



2016-17

Student Catalog

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CONTENTS

OUR MISSION.....	3
Our Vision.....	3
Our Core Beliefs.....	3
Our Educational Objectives.....	3
OVERVIEW.....	4
HISTORY/FACILITIES.....	4
NON-DISCRIMINATION POLICY.....	4
SCHOOL DISTRICT OFFICIALS.....	4
ACCREDITATION, PROGRAM LEVEL & TRANSFERABILITY.....	5
PROGRAM FEES AND CHARGES.....	5
Possible Additional Fees.....	5
CAREER DEVELOPMENT PROGRAMS INFORMATION.....	6
Administrative Medical Office.....	6
Automotive Technology.....	7
Clinical Care Technologies.....	8
Managing Cosmetology.....	9
Cosmetology.....	10
Dental Assisting.....	11
Industrial Electrical Maintenance.....	12
Phlebotomy/EKG.....	13
State Tested Nurse Aide (STNA).....	13
Precision Machining/CNC Technology.....	14
Welding Technology.....	15
SCHOOL CALENDAR.....	16
SCHOOL CANCELLATION/DELAY.....	16
ADMISSION PROCESS AND REQUIREMENTS.....	16
TRANSFER AND PREVIOUS EDUCATION CREDIT.....	17
ATTENDANCE POLICY.....	17
GRADING SCALE.....	18
GRADUATION REQUIREMENTS.....	18
SATISFACTORY ACADEMIC PROGRESS POLICY.....	19
READMISSION POLICY.....	19
CANCELLATION AND REFUND POLICY.....	20
STUDENT SERVICES & RESOURCES.....	21
Job Placement (Employment) Assistance.....	21
Counseling/Referral Services.....	21
Assistance for students with disabilities.....	21
LIBRARY RESOURCES.....	22
FINANCIAL AID INFORMATION.....	23
2016-17 Financial Aid Steps.....	23
How Funds Are Disbursed.....	25
Student Rights and Responsibilities.....	25
RETURN TO TITLE IV (R2T4) POLICY.....	25
STUDENT CONDUCT POLICY.....	28
DRESS CODE POLICY.....	28
TOBACCO/ SMOKING POLICY.....	28
FOOD.....	29
PARKING.....	29
CARE OF EQUIPMENT AND PROPERTY.....	29
TOOLS & EQUIPMENT.....	29
CHANGE OF STATUS POLICY.....	29
Name Change Policy:.....	29
LOCKERS/ SEARCHES.....	29
STUDENT COMPLAINT POLICY.....	30
STUDENT ALCOHOL AND OTHER DRUG ABUSE POLICY.....	31
EMERGENCIES.....	33
Awareness.....	33
Emergencies & Reporting.....	33
VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY AND PROCEDURE.....	33
CRIME STATISTICS.....	37
COMPUTER/ON-LINE SERVICES (EDE-R).....	38
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY.....	40
Information Sharing Authorization.....	40

Madison Adult Career Center

OUR MISSION

“Raise Expectations, Increase Achievement, Prepare for tomorrow...Make it Happen!”

Our Vision

“We will be the local leader in adult education by providing quality training and support services to enhance student success and by building strong partnerships with area employers, agencies and other educational providers.”

Our Core Beliefs

We believe that...

- all individuals have a responsibility to be lifelong learners.
- every student deserves equal access to learning opportunities.
- students learn best in a positive, engaging environment where they feel safe.
- family is the primary influence and inspiration in the development of an individual.
- school-family-community partnerships build trust, pride and success.
- every individual can be a productive, contributing citizen.
- diversity and mutual respect enhance both the individual and society.
- all individuals are personally accountable to themselves and society for their actions.
- high expectations lead to high achievement.
- excellence must be recognized, valued and celebrated.

Our Educational Objectives

- To ensure that all students regardless of gender, race, religion, disabilities, sexual orientation, language, culture, or economic status are given equal opportunity in all career and technical programs.
- To provide an environment for all staff members and employees that promotes development of effective programs.
- Cooperate in developing and implementing curriculum changes that reflect current industry standards.
- To recruit and sustain a responsible, committed, and cooperative teaching staff who are interested in providing quality education to each one of their students and who will continue to improve themselves professionally.
- To provide students with a positive atmosphere for learning, including a physical environment that is maintained with appropriate equipment and materials.
- To maintain ongoing support services to enhance academic success (*personal/career counseling, financial aid assistance, placement assistance, and program integrated professionalism*), as well as other services necessary for the individual's immediate needs and developmental growth.
- To provide instruction and supervised work-based learning to enable students to develop in their chosen occupational fields.
- To foster a sound work ethic by requiring students to be punctual, to attend school regularly, and to assume individual responsibility for gaining skill and proficiency in their trade.
- To gain community support, by involving local citizens, government & agency officials, and employers on program advisory boards, open houses, and graduation ceremony.

OVERVIEW

This catalog is designed to communicate the basic policies of Madison Adult Career Center and the Madison Local School District. It is not intended to be all-inclusive, but rather to set forth guidelines to promote awareness and consistency for adult career center students. This document is subject to change based on constantly changing educational and financial aid requirements. This catalog is provided annually to students enrolled in Career Development training programs. (*Our Nurse Aide, Phlebotomy and Cosmetology programs have catalogs specific to their training programs*). The catalog will be provided to any prospective student requesting a copy. A complete manual of all Madison Local School District Board of Education Rules and Policies is on file in the career center office.

Career Development training programs are designed to train or re-train students to meet the area's demand for skilled workers. Career Development training programs include: Administrative Medical office; Automotive Technology, Clinical Care Technologies, Cosmetology/Managing Cosmetology; Dental Assisting, Industrial Electrical Maintenance; State Tested Nurse Aide (STNA), Phlebotomy/EKG, Precision Machining/CNC Technology, and Welding Technology. In addition, MACC offers the following services: personal/vocational counseling, financial aid assistance to those who qualify; professionalism and job readiness, career exploration and assessment, resume development.

Career/Personal Enrichment (primarily short-term evening) courses are offered throughout the year for targeted skill development or for personal interest. These courses do not fall under the scope of our accreditation; however offer a wide variety of skill and personal interest updates! We also offer adult basic education/GED through our partnership with Mansfield City Adult and Continuing Education.

Madison Adult Career Center offers Customized Training Solutions for Businesses/Industry through our participation in the Workforce Partnerships of North Central Ohio. We can help provide training on-site or customize off-site classes.

HISTORY/FACILITIES

Since 1978 Madison Adult Career Center (MACC) has been dedicated to providing high-quality technical training, continuing education and student-support services that give students entry-level skills to match career goals and to meet the work-force needs of business and industry, adults, governmental agencies, and trade associations. We serve approximately 1,800 adults annually through our various training programs, classes and services. Madison Adult Career Center shares facilities and equipment with Madison Comprehensive High School, which consist of modern lab facilities and industry-specific equipment.

MACC shares a building and Career-Tech labs with the high school to operate adult programs/courses in the evenings when the high school students are not here. Secondary students do not enroll in adult education programs nor do adult students enroll in high school programs. Madison Adult Career Center operates independently from the high school. Adult students and high school students are in the building at different times with the exception of our Administrative Medical Office program which meets during the day in the MACC computer classroom. MACC has two labs available during the day that are specifically designated for adult education.

NON-DISCRIMINATION POLICY

Madison Local School District provides educational programs and activities without regard to race, color, national origin, gender and/or disability. Questions or requests for information should be referred to the School District's Superintendent who serves as Coordinator of Title IX (non-discrimination on the basis of sex), Title VI (non-discrimination on the basis of race, color or national origin) and Section 504 (non-discrimination on the basis of disability), at 589-2600.

SCHOOL DISTRICT OFFICIALS

Board Of Education Members and Officers

Jeff Meyers, President
John Leudy, Vice President
Murray Konves
Jane McGinty
Amy Walker

School District Official

Mr. Lee Kaple, Superintendent
Robin Klenk, Treasurer
Sonja Pluck, Adult Career Center Director
Jim Riggle, Career-Technical Education Director
Rob Peterson, High School Principal

Adult Career Center Staff

Director - Sonja Pluck
Assistant Director - Lisa Miracle
Transition Coordinator/Financial Aid - Crystal McMillen
Transition Coordinator - Denise Brown
Guidance Counselor - Vicki Kane
Secretary - Becky Frasher
Secretary - Maxine Hall
Secretary - Michele Rasnic

Instructors

Administrative Medical Office - Dorothy Sharrock, Elaine Oswald
Automotive Technology - John Fort, Mark Braddock
Clinical Care Technologies - Kelly Clements, Terri Grover, Toni Shaum, Tim Stahle, Marie Williams
Cosmetology/Managing Cosmetology - Melinda Williams, Kim Stillwell
Michelle Yost
Dental Assisting - Celeste Guiler
Industrial Electrical Maintenance - Tim Dean, Chris Renwick, Jeremy Wachtel
Phlebotomy/EKG - Kelly Clements, Toni Shaum, Tim Stahle,
Precision Machining/CNC Technology - David Liebhart, Jim Thompson
State Tested Nurse Aide (STNA) - Marie Williams, Terri Grover
Welding Technology - Dalas Roberts, Michael Wagner

ACCREDITATION, PROGRAM LEVEL & TRANSFERABILITY

Madison Adult Career Center Central is accredited by the Accrediting Commission of Career Schools and Colleges. We are also a member of the University System of Ohio; approved by the Ohio Department of Higher Education and the Ohio Association of Career Technical and Adult Education (Ohio ACTE). A copy of the official accreditation document is available by contacting the Adult Career Center Director. All Adult Career Center instructors hold licenses to teach Adult Education through the Ohio Department of Education. All Career Development programs are approved through the Ohio Department of Higher Education.

Some Career Development training programs articulate to North Central State College and Franklin University for credit. Students must have 3.0 GPA or higher AND enroll within one year of graduation for credit to be articulated. Students completing MACC programs may also qualify to take credit by examination tests at North Central State College. If you are interested in pursuing this option, please inform your Instructor and the Assistant Director.

Our programs help prepare students for entry-level employment and the following certifications:

AMO - Administrative Medical Office	Microsoft Office (MCAS), Certified Medical Administrative Assistant (CMAA), QuickBooks, CPR
AUTO - Automotive Technology	Automotive Service Excellence (ASE) student certification, OSHA-10
CCT - Clinical Care Technologies	Registered Medical Assistant (RMA), Registered Phlebotomy Technician (RPT), Ohio STNA
CSM/MCSM – Cosmetology /Managing Cosmetology	Ohio State Board of Cosmetology Licensure, CPR, MCSM students receive Managing Cosmetologist Licensure.
DA - Dental Assisting	Commission on Ohio Dental Assistants (CODA), Ohio Dental Board Radiography certification, CPR
IEM - Industrial Electrical Maintenance	Multiple NCCER certifications, OSHA-10, American Welding Society Certification - 1 process
STNA - State Tested Nurse Aide	Ohio Department of Health State Tested Nurse Aide (STNA), CPR
PH-EKG - Phlebotomy/EKG	Registered Phlebotomy Technician (RPT), CPR
PMT - Precision Machining/CNC Technology	National Institute for Metalworking Skills (NIMS), OSHA-10
WLD - Welding Technology	American Welding Society (AWS) – 3 processes, OSHA-10

PROGRAM FEES AND CHARGES

Program fees include all of the following. Fees are listed in the pages that follow:

	AMO	AUTO	CCT	CSM	MCSM	DA	IEM	PH-EKG	PMT	STNA	WLD
Tuition	X	X	X	X	X	X	X	X	X	X	X
Books	X	X	X	X	X	X	X	X	X	X	X
Certification Fees	X	X	X	X	X	X	X	X	X	X	X
Lab Fees	X	X	X	X	X	X	X	X	X	X	X
Student Services Fee	X	X	X	X	X	X	X	X	X	X	X
Tools/Kit		X	X	X	X	X	X		X		X
Hepatitis B Titer			X					X			
Uniform			X	X	X	X					
Physical										X	
Additional Fees Required	4	4	1,2,3,4	4,5	4,5	1,4	4	1,2,4,6	4	3,6	4

Possible Additional Fees

- 1 – Hepatitis B Vaccine (series of 3), or booster if needed – price varies by provider
- 2 – MMR Vaccine – if needed – price varies by provider
- 3 – Tuberculin Skin Testing – if needed – price varies by provider
- 4 – Late fees – only applies to students on payment plans who are 2 weeks late on payments (\$5 each late fee).
- 5 – Additional time needed (Cosmetology/Managing Cosmetology) – if students exceed scheduled end date (which includes scheduled hours + additional scheduled hours included to assist students in completing the program)
- 6 – Scrubs (Black for PHLEB; Black or khaki for STNA)

CAREER DEVELOPMENT PROGRAMS INFORMATION

Administrative Medical Office

1,000 clock hours/9 months

635 Didactic (classroom) hours; 305 lab hours; 60 externship hours

Maximum Enrollment: 16

CIP Code: 52.0401

SOC Code: 43-6014

Tuition \$7,000

Fees \$2,354

Course Descriptions

ACCOUNTING I

Analyze accounting equations and transactions to journalize, post, and complete worksheets using adjusting and closing entries; prepare financial statements for a sole proprietorship.

BUSINESS COMMUNICATION

Practice punctuation, capitalization, number, and abbreviation style; plurals and possessives; correct word choice, grammar, and document formatting; apply rules correctly; develop proofreading and editing skills to locate and correct errors.

BUSINESS MATH

Add, subtract, multiply and divide whole numbers, decimals, and fractions; solve for rate, base and percentage; calculate payroll, payroll taxes, and simple interest.

COMPUTER FUNDAMENTALS

Learn computer terms, processes, hardware, and software; Windows desktop, Microsoft Office programs and ribbon components; create folders; save and manage files.

