Cuyahoga Valley Career Center
Student Handbook

Adult Education General Information
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CVCC Mission Statement

Cuyahoga Valley Career Center prepares youth and adults to enter, compete and advance in an ever-changing work world.

Accreditation/Program Approval

This educational program is approved by the Ohio Board of Regents. The Cuyahoga Valley Career Center is a candidate for accreditation by the Commission of the Council on Occupational Education, Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898/FAX: 770-396-3790, www.council.org.

Adult Education General Information

**ADULT EDUCATION HOURS** - The Adult Education Department is open from 8:00 am to 8:00 pm Monday through Thursday, and from 8:00 am to 3:00 pm on Friday. Please Note: During the summer the building may be closed on Friday.

**FOOD AND BEVERAGES** - To keep our facility clean and protect valuable equipment from damage, food and beverages are not permitted in any classrooms or labs.

**PARKING AREAS** - There are two main parking areas:
1) the main lot to the north of the building or
2) the east lot at the east end of the building.
Please note that there is a one-way entrance and a one-way exit lane for the main (north) parking lot. You must exit, using the lane farthest from the school. Handicapped spaces are reserved for personnel with proper authorization.

**RESTROOMS** - The restrooms in the original building are located on every level of the building on the south side of the main corridor and in the Adult Education wing off the corridor to the computer labs before the cafeteria.

**SMOKING** - Cuyahoga Valley Career Center is a non-smoking facility. This includes the parking lots.
**Alcohol and Drug Policy**

The possession, use and sale of alcoholic beverages or illegal chemical substances on school property are prohibited and will result in immediate dismissal and possible prosecution according to established laws. Evidence of illegal use of drugs or intoxicating beverages will be sufficient grounds for termination from the program without prospects of re-enrollment with a notation of same in student’s permanent file.

**Crime Awareness And Campus Security**

Federally Mandated Public Information

Students are expected to report the occurrence of any destructive actions or other emergencies to the faculty, teaching assistant, supervisor, or administrative assistants of this program and administration of school or clinical agency. It is the responsibility of each student to keep the school safe by monitoring one’s own behavior and reporting incidents involving other individuals that have the potential of violence or threatening behavior. Violent behavior, direct or indirect threats, harassment, or intimidation will not be tolerated. (This includes violent abusive/harassing behaviors an student may be experiencing or who are the generator of such undesirable behavior.) Liaison relationships are operational with safety and security services and local law enforcement, facilitating reporting of offenses occurring on school campus. Authorities will be immediately notified.

*Weapons, handguns, or knives in excess of 3 1/2 “are not to be on your person, in the school building, on the property, any clinical site, and/or enrichment/observation sites.*

*Electronic devices, personal and business beepers, and cellular phones are to remain out of sight, not utilized and in silent mode during class periods and while on any active assignment in client care environments. Personal phones may be utilized in the “Commons Area” or outside the building in your vehicle and in designated break areas. Students are expected to abide by clinical site regulations regarding cellular phones and other electronic devices if applicable to your enrolled program.*

**Emergency Procedures**

Students are expected to comply with CVCC emergency/evacuation procedures. Basic fire evacuation is to close all doors and windows, exit through the nearest door, and do not use elevators. Evacuate quickly and quietly in a calm manner without running and talking. (Additional procedures will be discussed at orientation or on the first night of class.)
Grievance Policy

5710 - STUDENT GRIEVANCE

The Board of Education recognizes that, as citizens, students have the right to request redress of grievances. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group grievances should be provided for and appropriate appeal procedures implemented.

For purposes of this policy, a student complaint or grievance shall be any such that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure.

The Board or its employees will hear the complaints and grievances of the students of this District provided that such complaints and grievances are made according to procedures established by Board Policy 9130.

9130 - PUBLIC COMPLAINTS

Any person or group having a legitimate interest in the operations of this District shall have the right to present a request, suggestion, or complaint concerning District personnel, the program, or the operations of the District. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, or complaints reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

Matters Regarding a Professional Staff Member

A. First Level

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by
school officials prior to
As appropriate, the staff member shall report the matter and whatever action may have been taken to the his/her supervisor.

B. Second Level
If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor or Director and in compliance with provisions of a collective bargaining agreement, if applicable.

C. Third Level
If a satisfactory solution is not achieved by discussion with the Supervisor or Director, a written request for a conference shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

Should the matter be resolved in conference with the Superintendent, the Board may be advised of the resolution.

D. Fourth Level
Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a meeting by the Board.

The Board, after reviewing all material relating to the case, may provide the complainant with its written decision or grant a meeting before the Board or a committee of the Board.

The complainant shall be advised, in writing, of the Board's decision, no more than ten (10) business days following the meeting.

Matters Regarding an Administrative Staff Member

Since administrators are considered members of the District's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.

