

SANDUSKY CAREER CENTER
ADULT EDUCATION
2023-2024



STUDENT HANDBOOK

(Board Approved July, 2023)

**SANDUSKY CAREER
CENTER
STUDENT HANDBOOK
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SECTION 1

CAREER CENTER OVERVIEW

1.1 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.

1.2 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.

1.3 PHILOSOPHY

Sandusky Career Center provides programs which enable the individual to assume responsibilities, to perceive world-of-work concepts in a realistic and work-oriented environment, to gain positive social attitudes, and to learn career-technical skill competencies in manipulative and technical areas.

By relating to occupational goals, the school gives definite purpose and meaning to its educational programs. It provides the technical knowledge and skills necessary for employment. Also of importance is the development of abilities, attitudes, work habits and appreciations which contribute to a satisfactory and productive life.

1.4 OBJECTIVES

The general objectives of Sandusky Career Center are as follows:

- To provide activities that will enable adults to become competent and employable in an occupations skill
- To provide instruction in areas of knowledge related to a student's training program, which will permit each person to progress on the job and enable them to upgrade his or her skills.
- To help adults in their efforts to become increasingly successful persons economically, socially, and personally
- To provide an educational setting that reaffirms the worth of every individual and attaches dignity to all socially useful labor

The student enrolled in a program at Sandusky Career Center will:

- Build a record of attendance and dependability to prepare the student for employment
- Demonstrate competencies of individual program skills and hands-on training
- Demonstrate teamwork
- Demonstrate commitment to the program and respect for the school, others, and program tools/materials

1.5 ACCREDITATION

Sandusky Career Center is accredited by the Council on Occupational Education (COE). COE has been officially recognized by the Ohio Department of Higher Education as well as the US Department of Education. As such, the agency is recognized as a reliable authority as to the quality of education offered by the institutions it has accredited. Its current scope of recognition is as a national institutional accrediting agency for the accreditation of non-degree-granting and applied associate degree-granting postsecondary occupational education institutions. Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA, 30350.

1.6 HISTORY

The Sandusky Career Center opened in the late 1960's with programs in Business Education, Trade and Industry, and Home Economics. The major emphasis in the 1970's was technical training delivered in short-term classes with a focus on apprenticeships in manufacturing trades.

Over the years, Adult Education program offerings have grown and evolved to address the training needs in healthcare, public safety, cosmetology and trade and industry. Technical programs are now delivered in both full-time and part-time options to meet the scheduling needs of the adult learner. Each comprehensive training program prepares students to earn an industry credential in their chosen career field.

In 2020, as the result of the Envision 2030 District plan, the Sandusky Career Center moved to the former Venice Heights Elementary School. The entire facility is dedicated to the delivery of innovative career technical training for adult learners. The Sandusky Career Center main office includes administrative offices, career advising and financial aid services. Elementary classrooms were transformed into state-of-the-art career technical training labs and academic support service areas.

1.7 THE CAREER CENTER

The Sandusky Career Center is located at 4501 Venice Heights Blvd., Sandusky, Ohio, 44870, 419-984-1100. The Sandusky Career Center website is www.sanduskycareercenter.org.

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 and part-time programs as well as other specialized courses and services. Certificates are issued to students completing a program or course. In addition, Sandusky Career Center offers the ASPIRE program for adults to prepare to take the High School Equivalency Certification exam.

The Sandusky Career Center is chartered by the Ohio Department of Higher Education and adult occupational training programs allow students to prepare for a new career or upgrade their present skills in their current jobs. Students gain both theoretical knowledge and practical experience through well-equipped laboratories that provide up-to-date "hands on" experiences.

1.8 CAMPUS INFORMATION

Sandusky Career Center
4501 Venice Heights Blvd
Sandusky, OH 44870

Phone 419-984-1100
Fax 419-621-2850

1.9 BOARD OF EDUCATION

Martha Murray.....	Board President
Thomas Patterson.....	Board Vice-President
Ebony Sizemore.....	Board Member
Jennifer Chapman.....	Board Member
Shelisa Johnson.....	Board Member

1.10 ADMINISTRATION

Dan Rambler	CEO & Superintendent
Yvonne Anderson.....	CFO & Treasurer
Dennis Muratori.....	Chief of Staff and Transformation Officer
Christina Norwell-Fischer.....	Interim Curriculum Director
Christine Stark.....	Sandusky Career Center Director

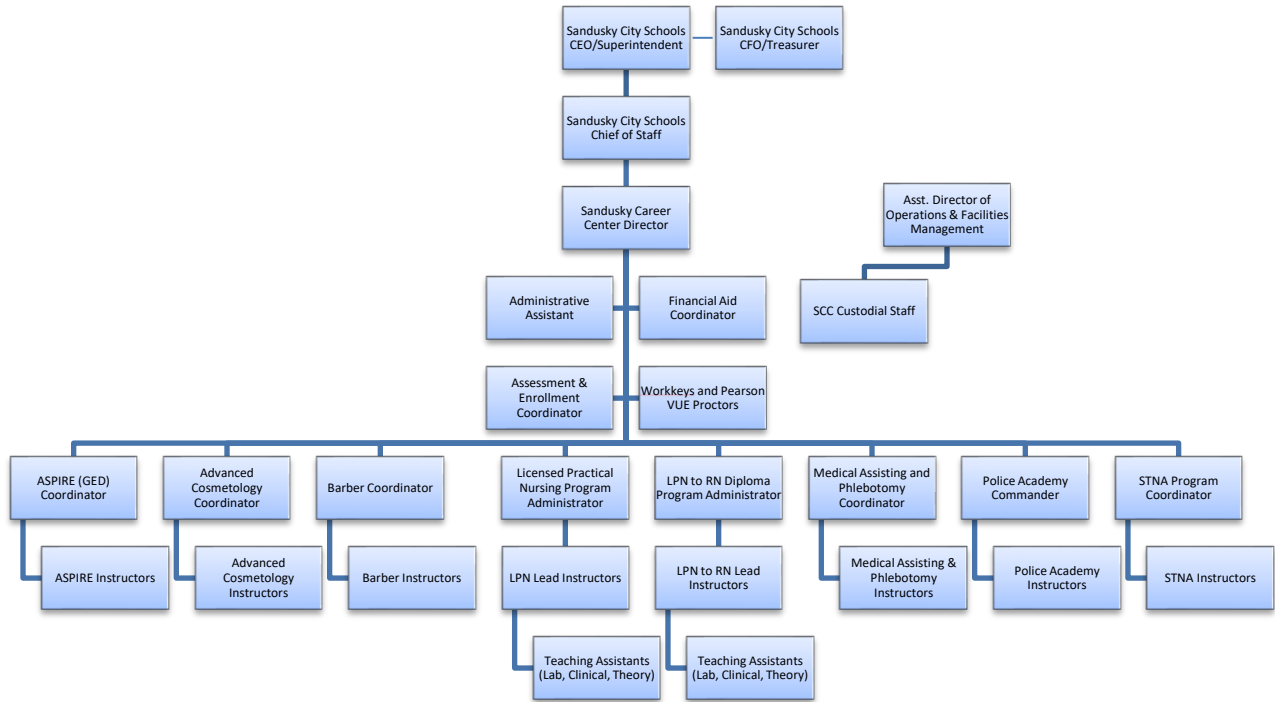
1.11 SUPPORT STAFF

Lexi Brown.....	Administrative Assistant
Crystal Cook-Gibson.....	Financial Aid Coordinator
Brenda Register-Jones.....	Assessment & Enrollment Coordinator

1.12 PROGRAM COORDINATORS

Kris Thompson.....	Aspire
Phil Parker, Sr.....	Barber
Monica Kirksey.....	Cosmetology
Brenda Sparks.....	Licensed Practical Nursing
Amy Moody.....	Medical Assisting & Phlebotomy
Ken Rankins.....	Police Academy
Elizabeth Moots.....	LPN to RN Diploma Program
Tori Daley.....	STNA Program

1.13 CAREER CENTER ORGANIZATIONAL CHART



SECTION 2

ENROLLMENT POLICIES

2.1 ADMISSION REQUIREMENTS

Sandusky Career Center adheres to an “open admission” policy. Sandusky Career Center does not discriminate on the basis of race, religion, national origin, sex, disability, or disadvantaged status, and follows affirmative action policies. The career center provides accommodations for students who self-identify to have special needs. Students may indicate their needs during the initial enrollment meeting or anytime throughout the school year provided they have the necessary documentation.

To enroll in one of Sandusky Career Center’s occupational training programs, the applicant must have a high school diploma or equivalent and a valid photo ID. The applicant must also meet testing benchmarks on the WorkKeys® Assessment. There are three parts to the assessment: Workplace Documents, Applied Math, and Graphic Literacy. The assessments are normed and standardized. Applicants receive their scores as soon as they complete each assessment. If the applicant meets the required score for admission, they meet with the Assessment and Enrollment Coordinator, who reviews additional admission requirements. Students who need remediation in any subject area meet with the Aspire Coordinator and are given access to WorkKeys® Curriculum, an on-line remediation program aligned to WorkKeys®. Applicants can re-test in WorkKeys® after completing the WorkKeys® Curriculum. Some programs may have additional requirements due to external certifications.

