



Adult Education at Knox County Career Center



Main Campus
308 Martinsburg Road
Mount Vernon, OH 43050



Extension Campus
1481 Yauger Road
Mount Vernon, OH 43050

Student Handbook

2023-2024

Rev 9/7/2023

Mission: Our mission is to provide cutting edge programs that prepare adults with career and life-long learning skills.

TABLE OF CONTENTS

ORGANIZATIONAL CHART _____ 5

ORGANIZATIONAL OVERVIEW _____ 6

Administration..... 6

Instructional Personnel 6

Support Services 7

KNOX COUNTY CAREER CENTER VISION STATEMENT _____ 8

KNOX COUNTY CAREER CENTER MISSION STATEMENT _____ 8

KNOX TECHNICAL CENTER MISSION STATEMENT _____ 8

PROGRAM PHILOSOPHY _____ 8

ACCREDITATION _____ 8

ADMISSION REQUIREMENTS _____ 8

PROGRAM ACCEPTANCE CRITERIA _____ 9

ADVANCED STANDING PROCEDURE _____ 9

TRANSFER BETWEEN PROGRAMS PROCEDURE _____ 9

TRANSFER OF CREDITS _____ 10

PROGRAM OBJECTIVES _____ 10

GRADING SCALE, PROMOTIONAL REQUIREMENTS, AND GRADUATION _____ 10

GRADUATE EXPECTATIONS _____ 11

GENERAL INFORMATION _____ 11

ACADEMIC HONESTY & PERSONAL INTEGRITY 11

ALCOHOL AND DRUGS..... 12

APPOINTMENTS/CONFERENCES 13

ARTICULATION..... 13

ASSESSMENT SERVICES 14

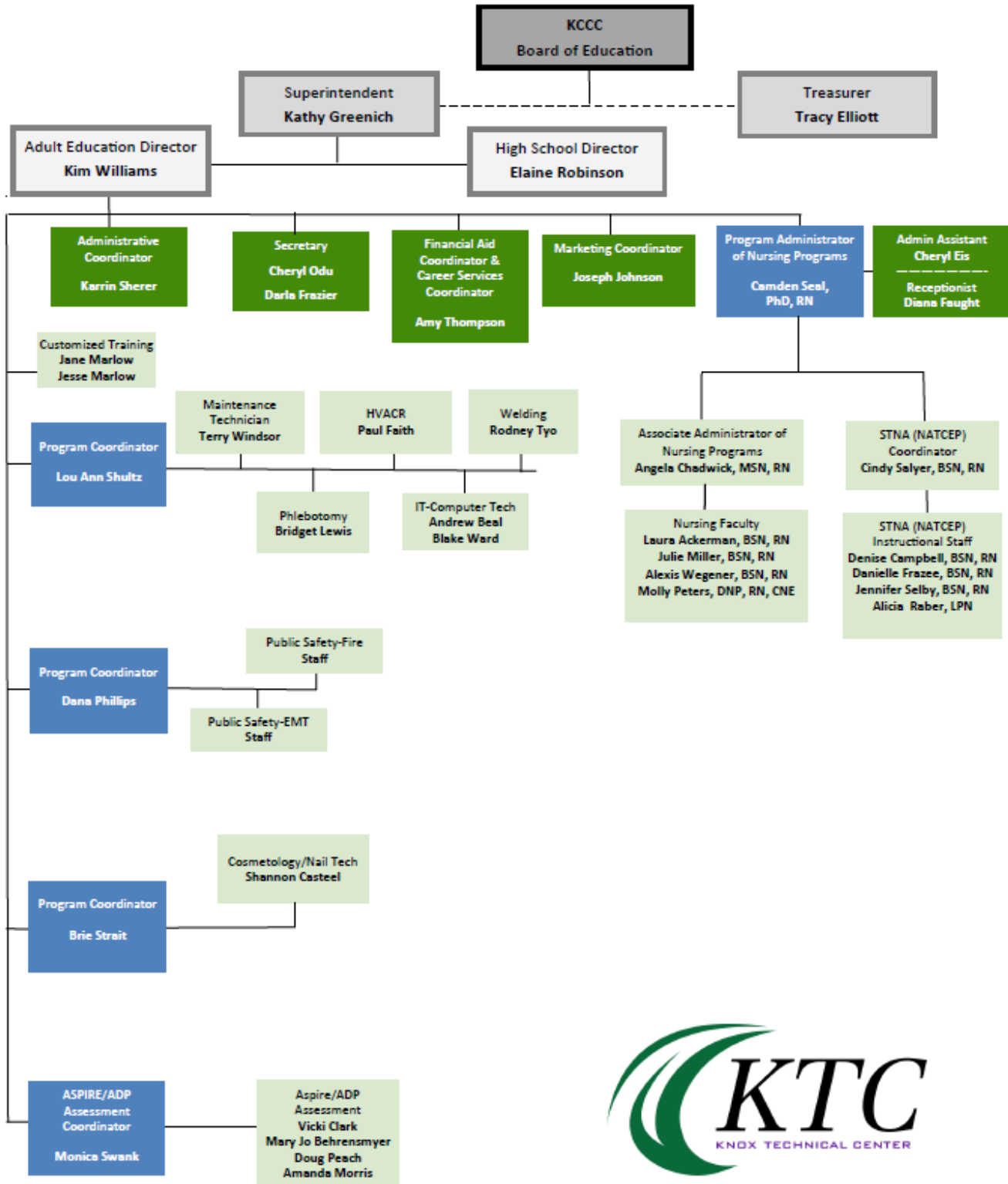
ATTENDANCE POLICY	14
ATTENDANCE PROCEDURE	16
AWARDS.....	17
BEREAVEMENT LEAVE	17
BLOODBORNE PATHOGENS	18
BOARD OF EDUCATION POLICIES	18
CHANGE OF NAME OR CONTACT INFORMATION.....	18
CHILD CARE.....	18
COMPLIANCE OFFICER.....	18
CONFIDENTIALITY	19
CONSUMER REPORTING.....	19
CRIMINAL HISTORY RECORD CHECK.....	19
CURRICULUM DELIVERY METHODS.....	19
DAMAGES OR LOSSES.....	19
DISCIPLINE	20
DISMISSAL PROCEDURE.....	21
DRESS CODE POLICY	21
E-MAIL.....	22
EMERGENCY MEDICAL FORMS.....	23
EQUAL OPPORTUNITY	23
FIRE/DISASTER DRILL/LOCK DOWN PROCEDURES	23
FINANCIAL ASSISTANCE.....	24
FOOD AND BEVERAGES	25
GRIEVANCE PROCEDURE	26
HALL TRAFFIC.....	27
HEALTH INSURANCE POLICY	27

LEAVE OF ABSENCE	27
LOST AND FOUND	28
MAILBOXES.....	28
MEDICAL LEAVE AND MAKE-UP WORK	28
MITIGATING CIRCUMSTANCES.....	28
PARKING AND TRANSPORTATION.....	28
PAYMENT OF TUITION AND FEES	28
PLACEMENT SERVICES	29
PREGNANCY.....	29
PRIVACY POLICY.....	30
PROBATION STATUS PROCEDURE	30
PROGRAM FEES.....	30
PUBLIC RECORD POLICY.....	30
READMISSION.....	31
REASONABLE ACCOMMODATION.....	31
REFUND POLICY (see WITHDRAW PROCEDURE AND REFUND POLICY)	31
RESOURCES - Library, Cabinet/Lockers, Copier	31
RESPONSIBILITY AND CONDUCT	32
RESTROOM FACILITIES.....	41
SCHOOL CLOSURE OR DELAY	42
SCHOOL TRANSPORTATION.....	42
SMOKING, AND TOBACCO PRODUCTS.....	42
SOLICITING FUNDS AND GIFTS.....	42
STUDENT COMPLAINT PROCEDURE	42
STUDENT HEALTH.....	42
STUDENT LIABILITY INSURANCE.....	43

STUDY TIME	43
STUDENT ACCOUNT COST ADJUSTMENT	44
STUDENT LOAN QUALIFICATIONS/GUIDELINES	44
STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT	47
TECHNOLOGY USAGE	47
TELEPHONE USAGE/CALLS	47
TRANSCRIPT REQUEST	47
UNIVERSAL PRECAUTIONS.....	47
VACATIONS AND HOLIDAYS.....	48
VETERANS BENEFITS.....	48
VIDEO SURVEILLANCE AND ELECTRONIC MONITORING	48
WITHDRAW PROCEDURE AND REFUND POLICY	49
APPENDIX – INSTITUTIONAL PLANS, GRIEVANCE FORM, NOTIFICATIONS.....	50

ORGANIZATIONAL CHART

Knox Technical Center



Rev 7/14/23

ORGANIZATIONAL OVERVIEW

Administration, Instructional Personnel, Support Services (Information is subject to change)

Website: <http://www.knoxtechnicalcenter.com>

Telephone: 740-393-2933

ADMINISTRATION

Kathy Greenich	Superintendent
Kim Williams	Knox Technical Center Director
Tracy Elliott	Treasurer

INSTRUCTIONAL PERSONNEL

Cosmetology

Brie Strait	Coordinator
Shannon Casteel	Theory, Lab, Clinical

HVACR

Lou Ann Shultz, BBA, CMA	Coordinator
Paul Faith	Theory, Lab

IT-Computer Systems & Networking

Lou Ann Shultz, BBA, CMA	Coordinator
Andrew Beal	Theory, Lab
Blake Ward	Theory, Lab

Maintenance Technician

Lou Shultz, BBA, CMA	Coordinator
Terry Windsor	Theory, Lab

Nursing Programs (NATCEP, Practical Nursing and LPN to RN Transition Programs)

Camden Seal, PhD, RN	Program Administrator
Angela Chadwick, MSN, RN	Associate Administrator
Laura Ackerman, BSN, RN	Nursing Faculty
Denise Campbell, BSN, RN	Nursing Faculty
Stephanie Campbell, BSN	Nursing Faculty
Danielle Frazee, BSN, RN	Nursing Faculty
Julie Miller, BSN, RN	Nursing Faculty
Molly Peters, DNP, RN, CNE	Nursing Faculty
Alicia Raber, LPN	Nursing Faculty
Jennifer Selby, BSN, RN	Nursing Faculty
Alexis Wegener, BSN, RN	Nursing Faculty

Public Safety (Fire and EMT)

Dana Phillips, AAS-EMS, FF/P	Coordinator
Dr. Tracy Schermer	Medical Director
Melissa Bell	Theory, Lab, Clinical
Kyle Campbell	Theory, Lab, Clinical
Nathan Castle	Theory, Lab, Clinical
Chad Christopher	Theory, Lab, Clinical
Mike Cronin	Theory, Lab, Clinical

Andrew Goings	Theory, Lab, Clinical
Jon Gray	Theory, Lab, Clinical
Joshua Lester	Theory, Lab, Clinical
Cassandra McCollum	Theory, Lab, Clinical
Dave Miller	Theory, Lab, Clinical
Clark Schwenke	Theory, Lab, Clinical
Malinda St Clair	PS Assistant
Kevin Suain	Theory, Lab, Clinical
Phillip Warner	Theory, Lab, Clinical
Jason Whipple	Theory, Lab, Clinical
Anthony Whitt	Theory, Lab, Clinical
Ross Wind	Theory, Lab, Clinical

Welding Certification

Lou Shultz, BBA, CMA	Coordinator
Rodney Tyo	Theory, Lab

SUPPORT SERVICES

Karrin Sherer, BBA	Administrative Coordinator
Cheryl Eis	Administrative Assistant
Diana Faught	Receptionist
Amy Thompson	Financial Aid Coordinator & Career Services Coordinator
Cheryl Odu, AAB	Secretary
Darla Frazier	Secretary
Joseph Johnson, BS	Marketing Coordinator

KNOX COUNTY CAREER CENTER VISION STATEMENT

Prepare students for success.

KNOX COUNTY CAREER CENTER MISSION STATEMENT

KCCC exists to develop lifelong learners with the skills and values necessary to achieve success.

KNOX TECHNICAL CENTER MISSION STATEMENT

Our Mission is to provide cutting-edge programs that prepare adults with career and life-long learning skills.

PROGRAM PHILOSOPHY

See individual program philosophy in program Supplemental Handbook.

ACCREDITATION

The Knox Technical Center (Adult Education at Knox County Career Center) is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. The programs are approved by the Ohio Department of Higher Education.

ADMISSION REQUIREMENTS

Before acceptance to the school, the prospective student's file must be complete with the following records:

1. Application form with \$20 non-refundable fee
2. High school transcript* or GED transcript (except STNA)
3. WorkKeys
4. Program specific requirements – see individual program.
5. Admission is contingent upon timely completion of any and all admission requirements.

*If a high school transcript is not obtainable, a diploma will be accepted for this purpose.

INTERNATIONAL TRANSCRIPTS: International high school or post-secondary transcripts must be translated into English, certified by an authorized official, and include the posted degree. International transcripts must be evaluated by an approved agency, which creates an official Degree/Transcript Equivalency Report to verify that the international degree is comparable to a degree from a regionally accredited college or university in the United States. An official copy of this Degree/Transcript Equivalency Report is submitted with a student's official transcript for admission consideration. Visit our website to view approved agency. www.knoxtechnicalcenter.com
> Apply > Request for Transcript > International Transcripts

HOMESCHOOL TRANSCRIPTS: Homeschooled applicants must submit documentation from the school district that the student resides confirming the applicant has completed the equivalent to a public school curriculum per their state requirements. Call your local Educational Service Center for additional information.

PROGRAM ACCEPTANCE CRITERIA

Program acceptance is finalized upon the completion of the following items:

1. All admission requirements met. Note: Admissions testing must meet established entrance criteria. Students not achieving the program standard may be referred to ASPIRE for remediation.
2. Program-specific criteria – see the individual program requirements.

ADVANCED STANDING PROCEDURE

Advanced standing applicants will be considered on an individual basis and evaluated according to established criteria. Records and other pertinent information regarding transfers or special admissions will be reviewed by the Program coordinator/administrator and the amount of credit granted will be determined. For advanced placement in a class, the student must:

1. Submit a letter of intent requesting advanced standing.
2. Submit a certified copy of a transcript(s) from previous educational institution(s).
3. Understand that training less than 600 hours may not qualify for financial aid and that arrangement for tuition will need to be made before starting class.
4. Satisfy admission with advanced standing requirements as specified – see the individual program.

TRANSFER BETWEEN PROGRAMS PROCEDURE

Students can transfer coursework or transfer enrollment between programs within the institution. Transfer of coursework within KTC programs is made on an individual basis. Transfer coursework awarded means that the student has met the course objectives from both programs for that specific subject and has achieved the required academic standard. Course equivalency is determined by the Program coordinator/administrator based on the review of the student's official transcript (and course syllabus as indicated).

Transfer of enrollment is also made on an individual basis determined by program coordinators/administrator. A student who wishes to transfer programs within KTC must complete the KTC Program Transfer Form; meet with each Program coordinator/administrator and the financial aid coordinator as indicated. Student's initial application fee is transferrable for 12 months, excluding the pre-entrance assessment fee. The student must meet the admission criteria of the new program of study. Students are responsible for the fees of the initial program of study. See Refund policy.

The transfer of students from other institutions is considered on an individual basis by the Program coordinator/administrator. Eligibility and acceptance as a transfer student from another institution are determined through the advanced standing procedure. Transfer coursework awarded means that the student has met the course objectives from both programs for that specific subject and has achieved the required academic standard. Course equivalency is determined by the program coordinator based on the review of the student's official transcript (and course syllabus as indicated). Transfer coursework will be confirmed by Program coordinator/administrator only after receipt of an official copy of transcript issued by the associated educational institution on the student's behalf. Disclaimer: program-specific criteria for transfer program coursework may apply (refer to individual program supplemental handbook as indicated). Please refer to the advanced standing procedure.

TRANSFER OF CREDITS

Students can transfer coursework (credit) from previous institutions as a means of meeting some program course requirements. Transfer of coursework from other institution(s) to KTC programs is made on an individual basis. Transfer coursework awarded means that the student has met the course objectives from both programs for that specific subject and has achieved the required academic standard. Course equivalency is determined by the Program coordinator/administrator based on the review of the student's official transcript(s) (and course syllabus as indicated). Program coordinator will confirm transfer coursework only after receipt of an official copy of transcript(s) issued by the associated educational institution on the student's behalf. Disclaimer: Program-specific criteria for transfer program coursework may apply (refer to individual program supplemental handbook as indicated).

PROGRAM OBJECTIVES

The purpose of the career development programs at the Knox Technical Center is to graduate students with entry-level skills specific to their program of study as well as provide students with an opportunity to meet the requirements for licensure/certification. See individual program for specific program objectives.

GRADING SCALE, PROMOTIONAL REQUIREMENTS, AND GRADUATION

- **Grading** will be reported on a numerical scale which can be converted to a letter grade as follows:
 - ☞ Grade "A" the student has mastered at minimum 93% of the work.
 - ☞ Grade "B" the student has mastered 85% to 92% of the work.
 - ☞ Grade "C" the student has mastered 75% to 84% of the work.
 - ☞ Below 75% is failing.
- **Promotional Requirements:** At the end of each term the student must possess the following levels to proceed in good standing:
 - ☞ Earned a minimum grade average of 75%. A student below 75% may be placed on a one-time academic probation (this standard is not applicable to all programs – refer to program specific promotional requirements).
 - ☞ Met all program objectives.
 - ☞ Met all financial obligations of the term.
 - ☞ Performed satisfactorily in the clinical/externship experience (if applicable).
 - ☞ Be in good standing with school and program policies and Student Code of Conduct.
 - ☞ Have attended 90% of scheduled hours. A student below 90% may be placed on a one-time attendance probation.
- A **graduate** must have:
 - ☞ Achieved a minimum cumulative grade average of 75% in the overall program of study.

- ☞ Met all program objectives.
- ☞ Performed satisfactorily in all clinical/externship experiences (if applicable).
- ☞ Attained a rating of 75% or higher on the Externship Employability Evaluation completed by the externship site supervisor (if applicable).
- ☞ Met all financial obligations to the school.
- ☞ Attended a minimum of 90% of the total curriculum hours.

Note: Additional requirements may apply. See Program specific criteria – see individual program.

GRADUATE EXPECTATIONS

Graduates are expected to take their industry-specific certification/licensure exam within six months of program completion. They are also expected to complete follow up surveys that are issued after program completion (graduate and/or employer surveys). To continue to meet the community employer needs, we ask graduates to notify the Program Coordinators/Administrator when they become employed and provide employer details. We also ask that they keep their contact information updated with the school.

