



## 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

## 2025-2026

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

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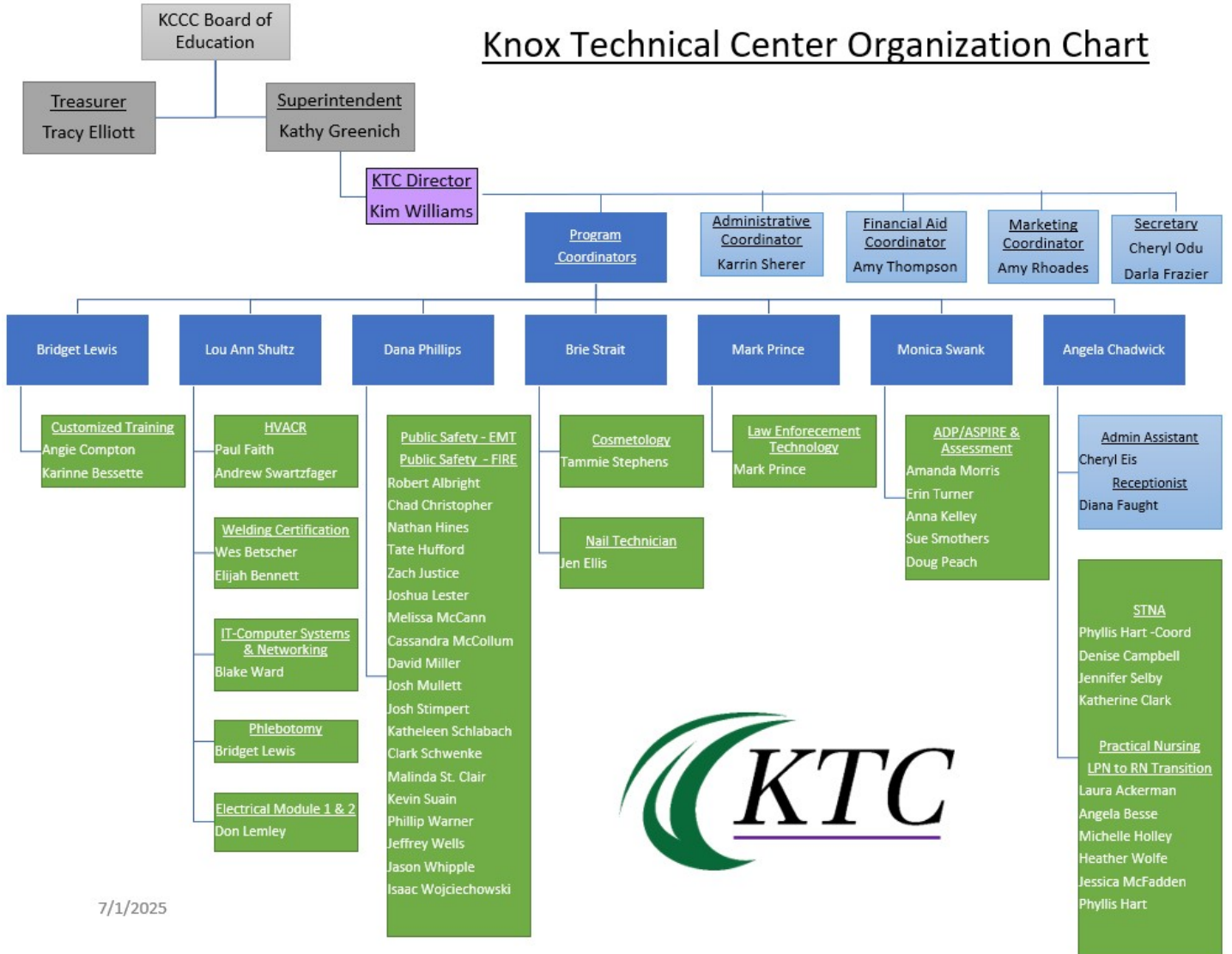
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ORGANIZATIONAL CHART

# Knox Technical Center Organization Chart



7/1/2025

## ORGANIZATIONAL OVERVIEW

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

Website: [www.knoxtechcenter.com](http://www.knoxtechcenter.com)

Telephone: 740-393-2933

### ADMINISTRATION

Kathy Greenich	Superintendent
Kim Williams	KTC Director
Tracy Elliott	Treasurer

### INSTRUCTIONAL PERSONNEL

#### ***Cosmetology***

Brie Strait, Licensed Cosmetologist	Coordinator
Tammie Stephens, Licensed Cosmetologist	Theory, Lab, Clinical
Jen Ellis, Licensed Cosmetologist	Theory, Lab, Clinical

#### ***HVACR***

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

#### ***IT-Computer Systems & Networking***

Lou Ann Shultz, BBA, CMA	Coordinator
Blake Ward, AAS Networking	Theory, Lab

#### ***Nursing Programs (NATCEP, Practical Nursing, LPN to RN Transition)***

Angela Chadwick, MSN, RN	Nursing Administrator
Laura Ackerman, BSN, RN	Nursing Faculty
Angela Besse, MSN, RN	Nursing Faculty
Denise Campbell, BSN, RN	Nursing Faculty
Kathleen Clark, BSN, RN	Nursing Faculty
Phyllis Hart, RN	Nursing Faculty
Michelle Holley, BSN, RN	Nursing Faculty
Jessica McFadden, BSN, RN	Nursing Faculty
Jennifer Selby, BSN, RN	Nursing Faculty
Heather Wolfe, BSN, RN	Nursing Faculty

#### ***Phlebotomy***

Lou Shultz, BBA, CMA (AAMA)	Coordinator
Bridget Lewis, CMA (AAMA)	Theory, Lab, Clinical

#### ***Public Safety (Fire and EMT)***

Dana Phillips, AAS-EMS, FF/P	Coordinator
Dr. Tracy Schermer	Medical Director
Robert Albright	Theory, Lab, Clinical
Chad Christopher	Theory, Lab,
Nathan Hines	Theory, Lab, Clinical
Tate Hufford	Theory, Lab, Clinical
Zachary Justice	Theory, Lab, Clinical
Joshua Lester	Theory, Lab, Clinical
Melissa McCann	Theory, Lab, Clinical

Cassandra McCollum	Theory, Lab, Clinical
Dave Miller	Theory, Lab, Clinical
Joshua Mullett	Theory, Lab, Clinical
Kathleen Schlabach	Theory, Lab, Clinical
Clark Schwenke	Theory, Lab, Clinical
Malinda St. Clair	PS Assistant
Joshua Stimpert	Theory, Lab, Clinical
Kevin Suain	Theory, Lab, Clinical
Phillip Warner	Theory, Lab, Clinical
Jeffrey Wells	Theory, Lab, Clinical
Jason Whipple	Theory, Lab, Clinical
Isaac Wojciechowski	Theory, Lab, Clinical

***Welding Certification***

Lou Shultz, BBA, CMA	Coordinator
Wes Betscher	Theory, Lab
Eli Bennett	Theory, Lab

**SUPPORT SERVICES**

Karrin Sherer	Administrative Coordinator
Cheryl Eis	Administrative Assistant
Diana Faught	Receptionist
Amy Thompson	Financial Aid Coordinator & Career Services Coordinator
Cheryl Odu	Secretary
Darla Frazier	Secretary
Amy Rhoades	Marketing Coordinator
Monica Swank	ASPIRE/ADP 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 lifelong learning skills.