If the applicant does not have a high school diploma or High School Equivalency Diploma he or she is encouraged to enroll in one of Sandusky Career Center’s ASPIRE classes. Once the applicant has attained the High School Equivalency Diploma, he or she is encouraged to re-apply to an occupational training program.

ACADEMIC QUALIFICATIONS:

To enter an occupation program at Sandusky Career Center and to receive Federal Student Aid funds, the applicant must be qualified to study at the postsecondary level. The applicant must meet the following requirements:

- Has a valid high school diploma
- Has the High School Equivalency Diploma
- Has completed a valid home schooling program at the secondary level
- Is otherwise eligible as mandated by the State of Ohio

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.

FOREIGN ACADEMIC QUALIFICATIONS:

All applicants must have completed secondary education (high school or equivalent) to be eligible for Federal Student Aid funds (Pell Grants). If the applicant’s diploma is from a foreign country he or she must follow the special procedures outlined below at the students’ expense:

1. Have the diploma translated into English
2. Once the diploma has been translated into English, it must be reviewed by a credential evaluator to determine if it is equivalent to a US Diploma

See the NACES website (<http://www.naces.org/members.htm>) for a list of evaluators who belong to The National Association of Credential Evaluation Services. This list is for comparison only. Sandusky Career Center does not recommend one agency above another. Evaluators do charge for this service, at the

applicants' expense, and it can take several weeks, so be sure to follow these procedures early in the enrollment process.

2.2 ENROLLMENT & REGISTRATION

All applicants are required to complete an application prior to acceptance as well as provide their **\$100 non-refundable application fee**.

2.3 PROGRAMS

The occupational programs offered by the career center are:

Cosmetology

Sandusky Career Center Cosmetology program is an 1500 hour, hands-on educational experience designed to prepare students for the Ohio Board of Cosmetology and Barber - Cosmetology License Exam.

Barber Program

Sandusky Career Center Barber program is an 1800 hour, hands-on educational experience designed to prepare students for the Ohio Board of Cosmetology and Barber – Barber License Exam.

School of Practical Nursing

This 1210 hour program is approved by the Ohio Board of Nursing. Successful graduates may complete the NCLEX license exam to become a Licensed Practical Nurse in the State of Ohio.

LPN to RN Diploma Program

This 1375 hour program is designed to allow Licensed Practical Nurses (LPN), endorsed in the state of Ohio to become Registered Nurses (RN). The full-time program is 45 weeks long and will be 4-5 days per week. The part-time option allows students to graduate in two years. Articulation agreements are in place to allow students to complete their Bachelors of Science in Nursing degree upon successful completion of the program and the NCLEX-RN.

Medical Assisting and Phlebotomy

Medical Assistants complete administrative and clinical tasks in the offices of physicians, hospitals and other healthcare facilities. Phlebotomists draw blood for tests, transfusions, and research or blood donations. The 900 hour course prepares students for the Registered Medical Technologist (RPT) exam.

Police Academy

The Police Academy consists of 830 hours of required instruction including additional hours to ensure our cadets are prepared for the OPOTA Certification Exam.

STNA

The STNA 76-hour program is a requirement to test for the State Tested Nursing Assistant exam according to the Ohio Department of Health. The expectation of excellence is high in this 3-week program focused on patient care. Students will gain knowledge through theory, skills lab, and clinical to prepare for the STNA exam.

Aspire

The Sandusky Career Center is also houses the Aspire Program which assists students preparing to earn the High School Equivalency credential, to improve basic math, reading and writing skills, or for speakers of other languages to learn English. This program is grant funded so there is no cost to participants.

2.4 FEES & TUITION

PROGRAM	CLOCK HOURS	TUITION
Cosmetology	1500	*See Website
Barber	1800	*See Website
School of Practical Nursing**	1210	*See Website
LPN to RN Diploma Program**	1375	*See Website
Medical Assisting & Phlebotomy	900	*See Website
Police Academy	830	*See Website
STNA Program	76	*See Website

* Sandusky Career Center website: www.sanduskycareercenter.org

** LPN and LPN to RN Diploma programs have an additional \$35 Orientation fee.

2.5 PAYMENT POLICY

All payments may be completed in person with payment by cash, check, money order, Master Card, VISA, or Discover only. Payments will be accepted in the Sandusky Career Center Office during the established hours of operation (see Section 5.1). Payments may also be made by credit/debit card over the phone by calling 419-984-1100 (Master Card, VISA, or Discover only). Please note that all credit card payments are accompanied with a 2.5% service fee.

PART-TIME PROGRAM PAYMENTS:

Tuition payments for all part-time nursing programs must be paid IN FULL prior to any certification testing.

FULL-TIME PROGRAM PAYMENTS:

Sandusky Career Center offers a convenient payment plan to pay tuition. Full-time students are responsible for keeping their accounts current and making monthly payments on time. Tuition payments for all full-time programs are due by the 1st of each month. **Tuition payments must be paid IN FULL prior to any certification testing.**

SPECIAL INTEREST PROGRAM PAYMENTS:

Tuition payments for all special interest programs must be paid IN FULL prior to the start of the respective program.

FINANCIAL PROBATION & DISMISSAL:

- A student who fails to meet his or her financial obligation after **ONE MONTH** will receive a **PAST DUE** invoice.
- A student who fails to meet his or her financial obligation after **TWO MONTHS** will receive a **2nd NOTICE** invoice.
- A student who fails to meet his or her financial obligation after **THREE MONTHS** will receive a **FINAL NOTICE** and **FINAL ATTEMPT BEFORE COLLECTIONS LETTER** invoice.
- A student who fails to meet his or her financial obligation after **FOUR MONTHS** will automatically sent to Ohio Attorney General for collection process.

2.6 REFUND & WITHDRAWAL POLICY

A student is considered withdrawn on the date the student notifies a career center official. If the student submits their request by sending a letter or email to a career center official, the withdrawal date is the date the letter or email is received. The career center may use the last day of participation in an academically related activity for the purpose of the return of funds calculation. Refunds, when due, shall be made within 45 days of determination of notification or attendance.

In the event a student withdraws or is dismissed (see 3.11 Dismissal Policy), tuition cost is subject to refund pursuant to the following guidelines:

ALL PROGRAMS REFUND GUIDELINES:

1. Zero charges prior to the first class meeting. If tuition and fees for the program are collected in advance of the start date of a program and the institution cancels class, 100% of the tuition and fees collected will be refunded.
2. After the start of class, a \$100.00 administrative fee from tuition is nonrefundable.
3. If a balance remains on the student account, the student is required to pay in full. Failure to pay will result in the unpaid balance being turned over to the Ohio Attorney General's Office for collection.
4. Refunds, when due, are made within 45 days (1) of the last date of attendance if the written notification was received, or (2) from the date the institution terminates the student or determines the withdrawal by the student. Refunds are processed without a request from the student.
5. If a student withdraws after the start of class, charges are based on the number of scheduled class hours through the last date of attendance per the following schedules:

PROGRAMS 600 HOURS OR MORE:

Time Attended Per Payment Period	Amount Charged (varies by program cost)
1 st – 3 rd day	Per hour fee per program, plus any books, supplies, and fees
4 th day to 30 scheduled class hours	25% of tuition for period, plus 100% of books, supplies, and fees
31-60 scheduled class hours	50% of tuition for period, plus 100% of books, supplies, and fees
61-90 scheduled class hours	75% of tuition for period, plus 100% of books, supplies, and fees
Over 90 scheduled class hours	100% of tuition for period, plus 100% of books, supplies and fees

PROGRAMS 26 TO 599 HOURS:

Time Attended Per Payment Period	Amount Charged (varies by program cost)
1 st – 3 rd day	Per hour fee per program, plus any books, supplies, and fees
4 th day and beyond	100% tuition, plus 100% of books, supplies, and fees

PROGRAMS 25 HOURS OR LESS:

Time Attended Per Payment Period	Amount Charged (varies by program cost)
Any hour(s) of the class	100% tuition, plus 100% of books, supplies, and fees

No refund will be issued for overpayments of \$5.00 or less. Students are not able to return books or supplies for a refund.

PROGRAM CANCELLATION REFUNDS:

If tuition and fees are collected in advance of the start date of a program that is cancelled by Sandusky Career Center, **100%** of the tuition collected will be refunded except for the non-refundable \$100.00 application fee. The refund shall be made within 45 days of the programs planned start date.

2.7 PROGRAM CANCELLATIONS

Sandusky Career Center reserves the right to cancel or delay the opening of any program that has less than sufficient enrollees. All tuition (except for the non-refundable \$100 application fee) will be returned in full if program cancellation is required.

2.8 CREDIT FOR PREVIOUS LEARNING

Sandusky Career Center will accept transcripts for evaluation, from students with previous training in the field of study in which one is 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.

2.9 TRANSFER BETWEEN PROGRAMS

Enrolled nursing students may transfer from full-time to part-time throughout the year. Changes in tuition will apply.

