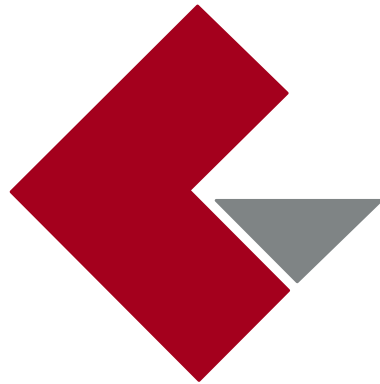


ADULT EDUCATION



CUYAHOGA VALLEY
CAREER CENTER

INSTRUCTOR MANUAL

2012-2013

Adult Education Staff

Director	Liz Walton lwalton@cvccworks.com	440-746-8228
Program Coordinators:		
Industrial Training Programs Customized Training	Richard Haines rhaines@cvccworks.com	440-746-8325
EMT/Fire Public Safety Programs	Mark Dailey markod51@gmail.com mdailey@cvccworks.com Linda Buck lbuck@cvccworks.com	440-746-8324 440-746-8125
Evening & Weekend Programs Business Training Programs Daytime Computer Programs Health Careers Coordinator	Ken Hudiak khudiak@cvccworks.com Karen Schroedel kschroedel@cvccworks.com	440-746-8210 440-746-8205
School of Practical Nursing	Pattie Mandula pmandula@cvccworks.com	440-746-8301
Financial Aid	Martha Sluka mssluka@cvccworks.com	440-746-8337
Administrative Assistants:		
Evening	Christine canders@cvccworks.com	440-746-8319
Day EMT/Fire	Linda Buck lbuck@cvccworks.com	440-746-8125
Nursing	Carol Gileot cgileot@cvccworks.com Toya Murkins tmurkins@cvccworks.com	440-746-8206 440-746-8332
Day	Nancy Rebraca nrebraca@cvccworks.com	440-746-8270
Evening	Leigh Walton clwalton@cvccworks.com	440-526-5200 VM ext. 8017

CVCC's Mission Statement

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

Adult Education 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.** Please restrict your snacks to the Staff Lounge (Level 2) and the Commons (Level 6).

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 **Adult Education** wing at the Main Entrance are located to the left of the main doors and down the first hall to the left before coming to the Cafeteria. The restrooms for the balance of the building are located on the south side of the main corridor on each level of the building.

SMOKING – Cuyahoga Valley Career Center is a non-smoking campus. **This rule includes the parking lots.**

ACADEMIC SUPPORT

CVCC offers additional academic support outside the regular classroom. Students may participate, free of charge, in the KeyTrain Labs. This self-paced, self-directed, online skills improvement lab is designed to help all students improve their skills in the following areas: Applied Math, Reading for Information and Locating Information. GED students are welcome. This opportunity to work on lessons and take quizzes will also help students prepare for Career Programs and meet the benchmark scores required on the WorkKeys tests.

ACCIDENTS

In case of an accident to a student or instructor, **call 911** if it is an emergency situation. In a non-emergency situation, the injured individual must report immediately to the Adult Education Administrator on duty. You may obtain an Accident Report Form from the Evening Coordinator. This form must be completed detailing the occurrence.

Evening & Weekend Programs
Business Training Programs
Daytime Computer Programs

Ken Hudiak 440-746-8210
khudiak@cvccworks.com

Christine 440-746-8319 (Evening) canders@cvccworks.com
Linda Buck 440-746-8125 (Day EMT/Fire) lbuck@cvccworks.com
Carol Gileot 440-746-8206 (Nursing) cgileot@cvccworks.com
Toya Murkins 440-746-8332 (Nursing) tmurkins@cvccworks.com
Nancy Rebraca 440-746-8270 (Day) nrebraca@cvccworks.com
Leigh Walton 440-526-5200 (Evening) clwalton@cvccworks.com

ALCOHOL AND DRUGS

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 and with a notation of same in student's permanent file.