## PROGRAM PHILOSOPHY

See individual program philosophy in program Supplemental Handbook.

## ACCREDITATION

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 a \$25 non-refundable fee
2. High school transcript\* or GED transcript
3. WorkKeys when applicable
4. Program-specific requirements – see the 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.  
Adult Diploma Program (ADP) students are admitted under State guidelines

**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 the approved agency. [www.knoxtechnicalcenter.com](http://www.knoxtechnicalcenter.com) > Programs > Enrollment > International Transcripts

**HOMESCHOOL TRANSCRIPTS:** Homeschooled applicants must submit a transcript confirming the applicant has completed the equivalent to a public-school curriculum per their state requirements. Visit our website for more information. [www.knoxtechnicalcenter.com](http://www.knoxtechnicalcenter.com)

## 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 (KTC) 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

KTC 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 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.

KTC has a zero-tolerance policy for students who are under the influence of drugs or alcohol. Any use of marijuana, including medical or legalized, as authorized by Ohio law, is not exempt from this policy in any way. The use of marijuana in any form for any purpose, authorized for medicinal purposes or unauthorized, will be treated the same as the use of all other Schedule 1 controlled substances, illegal drugs, or the abuse of legal drugs. Students using Schedule 1 controlled substances or illegal drugs, including medical marijuana authorized by and in accordance with Ohio law, are still subject to all provisions of this policy and may be subject to discipline including expulsion or dismissal for such use.

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 coordinator/administrator 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 KTC 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 coordinator/administrator 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 coordinator/administrator. The student will be required to meet with the program coordinator/administrator 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

The Ohio Transfer Promise will provide students with an opportunity to transfer coursework to other higher learning institutions while also providing institutional support that will assist students on their degree pathway.

Contact the program coordinator/administrator for details specific to each program. For more information visit <https://transfercredit.ohio.gov/students>

## ASSESSMENT SERVICES (CAREER)

Career assessments are available to individuals who want to learn more about the types of occupations that match their interests, skills, and values by visiting our partner [Opportunity Knox](#). KTC program coordinators will meet with students to offer career guidance. KTC coordinator appointments can be scheduled by calling the main office at 740-393-2933.

## ATTENDANCE POLICY (IN-PERSON & HYBRID)

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

### ATTENDANCE

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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

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1. Students that are unable to attend class, lab, clinical, or any other scheduled program event are expected to call the KTC 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. (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

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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 coordinator/administrator 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 coordinator/administrator 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

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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 in the grade book 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

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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 (IN-PERSON & HYBRID)

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

#### ABSENCES

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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 (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

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1. Students that are unable to attend class, lab, clinical, or any other scheduled program event are expected to call the KTC 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

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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 non-discrimination 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](http://www.knoxcc.org). The Incident Report can be requested from the KTC 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. Should the program result in state licensure testing, please refer to the program supplemental handbook for specific guidelines.

#### 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.

<p style="text-align: center;"><b>Title IX - KCCC</b> Jeff Lavin, Executive Director of Operations 306 Martinsburg Road Mt. Vernon, OH 43050 740-397-5820 TitleIXCoordinator@knoxcc.org</p>	<p style="text-align: center;"><b>Title IX- KTC</b> Kim Williams, Director 308 Martinsburg Road Mt. Vernon, OH 43050 740-393-2933 kwilliams@knoxcc.org</p>
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#### 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

KTC, in compliance with Title IV Disclosures Consumer Reporting regulations, has made the required documentation available to interested parties in KTC 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 if required) 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

KTC 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 (see section on HYBRID in this handbook) in compliance with Council on Occupational Education (COE) accreditation standards as well as Ohio Department of Higher Education (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 the use of communications technology, including mail, telephone, video conferencing, computer technology (to include electronic mail), and other electronic means. For additional information relating to program-specific policy, please refer to the program's supplemental handbook, if applicable.

#### 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 coordinator/administrator within 24 hours. A [Student 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.

#### DIPLOMA/TRANSCRIPT VERIFICATION (ADDED 2/10/2026)

##### Procedures to Evaluate the Validity of the Student's High School Diploma

If KTC has reason to believe that a high school diploma is not valid or was not obtained from an entity that provides secondary school education, KTC will obtain documentation from the high school that confirms the validity of the high school diploma, including one of the following:

- a. transcripts,
- b. written descriptions of course requirements; or
- c. written and signed statements by principals or executive officers at the high school attesting to the rigor and quality of coursework at the high school.

If the high school is regulated or overseen by a State agency, Tribal agency, or Bureau of Indian Education, KTC will confirm with, or receive documentation from that agency that the high school is recognized or meets requirements established by that agency. If KTC has published a list of high schools that issue invalid high school diplomas, KTC will confirm that the high school does not appear on that list.

A high school diploma is considered invalid if it:

- a. did not meet the applicable requirements established by the appropriate State agency, Tribal agency, or Bureau of Indian Education in the State where the high school is located;
- b. has been determined to be invalid by the Department, the appropriate State agency in the State where the high school was located, or through a court proceeding; or

c. was obtained from an entity that requires little or no secondary instruction or coursework to obtain a high school diploma, including through a test that does not meet the requirements for a recognized equivalent of a high school diploma under 34 CFR 600.2.

## 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 KTC 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 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 provided with a photo identification badge/key card, which must be worn at all times on campus or when representing KTC off campus. This badge/key card grants access to the building during scheduled class times. If a student loses their badge/key card, they must promptly inform the front office or their program coordinator. Replacement badges are available at the front desk for a fee. **Under no circumstance should a name badge/key card ever be loaned to another student or acquaintance.**

#### EMAIL

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 KTC 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 KTC of any changes in medical or emergency contact information.

EQUAL EDUCATIONAL OPPORTUNITY

Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, ancestry, religion, sex, economic status, marital status, pregnancy, age, disability, military status or sexual orientation in all decisions affecting admissions; membership in school-sponsored organizations clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity. (KCCC policy manual, section J: Student, 7/19/014)

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

**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. Follow instructions from building administration.

**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. Follow instructions from building administration.
- 2.

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 by calling the main office. 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 non-public financial information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of such information. In implementing GLBA, 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 KTC 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 in the KTC office. 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 (2) 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 KTC 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 KTC Director. The grievant shall have a right to request a hearing before the program coordinator/administrator. The program 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 KTC 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 KTC 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 KTC 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 KTC 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 KTC 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 KTC 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 KTC 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](http://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.

## HYBRID DELIVERY POLICY

This policy is subject to change at the discretion of the institution or instructor. Any changes to the policy will be communicated to students in a timely manner.

### I. Purpose

This policy defines attendance requirements for hybrid courses, which combine online and in-person learning. It aims to ensure student engagement and academic success while acknowledging the flexibility offered by online components.

### II. Definitions

- **Hybrid Course:** A course that combines both in-person and online instruction.
- **In-Person Component:** The portion of the course that meets physically in a classroom.
- **Online Component:** The portion of the course delivered virtually, which may include both synchronous and asynchronous activities.
- **Synchronous Activities:** Online activities that require students and instructors to interact in real-time (e.g., live lectures, virtual discussions).
- **Asynchronous Activities:** Online activities that students can complete on their own time (e.g., recorded lectures, online discussion forums, assignments).
- **Active Participation:** Demonstrating engagement in the course through a combination of in-person attendance, timely submission of assignments, participation in online discussions, and completion of other course activities.