Matters Regarding the Superintendent or Treasurer

Should the matter be a concern regarding the Superintendent or Treasurer which cannot be resolved through discussion with the Superintendent or Treasurer, the complainant may submit a
written request to the Board President for a conference with the Board. This request shall include:

A. the specific nature of the complaint and a brief statement of the facts giving rise to it;
B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
C. the reason that the matter was not able to be resolved with the Superintendent or Treasurer;
D. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may grant a hearing before the Board, or a committee of the Board, or refer the matter, if permitted by State law, to an executive session.

The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

**Matters Regarding a Classified Staff Member**

In the case of a classified staff member, the complaint is to be directed, initially, toward the person's supervisor, and the matter then brought as required to higher levels in the same manner as prescribed for "Matters Regarding a Professional Staff Member".

**Matters Regarding District Services or Operations**

If the request, suggestion, or complaint relates to a matter of District procedure or operation, it should be addressed, initially, to the person in charge of the service or operation and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

**Matters Regarding the Educational Program**

If the request, suggestion, or complaint relates to a matter of District program, it should be addressed, initially, to the Director and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".
Matters Regarding Instructional Materials

The Superintendent shall prepare administrative guidelines addressing students’ and parents’ rights to be adequately informed each year regarding their ability to inspect instructional materials and the procedure for completing such an inspection. See AG 9130A and Form 9130F3.

If the request, suggestion, or complaint relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the District, the following procedure shall be followed:

A. The criticism is to be addressed to the Director, in writing, and shall include:
   1. author;
   2. title;
   3. publisher;
   4. the complainant's familiarity with the material objected to;
   5. sections objected to, by page and item;
   6. reasons for objection.

B. Upon receipt of the information, the Director shall after advising the Superintendent of the complaint and upon the Superintendent's approval, appoint a review committee which may consist of:
   1. one (1) or more professional staff members;
   2. one (1) or more Board members on the Board Curriculum Committee;
   3. one (1) or more lay persons knowledgeable in the area.

The Superintendent or his/her designee shall be an ex-officio member of the committee.

C. The committee, in evaluating the questioned material, shall be guided by the following criteria:
   1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
   2. the accuracy of the material
   3. the objectivity of the material
   4. the use being made of the material

D. The material in question may be withdrawn from use pending the committee's recommendation to the Superintendent.

E. The committee's recommendation shall be reported to the Superintendent in writing within fifteen (15) business days following the formation of the committee. The
Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.

F. The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.

G. The Board shall review the case in public session and advise the complainant, in writing, of its decision within ten (10) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

R.C. 149.43

Revised 11/20/97
Revised 3/27/03

**Health**

Each CVCC adult student is responsible for his/her own health care. In case of sudden illness while at CVCC, the student is to contact the instructor. In case of an accident during class or lab experiences, an incident report must be completed to comply with the regulations. The student is required to provide a copy of the report to the program coordinator before returning to class. A copy is filed in the student’s file. If injury occurs in the school environment, the CVCC incident report is to be completed. A CVCC incident report may be obtained from the Administrative Assistants at the Adult Education Office or the CVCC Business Manager. Any cost for emergency treatment will be assumed by the student.

The student is expected to communicate any personal medical or surgical situations requiring care or treatment to the coordinator and instructor as soon as it occurs. A medical release without restrictions is required to return to active enrollment in the program.

If a surgical intervention is necessary while enrolled in the program, the adult must meet with the program coordinator at the earliest possible time to facilitate continued program participation. Each situation is considered individually and all efforts will be expended to continue enrollment. The attending surgeon/MD must complete a release allowing the adult to return without restrictions.
Interactive/Communication Behaviors

Communication manner with clients, faculty, staff and peers is expected to be positive and professional nature. Theft, cheating, insubordination or disrespectful behavior with instructors, CVCC staff, or cooperating clinical or externship site staff is unacceptable and may jeopardize your remaining in the program. Inappropriate, foul language or profanity in classroom or lab area may facilitate immediate dismissal from the program. Inability to work with co-workers, continual antagonism with instructors or classmates, and/or repeated cause of dissension among classmates or co-workers is unacceptable behavior, considered unprofessional, and may be grounds for dismissal. CVCC School District endorses an anti-harassment policy, “Sexual Harassments” has the same definition as set forth in the policy of the Board, as reflective of the definition set forth in Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Ohio Revised Code 4112.02. Sexual or gender based behavior that is unwelcome, unwanted and/or uninvited by the recipient can be verbal, non-verbal and/or physical and/or an issue of power or control is unacceptable. Faculty and supervisor guidance, along with academic content will assist you in developing positive and professional level of communication and interactive skills expected of industry professionals. Any act that violates or compromises client safety, legal or the ethical standards may be grounds for immediate course failure and/or dismissal from the program.

Job Search Assistance

A job search counselor will make presentations in all career development courses. Additional assistance is available through the CVCC Job Seekers Program. Contact pcoyne@cvccworks.edu.

Main Entrance

All entrance doors will be locked except the main entrance on Level 6. You will be able to EXIT the building through any outside door; however, you will only be able to re-enter the building through the MAIN ENTRANCE. Please do not prop open doors that have been locked.