2.10 CLASS SCHEDULES & CALENDAR:

Program schedules will be distributed during orientation or the first day of the program (whichever comes first). Also, the current school year calendar is on the Sandusky Career Center Website, www.sanduskycareercenter.org.

SECTION 3

PROGRAM POLICIES

3.1 ATTENDANCE POLICY

All students should strive to achieve satisfactory performance levels by maintaining a minimum of **90% ATTENDANCE** for the course. Instructors record and monitor attendance hours regularly, communicating any issues directly with students. Student attendance percentages are calculated based on the number of hours they are physically present in class. Students who arrive late or leave early will not receive credit for the time they missed.

Students should provide instructors documented proof of an unavoidable absence, tardiness or leaving early. Excused absences may be due to personal emergencies, including, but not limited to, illness of the student, a dependent of the student or death in the family. It is up to the instructor's discretion to determine if a documented absence is considered to be excused. Though students will not be provided with attendance hours for documented excused absences, they may work with the instructor to take advantage of makeup hours opportunities. Students with undocumented and/or unexcused absences (or tardiness/leaving early) will not be eligible for make-up hour opportunities.

All students, including Title IV eligible students for financial aid purposes, will be evaluated for Satisfactory Academic Progress (SAP) at the end of each payment period (see Section 8.10 for more details).

Occupational programs also require a high attendance standards in order for students to be eligible to participate in certification assessments. Students must maintain **90% ATTENDANCE** in order to qualify for credential testing.

Any program specific attendance policies may be found in program specific handbooks.

ATTENDANCE PROBATION & DISMISSAL:

- If a student's attendance falls **BELOW 90%**, he or she will receive a **WRITTEN WARNING** and be required to set up a meeting to determine an action plan concerning the student's continued participation in the program.
- If a student's attendance falls **BELOW 90%**, he or she **MAY BE DISMISSED** from the program.
- Students who are forced to miss extensive hours of class due to documented reasons deemed outside of their control, such as extended hospitalization, illness of a family member, etc., will be encouraged to **WITHDRAW** from the program and re-enroll when their circumstances allow them to attend class regularly. In these special cases, it will be up to the discretion of the Director of Adult Education to determine if the student will receive financial credit towards future enrollment for payments made during the student's current program.

3.2 LEAVE OF ABSENCE POLICY

Leave of Absence is generally not granted at Sandusky Career Center except for extreme circumstances, such as extended medical situations. Military duty or jury duty may require Sandusky Career Center to grant a student leave. The student will need to present documentation for the absence. If possible, make up work will be arranged. Otherwise, students who need to miss extensive hours or class are encouraged to **WITHDRAW** from the program and re-enroll when their circumstances allow them to attend class regularly.

3.3 MAKE-UP WORK POLICY

Students are encouraged to make up missing work and/or assignments and to present any documentation of their absences (or tardiness/leaving early) for their student files (see item 3.1 for more details regarding attendance documentation). Make-up work availability is at the discretion of the instructor based on the attendance policy of the career center.

All make-up work is recorded in clock hour format and will be calculated into the student's total attendance percentage. All make-up work must be recorded and be supported by documented proof of the work completed.

Again, it is important to note that make-up work opportunities are not guaranteed and are contingent on the course content and instructor's discretion; therefore, students should strive to maintain high attendance standards so that make-up work is not essential for successful completion of the program.

3.4 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.

3.5 BUILDING ACCESS & PARKING

In the interest of safety and security, Sandusky Career Center enforces strict policies regarding building access and parking.

BUILDING ACCESS:

Staff and students will be issued electronic ID badges which will provide access to the building during normal hours of operation. A **\$10 FEE** will be charged to the student for each replacement photo ID badge.

Students must refrain from propping open any exterior doors in the building. Students should not allow unauthorized building access to other students, relatives, or visitors.

STUDENT PARKING:

Students are required to park in designated parking areas identified by the instructor.

3.6 OFF CAMPUS PROJECTS & TRAINING

Most of the student's training takes place in a laboratory or classroom at the main campus of Sandusky Career Center. On occasion, certain programs require that the student report to an off-campus location for practical work experience or other relevant activity. Off-campus training is set up by the instructor. The student is responsible for his or her transportation to the off-campus site.

3.7 GRADE SCALE

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

GRADE SCALE

- **Letter Grade A** (90-100%) = 4.00 GPA
- **Letter Grade B** (80-90%) = 3.00 GPA
- **Letter Grade C** (70-80%) = 2.00 GPA
- **Letter Grade D** (60-70%) = 1.00 GPA
- **Letter Grade F** (< 60%) = 0.00 GPA
- **I** Incomplete
- **SC** Successful Completion (non-graded class)
- **UC** Unsuccessful Completion (non-graded class)
- **W** Withdraw

All occupational training programs at Sandusky Career Center include a collection of competencies that students are required to master in order to successfully complete their program of study. Competencies lists are outlined in the Course of Study for each program. Instructors regularly assess students' ability to demonstrate mastery of competency areas, tracking each student's skills throughout the school year. A complete listing of all competencies mastered for each student is generated and provided in the Career Passport after students successfully complete their program of study.

CERTIFICATE OF COMPLETION

Students who successfully complete an occupational training program, have met the attendance requirements, have paid their accounts in full, and have mastered the appropriate skills as displayed through their grades and mastery of course competencies will receive a Certificate of Completion along with their Career Passport.

CAREER PASSPORT

The Career Passport is awarded to students who have successfully completed their occupational training program.

3.8 TRANSCRIPTS

Students will receive an official transcript in their Career Passport. Students may request an official/unofficial transcript by completing the Transcript Request Form on our website www.sanduskycareercenter.org. Students requesting transcripts are responsible for providing the name, institution, and contact information for the representative to whom the transcript will be sent.

There will be a \$10 per copy fee for requests of 'official' transcripts. Official transcripts will not be released if a student's account is not paid in full or their payment plan is not current.

3.9 PROGRAM COMPLETION REQUIREMENTS

To successfully complete an occupational training program at Sandusky Career Center the student must meet the following requirements:

- A minimum **GRADE AVERAGE OF 70%** (individual programs may require another grade standard)
- A minimum **ATTENDANCE OF 90%** (individual programs may require another attendance requirement)
- All outstanding financial obligations to the school must be **PAID IN FULL** before a student is able to partake in credential testing.

3.10 GRADUATION

All students who maintain acceptable grades/attendance and show proficiency in all program competencies will be permitted to participate in the Adult Education Graduation Ceremony, which will be held at Sandusky High School.

3.11 DISMISSAL POLICY

Dismissal denotes a student being removed from a program due to lack of progress, excessive absence or misconduct.

Students must follow the Student Conduct & Discipline (see Section 5.3), make Satisfactory Academic Progress (see Section 8.10), as well as maintain acceptable attendance and grade standards (see Section 3.7) in an effort to continue to work towards program completion. If there is a risk for dismissal the student will set up a meeting to discuss the situation and intervention strategies as outlined in relevant policies in this Student Handbook. The Director of Adult Education will review and approve the decision before a student is formally dismissed from a program. A letter will be sent notifying the student of the official decision for dismissal. A record of the dismissal will be kept in the student file.

A student who is dismissed from a program at Sandusky Career Center who wishes to enroll in another program at the institution must first discuss their enrollment with the Director of Adult Education. The Director of Adult Education reserves the right to deny enrollment to any student who was formerly dismissed from a program at Sandusky Career Center based on the circumstances and severity of the issues leading to the student's dismissal.

3.12 WITHDRAWAL POLICY

Withdrawal denotes a student leaving school for any reason other than dismissal, whether initiated by the student or by the school.

WITHDRAWAL PROCESS

Students wishing to withdraw should first discuss the decision with the instructor/ program coordinator. A student's financial aid is affected by withdrawal from their program. If, following the discussion, the student still wishes to leave the program, the student will complete a Program Withdrawal Form. The student's withdrawal date is based on the date the Program Withdrawal Form is submitted. For Pell Grant purposes, the date of the withdrawal is based on the student's last day of attendance in the program.

Students who are withdrawing must verify their last date of attendance, and pay all outstanding account balances. The student is responsible for any expenses not covered by their financial aid funding as outlined in the refund policy (Section 2.6). Each student withdrawing in good financial standing has the option to return to any program. Any previous class time will not go towards any future classes in regards to attendance, grades, or clock hours.

SECTION 4

STUDENT SERVICES

4.1 STUDENT SERVICES

The Student Services division of Sandusky Career Center consists of coordinators and support staff who assist students with academic advising, registration, enrollment, financial aid, and other support services.

ASSESSMENT AND ENROLLMENT COORDINATOR

The Assessment and Enrollment Coordinator assists students with career planning, resume training, and all other services pertaining to student academic progress and success. The Coordinator also addresses all issues related to student academic process, including, but not limited to grades, attendance, competencies, job placement, etc.

The Assessment and Enrollment Coordinator also assists students with applying for Federal financial aid as well as searching for other financial aid opportunities at the state and local level, including, but not limited to grants, scholarships, private student loans, etc.