### III. General Requirements

Students in hybrid courses are required to:

- Attend all scheduled in-person class meetings.
- Engage with all online course materials and activities.
- Meet all deadlines for assignments, quizzes, and other graded work.

- Participate actively in both the in-person and online components of the course.

#### **IV. In-Person Attendance**

- **Requirement:** Attendance at all scheduled in-person class meetings is mandatory.
- **Recording:** Attendance will be recorded by the instructor at each in-person meeting.
- **Absences:**
  - Students are responsible for all material covered during any absence.
  - Students should notify the instructor in advance if they anticipate an absence.
  - Excused absences may be granted at the instructor's discretion for valid reasons such as illness, family emergencies, or other unavoidable circumstances. Documentation may be required.
  - Unexcused absences may negatively impact the student's grade, as specified in the course syllabus.
- **Tardiness:** Students are required to arrive on time for in-person class meetings. Habitual tardiness may be considered equivalent to an absence and cause for discipline. KTC is a clock hour school.

#### **V. Online Participation**

- **Requirement:** Students are required to participate regularly in the online component of the course.
- **Methods of Participation:** Participation in the online component may be demonstrated through various activities, including:
  - Submitting assignments by deadlines.
  - Participating in online discussion forums.
  - Completing online quizzes or assessments.
  - Contributing to group projects.
  - Viewing or listening to online lectures or other materials.
- **Frequency:** The specific frequency of online participation will be defined by the instructor in the course syllabus. For example, students may be required to post in a discussion forum at least once per week or submit assignments on a regular schedule.
- **Synchronous Attendance:** If the online component includes synchronous sessions, attendance may be required and will be defined by the instructor.

#### **VI. Grading**

- The weight given to in-person attendance and online participation in the final grade will be clearly stated in the course syllabus.
- Instructors may consider both the quantity and quality of student participation when assigning grades.

#### **VII. Communication**

- Students are responsible for checking the course website and their official school email regularly for announcements and updates.
- Students should communicate with the instructor promptly regarding any issues that may affect their ability to attend class or participate in online activities.

#### **VIII. Make-Up Work**

- The instructor will determine the policy for making up missed work due to excused absences.
- It is the student's responsibility to request make-up work and to complete it in a timely manner.

#### **IX. Technology**

- Students are responsible for having access to the required technology and internet access for the online portion of the course.
- Technical difficulties are not an excuse for late work, but students should communicate with the instructor if they experience problems.

## 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 the program coordinator/administrator 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, KCCC/KTC 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 KTC 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

KTC 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 with KTC 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 makeup 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. When applicable, please refer to your program's supplemental handbook for additional information.

#### PRIVACY POLICY

KTC's policy for releasing information about an individual student is governed by the Family Educational Rights and Privacy Act (FERPA). Under this policy, student education records are treated as confidential and are protected from unauthorized

disclosure. Information from a student's record will not be released without the student's written consent, except in circumstances specifically permitted by FERPA (such as disclosures to school officials with legitimate educational interest or as otherwise required by law). KTC affirms its responsibility to protect student privacy and to comply with all applicable federal and state regulations regarding the access to, and release of, student information.

Legal References: See KCCC Board of Education Policies Section J, Code JO & JO-R, Dec. 15, 2016 [www.knoxcc.org](http://www.knoxcc.org)

#### 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 <https://www.knoxtechnicalcenter.com>

#### PUBLIC RECORDS POLICY

Access to information concerning the conduct of the peoples' business is a right of every person in this state. Records of the KCCC 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

The District protects the confidentiality of student records and does not release records pertaining to individual students for public inspection, disclosing information only as permitted by law and generally limiting such disclosures to directory

information in accordance with administrative regulations. Personally identifiable information is exempt from public disclosure, and directory information is not released for profit-making purposes or when a parent or eligible student has submitted a written request to withhold consent. At the same time, the institution guarantees students the right to access their education records: upon written request, eligible students (those age 18 or older or enrolled in postsecondary education) may inspect and review all records in their cumulative file within seven calendar days, with records remaining on site and qualified school personnel available to explain their contents. The District administers all student records in compliance with applicable state and federal laws, including FERPA, verifies the identity of individuals requesting access, and provides annual notice to parents and eligible students of their rights regarding the inspection, review, and correction of education records.

Legal References: See KCCC Board of Education Policies Section K, Code KBA, May 8, 2025 [www.knoxcc.org](http://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 \$3,050.00 – have ½ of program to complete, and the tuition will be \$1,525.00.

See individual program policy for specific readmission guidelines.

## REASONABLE ACCOMMODATION

KTC 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)

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## RESOURCES - LIBRARY, CABINET/LOCKERS, COPIER

### LIBRARY BOOKS

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1. Individual programs maintain a reference library available for students.
2. The KCCC main library is located in Building #1. The hours are 7:30 a.m. to 3:00 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](http://www.infohio.org/resources/item/search)

## CABINETS/LOCKERS

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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

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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 and/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 KTC are subject to the KTC 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

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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 KTC, 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](http://www.knoxcc.org).

#### BEHAVIOR CODES - KNOX TECHNICAL CENTER

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KTC 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.

## NON-DISCRIMINATION

**Discrimination Complaint Procedure** (updated on 12/1/2025 per KCCC's revised adopted policy on 10/9/25)

### Initiating a Complaint

Individuals who feel they have been subjected to unlawful discrimination or retaliation may file a complaint, either orally or in writing, with the compliance officer or an administrator, supervisor or other District-level administrator. Employees are required to promptly report to the compliance officer or an administrator, supervisor or other District-level administrator when they become aware of incidents of unlawful discrimination or retaliation. All other persons associated with the District are encouraged to promptly report when they become aware of such incidents. Any administrator, supervisor or District-level administrator who receives such a complaint must forward it to the compliance officer. If the compliance officer is the subject of the complaint, an individual may file a complaint with the

Superintendent, who shall assume the role of compliance officer for such complaints. If the Superintendent is the subject of the complaint, the complaint should be referred to the Board President.

The Board has adopted separate policies and procedures for sexual harassment. All sexual harassment reports must be managed in accordance with the sexual harassment policy and procedure.

### **Interim Measures**

Upon receiving a complaint, the compliance officer will consider whether any interim measures should be taken to restore or preserve equal access to the District's education program or activity, including measures designed to protect the safety of all parties or the District's educational environment, or deter discrimination. The compliance officer should consider the complainant's wishes with respect to interim measures, but may move forward with any interim measures deemed appropriate.

### **Investigating a Complaint**

The compliance officer shall investigate the complaint to determine whether the complainant has been subjected to unlawful discrimination or retaliation. The investigation may include individual interviews with the parties involved, interviews with individuals who may have observed the alleged conduct or may have other relevant knowledge, and consideration of any documentation or other information presented by the parties or other individuals who may have observed the alleged conduct or may have other relevant knowledge. The respondent will be provided an opportunity to respond to the allegations during the investigative process and before any determinations are made.

The District may refer the investigation to a third party.

At the conclusion of the investigation, the compliance officer shall review the merits of the complaint, summarize the relevant evidence, and prepare and deliver a written report to the complainant and respondent that outlines whether the complainant has been subjected to unlawful discrimination or retaliation. The compliance officer may consult with the Board's legal counsel prior to finalizing the report.