GENERAL INFORMATION

ACADEMIC HONESTY & PERSONAL INTEGRITY

The Knox Technical Center regards personal integrity and academic honesty as fundamental to the educational process and the development of a professional. Honesty in all academic matters is expected of students and actions contrary to such integrity is not to be tolerated. Any attempt to cheat, misrepresent someone else's work as one's own, receive credit for work which is not one's own, obtain an unfair advantage over others or aid another student to do the above will be considered a breach of integrity. Examples of such activities include, but are not limited to:

1. Cheating (intentionally using or attempting to use unauthorized material, assistance or study aids in any academic work). Examples include using a cheat sheet for a test, looking at another test paper during the examination, unapproved use of cell phones or headphones, altering or resubmitting work for a better grade without prior approval to do so.
2. Plagiarism (representing another person's ideas, words, expressions or data in writing or presentation without properly acknowledging the source). Examples include submitting someone else's work as your own, using someone else's ideas as your own, failing to cite references, etc.
3. Falsification and/or misrepresentation of any official documents, personal records, etc. Examples include making up information, citing non-existing sources, altering original materials, etc.
4. Facilitating academic dishonesty (knowingly assisting someone else to violate expectations of integrity). Examples include working together on assignments when the option has not been made available and submitting as one's own effort, providing your work to another for his/her use, etc. (including test questions/answers).
5. Computer crimes (damaging or modifying computer programs/records without permission). Examples include software piracy, constructing or introducing viruses into the system, copying programs and/or

data belonging to others, etc. Inappropriate use of computers to access illicit or inappropriate websites or information.

6. Misrepresentation of academic records (knowingly misrepresenting or tampering with any portion of past or present official records required for the program), such as forging a change of grade.

Violations of this policy is treated as a serious matter. The instructor has primary responsibility for classroom integrity and will present all documentation regarding suspected violations (including eye witness reports and student rebuttal) to the Program coordinator/administrator. The Program coordinator/administrator will meet with the student and reserves the right to determine the consequences of the violation. If an infraction is suspected, the following guidelines and procedures will apply:

1. Any instructor who suspects an infraction will inform the student of the suspicion, present the evidence, and possible consequence. The student will be allowed the opportunity to respond during that conference.
2. Within one class day, the instructor will recommend a consequence for the infraction to the faculty. The Program coordinator/administrator makes the final decision. Penalties could range from a warning, probation, suspension, or dismissal.
3. Upon receipt of the final decision, the student may file a written grievance. See KTC Grievance Policy. Following appropriate investigation, if the alleged offense is found to be unsubstantiated; all records of the incident will be expunged.

ALCOHOL AND DRUGS

KTC has a "Drug-Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. "Drug-Free" means any activity, including buying and/or selling, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This prohibition also applies to any drug-related paraphernalia. Consequences could include suspension, dismissal, and/or reporting to law enforcement officials.

Possession, use, transfer, sale, or being under the influence of alcohol or illegal chemical substances by students on school property, during related school experience, or in uniform is prohibited. Any student found to violate this policy may be subject to referral for counseling/rehabilitation, referral for prosecution, reprimand, probation, suspension or expulsion.

Initial or random screening may be a program requirement. All students are subject to a random alcohol/substance screen at the discretion of the school and at the student's expense. Payment may be due at the time of the screening. Failure to comply with the request within the timeframe allotted may result in automatic dismissal from the program.

Prescription and/or Over-the-Counter Drug Use During Program Activities:

Students are expected and accountable for meeting all applicable standards for safe and competent practice at all times. Students are expected to safely and competently perform functions that fall within the defined scope of practice for which they have accepted responsibility. Students who are required to use prescription drugs authorized by a licensed prescriber or are taking over-the-counter medications (that might or could cause impairment) are responsible for being aware of any effect such drug may have on their performance of their duties. Adult learners who practice while not fit to do so may be subject to disciplinary action by the school

including dismissal. Impairment during program-related activities is grounds for dismissal from the program of study. A valid prescription is not an acceptable excuse for impairment during school-related activities.

Medical Marijuana

KTC does not approve the use of medicinal marijuana or THC/CBD related products. KTC does not recognize medical marijuana cards as rationale for a positive drug screen.

Reasonable Suspicion

If an adult learner is suspected of being “under the influence,” the instructor will notify the Program Administrator/Coordinator immediately. The student will be removed from class/activity and referred for drug/alcohol screening. A drug/alcohol screening must be completed before returning to class. Refusal to submit to screening will result in to immediate dismissal from the program. Dismissals related to drug/alcohol are not eligible for a refund of any program costs. Positive substance screening will be reviewed by the Program coordinator/administrator and Knox Technical Center Director and addressed on an individual basis.

A student may be dismissed from the class/clinical/lab/activity for unsafe or questionable behavior. The student may be required to complete drug and/or alcohol screening at Mid-Ohio Corporate Care (MOCC) or, if MOCC is closed, Knox Community Hospital Emergency Department. The screening is mandatory and must be completed within 2 hours of notification. The student will be given an Authorization form that must be presented at the time of testing. The student will be expected to contact their Emergency Contact for transportation. NOTE: KTC employees are not permitted to take a student in their own personal vehicle. If the student demonstrates behavior that puts the safety of themselves or others at risk; induces fear, makes threats toward self or others thereby disrupting the learning environment the KTC instructor/staff member may call Emergency Services (911) and immediately notify the Program Administrator/Coordinator of the situation.

Students that have been sent for testing may not return to class/lab/clinical/activities until cleared in writing by KTC Program Administrator/Coordinator. The student will be required to meet with the Program Administrator/Coordinator once the test results are received by the school. Students will be given opportunities for making up both grades and attendance *unless* the test results are *positive*. If the results are positive, all missed assignments/tests/grades will become zeros and no attendance will be recorded for the period of time from testing until cleared by KTC Administration.

APPOINTMENTS/CONFERENCES

Students may request a conference/appointment with faculty or the Program coordinator/administrator on an as-needed basis. All student/faculty appointments/conferences must be scheduled before or after the regular school hours (preferably not during class time). Appointments with the Program coordinator/administrator may be scheduled by contacting the front office.

ARTICULATION

Hours of credit may be granted towards additional degrees at other higher learning institutions. The Knox Technical Center is part of the University System of Ohio. Contact the Program coordinator/administrator for details specific to each program.

ASSESSMENT SERVICES

Career assessments are available to individuals who want to learn more about the types of occupations that match their interests, skills, and values. Appointments can be scheduled through Knox Technical Center Career Services.

ATTENDANCE POLICY

KTC believes active participation in all scheduled experiences is essential for the academic success. Additional requirements may apply. See program specific criteria.

ATTENDANCE

1. Students are expected to be present at ALL assigned educational experiences, actively participate, and sign in as proof of attendance. Students are responsible for keeping track of tardiness/late arrivals and absences. The official attendance record is maintained electronically and monitored by the Program coordinator/administrator.
2. Attendance records will be reviewed regularly and at the end of each term. If a student's attendance falls below 90%, the student will be placed on Attendance Probation. **Any time missed will be deducted from the calculation of overall course and program attendance, including the allowable 10% for excused absences.** KTC programs are considered clock hour programs, requiring a minimum of 90% attendance to meet graduation/licensure/certification requirements.

ABSENCES

1. Students that are unable to attend class, lab, clinical, or any other scheduled program event are expected to call the Knox Technical Center office prior to class. Students unable to attend community service/clinical/practicum experiences must also notify the instructor (and/or agency) as well as the KTC program office prior to the scheduled start time. Additional requirements may apply. See Program specific details. Failure to provide proper notification will initiate the Disciplinary Process.
2. Time missed for tardiness or leaving early, for any reason, will be deducted from total hours attended. Students that will be late to class, (including returning from lunches and breaks), or plan to leave early are expected to notify the instructor and the front office immediately. Students must report to the front office to receive an admittance slip before going to class. Four instances of tardiness and/or leaving early in a term will initiate the Disciplinary Process.
3. Four or more consecutive days missed due to illness and/or injury requires documentation from a primary healthcare provider's (PHCP).
4. Details regarding a request for and notification of pre-arranged absences must be submitted in writing to the instructor and Program coordinator/administrator.
5. A student that misses three consecutive days of class, lab, clinical, or any other scheduled program event without proper notification of mitigating circumstances, will be administratively withdrawn from the program of study on the fourth absence. Students have the right to appeal the withdrawal in accordance with KTC policy.

EXCUSED ABSENCES

1. Regardless of reason or documentation provided, students cannot be given time toward attendance if they were not actually in attendance. An excused absence means that the circumstances surrounding the absence will be considered as mitigating circumstances. Documentation related to absences does not serve to negate an absence but may provide rationale for determining appropriate disciplinary actions related to attendance patterns.
2. Documentation of the following absences should be presented to the Program Administrator/Coordinator upon returning to school or in advance when applicable. Students receiving funds from any state or federal agency may be subject to the additional attendance requirements of that specific agency.
3. Court appearance – Applicable only when a student is mandated to appear in court for an action in which he/she is a third party or witness. Documentation will be required.
4. Military Duty – All military personnel requesting an excused absence must submit a copy of their orders to the Program Administrator/Coordinator prior to the missed time.
5. Illness – In the event a student suffers personal illness or injury, either a written doctor's note excusing participation in school or documentation of the stay in the hospital will be required.
6. Bereavement – Applicable in the event of the death of an immediate or extended family member. Not to exceed three (3) consecutive days (not including weekends or holidays) in the event of the death of a spouse, domestic partner, parent, child, grandparents, grandchild or sibling (includes in-law and/or step-relative of the immediate family noted above) to attend the funeral/services, subsequent bereavement, and/or travel considerations. Documentation (e.g. newspaper notice, funeral notice, obituary, or church handout) is required.
7. Jury Duty – Documentation required (stamped jury duty form from court).
8. Extenuating Circumstance - Approved by the Program Coordinator.

MISSED MATERIAL, ASSIGNMENTS, QUIZZES, AND TESTS

1. Students are responsible for the material presented during an absence. Students MUST notify the instructor/program office and turn in any assignment(s) that were due on the missed day(s), and/or take any tests that were administered on the day(s) of absence upon the first day of their return to school. Failure to do so will result in a 10% reduction of test/homework grade per day not completed.
2. All missed work must be completed and turned in. An incomplete will be issued on the grade card until the work is submitted. An incomplete status will be maintained for up to two weeks, and then the student may be dismissed from the program.
3. Students having difficulty meeting clinical and course objectives due to absences or incomplete work may, in order to meet graduation requirements, be advised to schedule tutoring with the instructor or other designated person at the student's expense.

RELATED FEES

1. Absence from classroom activities, clinical practice, and check-offs, competency exercises requiring check-off and externships all require make-up. Any work that requires the supervision of an instructor must be scheduled for make-up in the time frame deemed necessary by the instructor/coordinator. If an instructor/tutor is needed for make-up work the student must schedule an appointment with the instructor and pay the required Make-Up Fee of \$40 per hour or as specified by the individual program.

ATTENDANCE PROCEDURE

Note: Additional requirements may apply. See program specific criteria.

ABSENCES

1. Students are expected to attend ALL assigned experiences. The attendance record is maintained electronically and monitored by the Program coordinator/administrator.
2. Attendance will be reviewed regularly and at the end of each term. If a student's attendance falls below 90%, the student will be placed on attendance probation. The student is responsible for keeping a record of their tardiness/late arrivals and absences. Any time missed will be deducted the calculation of overall course and program attendance. KTC programs are considered clock hour programs, requiring a minimum of 90% attendance to meet graduation/licensure/certification requirements.
3. Four or more consecutive days missed due to illness and/or injury requires documentation from a primary healthcare provider's (PHCP). Pre-arranged sick leave must be approved in writing by the instructor and Program coordinator/administrator (See Medical Leave policy).
4. Students are responsible for the material presented during an absence. Students MUST notify the instructor/program office and turn in any assignment(s) that were due on the missed day(s), and/or take any tests that were administered on the day(s) of absence upon the first day of their return to school. Failure to do so will result in a 10% reduction of test/homework grade per day not completed. All work must be completed and turned in. An incomplete will be issued on the quarter grade card until the work is done. An incomplete status will be maintained for up to two weeks, and then the student may be dismissed from the program.
5. Absence from classroom activities, clinical practice, and check-offs, competency exercises requiring check-off and externships all require make-up. Any work that cannot be made up during the usual class time that requires the supervision of an instructor must be scheduled for make-up in the time frame deemed necessary by the instructor/coordinator and requires payment of make-up fees at the rate of \$40 per hour or as specified by the individual program. All fees are payable in full prior to the make-up date. For instance, prior to externships, all competencies, clinicals, and classroom work must be completed. If an instructor/tutor is needed for make-up work the student must schedule an appointment with the instructor. Note: Tutoring fees may apply and are payable prior to the tutoring session. See individual programs for specific tutoring fees.
6. Students having difficulty meeting clinical and course objectives due to absences or incomplete work may, in order to meet graduation requirements, be advised to schedule tutoring with the instructor or other designated person at the student's expense.
7. Documentation relating to absences – documentation related to absences serves only to support mitigating circumstances related to the absence and does not serve to negate an absence. Documentation of mitigating circumstances may serve as a foundation for waiving discipline related to attendance patterns. However, regardless of reason or documentation provided, students cannot be given time toward attendance if they were not actually in attendance.

REPORTING ABSENCES

1. Students that are unable to attend class, lab, clinical, or any other scheduled program event are expected to call the Knox Technical Center office prior to class. Students unable to attend community service/clinical/practicum experiences must also notify the instructor (and/or agency) as well as the KTC program office prior to the scheduled start time. Additional requirements may apply. See Program specific details. Failure to provide proper notification will initiate the Disciplinary Process.
2. A student that misses three consecutive days of class, lab, clinical, or any other scheduled program event without proper notification of mitigating circumstances, will be administratively withdrawn from the program of study on the fourth absence. Students have the right to appeal the withdrawal in accordance with KTC policy.

TARDINESS

1. Time missed for tardiness or leaving early, for any reason, is deducted from total hours attended. Students who will be late to class, (including returning from lunches and breaks) are expected to notify the instructor and the front office immediately. Upon arrival at school, the student must report to the front office to receive an admittance slip to class. Four instances of tardiness and/or leaving early in a term will initiate the Disciplinary Process. Documentation or proof of mitigating circumstances will be considered on an individual basis.

AWARDS

Program-specific awards may be presented during graduation. See program specific criteria.

BEREAVEMENT LEAVE

If a student experiences a death of an immediate family member or relative as defined below, the student will be excused from class for funeral leave, subsequent bereavement, and/or travel considerations. The student will provide appropriate documentation and arrange to complete missed classroom work (including labs, clinicals, and practicums) according to the process outlined below.

Upon notification of the absence **and** proper documentation, the student will be excused from any class-related activity and provided an opportunity to complete missed exams, quizzes, and other required work (including labs, clinicals, and practicums). Ultimately, the student is responsible for all material covered in class/lab and must work with each individual instructor as soon as they return to complete any required work and/or lab/clinical/practicum.

Immediate Family and Relatives:

Students shall be eligible for up to three (3) consecutive days (not including weekends or holidays) of excused absence in the event of a death of a spouse, domestic partner, parent, child, grandparents, grandchild or sibling (includes in-law and/or step-relative of the immediate family noted above).

Process:

If a student will be absent because of a death, the student is responsible for notifying Program coordinator/administrator prior to their absence. The student is responsible for communicating with the individual's instructors about the absence and the reason for the absence. To be eligible for the make up of time missed and assignments/required work missed, documentation regarding the death and relationship must

be presented to the Program coordinator/administrator prior to the leave. The Program coordinator/administrator may ask for additional documentation if necessary.

BLOODBORNE PATHOGENS

Bloodborne pathogens are pathogenic microorganisms that are present in human blood and can cause disease in humans. These include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV) and human immunodeficiency virus (HIV). KTC programs comply with [KCCC Board Bloodborne Pathogen Policy](#) (Section E: Support Services, Code: EBBC) [OSHA](#) and [CDC](#) recommendations in an effort to reduce possible exposure to KTC students, faculty, staff, and the public. Additional information may be found on the CDC [fact sheets](#).

BOARD OF EDUCATION POLICIES

The Knox County Career Center Board of Education has adopted policies that prohibit nondiscrimination on the basis of sex in the education programs and activities operated by the school prohibit bullying, intimidation and all types of harassment (including sexual harassment) on the part of staff and students at the Knox County Career Center (KCCC) and Knox Technical Center (KTC). At KTC, concerns regarding Title IX policies should be reported to the KTC Director, Kim Williams – 740-393-2933 who is designated as the Title IX Compliance Coordinator. Title VI Compliance Coordinator is KCCC Executive Director of Operations Jeff Lavin – 740-397-5820. Section 504 Compliance Coordinator is KCCC High School Director Elaine Robinson – 740-397-5820. For a complete list of board policies, please contact the Director’s office or visit our website: www.knoxcc.org. The Incident Report can be requested from the Knox Technical Center office or located online at: [Incident Report](#)

CHANGE OF NAME OR CONTACT INFORMATION

Students must notify the KTC front office immediately, in writing, of any changes in contact information. Supporting documentation may be required.

CHILD CARE

Students are not permitted to bring children to campus. It is a student’s responsibility to make appropriate arrangements for the care of children while attending class. Although not endorsed by KTC, a list of area childcare facilities is available in the Administration Office.

COMPLIANCE OFFICER

The Board of Education of the Knox County Career Center District hereby designates and makes it known to all parties that the people below will be the Compliance Officers to coordinate its efforts to comply with and carry out its responsibilities under Civil Rights.

<u>Title IX - KCCC</u>	<u>Title IX- KTC</u>
Jeff Lavin, Executive Director of Operations 306 Martinsburg Road Mt. Vernon, OH 43050 740-397-5820 TitleIXCoordinator@knoxcc.org	Kim Williams, Director 308 Martinsburg Road Mt. Vernon, OH 43050 740-393-2933 kwilliams@knoxcc.org

CONFIDENTIALITY

Each student, employee, and client has a legal right to privacy, and we are responsible for protecting that right. Respecting privacy involves not only our one-to-one interactions with an individual but also our interactions with others about an individual. Confidentiality refers to our responsibility to keep an individual's information private. Additional requirements may apply. See program specific criteria. A breach of confidentiality may result in dismissal from the program.