Students in need of further advisement are referred to outside agencies for counseling regarding barriers and life issues or for supplemental funding sources for their educational plans.

ADMINISTRATIVE ASSISTANT

The secretarial staff assist students with registration, payments, disbursements, student accounts and obtaining other required documentation related to enrollment at Sandusky Career Center.

4.2 ASSESSMENT SERVICES

WORKKEYS® ASSESSMENTS

Incoming students of occupational training programs are required to take the *ACT WorkKeys® Workplace Documents, Applied Math and Graphic Literacy* tests. Students must achieve expected target levels specific to their respective program. All offered tests are normed and standardized. Incoming students will be provided with personalized counseling and placement services. Sandusky Career Center will accept a student's ACT WorkKeys® score(s) for up to five years from the date(s) of test(s).

Our Retest Policy is as follows: For the first subsequent administration of a test in the same skill area:

1. Student may retest sooner than 30 days after the previous administration.
2. It is strongly recommended that a person receive remediation before retesting to include utilizing Workkeys® Curriculum or tutoring.
3. If an individual becomes ill during testing, policies for WorkKeys® tests will be followed.
4. There will be a \$17 non-refundable fee for each exam that need to be retaken.

For any additional subsequent administration of a retest in the same skill area:

1. Students must wait at least 30 days after the previous administration and remediation is recommended to include utilizing WorkKeys® Curriculum or tutoring.
2. If an individual becomes ill during testing, policies for WorkKeys® tests will be followed.
3. There will be a \$17 non-refundable fee for each exam that need to be retaken.

4.3 PLACEMENT SERVICES

The Sandusky Career Center is able to provide 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 Sandusky Career Center will also conduct follow up with the completers and their employers to collect and record data regarding job placement.

A Job Postings Board is maintained in the Adult Education Office with updated information about employment opportunities.

Sandusky Career Center's coordinators and instructors will assist students with finding a job after completing their program. However, the career center does not guarantee any student a job, nor a specific salary range upon completion.

EMPLOYMENT VERIFICATION

For tracking and reporting purposes, all students are required to report to the Sandusky Career Center upon being hired in their field of study.

4.4 FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)

As defined by the Federal Department of Education

<https://studentprivacy.ed.gov/resources/eligible-student-guide-family-educational-rights-and-privacy-act-ferpa>

The **Family Educational Rights and Privacy Act (FERPA)** is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. When a student reaches 18 years of age or attends an institution of postsecondary education at any age, the student becomes an "eligible student," and all rights under FERPA transfer from the parent to the student.

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 students to inspect the records. Schools may charge a fee for copies.

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 eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record commenting on the contested information in the record.

Generally, schools must have written permission from the student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:

- School employees who have a need to know
- Other schools to which a student is transferring
- Certain government officials in order to carry out lawful functions
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for the school
- Accrediting organizations
- Individuals who have obtained court order or subpoenas
- Persons who need to know in cases of health and safety emergencies
- 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 eligible students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a student 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.

SANDUSKY CAREER CENTER POLICIES / PROCEDURES UNDER FERPA

Student Records Access

All students shall have the right to review their records. Access must be provided within 45 days after the request. All materials intended for school use shall be available. The Adult Education Director/Designee shall be present during any review of student records. Parents of Sandusky Career Center students may be allowed access to student records, but only if the student signs a release form giving them permission.

Request for Amendment and Further Appeal

Students shall have the opportunity to challenge the contents of the school records at a hearing, as scheduled by the Director of Adult Education, if they believe the materials are inaccurate, misleading, or inappropriate. Any materials determined to be inaccurate, misleading, or inappropriate will be deleted or changed. If, as a result of the hearing, the schools decides not to amend the education record, the student has the right to insert a statement in the record commenting on the contested information or stating why they disagree with the decision, or both. Such statement will remain with the contested part of the education record for as long as the record is maintained and be included whenever the contested part is disclosed.

Release of Student Records

Any person or agency requesting a release of student records must contact the Sandusky Career Center Office. The office staff shall provide a form to the requestor to be completed and signed. The office staff then reports the request to the student. The student must complete a release of information form to grant permission. The release form shows the date records were released, to whom and for what purpose. The form shall remain in the student's file.

Discrimination Grievance Procedures

In accordance with the U.S. Department of Education and the Ohio Department of Education, Office for Civil Rights (OCR) Guidelines, any student/professional staff, e.g., teachers, counselors, or supervisors who believe that the Sandusky Career Center, School District or any school official has inadequately applied the principles and/or regulations of the **Title VI of the Civil Rights Act** of 1964 (race, color, national origin), **Title IX of the Education Amendment Act** on 1972 (sex/gender), **Section 504 of the Rehabilitation Act of 1973** (disability, e.g., Special Education and Orthopedic), or 20 U.S.C. Et. Seq., may file a complaint which shall be referred to as a **formal grievance**.

It is recommended that the grievant attempt to solve the alleged discrimination complaint informally with the Director of Adult Education within five (5) days of the date the incident occurred. However, if the alleged discrimination complaint cannot be solved informally, the following formal procedure shall be followed. At any step, the complaint may be taken to the Office of Civil Rights, U.S. Department of Education, 55 Erie View Plaza, Room 300, Cleveland, OH 44144.

4.5 STUDENT RIGHTS & GRIEVANCE PROCEDURES

Sandusky Career Center Grievance Procedure

All instructors are concerned with the development of each student. Realizing that school related problems may occur, the following procedure should be followed:

- A conference with an Instructor.
- 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 may file a written grievance with the Adult Director (or designee) fully describing the grievance within two (2) working days of the Program Coordinator/Student conference.
- The Director of Adult Education may schedule a meeting with the Student. The Student and student's selected counsel, the Program Coordinator, and the involved Instructor may attend.
- Should the grievance procedure not be resolved with the Director of Adult Education, 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 meeting with the Director of Adult Education. 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 Director of Adult Education, the Program Coordinator, and the involved Instructor.
- 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 Student and student's selected counsel, the Chief of Staff and Transformation Officer, the Director of Adult Education, the Program Coordinator and the involved instructor.

Council on Occupational Education (COE) Grievance Procedure

Sandusky Career Center is recognized by the Council on Occupational Education (COE) as meeting and maintaining certain standards of quality. It is the mutual goal of COE and the career center to ensure that educational training programs of quality are provided.

When problems arise, students should make every attempt to find a fair and reasonable solution through Sandusky Career Center grievance internal complaint procedure. In the event that a student has exercised Sandusky Career Center formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following step and bring the complaint to the attention of COE by submitting their concerns in writing to:

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

4.6 VOTER REGISTRATION

The Sandusky Career Center supports voting as a civic duty and as being in accordance with our mission that students “become respected, productive, and valued members of our community.” To assist students who want to participate in the voting process the center provides Voter Registration materials in the student resource area near the main office. Anyone seeking additional assistance can work with the Assessment and Enrollment Coordinator to determine the voting process in each student’s voting precinct.

SECTION 5

GENERAL POLICIES

5.1 HOURS OF OPERATION

Sandusky Career Center Adult Education maintains regular office hours throughout the year. All visitors, students and staff will need to enter through the main entrance.

SCHOOL YEAR (LATE AUGUST THROUGH EARLY JUNE)

Monday - Friday: 7:15 a.m. – 4:00 p.m.

SUMMER/HOLIDAYS/BREAKS

Monday - Friday: 7:15 a.m. – 2:45 p.m.

Please call 419-984-1100 for all hours of operation inquiries.

**Students planning to meet with Adult Education Office personnel are advised to call ahead and schedule an appointment with the respective staff member.

5.2 VISITORS

All visitors to Sandusky Career Center must enter the building through the main entrance and will be buzzed in through the intercom system. All visitors must sign-in at the Main Office and sign-out in the Main Office upon their departure and exit through the main entrance. After signing in, visitors will be provided with visual identification that they must adorn at all times while on the premises. In the interest of safety/security and to minimize class disruptions, the following guidelines will be enforced for **ALL** school visitors:

- In general, students should not have any visitors during class time. The Sandusky Career Center administrative assistant may grant visitor permission on an emergency basis only.
- Students should not bring children or other relatives to class. Childcare is not available at Sandusky Career Center.
- Visitors planning to meet with instructors or staff personnel will be admitted only after contacting and gaining approval from the respective instructor or staff member.
- Visitors accessing operating lab spaces are required to adorn all necessary personal protective equipment pertaining to those respective lab spaces.

5.3 STUDENT CONDUCT & DISCIPLINE

The general code of behavior, approved by the Sandusky Career Center Board of Education, for students directs, cooperatively, the behavior of the administration, faculty, and student body. Sandusky Career Center prioritizes values important in the world of work. Sandusky Career Center places emphasis on the need to develop self-discipline and restraint as well as the ability to govern one's own conduct.

The discipline procedures are based on the premise that every student attending school is able to differentiate between right and wrong; that every student is aware that he or she is attending school primarily to learn and profit through training; and that constituted authority and school regulations are necessary for the proper conduct of the school.

The school recognizes that it has a solemn obligation to protect the public property entrusted to its care and protect the rights and privileges of those students who sincerely desire to learn and who make an honest effort to do so.