### **Appeal**

If the complainant is not satisfied with the decision of the compliance officer, a written appeal may be filed with the Superintendent or designee within five calendar days of receipt of the compliance officer's response. The Superintendent or designee may decide to hear or deny the request for appeal and may request additional information prior to making a decision. The Superintendent's or designee's decision will be final. A copy of the Superintendent's or designee's final decision shall be sent to the complainant and respondent.

### **Informal Resolution**

At any time during complaint procedure and prior to reaching a determination regarding responsibility, the District may facilitate an informal resolution process that does not involve a full investigation and determination of responsibility, provided that the District obtains the parties' voluntary, written consent to the informal resolution process. If the parties do not reach resolution through the informal resolution process, the parties will resume the complaint procedure at the point they left off.

Legal References: See KCCC Board of Education Policies Section A, Code AC-R, October 9, 2025 [www.knoxcc.org](http://www.knoxcc.org)

### **PUBLICATION OF THE PROHIBITION AGAINST HARASSMENT, INTIMIDATION AND BULLYING**

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Harassment, intimidation, or bullying behavior by any student/school personnel in KCCC/KTC 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 KTC District hereby designates and makes it known to all parties that the KTC Director will be its Compliance Officer to coordinate its efforts to comply with and carry out its responsibilities under Civil Rights. The KTC 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

KCCC/KTC 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 KTC, 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

KTC typically does not provide transportation for its 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, VAPING AND TOBACCO PRODUCTS

A Non-Smoking Policy is in force at KTC. 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 KTC Director.
4. A student may also submit the complaint in writing via a comment boxes located in the KTC building on the Main Campus or the extension campus building. Comment boxes are routinely checked by the KTC 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 form can be found on the website in the Student Dashboard: [KTC Accident/Incident report](#). for reporting the incident to 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 paronychia 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, amebiasis, 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/NATCEP/phlebotomy/medical assistant 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 (2<sup>nd</sup>) 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 located on the website [www.knoxtechnicalcenter.com](http://www.knoxtechnicalcenter.com)*

### **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 months x 111% = 11.11 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 (1<sup>st</sup> violation), b) lose financial aid eligibility (2<sup>nd</sup> 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 five (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

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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

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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

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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 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. KTC 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 KTC website:

Board Policy (on-line KCCC) / Campus Security Reports / Student Handbook / Other information, as requested

#### TECHNOLOGY USAGE

KTC provides electronic network with internet access. The access is provided solely for the purposes of education and educational resources. Students will sign a Technology Usage Agreement Form during orientation for their program.

#### TELEPHONE USAGE/CALLS

The view of the KTC 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 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 KTC main office or visit the website [Request for Transcript](#). 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. Any KTC student, current or prior, has the right to access at no cost a transcript for the purpose of seeking employment, regardless of financial status. 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 assistance<sup>3</sup> 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](http://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 KTC 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**

<b>REFUND POLICY</b>	
Refunds will be calculated as noted:	
<b>If Institution Cancels Class:</b>	
Any paid tuition will be refunded. This does not include fees such as program application and testing.	
<b>Withdrawal/Dismissal for programs less than 600 hours:</b>	
Prior to the first-class session	100% tuition only refund
After the first-class session	No refunds
<b>Withdrawal/Dismissal for programs 600 or more hours:</b>	
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"> <li>• 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.</li> <li>• Students dismissed for non-academic (attendance/behavior) reasons will receive no refund for the applicable terms.</li> <li>• 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.</li> <li>• 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.</li> </ul>	

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# **Knox Technical Center**

## **Standard 2E: Work-Based Activities**

### **Written Instructional Plan for Students**

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#### **SCOPE OF SERVICE/PURPOSE:**

Work-based learning activities, as defined below, play a fundamental role in the KTC career-technical training programs. The mission of KTC is to provide cutting edge programs that prepare adults with career and life-long learning skills. Work-based activities provide the adult student with opportunities to relate theory to practical application in a real-world setting. Adult students gain insight into their future roles while receiving objective feedback from employers. The overall experience also allows for ongoing feedback and focused program evaluation.

#### **BUDGETARY RESOURCES:**

Funding for the Work-Based Activities Plan is provided through program fees, cohort-specific costs, and program budgets.

#### **MAJOR ACTIVITIES:**

##### **STAFF RESPONSIBILITY FOR IMPLEMENTATION**

Program Coordinators are responsible for the development and overseeing the implementation of Work-Based Activities. Program instructors and/or on-site employer representatives collaborate with Program Coordinators as identified in the plan. The KTC Director is available for guidance and support as needed.

##### **WRITTEN INSTRUCTIONAL PLAN FOR EACH WORK-BASED ACTIVITY**

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 ensure the following:

1. All elements as specified in the Work-Based Activities Plan are evident in the Work-Based Activities Instructional Plan. The template for the Work-Based Activities Instruction Plan is used. Instructional Plans include 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 attained in their program of study; and,
  - b. To provide the institution with objective input from potential employers or customers of program graduates.
2. Program Coordinators maintain Written Agreements between the agency and the School/Program. Written instructional plans for each work-based activity include:
  - a. Designation of the qualified on-site employer representative responsible for guiding and overseeing the student’s learning experiences and participating in the student’s written evaluations.

- b. A means for a written evaluation of the student experience.
- c. Supervision of all work-based activities by a designated employee possessing appropriate qualifications.

### **IN-SCHOOL SHOP/LAB ACTIVITIES – Customer Service Experiences**

Customer relations/service is included in program curricula for all KTC programs. When applicable, students interact with the public under the direct supervision of the program instructor(s). For example, to assist in the development of customer service skills, Cosmetology students maintain the following budgetary accounts: (1) Cosmetology Clinic Receipts; (2) Cosmetology Product Sales.

### **JOB SHADOWING/OBSERVATION**

Job shadowing/observation 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/observation experiences are based on individual program objectives and are unpaid experiences. KTC integrates these activities into programs as appropriate.

### **PRACTICUMS**

Practicum (internship/externship/clinical) experiences are unpaid and are a fundamental part of various KTC programs. In programs where practicum experiences are required, students participate in a learning situation relevant to their specific field of study. Experiences are supervised by a site preceptor and/or program instructor(s). Experiences may include observational experiences where approved. 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 and established by the Program Coordinator.

### **EVALUATION/EFFECTIVENESS of PLAN:**

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

# **Knox Technical Center**

## **Standard 3: Program Outcomes Follow-Up Plan**

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### **SCOPE OF SERVICE/PURPOSE:**

The purpose of this systematic and continuous Follow-Up Plan is to serve as a critical tool for assessing, learning from, and improving programs and projects. It enhances accountability, informs decision-making, and supports the achievement of intended outcomes, ultimately contributing to more effective and impactful initiatives.

### **BUDGETARY RESOURCES:**

Funding for the Program Outcomes Follow-Up Plan is provided through program and departmental budgets.

### **MAJOR ACTIVITIES:**

#### **RESPONSIBILITY FOR COORDINATION OF FOLLOW-UP ACTIVITIES**

The KTC Program Coordinators are responsible for overseeing the collection and coordination of completion, placement, and licensure follow-up activities.