HEALTHCARE PROVIDER CPR

Learn how to perform basic life support (adult/child/infant) and AED in a variety of healthcare settings.

FIRST AID

Manage illness and injuries within the first few minutes of their occurrence. Students will receive a Pass or Fail grade.

HCPCS/CPT CODING

Learn service and procedure coding for medical practitioners; related coding guidelines by type of service and medical specialty; and the basic principles related to CPT coding, guidelines, and HCPCS Level II codes.

ICD-10-CM CODING

Practice ICD-10-CM coding using new conventions and guidelines.

KEYBOARDING

Develop correct alphabetic and numeric computer keyboard manipulation; input, proofread and edit data correctly.

MEDICAL INSURANCE/BILLING

Learn the health insurance industry basics, legal guidelines and how to accurately process health insurance claims for major insurances, employee group plans, Medicare, Medicaid,

TRICARE, CHAMPVA and Worker's Compensation.

MEDICAL OFFICE PROCEDURES

Practice effective interpersonal communication. Demonstrate effective office, telephone and reception management, including office opening and closing, managing waiting room, and greeting, registering and scheduling patients.

MEDICAL RECORDS MANAGEMENT

Recognize and prepare medical records and charts. Describe benefits and challenges of electronic health records systems. Use electronic health record software to add/edit data, run reports, and manage templates.

MEDICAL TERMINOLOGY

Learn medical terminology (root words, suffixes and prefixes) used in the medical practices

MICROSOFT WORD I

Insert, format, and edit text/pictures in documents; add borders; apply picture styles, headers, footers, and footnotes; apply/edit citations, sources and references using various manuscript styles in research papers; create bibliography lists; insert/format tables, clip art, and symbols; use tabs; set margins; edit hyperlinks; format/print envelopes and labels.

MICROSOFT WORD II

Format/modify/sort lists and tables; create watermarks and multilevel lists; insert/format SmartArt; use data source and mail merge; create directory; format drop cap; insert text box and column breaks; prepare for certification.

MICROSOFT EXCEL I

Create a worksheet with an embedded chart; apply formulas, functions, and formatting; understand and practice using What-If analysis and charts, and work with worksheets.

MICROSOFT EXCEL II

Use financial functions and data tables; protect/unprotect cells; create, sort, and query a table; work with multiple worksheets and workbooks; prepare for certification exam.

MICROSOFT POWERPOINT I

Create, edit, and print presentations, enhance presentations using clip art, pictures, shapes, WordArt, and media.

PROFESSIONALISM

Refine essential workplace skills including communication; customer service; work habits; stress and time management; leadership; teamwork; resume development and job search.

QUICKBOOKS PRO ACCOUNTING

Use QuickBooks Pro automated accounting software to record various business/financial transactions and print reports.

Automotive Technology

1,040 clock hours/13 months

570 Didactic (classroom) hours; 470 lab hours

CIP Code: 47.0604

Maximum Enrollment: 16

SOC Code: 49-3023.00

Tuition \$7,280

Fees \$ 1,807

COURSE DESCRIPTIONS

SAFETY

Students will learn and demonstrate safe use of basic hand tools; power tools, lifts and lab equipment; automotive measurements and related math.

AUTOMOTIVE MAINTENANCE

Understand fasteners, gaskets, seals, sealant, lubrication, service and recycling; perform vehicle maintenance and how to properly handle hazardous material.

ENGINE FUNDAMENTALS AND REPAIR

Areas of emphasis include engine technology, fundamentals, design, and classification; alternative engines; top end and bottom end engine construction; short block and front end service; engine reassembly, installation and break-in; mechanical problems; cooling technology, maintenance and repair; lubrication fundamentals, diagnosis, testing and repair. Students will perform an engine tear-down to reinforce topics covered.

ELECTRICAL AND ELECTRONIC SYSTEMS

Topics covered include electrical theory, circuit types, Ohm's Law, automotive electrical and electronic components; electrical tools and test equipment; wiring diagrams and repair; electrical diagnostics; computer system fundamentals; on-board diagnostics and scan tools; computer systems service; 12 volt and hybrid battery; battery service; engine starting systems diagnosis, testing and repair; charging system diagnosis, testing and repair; lights, instrumentation, wipers and horns, operation and service.

ENGINE PERFORMANCE

Areas covered include system technologies; diagnosis, testing and repair; automotive fuels; combustion efficiency; fuel pumps, tanks, lines and filters; gasoline injection fundamentals, diagnosis and repair; diesel injection fundamentals, diagnosis, service and repair; exhaust system

technology and repair; turbocharger/supercharger construction, operation and repair; emission control technology, system testing, service and repair; engine performance and drive-ability; advanced diagnostics; engine tune-up.

BRAKES

Includes instruction in brake system technology; brake system diagnosis, service and repair; anti-lock brakes, traction and stability control.

SUSPENSION AND STEERING

Students will learn tire, wheel and wheel bearing fundamentals; tire, wheel and wheel bearing diagnosis, service and repair; suspension system technology, diagnosis, service and repair; steering system technology, diagnosis, service and repair; and wheel alignment.

MANUAL DRIVE TRAIN AND AXLES

Includes instruction in clutch technology, diagnosis, service and repair; manual transmission technology, diagnosis, service and repair; drive shaft and transfer case technology; drive shaft and transfer case diagnosis, service and repair; differential and rear axle technology, service and repair; transaxle and front drive axle technology, diagnosis, service and repair.

AUTOMATIC TRANSMISSION/TRANSAXLE

Includes instruction in automatic transmission technology; automatic transmission diagnosis, service and repair; transaxle and front drive axle technology diagnosis, service and repair.

INTRODUCTION TO HYBRID TECHNOLOGY

Reinforces elements of hybrid drive technology taught in other sections of the program. Includes additional instruction in hybrid drive diagnosis, service and repair; 28 – 12 volt and hybrid battery technology.

HEATING AND AIR CONDITIONING

Includes instruction in heating and air conditioning fundamentals; diagnosis, testing and repair.

AUTOMOTIVE TECHNOLOGY LAB/SHOP

Students gain real-world experience operating an automotive repair shop for three months. Students diagnose, service and repair vehicles; write estimates; itemize invoices; provide customer service; and manage parts and time.

Clinical Care Technologies

840 clock hours/ 13 months

436 Didactic (classroom hours); 188 lab hours;
216 clinical/externship hours

Maximum Enrollment: 22

CIP Code: 51.0801

SOC Code: 31-9092

Tuition: \$5,880

Fees: \$1,762

COURSE DESCRIPTIONS

ADMINISTRATIVE MEDICAL ASSISTING

Introduces students to administrative skills used in a variety of medical offices. Students complete classroom instruction including practical exercises utilizing medical procedures, medical forms, and electronic health records. Topics covered include: professionalism; interpersonal skills/customer service; healthcare law and ethics (HIPAA); written/verbal; communication skills; reception and telephone skills; appointment scheduling; electronic medical records; basics of diagnostic/procedural coding; health insurance claims; billing, credits, collection procedures; medical office safety and emergency procedures; medical office marketing

CLINICAL MEDICAL ASSISTING

Introduces students to clinical skills used in a variety of medical practices. Students complete classroom instruction and lab exercises including practical exercises. Topics covered include: asepsis; infection/disease control; pharmacology; dosage calculation; patient history; patient assessment; vital signs; medication administration; nutrition and health promotion; assisting with medical specialties; instrument identification; sterilization/reprocessing theory.

EKG

Students are introduced to and practice EKG terminology, lead application and procedures on an EKG MAC/5000 Machine. Functions of this particular machine and EKG Resulting/Interpretation and the cardiovascular system are also covered.

FIRST AID

Manage illness and injuries within the first few minutes of their occurrence. Students will receive a Pass or Fail grade.

HEALTHCARE PROVIDER CPR

Learn to perform basic life support (adult/child/infant) and AED in a variety of healthcare settings.

INTRODUCTION TO ANATOMY AND PHYSIOLOGY

Learn the basic structure and function of the human body. Students gain understanding of the tissues and organs that make up body systems and the basic functions, and diseases.

INTRODUCTION TO MEDICAL ASSISTING, LAW & ETHICS

Students learn the role/duties of the medical assistant, attitude and behaviors expected in the healthcare environment, and types of facilities that employ medical assistants. Emphasis is placed on scope of practice, legal terms, patients' rights, confidentiality, liability, code of

ethics, documentation, consent, HIPAA, release of information and standard of care as they apply to medical assisting.

MEDICAL ASSISTING EXTERNSHIP

Students apply clinical, laboratory, and administrative skills in a medical facility under the supervision of facility personnel or the instructor. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Students complete a total of 216 hours of externship between STNA clinical experiences, Phlebotomy and Medical Assisting externship.

MEDICAL TERMINOLOGY

Students learn prefixes, suffixes, word roots, and common abbreviations used in the medical profession. Students will be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

NURSE AIDE THEORY/LAB

Mandatory Ohio Department of Health (NATCEP) curriculum includes: safety; infection control; personal care; mental health; care impaired; residents' rights; communication; data collection; basic nursing skills; role and responsibility; disease process; and older adult growth. In addition students gain valuable skills through hands-on lab experience taking vital signs/blood pressure; dressing/feeding dependent residents; catheter care; abdominal thrusts; basic activity planning/dosage calculation/medical terminology; safe transfers using walkers, gait belts and mechanical lifts. Students must obtain 80% to pass.

NURSE AIDE CLINICAL EXPERIENCE

Gain hands-on experience in a long-term care facility putting into practice skills successfully demonstrated in Nurse Aide Theory/Lab. Students must obtain 80% on skills clinical check-off in order to pass.

PHARMACOLOGY FOR MEDICAL ASSISTING

Course focuses on preparation, dosage calculation and various methods of administration of medications. Students also learn proper documentation, identifying, spelling, and recognizing adverse reactions/interactions of the most commonly used medications in a physician's office.

PHLEBOTOMY

An intense course in which students study and practice the following topics: role of phlebotomy in healthcare; quality assurance and legal issues of phlebotomy; infection control and healthcare safety; medical terminology; basic anatomy and physiology; blood collection equipment and additives; specimen requisitioning, transporting, and processing; special collections and point-of-care-testing; nonblood specimen collection and testing; arterial puncture procedures. Students complete 120 hours of externship through OhioHealth Facilities.

Managing Cosmetology

1,800 clock hours/21 months

590 Didactic (*classroom hours*); 1,060 lab hours; 150 internship hours

Maximum Enrollment: 24

CIP Code: 12.0401

SOC Code: 39-5012.00

Tuition: \$12,600

Fees: \$ 1,945

COURSE DESCRIPTIONS

SANITATION/BACTERIOLOGY/RULES AND LAWS

Learn and understand federal and state rules/laws pertaining to Infection Control and Salon Disinfection.

SCALP CARE/ANATOMY

Understand the anatomy and functions of the scalp. Learn to recognize the difference between normal and what is considered abnormal and determine specific treatments and/or services.

HAIR STYLING AND CUTTING

Learn to cut and style hair with a wide variety of various tools, techniques, and products.

HAIR COLORING

Gain an in-depth understanding of color theory, choosing the proper product, application, and color correction.

CHEMICAL HAIR TEXTURE SERVICES

Understand and perform hair services that cause a chemical change which will permanently alter the hair's natural wave pattern. Learn to analyze and select appropriate treatments.

NAIL CARE

Obtain an understanding of the structure and growth of the natural nail and perform basic and advanced nail services as well as apply enhancements.

SKIN CARE

Learn the structure and growth of skin and to recognize the difference between normal and what is considered to be abnormal. Determine specific treatments and/or services.

SALON OPERATION/COMMUNICATION

Practice proper customer service, communication, hygiene, ergonomics/posture and client consultation. Learn to project a professional image, manage a salon, and maintain inventory.

BASIC HUMAN ANATOMY

Obtain basic knowledge of cells, tissues, organs, and body systems with emphasis on bones, nerves, muscles and functions of the head, face, neck, arms, hands, legs, and feet.

BASICS OF CHEMISTRY/ELECTRICITY

Learn the chemistry of hair, skin, scalp and nails and in

products used. Implement safety precautions in the use of chemicals, electricity, electrical equipment and cosmetic chemistry. Theory and practical procedures are explained and demonstrated.

SALON/SPA MANAGEMENT

Topics covered include Ohio Revised Code Statutes; Ohio Administrative Rules, license and permit policies and procedures, continuing education, inspection and enforcement.

PUBLIC HEALTH AND SAFETY

Students learn proper sanitation, sterilization and dispensary operation, practices and procedures. Topics include bacteriology, contagious and communicable disease control, salon procedures and consumer and product safety.

ADVANCED HAIR/SKIN CARE TECHNIQUES

Learn and practice advanced skills including haircutting/styling, chemical services, salon supervision/management, and specialized equipment use, hair/scalp anatomy, product and service sales.

HEALTHCARE PROVIDER CPR

Learn how a healthcare provider performs basic life support (adult/child/infant) and AED in a variety of healthcare settings.

FIRST AID

Manage illness and injuries within the first few minutes of their occurrence. Students will receive a Pass or Fail grade.

PROFESSIONALISM

Receive instruction and real-world experience demonstrating effective communication skills, good attendance, proper uniform/dress requirements, and a positive attitude and ability to work with customers and co-workers.

COSMETOLOGY LAB/SALON

Students operate a full-service salon by consulting with clients and performing a variety of customer services including haircuts, color/chemical services, styling, pedicures, manicures, facials, and hand-arm massages. Students gain additional skills in professional customer service, communication, inventory, dispensary duties, and receptionist skills which help prepare them for employment in the field.

Cosmetology

1,500 clock hours/17 months

500 Didactic (*classroom hours*); 850 lab hours; 150 internship hours

Maximum Enrollment: 24

CIP Code: 12.0401

SOC Code: 39-5012.00

Tuition: \$10,500

Fees: \$ 1,443

COURSE DESCRIPTIONS

SANITATION/BACTERIOLOGY/RULES AND LAWS

Learn and understand federal and state rules/laws pertaining to Infection Control and Salon Disinfection.