APPROPRIATE ATTIRE

Instructors are expected to set a personal example of a businesslike and professional appearance. Please help us in our efforts.

1. Appropriate shoes shall be worn at all times.
2. Protective clothing must be worn in areas with potentially dangerous machines/materials.
3. Students should wear appropriate attire: neat, clean, and without offensive pictures or words. Designated medical programs requiring students to wear uniforms include: Medical/Nursing, Dental, and Cosmetology.

ATTENDANCE RECORDS

Instructor Attendance

Instructors are expected to arrive before the class start time and to attend all course sessions. If an instructor finds it necessary to be absent in an emergency, we expect the instructor to notify his/her students and his/her specific Coordinator OR the department administrative staff and the students. **Please keep a copy of the class roster with the students' telephone numbers listed with you.** It will be needed if you are not able to teach a class; **the instructor is expected to notify students of the cancellation.**

Student Class Roster

The student class roster is computer generated and will be placed in each instructor's mailbox before the first class meeting. **Please do not pass the class roster to any students in your class; there is confidential information listed.** Please make sure each

name is spelled correctly on this form; forward corrections to the evening secretary. **Any student not on the roster that arrives for the class needs to be sent to the Adult Education Office to register.** Please notify your coordinator of this situation. If a student transfers out of a class to another section, he or she needs to be transferred to the new course section. Please confirm the transfer with the Coordinator.

CAREER DEVELOPMENT PROGRAMS

Cosmetology, Dental Assisting, EMT, Firefighting, Pharmacy Technician, Practical Nursing and Registered Medical Assisting are Career Development Programs and the Board of Regents requires WorkKeys Tests to be administered in Reading for Information, Applied Math and Locating Information. Each test is a 45-minute test and must be completed by each student within the first week of a class. Program Coordinators will provide instructions for administering the tests.

CARE OF EQUIPMENT AND PROPERTY

The equipment and facilities used by the various programs are expensive to replace, so please, always do your best to see that they are handled properly. If you notice that a piece of equipment is in need of repair, bring it to your Coordinator's attention so that a repair order can be submitted.

CELL PHONE USAGE

Emergency cell phone usage by instructors and students should be limited to outside the classroom. Please request students put cell phones on vibrate if they must have them on during class for emergency purposes. Instructors are given leeway to set the cell phone policy for their class as long as it is not a hindrance to the learning environment for all students.

CERTIFICATE OF COMPLETION

Certificates are awarded for Career Development courses and several Career Enhancement courses. With the exception of State/Board regulated courses that require 100% attendance, each student that has successfully completed the course content and has 80% attendance is eligible to receive a certificate of completion. The certificate names are generated from the class roster; please make sure the students' names are spelled correctly. If corrections are needed, please notify your Coordinator. Please check with your coordinator at least one week prior to the last class to make sure your certificates are ready on time.

CERTIFICATE/LICENSE FOR TEACHING

Each instructor must be certified by the State of Ohio in order to teach any adult education classes. An instructor is eligible for a certificate if appropriate educational course work and training has met Ohio requirements. According to House Bill 190, all instructors are required to submit to an Ohio BCI civilian background check and, effective November 19, 2007, an FBI check must also be completed. Results of both state and federal background checks are valid for one year from the date they were completed. If you have been BCI fingerprinted within the past year, you will only need to be fingerprinted for the FBI at this time in order to receive your teaching certificate.

For your convenience, Cuyahoga Valley Career Center's Adult Education Department is an authorized Web Check facility for BCI/FBI background checks. Per the Ohio Department of Education, certificates must be renewed each year for **each** school at which you teach. Current copies of licenses and required certifications must be on file in the Adult Education Office. **Instructors are not eligible to be paid by CVCC and CVCC cannot receive State funding for student training unless a valid certificate is on file.**

Licensure Requirements Include Background Checks

The Ohio Department of Education (ODE) requires applicants applying for their very first license, certificate or permit to complete both an Ohio criminal background check and an FBI criminal background check, conducted by the Bureau of Criminal Identification and Investigation (BCII). These checks need to be less than 365 days old to be considered valid for initial licensing purposes.