ENTIRE BUILDING IS LOCKED AT 10:00 pm. Please vacate the building before 10:00 p.m. as the building is officially closed and secured at that time.

Non-Discrimination Policy

The Cuyahoga Valley Career Center affirms that no person shall, on the basis of race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the Superintendent or designated coordinator. This policy shall prevail in all Board policies concerning school employees and students.
The Board of Education has designated an administrator to carry out these policy statements and shall be responsible for compliance within these designated areas. Complaints, questions or requests for information regarding Title VI (race, color and national origin), Title IX (sex), Section 504 (disability) should be directed to:

Mr. Paul Smith  
Title VI Coordinator  
Title IX Coordinator  
Section 504 Coordinator

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. Therefore, the Board of Education will not discriminate nor tolerate harassment in its educational programs or activities for any reasons, including on the basis of race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status in its programs and activities, including employment opportunities. Additionally, it will not discriminate in its employment policies and practices.

The Board is committed to providing an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

In order to achieve the aforesaid goal, the Board directs the Superintendent to:

A. Curriculum Content

Review current and proposed courses of study and textbooks to detect any bias based upon race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status in its programs and activities, including employment opportunities ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, and ethnic groups toward the development of human society;

B. Staff Training

Develop an ongoing program of in-service training for school personnel designed to identify and solve problems of race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status in its programs and activities, including employment opportunities, or other bias in all aspects of the program;

C. Student Access

Review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of race, color, national
origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status in its programs and activities, including employment opportunities in any duty, work, play, classroom, or school practice, except as may be permitted under State and Federal laws and regulations;

D. District Support

    Ensure that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

    Ensure that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status in its programs and activities, including employment opportunities.

    The Superintendent shall appoint and publicize the name of the compliance officer whose responsibility it will be to coordinate the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer shall also verify that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination in Federal Assisted Programs Act is provided to students, their parents, staff members, and the general public.

**Non-School Dates**

CVCC observes the following holidays: Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year’s Eve, New Year’s Day, Martin Luther King Jr. Observance, President’s Day, Good Friday, Memorial Day and Independence Day. Other non-school days may occur due to high school activities, winter break or spring break. In the case of these events, you will be notified by your instructor and/or program coordinator.
Refunds and Withdrawal Policy

Refund Policy: Refunds are issued in the method fees were paid; either by check (once check has cleared) or credited to your account, within 2-3 weeks of processing approved refund paperwork.

As of the First Day of Class: Student assumes responsibility for the entire tuition and fee. No refunds are given.

Withdrawal More Than 1 Week Before The First Class: Full refund of course tuition fee, less a $20 service charge.

Withdrawal Less Than 1 Week Before The First Class: Refund equal to 50% of the tuition less a $20 service fee.

Textbook/Material/Supply/Uniform Fees: Non-refundable

Non-Refundable Classes: If a class is identified as non-refundable, the above terms do not apply.

Classes Cancelled by CVCC: Students will automatically receive 100% refund for classes cancelled by CVCC.

Release Policy

The adult student voluntarily desires to participate in this curriculum experience that includes classroom, field trips, and clinical experiences. The student is duly aware of risks and hazards, which may arise through participation in activities/experiences that may result in loss of life and/or limb and/or property. In consideration of being afforded the opportunity to participate and receive the educational benefits of this curricular experience, each student hereby voluntarily assumes all risks of illness/accident or personal damage to his person or property. Any costs pursuant to potential injury, or injury are the responsibility of the adult student. While at the facility and/or in the school environment; the adult student will not be considered as an employee or agent of the facility nor the school district. Therefore, they will be ineligible for remuneration and will not be covered by the facility's social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits. The adult student will indemnify and hold harmless the facility, and the school district, its shareholders, officers, trustees, employees, and agents from any and all liability, claims and damages, including but not limited to attorney fees and costs arising out of or related to the student's actions or activities. This release shall be binding with the signing of the contract on the part of the student, any heirs, administrators or executors. This contract is a permanent part of your file at Cuyahoga Valley Career Center.
School Closings

The Adult Education offices will observe the same "snow days" as the high school. If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the local radio and television stations. It is necessary for 5 out of the 8 school districts to have school closings for CVCC to be closed. It is the responsibility of each student to become self-informed of a “snow day” announcement via the news media. Use your very best judgment as your home territory may be a very different snow issue than other areas.

If daytime classes at Cuyahoga Valley Career Center are canceled due to inclement weather or for other reasons; all day and evening adult classes will be canceled. If applicable, students with weekend clinical may experience different “snow” issues as local communities and state plowing is not performed on as vigorous a basis on Saturday and Sunday. Students are urged to establish a telephone tree within the class members to facilitate communications regarding official closings. If excessive "snow days" occur, jeopardizing program requirements, class/clinical hours may need to be "made up" utilizing break time, planned days off or an extended school year.

Soliciting

No soliciting of any kind is permitted on school property or in the clinical area. Exceptions may be made for solicitations concerning planned, preapproved class activities.