SCALP CARE/ANATOMY

Understand the anatomy and functions of the scalp. Learn to recognize the difference between normal and what is considered abnormal and determine specific treatments and/or services.

HAIR STYLING AND CUTTING

Learn to cut and style hair with a wide variety of various tools, techniques, and products.

HAIR COLORING

Gain an in-depth understanding of color theory, choosing the proper product, application, and color correction.

CHEMICAL HAIR TEXTURE SERVICES

Understand and perform hair services that cause a chemical change which will permanently alter the hair's natural wave pattern. Learn to analyze and select appropriate treatments.

NAIL CARE

Obtain an understanding of the structure and growth of the natural nail and perform basic and advanced nail services as well as apply enhancements.

SKIN CARE

Learn the structure and growth of skin and to recognize the difference between normal and what is considered to be abnormal. Determine specific treatments and/or services.

SALON OPERATION/COMMUNICATION

Practice proper customer service, communication, hygiene, ergonomics/posture and client consultation. Learn to project a professional image, manage a salon, and maintain inventory.

BASIC HUMAN ANATOMY

Obtain basic knowledge of cells, tissues, organs, and body systems with emphasis on bones, nerves, muscles and functions of the head, face, neck, arms, hands, legs, and feet.

BASICS OF CHEMISTRY/ELECTRICITY

Learn the chemistry of hair, skin, scalp and nails and in products used. Implement safety precautions in the use of chemicals, electricity, electrical equipment and cosmetic chemistry. Theory and practical procedures are explained and demonstrated.

HEALTHCARE PROVIDER CPR

Learn how a healthcare provider performs basic life support (adult/child/infant) and AED in a variety of healthcare settings.

FIRST AID

Manage illness and injuries within the first few minutes of their occurrence. Students will receive a Pass or Fail grade.

PROFESSIONALISM

Receive instruction and real-world experience demonstrating effective communication skills, good attendance, proper uniform/dress requirements, and a positive attitude and ability to work with customers and co-workers.

COSMETOLOGY LAB/SALON

Students operate a full-service salon by consulting with clients and performing a variety of customer services including haircuts, color/chemical services, styling, pedicures, manicures, facials, and hand-arm massages. Students gain additional skills in professional customer service, communication, inventory, dispensary duties, and receptionist skills which help prepare them for employment in the field.

Dental Assisting

600 clock hours/10 months

308 Didactic (classroom) hours; 192 Lab hours; 100 Externship hours

Maximum Enrollment: 16

CIP Code: 51.0601

SOC Code: 31-9091

Tuition: \$4,200

Fees: \$1,226

COURSE DESCRIPTIONS

DENTAL SCIENCES

Students learn chair-side assisting through classroom instruction and hands-on activities in our equipped lab. Additionally students gain experience and employer connections through completing 100 externship hours at various dental offices. Radiography certification may be obtained upon successful completion of classroom, clinical and successful skills demonstration. The program helps students prepare for certification through the Commission on Ohio Dental Assistants (CODA).

APPLIED ANATOMY AND PHYSIOLOGY

Understand multiple body systems and their functions. Gain knowledge of how each body system affects the oral cavity. Learn body planes and appropriate terminology of body directions. Learn morphology including tooth identification and positioning.

INFECTION CONTROL

Apply proper sterilization, use universal precautions and correct waste management to ensure safety. Chemical inventory control and storage is discussed. OSHA and blood borne pathogen standards are included.

HEALTHCARE PROVIDER CPR

Learn how to perform basic life support (adult/child/infant) and AED in a variety of healthcare settings.

FIRST AID

Manage illness and injuries within the first few minutes of their occurrence. Students will receive a Pass or Fail grade.

DENTAL RADIOGRAPHY

Understand safety measurements while exposing dental radiographs. Acquire knowledge of equipment use and maintenance. Use hands-on tools to expose a full mouth survey. Student receives a dental radiographer's certification upon successful completion.

INSTRUMENTATION

Understand basic setups, procedural steps, and anticipation of next instrument, instrument sterilization, packaging and tray setups. Students gain hands-on experience transferring instruments. Understand moisture control, proper placement, cotton rolls placement, gauze use and air/water syringe use. Identify instruments used during specialty procedures and identify rotary instruments.

DENTAL ASSISTING LAB

Students engage in hands-on interactive dental assisting procedures. Demonstration of professionalism is graded weekly. Students must demonstrate skill competencies by performing successfully in lab.

Industrial Electrical Maintenance

600 clock hours/9 months

383 Didactic (classroom) hours; 217 lab hours

Maximum Enrollment: 12

CIP Code: 46.0302

SOC Code: 49-2094

Tuition: \$4,200

Fees: \$1,488

INTRODUCTION TO THE POWER INDUSTRY

This module sets the stage for trainees entering the electrical energy production and distribution field. It describes the many ways in which electricity can be produced, from burning fossil fuels such as coal and natural gas, to harnessing nuclear energy, and using renewable energy sources such as wind, geothermal, and solar energy.

INDUSTRIAL ELECTRICAL MAINTENANCE AND INSTRUMENTATION LEVEL 1

Topics of instruction include: orientation to the trade; tools of the trade; fasteners & anchors; oxy-fuel cutting; gaskets & packing; craft related mathematics; construction drawings; pumps & drivers; valves; intro. to test equipment; material handling & hand rigging; mobile & support equipment; lubrication.

INDUSTRIAL ELECTRICAL MAINTENANCE AND INSTRUMENTATION LEVEL 2

Topics of instruction include: industrial safety for E & I technicians; intro. to national electric code; electrical theory; alternating current; E & I test equipment; flow, pressure, level & temperature; process mathematics; hand bending; tubing; clean, purge & test tubing & piping systems; instrument drawings & documents part 1; conductors & cables; conductor terminations & splices.

MANAGING ELECTRICAL HAZARDS

Introduces electrical hazards in the workplace and describes how to avoid electrical hazards and how to analyze and document shock and arc flash hazards; and how to plan and conduct work around them. Includes examples of how to complete an energized electrical work permit, and how to select the specialized personal protective equipment required for electrical work.

INTRODUCTION TO WIND ENERGY

Introduces the fundamentals of generating electrical power from wind energy. A brief history of wind energy is included as well as wind science, the interception of wind energy through a rotor, and an identification of major wind turbine generator components.

INTRODUCTION TO SOLAR PHOTOVOLTAICS (P/V)

Covers the basic concepts of PV systems and their components, along with general sizing and electrical/mechanical design requirements. Also provides an overview of performance analysis and troubleshooting.

BASIC WELDING & CUTTING

Students gain experience in oxy-fuel cutting safety, equipment and usage; cutting straight lines, squares piercing and slots, bevels; washing and gouging. Students are introduced to Shielded Metal Arc Welding (S.M.A.W.) and Mig Welding (G.M.A.W.) as they pertain to uses in maintenance.

Phlebotomy/EKG

244 clock hours/4 months

72Didactic (classroom) hours; 52 lab hours; 120 externship hours

Maximum Enrollment: 20

CIP Code: 51.1009

SOC Code: 31-9097.00

Tuition: \$1,708

Fees: \$498

COURSE DESCRIPTIONS

PHLEBOTOMY

An intense course in which students study and practice the following topics: role of phlebotomy in healthcare; quality assurance and legal issues of phlebotomy; infection control and healthcare safety; medical terminology; basic anatomy and physiology; blood collection equipment and additives; specimen requisitioning, transporting, and processing; special collections and point-of-care-testing; nonblood specimen collection and testing; arterial puncture procedures. Students complete 120 hours of externship through OhioHealth Facilities.

PHLEBOTOMY EXTERNSHIP

Students who successfully completed Phlebotomy will attend a 2 ½ week externship and perform 100 successful venipunctures. Students will observe in the pediatric, emergency medicine, and triage departments of OhioHealth Mansfield and Shelby Hospitals to gain additional knowledge. Externship is assigned based on a rotational basis.

EKG

Students are introduced to and practice EKG terminology, lead application and procedures on an EKG MAC/5000 Machine. Functions of this particular machine and EKG Resulting/Interpretation and the cardiovascular system are also covered.

State Tested Nurse Aide (STNA)

96 clock hours/1-2 months

50 Didactic (classroom) hours; 30 lab hours;

16 clinical hours

Maximum Enrollment: 16

CIP Code: 51.3902

SOC Code: 31-1014

Tuition: \$550

Fees: \$225

COURSE DESCRIPTIONS

NURSE AIDE THEORY/LAB

Mandatory Ohio Department of Health (NATCEP) curriculum includes: safety; infection control; personal care; mental health; care impaired; residents' rights; communication; data collection; basic nursing skills; role and responsibility; disease process; and older adult growth. In addition students gain valuable skills through hands-on lab experience taking vital signs/blood pressure; dressing/feeding dependent residents; catheter care; abdominal thrusts; basic activity planning/dosage calculation/medical terminology; safe transfers using walkers, gait belts and mechanical lifts. Students must obtain 80% to pass.

NURSE AIDE CLINICAL EXPERIENCE

Gain hands-on experience in a long-term care facility putting into practice skills successfully demonstrated in Nurse Aide Theory/Lab. Students must obtain 80% on skills clinical check-off in order to pass.

HEALTHCARE PROVIDER CPR

Performs basic life support (adult/child/infant) and AED in a variety of healthcare settings.

FIRST AID

Manage illness and injuries within the first few minutes of their occurrence. Students will receive a Pass or Fail grade.

Precision Machining/CNC Technology

375 clock hours/7 months

225 Didactic (classroom) hours; 150 lab hours

Maximum Enrollment: 15

CIP Code: 48.0599

SOC Code: 51-4011.00

Tuition: \$3,090

Fees: \$1,206

COURSE DESCRIPTIONS

APPLIED MATH

Review of fractions, decimals and conversions, measurements and metric conversions; calculate surface footage for mills, lathes and other machines; calculate precision measurements; figure speeds and feeds; trigonometry for machining.

BLUEPRINT READING

Understand blueprint drawings and sketches; learn geometric symbols, blueprint layouts and tolerances; practice reading and creating various types of blueprints and sketches. Use blueprints to machine parts.

CNC SIMULATION

Use Immerse2Learn software to review Math and Blueprint Reading; learn to format and write CNC programs; students input programs into HAAS CNC simulator to proof out program.

METALWORKING PROJECTS

Utilize machining hand tools for craftsmanship; students layout project and use drill press, saw and hand tools to complete layout project. Students also complete manual lathe projects, manual mill projects and learn to operate surface grinder.

LAB

Gain hands-on experience operating metalworking and CNC equipment and projects. Students are graded on their performance, use of tools, attendance, motivation and teamwork skills.

SAFETY

Learn to operate all equipment with safety precautions (*eye protection, dress, appearance*). Become aware of various moving parts on equipment and considerations. Read MSDS sheets and discuss hazardous materials.

CNC LATHE PROGRAMMING

Learn lathe axes and Cartesian coordinate systems for plotting points. Learn basic G and M codes and single line programming. Use linear and circular interpolation and tool nose radius compensation to write lathe programs.

CNC LATHE SETUP

Gain experience building up tools for CNC lathe operation; Learn to build tool data; touch off turning tools; understand tool geometry and create work shifts to set up CNC Lathes. Perform by proofing out programs and running parts complete.

CNC MILL PROGRAMMING

Learn mill axes and Cartesian coordinate systems for plotting points. Learn basic G and M codes and single line programming. Use linear and circular interpolation and cutter compensation to write mill programs.

CNC MILL SETUP

Gain experience building up tools for CNC mill operation. Learn to build tool data; understand tool geometry; touch off tooling and create work shifts to set up CNC Mills. Perform by proofing out program and running parts complete.

Welding Technology

630 clock hours/9 months

158 Didactic (classroom) hours; 472 lab hours

Maximum Enrollment: 12

CIP Code: 48.0508

SOC Code: 51-4121

Tuition: \$4,410

Fees: \$1,472

COURSE DESCRIPTIONS

SHIELDED METAL ARC WELDING I

Gain an understanding of arc welding, welding safety, arc welding power sources, electrode classifications and selection. Develop skills necessary to make quality shielded metal arc welds in all positions on mild steel from 3/16" to 1/2" plate, single and multiple pass, using mild steel, low hydrogen and iron powder electrodes, with DC welding current.

SHIELDED METAL ARC WELDING II

Produce quality multi-pass groove welds with backing on 3/8" plates (horizontal, vertical and overhead positions). Gain exposure to hard surfacing, repair of cast iron, metal identification, welding procedures and welder qualification on destructive and nondestructive testing methods.

OXYACETYLENE WELDING, CUTTING & BRAZING

Understand oxyacetylene welding, cutting and safety practices. Produce quality 11-gauge fillet welds and open root 3/16" V groove bevel welds. Gain experience in flame cutting mild steel plate, weld quality and applications of fuel gases.

BLUEPRINT READING & WELDING SYMBOLS

Develop an understanding of engineering drawings. Use information to communicate setup and welding instructions from the designer to the welder and fitter. Learn AWS(R) A2.4 Symbols for Welding and Nondestructive Examination Standard which provides a vital link between the designer and those responsible for producing and planning welding.

GAS METAL ARC WELDING

Understand gas metal arc welding, equipment adjustments, metal transfer and shielding gases. Gain skills to make quality gas metal arc welds in all positions on mild steel from 3/16" sheet to 3/8" plate, single and multiple passes, using short circuit transfer process. Learn about problems

associated with welding situations and corrective action. Learn pulse transfer other than short-circuiting. Learn how pulse transfer provides for high deposition rate for all position welding. Also included is gas metal arc welding of aluminum.

WELDING FABRICATION

Fabrication is the practical application of cutting and welding processes. Students will fabricate several small projects in lab using combination squares, levels, cutting equipment and welding processes throughout the program.