#### **METHODS FOR COLLECTION OF DATA ON COMPLETION, PLACEMENT, AND LICENSURE**

KTC Program Coordinators and the administrative staff collect and input data from completers. Student completion, placement, and licensure data are stored in our secure student information system (Achademix) and are used for reporting purposes.

Program Coordinators use a variety of methods to ensure comprehensive and accurate information. Data may be collected from one or more of the following methods: surveys, exit interviews, employer surveys, follow-up communications, data from licensing or certification organizations, online platforms, or alumni networks.

By utilizing a combination of these methods, program administrators can gather comprehensive and reliable data on completion, placement, and licensure outcomes, which can inform program improvement efforts and demonstrate the effectiveness and impact of the program to stakeholders.

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

Information is collected from completers and employers of completers through graduate and employer surveys, which focus on the effectiveness and relevance to job requirements and graduate preparation for entry-level employment. Program effectiveness is then evaluated by analyzing the data that is collected.

#### **METHODS FOR SURVEYING COMPLETERS AND EMPLOYERS OF COMPLETERS**

End-of-Program Surveys are distributed electronically to students. This confidential survey does not collect the name or email of the student to ensure that the student feels comfortable giving honest

feedback and comments about the instruction and overall program. Graduate Surveys are sent to completers within four months of program completion to collect information on program effectiveness and satisfaction with their education as they are in the workforce. Details regarding current employment are also collected from the Graduate Survey. Employer Surveys are sent biannually to gather feedback and assess satisfaction with KTC graduates.

### **COMMUNICATION OF RESULTS**

The information gathered is summarized and shared with key stakeholders annually at Occupational Advisory Meetings to promote transparency and accountability. Successes, challenges, and recommendations for improvement are utilized to inform decision-making and planning processes.

### **EVALUATION/EFFECTIVENESS of PLAN:**

The Follow-Up Plan undergoes an annual faculty and administrative review to ensure its continued relevance. Compliance is monitored via survey distribution timelines, while completion, placement, and licensure rates are assessed against benchmarks to determine success. Result analysis identifies areas for improvement. Internal or external factors contributing to inconsistencies are investigated, leading to curriculum revisions and program implementation adjustments to maintain program quality.

# **Knox Technical Center**

## **Standard 6A:**

### **Ongoing Operation and Maintenance of All Physical Facilities Plan**

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#### **SCOPE OF SERVICE/PURPOSE:**

The purpose of the Ongoing Operation and Maintenance of Physical Facilities Plan is to ensure the operation, maintenance, and improvement of the physical facilities to support quality program implementation.

#### **BUDGETARY RESOURCES:**

Funding for the Operation and Maintenance Plan is provided through program fees, cohort-specific costs, and program budgets.

#### **MAJOR ACTIVITIES:**

##### **ADEQUACY/IMPROVEMENTS TO FACILITIES**

Annually, the need for systematic maintenance and/or replacement of major infrastructure items (i.e., roofs, HVAC equipment, etc.) is identified by the KTC Director and the Supervisor of Facilities Operations. Items are addressed and budgeted to ensure the adequacy and/or improvement of the physical facilities. The Supervisor of Facilities Operations ensures that fire alarm equipment and extinguishers are evaluated to meet safety guidelines.

##### **BUDGETARY RESOURCES**

The KTC Director establishes sufficient funding through an annual budgetary process to ensure adequate, safe, and clean facilities with appropriate supporting utilities for classrooms, laboratories/shops, offices, restrooms, lounges, meeting rooms, parking, etc.

##### **PERSONNEL RESPONSIBLE 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 staff, as well as facilities operations staff and with support and approval from the KCCC Board of Education.

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. The district and Facilities Operations Team use Public School Works to track tasks and to maintain a schedule of preventative maintenance for the district.

## **NON-INSTRUCTIONAL EQUIPMENT AND SUPPLIES**

Appropriate materials, equipment, and supplies needed for maintenance and housekeeping are identified and purchased following KCCC/KTC procedures. Facilities Operations staff work to maintain campus facilities to standards identified by the District. Appropriate storage space is allocated for maintenance and cleaning supplies throughout the KTC campus. Safety Data Sheet (SDS) information is available for all cleaning materials through Public School Works (PSW). Facilities Operation staff are 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.

## **STATE LAW AND FEDERAL CODES**

The institution ensures ongoing compliance with all relevant state laws and applicable federal codes and procedures.

## **EVALUATION/EFFECTIVENESS of PLAN:**

Evaluation of this plan is conducted annually. Annual assessments of the 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 provide feedback regarding the learning environment and the operation and maintenance of the facility through program surveys. Any concerns regarding the safety, operation, and maintenance of the facility are directed to administration. The Administrative Team reviews input received about the safety, operation, and maintenance of the facility and evaluates the plan on an annual basis. Revisions to the plan are made as needed.

# **Knox Technical Center**

## **Standard 6B:**

### **Health and Safety of Employees, Students, and Guests to Maintain Readiness and Reporting and Investigating Incidents Plan**

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#### **SCOPE OF SERVICE/PURPOSE:**

At Knox Technical Center (KTC), we recognize the importance of providing our employees, guests, and students with a safe, clean, and comfortable environment. The goal of this plan is to outline essential health and safety measures to ensure that every individual has access to a secure educational setting.

#### **BUDGETARY RESOURCES:**

Funding for the Health and Safety Plan is provided through District and departmental budgets.

#### **MAJOR ACTIVITIES:**

##### **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 is our top priority; therefore, prompt investigation and timely response and/or treatment of all accidents is necessary. The KTC Director shall be notified when accidents occur. Every student completes an Emergency Information form as part of their onboarding, and each staff member completes an Emergency Information form annually. These forms are readily available 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 Information form for the individual (if student or employee) can be 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 KTC Director is notified of the situation. Emergency numbers are available to staff for after-hours emergencies.

### **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 may be referred to their primary healthcare provider (PHCP) or sent home as necessary.

### **Accident/Incident Report**

Any accident/incident that involves the health and/or safety of an individual occurring on school property, or during off-site school-related activities, must be reported immediately.

For incidents involving employees, the Accident/Incident Form, accessed via Public School Works and located on the KTC website, is to be completed, describing the incident, noting the appropriate action taken, and signed by any witness(es) to the accident/incident.

For incidents involving students and/or guests, an Accident/Incident form located on the KTC Student Dashboard is to be completed.

Accidents/Incidents are to be reported to the KTC Director within 24 hours. The KTC Director will initiate a formal investigation as appropriate. Necessary changes are implemented to alleviate any potential risk from a similar incident in the future.

### **EMERGENCY RESPONSE AND CRISIS MANAGEMENT:**

KTC complies with the District Emergency Response and Crisis Management plan. The District's Safety Committee develops, reviews, and revises as necessary the Emergency Response and Crisis Management plans to ensure the safety, security, and well-being of all individuals within our organization during emergencies and crises. Announcements regarding emergencies are sent by KTC's communication platform utilizing phone messages and/or text, as well as the institution's paging systems. Safety training and associated drills are conducted to ensure 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**

A flip chart outlining the KTC Classroom Emergency Action Plan was developed to provide instructions for specific emergencies. Copies are located throughout the KTC campus. Additionally, the "ALICE" response model is posted throughout the buildings.