Any student who demonstrates that he or she is unable to differentiate between right and wrong; who has

no apparent desire to profit from the course of instruction; who has no regard for the rights of other students—or any combination of the above—is subject to severe disciplinary action, including dismissal from the program.

Offenses that are in violation of the Ohio Criminal Code may be referred to the appropriate law enforcement authorities.

STUDENT BEHAVIOR CODE

A violation of any school rule may result in dismissal from the program. The following rules apply on school grounds or at school activities and events off school grounds. These rules are not meant to be all-inclusive; a building administrator may use other options if they are deemed more appropriate.

RULE 1 – DISRUPTION OF SCHOOL

A student shall not by use of violence, force, gang related activities or dress, coercion, threat, obscene language, or any other behavior cause disruption, obstruction, or interference with activities of the school.

RULE 2 – DAMAGE TO AND/OR THEFT OF SCHOOL PROPERTY

A student shall not cause or attempt to cause damage to and/or theft of school property.

RULE 3 – DAMAGE TO AND/OR THEFT OF PRIVATE PROPERTY

A student shall not cause or attempt to cause damage to and/or theft of private property.

RULE 4 – ASSAULT, MENACING, AND HAZING

No student, relative, or visitor, while on the property of Sandusky Career Center or involved in any activity related to Sandusky Career Center, shall commit assault, menacing, and/or hazing. Any student that strikes or attempts to strike an employee of Sandusky Career Center will be immediately dismissed from the program.

Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee is within the authority of the school administration to apply the Student Behavior Code.

Offenses are defined as:

- **Assault** – Knowingly, purposely, or recklessly cause or attempt to cause physical harm to another or another's property.
- **Menacing** – Knowingly or recklessly cause another to believe that the offender will cause physical harm to the person or the property of another.
- **Hazing** – Participating or coercing another to participate in any act that causes or creates a substantial risk of causing mental or physical harm to any person, which is considered hazing. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Instances of assault, menacing, and hazing will be referred to the proper law enforcement agency for the purpose of filing appropriate criminal charges immediately.

RULE 5 – DISREGARD OF REASONABLE DIRECTIONS

A student shall not willingly disregard reasonable directions or commands by instructors, school staff, or other authorized school personnel. Truancy, tardiness, plagiarism, failing to utilize proper exits/entrances, and parking in undesignated areas are considered not following reasonable directions.

RULE 6 – DANGEROUS WEAPONS AND INSTRUMENTS

A student shall not possess, handle, convey, and attempt to convey, or conceal any object defined by law as an illegal weapon or item which could reasonably be considered a weapon. This list of such objects includes, but is not limited to knives, guns, explosives (includes fire crackers), and other physically damaging objects. Students are prohibited from bringing the items described above on school property, in a school vehicle, or to any school-sponsored activity.

RULE 7 – NARCOTICS, ALCOHOLIC BEVERAGES, AND DRUGS

A student shall not possess, transmit, conceal, or show symptoms of using drugs, hallucinogens, volatile chemicals, alcohol, or possess paraphernalia conducive to above substances, or counterfeit controlled substance as any one or more of the aforementioned items while on school property or while attending school sponsored activities. Students will be dismissed immediately if drugs or alcohol are discovered.

1. A counterfeit controlled substance is defined as:
 - A. 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;
 - B. 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;
 - C. Any substance that is represented to be a controlled substance, but is not a controlled substance, or is a different controlled substance;
 - D. Any substance other than a controlled substance that a reasonable person would believe to be controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

2. Prescription and/or Over-The-Counter Drug Use During Program Activities

Students are held accountable to meet all applicable standards for safe and competent practice at all times. Student accountability requires a constant awareness of the demands of the job and continual process of assessment and evaluation. Students are expected to safely and competently perform functions that fall within the defined scope of practice for which they have accepted responsibility. Adult learners who practice while not fit to do so may be subject to disciplinary action by the school including dismissal. A valid prescription is not an acceptable excuse for impairment during school-related activities.

Students who are required to use prescription drugs authorized by a licensed prescriber or are taking over-the-counter medications (that might or could cause impairment) are responsible for being aware of any effect such drug may have on their performance of their duties. Written documentation regarding the use of such substances must be submitted to the instructor or Program coordinator/administrator. Failure to disclose prescription drug or over-the-counter drug use which is discovered as part of a random or "for cause" drug screen is cause for disciplinary action. Impairment during program-related activities due to prescribed medications is grounds for dismissal from the program of study.

3. No student shall directly or indirectly represent a counterfeit controlled substance, nor shall any student knowingly make, sell, give, package, or deliver a counterfeit controlled substance.

4. No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either with words or conduct, its effects as being the same or similar to the physical or mental effects associated with use of a controlled substance.
5. No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

RULE 8 – TOBACCO

Sandusky Career Center is a tobacco free facility. **TOBACCO** use is only permitted **in the student's own vehicle**. Sandusky Career Center is supporting the smoke-free and tobacco-free resolution set by the Ohio Department of Higher Education, on July 23, 2013, and implementing a smoke-free and tobacco-free campus policy to protect the health of students, faculty, staff, and visitors.

Smoking is defined as:

The act of emitting smoke or vapor; to inhale or exhale smoke/vapor; to burn or to carry any product or device for burning tobacco or any other plant.

Tobacco product is defined as:

Any product made from, containing, or derived from tobacco that is intended for human consumption, including any component, part, or accessory of a tobacco product.

Examples of smoking products or use of tobacco products include, but are not limited to:

- Cigarettes
- Electronic cigarettes and vaporizers
- Cigars
- Cigarillos
- Hookah-smoked products
- Pipes
- Oral tobacco (spit less, smokeless, chew, snuff)
- Nasal tobacco (snus)
- Marijuana

RULE 9 – REPEATED VIOLATIONS

A student shall not repeatedly fail to comply with school policies listed in this student handbook, directions of instructors, regular school staff, or other authorized school personnel during any period of time when the student is under the authority of school personnel which includes field trips, parking lots, and all campus grounds.

RULE 10 – COLLUSION

No student shall assist or aid in any way another student in violating school rules, regulations, or policies.

RULE 11 – HARASSMENT

No student shall sexually harass another student, staff, or other persons on school premises during a school activity, function, or event off campus. Sexual harassment is defined "in the eyes of the beholder" as unwanted sexual advances which may be verbal, visual, or physical contact. The definition is very broad and could include propositioning, making threats of reprisal after a proposition is refused, making actual reprisals after a proposition is refused, displaying sexually suggestive objects, making sexual remarks or gestures, making frequent sexual comments, displaying sexual pictures or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person's body, touching a person inappropriately, blocking their exit, or assaulting a person.

No student shall harass by any written, oral, or non-verbal innuendos, comments, jokes, insults, threats or disparaging remarks concerning a person's gender, ethnicity, sexual orientation, age, national origin, or religious beliefs.

RULE 12 – SAFETY VIOLATIONS

A student shall not repeatedly fail to comply with safety procedures outlined in a program's Course of Study or safety guidelines presented by instructors, regular school staff, or other authorized school personnel during any period of time when the student is under the authority of school personnel which includes field trips, parking lots, and all campus grounds. Major safety violations include any safety-related actions or neglect of safety regulations that may endanger the student, his or her classmates, instructors, or other personnel; as well as those actions or neglect of safety regulations that may cause damage to class materials or equipment.

DISCIPLINARY PROBATION & DISMISSAL

- The **FIRST TIME** a student violates the Code of Conduct he or she will receive a **WRITTEN WARNING** and be required to set up a meeting (as appropriate) to determine an action plan concerning the student's behavior and continued participation in the program.
- The **SECOND TIME** a student violates the Code of Conduct, he or she will be placed on **DISCIPLINARY PROBATION** and will be required to review his or her action plan to determine if any revisions are necessary.
- The **THIRD TIME** a student violates the Code of Conduct, he or she **WILL BE DISMISSED** from the program.
- If a student violates the Code of Conduct in a manner that is deemed **EXTREME** or **CRIMINAL** in nature, he or she will be asked to leave campus immediately and **MAY BE DISMISSED** from the program at the discretion of the Director of Adult Educaiton even if he or she has not received a written warning or has not be placed on disciplinary probation.

5.4 USE OF SANDUSKY CAREER CENTER PROPERTY

Students and visitors are not permitted to use any office equipment, phones, etc. without permission of the Sandusky Career Center staff. If given permission to utilize school property, students and visitors are asked to use these items responsibly and return them to the proper staff member when finished.

5.5 COMPUTERS, NETWORK & INTERNET USE

All students must take responsibility for appropriate and lawful use of the network and internet. Each student must review, sign, agree to follow and return the District's Acceptable Use Policy and Internet Safety Agreement.

5.6 ENERGY CONSERVATION

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

5.7 DRESS CODE

Sandusky Career Center has a liberal dress code; however, students are asked to wear clothing that is professional 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.

5.8 FOOD & BEVERAGE

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 receptacles. A refrigerator, microwave and coffee pot are available for use in the student break room. A pop machine is available for use in the main hallway.