FLUX-CORED ARC WELDING

Learn to produce quality fillet and groove welds on carbon steel using small diameter electrode wires, large diameter gas shielded and self-shielded electrode wires as well as metal cored wires. Develop skills for Welder Arc. Weld on carbon steels using small and large diameter flux-cored electrodes, with and without shielding gas, in all positions on fillet and groove welds.

GAS TUNGSTEN ARC WELDING

Understand gas tungsten arc welding, arc characteristics and welding safety. Develop skills necessary to make quality gas tungsten arc welds on 16 and 11 gauge mild steel, .060" and .062" gauge stainless steel and .125" aluminum, using both direct and alternating current. Learn characteristics of carbon steel, stainless steel and aluminum.

INTRODUCTION TO PIPE WELDING

Gain beginning theory and practical instruction in preparation for pipe welding. Learn stringer, open root groove welds on plate. Students will demonstrate an open root weld on pipe in the 1G position. Welds will be in accordance with ASME Section IX carbon steel pipe.

SCHOOL CALENDAR

Madison Adult Career Center operates Monday through Thursday, from 8:00am to 9:00pm, and Friday from 8:00am to 4:00pm. The school will be closed in observance of the following holidays:

- July 4th
- Labor Day
- Thanksgiving
- Christmas Eve/Day
- New Year's Eve/Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day

Students are provided with a schedule for the year highlighting observed holidays and vacation days, which vary by program and DO NOT NECESSARILY FOLLOW THE MADISON LOCAL SCHOOL CALENDAR FOR GRADES K-12.

SCHOOL CANCELLATION/DELAY

When Madison Local Schools are canceled, for any reason, ALL Adult Career Center classes will also be canceled for the ENTIRE day. Announcements will be aired on all Mansfield radio stations and WNCO 101.3 in Ashland. Adult Career Center students may be required to make up calamity days if they exceed the program's schedule hours. Calamity days are normally made up at the conclusion of the program. **If there is a 2-hour delay this will only apply to daytime classes.**

ADMISSION PROCESS AND REQUIREMENTS

To enroll in a career development job-training program, a student must:

- Complete the MACC Admission Information Form.
- Provide photo identification (*Driver's License or State ID*)
- Provide documentation of a high school diploma OR GED
 - STNA Students who do not possess a diploma or GED may take WorkKeys Locating Information Test and Applied Math Test and be admitted based on scoring 3 or better on both tests.
 - Home-Schooled Students must provide transcripts signed by parent and high school transcript through last grade attended. Will be evaluated on an individual basis.
 - Correspondence/On-Line School Diplomas must be from an accredited school.
- Schedule WorkKeys Assessments – *There is no fee for the initial WorkKeys Assessments, Students re-testing will pay a \$10 fee per test.* WorkKeys Scores of 4 in Applied Math AND 4 in Locating Information are REQUIRED for all career development programs except the Nurse Aide Training program.
- Questionnaires requiring prospective students to investigate and document job requirements/information for Phlebotomy/EKG, Clinical Care Technologies and Dental Assisting are also required.
- Complete OhioMeansJobs registration & turn in proof of registration at <http://omj.ohio.gov>
- Click Career Profile, Sign in & Register. Students can also complete in the MACC office.
- Students must review the Student Catalog and, after reviewing Student Catalog, sign an Enrollment Agreement.

AFTER COMPLETING ALL STEPS ABOVE REGISTER IN PERSON

Students will be registered in the order they:

- Submit non-refundable enrollment deposit of \$100 which is deducted from program fees due. Students who receive full funding after paying deposit will receive a refund once all program fees are paid.
- or submit proof of funding from an outside agency
- or complete Student Loan Entrance Counseling and Master Promissory Note.
- Sign Enrollment Agreement ONLY after reviewing the 2016-17 student catalog
- Complete Release of Information Form
- Students in the Phlebotomy/EKG and Clinical Care Technologies programs must complete a background check, Tuberculin Skin Testing (TST) and pass drug testing before starting the Phlebotomy section of their program. (*dates and details are announced to the students*)
- Students must also have proof of 1st of 3 Hepatitis B vaccinations and MMR before first day of Phlebotomy/EKG class (*not included in charges*). **Students should NOT schedule MMR vaccine before TST skin test!**

**** Students with felonies are not encouraged to enroll in the Clinical Care Technologies or Phlebotomy/EKG programs as job opportunities for felons are extremely limited. Prospective students in Dental Assisting may have challenges taking certification testing and are encouraged to check with the Ohio Dental Board prior to enrolling.*

TRANSFER AND PREVIOUS EDUCATION CREDIT

Students interested in transferring credit/hours from other schools should contact the Assistant Director. Students need to provide a written request and supporting documentation (*grades, certifications/licenses, state board hours*). Requests for transfer credit will be individually evaluated and the student will be notified in writing of accepted hours and content. Grades of C (2.0) will be considered for transfer credit. No more than 75% of a program's hours may be transferred from another institution.

ATTENDANCE POLICY

MACC and prospective employers expect students/employees to be present, on-time and ready to work. Appointments/personal business needs to be arranged outside of class. **We encourage students to strive for perfect attendance!**

Madison Adult Career Center requires students to maintain 90% attendance.

- MACC is a clock-hour school. We measure students' attendance in hours attended. A clock hour is defined as 50 minutes of instruction with a 10 minute break.
- MACC regularly monitors student attendance and provides updates to students. If, at the time of an attendance update, a student is below the required 90% attendance he or she may be given a warning; and then placed on probation and, if the attendance continues to fall below 90%, he or she may be dismissed from the program.
- Once a student misses beyond 10% of his or her scheduled hours in the program, he or she will be dismissed from the program. Students may appeal the dismissal by filling out an Appeal Form which requires a written statement and a plan of action to correct the absences. Once an appeal is submitted, the Appeal Committee will meet and determine whether an appeal will be accepted and will decide terms that the student must follow in order to remain enrolled. If a student violates, at any time, his/her appeal terms, he/she will be immediately dismissed with no chance of appeal.
- Only 10% of a program's hours can be made up or received from Evaluated Credit for Work Experience. Therefore once a student has missed beyond 20% of his or her scheduled hours in the program, he or she will be permanently dismissed from the program with no opportunity for makeup or appeal.
- Students who don't officially withdraw but stop attending class will be considered dismissed/withdrawn after 2 calendar weeks from the last date of attendance.

Tardiness/Absences

- If a student is late for class, the amount of time lost will be based on 15-minute increments. ***Any tardiness will be an immediate deduction of 15 minutes.***
- **STUDENTS MISSING CLASS FOR ANY REASON ARE EXPECTED TO CALL THE ADULT CAREER CENTER OFFICE 419.589.6363 BEFORE CLASS** (*or as soon as possible in an emergency situation*). Please leave a message with a secretary or a voice mail, so we can document your call. **MISSED CLASS IS A MISSED OPPORTUNITY TO LEARN! IT IS THE STUDENT'S RESPONSIBILITY TO MAKE UP ANY MISSED ASSIGNMENTS OR TESTS/QUIZZES, HOURS (if possible), ETC.** Instructors do not have to allow students makeup time or work. Each instructor sets the rules and expectations for his/her classroom. Students showing responsibility for their absences (*calling ahead, discussing directly with the instructor, keeping absences few*) will be more likely to be given the opportunity to make up time/assignments.

Outstanding Attendance

Students achieving 98% cumulative attendance at the end of their career development job-training program will receive an **"Outstanding Attendance Certificate"** which will be placed in the Career Passport.

Perfect Attendance

Students who attend every minute of their training will receive a **Perfect Attendance Certificate** upon graduation. (*Students who miss and make up hours, and graduate with 100% attendance, will receive Outstanding Attendance.*)

Evaluated Credit for Work Experience

Students may be eligible (upon PRIOR approval from program instructor and the Assistant Director) to receive up to 10% of scheduled program clock hours for directly related and evaluated work experience gained while in his/her training program. See Instructor/Assistant Director for details. Eligibility varies by program.

Make Up Time/Out of Class Assignments

- Only 10% of a program's hours can be made up or received from Evaluated Credit for Work Experience.
- It is the student's responsibility to make up any missed assignments or tests/quizzes, hours, etc. Instructors do not have to allow students makeup time or work.
- Each instructor sets the rules and expectations for his/her classroom. Students showing responsibility for their absences (*calling ahead, discussing makeup possibilities directly with the instructor, keeping absences few & far between, etc.*) will be more likely to be given the opportunity to make up time/assignments.
- All assigned out of class assignments/make-up work should require the student to work 1.5 times the class hours missed in order to complete the assignment.

Leave Of Absence

- MACC permits students to request a leave of absence (LOA) for up to 180 days or one-half of the program length (whichever is shorter) during a 12-month period if there are legitimate extenuating circumstances that require students to interrupt their education. A LOA may not always be possible. It may be necessary for the individual to withdraw and return the following year.
- Students must submit a LOA form along with explanation and relevant documentation of circumstances, to the Assistant Director who will take before the appeals committee for approval.
- Veterans who have an approved LOA are advised that Veterans' Benefits will cease during their LOA.

GRADING SCALE

Academic achievement will be evaluated according to the following scale: NOTE: **(this grading scale was adopted 7/27/09 due to transferability of coursework to colleges.**

<u>Grading Point Average</u>	<u>Letter Grade</u>	<u>Percentage Range</u>
4.00	A	95% - 100%
3.67	A-	92% - 94%
3.33	B+	89% - 91%
3.00	B	86% - 88%
2.67	B-	83% - 85%
2.33	C+	80% - 82%
2.00	C	77% - 79%
1.67	C-	74% - 76%
1.33	D+	71% - 73%
1.00	D	68% - 70%
0.67	D-	65% - 67%
0.00	F	below - 64%
Incomplete	I*	

**I* grades will remain valid for a maximum of 6 weeks, and then automatically will turn into an "F" if missing work/tests are not completed.*

An instructor may reward students who go above and beyond the requested requirements for an assignment or a test an "A+". An "A+" is given only at an instructor's discretion and is not a part of the official MACC grading scale.

GRADUATION REQUIREMENTS

All students enrolled in Career Development programs who successfully meet graduation requirements will receive a Career Passport containing:

- Certificate of Completion
- Certifications/Credentials earned
- WorkKeys scores & Certificates
- Outstanding/Perfect Attendance certificates (*if applicable*)
- Resume – *if developed with MACC staff*

To graduate students must:

- Complete at least 90% of scheduled hours **and** 100% of required coursework. The maximum timeframe allowed is 1.5 times the normal duration of the program.
- Achieve a 1.5 minimum G.P.A. (3.0 GPA is required if continuing education for credit at North Central State College).
- Pay all outstanding financial obligations.
- Complete exit counseling if received a student loan.
- Complete ACT WorkKeys Assessment Requirements **and** achieve an industry-recognized credential **or** Ohio WebXam.
- Students who repeat coursework will receive the grade attempted the second time.
- Students receiving an incomplete grade will have 6 weeks to complete. After that time the grade will automatically become an F.

Madison Adult Career Center will hold transcripts, Certificates of Completion, Career Passport, tools, etc. until all above requirements are met.

Articulation Credit - If a student is planning to attend North Central State College or Franklin University after graduation from a MACC program and receive articulation credit, the student must achieve at least a 2.50 GPA (3.0 GPA in some subjects) to be eligible for transfer credit. Other schools/colleges may have varying requirements.

Graduation Ceremony - Madison Adult Career Center holds an annual graduation ceremony to recognize students upon completion of their training programs. Special recognition will be given to students earning perfect attendance and outstanding attendance. Students are encouraged to bring family/friends to help celebrate.

SATISFACTORY ACADEMIC PROGRESS POLICY

Qualitative

- **Student; must maintain a minimum 2.0 accumulative grade point average.**

Quantitative

- **Student; must maintain a minimum of 90% accumulative attendance**
- Students are required to complete their program within 1.5 times (maximum) the normal duration of the program as measured by clock hours and expressed in calendar time.

SAP Progress Check Intervals

- The Financial Aid Administrator FAA is required to check SAP at the end of each financial aid payment period defined and prior to each financial aid disbursement after the first disbursement is made.
- MACC checks student attendance monthly.
- MACC checks students' grades at the completion of each grading term/module, which varies by program.

If a student is not meeting SAP at the time of any Progress Check (above); the following applies:

- **1st Offense Warning** – is issued on the first offense, student may continue to receive financial aid.
- **2nd Offense Probation** – is issued on the second offense, the student is given specific academic success plan to meet as part of his/her terms of probation. Financial aid disbursements will not be available until a student obtains 90% program attendance; 2.0 cumulative Grade Point Average.
- **3rd Offense Dismissal** – is issued on the third offense
- **Appeal** - the student is given one chance to appeal a program dismissal and will remain on probation until the end of his or her program.

Impact of Withdraws

If a student withdraws, or is dismissed from a program the grade for that period will not affect his or her GPA for SAP and attendance will be calculated from the last date of attendance. Sometimes circumstances make it impossible to complete a Career Development program. If a student cannot commit to a program, MACC recommends the student withdraw from the program while in good standing. He or she may re-enroll at a future date.

Impact of Repeated Coursework

In the event a student repeats a course or program, or an entire the repeated grade will supersede the previous grade. Attendance will be calculated using the repeated course/program's attendance. Previous attendance will not be counted for repeated coursework/programs. Students repeating coursework will need to pay fees for repeated courses.

Impact of Transferred Coursework

Students transferring courses will not affect the Grade Point Average toward the SAP calculation. All transferred hours will be counted toward SAP. Hours accumulated/missed will then be calculated into the overall attendance from that point forward. *(Example if a student is transferring 100 hours into a 900-hour program the student will receive 100/100 hours of attendance.)*

Impact of Incomplete Grade

Students may be assigned an incomplete grade by an instructor. This grade will remain valid for a maximum of 6 weeks, and then automatically will turn into an "F" if missing work/tests are not completed and will then count against the students Grade Point Average once the grade is assigned.

