

# ***ADULT CENTER STUDENT HANDBOOK***

## **2026- 2027**

*Creating Successful Lives*



**Buckeye Hills Career Center**

351 Buckeye Hills Road

Rio Grande, Ohio 45674

740-245-5334

[www.buckeyehills.net](http://www.buckeyehills.net)

Description of Facilities

Gallia-Jackson-Vinton JVSD is an equal opportunity educational institution with a facility that is accessible to handicapped persons. Conveniently located near the intersection of Rt. 35 and Rt. 325 in Rio Grande, Ohio, this educational facility is accessible for persons from Gallia, Jackson, Vinton, Meigs, Mason, and surrounding counties.

The Ohio Department of Higher Education has recognized the Gallia-Jackson-Vinton Joint Vocational School District as a Center for Training Excellence (CTX) which provides to all area residents, business, and industry a cost-efficient, educationally sound way to train and upgrade the skills of the area's workforce. Our Center for Training Excellence offers the latest equipment and techniques and provides training under the direction of skilled instructors.

Our vocational school provides classrooms, skilled labs, student lounge, ample parking, and administrative offices. Classrooms and labs have access to the internet and most classes provide Chromebooks for their educational use. Students have access to computer labs for additional support throughout the buildings. Laboratories are equipped with state of the art equipment specific to their vocational program. Many of our programs offer clinicals or internships as part of their training.

The policies and procedures set forth in this handbook are subject to periodic review and revision. They may be modified or eliminated altogether at any time that Buckeye Hills determines that it is necessary or advisable to do so. Any changes will be made in the best interest of Buckeye Hills Career Center Postsecondary Education. Changes will normally be publicized by notice to student, but in any event it is each student's responsibility to familiarize himself or herself with any such changes.

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## Section I: Institutional Information

## About Buckeye Hills Career Center

### **CENTER FOR TRAINING EXCELLENCE**

The Ohio Department of Higher Education has recognized the Gallia-Jackson-Vinton Joint Vocational School District as a Center for Training Excellence (CTX), which provides to all area residents, business, and industry a cost-efficient, educationally sound way to train and upgrade the skills of the area's workforce. Our Center for Training Excellence offers the latest equipment and techniques and provides training under the direction of skilled instructors.

## Additional Information about the School

Your best source of information is in this handbook. If you still have unanswered questions, please feel free to contact the Adult office.

## Approvals and Accreditations

The Gallia-Jackson-Vinton Joint Vocational School District is approved and operates in cooperation with the Ohio Department of Higher Education and Ohio Technical Centers. Buckeye Hills Career Center is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / Fax: 770-396-3790, [www.council.org](http://www.council.org).

## Full-time Career Training Programs

**COSMETOLOGY**– Approved by the Ohio Department of Higher Education, accredited by COE and Ohio State Cosmetology and Barber Board, 5025 Brandenton Avenue, Suite 130, Dublin, Ohio 43017. Phone: (614) 466-3834, Fax: (614) 644-6880, [www.cos.ohio.gov](http://www.cos.ohio.gov)

**HVAC-R with Plumbing and Electrical** Approved by the Ohio Department of Higher Education and accredited by COE.

**LPN TO RN DIPLOMA PROGRAM** – Approved by the Ohio Department of Higher Education, accredited by COE and the Ohio Board of Nursing.

**PRACTICAL NURSING** – Approved by the Ohio Department of Higher Education; accredited by COE and the Ohio Board of Nursing.

**TECHNICIAN IN SURGERY** - Approved by the Ohio Department of Higher Education, accredited by COE, and the National Center for Competency Testing (NCCT). The program also reports to the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) and is accredited by the: Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 US Highway 19 North, Suite 158, Clearwater, Florida 33763. Phone 727 210-2350 Fax 727-210-2354 Website: [www.caahep.org](http://www.caahep.org) Email: [mail@caahep.org](mailto:mail@caahep.org)

**WELDING**- Approved by the Ohio Department of Higher Education accredited by COE.

## Short-term Career Training Programs

**HEAVY EQUIPMENT OPERATOR** – Approved by the Ohio Department of Higher Education.

# Student Calendar

## Important Dates for 2026-2027

July 3, 2026	4 <sup>th</sup> of July (Observed) - No Classes
September 7, 2026	Labor Day – No Classes
November 26 – 27, 2026	Thanksgiving Break
December 24 – 25, 2026	Christmas Break
Dec 31, 2026 - January 1, 2027	New Year's (Observed)
January 18, 2027	M. L. King, Jr Day – No Classes
February 15, 2027	President's Day – No Classes
March 26, 2027	Good Friday-No Classes
May 31, 2027	Memorial Day – No Classes
June 18, 2027	Juneteenth-No Classes

## Staff Directory

### Gallia-Jackson-Vinton Joint Vocational School District Board Members

Ms. Lynn Angell, Gallipolis City School District  
Mr. Robert Cornwell, Gallipolis City School District  
Mr. Michael P. French, Jr., Oak Hill Union Local School District  
Mrs. Beth James, Gallia County Local School District  
Mr. John Jackson, Wellston City School District  
Mr. Pat McDonald, Jackson City School District  
Mr. Brian Moore, Jackson City School District  
Mr. Terry Halley, Gallia County Local School District  
Mrs. Mary Ann Hale, Vinton County Local School District

### Administration

Jamie Nash	Superintendent
Stephanie Rife	Treasurer
Don Armstrong	Director of Policy, Compliance and Curriculum
Mark Broermann	Dean of Academics
Tyler Schweickart	Dean of Postsecondary Instruction
Ellen McCabe	Dean of Partnerships
Greg Snyder	Dean of Operations
Allen Kiger	Dean of Career Technical Education
Jared Taylor	Dean of Student Services