CONSUMER REPORTING

The Knox Technical Center, in compliance with Title IV Disclosures Consumer Reporting regulations, has made the required documentation available to interested parties in the Knox Technical Centers on Martinsburg Road and Yauger Road. Should you need additional information, please contact the Financial Aid Coordinator.

CRIMINAL HISTORY RECORD CHECK

Senate Bill 160 became effective as law in 1997. Healthcare providers are required to investigate the background of employees. Compliance with the law is necessary to protect the safety of students, faculty, staff, patients, and visitors.

A criminal history/background check (BCI and FBI) via fingerprinting is required for all students upon acceptance into Allied Health, and Nursing programs. Repeat background checks may be required by clinical affiliates (see program specific criteria). Students are responsible for associated fingerprinting fees. Evidence of certain convictions may prohibit a student from enrollment in a program of study if the convictions prevent participation in any program-related activities.

It is recommended that students contact the appropriate agency for questions about licensure or certification. Specific program-related questions should be discussed with the KTC Program coordinator/administrator.

CURRICULUM DELIVERY METHODS

Knox Technical Center programs are delivered primarily in a traditional face-to-face format with students attending classes on campus. Some classes may be offered in a hybrid format in compliance with COE accreditation standards as well as ODHE guidelines. Student-centered, active learning strategies utilized in the programs may include, but are not limited to, the following: lecture, simulation, hands-on, or group activities, face-to-face interaction or through use of communications technology, including mail, telephone, video conferencing, computer technology (to include electronic mail), and other electronic means.

DAMAGES OR LOSSES

Students are responsible for proper care of equipment belonging to the school. When damage or loss of equipment is due to the student's carelessness or neglect, the student will be held responsible for the cost of repair or replacement. Program completion may be deferred until all financial obligations have been met.

Students are discouraged from bringing expensive, sentimental, or irreplaceable items to school. Each student should keep a record of the identifying serial numbers carried on all personal property. KTC shall not be directly or indirectly liable for loss, theft, or damage of any personal property of students or their guests or for damage or destruction of such property by fire, water, or any other natural cause. The student that suffered the loss, theft, or damage, must report the details of the situation via email to the Program Administrator/Coordinator within 24 hours. A KTC Incident Report will be used to document the situation. In the case of theft, students are responsible for notifying the police and filing a report at their discretion.

DISCIPLINE

Disciplinary action may be taken when a student violates KTC rules, regulations, or policies.

Disciplinary action may progress through the following steps, however, depending on the severity of the infraction, KTC reserves the right to determine the appropriate disciplinary measure commensurate with the violation. Behaviors that are dishonest, illegal, unsafe or unethical within the framework of the profession/industry (endangering the safety of others, falsification of records, sexual misconduct, misappropriation of property, i.e.) may result in immediate dismissal from the program of study.

1. A verbal warning
2. A written warning
3. Program Probation
4. Program Dismissal

A student can have no more than one probationary act in any of the following areas: Academic, clinical, attendance or (conduct) professionalism. **Two probations will result in immediate dismissal from the program.**

A student on probation will be given an opportunity to meet with instructional personnel and/or the Program coordinator/administrator to discuss conditions of the probation and address any concerns the student may have regarding the probation. The student may be dismissed from the program if improvement is not noticed in the problem area as evidenced by a documented plan of action.

It is the responsibility of the instructional personnel to maintain an environment that is conducive to learning. Therefore, the employees are expected to consistently and equitably implement policy and as appropriate, institute disciplinary processes in accordance with policy.

Violations will be treated as a serious matter. The instructional personnel has primary responsibility for classroom integrity and in a suspected violation will present all documentation (including any rebuttal) to the supervisor. The program supervisor reserves the right to determine the consequences of the violation. If an infraction is suspected, the following guidelines and procedures will apply:

1. Any instructional personnel who suspect an infraction will inform the student of the suspicion and present the evidence and possible consequence. The student will be allowed the opportunity to respond in that conference.
2. Within one class day, the teaching personnel will recommend a consequence for the infraction to the program supervisor. The final decision is made by the program supervisor. Consequences may include grade penalty and/or formal discipline including verbal warning, written warning, probation and/or dismissal.
3. Upon receipt of the final decision, the student has two business days to file a written appeal according to the Student Grievance policy.

DISMISSAL PROCEDURE

A student will be dismissed from the program for any of the following reasons:

- for having achieved two consecutive terms with attendance and/or academic (as applicable to program) probationary status
- performing consistently documented unsafe/unprofessional performance in the clinical area as evidenced by behavior that might prove harmful to the patient, to client, to self, to public and/or classmates
- repeated policy violations and/or misconduct

A student may be dismissed from the program for any of the following reasons:

- for failure to meet the objectives of the program
- for any absence not reported according to policy
- absenteeism in excess of 10% for a term
- persistent tardiness and/or leaving early
- violation of established school/program policies
- conviction of a felony
- conduct deemed inappropriate to school policy and/or coordinator/faculty/staff observation (Note: dismissal due to conduct student eligibility for re-enrollment will be determined on a case-by-case basis.)

The Program coordinator/administrator will inform the Knox Technical Center Director of a recommendation for student dismissal. The student will be informed of dismissal at the conference with the coordinator. Upon notification of dismissal, the student must complete a dismissal form. The student is responsible for any outstanding fees at the time of dismissal.

DRESS CODE POLICY

Requirements for dress code, grooming, and appearance are based on safety, infection control, and the need to present a professional appearance. Appearance and grooming are strong expressions of inner attitudes and may strongly influence interactions with faculty, staff, colleagues, customers, and potential employers. The following clothing **is not** considered proper school attire. Students must be in compliance with the KTC Dress Code policy to attend classes.

Shorts, short skirts, pajamas, bike pants, tank shirts, halters and bare midriffs, dresses with a halter top or tank-type top, tops with thin straps, brief, low cut or revealing clothing.

- Clothing advertising alcoholic beverages or tobacco products.
- Tattered clothing, clothing displaying any sayings and/or designs that are regarded as inappropriate by the school administration.
- Tights and leggings must be worn with an appropriate upper garment that extends below mid-thigh.

- Lab uniforms must fit appropriately. Only students enrolled in a particular program may wear that lab's uniform.
- Shoes are to be worn in the building at all times. Shoe laces must be tied for safety purposes.
- Rubber, plastic or cloth flip-flops are not permitted. Dress sandals may be worn if they have a heel or wedge and look professional.
- Hats cannot be worn in the building except in the lab where they are a part of the approved program attire. See program coordinator for any specific questions or requests in this area.
- Sunglasses are prohibited.
- Clothing with hate language, and/or negative or potentially offensive messages will not be permitted.
- Pants/jeans must be worn with the waistband around the waist, and pant legs may not drag on the floor. Capris and cropped pants are permissible if the outfit projects a professional appearance.
- Any heavy chain on a student's person used to secure a wallet or worn as a belt, or worn as a necklace or decoration is prohibited.
- Student appearance and/or apparel which is disruptive to the educational process, considered to be indecent, sexually suggestive, profane, or which advocates the use of illegal substances or violence, will not be permitted.

The KTC Dress Code protects the rights of all students, regardless of age, gender, gender identity, race, color, national origin, creed, religious belief, or disability. Dress code and required attire may vary according to the career development program; see program specific criteria. Program Coordinators/Administrator will determine the appropriateness of student dress and appearance on an individual basis.

Students may be required to purchase and wear the regulation uniform selected for the program of study. The uniform may be worn to and from school. However, if the student has personal, public, or professional commitments before or after class (appointments, shopping, etc.), the KTC uniform may not be worn. Students are expected to be prepared for class in professional dress. If a student comes to class inappropriately dressed, the student will be excused from class to remedy the situation. The student may also be sent home and therefore counted absent. Time missed due to policy violations will not be considered an excused absence.

KTC students will be issued a photo identification badge, which is to be worn at all times when on campus or off campus representing KTC. Replacement badges are available from the front desk for a fee.

E-MAIL

Students are responsible for establishing and notifying faculty and the main office of their current email address. Many program-related and financial aid/student account communications occur via email. **Students are responsible for checking their email accounts daily during the academic year.** No provisions will be made for students who were not informed due to lack of accountability in checking email communications regularly.

EMERGENCY MEDICAL FORMS

All students must complete a Knox Technical Center Student Emergency Medical form. The completed form is kept in a secure location and used for emergency purposes only. It is the student's responsibility to notify the Knox Technical Center of any changes in medical or emergency contact information.

EQUAL OPPORTUNITY

The Knox County Career Center/Knox Technical Center does not discriminate on the basis of race, color, national origin, sex, gender, gender identity, religion, ancestry, sexual orientation, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) have been designated to handle inquiries regarding the non-discrimination policies:

<p><u>Section 504</u> Elaine Robinson, High School Director 306 Martinsburg Road Mt. Vernon, OH 43050 740-397-5820</p>	<p><u>Title IX -KCCC</u> Jeff Lavin, Executive Director of Operations 306 Martinsburg Road Mt. Vernon, OH 43050 740-397-5820 TitleIXCoordinator@knoxcc.org</p>	<p><u>Title IX -KTC</u> Kim Williams, Director 308 Martinsburg Road Mt. Vernon, OH 43050 740-393-2933 kwilliams@knoxcc.org</p>
---	---	---

FIRE/DISASTER DRILL/LOCK DOWN PROCEDURES

FIRE DRILL:

1. All fire drills should be conducted in accordance with the fire plans posted in each designated area of the building.
2. Each room and lab should have a fire drill plan posted.
3. Fire drills should be conducted as per the fire drill instructions.
4. If the weather is of such a condition that it is not possible to hold a drill during a particular month, then this drill should be made up within another month.
5. The District Safety Committee will inform the staff as to the procedures to follow during the fire drills held at the KCCC/KTC.

DISASTER DRILL:

1. All disaster drills shall be conducted in accordance with the disaster plans posted in all labs and classrooms.
2. Each lab and each classroom should have a disaster drill plan posted.
3. Disaster drills should be conducted as per the fire drill instructions.
4. The District Safety Committee will inform the staff as to the procedures to follow during disaster drills held at the KCCC/KTC.

LOCK DOWN:

1. The District Safety Committee will inform the staff as to the procedures to follow during disaster drills held at the KCCC/KTC.

FINANCIAL ASSISTANCE

Financial assistance is available from various local, state and federal sources. While KTC will assist students in any possible manner, the ultimate responsibility for pursuing funding sources, making application, and meeting obligations is that of the student. Students seeking assistance should directly contact the Financial Aid Coordinator in the Adult Education Department. See "Student Loan" and "Payment of Tuition and Fees" sections for more details.

Students attempting a restart into a program or entering a second program at KTC need to refer to the school's Satisfactory Academic Progress policy (please see Financial Aid Coordinator).

Gramm—Leach—Bliley Act (GLBA) Required Information:

Overview: KTC is required to maintain comprehensive written information security procedures, responsibilities and guidelines as mandated by the Federal Trade Commission's Safeguards Rule and the Gramm – Leach – Bliley Act ("GLBA"). This law requires that KTC (i) ensure the security and confidentiality of covered records, (ii) protect against any anticipated threats or hazards to the security of such records, and (iii) protect against the unauthorized access or use of such records or information in ways that could result in substantial harm or inconvenience to customers (students). The Act is in addition to any institutional policies and procedures that may be required pursuant to other federal and state laws and regulations, including, without limitation, FERPA.

Designation of Representatives: The District Administration designates the KTC Director and the Financial Aid Coordinator who shall be responsible for coordinating and overseeing the requirements for the Gramm Leach Bliley Act. The KTC Director may designate other representatives of the District to oversee and coordinate particular elements of the Act. Any questions regarding the implementation of GLBA or the interpretation of this document should be directed to the KTC Director.

Scope of GLBA Required Information: The Act applies to any record containing nonpublic financial information about a student or other third party who has a relationship with the District, whether in paper, electronic or other form, that is handled or maintained by or on behalf of the District or its affiliates. For these purposes, nonpublic financial information shall mean any information (i) a student or other third party provides in order to obtain a financial service from the Institution, (ii) about a student or other third party resulting from any transaction with the District involving a financial service, or (iii) otherwise obtained about a student or other third party in connection with providing a financial service to that person.

Elements of GLBA:

1. **Risk Identification and Assessment.** The District intends, as part of the Act, to undertake to identify and assess external and internal risks to the security, confidentiality, and integrity of nonpublic financial information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of such information. In implementing GLVA, the KTC Director will establish procedures for identifying and assessing such risks in each relevant area of the Institution's operations, including:
 - Employee training and management. The KTC Director will coordinate with representatives in the District's Human Resources and Financial Aid office to evaluate the effectiveness of the District's procedures and practices relating to access to and use of student records, including financial aid

information. This evaluation will include assessing the effectiveness of the Institution's current policies and procedures in this area, including the District Web page, District Employee Handbook, and Employee Training Requirements.

- Information Systems and Information Processing and Disposal. The KTC Director will coordinate with representatives of the District's Information Technology Department to assess the risks to nonpublic financial information associated with the District's information systems, including network and software design, information processing, and the storage, transmission and disposal of nonpublic financial information. This evaluation will include assessing the District's current policies and procedures relating to the Acceptable Use, Information Security, Public Records, Student Records, and Confidentiality Policies. The KTC Director will also coordinate with the District's Information Technology Department to assess procedures for monitoring potential information security threats associated with software systems and for updating such systems by, among other things, implementing patches or other software fixes designed to deal with known security flaws.
 - Detecting, Preventing and Responding to Attacks. The KTC Director will coordinate with the District's Information Technology Department to evaluate procedures for and methods of detecting, preventing and responding to attacks or other system failures and existing network access and security policies and procedures, as well as procedures for coordinating responses to network attacks and developing incident response teams and policies. In this regard, the Program Officers may elect to delegate to a representative of the Information Technology Department the responsibility for monitoring and participating in the dissemination of information related to the reporting of known security attacks and other threats to the integrity of networks utilized by the District.
2. Designing and Implementing Safeguards. The risk assessment and analysis described above shall apply to all methods of handling or disposing of nonpublic financial information, whether in electronic, paper or other form. The KTC Director and Information Technology Department will, on a regular basis, implement safeguards to control the risks identified through such assessments and to regularly test or otherwise monitor the effectiveness of such safeguards. Such testing and monitoring may be accomplished through existing network monitoring and problem escalation procedures.
 3. Overseeing Service Providers. The KTC Director shall coordinate with those responsible for the third-party service procurement activities among the Information Technology Department and other affected departments to raise awareness of, and to institute methods for, selecting and retaining only those service providers that are capable of maintaining appropriate safeguards for nonpublic financial information of students and other third parties to which they will have access. In addition, the KTC Director will work with the District Administration to develop and incorporate standard, contractual protections applicable to third party service providers, which will require such providers to implement and maintain appropriate safeguards.
 4. Evaluation and Adjustments. The KTC Director is responsible for evaluating and adjusting elements of GLBA as needed.

FOOD AND BEVERAGES

Food and non-alcoholic beverages are permitted only in designated areas at break time only. When eating in the computer lab, keyboards need to be cleaned. No visitors are permitted in the classroom during lunch without prior approval from instructor. No food or beverages in the clinical lab.

GRIEVANCE PROCEDURE

A. DEFINITION

1. A grievant shall be defined as a student alleging that some violation, misinterpretation or misapplication of the student handbook policy has actually occurred.
2. The grievant shall receive fair and prompt treatment without fear of reprisal.
3. Except as hereinafter provided, a "day" or "days" shall be defined as a day(s) that the Knox Technical Center is open for business. Failure to comply with the time limits by the grievant shall result in a waiver of the rights granted under this policy. Failure of the administration to comply with the time limits shall advance the grievance to the next level of this procedure.
4. Election of remedies: Upon the filing of a complaint by the grievant or on behalf of the grievant in any court of competent jurisdiction demanding relief upon a matter which is the subject of a pending grievance, such filing shall be deemed a waiver of the rights granted herein, and the grievance shall be deemed dismissed.
5. Forms for processing grievances are available in the handbook and the main Knox Technical Center. The written grievance shall be submitted on the KTC Grievance Form.

B. PROCEDURE

1. Level One—Instructional Personnel/Supervisor

Any grievant shall first discuss the grievance within two (3) days of the occurrence with the immediate instructor/supervisor before a written grievance shall be filed. If the informal discussion does not resolve the grievance to the satisfaction of the grievant, such grievant shall have the right to lodge a written grievance with the Immediate Instructional Personnel/Supervisor within three (3) business days of the informal discussion. A copy of such grievance shall be filed with the Knox Technical Center Director.

2. Level Two—Coordinator/Administrator

If Level One does not resolve the grievance to the satisfaction of the grievant, such grievant shall have the right to lodge a written grievance with the Program coordinator/administrator. Failure to file such an appeal within three (3) business days from the receipt of the written notice of the Coordinator's action on said grievance shall be deemed a waiver of the right to appeal.

The written grievance shall be on a form contained in the handbook. A copy of such grievance shall be filed with the Knox Technical Center Director. The grievant shall have a right to request a hearing before the Program coordinator/administrator. The Coordinator/Administrator shall schedule the hearing within three (3) business days after receipt of said grievance. The grievant shall be advised, in writing, of the time, place, and date of the hearing.

The Program coordinator/administrator shall take action on the written grievance within three (3) business days following a grievance hearing. The action taken and the reasons for the action shall be documented and copies sent to the grievant and the Knox Technical Center Director.

3. Level Three—Director

If the action taken by the Program coordinator/administrator does not resolve the grievance to the satisfaction of the grievant, such grievant may appeal, in writing, to the Knox Technical Center Director. Failure to file such an appeal within three (3) business days from the date of written decision from the Program coordinator/administrator shall be deemed a waiver of the right to appeal. The grievant shall have the right to request a hearing before the Knox Technical Center Director. The Director shall schedule a hearing within three (3) business days of receipt of the appeal. The grievant shall be advised, in writing, of the time, place, and date of such hearing.

The Knox Technical Center Director shall take action on the appeal of the grievance within three (3) business days following a grievance hearing. The action taken and the reasons for the actions shall be documented and copies sent to the grievant and Program coordinator/administrator.

4. Level Four—Superintendent

If the action taken by the Knox Technical Center Director does not resolve the grievance to the satisfaction of the grievant, such grievant may appeal, in writing, to the Superintendent. Failure to file such an appeal within three (3) business days from the receipt of the written notice of the Knox Technical Center Director's action on the said grievance shall be deemed a waiver of the right to appeal. The grievant shall have the right to request a hearing before the Superintendent. The Superintendent shall schedule a hearing within three (3) days of receipt of the appeal. The grievant shall be advised, in writing, of the time, place, and date of such hearing.