Student Data

Each student is to provide complete and accurate information for their school record. Any student who has a change of name, residence and/or phone number(s) must notify an Administrative Assistant or program coordinator immediately so that the student file can be updated. This data will become a part of the permanent record and will not be shared with other students.

If a student knowingly offers false or misleading information or submits false documentation, he or she is subject to disciplinary action, up to and including immediate dismissal.
Student Health And Safety

As part of your learning experience, you will be using equipment and materials specific to the program. You should not attempt to use items that you have not yet received instruction on. Correct safety procedures should be followed at all times.

Students must constantly be aware of conditions in all work areas that could produce injuries. Your cooperation in detecting hazards and in turn controlling them is imperative. If a situation is beyond your ability or authority to correct, notify an instructor immediately.

Students will assist in the maintenance of work areas by keeping them clean and safe. Each student is responsible for equipment that they are using. This means proper use, care, cleanup and storage of the items.

Student Health Care Services

For Adult Education evening students, please contact your instructor or program coordinator in the Adult Education Office in case of a medical emergency. Use your best judgment in dialing “911”. Local healthcare providers will respond and are prepared to provide appropriate treatment and/or transport the student to the nearest medical facility. Illness that results in extended absence from the program will be review on an individual basis. Documentation from a medical provider may be required prior to returning to the program.

Student Records

The school maintains a file of each student in accordance with rules of the State of Ohio and program governing board. Release of information in a student’s file must be requested in writing by the student. Only official grade transcripts are released; all other documents are the property of CVCC and will not be copied unless remanded by court. An individual file containing information about each student will be maintained in a secured area. The records will be available only to instructors and appropriate Adult Education staff.

Student Resources

Academic, career and personal counseling services are available. Students should contact their program instructor or Adult Education Coordinator to initiate a request. A variety of resource materials and references are available through the Adult Education Office.
Tuition

Each student is responsible for all tuition and fees on or before the due date. Any student in arrears with tuition may be dismissed from the program. Special circumstances concerning tuition must be addressed with the program coordinator or supervisor. Students in a financial aid eligible program may also speak with the Financial Aid Specialist before the due date. All tuition and fees due Cuyahoga Valley Career Center must be paid before completion of the course of study.

Until all tuition and fees due to Cuyahoga Valley Career Center are paid in full, no transcripts of any type or recommendations will be released. No completion data will be forwarded to any Board, agency, or post secondary institution for certification, licensure, or college credit transfer (CT²).

Any outstanding balance remaining on account may be referred to the Ohio Attorney General’s Debt Collection Program.

Workforce Investment Act (WIA)/Ohio Means Jobs Funding

In cases where WIA funding is contingent on and paid for program completion and job placement, the student is responsible for full payment of tuition prior to program completion. Already paid tuition will be refunded by CVCC to the student upon receipt of WIA/Ohio Means Jobs post-completion payments. CVCC will provide documentation of program completion to WIA/Ohio Means Jobs office. It is the responsibility of the student to have their employer provide verification of employment to WIA/Ohio Means Jobs, using the official form provided. Final payment is dependent upon completion of this process.
Welcome to the Cuyahoga Valley Career Center’s Adult Education Health Careers Program. We hope you have a memorable and rewarding experience during your time with us. As you read through the following pages, the rules are strict and expectations are high. CVCC is preparing you to successfully enter a profession of health care. Demands and expectations in this field are high and they begin in the classroom.

Karen Schroedel
Health Careers Training Coordinator
440-746-8205
kschroedel@cvccworks.edu

Updated June 2014
Read the following policies and procedures and sign and date the appropriate signature page(s) at the end of this booklet. Please keep one copy for your reference and return the signature page(s) to your instructor or the Health Careers Training Coordinator. The signature page will be kept in your student file.

**Admission Policy**

- High School Diploma/GED
- Foreign Diploma/GED

In addition to the above requirements, students enrolling in Dental Assisting or Pharmacy Technician must also provide documentation of:

**Dental Assistant Admissions Requirements**

- Pre-entrance Assessment
- Documentation of High school diploma or its equivalent (e.g., a GED or foreign diploma).
- Complete program application form
- Acceptable criminal background check and physical exam
- Hepatitis B vaccination
- Tuberculosis vaccination

**Americans with Disabilities Act (ADA)**

CVCC supports the concepts embraced in the Americans with Disabilities Act of 1990, Section 503 and 504 of the Rehabilitation Act of 1973. Students must be able to successfully complete the academic and clinical objectives/outcome of the program in a timely manner, implementing the essential functions integral to the program. Individual, personal, and reasonable accommodations will be instituted to facilitate opportunities for the student upon proper supporting documentation of eligibility. Students who believe they may qualify for accommodations under this Act should self-reveal this in discussion with the program coordinator.

