Hair Pieces & Hair Additions), Haircutting Basics, Haircutting Techniques & tools (Shears, Razor, Texturizing, Clippers, Trimmers)
- Chemical Procedures & Practices: Chemical Texturizing (Permanent Wave, Chemical Relaxers, Curl Re-forming and Corrections), Hair Coloring (Dimensional Coloring Techniques and Corrections)
- Manicure & Pedicure Procedures & Practices: Structure of Nails (Anatomy of Bones, Skin and Muscles), Diseases, Disorders, and Conditions, Basic Manicure and Pedicure, Manicure and Pedicure (Tools and Equipment), Hand/Arm and Foot/Leg Massage, Artificial Nail Enhancements and Maintenance
- Skin Care Procedures & Practices: Skin Theory (Anatomy of Skin, Body Systems, Cells, Tissues), Diseases, Disorders, and Conditions, Basic Facials (Techniques, Treatments, Facial Make-up, Hair Removal), Relaxation Treatments, Health History, Electricity (Principles, Safety, Effects, Therapies)
- Salon Operations & Communication Skills: Salon Operation & Management (Sales, Consultation, Career Development, Professional Image), Communication Skills (Listening Skills, Product & Service Education, Consultation)
- Cosmetology Laws & Rules: Ohio Administrative Code, Ohio Revised Code, Inspection & Enforcement, Continuing Education/Policies & Procedures, Human Trafficking
- Employability: Students can receive 25 points per day based on attendance, preparation, professionalism, following school and State Board regulations, and time utilization. Students must maintain an 80% to continue in the program.

Advanced– 300 hours

- Cosmetology Laws and Rules: Ohio Revised Code Statutes, Ohio Administrative Rules, license and permit policy and procedures, continuing education policy and procedures, and inspection and enforcement policy and procedures.
- Public Health and Safety: Sanitation practices and procedures, sterilization practices and procedures, dispensary operations and procedures, bacteriology, contagious and communicable disease control, salon operation and procedures, and consumer and product safety.
- Advanced Techniques: Advanced anatomy of hair and scalp, advanced haircutting and styling, advanced chemical services, salon supervision and management, specialized equipment use and control, product and service sales training, and communication skills.

Advanced Cosmetology Attendance Requirements

- Attendance of 100% is expected. Students must complete the required 1800 hours to be eligible to take the Ohio State Board of Cosmetology Advance Cosmetology license exam.
- Students are required to maintain an attendance percentage of 90% or higher to be eligible for financial aid.
- Students who are unable to attend class due to an appointment, illness or personal emergency must contact the Program Coordinator in advance. Written documentation must be provided in order for an absence to be considered excused.
- Students who fail to complete the program in the allotted hours, will be charged a rate of \$30 per hour for additional instructional time.
- Students arriving late or leaving early will be deducted hours accordingly.
 - 6-15 minutes, docked 15 minutes
 - 16-30 minutes, docked 30 minutes
 - 31-60 minutes, docked 1 hour

Advanced Cosmetology Completion Requirements

Students fulfilling all of the following requirements will earn a certificate of completion and be prepared to take the Ohio State Board of Cosmetology Advance Cosmetology license exam.

- Complete 1500 hours in cosmetology theory and practicum.
- Complete 300 hours in advanced theory and practicum.
- Complete and pass all tests, exams and final exams.
- Maintain a 75% (C) cumulative average in theory and practicum grades.
- Satisfactory classroom performance.
- Successful attainment of all program objectives and requirements.
- Payment in full of all financial obligations for the program.
- Return of all school owned property in good condition.

Ohio License Requirements and Options:

- Advanced or Managing Cosmetologist License: 1800 hours
- Cosmetologist License: 1500 hours
- Hair Designer License: 1200 hours
- Esthetician License: 600 hours
- Advanced Esthetician License: 750 hours
- Manicuring License: 200 hours
- Advanced Manicuring License: 300 hours

Facilities Maintenance

Sandusky Career Center Satellite Campus

2130A Hayes Ave
Sandusky, OH 44870
419.984.1100

Combine the knowledge of theory and principles with hands-on lab work and develop critical thinking skills and knowledge while diagnosing and troubleshooting problem situations in maintenance.