The Superintendent shall take action on the appeal of the grievance within three (3) business days following a grievance hearing. The action taken and the reasons for the actions shall be documented and copies sent to the grievant, Superintendent, and Knox Technical Center Director.

Note: If the process above does not result in resolution of the issue, the KCCC Board policy goes into effect. Students may also contact the Council on Occupational Education – 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 (Phone: 800.917.2081 or 770.396.3898, Web: www.council.org).

HALL TRAFFIC

When first reporting to school, students should enter the building at designated doors. Traffic in the hallways should be orderly. Consideration of the amount of noise should be monitored as programs break at various times. Students are only to be in designated rooms. Permission is required from the Program coordinator/administrator or front office to use a room that is not scheduled.

HEALTH INSURANCE POLICY

KTC does not offer health insurance coverage or provide healthcare services at any time.

LEAVE OF ABSENCE

A "leave of absence" may be granted in some KTC programs and requests must be submitted in writing. A "leave" may be granted after Program administrator/coordinator and faculty review. A student must have

completed at least one term/segment, achieved satisfactory clinical performance, maintained a 75% minimum grade in all content areas, and have a minimum of 90% attendance. Students may request re-admission in the succeeding class to begin with the first day of the term of departure. An approved "leave" does not automatically imply re-entry into the program. That decision will ultimately hinge upon adequate available space in the program, and a clean financial record toward the program, as well as the student, being able to demonstrate they will be able to complete the program at the re-entry date successfully. Note: Program-specific criteria may apply – see the individual program.

LOST AND FOUND

Lost and found items will be turned in and kept at the front office. Unclaimed articles will be removed and disposed of after 30 days.

MAILBOXES

Student mailboxes, used for some KTC programs, are located in convenient and secured locations.

MEDICAL LEAVE AND MAKE-UP WORK

Students being treated for medical conditions which include hospitalization must obtain a doctor's statement indicating whether they are physically able to continue in the program without restriction of required classroom and clinic activities. Students will have earned credit for all successfully completed work up to the point of departure, but upon return must take it upon themselves to schedule make-up work within one week for each instructor. A \$40-per-hour fee may apply and will be payable prior to the make-up time. Time missed will be reflected in the student attendance record. (Refer to program specific policy.)

MITIGATING CIRCUMSTANCES

In reference to the rules and regulations outlined in this handbook, the school reserves the right to handle individual situations on a case-by-case basis.

PARKING AND TRANSPORTATION

The speed limit on school grounds is 10 miles per hour. All safe and courteous driving procedures must be observed. (Students are responsible for own transportation to and from observations and externships assignments.)

The school maintains the legal control of the student parking lot and grounds. **Therefore, the administration shall reserve the right to, upon reasonable cause, inspect and search any motor vehicle. Prohibited materials may be confiscated and disciplinary action taken.**

School premises are monitored during the day, however, KTC/KCCC Board and administration **will not** assume responsibility for damage to, or loss related to, a privately owned vehicle.

PAYMENT OF TUITION AND FEES

Students not receiving financial aid, students whose financial aid will not cover the full amount, and/or financial aid has not been completed must have a payment plan in place by the second week of class. Should a plan not be in place by the designated time, the student will not be eligible to attend class until the plan is established. All tuition and related expenses must be paid in full 30 days prior to the last day of scheduled class.

Students on a payment plan must maintain timely payments to ensure proper progression within their designated program. Noncompliance of payment can lead to program dismissal.

The time missed must be made up at the student's expense, and all program attendance policies apply. Payment plan arrangements must be made with the Knox Technical Center Administrative office. Once a payment plan is established, the student is responsible for making the scheduled payments to maintain student status in their program.

If a student withdraws or is dismissed during a term, there may be a balance due assessed as a result of proration of book and/or supplies received at the beginning of a program. If an overpayment occurred on the student account please refer to the Refund Policy in this handbook.

Accounts with balances due will be given 30 days upon program separation to be paid in full. Any account not paid in full after 30 days will be provided 3 notifications before being subject to collection through the Ohio Attorney General's Office. **The student is responsible upon separation from the program for verifying their account.** The school will send to the student the balance due using the current contact information on file at the school. It is the student's responsibility to keep their contact information current.

Pell Grant and Student Loan check disbursement dates will be provided by the Financial Aid Coordinator. The disbursement date is the date the monies are released to the school. The school will then have 14 calendar days to disburse the monies. Notification of check distribution dates will be provided by the office personnel. (For more information on financial aid, see the "Financial Aid" section.)

PLACEMENT SERVICES

The Knox Technical Center has employees available to provide job placement assistance to completers of full-time career development programs. Assistance may include help with resumes, cover letters, job-seeking skills, interviewing skills and job leads. Graduates are expected to keep their contact information updated in the Knox Technical Center to be eligible for job placement leads. Note: KTC does not guarantee employment after program completion.

Students/graduates are expected to participate in surveys following program completion. These surveys are to collect information relating to the employment status of the student and the average wage. Information collected is used for reporting purposes only and is not reported in relationship to a specific individual.

PREGNANCY

Between the times the coordinator is notified of the pregnancy and a doctor's slip is received, the school cannot be held responsible for any complications.

A pregnant student must obtain a doctor's statement indicating her due date and whether or not she is physically able to continue in the program, as well as any limitations which might affect her participation in the program with special attention to possible exposure to radiation. This information is to be reported to the program coordinator as soon as pregnancy is confirmed by a physician.

When a student's time of delivery occurs within the school year, she will have earned credit for all successfully completed courses. If she elects to return to the program after delivery, a schedule of make up work must be completed as scheduled and will be in addition to remaining current with the curriculum. The coordinator must be kept informed in a timely manner of the student's progress and intent to return.

PRIVACY POLICY

Family Educational Rights and Privacy Act (FERPA) of 1974 was designated to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Please refer to www.knoxcc.org Board policies.

PROBATION STATUS PROCEDURE

- Students will be placed on probation if they:
 - ☞ Achieve a grade average below "C" or 75% in a term (or as determined by individual program).
 - ☞ Display unsatisfactory performance in the clinical/externship/practicum area (or as determined by individual program).
 - ☞ Achieve less than 90% attendance in a term (or as determined by individual program).
 - ☞ A student may be placed on probation for violating a school/program policy.
 - ☞ A student may be placed on probation immediately with any safety violation in the clinical area or externship area.

Probation serves as adequate reason to be dropped from the program, while two consecutive probations results in immediate dismissal. Probation will be discussed with the student at the time of any action and written notification will be provided by the coordinator(s). The record of the probationary student will be reviewed by the involved teaching personnel and/or employee, the student and the program coordinator/supervisor periodically during the probationary period. The probationary outcome might be continued probation, removal from probation or dismissal from the program based on the terms of the probationary period and the student's conduct.

- Students may be unable to receive Title IV funding if on probation.

Note: Program specific criteria – see individual program supplemental handbook.

PROGRAM FEES

Please refer to the specific program cost sheet which can be found at www.knoxtechnicalcenter.com.

PUBLIC RECORD POLICY

Access to information concerning the conduct of the peoples' business is a right of every person in this state. Records of the Knox County Career Center School District which are not exempt from disclosure under the law are available for inspection and copying in accordance with the Ohio Public Records Act. Requests for records may be made during regular business hours to:

Knox County Career Center
Tracy Elliott, Treasurer
306 Martinsburg Road
Mount Vernon, OH 43050
740-397-5820
Telliott@knoxcc.org

You may obtain a copy of the Knox County Career Center's Public Records Policy at the above address or online at www.knoxcc.org.

READMISSION

The student must have completed at least one term, achieved satisfactory clinical performance, maintained a minimum of 75% in all theory content, all fees and tuition must be current and paid to date and be in good standing within the guidelines of the educational program.

Re-entry must be initiated by the individual via written intent and personal interview with the coordinator before re-admittance to the program. All tuition and fees will be payable in accordance with those in effect at the date of readmission. Tuition will be prorated on the basic tuition of the amount of time left in the program, e.g., if tuition is \$3050.00 – have ½ of program to complete, and the tuition will be \$1525.00.

See individual program policy for specific readmission guidelines.

REASONABLE ACCOMMODATION

Knox Technical Center is committed to providing an equal opportunity for all students, regardless of sex, race, color, creed, disability, religion, gender, gender identity, sexual orientation, ancestry, age, national origin, or social or economic background, to learn through the curriculum offered. Reasonable accommodations are made for students with physical or mental limitations properly diagnosed by a qualified practitioner, unless the accommodation would impose an undue hardship on the operation of the program and/or activities. Visit [Knox Technical Center Accommodations](#) for more information.

REFUND POLICY (SEE WITHDRAW PROCEDURE AND REFUND POLICY)

Page 49

RESOURCES - LIBRARY, CABINET/LOCKERS, COPIER

LIBRARY BOOKS

1. Individual programs maintain a reference library available for students.
2. The KCCC main library is located in Building #1. The hours are 8 a.m. to 3:30 p.m.
3. Students are encouraged to make suggestions for additions to the library collection.

Electronic resources are available through:

- www.infohio.org/resources/item/search

CABINETS/LOCKERS

All cabinets/lockers are the property of the school and used by the student. The school reserves the right to search any or all cabinets/lockers for the protection of the student body.

Students are responsible for keeping cabinets/lockers clean and in good order at all times. The school assumes no responsibility for the loss of articles from cabinets/lockers, if forgotten/left unattended, or through negligence. The school reserves the right to search cabinets/lockers for the protection of the student body.

COPIER

The ability to make school-related copies is a service available in the front office (limited quantities unless approved by Program Coordinator). Please ask the receptionist for assistance. Rules regarding copyright infringement are enforced.

RESPONSIBILITY AND CONDUCT

Students are responsible and will be held accountable for the following:

1. Maintaining compliance with prescribed standards of academic performance as outlined in the Student Handbook or Supplemental Program Handbooks.
2. Behaving in a manner which respects the rights of all individuals.
3. Maintaining confidentiality as it pertains to patients, employees, classmates, institutions and medical practitioners.
4. Adhering to local, state, and federal laws.
5. At all times, conducting themselves in a courteous, professional, and ethical manner which promotes an environment conducive to learning while on school property, in school uniform, or at a school-related event.
6. Students will be subject to the disciplinary process, including possible dismissal for theft; breach of academic integrity; inappropriate sexual activity (including sexual harassment); use and/or possession of illegal drugs; use of tobacco products or vaping of any kind on school property; failure to meet guidelines of attendance; failure to maintain respect the rights of students/patrons/faculty/clients.

An instructor can remove a student from class/clinical/practicum at any time if the student is violating a policy or procedure, being disruptive, or is unprepared for the assignment.

Students while at the Knox Technical Center are subject to the Knox Technical Center Student Code of Conduct, and students must become familiar with the code.

ANY STUDENT CAUSING DISRUPTION TO THE EDUCATIONAL PROCESS AT THE KNOX TECHNICAL CENTER MAY BE DISMISSED.

STUDENT RIGHTS AND RESPONSIBILITIES

In our society students have the right to educational opportunities regardless of gender, gender identity, sex, race, color, national origin, creed, sexual orientation, age, disability, pregnancy, marriage or parenthood; individual conscience in religious or patriotic observance; privacy for and accessibility (at age 18) to their records; due process. Any school, if it is to operate efficiently and in the best interest of the student, must have reasonable rules and regulations to guide the conduct of the students. In particular, the Knox County Career Center District provides both traditional high school/adult education curriculum, and a preschool as well as career-technical labs for various professions and trades. As such, there is present on the premises chemicals, flammable materials, electric and electronic equipment, power tools, power machinery and equipment, and other potentially dangerous materials and equipment. Therefore, the career center must be completely free of anything that might cause impairment of any kind, or act as a distraction of any kind, to any student, such that it could pose a danger to that student, any other student, or any member of the staff. **At the Knox Technical Center, a student may be suspended or expelled for violation of the behavior code listed below; however, this is not intended to be an all-inclusive list. During a suspension or expulsion, students are not allowed on school property or at school-sponsored events.** Further information is available through Board of Education at www.knoxcc.org.

BEHAVIOR CODES - KNOX TECHNICAL CENTER

The Knox Technical Center Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at competitions, extracurricular events, field trips, externships, clinical/preceptorship experiences, or other school activities or programs. In addition, and in compliance with the Ohio Revised Code, this Code of Conduct is in effect at all times and appropriate action will be taken if there is found to be:

1. Misconduct by an student occurring off school district property but is connected to activities or incidents that have occurred on school district property; and
2. Misconduct by an student, regardless of where it occurs, is directed at a district official or employee or the property of a district official or employee.

In any of the aforementioned locations or situations, a student shall not:

- a. Cause or attempt to cause damage to school property or steal or attempt to steal school property or be in unauthorized possession of school property.
- b. Cause or attempt to cause damage to private property or steal or attempt to steal private property or be in unauthorized possession of private property.
- c. Cause or attempt to cause physical injury to another person or harass, haze, or threaten another person or encourage others to participate in such misconduct.
- d. Possess, handle, conceal or transmit, or store any weapon or instrument capable of harming another person including but not limited to any firearm, knife, explosive, or other dangerous object, or be involved in any manner with the foregoing items, or assist anyone who has any involvement. This also includes any object that is presented as a real weapon or reacted to as a real weapon.

- e. Possess, handle, transmit or conceal any fireworks, explosive, smoke bomb, stink bomb, or devices that can be detonated, or be involved in any manner with the foregoing items, or assist anyone who has any involvement.
- f. Possess, use, transmit, conceal, have an odor of, or show symptoms of using any narcotic or hallucinogenic drug, amphetamine, barbiturate, marijuana, drug paraphernalia, or harmful substance, alcoholic beverage, alcohol related products, inhalant, or intoxicant of any kind, prescription medication, generic or synthetic drugs or products which simulate any drug or drug reaction, or be involved in any manner with any of the foregoing items, or assist anyone who has any involvement. Counterfeit or look-alike versions of the aforementioned are also prohibited. This also applies to any substances or liquids represented to be one of the aforementioned items.
- g. Own, attempt to own, possess, attempt to possess, control, attempt to control, maintain, attempt to maintain, sell, attempt to sell, buy, attempt to buy, traffic or conceal, directly or indirectly, through any other person any of the following: narcotic, hallucinogenic or illegal drug, amphetamine, barbiturate, marijuana, drug paraphernalia, or harmful substance, alcoholic beverage, alcohol related products, inhalant, or intoxicant of any kind, prescription medication, generic or synthetic drugs or products which simulate any drug or drug reaction, or be involved in any manner with any of the foregoing items, or assist anyone who has any involvement. Counterfeit or look-alike versions of the aforementioned are also prohibited. This also applies to any substances or liquids represented to be one of the aforementioned items.
- h. Use or copy the work of another person or source and present it as his/her own without proper attribution, cheat in any way or falsify any document.
- i. Defy the valid authority of teachers, supervisors, administrators, or other school personnel, or be disrespectful of teachers, supervisors, administrators, other school personnel, visitors, guests, customers, or fail to comply with the directions of teachers, supervisors, administrators, or other school personnel.
- j. Possess or use tobacco, or tobacco-related products, including, but not limited to, tobacco in any form, cigarettes, cigars, smokeless tobacco, rolling paper, matches, lighters, vaping products or any other such item.
- k. Engage in any activity or manner of conduct, either passive or active that would be unsafe, disrupt or interfere with the operation of the school or any part of the school process, including curricular, extracurricular, or co-curricular activities.
- l. Use profanity, abusive or vulgar language, or obscene gestures not conducive to the school environment, or possess or transmit (personally or electronically) pornographic or any other offensive material.
- m. Cause, attempt to cause, or have any involvement with any false alarm or threat that might cause panic or disruption to the school.
- n. Promote, participate in, identify with, or be involved in any manner with gang and/or hate group related activities.
- o. Violate the student dress code.
- p. Violate the student computer usage agreement.

- q. Violate driving or parking rules.
- r. Violate electronic equipment rule.
- s. Repeatedly violate school rules.

NONDISCRIMINATION/ANTI-HARASSMENT POLICY

I. Policy Statement

The District is committed to maintaining a healthy and safe educational and working environment that is free from all forms of discrimination, harassment, and retaliation. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful discrimination, harassment, and/or retaliation.

The Board will vigorously enforce its prohibition against discrimination, harassment, and/or retaliation based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry, genetic information or any other class protected by law (collectively, "Protected Classes"). Any violation of this policy is strictly prohibited and will not be tolerated.

For purposes of this Policy, "District Community" means students, administrators, and professional and classified staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board. For purposes of this Policy, "third parties" include, but are not limited to, guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the District Community at school-related events/activities (whether on or off District property).

This Policy is designed to comply with applicable state and federal laws. The District reserves the right to modify or deviate from this Policy when, in the sole judgment of the District, circumstances warrant, in order to protect the rights of the involved parties, or to comply with the law.

II. Definitions

- **Discrimination:** Conduct that is based on a person's protected class that:
 - Adversely affects a term or condition of a person's employment, education, or participation in a District activity; or
 - Is used as a basis for or a motivating factor in decisions affecting the person's employment, education or participation in a District activity.
- **Harassment:** Conduct that is based on a person's Protected Class that has the purpose or effect of unreasonably interfering with a person's employment or educational experience or creates an intimidating, hostile, offensive working, or educational environment.
- **Sex-Based Harassment:** Pursuant to Title IX of the Education Amendments of 1972, conduct that is based on a person's sex/gender (including sexual violence, dating violence and sexual misconduct), sexual orientation, gender non-conformity, or gender identity that has the purpose or effect of

unreasonably interfering with a person's employment or educational experience or creates an intimidating, hostile, offensive working, or educational environment.