#### **AED/First Aid Equipment**

KTC buildings are equipped with clearly marked AED devices located in public hallways. The equipment is regularly checked and serviced as needed. First aid kits and opioid rescue kits mounted in public locations are assessed regularly and restocked as needed. Citizen Aid Public Treatment Kits are available throughout the KTC campus.

#### **Safety, personal protective equipment**

Programs requiring specific safety equipment, such as eye wash stations, have sufficient available supplies and orientation processes for students and employees to ensure their awareness of the use of the equipment and the need for adherence to established safety standards and protocols. KTC classroom doors are equipped with access control devices. Classroom doors are also equipped with Night Lock devices. All students and employees are expected to adhere to established safety standards.

## **SECURITY ASSESSMENT**

While 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, KTC takes responsibility for mitigating these risks as much as possible. To maintain readiness, the District employs a School Resource Officer (SRO) and a therapy K-9. Main entry doors are equipped with cameras and intercom systems to screen visitors prior to allowing access. The institution's parking lots are equipped with license plate readers and shot detector devices.

## **PERSONNEL RESPONSIBLE FOR IDENTIFYING SAFETY ISSUES**

All KTC employees and students are responsible for awareness and familiarity with safety and emergency action plans. Safety issues or concerns are to be brought to the attention of the Administration.

## **EVALUATION/EFFECTIVENESS OF THE PLAN:**

KTC administration conducts regular reviews of processes and plans, updating them annually or as needed. The ongoing review and refinement of plans and procedures are crucial for maintaining the health and safety of employees, students, and visitors to the KTC campus.

Employees can access this plan through the KTC Employee Handbook, which they attest to receiving through Public School Works. Students can access the plan through the KTC Student Handbook, which they acknowledge during orientation, and which can also be found on the KTC website student dashboard.

# Knox Technical Center

## Standard 6C: Technical Infrastructure Plan

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### SCOPE OF SERVICE/PURPOSE:

The intent of the Technical Infrastructure Plan is to maintain 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.

### BUDGETARY RESOURCES:

Funding for the Technical Infrastructure Plan is provided through District and program budgets.

### MAJOR ACTIVITIES:

#### Staff Responsibility and Implementation:

The Knox County Career Center Administration, KTC Director, and District Technology Team work closely with Program Coordinators to ensure proper implementation of the Institution's Technical Infrastructure Plan. The District Technology Team manages and maintains the security system, hardware and software, networks, and backup for the school district (KCCC and KTC).

To address adequacy, improvements, and protection of the technical infrastructure, including distance education infrastructure if applicable:

- Conduct a comprehensive assessment of the current technology infrastructure, identifying areas for improvement.
- Develop a phased plan for upgrading hardware, software, and network infrastructure, considering scalability and future technology trends.

To address the ongoing operation and maintenance of technical infrastructure, including distance education infrastructure if applicable:

- Implement a regular maintenance schedule to ensure the ongoing reliability and security of the network and infrastructure.
- Work with helpdesk data to look at failing infrastructure

To ensure privacy, safety, and security of data contained within institutional networks:

- Conduct a thorough audit of existing data security protocols and identify potential vulnerabilities.
- Implement cybersecurity measures, including encryption, multi-factor authentication, and regular security audits.
- Develop and communicate clear guidelines and policies for data privacy and security.
- Network access and initial passwords for new personnel are assigned by the Technology Team.

- Data security is addressed during employee orientation, and employees are required to sign the Acceptable Use Policy/Agreement.
- Network services (internet) are available to students, employees, and visitors through different filtered networks. The internal server is backed up routinely. A web filtering program called GoGuardian is in place for the district. Hardware firewall core routers filter all incoming traffic.
- 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 HIPAA, 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. Federal Student Aid (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.

### **Gramm—Leach—Bliley Act (GLBA)**

KTC is required to maintain comprehensive written information regarding 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.

*To ensure computer system and network reliability, whether provided directly by the institution or through contractual arrangements:*

- The District maintains an Access Service Agreement with Meta Solutions to support the technology and instructional needs of the school.

*To ensure basic information about the plan is available to the administration, instructors, and staff:*

- The KTC Technical Infrastructure Plan can be found in the Student and Employee handbooks.

**EVALUATION/EFFECTIVENESS of PLAN:**

Evaluation of data security measures is an ongoing process. The effectiveness of the Technical Infrastructure Plan is reviewed and evaluated annually and revised as necessary. Any irregularities with data systems are immediately brought to the attention of the KTC Director and the District Technology Team.

The District Technology team is responsible for monitoring 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**

## **Standard 7: Student Default Management Plan**

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### **SCOPE OF SERVICE/PURPOSE:**

The goal of the Knox Technical Center (KTC) Student Default Management Plan is to mitigate student loan defaults and promote financial wellness among students. KTC recognizes 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 repayment status.

### **BUDGETARY RESOURCES:**

Funding for the Student Default Management Plan is provided through the KTC Department Budget.

### **MAJOR ACTIVITIES:**

The KTC Default Management Plan focuses on procedures (see packet) designed to reduce student loan defaults in the William D. Stafford Direct Loan program. The plan meets the requirements of the U.S. Department of Education and the Council on Occupational Education by addressing the following requirements.

- *Entrance Interviews with 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](http://www.studentaid.gov) or have a COD acknowledgment of previous completion. Students who need assistance with this process can request a financial aid appointment.
- *Distribution of Written Information that Addresses Provisions of the Student Loan Program* – Potential students meet with the Financial Aid Coordinator prior to enrolling to review program cost and financial aid package. A brief summary of the student loan process is explained at this time with written information on how to access [www.studentaid.gov](http://www.studentaid.gov). If a potential student is not able to meet with the Financial Aid Coordinator when the financial aid package is mailed, it contains information on how to complete entrance counseling. Potential students are also provided a link to access [www.studentaid.gov](http://www.studentaid.gov) and directed to review Federal Student Aid.
- *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](http://www.studentaid.gov). Students are also encouraged to meet with the financial aid coordinator prior to program exit to discuss account status and address concerns regarding the management of their debt.
- *Notification to lenders and guarantee agencies regarding a change in Student Status* – In accordance with Title IV regulations, KTC completes an NSLDS roster of student changes on a quarterly basis. Students who withdraw or graduate are reported to NSLDS upon exit.
- *Process for Conducting Exit Counseling with students withdrawing or graduating from the institution* – Students who are on track to graduate are notified prior to program completion. Dismissed or

withdrawn students are notified in writing upon program separation to complete exit counseling and are invited to meet with the financial aid coordinator if assistance is needed.

- *Communication with the Borrower During a Grace Period* – When applicable, during the grace period, the KTC Financial Aid Coordinator communicates with Title IV financial aid borrowers to ensure they understand their repayment obligations and have access to necessary support. Communication during this period includes informing borrowers about the end of the grace period, the date repayment begins, and available repayment options. Effective communication during the grace period empowers borrowers to make informed decisions about their loans and facilitates a smooth transition into repayment.

#### **EVALUATION/EFFECTIVENESS of PLAN**

The effectiveness of the Student Default Management Plan is conducted by evaluating annual cohort default rates. The Financial Aid Coordinator, with the assistance of the Director, conducts a systematic annual evaluation of the KTC Default Management Plan. This plan is available to students and instructors through the Student Handbook and revisions are made based on changes in Title IV requirements.