**Assignments**

It is at the instructor’s discretion to determine grading penalties for late assignments, attendance and unexcused absences. All work is to be neat and legible. The instructor will discuss any additional guidelines the first day of class. Assignments are to be submitted on date specified. At the discretion of the instructor, late assignments may be refused; or if accepted, the grade may be lowered one letter grade for each day late.
Attendance Policy

Regular attendance and punctuality is expected of each student. Each student must attend at least 90% of classes per term or module to successfully complete this program.

There are no excused absences—just provisions to deal with time away from the program. Absence from the school or tardiness will be recorded by the instructor and noted in your personal file. Any student who is absent for five (5) or more consecutive days must provide a written physician's statement allowing unrestricted permission to return to school. Extended illnesses and special circumstances/situations (including vacation) will be taken under advisement by the faculty and program coordinator with specific attention to the student’s past attendance and tardiness record, other illnesses, and progress in the program.

Armed Forces students, if activated by state or governmental action, will be treated on a case-by-case basis with strong compliance to Title IV recommendations.

- The vast amount of information covered within the typical class period makes it difficult to catch up on missed work, labs and clinical rotations (when applicable). Attendance is mandatory.
- In the event that a student must miss class it is that student’s responsibility to contact the Health Careers Coordinator or the course instructor as soon as possible.
- Unexcused absences (no call, no show), excessive tardiness, and/or absence from clinical/externship rotation (when applicable) is grounds for automatic dismissal without prior warning.
- In the event of an absence, if one-on-one make up time is necessary due to the nature of the missed material and/or lab time, it is up to the instructor’s discretion to schedule time to make up class work or lab time. This additional time will be charged to the students at a rate of $30.00/hour to cover the cost of the instructor’s time and schedule adjustment.
- In the event a student misses class, it will be their responsibility to check with the instructor regarding assignments, handouts and supplemental materials and to get notes they have missed from a classmate.
Clinical Experience (when applicable)

Cuyahoga Valley Career Center holds affiliation agreements with area hospitals, physician’s offices and health care facilities for various types of clinical externships. It is our goal at CVCC to provide a clinical opportunity for each student; however acceptance of students into a clinical environment is at the discretion of area health care facilities based on their staff availability and needs. This is standard practice for all health care facilities, causing competition between health care students at all educational institutions for limited space. CVCC cannot control or guarantee the timeliness of clinical opportunities or how many student spots, if any, will be made available to our school. If sites are limited, students will be assigned to a clinical externship site in order by registration date to determine the rotation schedule in which students will be placed in available clinical openings. If a student declines a clinical opportunity for any reason, their name will go to the bottom of the rotation schedule. Students have the right to pursue their own clinical assignments. If and when any student successfully acquires a clinical assignment on their own, that student must notify the Heath Careers Program Coordinator and obtain the appropriate documentation required to verify the number of clinical hours completed. This documentation is required by the accrediting institutions in order for a student to sit for the certification exam.

- The clinical experience is learning, not a working experience.
- Students are not to replace any employee or assume anyone’s job responsibilities.
- There are no financial benefits paid.
- The clinical facility has the right to make scheduling adjustments or reassignments based on staffing and departmental needs.
- Students will be assigned to an on-site staff member (preceptor) to supervise the clinical experience.
- The on-site preceptor may change from day to day based on the facility’s staffing schedule.
- The preceptor is responsible to document the student’s experience and evaluate performance.
- It is the student’s responsibility to notify the facility and CVCC if for any reason the student will be unable to attend on a specific date or will be absent due to illness.
- Each student is responsible to notify the facility and CVCC Health Careers Program at least 1/2 hour before assigned duty time if unable to report.
- Students will wear the appropriate uniform and identification while in the facility, unless directed otherwise by clinical faculty. This applies to dress, shoes, hosiery, jewelry and hair. (see Dress Code)
- Student will provide, upon request, a certified copy of his/her health insurance policy. While at the facility, the students will not be considered as employees or agents of the facility; therefore, they will be ineligible for remuneration and will not be covered by the facilities social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits except as set forth herein.
- The clinical facility has the right to dismiss a student from a clinical experience for behaviors including but not limited to the following: if the students is not in compliance with facility policies and procedures, unexcused absence, inappropriate behavior, or violation of patient confidentiality.
Students in a clinical environment will be evaluated on the following:

- Appearance (personal grooming, uniform, etc.)
- Attitude (interest, courteous, confident, cooperative)
- Maturity (accepts supervision, adapts to situation, accepts assignments)
- Dependability (punctual, completes tasks, accepts responsibility)
- Initiative (seeks new learning opportunities)
- Clinical Tasks (performs lab and diagnostic skills)
- Interpersonal (cooperates with co-workers, supervisors, physician)

Clinical Health History and Screening Requirements

If the enrollee has been exposed to chickenpox (varicella), and has a documented personal history of chickenpox, a varicella screening antibody (IGG) test is not required unless otherwise required by a cooperating clinical externship site. If it is determined the individual has had no exposure or disease, he/she is required to have a series of two vaccinations before entry into the program.

A series of three Hepatitis B injections is required by our clinical sites, or a positive titer.