Facilities Maintenance Admissions Requirements

- Submit a completed program application form along with a \$75 non-refundable application fee by the application deadline.
- Complete ACT WorkKeys® assessments, scoring:
 - Applied Math - 3
 - Graphic Literacy - 3
 - Workplace Documents - 4
- Provide official transcripts showing proof of a high school diploma or equivalent.

Students seeking financial aid assistance must complete the FAFSA and associated Financial Aid paperwork before the first day of class. Otherwise, payment arrangements including a minimum of 20% down must be in place.

Sandusky Career Center Accreditation

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Phone: 770.396.3898 800.917.2081
www.council.org

Facilities Maintenance Program Coordinator

Richard Moreck
Phone: 419.984.1100
Email: rmoreck@scs-k12.net

Facilities Maintenance Curriculum

660 Hours

- Blueprint Reading
- Auto CAD
- Practical Electricity
- HVAC
- Applied Math
- Computer Basics
- Welding SMAW
- Welding GMAW
- Welding TIG
- Small Engine Repair
- OSHA Construction Safety
- Lift Truck Training
- Professional Development
- CPR

Facilities Maintenance Attendance Requirements

- Attendance of 100% is expected.
- Students are required to maintain an attendance percentage of 90% or higher to be eligible for financial aid.
- Students who are unable to attend class due to an appointment, illness or personal emergency must contact the Program Coordinator in advance. Written documentation must be provided in order for an absence to be considered excused.
- Students arriving late or leaving early will be deducted hours accordingly.
 - 6-15 minutes, docked 15 minutes
 - 16-30 minutes, docked 30 minutes
 - 31-60 minutes, docked 1 hour

Facilities Maintenance Completion Requirements

Students fulfilling all of the following requirements will earn a certificate of completion and be prepared to take the Genie Lift Pro, OSHA Construction Safety and Health, SMAW 3/8” Welding Certification, GMAW 3/8” Welding Certification, and EPA Section 608 (HVACR) exams.

- Complete and pass all tests, exams and final exams.
- Satisfactory classroom performance.
- Successful attainment of all program objectives and requirements.
- Payment in full of all financial obligations for the program.
- Return of all school owned property in good condition.

LPN to RN Diploma Program

Sandusky Career Center Main Campus

4501 Venice Heights Blvd
Sandusky, OH 44870
419.984.1100

This program is designed to allow Licensed Practical Nurses (LPN), endorsed in the state of Ohio to become Registered Nurses (RN). Students in this program will be able to care for patients in a variety of healthcare settings and learn the necessary skills to become a safe and competent RN. The program is 45 weeks long and will be 4-5 days per week. There is a part time option, allowing students to graduate in two years.

LPN to RN Diploma Admissions Requirements

- Submit a completed program application form along with a \$75 non-refundable application fee by the application deadline.
- Complete ACT WorkKeys® assessments, scoring:
 - Applied Math - 5
 - Graphic Literacy - 5
 - Workplace Documents – 5
- Students must hold an unencumbered LPN license in Ohio with IV Certification.
- Provide official transcripts showing proof of a high school diploma or equivalent and practical nursing school.
- Provide official college transcripts for possible transfer credit.
- Provide proof of basic cardiac life support certification.
- Complete a criminal background check, Hepatitis B Immunization, TB Testing, flu vaccine, and a random drug screen.
- Provide reference from current employer.

Students seeking financial aid assistance must complete the FAFSA and associated Financial Aid paperwork before the first day of class. Otherwise, payment arrangements including a minimum of 20% down must be in place.