# **DEFAULT PREVENTION**



**PLAN/PROCEDURES FOR:**

**KNOX COUNTY CAREER CENTER/KNOX TECHNICAL CENTER**

# **DEFAULT PREVENTION PLAN**

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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 1<sup>st</sup> 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, and 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](http://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
- ❖ 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

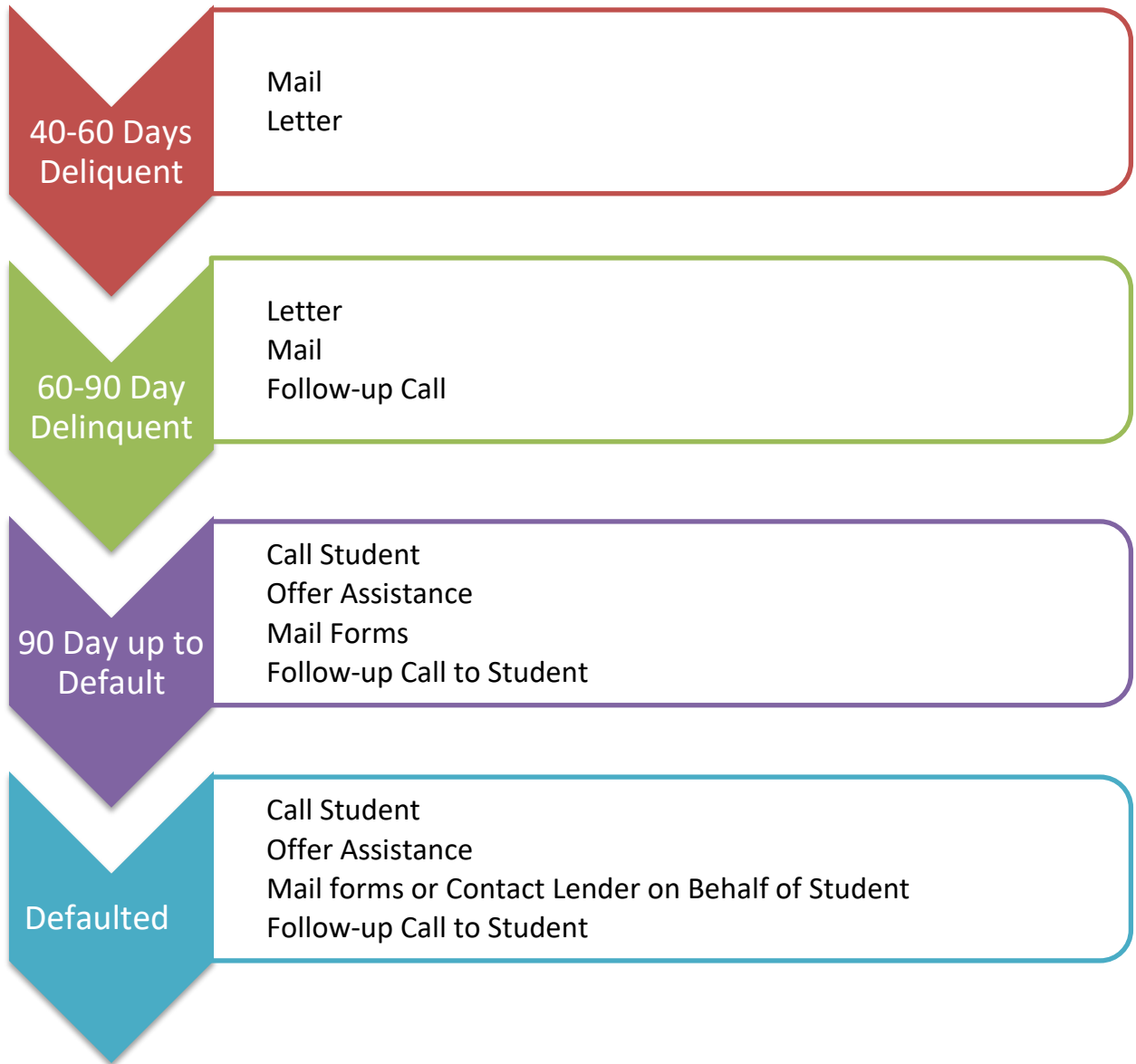
# Enhance Exit Counseling

- ❖ 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 the grace period reminding them of their rights and responsibilities, when applicable

# Internet Access

- ❖ Provide links for students to other financial aid and scholarship sites.
- ❖ 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



(Sample letter sent to delinquent student)

Date

Student Name

Address

City, State Zip

Dear Student:

We have recently received information 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 would 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) which 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 your loan servicer 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.studentaid.gov](http://www.studentaid.gov) for more information.

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 a 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.



## APPEAL FOR FINANCIAL AID PROBATION

- 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 toward 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 your 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 problems (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-time, needing 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:**

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Print Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **Knox Technical Center**

## **Standard 10A: Student Retention Plan**

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### **SCOPE OF SERVICES:**

The KTC Student Retention Plan provides a focus on strategies designed to help students successfully progress through their educational journey, stay engaged, and ultimately achieve their academic and career goals.

### **BUDGETARY RESOURCES:**

Funding for retention services is provided from multiple sources including program-specific and departmental funds. Costs may also be allocated to students directly during the enrollment process (i.e. WorkKeys).

### **MAJOR ACTIVITIES:**

#### **COORDINATION AND IMPLEMENTATION OF SERVICES:**

The KTC Director oversees the implementation of the Student Retention plan with verbal and written input from students, instructors, and staff, to ensure positive student outcomes.

#### **STRATEGIES/RESOURCES UTILIZED FOR IMPLEMENTATION OF STUDENT RETENTION PLAN:**

##### **Enrollment Process**

- **Assessment:** WorkKeys Assessments are administered as a prerequisite or in-program requirement for all KTC programs. The assessments are designed to measure academic skills and identify program readiness. Levels have been established for each program based on the industry levels in the field.
- **Financial Aid:** Prospective students meet with the Financial Aid Coordinator during the enrollment process to ensure that students have access to financial resources to afford their education. By assisting students in navigating the financial aid application process, including scholarships, grants, and loans they help alleviate financial barriers that could otherwise impede students' ability to continue their education.
- **Program Coordinator:** Program Coordinators play a critical role in fostering a supportive and inclusive learning environment, providing academic and personal support to students, and implementing retention initiatives that promote student success and persistence in the educational program.
- **Orientation:** Student orientation programs play a critical role in impacting student retention by fostering a sense of belonging, setting expectations, introducing support services, promoting integration, addressing transition challenges, empowering students, building positive relationships, and instilling institutional pride. By providing a strong foundation for students' academic and social success, orientation contributes to higher retention rates and improved overall student outcomes.