Some clinical externship sites may require a drug screen along with a physical examination and immunizations for admission to the program. There is zero tolerance for drug/alcohol utilization in this program. In addition, a random and spontaneous screen may be mandated at the discretion of the faculty/supervisor clinical any time throughout the program, paid for by the enrollee, and submitted to the school. Results of these screenings will be reviewed by the Health Careers Training Coordinator and Adult Education Director for final determination if the enrollee is to remain active in the program.

Individuals with known serious allergies, diabetes, epilepsy, etc. must wear med-alert bracelet, anklet or necklace at all times while carrying on their person prescription drugs for emergency use. Failure to carry/use these protective devices may be cause for dismissal. If an enrollee has a known documented latex allergy he/she are discouraged from enrollment and if enrolled, is referred to this publication’s Release Policy, documentation of such allergy is required in enrollee’s file. If suspected latex allergy develops during enrollment, a latex sensitivity test (at enrollee’s expense) is required to document need for latex-free glove usage.

Pregnancy is to be reported immediately to the Supervisor and the student’s Clinical Instructor. If the student wishes to remain in the program, she must meet with her OB/GYN as soon as possible to confirm the pregnancy. The student must disclose her participation in a health career program and receive a medical release without restrictions allowing her to continue. The student assumes all personal responsibility for continuing in the program. If the physician does not give unqualified permission to continue in the program, a Leave of Absence may be requested by the student (see Leave of Absence Policy). The student will be expected to continue to function in the clinical setting at the level expected of her peers. The student must obtain, at her expense, uniforms that accommodate her changing body size.
Criminal Background Check
Criminal background check and fingerprinting have become mandatory for participation with cooperating clinical agencies. Fingerprinting costs are included in supplies fee charge when applicable. If there is no supplies fee associated with the program, the student is responsible for the cost of the criminal background check. Clinical sites have the right to refuse the opportunity to “learn with their clients” which may subject the enrollee to immediate dismissal with no return of funds paid by CVCC.

Confidentiality Commitment

You are entering a field wherein your honesty, integrity and trustworthiness is integral to your role as a health care giver. You are expected to hold the knowledge of your clients, patients/residents in confidence. The Ohio Supreme Court has identified breach of confidentiality as a tort. You will be expected to sign a confidentiality statement related to all clinical components of your program, see Appendix. Violation of client confidentiality could result in your dismissal from the program. The enrollee’s signed Confidentiality Statement is a permanent part of your file. Each clinical site may have its own confidentiality paperwork for the enrollee to read and sign with their clients/patient residents.

Disciplinary Action

*The following is a list of actions that would require disciplinary action. Other actions may fall into this category at the discretion of the instructor. These actions may be grounds for dismissal from the Health Careers programs:

- Tardiness that exceeds the aforementioned guidelines
- Two (2) or more unexcused absences
- Cumulative grade percentage below eighty percent (80%)
- Behavioral nonconformity to include, disrespect to other students or instructors, sexual harassment, offensive language or any disruption that is socially unacceptable.
- Uniform discrepancy/non-compliance
- Destruction of property
- Leaving without permission
- Carelessness of program/school property or equipment
- Dishonesty/cheating
- Lack of interest or motivation to learn
- Sleeping in class
- Cell phone usage/texting
- Suspected of being under the influence of alcohol and/or drugs of abuse
- Weapons/firearms possession.
Disciplinary Process

Warnings
A verbal warning is a first notification of unsatisfactory performance, or inappropriate behavior in the classroom or lab. It will be followed up with a written confirmation of the conversation which you will be asked to acknowledge with your signature.

A first written warning will be the start of a probationary period which will be determined by the program coordinator and instructor. The warning will be issued if any of the incidences outlined in the verbal warning continue to occur or different examples of the types noted above occur or if the student’s behavior is so egregious that CVCC determines to skip the verbal warning. We will ask the student to sign documentation of the conversation.

A second written warning will be issued if the incidences above, or any other incidences as outlined in the verbal warning section, continue. If the student receives a second written warning, any recurrences of the previously noted performances or behaviors will result in dismissal/termination from the program.

Note: Any of the above warnings may include a timeframe for improvement with specific parameters.

Dismissal/Termination
Dismissal/Termination may occur at any point in the disciplinary process if progress is deemed insufficient.
Behavior of an extremely serious nature, continued undesirable attendance, violation of CVCC policies/procedures, foul/inappropriate language or inappropriate behavior, may result in immediate dismissal without prior warning.

Grievance Procedure

This procedure is designed to provide a framework for the quick and effective resolution of a perceived student grievance. For the purposes of this procedure, a grievance is defined as an alleged violation of a previously adopted agreement or policy. For the purposes of this grievance policy, “a day” is considered a traditional business day (Monday through Friday); Saturday and Sunday are excluded.

GRIEVANCE PROCEDURE:

Step 1. Within three (3) working days of the occurrence giving rise to the grievance, the student must discuss the grievance with the classroom or lab instructor in an effort to arrive at a solution to the situation. Discuss the grievance with the Program Coordinator if the situation does not involve a classroom or lab concern.