LPN to RN Diploma Program and Sandusky Career Center Accreditation

Ohio Board of Nursing (OBN)
17 South High Street, Suite 660
Columbus, OH 43215
Phone: 614.466.3947
FAX: 614.466.0388
www.nursing.ohio.gov

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Phone: 770.396.3898 800.917.2081
www.council.org

LPN to RN Diploma Program Coordinator

Elizabeth Moots

Phone: 419-984-1870

Email: emoots@scs-k12.net

LPN to RN Diploma Curriculum

1375 Hours

- Nursing Science
- LPN to RN Transitions
- Adult Health Nursing I
- Nursing Care of the Mother and Infant
- Nursing Care of the Pediatric Patient
- Adult Health Nursing II
- Mental Health Nursing
- Community Health Nursing
- Leadership and Management for the Professional Register Nurse
- Adult Health Nursing III
- Preparation for the NCLEX-RN

Partnering Clinical and Intern Sites:

- Firelands Regional Medical Center
 - Fisher Titus Medical Center
- ### **LPN to RN Diploma Attendance Requirements**
- Students are required to maintain an attendance percentage of 92% or higher to be eligible for financial aid.
 - Students missing more than 8% of the total program hours will be dismissed from the program.
 - Students must call in for an absence to be considered excused.
 - Students can only miss 1 clinical day throughout the program.

LPN to RN Diploma Completion Requirements

Students fulfilling all of the following requirements will earn an RN Diploma and will have met the requirements to take the NCLEX-RN to become a licensed Registered Nurse.

- Students must successfully complete each class with a 77% or greater and meet all clinical objectives and required hours.
- Payment in full of all financial obligations.
- Return of all school owned property in good condition.

Medical Assisting & Phlebotomy

Sandusky Career Center Main Campus

4501 Venice Heights Blvd
Sandusky, OH 44870
419.984.1100

Medical Assisting & Phlebotomy is expected to be one of the fastest growing occupations with an increase of about 29 % over the next ten years. Medical Assistants complete administrative and clinical tasks in the offices of physicians, hospitals and other healthcare facilities. Their duties vary with the location, specialty and size of the practice but generally include rooming a patient, assisting with minor surgical procedures, taking vital signs and scribing. Phlebotomists draw blood for tests, transfusions, research or blood donations.

Medical Assisting & Phlebotomy Admissions Requirements

- Submit a completed program application form along with a \$75 non-refundable application fee by the application deadline.
- Complete ACT WorkKeys® assessments, scoring:
 - Applied Math - 4
 - Graphic Literacy - 4
 - Workplace Documents - 5
- Provide official transcripts showing proof of a high school diploma or equivalent.
- Provide official college transcripts for possible transfer credit.
- Complete a criminal background check, Hepatitis B Immunization, TB Testing, flu vaccine and random drug screen.

Students seeking financial aid assistance must complete the FAFSA and associated Financial Aid paperwork before the first day of class. Otherwise, payment arrangements including a minimum of 20% down must be in place.

Medical Assisting & Phlebotomy Program and Sandusky Career Center Accreditation

American Medical Technologists (AMT)
10700 West Higgins Road
Suite 150
Rosemont, IL 60018
Phone: 847.823.5169
www.americanmedtech.org

Council on Occupational Education (COE)
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Phone: 770.396.3898 800.917.2081
www.council.org

Medical Assisting & Phlebotomy Program Coordinator

Lauralee Krabill, MBA, RN-BC, CNOR
Phone: 419-984-1108
Email: lkrabill@scs-k12.net

Medical Assisting & Phlebotomy Curriculum

900 Hours

- Medical Terminology
- Introduction to Medical Office
- Medical Skills I (CPR and First Aid)
- Human Diseases I
- Anatomy and Physiology I
- Human Diseases II
- Anatomy and Physiology II
- Administrative Office
- Medical Skills II
- Clinical
- Practicum/Clerkship

Partnering Clinical and Intern Sites:

- Anchor Lodge
- CAC
- Clear Vista
- Eden at the Springs
- Erie County Health Department
- Family Health Services
- Firelands Regional Medical Center
- Flat Rock
- Huron City Schools
- Mercy Health Care
- Mill Manor Care Center
- New Beginnings
- Northern Ohio Medical Specialist
- Ohio Veteran's Home
- Peds on Wheels
- Providence Care Center
- Sandusky City Schools
- Stein Hospice
- The Bellevue Hospital
- The Community at Parkvue
- The Meadows at Osborne Park
- The Willows at Bellevue
- The Willows at Willard

Medical Assisting & Phlebotomy Attendance Requirements

- Students are required to maintain an attendance percentage of 92% or higher to be eligible for financial aid.
- Students missing more than 8% of the total program hours will be dismissed from the program.
- If the student leaves early or comes late a percentage of the time is deducted.
- The student must call in prior to class starting for an excused absence. Tests can only be made up for excused absences. If the student is a no call/no show the test given that day will not be counted.