READMISSION POLICY

Students may enroll in a Career Development program a maximum of two times. Students who have been dismissed may apply for readmission one time. If readmitted the student must maintain satisfactory academic progress. If a student was receiving federal financial aid at the time of his or her dismissal and satisfactory academic progress is maintained after readmission, the student's eligibility for federal financial aid will be reestablished. After readmission, the first occurrence of student not meeting satisfactory academic progress will result in immediate probation (no warning) and the second offense will result in the student will be dismissed permanently.

CANCELLATION AND REFUND POLICY

as of 1/27/14

Enrollment Agreement Cancellation (before training commences)

The student has the right to cancel the Enrollment Contract (Enrollment Agreement) at any time prior to program attendance by contacting the school.

- If the student notifies the school of cancellation within three calendar days after the date of signing, the school shall refund in full all tuition and fees paid pursuant to the enrollment agreement.
- If the student notifies the school of cancellation more than three days after the Enrollment Agreement is signed the school shall keep the Enrollment Deposit paid by the student up to \$100. The Enrollment Deposit is able to be applied to future tuition should the student re-enroll.
- A student, who has not visited the school prior to enrollment, may withdraw without penalty within three business days of either the orientation or following a tour of the school facilities and equipment.

Students who withdraw/are dismissed (after training commences)

The total program fees due from the student are calculated by the percentage of program hours possible at the end of the day of the last date of attendance by the student. See matrix below:

Percentage of program hours on last date of attendance	Student is responsible to pay
0% - 10%	0% Total Program Tuition + - Enrollment Deposit - All lab fees/books/supplies received by the student - All assessments processed by MACC for the student.
10.01% - 25%	25% Total Program Tuition + - All lab fees/books/supplies received by the student ☐☐ All assessments processed by MACC for the student.
25.01% - 40%	50% Total Program Tuition + ☐☐ All lab fees/books/supplies received by the student ☐☐ All assessments processed by MACC for the student.
40.01% +	100% Total Program Tuition + ☐☐ All lab fees/books/supplies received by the student ☐☐ All assessments processed by MACC for the student.

Credit Balances

Funds paid in excess of the fees due the school are considered a credit balance which will be refunded to the student, unless the student has borrowed Stafford Loan Funds in which case this credit balance will be returned to the student's Stafford Loan balance(s), Unsubsidized Stafford loans first.

Refunds

Refunds will be processed within 30 days of the date of determination by the school that a student has withdrawn or is dismissed from the school. The date of determination is:

- Notification to the school by the student that he or she has withdrawn or date of dismissal.
- If a student does not notify the school of intent to withdraw from school and stops attending; the student will be automatically dismissed after 14 days from the last date of attendance. The dismissal date will serve as the date of determination.

Fees due from Student

Fees due the school are considered a debt and must be paid. All financial aid that can be applied will be applied to a student's account. All remaining funds, including financial aid that was applied to a student's account and then returned, are the responsibility of the student. The student will be billed for any outstanding charges on his or her account.

Past Due Fees

Should a student fail to make on-time payment due the school, a late fee will be charged to the student. If the student fails to make payment after 60 days his or her account will be turned over to the Ohio Attorney General's Office for debt collection.

Cancellation and Refund Policy continued

Return to Title IV Aid Calculations

MACC follows the Department of Education Return to Title IV policy for all Title IV funds (Pell Grants, Stafford/PLUS Loans) which requires refunds be made 45 days from the last date of student attendance

- If a student's last date of attendance comes prior to 60% of the payment period in which the student has withdrawn, those federal funds, even after disbursed to a student's account, are unearned and a calculated percent will have to be returned to the Department of Education. If a student withdraws after 60% of a payment period's schedule hours are complete, that student is eligible to keep all scheduled aid. If the aid has not been previously disbursed, the school will not disburse loans without the student's statement/signature.
- For the purpose of calculating Return to Title IV, tuition and fees are charged for the entire program (according to the refund matrix above).
- Title IV Post Withdrawal Disbursements will be made should a student withdraw from the program prior to financial aid being disbursed for the current payment period. MACC will not disburse student loans after a student has withdrawn without the student's permission. If a withdrawn student obtains a credit balance on his/her account and has student loans; the credit balance will be returned to the student's loan.

Program Cancellation or Delay

MACC reserves the right to cancel, or delay the start of, a course due to insufficient enrollment or circumstances beyond our control. Such decisions will be made at least one week before the program's scheduled start date. Registrants will be notified via email or phone call. Every effort will be made to avoid cancellation or delay.

STUDENT SERVICES & RESOURCES

Transitions Services

Professionalism

Transitions Coordinators meet with students in each Career Development program to incorporate personal development, career plans, job readiness, and professionalism lessons into classroom instruction. Lecture, group discussion, self-discovery inventories, and hands-on activities supplement technical training with additional "soft skills" needed to be successful in the workplace. Transitions Coordinators work with program instructors to coordinate guest speakers, employer site visits and special events.

Job Placement (Employment) Assistance

MACC assists students preparing for employment. Although employment can never be guaranteed, MACC offers job search skills, resume preparation, and interview techniques services to every Career Development student.

Employer Networking and Job Postings

Transitions Coordinators network with employers through job fairs and advisory committees; coordinate on-site employer visits for students; provide resumes to employers and coordinate student interviews upon an employer's request.

MACC displays job postings ; share with program instructors and announce via social networking for students/graduates who are seeking employment.

Transitions coordinators have posted office hours or can be available by appointment to work with students to assist with job search, complete employment applications, and create/update resumes.

Counseling/Referral Services

Individual, family or relationship problems are common barriers to successful completion of a training program and future employment. Our licensed counselor meets individually with Career Development students at the beginning of their program to help identify and address these barriers.

Students may request an individual appointment with the counselor. Instructors and staff members may refer a student to the counselor by completing a "Yellow Flag" form available in the adult education office.

Assistance for students with disabilities

MACC provides, upon request and documentation, reasonable accommodations and services necessary to afford an individual with a disability the equal opportunity to participate in services, programs and activities. Upon recognition of a disability which would prevent a student from reading this policy, we may present this policy to an individual in an alternative format (*examples: enlarged print, tests read orally*) so that the individual will be aware of his or her options. MACC works with agencies in our community to ensure that our students receive assistance. (*Bureau of Vocational Rehabilitation, Richland County Department of Job & Family Services, Mansfield City Schools Adult & Community Education, etc.*)

LIBRARY RESOURCES

Richland County Library System

Madison Library (on-site, shared with High School)

Hours: Monday through Friday 8AM – 3 PM (during school year)

Prior to entering, please stop by the Adult Education Office for a pass identifying you as an Adult Student.

Madison Branch
1395 Grace Street
Mansfield, OH 44905
419.589.7050

Hours: Monday, Tuesday & Thursday: 10 AM – 8 PM
Wednesday, Friday & Saturday: 10 AM – 5 PM

Main Library

43 West Third Street
Mansfield, OH 44902
419.521.3100

Hours: Sunday 1–5 PM
Monday–Thursday 10 AM–8 PM
Friday & Saturday 10 AM–5 PM

Lucas Branch

34 West Main Street
Lucas, OH 44843
419.892.2576

Hours: Monday, Tuesday, Thursday 11 AM–8 PM
Wednesday, Friday 11AM–5 PM
Saturday 9 AM–3 PM

Ontario Branch

2221 Village Mall Drive
Mansfield, OH 44906
419.529.4912

Hours: Monday, Tuesday & Thursday 10 AM–8 PM
Wednesday, Friday
Saturday 10 AM–5 PM

Bellville Branch

97 Bell Street
Bellville, OH 44813
419.886.3811

Hours: Monday, Tuesday, Thursday 10 AM– 8 PM
Wednesday, Friday,
Saturday 10 AM–5 PM

Butler Branch

21 Elm Street
Butler, OH 44822
419.883.2220

Hours: Monday, Tuesday, Thursday – 11 AM–8 PM
Wednesday, Friday – 11 AM–5 PM
Saturday – 9 AM–3 PM

Crestview Branch

1575 SR 96 East
Ashland, OH 44805-9262
419.895.0010

Hours: Monday, Tuesday, Thursday 11 AM–8 PM
Wednesday, Friday 11AM–5 PM
Saturday 9 AM–3 PM

Lexington Branch

25 Lutz Avenue
Lexington, OH 44904
419.884.2500

Hours: Monday, Tuesday, Thursday 10 AM– 8 PM
Wednesday, Friday
Saturday 10 AM–5 PM

FINANCIAL AID INFORMATION

2016-17 Financial Aid Steps

1. GATHER YOUR DOCUMENTATION BELOW TO FILE THE FREE APPLICATION FOR FEDERAL FINANCIAL AID (FAFSA)

- 2015 federal income tax form or tax transcript** (If married, spouse's also)
You may also request a tax transcript online at www.irs.gov. We have paper copies of this form available in our office and can fax for you. ***This may take 2-3 weeks to arrive.***
- 2015 W-2's**; (If married, also bring spouse's W-2)
- 2014 or 2015 SNAP Benefits** (food stamps) for anyone in your household
- 2015 Social Security Benefits** (including Social Security Disability Benefits). Please request a 2013 benefit history from the local social security office.
- 2015 Child Support PAID or RECEIVED**. You can get this information from the Child Support Enforcement Agency Office (Richland Co. 419.774.5700).
- 2015 Worker's Compensation or ANY OTHER 2015 UNTAXED INCOME**

2. APPLY ON-LINE AT WWW.FAFSA.ED.GOV OR CALL OUR OFFICE 419.589.6363 TO SCHEDULE AN APPOINTMENT FOR ASSISTANCE (Bring documentation with you!!!)

- **Madison's School Code is 030237** (If you've already filed the FAFSA, log in and click on "make corrections". Enter our school code under the school selection tab.)
- **Create an FSA ID**. The FSA ID allows you to electronically sign your FAFSA. Keep your sign in and password handy, you may need it later. If parent(s) income information is required a parent will also need to sign the FAFSA with a separate PIN.
- **PLEASE, if you are eligible, transfer your tax information from the IRS website to your FAFSA using the Data Retrieval Tool!!!** There are some circumstances in which you will not be able to do so, but if you are eligible to transfer and choose not to; your financial aid can be delayed while you MUST request and wait for a tax transcript to arrive at the school from the IRS. We suggest if you do not transfer your data from the IRS to the FAFSA that you go ahead and request a 2015 tax transcript now!



ANY INFORMATION you report on the FAFSA may be required to be verified! You may be required to provide a tax transcript or other documentation for the above items as well as number of people in your household. If verified information changes; this may affect the amount of your financial aid eligibility. If you are selected for verification this must be complete before your aid can be disbursed!

NOTE: If you answer NO to all of the following questions; the federal government requires you to provide your parent(s) or guardian(s) 2015 tax/income information and they will also have to sign the FAFSA. Where you live, or if you were claimed on someone else's taxes does not change this requirement.

- Were you born before January 1, 1993?
- As of today, are you married? (Also answer "Yes" if you are separated but not divorced.)
- At the beginning of the 2016-2017 school year, will you be working on a master's or doctorate degree?
- Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?
- Are you a veteran of the U.S. Armed Forces?
- Do you have dependents (other than children or spouse) who live with you and receive more than half of their support from you, now and through June 30, 2017?
- At any time on or after July 1, 2016, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
- As determined by a court in your state of legal residence, are you or were you in legal guardianship?
- At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
- At any time on or after July 1, 2016, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2016, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

3. CHECK INTO ADDITIONAL SOURCES OF AID

WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA)

Each county has its own WIOA training funds through the county's department of Job & Family Services:

It's best to VISIT your local office in person to begin the process. Ask if you can start the intake requirements (resume, job search, workshops, etc.) even if there is no funding currently available and if you can be considered for future sections/modules of your training program. You will need to be persistent in following up with the office (and all requirements) in order to secure funding. (FAFSA REQUIRED).

PELL GRANT

Pell is a federal grant available for approved programs 600 hours or longer. This grant does not need to be repaid unless a student withdraws from a program (FAFSA REQUIRED)

****Note: Students who are in default on a federal student loan are not eligible for Title IV Aid (Pell, Stafford Loans) until the loan is in good standing.***

STUDENT PAYMENT PLAN

Payment plans are available for programs 375 hours or greater. Payment must be made in full by the last day of class. Credentials will be held for students whose balance is not paid! Students are required to sign a payment contract and make the first payment before class. Payments are interest free, but late fees are charged for delinquent payments. Payments more than 30 days delinquent will be forwarded to the Ohio Attorney General's Office for collection and the student will be dismissed.

STAFFORD STUDENT LOANS

Student loans can be used for tuition and fees for approved programs 375 hours or longer. Students complete a Master Promissory Note (MPN) and entrance/exit counseling. Students will start paying loans back 6 months from their last day in class. (FAFSA REQUIRED)

****Note: Students who are in default on a federal student loan are not eligible for Title IV aid (Pell, Stafford Loans) until the loan is in good standing.***

TRADE ADJUSTMENT ASSISTANCE (TAA)

TAA is a state grant available to employees (***who have been approved for TRA***) of a company that is closing. An application for training/education must be submitted for approval about two months before training begins. (FAFSA REQUIRED).

VA VETERANS' TRAINING BENEFITS

Veterans may use VA benefits (Montgomery GI Bill, etc.), if approved, to attend programs at Madison Adult Career Center.

BUREAU OF VOCATIONAL REHABILITATION (BVR)

If you have a documented disability, and are pursuing eligible training, funding may be possible. The Mansfield BVR Office can be reached at 419.747.3000. (FAFSA REQUIRED).