- Examples of conduct that may violate this Policy include, but are by no means limited to:
 - Submission to unwelcome sexual advances or request for sexual favors is made, either explicitly or implicitly, a term or condition of a person's employment or educational development.
 - Denying a person access to an educational program based on the person's sex/gender, including sexual orientation or gender identity.
 - Denying salary increases and/or promotions on the basis of the person's sex/gender, including sexual orientation, or gender identity.
 - Instigating or perpetuating an environment that is unwelcome or hostile based on a person's sex, sexual orientation, or gender identity.
 - Subjecting a person to offensive and unwelcome conduct based on the person's sex, sexual orientation, or gender identity.
 - Offensive and unwanted conduct can include offensive jokes, offensive pictures and digital images, slurs, epithets, threats, intimidation, stalking, and unwanted sexual conduct or contact (including rape, sexual assault, sexual battery, or non-consensual touching).
 - Basing decisions about employment or educational opportunities on a person's acceptance or rejection of a sexual advance, sexual imposition or request for sexual favors.
 - Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance or sexual activities.
 - Sexually suggestive objects, pictures, recordings, literature placed in the work or educational environment.
 - Inappropriate touching or boundary invasions.
 - Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.
- The more severe the conduct the less need there is to show a repetitive series of incidents to demonstrate a hostile environment. In fact, a single severe incident may be sufficient to create a hostile environment.
- **Retaliation:** Retaliation against any person(s) who reports an alleged violation of this policy, brings a disciplinary complaint, pursues legal action, or participates in an investigation or is a witness in any investigation or proceeding is strictly prohibited and will not be tolerated.
- **Bullying:** Bullying is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- Teasing;
- Threats;
- Hazing;
- Intimidation;
- Stalking;
- Cyberstalking;
- Cyberbullying;
- Physical violence;
- Theft;
- Public humiliation; and/or
- Destruction of property

Bullying may violate this Policy when the bullying is based on one (1) or more Protected Classes.

The prohibition against harassment, discrimination, and/or retaliation is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

III. Reporting and Complaint Procedures

• Complaints

Any District Community member who believes he/she has been subjected to a violation of this Policy is encouraged to report the incident to the Grievance Officer. Reports may be made by the individual or by others on their behalf. If such a report is made to any other District employee, other than the Grievance Officer, such person is required to report the information to the Grievance Officer within 24 hours of receiving the information about the alleged incident. There are no time limits for initiating complaints of violations of this Policy. Individuals should, however, make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

• Confidentiality

The District will preserve confidentiality to the extent possible and allowed by law. Upon the Grievance Officer's receipt of a complaint, the reporter may request confidentiality. The District takes such requests seriously; however, such requests may severely limit the District's ability to investigate and take reasonable action in response to the report. In such cases, the Grievance Officer will evaluate the request for confidentiality in the context of the District's commitment to providing a reasonably safe and non-discriminatory environment.

IV. Grievance Officer

The Board designee(s) who serve as the Grievance Officer and Title IX Coordinator for the District will be listed on the official school website and in student handbooks.

If any of the named officials are the charged or charging party, the Board designates an alternate investigator and retains final decision-making authority.

V. The Procedure

This procedure is adopted by the District to ensure a prompt and equitable resolution of discrimination, harassment, and retaliation Complaints based on a Protected Class.

- **Intake Meeting with the Complainant.** Upon receipt of notice of any violation, the Grievance Officer will first schedule an individual intake meeting with the complainant in order to provide to the complainant a general understanding of this process and to identify support or immediate interventions available to the complainant. The intake meeting may also involve a discussion of any interim measures. (See Section VIII)
- **Formal or Informal Resolution.** At the initial intake meeting with the complainant, the Grievance Officer will gather basic information about the alleged incident and seek to determine how the complainant wishes to proceed, (e.g., whether the complainant wishes to pursue Formal Resolution or Informal Resolution). If the complainant wishes to proceed with either Formal or Informal Resolution, the Grievance Officer will determine the name of the accused, the nature of the complaint, and will schedule an individual intake meeting with the accused in order to provide to the accused with a general understanding of this process. If the complainant wishes to proceed with Formal Resolution, the Grievance Officer will promptly begin a Formal investigation.
- **Informal Resolution Process.** While there are no set time limits within which an informal complaint must be resolved, the Grievance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint.
 - Parties who are dissatisfied with the results of the informal resolution process may proceed to file a formal complaint. Parties may request that the informal process be terminated at any time to move to the formal complaint process.
 - The Grievance Officer reserves the right to insist a complaint be referred to the formal investigation process. **All complaints involving violence will be referred to the Formal Resolution Process.**
 - The informal resolution process is strictly voluntary and is not a prerequisite to filing a formal complaint.
- **Formal Resolution Process.** After receipt of a formal complaint, the Grievance Officer will begin a formal investigation.
 - The investigation normally will include:
 - Interviewing the complainant;
 - Interviewing the respondent;
 - Interviewing any other witnesses; and
 - Consideration of any documents or other information presented by both parties.

- Throughout the investigation process, the parties will have equal opportunity to present relevant witnesses and other evidence.
- Complaints alleging sexual violence, domestic violence, dating violence or stalking against a student in the adult education program will be referred to the discipline process in the handbook covering such offenses.
- At the conclusion of the investigation, the Grievance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definitions provided in this Policy. The Grievance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.
- In determining if violation of this Policy occurred, a preponderance of evidence standard will be used.
- The Superintendent must either issue a final decision regarding whether the complaint has been substantiated or request further investigation. A copy of the Superintendent's final written decision will be delivered to both the Complainant and the Respondent. If the Superintendent requests additional investigation, the Superintendent must specify the need, and such additional investigation must be completed promptly. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.
- The decision of the Superintendent shall be final.
- The Board reserves the right to investigate and resolve a complaint alleging a violation of this Policy regardless of whether the individual alleging the violation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The Informal and Formal procedures are not intended to interfere with the rights of complainants to pursue any federal or state administrative remedy. Nothing prevents a complainant from simultaneously filing a complaint with the Grievance Officer and the Department of Education, Office of Civil Rights and/or law enforcement. The District must also investigate incidents of discrimination, harassment, and/or sexual violence for the purpose of determining whether there has been a violation of District Policy, even if law enforcement and/or the public children's services are also investigating. All District personnel must cooperate with investigations by the District and outside agencies.

- **Timeline.** The District is committed to addressing all complaints in a prompt and equitable manner. Upon receipt of a complaint, the Grievance Officer will generally conduct its initial review and assessment within 1 to 3 days, the Formal investigation within 15 school days, and the Superintendent's review within 10 school days of receipt of the recommendation from the Grievance Officer. These timelines may be extended based upon the complexity, severity and extent of the misconduct or for good cause. The timelines may also be affected by the fall, spring or summer break periods.

VI. Interests of the Accused

It must be recognized that the accused person in an investigation has legal and other rights, and that complaints in which each of the parties are members of the District are the most ethically and legally complex. Throughout the investigation process the parties will have equal opportunities to present relevant witnesses and other evidence. A presumption of culpability should not be made as the result of any allegations. To the extent permitted by law, both parties will be provided written notice of the outcome.

VII. Retaliation

Any retaliatory action or conduct taken by any person against a person who has sought relief under this Policy is strictly prohibited and will be regarded as a violation of this Policy. This prohibition of retaliation similarly extends to anyone who has testified, assisted, participated or cooperated in any manner in an investigation, proceeding or hearing related to a complaint under this Policy.

VIII. Disciplinary Sanctions

- **Students.** Sanctions against a student who has violated this Policy include discipline, counseling, training, suspension, dismissal, expulsion after a Board hearing, educational intervention, and restrictions from participating in extracurricular activities, and varies depending on the severity of the violation and the accused's behavioral history.
- **Employees.** Sanctions against a District employee who has violated this Policy include discipline up to and including termination, and varies depending on the severity of the violation and the specific nature of the accused's conduct.

IX. Resources and Support Services

The District provides a number of support services, upon request, to students/employees who have been the subject of any alleged violation of this Policy. Students may request support services, such as changing academic schedules, taking into consideration one's work schedule, and transportation issues, from the Grievance Officer. The decision whether and what support measures to provide is at the discretion of the Grievance Officer. No investigation need occur before this option is available. The Grievance Officer will exercise discretion and sensitivity about sharing the identity of the subject when arranging for support services. The subject of the alleged violation can request these services at any time, even if the student/employee initially declined the service.

- **Interim measures include, but are not limited to:**
 - Changing class assignments so that the parties do not share the same classes (available to employees and students);
 - Providing academic support services including tutoring;
 - Changing the work situation, if authorized under the CBA;
 - Adjusting transportation/parking options;
 - Prohibiting any contact between the parties;
 - Assisting the student in contacting a support person such as a friend or parent if desired; and/or
 - Assisting in identifying counseling, advocacy and other support services.

To access support services, contact the Grievance Officer. The Grievance Officer is available during regular business hours throughout the year to meet with students/employees who need information or guidance about violations of this Policy.

- **District Responsibilities**

The District will take steps to prevent the recurrence of discrimination, harassment and retaliation based on Protected Classes and will remedy the discriminatory effects on the complainant and others, where

appropriate. In compliance with applicable law, allegations of criminal misconduct are reported to law enforcement and/or Child Protective Services.

- **Prevention and Programing**

In support of this Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and harassment in general, will be age and content appropriate.

Legal References: See KCCC Board of Education Policies at www.knoxcc.org

PUBLICATION OF THE PROHIBITION AGAINST HARASSMENT, INTIMIDATION AND BULLYING

Harassment, intimidation, or bullying behavior by any student/school personnel in the Knox County Career Center/Knox Technical Center is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts (i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device), either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop, that a reasonable person under the circumstances should know will have the effect of: Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear or physical harm and/or damaging of students' personal property; and, is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

COMPLIANCE OFFICER

The Board of Education of the Knox Technical Center District hereby designates and makes it known to all parties that the Knox Technical Center Director will be its Compliance Officer to coordinate its efforts to comply with and carry out its responsibilities under Civil Rights. The Knox Technical Center Director, Kim Williams, and her office are located at:

Knox Technical Center
308 Martinsburg Road
Mount Vernon, Ohio 43050
Phone 740-393-2933
kwilliams@knoxcc.org

The Knox County Career Center/Knox Technical Center supports equal opportunity for all people regardless of race, color, national origin, sex, gender identity, gender information, religion, ancestry sexual orientation, age, disability.

RESTROOM FACILITIES

Students are to use the designated restroom facilities. All facility concerns should be reported to the front office.

SCHOOL CLOSURE OR DELAY

When it is necessary to close the Knox Technical Center, the Thrillshare system will be the primary notification. Students are responsible for ensuring the front office has the most up-to-date contact information.

SCHOOL TRANSPORTATION

The Knox Technical Center typically does not provide transportation for its adult education programs. Students are responsible for providing their own transportation for any field trips or work site experiences that may be part of the program. In the event that school transportation is provided, students will be responsible for following all district policies.

SMOKING, AND TOBACCO PRODUCTS

A Non-Smoking Policy is in force at the Knox Technical Center. The Board of Education has designated ALL Career Center property as "tobacco free." This includes all areas inside and outside the building property (such as restrooms, classrooms, sidewalks, parking areas, etc.) Anyone observed smoking or using tobacco or vaping products on campus may be immediately withdrawn from class and dismissed from the premises with no monetary refund. This policy is also in effect while on school-related activities including observations and externships. Students who choose to smoke should take steps to eliminate the smell of smoke on clothing and body.

SOLICITING FUNDS AND GIFTS

Solicitation of funds and gifts for outside special interest groups is prohibited. Exchanging of gifts among students may be conducted with Coordinator approval only.

STUDENT COMPLAINT PROCEDURE

Students may submit a complaint by following the procedure below:

1. Complaints should be discussed with the individual involved.
2. If the complaint is unresolved, the student and the individual will then meet with the Program coordinator/administrator of the program or department to further discuss the problem.
3. If the complaint remains unresolved then the Program coordinator/administrator, the student and the individual involved in the complaint will meet with the Knox Technical Center Director.
4. A student may also submit the complaint in writing via a comment boxes located in the Adult Education building on the Main Campus or the extension campus building. Comment boxes are routinely checked by the Knox Technical Center Director who then follows up on the complaint.

Refer also to the student grievance procedure

STUDENT HEALTH

If student becomes ill during class or clinical experience, they are to report to the instructor. The student will be referred to their primary healthcare provider (PHCP) or sent home as necessary. It is the responsibility of the student to arrange for transportation without disrupting the education of others.

Any incident occurring to a student while at the school, observations or externship/practicum site must be reported to the Program coordinator/administrator immediately. The necessary forms (KCCC Accident/Incident report, the student incident form, and clinical agency report) for reporting the incident will be filled out by the student noting the appropriate action taken, and signed by the instructor and Program coordinator/administrator. As students are not employees of KCCC/KTC, they are not covered by Workers' Compensation and are responsible for personal healthcare and expenses.

Students must be able to meet all physical and mental requirements. Following illness, surgery, or childbirth, students are required to submit a physical/mental release form signed by the primary healthcare provider before returning to class.

If there is evidence that satisfactory health is not maintained by the student, he/she will be asked to leave class or clinical to seek medical assistance. The student will be admitted to class or clinical upon return with a release from the primary healthcare provider. There are certain conditions in which a student shall not be permitted to administer care to individuals.

Skin infections (*open draining wounds and paronychias of any kind, until drainage ceases*).

Respiratory tract infections (*Group A Strep, any pneumonia, active pulmonary T.B., active Influenza, mumps*), *i.e., fever, chills, sore throat, productive cough, malaise, aching.*

Active skin eruptions (*chicken pox, herpes zoster in exposed areas or disseminated type measles, rubella*).

Enteric infections (*hepatitis, salmonellosis, shigellosis, ambiasis, giardiasis, vomiting or diarrhea or etiology of unknown, until etiology is determined or diarrhea abates*)

There are certain conditions in which students shall be limited in their assignments to individuals. Students with primary or recurrent orofacial herpes simplex should not take care of immunosuppressed individuals, pregnant individuals, or newborns until the lesions are healed. Students with herpes simplex infections of the fingers or hand (herpetic whitlow) should not have direct contact with individuals until lesions are healed. Students with respiratory infections should not be assigned to the direct care of high-risk individuals, *i.e., neonates, young infants, individuals with chronic obstructive lung disease or immunosuppressed individuals.* Students with poison ivy may be allowed to render care, providing he/she first thoroughly scrubs body to remove all plant oils. Should the dermatitis of poison ivy become bacterially superinfected, the student shall then be screened as for students with skin lesions.

Requirements for applicable clinical courses:

Refer to the Program Supplemental Handbook for specific clinical requirements.

STUDENT LIABILITY INSURANCE

It is the policy of this school and our clinical agencies that each nursing/STNA/medical assistant/health information technician/phlebotomy student carry liability insurance. First quarter fees include the fee for the liability insurance. The policy has \$1,000,000/\$3,000,000 coverage.

STUDY TIME

Study time during the student class day is at the instructional personnel's discretion.

STUDENT ACCOUNT COST ADJUSTMENT

Students with prior learning experience or requisite completion may request a cost adjustment to their student account. The request must be completed using the Student Account Authorization Adjustment form. The request must be completed by the second (2nd) week of class and proper documentation must be attached. Requests made after the second week of class will be reviewed on a case-by-case basis. Note: Approved cost adjustments will be forwarded to Financial Aid and Student Accounts offices.

STUDENT LOAN QUALIFICATIONS/GUIDELINES

For complete guidelines, see the Financial Aid Handbook in the main Knox Technical Center.

Financial Aid Process:

According to Federal and State regulations, students receiving financial aid must maintain Satisfactory Academic Progress (SAP). The financial aid office at KTC will monitor a student's academic progress as a condition of eligibility for financial aid. KTC will review a student's academic progress in a program at the end of each payment period to determine if a student is eligible for a subsequent Title IV payment. This evaluation takes place at the point when the student's scheduled clock hours for the payment period have elapsed.

Satisfactory Academic Progress is measured at the end of each payment period based on the following 2 standards:

1. Qualitative Standard: Student must maintain a 75% average for each course at time of SAP
2. Quantitative Standard (Measure): Student must maintain a) Pace of Completion (student must complete a minimum of 90% of the possible clock hours in each payment period) and b) Maximum Time Frame (student must be on pace to complete their program within 111% of the published length of the program as measured by clock hours and expressed in calendar time).

a. Maximum Time Frame:

Programs at KTC are scheduled in a cohort manner. Program cohorts start and end within prescheduled dates. Students are expected to progress in the program by successfully completing each course as it is offered in order to be eligible to proceed to the next course (example: Clinical 1, Clinical 2, etc.). Sequence requirements are specified in the student handbook, supplements and syllabi. Should extenuating circumstances require additional time to complete coursework additional time to complete may be granted. The maximum time frame calculation for KTC is calculated as follows: $10 \text{ months} \times 111\% = 11.11 \text{ months maximum time frame}$

Financial Aid Warning:

1. A student who is still meeting SAP but has received a probation based on the program policy, will receive a financial aid warning (FAW) letter at the time of the program probation.
2. FAW will notify the student that if they do not meet program and SAP requirements they will either a) be placed on a Financial Aid Probation at SAP monitoring time and continue to receive financial aid for one more payment period (1st violation), b) lose financial aid eligibility (2nd violation).
3. The student has the right to appeal the decision based on: The death of a relative, an injury or illness of the student, or other special circumstances and information the student must submit regarding why they

student failed to make SAP. The appeal must also include what has changed in the student' situation that will allow the student to demonstrate SAP in the next evaluation.

4. Disposition: Should the student meet SAP at the next monitoring period, the student will receive a letter that they have met SAP. Should the student not meet SAP, they will be placed on Financial Aid Probation and become ineligible for their payment period disbursement.

Financial Aid Probation:

1. A student who has not met SAP (Unsatisfactory) will receive a financial aid probation letter at the time of the SAP monitoring.
2. FAC will notify the student that if they do not meet program and SAP requirements they will either a) will lose Title IV eligibility if they are not meeting SAP at the next monitoring period, and/or b) be ineligible to continue in the program, c) be prescribed an academic plan and meet the requirements of the plan to maintain eligibility.

School Equivalency Policies

1. Grading Scale – See Student Handbook and/or Program Supplemental Handbook
2. Withdrawals – See Student Handbook and/or Program Supplemental Handbook
3. Repeated Courses – Repeated course work will count towards total hours completed
4. Noncredit remedial courses – KTC does not grant hours (credit) for remedial courses
5. Advanced Placement (transfer credits) – See Student Handbook and/or Program Supplemental Handbook
6. Probation – See Student Handbook and/or Program Supplemental Handbook
7. Dismissal – See Student Handbook and/or Program Supplemental Handbook

Appeal Process & Notification

1. The student has the right to appeal based on: The death of a relative, an injury or illness of the student, or other special circumstances and information the student must submit regarding why they student failed to make SAP. The appeal must also include what has changed in the student' situation that will allow the student to demonstrate SAP in the next evaluation. Please use the **Appeal for Financial Aid Probation form** from the student handbook – Addendum section or stop at the front office and request.
2. Appeal must be given to Financial Aid Coordinator within 5 days of the probation letter. Financial Aid Coordinator will reply with final decision on probation disposition in writing within 5 business days.
3. Disposition for Approved Appeal: An approved appeal places the student on Financial Aid Probation. The probation period is one payment period only and students must meet SAP standards at the conclusion of the probation period. Failure to meet the probation requirements will result in immediate cancellation of financial aid eligibility.
4. Disposition for Denied Appeal: A denied appeal will mean that the student is not eligible for financial aid benefits. Once aid is terminated, the student must make arrangements to cover any remaining program costs within 5 business days of the denial notification.
5. Eligibility Reinstatement: If financial aid eligibility is lost, a student may be eligible to regain eligibility after one full payment period. The student will be required to bring their SAP into compliance with both the qualitative (all course grade averages must be at 75% or higher) and quantitative (90% attendance) SAP policy components.