Step 2. If the situation is unresolved, the grievant is to communicate the concern in writing to the person communicated with in Step 1, within five (5) working days of the initial occurrence, and meet again with the person communicated with in Step 1 to attempt to resolve the situation. (1st Level - complete the form available)
Step 3. If situation is not resolved at this level, the grievant is to submit a written statement of grievance to the Program Coordinator within ten (10) working days of initial occurrence. (2nd Level - complete the form available).

This step in the procedure is omitted if the situation does not involve a classroom or lab concern; in this case, move to Step 5.

Step 4. Within two (2) working days of receiving the written grievance, the Program Coordinator (or designee) and grievant will meet to resolve situation.

Step 5. If the grievant is not satisfied, he or she may appeal the grievance in writing to the Adult Education Director within five (5) working days of meeting with the Program Coordinator. A meeting will be held with the grievant, Adult Education Director, Program Coordinator and program instructor within two (2) working days of receipt of written grievance at this level. (3rd Level - complete the form available)

Step 6. In the event the grievant is not satisfied with the resolution at this level, a written grievance is to be submitted to the Adult Education Director of CVCC (or designee) and a meeting will be arranged with the grievant within three (3) working days of the meeting with the Adult Education Director and the Business Manager of CVCC (4th Level - complete form available). The previous three (3) written grievance statements will be submitted at this level if requested. The decision made at this level shall be final and binding upon the grievant and CVCC Administration. This final decision shall be implemented by the Adult Education Director and Program Coordinator.

Probation

Probation may be issued for a more serious or recurring violation of established policies and procedures.

Dismissal/Termination

Immediate dismissal may occur without prior warning for behavior of an extremely serious nature, academic performance below 80%, continued poor attendance and/or tardiness, violation of CVCC policies/procedures, foul/inappropriate language, violation of clinical site policies/procedures, violation of confidentiality oath, unsafe lab/clinical practice or careless performance.

Dress Code

Cuyahoga Valley Career Center and the Health Careers Program strive to promote professionalism in our students. Your personal appearance is not only a representation of yourself, but also of CVCC, the Health Careers Program and the healthcare industry. Appropriate casual attire or the proper uniform (when applicable) is expected. Enrollees who are not dressed properly will be warned and/or sent home by a faculty member, supervisor or a
clinical representative and be recorded as absent. This action may be followed by dismissal for repeated violation.

Uniform
In programs where a uniform is required, enrollees must appear in complete uniform when in uniform. If wearing a tunic pant uniform, white cuffed bobby socks and white polished nurses' shoes or approved white athletic shoes with clean shoe strings, closed in heels and toes. If the uniform requires white pants, skin-tone underclothes are required. The male student shall wear a skin-tone tee shirt, white or skin tone undergarment and white socks. Enrollees wearing a pant uniform may wear plain white socks. Pant cuffs are to be worn at a length breaking on the shoe. Cuffs are not to drag on the floor. Enrollees may choose to wear a white, or silver-gray colored short sleeve or long sleeve snugly fitted to the forearm with a cuff cotton or cotton/poly knit shirt with a turtle neck, mock turtle, crew, V-neck or regular neck for warmth and to cover up tattoos. Complete uniform includes a watch with a second hand, bandage scissors, black/blue pens, identification tag, and small pocket pad. Students not dressed according to dress code with necessary equipment, i.e.: watch with second hand, scissors, stethoscope, black ball point pen, name, etc. may be dismissed as absent from the clinical site. The acceptable white sweatshirt, cardigan or a full-length white lab coat or white sweater may be worn to and from the clinical area, however not while in client service areas. Gum chewing is never appropriate while in uniform in the clinical site.

Hair
Hair is to be clean, away from the face, cut or arranged and fastened with non-ornamental hair accessories and worn in a manner so it does not fall in the face of the enrollee, interfere with work, or touch the client in clinical and laboratory environments. Long hair is to be pulled back at the nape of neck (not in a ponytail). Style, arrangement of hair, and coloring must appear professional and natural at all times. Ringlets, tendrils and other small strands of hair are unacceptable. Male students are to be clean-shaven daily unless a trimmed mustache/beard are sported. No hats or head coverings are to be worn in the classroom or clinical areas.

Jewelry: Permissible jewelry while in uniform includes: small, gold, silver or white stud earrings (less than 1/4”) without design (if earrings are worn, a maximum of two (2) are permitted (one per each ear), plain necklace on the inside of the uniform as long as it is not visible (neck bands and wrist bands, scrungies of any type, are unacceptable in class and clinical environment); engagement and wedding rings may be worn. If an engagement and/or wedding ring is worn, the enrollee must assume all responsibility for loss of the stone, ring, loss of finger or injury of the hand or injury to the client. Basically, only plain gold or silver band rings are safe. No other rings are to be worn. Medi-alert bracelets, anklets, and/or necklaces must be worn at all times. If a history of severe allergic reaction is documented, a prescription “epi pen” is to be on your person at all times. No other jewelry (nasal, facial, oral or tongue jewelry, etc.) is appropriate while in uniform, in street clothes in class or clinical sites. This jewelry is not to be seen by others.