How Funds Are Disbursed

Students receiving financial aid will receive an award notification which states the amount and source of financial aid; payment periods; anticipated dates that financial aid will be disbursed (*applied to a student's account*). Funds are applied directly to the students' accounts. Credit balances will be refunded to the student within 14 days of disbursement which creates the credit balance.

Financial Aid Confidentiality

Student financial aid records are considered confidential and are only available to authorized personnel for the purpose of making and maintaining financial aid awards and agency reporting. Students who transfer out of Madison into another post-secondary institution in the same school year may be required to have a Financial Aid Transcript sent to the transfer school.

Students sign the Admission Form which allows Madison to share financial aid award information and satisfactory progress information. Currently, all area agencies involved in assisting students with employment and training support require students to complete the Federal Financial Aid Form (FAFSA) and MACC to report the FAFSA results. Per agency policy, the agency will then send Madison a billing authorization for the balance that Federal aid does not cover.

Student Rights and Responsibilities

Students receiving financial aid have certain rights that should be exercised and certain responsibilities that must be met. Knowing these rights and responsibilities allow students to make better decisions about educational goals and how best to achieve them.

Students have the right to know:

- What financial aid programs are available, how financial need is determined and how financial aid awards will be dispersed.
- School policies/procedures and deadlines related to financial aid at the school.
- How satisfactory progress is figured, monitored.
- The graduation and placement rates for their chosen program of study.

Student responsibilities include:

- To review and consider all information about an elected program before enrolling.
- Accurately complete all required forms in a timely manner and provide all requested documentation.
- Provide the MACC Office with any changes in Address, Phone, Funding, Marital/Family Status, etc.
- Meet all Attendance and Grade Point Average Requirements.
- Read and understand all forms, especially those requiring a signature
- Ask questions about anything not understood.

RETURN TO TITLE IV (R2T4) POLICY

– revised 7/10/14

Withdrawing from a program affects current financial aid, future financial aid eligibility, and your personal finances and academics! The following information is intended to will help students understand that a withdrawal from a program needs to be carefully thought through due to the potential consequences!

The procedures listed below are subject to change without advance notice based on changes to federal regulations, or school policies. If changes are made, students must abide by the most current policy. The Federal Refund Policy (R2T4) is encompassing

How a withdrawal affects Title IV financial aid

Federal regulations require Title IV financial aid funds (MACC participates in the Stafford Loan/Pell Grant programs) to be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded. When a student withdraws he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive. Students earn their financial aid by the amount of time in which they attend. If a student withdraws before 60% of a payment period is completed the student's financial aid, even if it has been disbursed will have to be returned based on a federal calculation used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal. Once 60% of the program's payment period is completed, a student is considered to have earned all of his/her financial aid for that payment period, and will not be required to return any funds. (*A student withdrawing the second week of classes earns less financial aid than a student withdrawing the seventh week.*)

Conditions under which MACC is required to calculate R2T4

- If a student officially withdraws
- If a student stops attending a program
- If a student fails to return from a Leave of Absence

The MACC refund policy is separate from the federal R2T4 calculation and earned financial aid. Whether or not a student receives a tuition/fee refund has no bearing on the amount he/she must repay to federal aid programs.

How the earned financial aid is calculated

Schools are required to determine the percentage of Title IV aid "earned" by the student and to return the unearned funds to the Department of Education's appropriate aid programs (Pell, Subsidized/Unsubsidized Loans). The calculation of earned aid and how funds must be applied/returned is performed utilizing the federal government's repayment worksheet: "Treatment of Title IV Funds When a Student Withdraws from a Clock-Hour Program". Schools are required to perform calculations within 30 days from the date the school determines a student's withdrawal. The school must return the funds within 45 days of the calculation. The R2T4 calculation process and return of funds is completed by a Financial Aid Administrator.

EXAMPLES: Student A completes 30 percent of the payment period and earns 30 percent of the aid they were originally scheduled to receive. **This means that 70 percent of all scheduled financial aid remains “unearned” and must be returned to the federal government.**

Student B completes 61% of the payment period. Once a student completes 60% of the payment period, the student is considered to have earned all of his/her financial aid for that payment period; and will not be required to return any federal funds. Student B is not required to return funds to the government.

Calculating the Return of Title IV funds

A Financial Aid Administrator uses the following information when calculating earned/unearned Title IV Funds and returns.

- **Percent earned** - is equal to the number of scheduled program clock hours up to the withdrawal date (*last date of attendance*); divided by the total hours in the payment period.
- **Percent unearned** - is equal to 100 percent minus the percent earned.
- **Payment period** - for most programs is half of the program’s hours. Program hours vary and payment period hours are listed on a student’s Financial Aid Award Notification.
- **Withdrawal Date** – is the student’s last date of attendance. Students who don’t officially withdraw but stop attending class will be considered dismissed/withdrawn after 2 calendar weeks from the last date of attendance and MACC will begin the R2T4 process immediately.
- The total amount of Title IV aid disbursed (*applied to the student’s account*) for the payment period in which the student withdrew
- The total amount of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the semester in which the student withdrew.
- *Scheduled hours as of withdrawal date ÷ Scheduled hours in the payment period = Percentage Completed* If the calculated percentage completed exceeds 60%, then the student has “earned” all the Title IV aid for the enrollment period.
- The percentage of Title IV aid earned multiplied by the total amount of Title IV aid disbursed or that could have been disbursed for the term in which the student withdrew. *Total Aid Disbursed + Scheduled Aid to be Disburse x Percentage Completed = Earned Aid*
- If the aid already disbursed equals the earned aid, no further action is required. If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program. *Total Disbursed Aid – Earned Aid = Unearned Aid to be Returned.* If the aid already disbursed is less than the earned aid, then MACC will calculate a post-withdrawal disbursement.

EXAMPLE: Student C is an undergraduate student. Student C’s first payment period begins on August 25 and ends December 18. Student C’s last date of attendance is September 29.

Student C’s Program Fees & Charges:

Tuition:	\$3,800
Fees:	\$1,550
TOTAL TUITION/FEEES	\$5,350

Student C’s financial aid for the payment period

Unsubsidized Federal Direct Loan	\$2,969
Subsidized Federal Direct Loan	\$1,732
Pell Grant	\$2,873
TOTAL AID DISBURSED	\$7,574
<i>(Total credit balance refunded to Student was \$2,224)</i>	

Student C has only completed 95 hours of the 450 scheduled hours of the payment period and has earned 21.1 percent of the \$6,595 disbursed aid. According to the required calculation, 78.9 percent of the aid is unearned equaling -\$5,975.89 and must be returned to the Federal Government.

MACC is required to return all of the following aid in the following order:

Unsubsidized Federal Direct Loan	-\$2,969.00
Subsidized Federal Direct Loan	-\$1,732.00
Pell Grant	-\$1,274.89

Student C now owes MACC \$5,975.89 (the amount of federal funds returned by MACC. MACC will notify Student C of the debt and will make payment arrangements with Student C. Student C is not eligible to receive a tuition reversal because she dropped after the refund period. A collections hold is placed on Student C’s account at the time the funds are returned to the government, which prevents Student C from registering for any additional classes, receiving transcripts or certifications obtained. If Student C does not repay the debt owed; MACC will forward her account to the Ohio Attorney General’s Office for collection.

Student notification of repayment

A notification letter detailing the amount of aid returned to the Department of Education will be mailed to the student's permanent address. MACC will return funds on the student's behalf to the appropriate federal and institutional aid program(s) and then bill the student. A statement reflecting these charges will also be sent to the student. The student is responsible for all charges and overpayments resulting from a Return of Title IV calculation.

Repayment to federal and institutional aid programs

Federal regulations require that the following aid programs be subject to the repayment calculation if the student did not attend 60% of the term:

- Federal Direct Loans: Unsubsidized and Subsidized
- Federal Pell Grant

Overpayment of federal grant funds

The student may also be responsible for repaying disbursed Pell Grant funds to the Department of Education. In the case of a Pell Grant Overpayment MACC will bill the student for this overpayment. Upon receipt of payment from the student, MACC will return the funds to the Department of Education. If a student does not repay the amount owed to the Department of Education within 45 days; MACC will turn over the account to the U.S. Department of Education for further collection. Students who owe an overpayment of Title IV funds are ineligible for further disbursements from federal financial aid programs at any institution until the overpayment is paid in full or payment arrangements are made with the U.S. Department of Education.

Title IV Post Withdrawal Disbursements

A post withdrawal disbursement will be made should a student withdraw from the program prior to all financial aid being disbursed for the payment period. MACC will not disburse student loans after a student has withdrawn without the student's written permission. If a withdrawn student's post withdrawal disbursement creates a credit balance on his/her account due, and the student has taken student loans; the credit balance will be returned to the student's loan, Unsubsidized first, then Subsidized. If the credit balance is due the student, MACC will refund the student within 45 days from the date of determination by MACC that a student has withdrawn.

Repayment of unearned funds

MACC will notify students if they owe federal funds back to the U.S. Department of Education. Amounts that must be returned by the student will first be applied to federal loans. The student/parent will be permitted to repay loans based on the terms of the Master Promissory Note (MPN) which usually consists of scheduled payments to the holder of the loan over a period of time. Any grant overpayment the student has to return to the federal government must be repaid within 45 days after the student receives notification from MACC. If the grant overpayment cannot be paid in full, a repayment plan may be arranged with the U.S. Department of Education.

Additional loan information to consider when withdrawing

The federal repayment calculation also has additional loan amounts that the student and parent may be responsible to return directly to the U.S. Department of Education

Important: Anytime a student is enrolled less than part-time the grace period begins. The student's grace period for loan repayments for Federal Direct Unsubsidized and Subsidized Loans will begin on the day of the withdrawal from the school. If the student is not enrolled part-time for more than 6 months, the loans will go into repayment. The student must contact the U.S. Department of Education (ED) or his/ her loan servicer(s) to make payment arrangements. Loans must be repaid by the loan borrower (student/parent) as outlined in the terms of the borrower's promissory note. The student should contact the lender if he/she has questions regarding their grace period or repayment status.

STUDENT CONDUCT POLICY

Students are expected to conduct themselves professionally. Unprofessional behavior (*any behavior that would not be acceptable in the business world*) will not be tolerated in Career Development programs. **Instructors have the right to define the level of expected behavior and other policies for their individual programs.**

Warning: Students will receive a written warning if an instructor/staff member, has to point out a behavioral issue more than once. If student does not demonstrate improvement, he or she may be suspended or dismissed.

Probation – May be given if a student has been given previous warnings about a behavior and the behavior continues. Probation may also be given if a student displays a more severe behavior with no warning.

Leave – A student may be placed on temporary leave if his/her behavior is serious enough to warrant a temporary removal from the classroom. This leave will negatively affect the student's attendance. It is at the discretion of the Instructor whether or not the student will be allowed to make up hours missed due to a required leave from class.

Dismissal – May be given to a student whose has been previously warned about a behavior and/or placed on probation. Dismissal may also be given immediately to a student in the case of a severe behavior that the MACC Administration deems a threat or potential threat to the safety of his or her fellow classmates or staff members.

Examples of behavior that are not tolerated in any job training program include, but are not limited to:

- Fighting and/or angry outbursts
- Use of obscene/profane language, symbols or gestures
- Damage of school/personal property
- Provoking, assaulting, or harassing a fellow student, visitor, instructor or staff member
- Verbal or Physical Threats
- Disruption or interference of classroom activities causing other students to be unable to learn
- Possession of a weapon
- Disregard of authority (insubordination)
- Possession, use or action under the influence of narcotics, alcohol, inhalants, marijuana, drug paraphernalia, or behavior indicating use, etc.
- Violating the smoking policy
- Socializing with high school students
- Theft
- Reckless operation of a motor vehicle in the school parking lots
- Cheating/Falsification of information
- Any violation of criminal law (*whether or not charges are brought*)

In the event of a need to make an emergency telephone call, please notify your instructor before leaving class. Non-emergency calls should be made during a class break. If the Office receives a phone call for a student, a message will be placed in the instructor's mailbox to be forwarded to the student. If the telephone call is an emergency (*child sick at school, family emergency, etc.*), the student's message will immediately be delivered to the classroom.

DRESS CODE POLICY

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

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

- Failing to wear required safety items/uniforms (*safety glasses, scrubs, etc.*)
- Revealing low-cut tops/ open backs
- Sagging pants/shorts are to be worn at the waist
- Clothing that is torn, defaced, or mutilated
- Tank tops/ see through clothing
- Short skirts and shorts (above the thigh)
- Shirts that allow midriffs to show
- Shirts with inappropriate or offensive print/design
- Inappropriate jewelry (*threatening/offensive/ distracting*)
- Non-prescription sunglasses

TOBACCO/ SMOKING POLICY

In order to meet Federal and State guidelines, the Madison Local Schools Board of Education has adopted a policy of:

No-tobacco anywhere on school grounds.

The Board does not permit any person (student/faculty/staff/visitor) to smoke or use tobacco products in any building, any vehicle (this includes personal vehicles while on school property) or on any property owned by Madison Local Schools and outside athletic bleachers (both home and visitor). There will be no designated areas for the public to smoke during school activities. This policy is in effect 24 hours a day, 7 days a week.

First Offense

Second Offense

Third Offense

Discussion with student/verbal warning

Written warning placed in student file

Dismissal from the training program

FOOD

During regular school hours, students may purchase food in the high school cafeteria. Snacks are available at any time in the Adult Career Center break room (*located beside the Adult Career Center Office*). Food and beverage rules differ by program. In all programs **food and beverages are not permitted near classroom equipment**. Instructors will set program expectations.

PARKING

DO NOT PARK IN VISITOR OR HANDICAPPED PARKING SPACES OR IN THE LOADING ZONE NEAR THE CURB UNDER ANY CIRCUMSTANCES! Adult students are to park in the lot near the vocational entrance or in the back of the teachers' parking lot (*near the main entrance*). By law handicapped spaces must remain open for permit only parking.