5.9 CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER

If a student's name, address, or telephone number changes any time during the student's attendance at Sandusky Career Center, it is the student's responsibility to inform the Adult Education Office and fill out a change of address form.

SECTION 6

HEALTH & SAFETY

6.1 HEALTH & SAFETY

All staff and students must complete an Emergency Medical form which is kept in a secure location and used for emergency purposes only. It is the staff/student's responsibility to notify the Adult Education office of any changes in medical or emergency contact information.

Emergency AED equipment and Stop the Bleed kits are readily available. A first aid kit is available in the Adult Education Office and in the gymnasium. Emergency evacuation routes are clearly posted in every classroom/laboratory on campus.

6.2 EMERGENCIES

As soon as an emergency has been confirmed, the Adult Education Director will take into account the safety of the campus community; determine which information to release about the situation; and begin the notification process.

The only reason that Sandusky Career Center administrators would not immediately issue a notification for a confirmed emergency or dangerous situation is if doing so would comprise efforts to assist a victim; contain the emergency; respond to the emergency; or otherwise mitigate the emergency (i.e., by direct request of local law enforcement or fire department officials).

6.3 FIRE SAFETY

Sandusky Career Center conducts annual fire drills and emergency evacuations during the academic year.

Students and staff review fire safety and evacuation procedures pertaining to their respective programs and laboratory facilities during the beginning of the academic year as part of Student Orientation.

Evacuation routes are prominently displayed in all classrooms, labs and open areas, along with fire alarm equipment locations.

If a fire occurs, students are instructed to leave hazardous areas per the evacuation routes and get to a predetermined location before calling 911 for help. Students are to remain in that location so that the appropriate Sandusky Career Center representative has documented that the students have left the building. Students should not return to the building until after the "all-clear" has sounded.

6.4 EVACUATION

The Director of Adult Education will notify the campus community should evacuation of the career center be necessary. Students and staff should collect their personal belongings and follow directions of school personnel in order to safely and expeditiously exit the career center. Everyone should remain in the designated location while an effort is made to account for all students and wait for further directions. Depending on the resolution of the emergency, students will either be directed to return to their lab/class or leave the premises.

6.5 LOCKDOWN

There are several reasons a lockdown order will be given; if an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, or an active shooter has entered the building or school's grounds, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "lockdown" means to make a shelter of the area that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to leave.

A lockdown notification will be announced over the PA system.

No matter where you are, the basic steps of lockdown will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

- If you are inside, stay where you are.
- Collect any emergency lockdown supplies and a telephone to be used in case of emergency.
- If you are outdoors, proceed into a building entrance quickly or follow instructions from emergency personnel on the scene.
- Locate a room to shelter inside. It should be: - an interior room; - above ground level; and without windows or with the least number of windows.
- Shut and lock all doors.
- Make yourself comfortable. When the lockdown procedure is initiated by administration, an announcement will be made through the Remind application.
- Listen carefully for pertinent information regarding the situation.
- If situation calls for, and it is safe to do so, evacuate your class out of the building using the nearest exit. This decision will be up to each instructor and based on information provided over the public address system regarding the intruder's whereabouts.
- If evacuation is not possible, immediately close and lock classroom/lab door, barricade door and shut off lights.
- Students should move away from the door, taking with them any item which may be thrown at an intruder breaching the door.
- Students and staff outside the building will be contacted by a supervisor and given directions.

6.6 BOMB THREAT

In the unlikely event that a bomb threat is received, each person plays an important role in the safety and security of students, instructors and staff.

It is critical that *whoever takes the call* remains calm, follows the procedures described below, and gathers as much information as possible from the caller.

- If a student takes the call, immediately refer it to the instructor or the Sandusky Career Center office staff (ext. #1100).
- **During the call:**
 - **Record the phone number that appears on the Caller ID, if available.**
 - **Record the exact time of the call indicated on your phone.**
 - **Ask:**
 - Where is the bomb located?
 - When will it go off?
 - Why is the caller doing this?
 - What materials are in the bomb?
 - **Listen Closely:** Record any pertinent information, such as the caller's voice and speech patterns, and background noises.
- **After the call:**
 - **Notify the Director of Adult Education or designee immediately.**
 - **The Director of Adult Education or designee will call 911 to report the threat and notify law enforcement of the planned response.**
 - **The Director of Adult Education or designee will contact the Superintendent's Office at ext. 1000 and the Chief of Staff's Office at ext. 1016 with the available information and the Director of Adult Education's planned response procedures.**
 - **DO NOT ANNOUNCE THE BOMB THREAT** (If necessary, contact the Superintendent and Chief Of Staff via cell phone.)
- If a written bomb threat is received, all material must be saved and not handled after it is determined that the information contains a threat. Turn all written materials over to law enforcement as soon as they arrive on the scene.

6.7 TORNADO SAFETY

During student orientation, the Program Coordinator is responsible for informing students about tornado shelters in and/or near their respective laboratories and classrooms.

TORNADO WATCH & WARNING PROCEDURES:

A **tornado watch** is a forecast of the possibility of one or more tornadoes in a large area. When a tornado watch is in effect, classes will continue normal activities but any outdoor activities should be moved indoors. Sandusky Career Center staff will be responsible for continuously monitoring the watch while students are in the building or on the premises. Class may not be dismissed early and any changes in dismissal time will come from the Adult Education Director.

A **tornado warning** signals that a tornado has been sighted and may be approaching. A tornado warning signal is an electric siren and/or an announcement on the public address system. All students, instructors, and staff members should, in orderly fashion, make their way to the nearest marked tornado shelter or the centralized tornado shelter near the center of the building if time permits. Remain in these locations until further advised.

6.8 WEATHER RELATED CENTER CLOSINGS

Decisions regarding the operation of Sandusky Career Center programs and other activities on days that have inclement weather potential will be made jointly by the Adult Education Director and the Superintendent. Classes will automatically be cancelled when a **Level 3 Snow Emergency** is in effect in Erie County. On other days when classes are cancelled, a decision will be posted on Sandusky City School's website. Instructors have the flexibility to establish other forms of communication with their students regarding school closing as appropriate.

6.9 LIABILITY & CAMPUS SECURITY

Sandusky Career Center is not responsible for theft of personal property or personal injuries occurring on campus. Students and staff are responsible for all monetary losses resulting from theft or injuries and should have their own personal insurance policies.

REPORTING A CRIME

In the event of a crime or suspicious activity notify the Adult Education Office, or dial 911 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside or around buildings should be reported to the police department.

If you are the victim of a crime and do not want to pursue action within the Sandusky Career Center system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Adult Education Director can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, Sandusky Career Center can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

THE CLERY ACT

The Clery Act requires colleges and universities that **receive federal funding to disseminate a public annual security report (ASR) to employees and students every October 1st**. This ASR must include statistics of campus crime for the preceding 3 calendar years, plus details about efforts taken to improve campus safety. This information can be found on our website: <https://www.scs-k12.net/CampusSecurity1.aspx>.

6.10 DRUG-FREE STATEMENT & INTERVENTION POLICIES

The Sandusky Career Center recognizes that chemical use and abuse by our students may lead to chemical dependency, a treatable, but potentially fatal disease. Furthermore, this use and abuse often contributes to an inappropriate behavior that interferes with learning within the school environment. Because of the nature of the institution, the behaviors can also be a serious threat to the safety of the students and staff in our career training labs. Although disciplinary action will still hold the student accountable for his or her behavior, the emphasis is on finding help for the student through the Assessment and Enrollment Coordinator for assistance.

6.11 NON-DISCRIMINATION & INFORMATION ON TITLE VI, TITLE IX, SECTION 504

Policy Statement

The Sandusky City School District does not discriminate on the basis of race, color, religion, national origin, sex (including sexual orientation and transgender identity), disability, military status, ancestry, age, genetic information, or any other legally protected characteristic, in its employment opportunities and/or educational programs and activities.

Complaint Procedures for Nondiscrimination and Equal Employment Opportunity/Access

If a person believes that s/he has been discriminated against or denied equal opportunity or access to school programming, activities or services, the person may utilize the following complain procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter. For inquiries regarding the District's nondiscrimination policies contact:

Sandusky City Schools Title VI & Title IX Coordinator
407 Decatur Street, Sandusky, Ohio 44870-2442
419-626-6940

6.12 SERVICES FOR STUDENTS WITH DISABILITIES

Sandusky Career Center provides equal access and accommodations to students with disabilities enrolled at Sandusky Career Center. Students with disabilities must notify the instructor or program coordinator/director of their disability and desired services prior to the start of the program or class. Sandusky Career Center works to provide assistance to students with disabilities diagnosed by a qualified practitioner.

6.13 STAFF-STUDENT RELATIONS

The relationship between the District's staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive information and/or social involvement with students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be

tolerated.

Staff members are expected to use good judgement in their relationships with students both inside and outside of the school context. For more information, refer to Board Policy GBH.