Educators who are renewing a license or permit and have lived continuously in the State of Ohio for the previous five years, and have a BCI background check on file with ODE, will need to complete only an FBI criminal background check once every five years. Educators who have *not* lived continuously in the state for the past five years will need to complete both a BCI and FBI background check once every five years.

Educators who hold an eight year professional, permanent certificate or non-tax certificate are required to submit the required background checks once every five years. These certificate holders who have lived continuously in Ohio for those five years, however, will only need to submit FBI background checks.

(In addition to the information on this page, ODE has posted a page of [frequently asked questions](#) on the Web site.)

Contact Information for licensed or certificated educators:

Office of Educator Licensure

[Educator Licensure Questions](#)

(614) 466-3593

1(877) 644-6338 (toll free)

CHANGE OF NAME/ADDRESS/PHONE

If you have a change of name, address, or telephone number(s), please notify your Coordinator. It is most important that our records are current in order for you to be contacted in case of a schedule change, and to assure your paycheck will arrive on time.

CLASSROOM

Please be sure to leave your classroom neat and clean after each class. Please inform us in Adult Education if a classroom is untidy when you arrive for your class. **No food or beverages are permitted in any classrooms.** Please ask students to push in chairs and

take all of their belongings when they leave because High School uses the classrooms daily beginning at 7:30 am.

CLASS EVALUATIONS

Forms are provided and required for all classes. **Please have students complete the evaluations before leaving the last class session.** It helps us continue to offer quality programs and report to our Board of Education, State and Federal funding sources the great work you are doing.

COMPUTER CLASS REGULATIONS

- Professional behavior is expected by the students.
- Food and drinks are **not** permitted in classrooms. This applies to instructors and students.
- Equipment should **not** be moved or altered in any way.
- Keep objects off the digitizer, keyboards, and monitors.
- Removal of any software from the Tech Center is strictly prohibited.
- Labs can be made available for student usage upon request of the instructor to complete assignments if necessary.

COMMUNICATIONS

Announcements - Public Address System- we limit the use of the system as it interrupts all classes. When emergency announcements must be made on the P.A. system, we count on the instructor to maintain a quiet environment so students can hear the announcements.

CRIME AWARENES 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 enrollee 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 enrollee 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 ½" 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.

Enrollees are expected to abide by clinical site regulations regarding cellular phones and other electronic devices if applicable to your enrolled program.

DIRECT DEPOSIT

We now have the capabilities of direct deposit for your paychecks. Please contact your Coordinator if you need information regarding this process.

DRINKING FOUNTAINS

Drinking fountains are in every north entrance way and in the Adult Education wing near the corridor that leads to the Adult Education computer labs and public restrooms.

EMERGENCY PROCEDURES

Students are expected to comply with CVCC emergency/evacuation procedures. Basic fire evacuation procedure 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.

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.

As appropriate, the staff member shall report the matter and whatever action may have been taken to 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

INCLEMENT WEATHER – SEE SCHOOL CLOSINGS

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.com or call 440-746-8233.

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. This is a safety issue for building security.

The entire building is locked at 10:00 pm. Please vacate the building by 10:00 pm Monday through Thursday and prior to 4 PM on Fridays 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
Business Manager
Title VI Coordinator, Title IX Coordinator, Section 504 Coordinator
440-746-8909

The Board of Education does not discriminate on the basis of race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information, and/or military status, or any other legally protected characteristic, in its programs and activities, including employment opportunities.

His/Her responsibility will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. S/He shall also ensure 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, and the Age Discrimination in Employment Act is provided to staff members and the general public. Any sections of the District's collectively-bargained, negotiated agreements dealing with hiring, promotion, and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts.