CARE OF EQUIPMENT AND PROPERTY

The Madison district strives to provide students with industry-current facilities and labs. The equipment and facilities used by students can be costly. We ask that students always handle school equipment and facilities properly. If a student notices a piece of equipment in need of repair, or missing, please bring to the attention of an instructor immediately. If a student is found to vandalize equipment or steal equipment he or she can be dismissed immediately.

TOOLS & EQUIPMENT

Students are assigned tools/equipment for some Career Development training programs. Tools/equipment are to be kept on-site at Madison Adult Career Center until their program is complete. MACC encourages students to purchase locks for tool boxes. MACC takes precautionary measures but is not responsible for lost or stolen tools. Should a student withdraw from a Career Development program the tools will remain at MACC until it is determined that the cost of the tuition, tools and fees owed MACC as a result of the withdrawal are paid in full AND until the student's original scheduled graduation date from the program.

CHANGE OF STATUS POLICY

Students need to notify the Adult Education Office immediately if there is any change in status: (*Marital status, address, phone, Email, contacts, etc.*) Keeping student records current is very important in case the Adult Career Center Office should need to notify a student of a schedule change or job recommendation, etc. A student with any changes should complete a STATUS CHANGE FORM (*available in the Adult Education Office*) and return any required documentation to the adult education office as soon as possible.

Name Change Policy:

In the case of a name change, school records will **only** be changed with official documentation to verify the change, (*Social Security Card, Driver's License/State ID, Marriage License, or Divorce Decree*).

LOCKERS/ SEARCHES

Lockers are the property of the Madison Local School District. School administrators may conduct random searches of student lockers from time to time throughout the school year. Madison Local Schools, in conjunction with local law enforcement, will conduct random canine searches in an effort to screen specific buildings/parking lots for illegal substances. Additional information is available from the Adult Director. Lockers may not be available to students in all Career Development programs.

STUDENT COMPLAINT POLICY

Students need to first address a concern/complaint directly with his/her instructor. If the student is not satisfied with the result he/she needs to submit a Complaint Form to the Director/ Assistant Director. A meeting can be scheduled after review of the form has taken place by the Director/Assistant Director. Forms can be obtained in the adult education office. The Director/Assistant Director will investigate the student complaint and take necessary action.

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

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

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Sonja Pluck, Director, or online at www.accsc.org.

STUDENT ALCOHOL AND OTHER DRUG ABUSE POLICY

Philosophy Statement

The Madison Local School District recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning potential. The presence of alcohol and other drug problems is a deterrent to learning, thereby limiting, interfering with, or inhibiting the primary responsibility vested in the educational system.

Madison is concerned about the disruption of the learning environment of all students exposed to alcohol and other drug-related behaviors. The district is concerned about the health of its students. Students adversely affected by alcohol and other drugs in the schools increases the likelihood that the safety and well-being of our students will be disrupted through accidents, fights, absenteeism, poor academic performance, chronic discipline problems, etc.

The Madison Local Board of Education recognizes student alcohol and other drug use as wrong and harmful. Student alcohol and other drug use are a community problem requiring a community solution. Since the Madison Local Schools is an integral part of the community, it is in the best interest of the community that steps be taken to promote, enhance, and maintain a drug-free school environment. The district also recognizes that alcohol and other drug use may lead to addiction, a treatable medical disease. In response, it is the policy to provide discipline as well as positive action to address alcohol and other drug use and/or dependency.

In developing this policy, the board has tried to maintain a balance between compassion and aid to the students suffering from alcohol and other drug use, and the protection of the academic environment of students who wish to learn. It is recognized that the rights of students who do not use alcohol and other drugs must be protected. They should not have to be exposed to the possibility of being involved in illegal activities. The board recognizes that the rights of administrators and teachers to perform their duties must be protected. They must take their place as educators and not perform the duties of police or a diagnostician. Additionally, it is important to recognize that the Madison Local School District is not a treatment program. Diagnosis, treatment, and aftercare are complex processes that require trained specialists. Instead, our goals are education/prevention, intervention/referral, and support/guidance.

The Madison Local Board of Education is responsible for establishing a policy and directing its implementation. It carries these duties out through the district administrators and drug-free schools program coordinator's office. The board calls upon the administrators, faculty, staff, parents and students to collectively ensure the policy's success.

Support and Resources

Madison Adult Career Center	419-589-6363
Alcoholics Anonymous	419-522-4800
Community Action for Capable Youth	419-774-5683
New Beginnings Recovery House	419-526-6168
Center for Individual and Family Services	419-756-1717
Domestic Violence Shelter	419-774-5840

Policy Statement

Students will be notified in the "Student Catalog" that the Madison Local Board of Education shall not permit any student to possess, buy, sell, use, transmit, supply, or be under the influence of any alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or tranquilizer. Nor should the drugs/alcohol be contained in a purse, wallet, locker, desk, etc.) Prescription drugs authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule as long as a signed physician's statement or prescription label is presented to the adult director/assistant adult director.

This rule is in effect during school or any Madison Local School District sponsored activity, event, or program on the school grounds; or in transit to and from school, including student vehicles; at any other time when the school is being used by any school group; or off the school grounds at any school sponsored activity, function or event. When the possession of illegal or dangerous items is suspected to be in a student's automobile on school property, the school official will call the sheriff's department.

The following procedures will be followed in dealing with the above:

I. Possession, use, or under the influence:

A. First Offense

1. The director/assistant director will schedule a conference to be held with the individual.
2. The director/assistant director will notify the sheriff's department.
3. The director/assistant director shall recommend that the student participate in five (5) educational sessions. If the student wishes to comply with the above process, he/she shall sign an agreement statement.

B. Second Offense

1. The director/assistant director will schedule a conference to be held with the individual.
2. The director/assistant director will notify the sheriff's department.
3. The director/assistant director shall recommend to the Superintendent of the Madison Local School District that the student be dismissed from the program unless all of the following conditions are followed:

- a. The student shall agree to undergo an evaluation to determine if the student is an abuser of chemicals or chemically dependent and in need of treatment and/or counseling. The evaluation will be conducted by a certified person or agency approved by the Superintendent.
 - b. The student shall agree to undergo any treatment and/or counseling recommended by the evaluating agency.
 - c. The student shall waive rights of confidentiality by the evaluation and/or treatment agency and direct the agency to make such written reports to the school officials as requested; however, the school shall keep such reports confidential.
4. The contacted agency or office will notify the director/assistant director that the client has made contact by signing an appointment card, which the student will present at the time of his/her evaluation.
 5. If the student refuses or fails to undergo evaluation and/or treatment by an evaluation agency and dismissed from the program by the superintendent, the superintendent may suspend the dismissal upon the same conditions provided above.
 6. If the Superintendent dismisses a student and the board of education affirms such dismissal, the board of education may suspend the dismissal upon the same conditions provided above.
 7. Expenses of evaluation and treatment of counseling procedures shall be borne by the student and family. The school will not be financially responsible for any such expenses.

II. Supply/Sale of Chemicals (Drugs/Alcohol)

- A. Supplying or selling chemicals or any "look-alike" or counterfeit drug will result in recommendation by the director/assistant director to the superintendent for a dismissal of the student in compliance with student due process procedures.
- B. The director/assistant director will refer the case to the proper legal authorities for court action.

Education/Prevention

The District will take a comprehensive, progressive, age appropriate approach in the development of curriculum/programs which promote positive life skill development and an awareness of the consequences associated with alcohol and other drug use. The guidelines, goals, and objectives for prevention/education development will be based on information provided through our local advisory board, Ohio Department of Education, and the Ohio Prevention and Education Resource Center.

Intervention/Referral

It shall be the policy of Madison Local Schools to provide an intervention process designed to confront problem behaviors with students who may indicate alcohol or other drug use. Intervention strategies will reflect a collaboration of staff administrators, guidance, and drug free schools program coordinator. Intervention strategies will be initiated but not limited to the following circumstances:

1. Students seeking help
2. Students exhibiting inappropriate, unusual or atypical behavior
3. Disciplinary action involving violations of this policy and the student code of conduct

A working relationship will exist among the district and local professional helping agencies in order to enhance familiarity, communication, referral, and follow-up. Every effort will be made by Madison Local Schools to maintain contact with the treatment agency and provide academic instructional materials. Additionally, every effort will be made by the district to assure the student's successful transition back into the school atmosphere.

We are required to count students as absent for each day missed due to federal Pell Grant guidelines.

Support/Guidance

Madison Local Schools recognizes the importance of guidance activities which provide support to students who are experiencing problems either directly or indirectly due to alcohol and other drug use. Therefore, programs such as individual guidance, support groups, and mentorship programs will be utilized as a means of providing support and guidance to students within the school environment. Such activities may also be provided which promote drug free lifestyles and support for students who are concerned in regards to a loved one's alcohol or drug use.

Drug Free Schools Outreach Program

The coordinators of the Drug Free Schools Outreach Program report directly to the superintendent and are responsible for the district-wide prevention and intervention strategies. These strategies are implemented within the following four areas:

1. Intervention and Support Programs and Activities
2. Curriculum and Resource Development
3. Student Involvement Programs and Activities
4. Community Awareness and Advocacy

Legal References: ORC 3313.66; 3313.661, State Board of Education Minimum Standards 3301-35-03

EMERGENCIES

Awareness

MACC encourages all students and staff members to

- Constantly be aware of your surroundings (*whether in parking lot, in the building or in the classroom*) avoid "automatic pilot" of going the same place every day without being aware of what's happening around you.
- ALWAYS LOCK YOUR CAR DOORS AND SECURE PERSONAL ITEMS.
- Report any suspicious behavior of outsiders or fellow students to MACC Instructors/Staff Members.
- Pay close attention to your surroundings.
- Walk with a purpose; project an assertive, business-like image.
- Think safety in cyberspace. Although the Internet is educational and entertaining, it can also be full of danger if one isn't careful. When communicating on-line, use a nickname and **always keep personal information such as home address and phone number confidential. Instruct family members to do the same.**

Emergencies & Reporting

In the event of an incident or emergency

- Please contact a MACC staff member immediately. If possible, MACC staff will attempt to remedy the situation.
- **When in an extreme emergency situation, call 9-1-1 IMMEDIATELY.** In an extreme emergency situation when it is not reasonable to contact a staff member, call 9-1-1 immediately. Our school is located at 600 Esley Lane, Mansfield, OH 44905. You will need to be as specific as possible as to the location of the emergency (***first floor, second floor, classroom number, etc.***)
- **Report any suspicious behavior of outsiders or fellow students to MACC Instructors/Staff Members**
- In the event of an accident, an incident report will be filed. These forms may be obtained from the Adult Education Office, and need to be completed at the earliest possible time after the incident has occurred.
- Emergency routes in case of a fire or tornado and lock-down procedures will be covered by program Instructors at the beginning of the program. Building Fire, Tornado and Lock-down Drills are also held at least twice a year.

VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY AND PROCEDURE

MACC is committed to providing a safe learning and working environment. In compliance with federal law, specifically the Jeanne Clery Act (the Clery Act), the 2013 Violence Against Women Reauthorization Act, and the Campus Sexual Violence Elimination Act (SaVE Act), MACC has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to all members of MACC community (students, faculty, and staff) as well as contractors and visitors.

MACC will not tolerate sexual assault, domestic violence, dating violence, or stalking, as defined in this Policy, in any form. Such acts of violence are prohibited by MACC policy, as well as state and federal laws. Individuals who MACC determines more likely than not engaged in these types of behaviors are subject to penalties up to and including dismissal or separation from MACC, regardless of whether they are also facing criminal or civil charges in a court of law.

Sexual Assault, Domestic Violence, Dating Violence, and Stalking

Sexual Assault refers to any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the survivor is incapable of giving consent, as well as incest or statutory rape.

Domestic Violence includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse or intimate partner of the survivor;
- A person with whom the survivor shares a child in common;
- A person who is or was residing in the same household as the survivor; or
- A person who has been served an order of protection from that person's acts under the domestic or family violence laws.

Dating Violence refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor.

Stalking occurs when an individual engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

Reporting an Incident

MACC encourages any member of the MACC community who has experienced sexual assault, domestic violence, dating violence, or stalking, or knows of another member of the community who has experienced sexual assault, domestic violence, dating violence, or stalking to report the incident to MACC authorities.

If a MACC student, faculty or staff member, visitor, or contractor has experienced a sexual assault, domestic violence, dating violence, or stalking, they should immediately report the incident to the Director at 419-589-6363 if students, faculty and/or staff are involved.

Individuals who are on campus can also make an in-person report to the MACC office. The Director will assist all members of the MACC community by assessing the incident, advising the survivor on how he or she can seek legal protection, and making the survivor aware of medical, counseling, and other support services. If a reported incident did not occur on campus, the Director can assist the survivor in notifying the local police department with jurisdiction over the crime. In case of an emergency or ongoing threat, a survivor should get to a safe location and call 911. Calling 911 will put you in touch with local police. Employees who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident in the same manner.

These offices will provide survivors of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and also assist any survivor in notifying law enforcement, including the local police, if the survivor elects to do so. Survivors are not required to report to area law enforcement in order to receive assistance from or pursue any options within MACC. Reporting sexual assault, domestic violence, dating violence, and stalking to the police does not commit the survivor to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate, if the survivor decides to proceed with criminal charges.

Rights and Options

Any student or employee, who reports an incident of sexual assault, domestic violence, dating violence, or stalking, has the right to:

- go to court, and to file a domestic abuse complaint requesting an order restraining your attacker from abusing you, and/or an order directing your attacker to leave your household, building, school, college, or workplace;
- seek a criminal complaint for threats, assault and battery, or other related offenses;
- seek medical treatment (the police will arrange transportation for you to the nearest hospital otherwise assist you in obtaining medical treatment if you wish);
- request the police remain at the scene until your safety is otherwise ensured;
- request that a police officer assist you by arranging transportation or by taking you to a safe place, such as a shelter or a family or friend's residence; and
- obtain a copy of the police incident report at no cost from the police department.