6.14 SEXUAL HARASSMENT

Sexual harassment is improper, immoral, illegal, and will not be tolerated. Sexual harassment is defined as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behaviors include, but are not limited to the following:

- Unwanted sexual advances, including propositioning, repeatedly asking someone for a date after it is clear that the person is not interested.
- Making or threatening reprisal after a negative response to sexual advances.
- Non-verbal conduct: leering; making sexual gestures; displaying sexually suggestive objects, pictures, cartoons, or posters.
- Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another person's or one's own body.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.

Any person may report sex discrimination including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. For more information, refer to board policy ACAA and ACAA-R.

Sandusky City Schools Title VI & Title IX Coordinator
407 Decatur Street, Sandusky, Ohio 44870-2442
419-626-6940

6.15 INCIDENT/ACCIDENT REPORTING

A copy of the Incident/Accident Report Form is located in the main office. When any incident or accident occurs, to you or of which you witnessed, this form should be completed before leaving school for the day and submitted to the Program Coordinator or Adult Education Director.

6.16 WEAPONS

No staff/student should possess, handle, convey, and attempt to convey, or conceal any object defined by law as an illegal weapon or item which could reasonably be considered a weapon. This list of such objects includes, but is not limited to knives, guns, explosives (includes fire crackers), and other physically damaging objects. Staff/students are prohibited from bringing the items described above on school property, in a school vehicle, or to any school-sponsored activity.

6.17 EMERGENCY PHONE CALLS

To protect confidentiality, staff does not verify that a student attends SCC to individuals attempting to reach students by phone. Staff will take an incoming message and indicate it will be delivered to the student if they attend SCC.

SECTION 7

FINANCIAL AID POLICIES

7.1 ACADEMIC YEAR STRUCTURE & PROGRAMS

To receive Federal Financial Aid for Title IV funding purposes, all clock hour certificate programs must have an academic year with a minimum length of 15 weeks and 600 clock hours. Students who are attending a program of 600 or more hours are considered full time students under Title IV, Pell Grant financial aid regulations.

Students can find a listing of all programs with tuition costs and fees on the Sandusky Career Center website: www.sanduskycareercenter.org.

7.2 CODE OF CONDUCT FOR FINANCIAL AID COORDINATOR

Sandusky Career Center adheres to the Ethical Principles and Code of Conduct established by the National Association of Student Financial Aid Administrators (NASFAA): www.nasfaa.org

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

- Refrain from taking any action for his or her personal benefit.
- 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.
- Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
- Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student financial aid.
- 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.
- 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.

7.3 APPLYING FOR FINANCIAL AID

To apply for Federal Financial Aid, students need to complete the Free Application for Federal Student Aid (FAFSA) at the official web site: www.studentaid.gov. Once the U.S. Department of Education has completed processing the application, the results are sent to the school and to the student in a report called the Student Aid Report (SAR). Without a completed application and report the school will not be able to determine the student award.

To complete the application process, please follow the instructions below:

1. Collect the financial documents that will assist you in completing the FAFSA: tax returns, bank statements, untaxed income, assets, child support, etc.

2. Go to www.studentaid.gov complete a FAFSA form online. When asked for the Federal School, choose Sandusky Career Center's code: **026200**. Comprehensive Guide to FAFSA and Financial Aid available at <https://study.com/resources/fafsa-and-financial-aid-guide-for-college#0242>
3. If an email address is included, the U.S. Department of Education will send the SAR report by e-mail within 3-5 days. If no email is provided, it will arrive by mail within 3 weeks. Students can check the status of their FAFSA online at www.studentaid.gov or by calling 1-800-433-3243.
4. As soon as the application is received by Sandusky Career Center, the Financial Aid Coordinator will contact the student if there are any issues that need to be resolved.
5. To complete the enrollment process at Sandusky Career Center, students must successfully complete the WorkKeys® assessment test, resolve any issues on the FAFSA application, and, for students who are selected for the Verification Process, provide any documentation necessary.

7.4 FINANCIAL AID OPTIONS

Enrolled students in Title IV eligible, clock-hour certificate programs may qualify for the Federal Pell Grant.

Students must complete a Free Application for Federal Student Aid (FAFSA) for the appropriate financial aid year to apply for federal financial aid at www.studentaid.gov or contact 419-984-1104 for assistance.

FEDERAL FUNDING

Pell Grant:

Pell grants are based on financial need. Repayment of grants is not required. Apply online at www.studentaid.gov

Veteran's Administration Funding Programs

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

Students who have never applied for veterans' educational benefits will 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.)

Students that have used educational benefits in the past will need:

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

Chapter 1606 – Montgomery GI Bill® – Selected Reserve Educational Assistance

- **Eligibility:** Student must be currently enrolled in a Selective Reserve program such as the National Guard or the Army Reserves.

Chapter 1607 – Reserve Education Assistance Program (REAP)

- **Eligibility:** Available to certain reservists who were activated for at least 90 days after September 11, 2001.

Chapter 30 - Montgomery GI Bill®

- **Eligibility: Active Duty (MGIB-AD):** For active duty members who enroll and pay \$100 per month for 12 months and are then entitled to receive a monthly education benefit once they have completed a minimum service obligation.
- **Eligibility: Selected Reserve (MGIB-SR)** For Reservists with a six-year obligation in the Selected Reserve who are actively drilling.

Chapter 31 – Vocational Rehabilitation and Employment (VR&E)

- **Eligibility:** Student must have a service related disability which the Department of Veterans Affairs has rated at least 10% compensable. There must be an employment handicap and generally the student must complete the program within 12 years from the notice of the disability rating.

Chapter 32 – Veterans’ Educational Assistance Program (VEAP)

- **Period of Service:** 1-1-77 to 6-30-85
- **Eligibility:** Active duty for least 181 days, contribution to the program and other than dishonorable discharge. Eligible 10 years from date of separation.

Chapter 33 – Post 911

- **Eligibility:** Must have 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill®.

Chapter 35 – Survivors’ and Dependents’ Educational Assistance

- **Eligibility:** A child (under 26) or a spouse of a veteran who is 100% disabled or who died because of service related injuries.

Sandusky Career Center in accordance with the Veterans Benefits and Transaction 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 Veterans Affairs. This policy is limited to tuition funds paid by the U.S. Department of Veterans Affairs.

STATE, LOCAL, AND COUNTY FUNDING

Opportunities for Ohioans with Disabilities (O.O.D. – formerly BVR-RSC)

Financial assistance may be available from this local agency for students with physical, mental, or emotional disabilities that present a handicap to employment. Full or partial grants may cover tuition, books, and supplies. Contact your local area Opportunities for Ohioans with Disabilities office.

Trade Adjustment Assistance (TAA)

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

Workforce Innovation and Opportunity Act (WIOA)

Assistance may be available for students who are economically disadvantaged or dislocated workers. Contact your county’s OhioMeansJobs office for information and eligibility requirements.

MORE INFORMATION ON FUNDING

Deferment

Under certain circumstances a borrower may defer or postpone loan repayment. For more information about deferments and eligibility requirements visit www.studentloans.gov.

National Student Loan Data System (NSLDS)

Federal law requires that all records of student loans 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.

7.5 DETERMINING ELIGIBILITY

A federally approved system of need analysis is used to calculate a student's Pell Grant award and Direct Subsidized Loans. To initiate the application and calculations, students must complete the Free Application for Federal Student Aid (FAFSA) providing family financial information such as income and assets, size of family, number in college, and any unusual circumstances or expenses.

THE CONCEPT OF "NEEDS ANALYSIS" FOR FINANCIAL AID

The FAFSA calculation and resulting Expected Family Contribution (EFC) is the foundation for determining the student's eligibility for financial aid. Other factors include:

- **Cost of Attendance:** Tuition, fees, transportation, personal, etc.
- **Expected Family Contribution (EFC):** What the student and family are able to contribute toward the educational cost, based on FAFSA results.
- **Estimated Financial Assistance:** Grants, scholarships, government funding, etc.
- **Formula:** Cost of Attendance minus EFC minus Estimated Financial Assistance = Financial Need

REQUIREMENTS FOR ALL FINANCIAL AID TITLE IV PROGRAMS (PELL GRANT & DIRECT LOANS)

A student enrolled at Sandusky Career Center seeking Title IV funding must:

- Demonstrate financial need
- Be enrolled in a program that is at least 600 clock hours and 15 weeks in length
- Maintain Satisfactory Academic Progress standards set by the school
- Be a U.S. citizen or eligible non-citizen
- Have a high school diploma or High School Equivalency (HSE)
- Have a valid Social Security Number
- Sign a statement on the Free Application for Federal Student Aid (FAFSA) certifying that the student will use federal student aid only for educational purposes
- Sign a statement on the FAFSA certifying that student is not in default on a federal student loan and that the student does not owe money back on a federal student grant

□

7.6 COST OF ATTENDANCE/COURSE FEES

When applying for financial aid, students and parents need to be aware of all the costs of attending Sandusky Career Center. The Cost of Attendance (COA) for a student is an estimate of the student's educational expenses for the enrollment period. Tuition and fees are a component of the COA. Living expenses must be considered when calculating how much it will cost while enrolled at Sandusky Career Center. The living or indirect costs include room and board, transportation, child care, and personal expenses. The Financial Aid office at Sandusky Career Center establishes standard budgets to reflect the

average costs for Sandusky Career Center students, but actual expenses vary for individual students depending on lifestyles and obligations.