Medical Assisting & Phlebotomy Completion Requirements

Students fulfilling all of the following requirements will earn a certificate of completion and be prepared to take the Registered Medical Assistant (RMA) and Registered Phlebotomist Technician (RPT) exams.

- Satisfactory of all course work including clinical.
- Payment in full of all financial obligations.
- Return of all school owned property in good condition.

Sandusky Police Academy

Sandusky Career Center Main Campus

4501 Venice Heights Blvd
Sandusky, OH 44870
419.984.1100

Ohio Peace Officer Basic Training is the starting block for individuals seeking a career in the law enforcement field. The Sandusky Police Academy consists of 600 hours of required instruction as well as approximately 95 additional hours to ensure our cadets are prepared for the OPOTA Certification Exam.

Sandusky Police Academy Admissions Requirements

- Submit a completed program application form along with a \$75 non-refundable application fee by the application deadline.
- Complete ACT WorkKeys® assessments, scoring:
 - Applied Math - 4
 - Graphic Literacy - 4
 - Workplace Documents – 4
- Provide official transcripts showing proof of a high school diploma or equivalent.
- Complete a criminal background check.
- Pass the initial physical agility assessment as well as a physical examination.

Students seeking financial aid assistance must complete the FAFSA and associated Financial Aid paperwork before the first day of class. Otherwise, payment arrangements including a minimum of 20% down must be in place.

Sandusky Police Academy Program Coordinator

Ken Rankins, Commander

Phone: 419-357-7690

Email: krankins@scs-k12.net

Sandusky Police Academy and Sandusky Career Center Accreditation

Ohio Peace Officer Training Commission

P.O. Box 309

London, OH 43140

Phone: 740.845.2700 800.346.2675

Fax: 740.845.2675

www.ohioattorneygeneral.gov

Council on Occupational Education

7840 Roswell Road

Building 300, Suite 325

Atlanta, GA 30350

Phone: 770.396.3898 800.917.2081

www.council.org

Sandusky Police Academy Curriculum

695 Hours

- Administration
- Legal
- Human Relations
- Firearms
- Driving
- Subject Control Techniques
- First Aid/CPR/AED
- Patrol
- Civil Disorders
- Traffic
- Investigation
- Physical Conditioning
- Homeland Security

Sandusky Police Academy Attendance Requirements

- Attendance of 100% is expected.
- Cadets missing a class have three (3) days to make up the class or they will be dropped from the program.
- Students who are unable to attend class due to an appointment, illness or personal emergency must contact the Program Coordinator in advance. Written documentation must be provided in order for an absence to be considered excused.

Sandusky Police Academy Completion Requirements

Students fulfilling all of the following requirements will earn a certificate of completion and be prepared to take the OPOTA certification exam. Once a cadet successfully passes the OPOTA certification exam, the certification will not become official until the cadet is hired as a law enforcement officer.

- Complete and pass all tests, exams and final exams.
- Satisfactory classroom performance.
- Successful attainment of all program objectives and requirements.
- Successfully meet or exceed final physical conditioning requirements.
- Complete all requirements for certification registration.
- Payment in full of all financial obligations for the program.
- Return of all school owned property in good condition.

School of Practical Nursing

Sandusky Career Center Main Campus

4501 Venice Heights Blvd
Sandusky, OH 44870
419.984.1100

Licensed practical nurses (LPNs) help care for the sick, injured and well people of all ages. Students will work closely with patients in many health care settings. Clinicals begin three weeks after starting the program. During the last quarter, students spend approximately 50 hours alongside another nurse as a preparation to graduation and joining the profession. Articulation agreements are in place with local schools to continue your education and apply to registered nursing programs including the Sandusky Career Center LPN to RN Diploma Program.