R.C. 4112.01, 4112.02
A.C. 3301-35-03(A)
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
42 U.S.C., 2000e, et seq., Civil Rights Act of 1964
42 U.S.C., 12112, Americans with Disabilities Act of 1990
29 U.S.C. 701 et seq., Rehabilitation Act of 1973
20 U.S.C. 1681 et seq., Title IX
29 C.F.R. Part 1635

Revised 3/21/96
Revised 6/26/03
Revised 7/28/05
Revised 5/29/08
Revised 12/18/08
Revised 5/20/10
Revised 5/26/11

NON-SCHOOL DATES

CVCC observes the following holidays: Labor Day, Thanksgiving, Christmas Eve, Christmas Day, 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 the Program Coordinator. Please consult the catalog for specific days.

PHOTOCOPIER

We have a faster and more efficient copier in Adult Education that will collate, staple, and run 2-sided copies. If you need to use a photocopier, fax machine, or telephone at night, come to the Adult Education office **before** your scheduled class start time. Be aware that the copy machine is actively used between 5:45 - 6:00 p.m. Please ensure that your students know that they are not to use the building copiers as they are for staff only.

PROCEDURES FOR USING TECHNOLOGY.

1. All technology requests/problems should be submitted to the Program Coordinator in writing.
2. Requests for software installation must be made at least **2 weeks** in advance of class start date. Justification and approval from the Program Coordinator should accompany the request.
3. Requests for file installation must be made at least **2 weeks** in advance of class start date. Justification and approval from the Program Coordinator should accompany the request.
4. Requests for immediate technical support should be made to the Program Coordinator. The technician will be notified from the Adult Education office or the Receptionist Desk.
5. All technology requests are to be submitted by the Program Coordinator.

REFUND AND WITHDRAWAL POLICY

Please refer to the current Brochure and/or Adult Education Web Site.

SCHOOL CALENDAR

In general, CVCC is open Monday through Friday and most Saturdays, from 7:30 a.m. – 2 p.m. during the school year. See “School Closings” for possible related closings. “Dates Closed” are listed in the brochure.

No Adult Education Class Dates: See Adult Education Brochure.

SCHOOL CLOSINGS

The Adult Education offices will observe the same snow days as the high school. If the school must be closed 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 enrollee 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 also be canceled. If excessive snow days occur, jeopardizing program requirements, class/clinical hours will need to be made up utilizing break time, planned days off or an extended school year. On rare occasions, evening classes may be cancelled later in the day if inclement weather makes dictates.

STATE REPORT DATA FORM

This form directly impacts federal and state funding for Adult Education. It must be completed and returned after the **first class** meeting to the Program Coordinator. Do NOT question students but rather, use your observations to complete the form.

STUDENT ATTENDANCE

Your program coordinator will provide you with a CVCC attendance record form for each class you teach. Please keep track of the attendance of your students on this form. The student attendance record **and** lesson plans of each course being taught should be filed in the folder provided in your mailbox to be available to the Adult Education office staff. The attendance record **must be returned to your file folder after each class.** At the time of the last class, the file should be placed in the Coordinator's mailbox.

STUDENT CONDUCT

CVCC's goal is to provide a positive learning experience and safe environment for students, faculty and staff. While at CVCC, you will be expected to enforce building regulations. CVCC reserves the right to dismiss a student for cheating or violating CVCC policies.

STUDENT HEALTH AND SAFETY

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

Please remind students that they must constantly be aware of conditions in all work areas that could produce injuries. Their cooperation in detecting hazards and, in turn, controlling them, is imperative. If a situation is beyond the students' ability or authority to correct, they are to 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 responsibility means proper use, care, cleanup and storage of the items.

STUDENT HEALTH CARE SERVICES

In case of a medical emergency, Adult Education students are to contact their instructor or Program Coordinator in the Adult Education Office. 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. **No information can be shared with anyone but the student -- this includes parents -- without written permission of the student.** Only official grade transcripts are released; all other documents are the property of CVCC and will not be copied unless remanded by the 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. In addition, you may access, or direct students to, the Student Resource Directory on the CVCC website.