Review tuition and fees in the Sandusky Career Center online at:
www.sanduskycareercenter.org

7.7 DISBURSEMENT OF FUNDS

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, provided the student meets satisfactory academic 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 indicates 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 of excess aid 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.

7.8 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.

A student is considered **INDEPENDENT** if he or she meets any one of the following criteria:

- The student has reached the age of 24 prior to January 1st of the upcoming award year
- The student is enrolled in a graduate or professional educational program beyond a Bachelor's Degree
- The student is married as of the date he or she submitted the FAFSA
- The student has children who receive more than half of their support from the student (NOTE: having a child does not automatically make a student independent. The student must be providing over 50% of the child's support)
- The student has dependents (other than children or a spouse) who live with the student and receive more than half of their support from the student, now and through the end of the award year
- Both parents are deceased or the student is an orphan or Ward of the Court (or was a Ward of

the Court until age 18)

- The student is currently serving on active duty in the U.S. Armed Forces (other than training)
- The student is a Veteran of the U.S. Armed Forces
- The student is an emancipated minor
- The student is an unaccompanied youth who is homeless or in danger of being homeless

If the student does not meet any of the above criteria, then he or she is considered a "Dependent Student" and his or her parents must complete the parent portion of the FAFSA and provide financial information.

In some instances the student may apply to receive what is called a Dependency Override. Only the Financial Aid Coordinator can make that decision and circumstances must be in line with Sandusky Career Center and U.S. Department of Education policies.

7.9 DEPENDENCY OVERRIDE POLICY

In the case of a student who has an unusual circumstance that is beyond his/her control, Dependency Overrides may be granted by the Financial Aid Coordinator on a case- by-case basis. A Dependency Override allows a qualifying dependent student to receive financial aid as an independent, without providing parent financial information on the FAFSA. If a student between the ages of 18 and 24 moves away from his or her parents and has 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 Coordinator and provide supporting documentation. Sandusky Career Center is obligated to follow Federal Student Aid policies set forth by the U.S. Department of Education.

7.10 SATISFACTORY ACADEMIC PROGRESS (SAP)

According to federal and state regulations, students receiving financial aid must maintain Satisfactory Academic Progress (SAP). The Satisfactory Academic Progress Policy addresses academic progress during all periods of enrollment, including summer, regardless of financial aid eligibility 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 –
Maximum Time Frame – Students must be on pace to 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.

Remedial Courses

Sandusky Career Center does not grant credit for remedial courses.

Transfer Credits

If the coordinator 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 Certificates

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

Change in Programs or Certificates

If a current student changes programs or certificates, credits and grades not related to the new program/certificate will not be included in determining their satisfactory progress. All other satisfactory academic requirements will have to be met in the new 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 returning 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. Submitting a SAP Appeal may be appropriate. A student who is ineligible for aid will be responsible for paying all tuition/fees.

Grievance Procedure

Students with concerns are welcome to utilize the grievance procedures outlined in Section 4.5 of the Student Handbook.

7.11 SATISFACTORY ACADEMIC PROGRESS APPEAL

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 Coordinator.

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 Financial Aid Coordinator. If needed, the Coordinator may choose to assemble an appeal committee to provide additional input into the appeal decision. Appeal decisions are 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 pay 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.
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 (maximum time frame) components of the SAP policy.

7.12 SPECIAL CIRCUMSTANCES

The EFC (Estimated Family Contribution) formula is the same for all applicants. The Financial Aid Coordinator has the authority to use professional judgement on a case by case basis to adjust certain data elements for a student with special or unusual circumstances.

A student with a special circumstance can contact the financial aid office to discuss the situation and to see what documentation is necessary. Documentation varies based on the reason for the request.

Sandusky Career Center will make a decision to approve or deny the request and will notify the student 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. Some examples of acceptable special circumstances 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 Form 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 previous year's 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

A parent (or spouse, if independent) received income for the most recently reported tax year, but passed away after you completed the FAFSA.

Marriage of Student

Student has been married since the date that the FAFSA was filed.

7.13 RETURN OF TITLE IV FUNDS

If a student who is eligible for federal financial aid, stops attending classes before completion of the training program, federal law requires Sandusky Career Center to calculate, within 45 days of the withdrawal, the amount of financial aid the student has earned. The amount of aid earned is based on the portion of the scheduled hours in the payment period that the student completed before withdrawing from the program.

This law applies to Title IV funds for Pell Grant recipients who stop attending prior to completing 60% of the hours scheduled in the program payment period. After the 60% point, the student would have earned the full award for that period and no repayments would be necessary.

As mandated by the federal government, Sandusky Career Center will return the unearned portion of the funding award or will make a Post-Disbursement within 45 days of the student's withdrawal from the program.

The school must return the unearned financial aid that has been disbursed to U.S. Department of Education. If the disbursement has not yet been made, Sandusky Career Center will create a Post-Withdrawal disbursement.

Students who stop attending the program before completing 60% of the hours in the period could be responsible to repay a portion of the aid that must be returned. The calculation for the return of Title IV funds can result in the student owing money to Sandusky Career Center.

Example 1: A student who completes 375 hours in a payment period of 441 scheduled hours would have earned all of his/her financial aid for that period (this is over 60% completion).

Example 2: A student who completes 152 hours in a payment period of 300 scheduled hours would not have earned all of his/her financial aid. The school would be required to complete a R2T4 worksheet to determine the amount of aid that has to be returned if a disbursement had been done for the student.

Sandusky Career Center will use the last date of attendance as the official withdrawal date when calculating the need to return funds. If funds have not been disbursed at the time of withdrawal, a post withdrawal disbursement may have to be completed based on the R2T4 worksheet calculations. The student will be notified in writing if a post withdrawal disbursement is needed. Sandusky Career Center will draw the funds on behalf of the student within 30 days of the post withdrawal determination.

7.14 RETENTION RATE

This information is disclosed as required by the Student-Right-To-Know Act. This information reflects the previous year's cohort of first-time, full-time students. The information is for reporting purposes only and may not accurately represent the total enrollment of our school. See the Adult Education website for current retention rates: www.sanduskycareercenter.org.

7.15 GRADUATION / COMPLETION RATE

This information is disclosed as required by the Student-Right-To-Know Act. This information reflects the previous year's cohort of first-time, full-time students who completed within the normal time allowed for their program. The information is for reporting purposes only and may not accurately represent the total enrollment of our school. See the Adult Education website for current graduation/completion rates: www.sanduskycareercenter.org.

7.16 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 from enrollment, during program 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 loan eligibility reduced or eliminated until satisfactory academic progress is reestablished.

7.17 CITIZENSHIP REQUIREMENTS

All students applying for Federal Financial Aid must be able to confirm their citizenship status with the Social Security Administration. The confirmation process is applied when the student submits the Free Application for Federal Student Aid (FAFSA) 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 SAR 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 the application
- If the data still doesn't match, the student must provide documentation to prove citizenship
- Other documents could include birth certificate or Certificate of Naturalization

ELIGIBLE NONCITIZEN

- A number is sent to DHS for primary verification
- If status is not confirmed an automatic secondary confirmation will be performed by the DHS
- School will wait at least five but no more than 15 days for result of secondary confirmation
- If no secondary confirmation is received the school will begin confirmation on the systematic Alien Verification for Entitlements Program (SAVE).

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.

7.18 VERIFICATIONS POLICIES & PROCEDURES

Students who apply for Federal Student Aid and receive a Student Aid Report (SAR) may be selected for a process called Verification in which the U.S. Department of Education requires the students to verify the information provided on the Federal Application for Aid (FAFSA). The SAR will have an asterisk (*) next to the EFC that indicates the student has been selected. The school is responsible for verifying the information used to calculate the student award.

The Financial Aid Coordinator will explain the verification process and documents needed to the student during the enrollment interview or during a phone consultation. If the student needs to verify adjusted gross income and taxes paid, the coordinator will explain how to obtain a Tax Return Transcript. Alternative documentation may be accepted in some cases. The Financial Aid Coordinator will also provide a Verification Worksheet which will be completed by the student.

The Financial Aid Office is obligated to address any discrepancies and request documentation to resolve them. The Financial Aid Office will make the necessary corrections and submit them electronically to the U.S. Department of Education. If after the corrections are made, the student's award changes, a revised award notice will be provided to the student within two weeks of the completed verification process. No funds can be disbursed until the verification process is completed.

Verification is required for the following items:

- Adjusted gross income (AGI)
- US income tax paid
- Household size
- Number enrolled in college
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- Education credits
- IRA deductions and payments
- Tax-exempt interest income
- Income earned from work
- Identity/statement of education purpose

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

Acceptable Documentation

For the previous school year students must obtain a Tax Return Transcript from the IRS or provide a signed Tax Return. Alternative documentation may be accepted in some cases. The Financial Aid Office can tell the student what documentation is needed and acceptable for each item to be verified.