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.)
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 of a 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 Industrial Program. We hope you have a memorable and rewarding experience during your time with us.

Richard Haines
Industrial Training Coordinator
440-746-8325
rhanes@cvccworks.edu

Updated June 2014
Admission Requirements

Course Admission: Registration is open to anyone 16 years of age or older. High school students who are enrolled in a regular high school program must have written permission from their parents and the school principal or counselor to register for a course. Documentation will be required for programs that indicate a high school diploma or GED is a prerequisite.

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 80% of classes per term or module to successfully complete this program and be issued a certificate of completion.

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, for medical reasons, 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 program coordinator and instructor 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.

- The vast amount of information covered within the typical class period makes it difficult to catch up on missed work. Attendance is expected.
- In the event that a student must miss class it is that student’s responsibility to contact the Industrial Careers Coordinator or the course instructor as soon as possible.
- Unexcused absences (no call, no show) and/or excessive tardiness, 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, it is up to the instructor’s discretion to schedule time to make up class work. 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.
Dress Code

Cuyahoga Valley Career Center and the Industrial Careers Program strive to promote professionalism in our students. Your personal appearance is not only a representation of yourself, but also of CVCC, the Industrial Careers Program and industry standards. 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 the instructor. This action may be followed by dismissal for repeated violation.

Grading Scale

In-class assignments, quizzes and exams may 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 a 70% average in class. If a student falls below 70%, it will be at the instructor’s discretion to approve the student for participation in any externship opportunities that may become available. This determination will be based on the student’s overall performance, class participation and attendance. Students with less than 70% will not be approved to sit for any certification exam (when applicable).

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<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
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<tr>
<td>B</td>
<td>80-89%</td>
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<tr>
<td>C</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>65-69%</td>
</tr>
<tr>
<td>F</td>
<td>65% - below</td>
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</tbody>
</table>

Machine Technology: Machine Technology: The student will be evaluated after the first 100 hours of instruction. If the student fails to meet a minimum of 70%, he/she will be placed on probation. Students will be evaluated at 100 hour intervals. If a student does not have an overall grade average of 70% following the first 400 hours, he/she will not be allowed to continue in the program.

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 hands-on demonstrations.
Americans with Disabilities (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.

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 Industrial programs:

- Tardiness that exceeds the aforementioned guidelines
- Two (2) or more unexcused absences
- Cumulative grade percentage below seventy percent (70%)
- 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**

**HVAC Program:** The student will be evaluated after the first 48 hours of instruction. If the student fails to meet a minimum of 70%, he/she will be placed on probation. Students will be evaluated at approximately 48 hour intervals of coursework and will need to meet a grade average of 70% at the next evaluation period following being put on probation. If that percentage is not met, the student will not be allowed to continue in the program.

**Dismissal/Termination**

Immediate dismissal may occur without prior warning for behavior of an extremely serious nature, academic performance below 70%, continued poor attendance and/or tardiness, violation of CVCC policies/procedures, foul/inappropriate language, violation of confidentiality oath, unsafe lab practice or careless performance.

**Transfer Hours**

CVCC does not accept transfer hours from other schools.
HVAC PROGRAM

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Total Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC – Basic</td>
<td>20</td>
<td>28</td>
<td>48</td>
</tr>
<tr>
<td>HVAC – Heating</td>
<td>24</td>
<td>24</td>
<td>48</td>
</tr>
<tr>
<td>HVAC – Cooling</td>
<td>19</td>
<td>29</td>
<td>48</td>
</tr>
<tr>
<td>HVAC – Basic Electrical</td>
<td>22</td>
<td>26</td>
<td>48</td>
</tr>
<tr>
<td>HVAC – Certification Prep</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td>93</td>
<td>107</td>
<td>200</td>
</tr>
</tbody>
</table>

Objective: Upon successful completion of the four classes a student will be able to demonstrate proper installing, troubleshooting and servicing HVAC systems.

COURSE DESCRIPTION

HVAC PROGRAM

Refrigerant Handling, CFC Section 608 Prep & Certification Test is included.
Machine Technology

Objective: Students will obtain technical education, concepts and skills that are emphasized in Machine Technology and CNC computerized training in order to place students in modern, high-tech positions.

Course Description

Machine Technology

This program begins by introducing concepts and procedures for the safe and efficient use of basic machine tools. Topics include use of measuring tools, hand and bench tools, layout, sawing operations and drilling operations along with related theory. The student will develop skills in the use of bench grinders and lathes related to operations, calculators, setup and operations. More advanced lathe skills including drilling, reaming, taps and dies, carbide tooling, steady rest, boring, taper turning, cutting internal threads and cutting Acme threads will be developed as the student progresses. Surface grinding will cover setup and operation, wheel selection, feeds and speeds, use of cutting fluids and work-holding devices. The milling component provides instruction in the setup and use of the vertical milling machine. Topics include: milling machines, machine calculations, machine setups and machine operations. Students will develop advanced skills in setup and operation of milling machines. The Computer Numerical Control (CNC) programming provides a basic introduction to the theory of operating computer numerical control equipment and advances to an understanding of basic CAD-CAM part design and CNC programming. Additional instruction in techniques used in both CNC turning and CNC milling operations will include CAD-CAM part design, programs and basic setup and operation of CNC machines applications. The final level of instruction will provide advanced techniques in CAD-CAM design, programming, editing, CNC setup and operation of CNC Turning and Milling Center.

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Total Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Machine Tools</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>Lathe Operation I</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>Lathe Operation II</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>Surface Grinding Operations</td>
<td>20</td>
<td>80</td>
<td>100</td>
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<tr>
<td>Milling Operations I</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td>Basic Computer Numerical Control (CNC)</td>
<td>50</td>
<td>50</td>
<td>100</td>
</tr>
<tr>
<td>Intermediate Computer Numerical Control (CNC)</td>
<td>30</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td>Advanced I Computer Numerical Control (CNC)</td>
<td>30</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td>Advanced II Computer Numerical Control (CNC)</td>
<td>30</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td><strong>245</strong></td>
<td><strong>655</strong></td>
<td><strong>900</strong></td>
</tr>
</tbody>
</table>
Acknowledgement of Student Handbook

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

Print Name__________________________________________

Signature__________________________________________ Date__________________