School of Practical Nursing Admissions Requirements

- Submit a completed program application form along with a \$75 non-refundable application fee by the application deadline.
- Complete ACT WorkKeys® assessments, scoring:
 - Applied Math - 5
 - Graphic Literacy - 4
 - Workplace Documents - 5
- Provide official transcripts showing proof of a high school diploma or equivalent.
- Provide official college transcripts for possible transfer credit.
- Provide proof of basic cardiac life support certification.
- Complete a criminal background check, Hepatitis B Immunization, TB Testing, flu vaccine and random drug screen.
- Provide reference from current employer.

Students seeking financial aid assistance must complete the FAFSA and associated Financial Aid paperwork before the first day of class. Otherwise, payment arrangements including a minimum of 20% down must be in place.

School of Practical Nursing Program and Sandusky Career Center Accreditation

Ohio Board of Nursing (OBN)
17 South High Street, Suite 660
Columbus, OH 43215
Phone: 614.466.3947
FAX: 614.466.0388
www.nursing.ohio.gov

Council on Occupational Education (COE)
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Phone: 770.396.3898 800.917.2081
www.council.org

School of Practical Nursing Program Coordinator

Lauralee Krabill, MBA, RN-BC, CNOR
Phone: 419-984-1108
Email: lkrabill@scs-k12.net

School of Practical Nursing Curriculum

1210 Hours

- Anatomy and Physiology I
- Nutrition and Diet Therapy
- Fundamental of Nursing
- Medical Terminology
- Anatomy and Physiology II
- Pharmacology I
- Medical Surgical Nursing I
- Human Development Across The Life Span
- Medical Surgical Nursing II
- Pharmacology II
- Nursing Trends
- Medical Surgical Nursing III
- Professionalism

Partnering Clinical and Intern Sites:

- Anchor Lodge
- CAC
- Clear Vista
- Eden at the Springs
- Erie County Health Department
- Family Health Services
- Firelands Regional Medical Center
- Flat Rock
- Huron City Schools
- Mercy Health Care
- Mill Manor Care Center
- New Beginnings
- Northern Ohio Medical Specialist
- Ohio Veteran's Home
- Peds on Wheels
- Providence Care Center
- Sandusky City Schools
- Stein Hospice
- The Bellevue Hospital
- The Community at Parkvue
- The Meadows at Osborne Park
- The Willows at Bellevue
- The Willows at Willard
-

School of Practical Nursing Attendance Requirements

- Students are required to maintain an attendance percentage of 92% or higher to be eligible for financial aid.
- Students missing more than 8% of the total program hours will be dismissed from the program.
- If the student leaves early or comes late a percentage of the time is deducted.
- The student must call in prior to class starting for an excused absence. Tests can only be made up for excused absences. If the student is a no call/no show the test given that day will not be counted.

School of Practical Nursing Completion Requirements

Students fulfilling all of the following requirements will earn a certificate of completion and will have met the requirements to take the NCLEX-PN to become a licensed Practical Nurse.

- Satisfactory of all course work including clinical at a 2.0 GPA or higher.
- Payment in full of all financial obligations.
- Return of all school owned property in good condition.

Handbook Statement

I have received a copy of the Adult Education Student Handbook and have read over the contents. I am familiar with the rules and policies in this manual. I understand that some programs may have rules, policies, and/or procedures that supersede those contained in this handbook. Such information and will be provided in the program handbooks.

Reproduction of Student Photographs, Audio, Video, and Likeness

At times the Sandusky Career Center and Sandusky City Schools produce and reproduce photos, audio, video, likenesses, and names of students to acknowledge credit and for the benefit of the community. Some examples may be: annual calendar, newsletter, graduation announcement, website, live or recorded audio/video, and video broadcasts, as well as athletic, music and theatre presentations. This would include interactive and web based learning broadcasts sponsored by the district with sites outside the school district. Sandusky Career Center and Sandusky City Schools does not distribute the reproduction of student photos, audio, video, likenesses, or names to any other entity, unless expressly approved by the student.

Initial ONE to indicate acceptance:

_____ I authorize the reproduction of my photo, audio, video, likenesses, and name for presentation by the Sandusky Career Center and Sandusky City Schools. This authorization supersedes the FERPA student records act only for the items listed.

_____ I do not authorize the reproduction of my photo, audio, video or likeness.

Print Name _____

Signed _____

Date _____

Program _____

Return this form to your program coordinator.