Procedures Survivors Should Follow

If an incident of sexual assault, domestic assault, dating violence, or stalking occurs, it is important to preserve evidence so that successful criminal prosecution remains an option.

The survivor of a sexual assault should not wash, shower or bathe, douche, brush teeth, comb hair, or change clothes prior to a medical exam or treatment. If a survivor has removed the clothing he or she was wearing during the assault prior to seeking medical treatment, that clothing should be placed in a brown paper, not plastic, bag and brought to the hospital when treatment is sought. If the survivor is still wearing the clothes that he or she was wearing during an assault, he or she should bring a change of clothes with him or her to the hospital so that the clothes containing possible evidence can be preserved and examined for evidence of the crime.

Evidence of violence, such as bruising or other visible injuries, following an incident of sexual assault, or domestic or dating violence, should be documented by taking a photograph. Evidence of stalking, including any communications such as written notes, email, voice mail, or other electronic communications sent by the stalker, should be saved and not altered in any way.

Accommodations

Regardless of whether a student or employee reports an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or pursues any formal action, if they report such an incident to MACC authorities, we are committed to providing as safe a learning or working environment as possible. Upon request, MACC will make reasonably available changes to a survivor's academic, and/or working situation. When a reported incident of abuse involves more than one member of the MACC community, MACC's Director may also issue an institutional No Contact Order, prohibiting the individuals from contacting one another while on-site. If MACC administration and/or staff determine that an individual's presence on-site poses a danger to one or more members of the MACC community, said authorities can issue an institutional No Contact or No Trespass Order barring that individual from Madison Local School District property.

MACC is committed to ensuring that orders of protection issued by courts are fully upheld at MACC. Therefore, if any member of the MACC community obtains an order of protection or restraining order, he or she should promptly inform the MACC Director and provide a copy of that order, so that the MACC can enforce it.

On Campus And Off Campus Resources

MACC, Richland County, and the City of Mansfield offer other important resources to the survivors of sexual assault, domestic assault, dating violence, or stalking, including medical treatment, counseling services, and advocacy that survivors may wish to utilize. The following MACC Staff Members and services listed below can assist the MACC community in considering their options and navigating through any resources or recourse they may elect to pursue. A survivor need not formally report an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or to MACC in order to access the following resources:

Local Emergency Services Dial 9-1-1

Madison Adult Career Center

419-589-6363

600 Esley Lane
Mansfield, OH 44905

Director, Sonja Pluck

Asst. Director, Lisa Miracle

Transition Coordinators

Denise Brown, Crystal McMillen

Guidance Counselor, Vicki Kane

The Domestic Violence Shelter, Inc.

24-Hour Hotline: (800) 931-7233

PO Box 1524
Mansfield, OH 44901
(419) 774-5840
Fax: (419) 526-5320

Services Offered:

24-Hour Crisis Hotline

Victim Advocacy

Accompaniment to Hospital for Forensic Exam

Legal Advocacy

Accompaniment to Police Departments & Courts

Crisis Intervention

Information and Referrals

Prevention Education/Programming

Support Group(s)

OhioHealth Mansfield Hospital

Forensic Nursing Program

335 Glessner Avenue
Mansfield, OH 44903
(419) 526-8757

Services Offered for Adults, Adolescents and Children:

Info and Referrals

Sexual Assault Examination ("Rape Kit")

Emergency Contraception

Support, Education, Awareness

24 Hour Care Emergency Room

Follow-up Aftercare

Richland County Sheriff's Office

Steve Sheldon, Sheriff

597 Park Ave. E.

Mansfield, OH 44905

(419) 774-5881

Fax: (419) 522-8153

ssheldon@richlandcountyoh.us

Legal Aid of Western Ohio

35 North Park Street

Mansfield, OH 44902

(877) 223-4633

Richland County Prosecutor's Office,

Department of Victim's Services

Aubri Hall, Victim Advocate

38 S Park Street, 2nd Floor

Mansfield, OH 44902

(419) 774-5676

Ohio Alliance to End Sexual Violence

<http://www.oaesv.org/here-for-you/>

(216) 658-1381

1-888-886-8388

Richland County Registered Sex Offenders

Information

<http://www.homefacts.com/offenders/Ohio/Richland-County.html>

Survivor Confidentiality

MACC recognizes the sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. We are committed to protecting the privacy of individuals who report incidents of abuse, to the extent that doing so is permitted by law and consistent with the MACC's need to protect the safety of the community.

MACC requires all employees, with the exception of licensed mental health counselors, who work at MACC to share with the Director information they learn concerning a report of sexual assault, or an incident of domestic or dating violence, or stalking, so that the Director can investigate the incident and determine whether steps are needed to ensure the safety of the community. It is the survivor's choice whether he or she wishes to participate in the investigation; however MACC may proceed with an investigation without the survivor's participation if there is a concern for the safety of other members of the community.

Reports made to the Director will be shared with the Superintendent in all cases, and may also be made public (maintaining the survivor's anonymity) and shared with the accused in cases where criminal prosecution is pursued. Reports received by MACC concerning the abuse of a minor or juvenile must be reported to state officials in compliance with state law requiring mandatory reporting of child abuse. All members of the MACC community are required to report any instances of known child abuse or neglect to the Director who will report such information to the Superintendent and appropriate state authorities.

Reports and information received by MACC's licensed mental health counselors are considered legally protected or 'privileged' under Ohio law. Thus, those individuals will not share information they learn from survivors with others within the institution or with any third party except in cases of imminent danger to the victim or third party. Absent such circumstances of imminent danger, the only information that these employees will report to the MACC Director is statistical information, which does not identify the survivor, so that the incident can be included in MACC's crime reporting statistics that are reported in the annual Clergy Reports.

Reports of sexual assault, domestic or dating violence, or stalking, will be shared among administration only and treated with the greatest degree of respect and privacy possible while still fulfilling MACC's obligation to investigate and effectively respond to the report. Every effort will be made to limit the scope of information shared to keep it to a minimum of detail, and only when absolutely necessary. It is the survivor's choice whether to participate in the investigation; however MACC may proceed with the investigation without the survivor's participation if there is a potential threat to other members of the community.

A survivor's ability to speak in confidence and with confidentiality may be essential to his or her recovery. MACC expects employees to treat information they learn concerning incidents of reported sexual assault, domestic violence, dating violence, and stalking with as much respect and as much privacy as possible. MACC employees must share such information only with the Director who must be informed of the information. Failure by a MACC employee to maintain privacy will be grounds for discipline.

While federal law requires MACC to include certain reported incidents of sexual assault, domestic violence, dating violence, and stalking among its annual campus crime statistics, such information will be reported in a manner that does not permit identification of survivors.

Potential Conduct Sanctions

Any combination of the following sanctions may be imposed for violations of MACC policies and guidelines:

Verbal or Written Reprimand: A warning that the violation of policy a second time will result in more severe sanctions.

- **Disciplinary Probation:** The violation of a policy severe enough to warrant probationary status and a required meeting with the Director or imposition of more severe sanctions than would be the case for a first time offense.
- **Restitution or Monetary Fines:** Sanctions may be in the form of money, equipment, or other values, as deemed appropriate for the violation or to replace damaged or destroyed property.
- **Education Hours:** MACC may require the student to participate in appropriate alcohol/drug education classes, or similar programs.
- **Confiscation of Property:** Confiscation of illegal property will be permanent or temporary as is deemed appropriate under the circumstances.
- **Counseling and/or Psychological Assessment/Evaluation:** MACC may require student(s) to attend professional counseling assessment sessions or obtain a psychological assessment/evaluation. All monetary charges related to assessment or evaluation sessions are the responsibility of the student.
- **Suspension/Expulsion from MACC:** Suspension or expulsion may be imposed, with no prior warning, if the student is deemed to be a threat to the well-being of the MACC community, to themselves or if substantively or continually violates MACC policies, regulations or guidelines. Any student suspended or expelled has an automatic right of appeal to Director. Suspended/expelled students forfeit all fees, tuition, and privileges for the duration of the suspension or expulsion.
- **Interim Suspension:** Interim Suspension from MACC may be imposed by the Director during the investigation of charges such as, but not limited to, sexual assault, physical assault, harassment, or potentially violent actions against others. This is done to ensure the safety of the campus while charges are investigated.
- **Ban from Madison Local School District Buildings:** Former students who have been expelled or have engaged in egregious policy infractions can be banned from Madison Local School District buildings should circumstances warrant this.
- **No Contact Restriction:** A prohibition of direct or indirect physical, verbal, electronic and/or written contact with another individual or group.
- **Referral to Law Enforcement:** MACC reserves the right to notify law enforcement agencies and/or judicial authorities about suspected crimes so that they can exercise their responsibilities with regard to the application of Federal and State law to potential crimes.
- **Contact with Emergency Contacts:** Should it be determined that communication with a student's emergency contacts might provide support to a student who is struggling with suspected substance abuse or other serious concern, MACC may contact the student's parents or emergency contacts.
- **Hold on Transcript, Registration, and Business Account:** Any student who does not complete a student misconduct condition or sanction will have a hold placed on his or her account. Upon proof of satisfactory completion of the conditions or sanctions, the hold will be released.

CRIME STATISTICS

MACC completes an Annual Campus Safety and Security Report as a result of the **Campus Security Act**, which requires schools to provide information about campus crime statistics. The report in its entirety is available from the Assistant Director.

Type of Occurrence on Campus	Frequency of Occurrence by Year		
	2012	2013	2014
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses (forcible)	0	0	0
Rape	--	--	0
Fondling	--	--	0
Sex Offenses (non-forcible)	0	0	0
Incest	--	--	0
Statutory Rape	--	--	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	1
Motor Vehicle Theft	0	1	0
Arson	0	0	0
Illegal Weapons Carrying, Possession	0	0	0
Drug-Abuse Violations	0	0	0
Liquor-Law Violations	0	0	0
Hate Crimes	0	0	0

Violence Against Women Act Offenses

Domestic Violence	--	--	0
Dating Violence	--	--	0
Stalking	--	--	0

Arrests

Weapons: carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	4
Liquor Law Violations	0	0	0

Alcohol and Drugs

Madison Adult Career Center does not permit the possession, use, or sale of alcoholic beverages. The following will be reported to the proper authorities: Underage consumption of alcoholic beverages, Possession, Use, Sale of illegal drugs.

Distribution of Security Policy

The most recent report will continue to be included in this Student Catalog. *The full Campus Safety and Security report is available for anyone who requests a copy from the Assistant Director. References: United States Department of Education, The Federal Student Aid Catalog, Student Consumer Information, 3-161-167 Postsecondary Education, May 1996, GEN-96-11*

COMPUTER/ON-LINE SERVICES (EDE-R)

The following guidelines and procedures are expected to be utilized by staff, students or community members who are authorized to use the Madison Local School District's computers or on-line services.

1. Use appropriate language. Do not use profanity, obscenity or other language, which may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note the electronic mail (E-mail) is not guaranteed to be private. People who operate the system do have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be private property.
7. Rules and regulations of on-line etiquette are subject to change by the administration.
8. The student in whose name an on-line service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use this system only under their own account numbers.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, sexual orientation, age, disability, religion or political beliefs.
12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellations of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
15. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the instructor, Adult Career Center director or the Adult Career Center assistant director.

Any infraction of these guidelines may result in suspension/disciplinary action.

Acceptable Use and Internet Safety Policy of the Madison Local School District

STUDENT'S AGREEMENT

(Every student, regardless of age, must read and sign below)

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the School District's computer network and the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

Student Name (PRINT CLEARLY)

Home Phone

Address

Date

Place an "X" in the correct blank:

I am 18 or older _____ I am under 18 _____

If I am signing this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and agree to abide by this policy.

Student Signature

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FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY

- as of 2/14/12

MACC adheres to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) which is a Federal law that protects the privacy of student educational 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 **which transfer to the student when he or she reaches the age of 18 or enrolls in a postsecondary school.**

Madison Adult Career Center requires written permission from the student in order to release any information from a student education record to persons (including parents/spouses) other than allowed under FERPA. FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Authorized representatives for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- Appropriate officials in connection with health and safety emergencies;
- State and local authorities, within a justice system, pursuant to specific State law.

Madison Adult Career Center defines the following personnel as school officials:

- Director
- Assistant Director
- Financial Aid Administrator
- Transitions Coordinator
- Secretary
- Instructor

Madison Adult Career Center may disclose, without consent, "directory" information such as student's name, address, Email, program of study, honors and awards, and dates of attendance. **A student may choose NOT to have this directory information shared by notifying Madison Adult Career Center in writing within four weeks of the first day of class.**

Students may request to inspect and review education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review the records. Schools may charge a copy fee. Students have the right to request that a school correct records which they believe to be inaccurate. A student must complete an appeal form and return to the Director who will investigate. If the school decides not to amend the record, the 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 setting forth his or her view about the contested information which will become part of the student's record.

Information Sharing Authorization

I choose to authorize Madison Adult Career Center to share my educational record with the following third parties. *(Parents/spouse/other)*. **This form should be returned to the Assistant Director and will be placed in the student's file and active until a student graduates.** A student may submit in writing **at any time** individuals for whom this authorization should be rescinded.

I, ***(Student's Printed Name)*** _____

authorize Madison Adult Career Center to share the following information from my educational record with the following individual(s):

- Education Records *(Grades/Attendance)*
- Health Records *(physical, vaccination, etc.)*
- Financial Aid Records *(Eligibility/Awards)*
- Other (please specify) _____

Authorized Individual : _____ Authorized Individual : _____
 Authorized Individual : _____ Authorized Individual : _____
 Authorized Individual : _____ Authorized Individual : _____

Student's Signature _____

Date _____

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