RETURN OF TITLE IV FUNDS

For each Title IV aid recipient who withdraws the school must calculate the amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled. The school must

return any portion of unearned Title IV funds for which the school is responsible. Upon the return of unearned Title IV aid, the school must notify the student of there is a remaining account balance owed the school. Students will have 30 days from the date of separation from school to pay any school account balances or their account will be turned over to the Ohio Attorney General's Office for collections. The student (or parent, in the case of a PLUS loan) must repay any unearned funds that the school did not return according to the normal terms of the loan.

RETURN AMOUNTS FOR TITLE IV GRANT AND LOAN PROGRAMS

If a student has completed more than 60% of the payment period, he or she is considered to have earned 100% of the Title IV grant and loan aid received for the payment period. In this case, no funds need to be returned to the Title IV aid programs.

However, if a student withdraws before completing more than 60% of the payment period or period of enrollment, the amount of any Title IV loan and grant aid the student received for the payment period (or period of enrollment) must be recalculated to reflect the portion of the payment period that he or she completed prior to withdraw. The unearned Title IV loan and grant aid for the percentage of the payment period not completed must be returned to the applicable Title IV aid programs.

For programs measured in clock hours, the total number of clock hours the student completed is divided by the total number of clock hours in the payment period or period of enrollment.

The school must use the number of clock hours the student actually completed to determine whether the student attended more than 60% of the payment period or period of enrollment. The numerator may be the number of hours scheduled to be completed by the student as of the student's withdraw date, provided that the student attended at least 70% of the hours scheduled to be completed as of his or her withdraw date.

DETERMINING THE AMOUNT OF UNEARNED AID TO BE RETURNED

The calculated percentage of the payment period or period of enrollment completed becomes the percentage of the Title IV aid that the student has earned. The total Title IV aid disbursed to the student or that could have been disbursed to the student (i.e., disbursable aid), minus the amount of Title IV aid earned by the student yields the amount of Title IV loan and grant aid that is unearned and that must be returned.

Note: Financial assistance is available from various local, State and Federal sources. While the Career Center will assist students in any possible manner, the ultimate responsibility for pursuing funding sources, making application, and meeting obligations is that of the student. Students seeking assistance should directly contact the Transitions Coordinator at the Knox Technical Center reserves the right to deny student loans to any individual at any time.

The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants, loans, and/or work-study). If you have a conviction(s) for these offenses, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) or go to the FAFSA on the Website, click on "Before Beginning A FAFSA" in the left column, then click on "Student Aid Eligibility Worksheet" to find out how this law applies to you. If you have lost federal student aid eligibility due to a drug conviction, you can regain eligibility if you pass two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the U.S. Department of Education.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

In compliance with the Student Right-To-Know and Campus Security Act, the following documents are located in the Knox Technical Center:

Board Policy (on-line)

Campus Security Reports

Student Handbooks

Other information, as requested

TECHNOLOGY USAGE

Knox Technical Center provides electronic network with Internet access. The access is provided solely for the purposes of education and educational resources. For complete details and privileges, see the Technology and Computing Resources information and the Technology Usage Agreement Form.

TELEPHONE USAGE/CALLS

The view of the Knox Technical Center is to teach the professional use of available technology including personal cell phones. Students may use cell phones during breaks and lunch periods. Some classroom activities may require the use of the cell phone. **Otherwise, cell phones are not permitted to be used in the classroom/clinic area. Each Program Coordinator will provide the details for their program.** These devices must be kept out of sight and powered off while in the classroom/clinic area/outside event. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Unauthorized use is grounds for disciplinary action up to and including program dismissal. If the student is found to have a cell phone on their person or found to have a cell phone on (rings/vibrates) during testing, a 0 will be earned for that quiz/test. This policy is in place to also protect the privacy of clients, students, and instructors as well as maintain the integrity of the program content. Office phones are not available for student use (except in emergencies with permission from staff). Students will not be called to the telephone except in an emergency. Cell phones may be used at school in the entrance ways or outside of the building only during breaks and at lunch. As always, should someone need to contact you during class or clinical, they may call the school and you will be contacted as needed. Programs where students are in class when the front office is closed may adjust emergency contact procedures as necessary.

TRANSCRIPT REQUEST

Students may request a transcript by contacting the Knox Technical Center main office. The requests must be in writing (electronic and/or paper) and include the student's full name (and name at time of enrollment), last four digits of their social security number and the program that they attended. The student is responsible for providing the mailing information if KTC is to mail the transcript to another agency/institution. The first transcript provided to a student is at no charge. Additional transcripts will be supplied at an additional cost of \$5 per request. The school is not responsible for transcripts that are mailed on the student's behalf.

UNIVERSAL PRECAUTIONS

All students will practice universal precautions at all times so that it becomes part of their routine and they are protected whether an active infection is present or not. See Bloodborne Pathogen information in the Student Handbook.

Universal precautions will be followed at all times. This method of infection control requires the student to assume that all human blood and specified human body fluids are infectious for HBV, HIV, and other bloodborne

pathogens. Where differentiation of types of body fluids is difficult or impossible, all body fluids are to be considered as potentially infectious.

VACATIONS AND HOLIDAYS

Breaks are scheduled periodically during the year (see specific Program Calendars). Legal holidays are observed based on the program calendar.

KTC recognizes that time with family and friends is important and recommends that vacations are taken at times that do not interfere with the Program Calendar. KTC program calendar generally include time off for Spring Break and Winter Break (see Program Calendar). In addition, KTC also recognizes the following official holidays:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday following Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve
- Juneteenth

VETERANS BENEFITS

Knox County Career Center in accordance with the Veterans Benefits and Transition Act of 2018 will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs. This policy is limited to tuition funds paid by the U.S. Department of Veteran Affairs.

This policy will be in force from the date an eligible student presents a Certificate of Eligibility for entitlement to assistance³ under Chapter 31 or 33.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

The interior and exterior of the buildings are under surveillance by video equipment. A recording may be used as evidenced by the Administration or by law enforcement in any situation involving a violation of rules, regulations, policies or laws. For detailed KCCC Board Policies pertaining to Video Surveillance and electronic monitoring see Board Policies at www.knoxcc.org.

WITHDRAW PROCEDURE

- A student may withdrawal from the program voluntarily at any point by informing the school in writing. It is highly recommended that the student has a personal interview with the coordinator(s)/administrator and/or Knox Technical Center Director upon withdrawal. We request that the student complete a withdrawal form to ensure that the student is notified of any program obligations upon withdrawal. Withdrawal or dismissal from the program does not preclude readmission to the next class at the discretion of the program coordinator.
- Accounts with balances due will be given 30 days upon program separation to be paid in full. Any account not paid in full after 30 days will be provided 3 notifications before being subject to collection through the Ohio Attorney General’s Office. **The student is responsible upon separation from the program for verifying their account.** The school will send to the student the balance due using the current contact information on file at the school. It is the student’s responsibility to keep their contact information current.

REFUND POLICY

REFUND POLICY	
Refunds will be calculated as noted:	
If Institution Cancels Class:	
Any paid tuition will be refunded. This does not include fees such as program application and testing.	
Withdrawal/Dismissal for programs less than 600 hours:	
Prior to the first-class session	100% tuition only refund
After the first-class session	No refunds
Withdrawal/Dismissal for programs 600 or more hours:	
During the first week* of classes	90% tuition only refund for that term
During the second week* of classes	50% tuition only refund for that term
During and after the third week* of classes	No tuition refunds for that term
<i>(* Refers to seven calendar days (Sunday through Saturday) no matter how many class sessions are held during that period of time.)</i>	
<ul style="list-style-type: none"> • Refunds, when due, shall be made within 45 days (1) of the last day of attendance if written notification of withdrawal has been provided by the student to the school, or (2) from the date the school terminates the student or determines withdrawal by the student. • Students dismissed for non-academic (attendance/behavior) reasons will receive no refund for the applicable terms. • Students who have not visited the school facility prior to enrollment (in a 600 or more hour program) will have the opportunity to withdraw without penalty within three days following either attendance at regularly scheduled orientation or following a tour of the facilities and inspection of the equipment. • All books, supplies, resources, and fees that are received or incurred in the first term are pro-rated for the entire program. I understand that if I withdraw prior to the last term that I will owe balances on these items. 	

This section intentionally left blank

Knox Technical Center

Revision Date: March 2023

Standard 2

WORK-BASED ACTIVITIES WRITTEN PLAN

All Programs

INTRODUCTION

Work-based learning activities play a fundamental role in the KTC career-technical training programs. The overall KTC mission encompasses a desire to graduate qualified, competent entry-level graduates into the workforce. Work-based activities afford the adult student the opportunity to relate theory to practical application in a real-world setting. The adult student gains insight into his/her role, while objective feedback from the employers allows for repeated and focused program evaluation.

STAFF RESPONSIBILITY FOR IMPLEMENTATION

The KTC Director and program coordinators are responsible for the implementation of the Work-Based Activities Plan.

TYPES OF WORK-BASED EXPERIENCES

Unpaid job shadowing experiences – involve in-school or off-campus, employer-based experiences under the supervision of a qualified employer representative who is working closely with the program instructor(s).

Paid or unpaid cooperative training experiences – are conducted at the employer’s work location under the supervision of a qualified employer representative and under the direction of the program instructor(s).

Unpaid Practicum (internship/externship/clinical) experiences – are found in most healthcare programs. Students are required to participate in a learning situation relevant to their specific field of study under the guidance of an instructor and/or preceptor as well as some observational experiences, as appropriate.

WRITTEN INSTRUCTIONAL PLAN FOR EACH WORK-BASED EXPERIENCE

Work-based activities are “structured learning activities conducted in supervised work settings external to the institution (KTC) or in a setting that involves the public that are components of educational programs”. If work-based activities are implemented within the program of study, the program coordinator and/or instructional personnel ensures the following:

1. All elements as specified in the Work-Based Activities Plan are evident in the instructional plan.
2. The template for the Instruction Plan is used.
3. A cooperative agreement is established between agency and School/Program which clearly identifies:
 - a. Purpose of the agreement

- b. Current terms and conditions of the agreement
- c. Responsibilities of agency
- d. Identifies the on-site employer representative (when applicable)
- e. Supervisory responsibilities of the KTC practicum coordinator/instructional staff member who oversees the experience
- f. Expectations for all parties
- g. Assurance for the protection of the student

Written instructional plans for each work-based experience include:

1. At least two objectives:
 - a. To provide students with the opportunity to develop and apply a 'real-world' work experience using the knowledge and skills they attained in their program of study; and,
 - b. To provide the institution with objective input from potential employers or customers of program graduates.
2. Designation of the qualified on-site employer representative responsible for guiding and overseeing the student's learning experiences and participating in the students' written evaluations.
3. A means for written evaluation of the student experience.
4. Supervision of all work-based activities by a designated employee possessing appropriate qualifications.

IN-SCHOOL SHOP/LAB ACTIVITIES – Customer Service Experiences

Customer service is a scheduled component of various KTC programs. Students work with the public under the direct supervision of the program instructor(s). To ensure consistency in record keeping, the following budgetary accounts are maintained currently: (1) Cosmetology Clinic Receipts; (2) Cosmetology Product Sales

JOB SHADOWING

Job shadowing is a short-term learning experience in which the student observes the everyday training related activities while being performed by employees at an off-campus facility/business or in an on-campus department/office. Job shadowing experiences are based on individual program objectives and are nonpaid experiences. KTC integrates these activities into programs as appropriate.

COOPERATIVE TRAINING EXPERIENCES

Cooperative training experiences are designed to provide students with the opportunity to apply basic work habits and occupational related skills training while receiving feedback from a qualified employer representative and/or the program instructor(s). KTC integrates these activities into programs as appropriate.

UNPAID PRACTICUMS

Unpaid practicum (internship/externship/clinical) experiences are a fundamental part of the KTC healthcare programs. Students are required to participate in a learning situation relevant to their specific field of study under the supervision of a site preceptor and/or the program instructor(s), including some observational experiences. Students are evaluated in the areas of knowledge, skill, and employability while functioning in a

work-based learning environment. Practicum and clinical sites are pre-arranged by designated instructional personnel, and established by the program coordinator with a signed contract. Practicum and clinical documentation is maintained according to specific program guidelines. KTC integrates these activities into programs as appropriate.

EVALUATION/EFFECTIVENESS of PLAN

The Work-Based Activities Plan is reviewed and revised as necessary annually through student surveys, institutional data, advisory committees, administration, and staff input.

Knox Technical Center

Revision Date: March 2023

Standard 3

FOLLOW-UP PLAN

All Programs

PURPOSE

The purpose of the Follow-Up Plan is to obtain information from completers and employers of completers to evaluate program effectiveness for various modes of delivery and relevance to job requirements and to improve the quality of program outcomes.

COORDINATION AND IMPLEMENTATION OF SERVICES

The KTC Director and program coordinators are responsible for overseeing the coordination of all follow-up activities. This individual works with all staff members to ensure the follow-up data is in the student electronic file.

COLLECTION OF INFORMATION FROM COMPLETERS AND EMPLOYERS OF COMPLETERS:

Collaboration between the KTC Director, program coordinators and administrative coordinator allows for data to be collected from completers and employers of completers both timely and routinely and be randomly verified for accuracy.

Program Coordinators may utilize various forms of contact, including but not limited to the administration of graduate and employer surveys approximately four to six (4-6) months following completion of the program to gather information from each unique perspective (employer versus graduate) relating to entry-level performance and preparation, graduate/completer employment status, and salary. In instances where no response is received, social media may be used to collect follow-up data.

Occupational Advisory Committee members who are also employers provide follow-up information to coordinators relating to the relevance of the training received and its effectiveness.

FOLLOW-UP DATA COLLECTED FROM COMPLETERS AND EMPLOYERS OF COMPLETERS FOCUSED ON PROGRAM EFFECTIVENESS:

Information collected from completers and employers of completers through graduate and employer surveys as well as other sources of data focuses on effectiveness of various modes of delivery and relevance to job requirements and graduate preparation for entry-level employment. Program effectiveness is evaluated by analyzing data that is collected from completers and employers of completers.

HOW PLACEMENT AND FOLLOW-UP INFORMATION IS USED TO EVALUATE AND IMPROVE THE QUALITY OF PROGRAM OUTCOMES:

Administration, Program Coordinators, and instructional personnel utilize collected data to revise curriculum, refine program implementation as an additional means to ensure quality programming that meets the needs and standards of the industry. Program Coordinators review the results of collected data with occupational advisory members for their input and contributions for program improvement and assured quality program outcomes.

EVALUATION/EFFECTIVENESS of PLAN:

Placement and follow-up information is made available to administration, faculty, and staff throughout the year through faculty meetings, board reports, and the web page with opportunity to discuss changes and/or updates of this plan.

Knox Technical Center

Revision Date: July 2023

Standard 5

Media Services

All Programs

PURPOSE

The purpose of the KTC Media Services Plan is to support the postsecondary programs offered by the Institution thus assuring resources sufficient for quality programming allowing the institution to fulfill its mission and for students to obtain their educational goals.

STAFF RESPONSIBILITY FOR IMPLEMENTATION

The KTC Director and program coordinators are responsible for the implementation of the Media Services Plan.

INTRODUCTION

It is KTC's core belief that its students must be equipped with the proper tools to access and utilize learning resources. To better facilitate the instructional and practical needs of our adult students, each adult program has its own learning resources based on program learning objectives, industry needs, and desired outcomes. Programs allow for print media to be checked out of individual program libraries at the discretion of the instructional personnel. Additional resources are available through our main campus library, and include electronic resources accessible through the Career Center website. Delivery systems are based on objectives and consist of a combination of methods and media that best address the learning objectives of our programs.

SCOPE AND AVAILABILITY OF THE SERVICES

Because of the diversity of KTC's educational programs, each program has historically maintained its own media resources relating to its individual program objectives and desired outcomes.

A main library is located in Building #1, of the main campus with hours of operation from 8:00 am to 3:30 pm. Main Library staff is helpful in locating new resources. Electronic resources are available to all at <https://www.infohio.org/resources/item/isearch>, accessed by the link located on the KTC website under Student Dashboard/Resources/ Online Dashboard.

Computers are available for student use throughout the main campus and the extension campus, and computer labs are equipped with various software to complement individual program curriculum. Laptops are available to students and can be signed out with a coordinator's approval. Instructional personnel work closely with program coordinators and the KTC Director to ensure that appropriate media services are available to all students.

Media services are evaluated through monthly program meetings; advisory committee meetings; by students through the use of surveys; and through annual resource surveys conducted at a program level. Plans of action to address media deficiencies/needs are responsive to survey and advisory committee input.

CURRENT AND RELEVANT EDUCATIONAL MATERIALS

Each program has a designated area in which a variety of supplementary educational materials that complement the instructional and practical needs of our students are housed. The media resources consist of books, technical/trade magazines, periodicals, and audio-visuals. Programs utilize web-based student and instructor learning/teaching resources available in their individual career fields. Media resources are evaluated annually through program faculty and occupational advisory committee review for the assurance that resources are current and relevant.

Computer labs, the Resource Room, and classrooms are equipped with projection systems with the capability to utilize Apple TV, DVD, CD, Radio, and surround sound. Internet connectivity is available. The Knox County Career Center utilizes laptop carts where applicable. The Resource Room on the main campus is available for scheduling. Scanners, video recording equipment, and copy machines are available to instructional personnel and students at both the main campus and extension campus.

STAFF ROLES AND RESPONSIBILITIES OF DESIGNATED STAFF MEMBERS

The KTC Director is the designated administrator responsible for the implementation and coordination of the Media Services Plan. A Technology team member visits the building weekly for tech service, staff training or student assistance. Instructional personnel are responsible for maintaining accurate and up-to-date program media, as well as supervising the check-out of the available resources. Complete inventory by program will be maintained and shared by coordinators and instructional personnel.