##### **Retention Strategies:**

KTC Retention strategies, tailored to the unique needs and characteristics of adult learners with diverse backgrounds, responsibilities, and motivations include:

1. **Scheduling:** Scheduling options include evening classes, weekend sessions, short-term, and accelerated programs, to accommodate the busy schedules of adult learners who may be balancing work, family, and other responsibilities.
2. **Personalized Advising and Support:** Personalized academic advising and support services are tailored to the needs of adult learners.
3. **Career Guidance:** Career services include resources and support for job searching, resume writing, networking, and interviewing skills to help adults transition successfully into the workforce.
4. **Financial Aid and Scholarships:** Provide information and assistance with financial aid options, including grants, scholarships, loans, and tuition assistance programs. Offer workshops and resources on financial literacy and budgeting to help adult learners manage their educational expenses and minimize financial barriers to retention.
5. **Supportive Learning Environment:** Create a supportive learning environment that recognizes and respects the diverse backgrounds, experiences, and perspectives of adult learners.
6. **Technology:** Utilize technology and online learning platforms to offer opportunities that allow adult learners to participate in coursework remotely. Training and support is provided for adults to navigate online learning tools and resources effectively.
7. **Academic Support:** Tutoring, academic coaching, and supplemental instruction to support adult learners in mastering course content and overcoming challenges.
8. **Recognition and Celebration:** Recognize and celebrate the achievements of adult learners, such as academic milestones, career advancements, and personal accomplishments. Host graduation ceremonies, award ceremonies, and other events to honor the accomplishments of adult learners and reinforce their commitment to their educational goals.
9. **Continuous Improvement and Feedback:** Solicit feedback from adult learners on their experiences throughout the program and use this feedback to inform continuous improvement efforts. Regularly assess program effectiveness, retention rates, and student outcomes to identify areas for improvement and implement strategies to enhance adult learner success. Exit interviews are conducted to determine reasons for withdrawal and identify improvement strategies that need to be addressed for KTC retention.

## **DOCUMENTATION**

Student Retention is reviewed on a continuous basis. When a student withdraws, the KTC Withdrawal/Dismissal Form is completed and routed to all relevant departments/individuals. The form includes the reason for the withdrawal and is maintained electronically in the student information system (Achademix).

## **EVALUATION/EFFECTIVENESS OF PLAN**

The effectiveness of the Student Retention Plan is measured by evaluating program completion rates. Program completion rates are reported annually during Occupational Advisory Meetings for each program. Current retention and completion rates are also shared with instructors and staff through formal and informal meetings and reported monthly at District Board meetings.

# **Knox Technical Center**

## **Standard 10D: Placement Services Plan**

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### **SCOPE OF SERVICE/PURPOSE:**

The purpose of the Placement Services Plan is to ensure placement services are offered to all KTC program participants/completers.

### **BUDGETARY RESOURCES:**

Funding for placement services is provided from multiple sources, including program-specific and departmental funds.

### **MAJOR ACTIVITIES:**

#### **RESPONSIBILITIES FOR COORDINATION AND IMPLEMENTATION OF SERVICES**

The KTC Director and Program Coordinators oversee the implementation of the Placement Services Plan.

#### **STRATEGIES/RESOURCES UTILIZED FOR THE IMPLEMENTATION OF SERVICES:**

##### **Communications Network**

- Ongoing networking with business/industry hiring personnel for job development and resources for employment for graduates
- Career/Job Fairs with local employers and organizations
- Participation in the local Workforce Development Board (Area Development Foundation) where current employment data and opportunities are communicated
- Partnership with Opportunity Knox Employment Center/Ohio Means Jobs

##### **Listing of Employers and Employment Opportunities:**

- KTC Career Services web page provides links to community job opportunities
- Weekly job opportunities within Knox County provided by Ohio Means Jobs are emailed to the staff

##### **Student Coaching**

- Job search, resume writing, and interviewing skills
- Referrals to Opportunity Knox, the local division of Ohio Means Jobs, for assistance with identifying skills, interests, values, and goals and to provide tailored advice and guidance.

##### **Maintenance of Placement Records for Completers:**

Placement records are maintained electronically in the KTC Student Information System (Achademix). Program Coordinators are responsible for obtaining and documenting completer information. All staff assist in this process. Records are utilized to calculate placement rates and evaluate effectiveness and alignment with the KTC mission.

## **EVALUATION OF THE PLAN/EFFECTIVENESS OF SERVICES**

Placement rates are calculated to provide a benchmark for evaluating the achievement of the KTC mission to provide cutting-edge programs that prepare adults with career and lifelong learning skills.

The Placement Services Plan is published in the institution's annually revised Employee and Student Handbooks. The plan is reviewed annually and revised as necessary by the KTC Director and Program Coordinators with input from the following:

- Data reflecting successful placement of student completers into positions relative to their program and/or career goals is shared with staff and faculty during formal and informal meetings

## **CONTINUOUS IMPROVEMENT**

- Coordinators and instructors maintain ongoing contact with their graduate completers for the purpose of sharing employment information and coaching completers on applying for open positions.
- Maintain ongoing dialogue with employers who hire the institution's graduates.
- Placement results are shared during the annual Occupational and Institutional Advisory Committee meetings with members for the purpose of feedback and continuous improvement.

# Knox Technical Center

## Standard 10E: Effectiveness of Student Services Plan

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**SCOPE OF SERVICE/PURPOSE:**

The purpose of the Plan is to ensure that the appropriate student services are offered and implemented effectively to support KTC students and programs.

- A. Academic Advisement
- B. Career Guidance
- C. Financial Assistance
- D. Orientation
- E. Retention
- F. Grievances
- G. Records
- H. Admissions

**BUDGETARY RESOURCES:**

Funding for Student Services is provided from multiple sources, including program-specific and departmental funds. Additional financial resources may be allocated through the annual budget process.

**MAJOR ACTIVITIES:**

**STAFF RESPONSIBILITY FOR THE IMPLEMENTATION OF THE PLAN**

While all KTC employees play a role in assisting students throughout their occupational educational program, shared responsibilities are identified below. The KTC Director is responsible for overseeing the implementation of the Student Services plan.

Service	Instructors	Program Coordinators	Financial Aid Coordinator	Support Staff
Academic Advisement	X	X		
Career Guidance	X	X	X	
Financial Assistance			X	X
Orientation	X	X		
Retention	X	X	X	X
Grievances	X	X		
Records	X	X	X	X
Admissions	X	X	X	X

**CAREER GUIDANCE**

KTC students receive career guidance in various ways, including individualized meetings, referrals to Ohio Means Jobs for career assessments, resume review and development, interview preparation, networking assistance, and job search strategies.

### **COLLECTION AND DOCUMENTATION OF DATA**

The effectiveness of the Student Services plan is evaluated by reviewing completion, placement, and licensure data, as well as feedback from student and graduate surveys. Occupational Advisory Committees also provide input into the effectiveness of services provided. Data from the above sources is reviewed and summarized upon completion and shared with instructors and staff. Specific program data is also presented, discussed, and documented at Supervisor Team Meetings.

Data relating to the effectiveness of the Student Services plan is also collected through:

- Instructional/Program Evaluations – KTC students complete a survey that includes questions about student services, at the midpoint (where applicable), and upon completion of the program.
- Student Suggestion Box – Suggestion/comment boxes are available to all KTC students to provide anonymous feedback or concerns. 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.
- Concerns about Student Services are investigated by the KTC Director for appropriate action. Complaints are tracked to assess themes and/or trends as indicated.

### **EVALUATION EFFECTIVENESS OF DATA**

Outcomes are reviewed through formal and informal meetings. The Student Services Plan is evaluated on an annual basis by the ongoing monitoring of performance indicators such as completion, placement, licensure, certification, and satisfaction. Areas for improvement are discussed with faculty and staff; adjustments are made as necessary to ensure effective student service implementation.



# 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:

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Relief Sought:

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Signature of Grievant(s)	Date
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(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](http://www.council.org) - 1-800-917-2081 or 770-396-3898