Make-up
Clear or light pink, unchipped nail polish may be worn on well-manicured, clean, short nails. Fingernails must not be seen when looking at the extended fingers from the palm of the hand.
Heavy and gaudy make-up and perfumes are not to be worn in the clinical area nor classroom environment.

**Classroom Dress**

If a uniform is not required for class, caps, hats and other head gear are not to be worn in the classroom or clinical areas. Halter tops, tanks, tubes, halter dresses, open backs, bare shoulders and sleeveless garments or pajamas are not permitted. Unclothed or exposed breasts, midriffs and midsections are unacceptable. No garments/clothing are permitted supporting drugs, alcohol, foul language, etc. Tights, spandex, and biker pants are permitted only when the upper body’s clothing extends well past the hips to mid-thigh area. Properly fitted culotte skirts or shorts may be worn before November and after April. Skirts or shorts are to be no shorter than fingertip length when the forearm is fully extended. Shorts should be of a length appropriate for a mature adult. Shoes or sandals must be worn. Jeans may be worn as long as they are not frayed, cut-off, faded, have rips or holes, or in need of repair. Each enrollee is expected to dress in appropriate attire for their body build, chronological age and role model as a health care worker. If enrollee’s dress is not in keeping with the established dress code, the enrollee may be sent off and recorded as absent.

Enrichment, Observations, Internal Rotations, Preceptor Experiences, and Internship Experiences: Complete student uniform is to be worn, unless otherwise directed by school administration. Each enrollee is expected to regulate himself/herself and comply with the dress code. Enrollees who are not dressed properly will be warned and sent home by a faculty member, supervisor or a clinical representative and be recorded as absent. This action may be followed by dismissal for repeated violation.

**Grading Scale**

In-class assignments, quizzes and exams will be given on a regular basis to evaluate and ensure each student’s progress. It is at the instructor’s discretion to determine the curriculum requirements and point value of any assignments, quizzes and exams. All of this will be disclosed to the students on the first day of class or at the program orientation.

Students must maintain an 80% average in class. If a student falls below 80%, it will be at the instructor’s discretion to approve the student for participation in a clinical or externship rotation. This determination will be based on the student’s overall performance, class participation and attendance. Students with less than an 80% will not be approved to sit for the state or national certification exam (when applicable).

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Tests and Examinations

Tests and/or quizzes will be given throughout the course. Unannounced quizzes may be given at the discretion of the instructor. Other tests and examinations will be scheduled as needed. Testing will cover content areas of reading assignments as well as class presentations and demonstrations.

Transfer Hours

CVCC does not accept transfer hours from other schools.

Tutoring

In support of our student’s success, CVCC instructors are available to answer questions and/or clarify information as needed. If a student’s question cannot be addressed during class time, it is the student’s responsibility to make arrangements with their instructor to further discuss the issue at a break time, before or after class, or make special arrangements to meet with the instructor at a designated time. It is at the instructor’s discretion to spend additional time above and beyond scheduled class time with a student.

If a student is in need of excessive assistance and/or tutoring, it will be at the discretion of the instructor to schedule tutoring time with the student based on the instructor’s availability. This additional time will be charged to the students at a rate of $30.00/hour per student to cover the cost of the instructor’s time, schedule adjustment and any supplies and materials used as a result of the additional training.

Refunds and Withdrawal Policy

Refund Policy: Refunds are issued in the method fees were paid; either by check (once check has cleared) or credited to your account, within 2-3 weeks of processing approved refund paperwork.

As of the First Day of Class: Student assumes responsibility for the entire tuition and fee. No refunds are given.

Withdrawal More Than 1 Week Before The First Class: Full refund of course tuition fee, less a $20 service charge.

Withdrawal Less Than 1 Week Before The First Class: Refund equal to 50% of the tuition less a $20 service fee.

Textbook/Material/Supply/Uniform Fees: Non-refundable
**Non-Refundable Classes:** If a class is identified as non-refundable, the above terms do not apply.

**Classes Cancelled by CVCC:** Students will automatically receive 100% refund for classes cancelled by CVCC.

NOTE: A student receiving financial aid who withdraws from a class must submit a written Withdraw Form to the adult education office. Students withdrawing who receive Federal Financial Aid may not be eligible for all funding that was scheduled. Calculations will be made using the Return of Title IV Funds policy, which is mandated by the U.S. Department of Education. Students may end up owing money out of pocket to Cuyahoga Valley Career Center.
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Go to the following site to view the entire student handbook:


**Acknowledgement of Student Handbook**

I have read and fully understand the Adult Education Student Handbook for Health Careers and agree to comply with all of the policies, procedures and requirements outlined within.

Print Name__________________________________________________________

Signature_________________________________________ Date__________________