ORIENTATION OF USER GROUPS

New employees are oriented to program media through completing the orientation checklist. Training will be completed by the new employee's direct supervisor.

Periodic orientation and training is available by the Technology Team upon request. Program instructional personnel provide orientation to students regarding media resources used for individual programs.

Knox Technical Center

Revision Date: March 2023

Standard 6

Adequacy and Improvement of Physical Facilities and Technical Infrastructure Plan

All
Programs

PURPOSE

The purpose of the Adequacy and Improvement of Physical Facilities and Technical Infrastructure Plan is to analyze the design and arrangement of the buildings of the institution in relationship to the institution's mission, vision, strategic plan, and to determine if the institution can handle orderly growth and expansion over a period of time.

STAFF RESPONSIBILITY FOR IMPLEMENTATION

The KTC Director, administration and IT department is responsible for the implementation of the Adequacy and Improvement of the Adequacy and Improvement of Physical Facilities and Technical Infrastructure Plan.

TECHNICAL INFRASTRUCTURE

All KTC career training programs are implemented through traditional, face-to-face instruction balanced with hands-on learning. KTC is approved to provide hybrid learning where appropriate and if deemed necessary. Hybrid makes available less than 100% of its required instructional hours via distance education. The buildings of the main campus and the extension campus are equipped with Internet capabilities. Students, staff and instructional personnel use the Internet for various purposes related to program implementation and learning.

All computers are up-to-date with the current software needed by students to complete their assignments. KTC maintains all of its in-house technology through its Information Technology (IT) Department. The IT Department maintains all computers at the KTC and updates as needed, and is available to offer technical support. The IT department maintains the hardware inventory by following a 5 year cycle of replacement process. IT Department personnel are capable of designing, implementing and maintaining the technology infrastructure needed for current and future program needs.

KTC ensures system reliability and emergency backup for its technical services. A Help Desk system is in place for reporting when equipment is not properly working. Based on problem submission through the Help Desk system, a member of the Technology Team, assesses the problem to determine the course of action whether it be repair or recommending replacement, once any budgetary considerations have been made by the program coordinator and the KTC Director.

FACILITY AND CAMPUS IMPROVEMENT NEEDS

Status

Currently, the classrooms and training labs on the KTC main campus and extension campus are sufficient for the programs offered by the institution. All buildings on both the main campus and extension campus are equipped with Internet and WiFi capabilities. It is a priority to keep up with the bandwidth needs and WiFi usability for the number of students in each building.

Improvement:

- As community needs change there may be a need to expand and/or change program offerings.

Plan

An analysis of facilities continues in relationship to the growth needs of all programs offered by KTC. To meet the needs of the students and the needs of the industry KTC uses Perkins funding, state funding, and community donations (employers, community foundations, agencies, etc.) as well as programmatic budgeting for the purchase of equipment and renovation of both classrooms and labs. With a focus on safety, the district has invested in the installment of controlled access doors and to manage who is coming into the buildings. Locked gates installed on the large labs when bay doors are open thus eliminating someone unknown entering the lab/building is another safety improvement component. The school is continuously looking for ways to increase the safety for the students and staff.

RESPONSIBILITY FOR IMPLEMENTATION

The KTC Director and the administrative team, considering input from advisory members and staff, develop the five-year strategic plan which includes improvements required to serve the students and the community. The KTC Director presents the plan to the Board of Education for approval. Once approved, coordination of resources for planning and implementation occurs through the KCCC/KTC administrative team.

EVALUATION/EFFECTIVENESS of PLAN

The administrative team, KTC staff, advisory members all have access to the plans and reviews take place on a continuous basis, and necessary adjustments to the plan are made as needed.

Knox Technical Center

Revision Date: June 2023

Standard 6	Health and Safety of the Institution's Employees, Students, and Guests to Maintain Readiness and Reporting and Investigating Incidents Plan	All Programs
------------	---	--------------

PURPOSE:

The administration, faculty, staff, and guests of the Knox Technical Center (KTC) believe that a safe, clean, and comfortable environment in which students can learn and prepare for successful entry into the workplace is critical. The purpose of this plan is to identify health and safety elements so that a safe environment is available to all.

STAFF RESPONSIBILITY FOR IMPLEMENTATION

The KTC Director is responsible for the implementation of the Health and Safety of the Institution's Employees, Students, and Guests to Maintain Readiness and Reporting and Investigating Incidents Plan.

REPORTING AND INVESTIGATING ACCIDENTS:

The safety of each student, visitor, and staff member shall be considered of paramount importance; therefore, prompt and efficient treatment of all accidents is necessary. The KTC Director shall be notified immediately when serious accidents occur. Emergency information for students and staff is accessible to the KTC Director, program coordinators, and/or front office in the event of an emergency.

Reporting and Investigation of Incidents/Accidents

Emergency Situation

In the event of an emergency situation, the employee is to secure the safety of the individual(s) and activate the emergency response system (dial 911). The employee(s) should then notify the front office (ext. 1100 – main campus; ext. 1151 – extension campus) so that the emergency medical form for the individual (if student or employee) can be pulled and made available to the response team. The front office will make reasonable efforts to contact the individual's identified emergency contact and to ensure the administrator is notified of the situation.

Non-Emergency Situations

If an individual becomes ill during class, clinical, or work experience, they are to report to the instructor and/or supervisor. The individual will be referred to their primary healthcare provider (PHCP) or sent home as necessary.

Accident/Incident Report

Any incident occurring on school property, observations, or externship site must be reported immediately. The necessary form (Accident/Incident Report) for reporting the incident is to be completed by the person involved in the accident/incident noting the appropriate action taken, and signed by any witness(es) to the accident/incident. The completed form will be submitted to the KTC Director. The KTC Director will forward the information to the appropriate parties for a formal accident investigation. Necessary changes are implemented to alleviate any potential risk from a similar incident in the future.

EMERGENCY RESPONSE AND CRISIS MANAGEMENT:

KTC in conjunction with KCCC through the Safety Committee develops, reviews, and revises as necessary, the Emergency Response and Crisis Management plans to ensure the health and safety of the institution's employees, students, and guests. Public announcements regarding emergencies are sent by School Messenger through phone message, email, and/or text. Associated drills are conducted to assure employee awareness of plans and required actions and policies are included in the employee handbook. The plans consist of the following:

Classroom Emergency Action Plan and formatted announcements

The Classroom Emergency Action Plan and School Messenger announcements were developed through the Safety Committee and have been placed in each classroom. Required annual training for staff is administered through Public School Works. Fire/ Tornado/Lockdown drills are ongoing throughout the program. Also, information is posted on the walls within the buildings so students are reminded and aware of how to handle emergencies. The "Alice" model is posted in all rooms.

AED/First Aid Equipment

Each KTC building on the main campus and the building of the extension campus have AED devices, which are clearly marked and located in public hallways. The equipment is regularly checked and serviced as needed. First aid kits are mounted in public locations as well as in buildings on both campus locations and are assessed and stocked regularly.

Safety, personal protective equipment

Programs requiring safety equipment and or standards have sufficient available supplies and orientation processes for students and employees to assure their awareness of the use of the equipment and the need for adherence to established safety standards and protocols. All students and employees are expected to adhere to established safety standards.

SECURITY ASSESSMENT

KTC/KCCC takes the safety and security of students, faculty, staff, and visitors very seriously. As unfortunate as it may be, all organizations face a certain level of risk associated with various threats, whether they are the result of natural disasters, internal threats, external threats, or accidents.

As an organization, there is a responsibility to limit or manage risks from these threats to the greatest extent possible. To ensure the assessment of safety and security concerns thoroughly and properly, KTC/KCCC has comprised a Safety and Security Committee that meets routinely to evaluate the current security and preparedness posture of the KCCC/KTC as it relates to security technologies, policies, procedures, training, and awareness, as well as drills and exercises.

PERSONNEL RESPONSIBLE FOR IDENTIFYING SAFETY ISSUES

All faculty, staff, and administration are responsible for awareness and familiarity with safety and emergency action plans and for reporting to the KTC Director, any safety issues or concerns that they identify.

Additionally, the Safety Committee holds responsibility for assessing, identifying, and establishing plans and actions for addressing identified problems or areas of concern.

EVALUATION/EFFECTIVENESS OF THE PLAN

The Safety Committee and administration review processes and plans and revise as necessary considering information from a variety of sources such as program advisory committees, students, faculty, and staff surveys. Additional information comes through feedback from annual surveys completed by students, faculty, and staff which provide input for identifying and eliminating potential safety hazards on campus. The process of review and refinement of plans and procedures is an essential means for assuring the health and safety of employees, students and guests on the KCCC/KTC campus.

Knox Technical Center

Revision Date: June 2023

Standard 6

Operation and Maintenance of
Physical Facilities/Technical
Infrastructure Plan
(Distance Education non-applicable)

All Programs

PURPOSE

The purpose of the Ongoing Operation and Maintenance of Physical Facilities and Technical Infrastructure Plan is to ensure the institution places emphasis on the operation, maintenance, and improvement of the facility in support of quality program implementation.

STAFF RESPONSIBILITY FOR IMPLEMENTATION

The KTC Director, the Supervisor of Facilities Operations, and the Superintendent develop and coordinate activities with the assistance and input of the instructional, and non-instructional, facilities operations staff and with support from the KCCC Board of Education.

Throughout the year, the KCCC Administrative Team and the Safety Committee discuss input received about the safety, operation, and maintenance of the KCCC and KTC facilities and evaluate the need for any immediate action, and annually review a plan for continuous improvement.

The Superintendent and the Supervisor of Facilities Operations determine the appropriate number of Facility Operations staff based on need and budget. Facilities Operations staff follow a schedule created by the Superintendent and the Supervisor of Facilities Operations. The Supervisor of Facilities Operations coordinates building maintenance and repair through an established and identified need.

MATERIALS, EQUIPMENT, AND SUPPLIES NEEDED

Appropriate materials, equipment, and supplies needed for maintenance and housekeeping are identified and purchased following KCCC/KTC procedures. Facilities Operations staff work to clean campus facilities to standards identified by the District. Appropriate storage space is allocated for maintenance and cleaning supplies at each building on the main campus and the extension campus. Safety Data Sheet (SDS) information is available for all cleaning materials through Public School Works (PSW). Facilities Operation staff is trained in the use of the supplies and how to apply the SDS information.

Facilities maintenance work orders are submitted using the “Submit a Work Request” link on the Public School Works website. Information/Status of the work request will be communicated through e-mail and/or in person to ensure timely completion.

KTC ensures sufficient funding through budgetary processes to ensure adequate, safe, and clean facilities with appropriate supporting utilities for classrooms, laboratories/shops, offices, restrooms, lounges, meeting rooms, parking, etc. Annually, the systematic maintenance and/or replacement of major infrastructure items (i.e., roofs, HVAC equipment, etc.) is identified and addressed to ensure the maintenance of the physical facilities. Fire alarm equipment and extinguishers are evaluated regularly for operational status.

TECHNICAL INFRASTRUCTURE

To ensure ongoing operation and to facilitate a healthy technical infrastructure that meets the needs of staff and students, the KCCC/KTC Technology Team oversees technology within the institution. The Technology Team maintains all of its in-house technology facilitated by a help desk system. The Technology Team maintains all equipment at levels to support any of the training programs offered by the institution and has established processes for emergency backup of its technical services. Technology purchases are managed through the Technology Team to ensure compatibility and efficiency.

STATE LAW AND FEDERAL CODES

The institution strives to comply with all relevant state laws and applicable federal codes and procedures.

EVALUATION/EFFECTIVENESS of PLAN

Evaluation of the members of the Facilities Operations staff and Technology Team is conducted annually. Annual assessments of the technology, safety, and maintenance of the facility are conducted by the district staff and local fire personnel. Plans for corrective actions are developed and implemented. Students evaluate the operation and maintenance of the facility through course evaluations, and as concerns regarding the safety, operation, and maintenance of the facility arise, students, visitors, support staff and faculty address concerns to the administration. Throughout the year, the Administrative Team discusses input received about safety, operation, and maintenance of the facility, and annually reviews and evaluates the plan. Revisions to the plan are made as needed, and the plan is available to students, staff, and the public.

Knox Technical Center

Revision Date: March 2023

Standard 6

Protection of the Institution's Technical Infrastructure Plan

All Programs

Purpose:

The intent of the Protection of the Institution's Technical Infrastructure Plan is to be in compliance with the Department of Education's Program Participation Agreement (PPA), Student Aid Information Gateway (SAIG), the Gramm-Leach-Bliley Act (15 U.S. Code § 6801), the Family Educational Rights to Privacy Act (FERPA), and the Council on Occupational Education's Accreditation within the technical infrastructure of the KTC networks.

Staff Responsibility and Implementation:

The Knox County Career Center Administration, KTC Director, and KCCC/KTC Technology Team works closely with program coordinators to insure proper implementation of the Protection of the Institution's Technical Infrastructure Plan.

The KTC Technology team manages and maintains the security system, hardware and software, networks, and backup for the school district (KCCC and KTC).

Personnel:

To ensure all personnel are aware of and comply with all the requirements to protect and secure data:

- Access to the server is granted by the KTC Director who puts in a work order to the technology team allowing access to specific drives. A username and password is required to access the internal server.
- Data security is addressed during employee orientation and employees granted accesses to data are required to sign usage agreements.
- Computers have access to internet services. The internal server is backed up routinely. Web Filtering program called Securly is in place for the district. Hardware firewall core routers filter all incoming traffic.
- Individual computers also require passwords to gain access to the hard drive. All electronic files sent via email are encrypted through school Google account.
- Code Level Services – Data Security for Achademix (KTC's student management program) is stored in a secure data facility in Columbus, Ohio. Backups are performed nightly and the restore points are set to every 7 days back, 1 month back and 1 year back. Data integrity is monitored through business logic coded into the user interface, as well as various other outputs. Hardware firewall core routers filter all incoming traffic. The data center meets or exceeds physical equipment security compliance requirements for HIPPA, PCI, FISMA, IRS 1075 and other compliance regulations.
- The EdConnect and EdExpress systems are located on a stand-alone computer with password protection in the office of the Financial Aid Coordinator. FSA usernames, passwords, and a two-factor authentication token are needed to access EdConnect and EdExpress systems.

- The National Student Loan Database System (NSLDS) is used for enrollment reporting and monitoring lifetime award limits. The Common Origination and Disbursement (COD) system is used to monitor award information (individual and institutional), MPN status, entrance counseling, and PLUS credit decisions. Both COD and NSLDS are web-based software sponsored by the U.S. Department of Education. An FSA user id, password, and two-factor authentication token are needed to access COD and/or NSLDS.
- The school will accept a release of information form or a request of information form completed and signed by the student to document access to student records.

Gramm—Leach—Bliley Act (GLBA)

KTC is required to maintain comprehensive written information security procedures, responsibilities and guidelines as mandated by the Federal Trade Commission’s Safeguards Rule and the Gramm – Leach – Bliley Act (“GLBA”). This law requires that KTC ensure the security and confidentiality of covered records, protect against any anticipated threats or hazards to the security of such records, and protect against the unauthorized access or use of such records or information in ways that could result in substantial harm or inconvenience to customers (students). The program is in addition to any institutional policies and procedures that may be required pursuant to other federal and state laws and regulations, including, without limitation, FERPA.

EVALUATION/EFFECTIVENESS of PLAN

Evaluation of data security measures is a continual process. Any irregularities with data systems are immediately brought to the attention of the KTC Director. The KTC Technology team will review and monitor network firewalls and IP addresses of those accessing the internal server. In the event of a data breach, the KTC Director will report the incident to the U.S. Department of Education.

Knox Technical Center

Revision Date: June 2023

Standard 10

Effectiveness of Student Services Plan

All Programs

PURPOSE

The purpose of the Plan is to ensure that student services are offered and implemented effectively to support KTC students and programs thus, fulfill its mission.

STAFF RESPONSIBILITY FOR IMPLEMENTATION

The KTC Director is responsible for the implementation of the Plan for Determining the Effectiveness of the Student Services Plan.

COLLECTION AND DOCUMENTATION OF DATA

Data relating to the effectiveness of student personnel services is collected through the following means:

- Instructional/Program evaluation – students currently enrolled in programs complete a survey at mid-program and the end of the program. These surveys include questions about student services.
- Student Suggestion Box – Suggestion/comment boxes located on the main campus and extended campus locations provide the opportunity to anonymously voice feedback or concerns about programming or student services. Additionally, in some programs, students choose a student governance structure that facilitates communication of student concerns and/or feedback to program faculty and personnel about all aspects of the program and/or student personnel services.
- Student Services Complaint Review – If a student submits a complaint relating to student services, the complaint is investigated by the KTC Director for appropriate action. Complaints are tracked to assess themes and/or trends as indicated.

Survey data is collected and summarized through an online survey system. Data is then stored electronically on a secured drive which is backed up regularly with back-ups stored off-site. Information gathered through comments submitted via the comment boxes is documented by the KTC Director. Information brought forth by students through the student governance structure is reported to and handled by the program coordinator and at faculty meetings when applicable and is therefore reflected in the meeting minutes of the associated program.

DISSEMINATION OF DATA

The survey results are disseminated to the faculty, staff and administration after review by the KTC Director bi-annually. Results are also reviewed during annual appraisals of student services personnel and used for continuous improvement of processes and services.

EVALUATION /EFFECTIVENESS OF DATA

Upon survey completion, the results are summarized and reviewed by the KTC Director. Adjustments are made as necessary to ensure effective student service implementation. Results are reviewed by administration and staff as they are collected through formal and informal meetings.

Knox Technical Center

Revision Date: March 2023

Standard 10

PLACEMENT SERVICES PLAN

All Programs

PURPOSE:

The intention of the Placement Services Plan is to offer placement services to all program participants/completers.

COORDINATION AND IMPLEMENTATION OF SERVICES:

The KTC Director oversees the implementation of placement services. The KTC Director works in conjunction with administrators, coordinator, program instructors and other staff members in compiling and disseminating the most current information/resources available to students/program completers for successful job placement.

STRATEGIES/RESOURCES UTILIZED FOR THE IMPLEMENTATION OF SERVICES:

Student Coaching

- Providing resources/administering assessment tools to assist students in determining their best career path.
- Preparing students to become job ready by assisting them in developing effective job search skills, resume writing and interviewing skills. Resources are provided by Opportunity Knox or other partners, coordinators, program instructors and hiring professionals in business and industry.