TELEPHONE CALLS

Personal telephone calls are not permitted during class. We recommend that students turn off their cell phones, keeping them out of sight and in vibration mode. We also recommend that the students use them only in emergency situations or in the Commons area when on break. Adult Education staff is happy to take messages of an emergency nature and present them to the student or instructor as quickly as possible. Instructors are given leeway to set the cell phone policy for their class as long as it is not a hindrance to the learning environment for all students.

TIMESHEETS

We want you to get paid on a timely basis! Submit timesheets to your Program Coordinator's purple folder, in his/her mail box, **every two weeks**. It is **CRITICAL** that you submit your last timesheet no later than two weeks after the course ends because of payroll and fiscal year requirements. **Your original signature is required; therefore, faxed copies cannot be processed.** Pay will be delayed if we do not have accurate timesheets to process.

Please check that you signed and dated the form. It is processed on Monday mornings, and, at times, on the Friday before a holiday. Please ask your Coordinator if you have any questions or concerns. Please refer to the Payroll Schedule on the last page.

Fire Drill - General Instructions

Please use the following procedures in case of a Fire or Fire Drill:

1. All students, faculty, administrators, and other school employees are to leave the building.
2. Everyone should walk quietly while exiting the building; no one should run.
3. Everyone should exit through nearest exit and proceed immediately to parking lot or drive area.
4. Instructors are to be the last leaving the classroom; they are to make sure all students are outside. Check roster after evacuation and immediately upon return to the classroom. (Instructors should take roster or grade book along with them).
5. Instructors should close classroom doors and windows, and turn off lights, if possible.
6. Everyone should wait quietly in the designated areas until a signal to return is given.

***** ALL FIRE DRILL PROCEDURES ARE POSTED IN EACH ROOM THROUGHOUT THE BUILDING. FOLLOW THE PROCEDURES AND EXIT THROUGH THE DESIGNATED DOOR.**

Tornado Alert Procedures

When a tornado alert is received by the evening staff, a warning will go out via the P.A. system.

In case of a tornado alert, the following procedures should be taken:

1. Designated areas have been identified by signs. Please use these areas for shelter.
2. Students and employees **WILL STAY INSIDE AWAY FROM WINDOWS**
3. If room is next to a restroom or vacant room, students or employees nearest the door shall check that room. If anyone is in the restroom, instruct him/her to stay in the restroom until the announcement of the “all clear”. Students in a vacant room are to proceed with the group to the nearest shelter.
4. Personal articles shall not be carried. (Possible exceptions are purse or handbag, car keys, sweater or coat, if they can be picked up without delaying the movement of the line).
5. If you are not near a designated area, go to the inside wall of the room away from windows, squat on the floor next to the wall, keeping head between knees, or get under benches, furniture, or heavy machinery, either by squatting, or lying prone on floor, face down.
6. Students and employees should move quickly & quietly, without running.
7. All windows and doors should be closed.
8. Keep calm- regardless of the situation. Listen for instructions.
9. Upon arrival at the shelter area, instructor will check the roster.
10. Group will stay together until authorization to return to room is announced or until dismissed.
11. Anyone in the hallway should seek shelter in the nearest restroom.
12. Hold a book over the head if the book can be picked up easily.

In case of injury, teacher or employee should stay with injured person and designate someone to report the injury to Evening Coordinator.

**PAYROLL SCHEDULE
2012/2013**

**TIME SHEET DUE
DATE by SATURDAY
SHOWN BELOW:**

PAY DATE:

08/25/12	SEPTEMBER	7
09/08/12		21
09/22/12	OCTOBER	5
10/06/12		19
10/20/12	NOVEMBER	2
11/03/12		16
11/17/12		30
12/01/12	DECEMBER	14
12/15/12		28
12/29/12	JANUARY	11
01/12/13		25
01/26/13	FEBRUARY	8
02/09/13		22
02/23/13	MARCH	8
03/09/13		22
03/23/13	APRIL	5
04/06/13		19
04/20/13	MAY	3
05/04/13		17
05/18/13		31
06/01/13	JUNE	14
06/15/13		28