Communications Network

- KTC staff, instructional personnel and administrators communicate and establish relationships with area businesses which serve as resources for employment for graduates.
- Ongoing networking with business/industry hiring personnel for job development
- Hosting Career/Job Fairs with various companies and organizations.
- Posting and emailing latest job openings
- KTC staff are a part of the WorkDev Board within the county where up-to-date employment data and opportunities are communicated.

FILE/LISTING OF EMPLOYERS AND EMPLOYMENT OPPORTUNITIES:

The KTC Director and coordinators maintain a file of employers and employment opportunities listed on the job postings boards and emailed to students. Additionally, program coordinators maintain a list of relevant associated businesses that serve as potential venues for employment for

graduates. Many of the clinical/externship sites where the students are working end up hiring the students.

MAINTENANCE OF PLACEMENT RECORDS:

Information obtained by the KTC Director, program coordinators, instructional personnel and/or support staff relating to placement of completers is entered to the student management system. The institution's Job Placement Follow-up Plan details coordination, data collection and communication of job placement data for graduates. The program coordinator is responsible for obtaining and documenting the information. All staff assist in this process.

EVALUATION/EFFECTIVENESS OF SERVICES

The Placement Services Plan is reviewed and revised as necessary annually by the KTC Director, and program coordinators with input regarding the following:

- Successful placement of job ready student completers into positions relative to their program and/or career goals will be a significant factor in determining the overall success of placement services.
- The compilation/review of student completer's survey information relative to placement.
- Annual review of each program by their respective employer advisory boards.
- Annual review by administrative staff/program instructors to determine the effectiveness of the placement services plan.
- All relevant data gathered from sources will be utilized to determine program viability and for measuring its success.

Knox Technical Center

Revision Date: March 2023

Standard 10

Student Retention Plan

All Programs

PURPOSE:

The purpose of the Student Retention Plan is to focus on strategies that will assist with increasing retention of enrolled students in all programs.

COORDINATION AND IMPLEMENTATION OF SERVICES:

The KTC Director oversees the implementation of the Student Retention plan. The Director works in conjunction with administrators, program coordinators, instructors and other support staff members in compiling and disseminating the most current information and resources available to assist with student retention.

STRATEGIES/RESOURCES UTILIZED FOR IMPLEMENTATION:

Enrollment Process

- **Assessment:** Workkeys testing is a pre-requisite for all KTC programs to ensure that any prospective student possesses the academic skill necessary to complete their program requirements successfully. Levels have been established for each program based on the industry levels in the field.
- **Financial Aid:** All prospective students meet with financial aid coordinator prior to official enrollment. This allows for clarification of financial responsibilities when looking at the institutions program expenses and aid awarded.
- **Meet with Program Coordinator:** Program coordinator meet with all prospective students to discuss Workkeys assessment level, program curriculum, KTC and industry standards, and expectation student have for program outcomes.
- **Medical programs that offer Medical Readiness/Jump Start:** Practical Nursing, LPN to RN Transition offer a mandatory (No Cost to Student) program prior to the official start date. These programs are designed to address academic topics such as math, anatomy, physiology, study habits, time management, and other program related topics to assist the students with a plan for both expectations and a successful completion. Upon the completion of this mandatory program students have the option to continue with enrollment or withdraw their intent to attend.
- **Orientation:** All students are required to attend program orientation where the handbook is detailed with required forms for enrollment completion.

Retention Strategies:

- Attendance: Students attendance is closely monitored to ensure students will be able to graduate with meeting the schools policy and to ensure that academic levels do not fall to a level where they are not meeting academic progress.
- Academic Standard: Student academic standards are monitored to ensure a plan can be put into place quickly if a student is not meeting the requirements to successfully complete a term and/or program. Coordinators and instructors are available to assist students with tutoring, resources, and strategies for academic improvement.
- Program Survey: Students are given the opportunity at the mid-point of their program and at the end to complete anonymous surveys on both the instructors and program to input on their education experience. These results of these surveys are discussed KTC Director, program coordinator, and instructors to develop plans for program improvement.
- Exit interview: Students wanting to exit a program for any reason are encouraged to complete an exit interview with the program coordinator to determine the reason and if improvement strategies need to be addressed for KTC retention. The KTC Director meets individually with each program coordinator to discuss all student withdraws and student withdraws are reported monthly at the KCCC Board Meetings via Student Retention Report. Board members are given the opportunity to discuss improvement strategies.
- An attrition task force comprised of administration and instructional staff meet bi-annually to review attrition by program for the purpose of reviewing student withdraw data, assessing reasons for a withdraw and to initiate processes and procedures to address issues when appropriate.

EVALUATION/EFFECTIVENESS OF PLAN

The Student Retention Plan is reviewed and revised as necessary annually through student surveys, exit interviews from student withdrawals, institutional data, board members, administration, and staff input.

Knox Technical Center

Revision Date: March 2023

Standard 10

TITLE IV STUDENT LOAN DEFAULT MANAGEMENT PLAN

All Programs

Introduction:

It is the goal of the Knox Technical Center (KTC) to have a 0% default rate. The KTC staff realizes that the default management process begins with the financial aid application process and continues after graduation. We strive to maintain constant contact regarding information available to students who are beginning the enrollment and loan process, students who have officially enrolled and are receiving loan(s), and graduates who are in the repayment status.

Staff Responsibilities:

The KTC Default Prevention and Management Plan provide an overview of the efforts and dedication to promote student success and reduce student loan defaults in the William D. Stafford Direct Loan program. This plan shows both how KTC meets the requirements for the U.S. Department of Education and the Council on Occupational Education in assisting students with their needs in managing a successful repayment plan by addressing the following requirements.

- Entrance counseling to all Borrowers –all incoming students who complete an award package requesting the William D Stafford loan(s) must complete entrance counseling at www.studentaid.gov or have COD acknowledgement of previous completion. Students who need assistance with this process can request a financial aid appointment.
- Distribution of appropriate written information regarding the student loan program – Potential students meet with the Financial Aid Coordinator prior to enrolling to review program cost and financial aid award. A brief summary of the student loan process is explained at this time with written information on how to access www.studentaid.gov. If a potential student is not able to meet with the Financial Aid Coordinator when the award package is mailed, it contains information on how to complete entrance counseling. Potential students are also provided a link to access www.studentaid.gov and directed to review Federal Student Aid.
- Appropriate counseling on the part of the institution to provide guidance in debt management - Debt management is included in both the entrance counseling and exit counseling through www.studentaid.gov. Graduating students are also encouraged prior to graduation to meet with the financial aid coordinator to discuss any concerns regarding the management of their debt.
- Appropriate notification to lenders and guarantee agency regarding a student change in status – As part of Title IV regulations, institutes are required to complete a NSLDS roster quarterly with any student changes. Students who withdraw or graduate are reported to NSLDS prior to the quarterly reports.

- Appropriate exit counseling process with students withdrawing or graduating from the institution – Prior to graduation students are notified to complete exit counseling and upon withdrawing students are notified in writing of the requirement to complete exit counseling with an invitation to meet with the financial aid coordinator if assistance is needed.
- When applicable, a procedure to communicate with the borrower during a grace period – previously high-risk programs from previous default data were selected for follow up during their 6-month grace period. A letter and phone call for follow up reminding students of their repayment obligations and offering assistance on any questions is extended during the follow up. This plan has been extended to all students.

EVALUATION/EFFECTIVENESS of PLAN

A systematic annual evaluation of its default management –KTC will begin an annual evaluation of its default management and prevention at the start of each fiscal year. Student and Faculty will both have access to this plan through handbooks and web page to suggest improvements of this plan.

DEFAULT PREVENTION



PLAN/PROCEDURES FOR:

KNOX COUNTY CAREER CENTER/KNOX TECHNICAL CENTER

KNOX COUNTY CAREER CENTER/KNOX TECHNICAL CENTER

DEFAULT PREVENTION PLAN



It is the goal of the Knox County Career Center/Knox Technical Center to have a 0% default rate. The KCCC/KTC staff realizes that the default management process begins with the loan application process and continues after graduation. We strive to maintain contact with our previous graduates in repayment status to assist with their needs in managing a successful repayment plan.

Knox County Career Center/Knox Technical Center

308 Martinsburg Road, Suite A

Mount Vernon, Ohio 43050

740.393.2933

Study Student Population

- ❖ **Analyze student population** (Previous experience with Student Loan process -vs- new 1st time borrowers)
- ❖ **Identify common characteristics** between
 - Defaulters and non-defaulters
 - Borrowers and non-borrowers
- ❖ **Examine variables**
 - GPA
 - Income
 - Year in college
 - Assessment scores
 - Dislocated Worker
- ❖ **Examine demographic variables**
 - Student population by county
 - County employment and unemployment rates
 - Per capita income by county
- ❖ **Identify “best practices” among institutions and emulate them**

Target Defaulters or Students with current loans as a previous borrower

- ❖ Find alternative funding sources (Scholarships, WIA, Grants, other miscellaneous community resources)
- ❖ Promote conservative borrowing
- ❖ Offer comprehensive counseling services
- ❖ Prepare a realistic budget with student
- ❖ Discuss expenses and money-saving strategies
- ❖ Analyze salary surveys
- ❖ Assist students with researching wages through ONET and Ohio Means Jobs
- ❖ Check for previous student loans and amounts remaining for repayment
- ❖ Assist previous borrowers with contact information through the U. S. Department of Education or servicers with forms for Deferment, Forbearance, Consolidation, etc.
- ❖ Continue professional development by accessing webinars on the latest techniques in working with borrowers

Enhanced Entrance Counseling

- ❖ Distribute materials containing loan information to the borrowers for future reference
www.studentaid.gov
- ❖ Provide access to a staff member/computer/resources to complete entrance counseling
- ❖ Promote Attendance
- ❖ Offer one-on-one counseling to students throughout their enrollment period
- ❖ Provide disclosure statements
 - Cumulative amount borrowed
 - Estimated interest
 - Estimated monthly payments
- ❖ Provide loan summaries
- ❖ Remind students of their rights and responsibilities
- ❖ Distribute form towards end of training that updates address and phone numbers
- ❖ Cover the consequences of default
- ❖ Forward updated student information to the guarantor
- ❖ Require completion of exit counseling providing access to a staff member/ computer/ resources to complete counseling **prior** to the end of enrollment

Offer comprehensive counseling to Delinquent and Defaulted Borrowers

- ❖ Counsel and assist delinquent and/or defaulted borrowers either in person or over the phone.
- ❖ Act as a liaison between student and lender.
- ❖ Facilitate the completion of documents such as deferments, forbearances, and consolidation in order to expedite the clearing of accounts.
- ❖ Educate delinquent borrowers on repayment options
 - Standard repayment
 - Graduated repayment
 - Income sensitive
 - Repayment sensitive
 - Consolidation
- ❖ Educate defaulted borrowers on repayment options:
 - Regaining eligibility for Title IV aid
 - Loan rehabilitation
 - Consolidation

Enhance Exit Counseling

- ❖ Provide students with a loan summary that includes the names and phone numbers of lenders, services, and guarantee agencies
- ❖ Let students know that they can call the school for assistance
- ❖ Identify any students who may require additional counseling (students with previous loans)
- ❖ Send borrowers a letter during grace period reminding them of their rights and responsibilities

Internet Access

- ❖ Provide links for students to other financial aid and scholarship sites.
- ❖ View and print loan summaries from NSLDS <https://www.studentaid.gov> to share with borrower
- ❖ Show borrowers how to download and print deferment and forbearance forms
- ❖ Use email to communicate with borrowers
- ❖ Encourage students to use email as a way to communicate with financial aid office staff

Download Electronic School Report

40-60 Days
Deliquent

- Mail
- Letter

60-90 Day
Deliquent

- Letter
- Mail
- Follow-up Call

90 Day up to
Default

- Call Student
- Offer Assistance
- Mail Forms
- Follow-up Call to Student

Defaulted

- Call Student
- Offer Assistance
- Mail forms or Contact Lender on Behalf of Student
- Follow-up Call to Student

(Sample letter sent to delinquent student)

Date

Student Name
Address
City, State Zip

Dear Student:

We have recently received information from the Loan Origination that your student loan has been referred to us for collection assistance. This means that your account is currently delinquent.

There could be a variety of reasons that this has happened. Please contact me as soon as possible to assist you with your account. The Federal Family Education Loan Program was a valuable asset to you when you attended the Knox County Career Center/Knox Technical Center. If this loan were to go into default not only will it affect you; it will affect funding for students in the future.

The most important thing to remember about your student loan is that no matter what happens or how bad your situation gets, you should continue to communicate with us. Defaulting on a student loan is serious. This could mean that you would not be able to obtain a credit card, a mortgage, or a car loan. Your name will also be given to the Internal Revenue Service (IRS) who may take your federal income tax refund. You will also lose your rights to deferments and forbearances. Finally, legal action may be taken against you resulting in an increased interest rate and garnished wages.

Please contact the U.S. Department of Education at 1-800-848-0979 and let them know why your loan is currently delinquent. They can discuss your options for repayment or what qualifies for deferment or forbearance. If you have Internet access you can also go to www.directloan.ed.gov and request forms for deferment or forbearance.

Please contact me at (740) 393-2933 immediately if you have any questions about your repayment obligation and the options available to you.

Sincerely,

Amy Leeper-Thompson
Financial Aid Coordinator

Consequences of Default for the Borrower

- ❖ Credit report damaged (7-year min.) + higher interest rates for years
- ❖ Wage Garnishment
- ❖ Seizure of federal and state tax refunds
- ❖ Seizure of portion of any federal payment
- ❖ Legal action in federal district court
- ❖ Title IV ineligible
- ❖ May lose state occupational license
- ❖ No mortgage loans
- ❖ May have difficulty obtaining car loans
- ❖ May be unable to rent an apartment
- ❖ May be turned down for jobs.



Notice of Federal Student Financial Aid Penalties for Drug Law Violations

As required by law, this notice provides separate, clear, and conspicuous written notification of the penalties associated with drug-related offenses under section 484(r) of the Higher Education Act. It also provides notice on how to regain eligibility after conviction of a drug related offense under HEA Sec. 484(r)(2); (20 U.S.C. 1091(r)(2)).

The Higher Education Act requires that the school's notice advises the student that being convicted for any offense involving the possession or sale of illegal drugs, under any federal or state law, while the student is enrolled and receiving Title IV, HEA program funds, will result in the loss of the student's eligibility for any Title IV, HEA grant, loan, or work-study assistance. This loss is the result of the penalties under HEA Sec. 484(r)(1).

Notification of Penalties for Convictions

IN GENERAL- A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table:

For convictions involving the possession of a controlled substance, the ineligibility period is:

- First Offense = 1 year
- Second Offense = 2 years
- Third Offense = Indefinite

For convictions involving sale of an illegal substance, the ineligibility period is:

- First Offense = 2 years
- Second Offense = Indefinite

The term 'controlled substance' has the meaning given the term in section 102(6) of the Controlled Substances Act (21 U.S.C. 802(6)).

Notification of Rehabilitation Requirements to Regain Eligibility

A student whose eligibility has been suspended may resume eligibility before the end of the ineligibility period shown above if:

- (A) the student satisfactorily completes a drug rehabilitation program that--
 - complies with such criteria as the Secretary shall prescribe in regulations for purposes of this paragraph; and
 - includes two unannounced drug tests; or
- (B) the conviction is reversed, set aside, or otherwise rendered nugatory.



APPEAL FOR FINANCIAL AID PROBATION

Procedures for completing a Financial Aid Appeal:

- Complete this appeal form within 5 business days of your Financial Aid probation letter.
- Be sure to attach documentation to support your appeal.
- Submit the completed form and documentation to the Financial Aid office.
- The Program Coordinator and Financial Aid Coordinator will review your attendance and/or academic status to determine if it is possible to continue under an academic plan towards the completion of your program. If it is determined that you have the potential to successfully complete this plan, the Program Coordinator will meet with you to develop a plan for implementation. If followed, this plan will allow you to meet attendance/academic standards for the completion of your program. (Please note: If it is determined that you would not be able to complete the program under an academic plan and you appeal is denied you will be notified in writing within 5 business days of your dated appeal.)
- The Financial Aid Office will award, **one payment period only** and review your attendance/academic status at the end of the probation period/payment period to determine if you are eligible for financial aid. This review will occur after each payment period (prior to any financial aid disbursement) until you regain acceptable Satisfactory Academic Progress standing.
- **Failure to successfully complete your academic plan may result in the immediate loss of your financial aid eligibility at the Knox Technical Center.**

PLEASE INDICATE THE NATURE OF PROBLEMS THAT HAVE CONTRIBUTED TO YOUR INABILITY TO MAINTAIN SATISFACTORY ACADEMIC PROGRESS (CHECK ALL THAT APPLY)

- Personal problem (family or relationship issues).
- Adjustment to school (first time in post-secondary, study skills, issues with adjusting to academic demands).
- Issues with balancing school and work (the combination of work, school and family is overwhelming).
- Illness (recent or long-term), death of an immediate relative, family crisis, or injury.
- Job-related problems (working full, need to find a job, need to change jobs).
- Other, please specify: _____

DESCRIBE WHAT HAS CHANGED THAT WILL ALLOW YOU TO DEMONSTRATE SATISFACTORY ACADEMIC PROGRESS DURING THE NEXT PERIOD OF ENROLLMENT:

Print Name: _____

Student Signature: _____

Date: _____



Knox Technical Center

308 Martinsburg Road • Mount Vernon, OH 43050
Phone: (740) 393-2933 • email: KTCinfo@knoxcc.org

GRIEVANCE FORM

Date of Incident: _____ Grievance #: _____

(To be assigned by KTC Director)

Statement of Grievance:

Relief Sought:

Signature of Grievant(s)	Date
--------------------------	------

(Continued)

Level One-Instructor

Date of Meeting (within 3 days of date of grievance): _____

Individuals Present: _____

Disposition by Instructor: _____

Level Two-Coordinator

Date of Meeting (within 3 business days of date of Level One meeting): _____

Individuals Present: _____

Disposition by Coordinator: _____

Level Three-Director

Date of Meeting (within 3 business days of date of Level Two meeting): _____

Individuals Present: _____

Disposition by Director: _____

Level Four-Superintendent

Date of Meeting (within 3 business days of date of Level Three meeting): _____

Individuals Present: _____

Response of Grievant: _____

Disposition by Superintendent: _____

Signature of Superintendent	Date:
Received by Grievant	Date:
Note: For grievances not resolved at the institutional level you may contact the Council on Occupational Education: 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 – www.council.org - 1-800-917-2081 or 770-396-3898	