[nashj@buckeyehills.net](mailto:nashj@buckeyehills.net)  
[rifes@buckeyehills.net](mailto:rifes@buckeyehills.net)  
[armstrongd@buckeyehills.net](mailto:armstrongd@buckeyehills.net)  
[broermannm@buckeyehills.net](mailto:broermannm@buckeyehills.net)  
[schweickartt@buckeyehills.net](mailto:schweickartt@buckeyehills.net)  
[mccabee@buckeyehills.net](mailto:mccabee@buckeyehills.net)  
[snyderg@buckeyehills.net](mailto:snyderg@buckeyehills.net)  
[kigera@buckeyehills.net](mailto:kigera@buckeyehills.net)  
[taylorj@buckeyehills.net](mailto:taylorj@buckeyehills.net)

## Personnel

\*Subject to change with Board updates

### Full Time Staff

Adult Education Staff	Position	Education/Industry Credential-Conferring Institution
Danita Ross	Administrative Assistant	Diploma- Oak Hill High School
Susan King	Student Support Services Technician	Diploma- Oak Hill High School
Danielle Malone	Financial Aid Officer	BS-Otterbein University
Dr. Amber Nowlin	PN Program Coordinator	DNP – Eastern Kentucky University
Jamie Conway	Customized Training and Placement Facilitator	BS- Public Relations and Mass Communications
Rebecca Polinsky	Technician In Surgery Coordinator	BS HA- University of Rio Grande; Certified Surgical Technologist- NBSTSA
Jennifer Nance	Nursing Instructor	BSN-West Virginia University
Mary Shamblin	Nursing Instructor	MSN ED Nursing/MHA University of Phoenix
Cara Gibson	Nursing Instructor	BSN-University of Rio Grande
Sharelle Gerstenberger	Cosmetology Instructor	Instructor & Managers License- Ohio State Board of Cosmetology
Hunter Rife	Financial Aid Assistant	University of Rio Grande

### Part-Time Staff

Adult Education Staff	Position	Education/Industry Credential-Conferring Institution
Jessica Blevins	Technician In Surgery Instructor	Certified Surgical Technologist - NBSTSA
Erin Cales	Technician In Surgery Instructor	Certified Surgical Technologist – NBSTSA
Jennifer Spetnagel	Technician In Surgery Instructor	Associates – Fortis College
Donna Dennis	Nursing Instructor – Clinical	ASN – 19 years experience
Miranda Lambert	Financial Aid Assistant	5 years experience Fiscal Specialist/Case Manager
Rebecca Barkhurst	Postsecondary Instructor	BA-Ohio Christian University
Kelly Morgan	ASPIRE Coordinator/Instructor	BA- University of Rio Grande
Janel Kennedy	Aspire Instructor	M.Ed – 14 years experience
Amy Barr	Aspire Instructor	M.Ed – 36 years experience
Jean Ann Webster	Aspire Instructor	BS-Secondary Education – 23 years experience
Jared Potter	Aspire Instructor	BS in English / Associates in Nursing
Kassandra Day	Aspire Instructor	Masters in History
Casey Brandau	Welding Instructor	13 years experience
Ron Carter	HVAC Instructor	30 years experience – Self employed
Ricky Johnson	HVAC Instructor	11 years experience – Holzer and BHCC
Thomas Bird	HVAC Instructor	15 years experience – Self employed

## **Mission**

Creating Successful Lives

## **One-Team**

Being a member of Buckeye Hills Career Center Postsecondary Education means you are a member of One-Team. One-Team is a group of individuals who are dedicated to achieving the mutual goal of student success. Each person is recognized for the importance and purpose of their contribution to the big picture vision. One-Team is supportive, encouraging, and trustworthy. Members form a connection that encourages information sharing, individual growth, and cross-curricular collaboration. The group prioritizes communication and consistency. One-Team prioritizes student and community needs and guides the direction of the education center.

## **SECTION II: Campus Security**

# Campus Security Policies and Procedures

## **BHCC SAFETY AND SECURITY REPORT**

The safety of students, staff, and visitors to Buckeye Hills Adult Career Center is important to the School. This document is created to increase your awareness and provide you with information to better inform you of the policies and procedures that are in place to assist you.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), Buckeye Hills Career Center has prepared this document. Institutions participating in federal student aid must present to current students, future students, and employees certain crime statistics and policies in accordance with Clery Act. The report will be reviewed and updated each year by October 1st.

Buckeye Hills Adult Career Center does not have any on or off campus housing nor does it have any student organizations. No crime statistics or policies pertaining to such are included in this report. All students will be informed of this report at orientation and given access to it on our website at [www.buckeyehills.net](http://www.buckeyehills.net). A printed copy will be available upon request.

## **INTRODUCTION TO THE CLERY ACT**

In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542), institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, 2000 and 2008. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the Clery Act and is in section 485(f) of the HEA.

On March 7, 2013, the Violence Against Women Reauthorization Act of 2013 (VAWA) (Public Law 113- 14) was signed into law. VAWA includes amendments to the Clery Act. These changes require institutions to disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault and stalking, among other changes.

## **REPORTING EMERGENCY SITUATIONS OR CRIMES**

The Gallia-Jackson-Vinton Joint Vocational School District is committed to provide a secure campus. Adult student and staff are urged to report emergency situations or crimes to the Student Resource Officer, Dean of Postsecondary Instruction, or on-duty Supervisor at the below numbers or reporting to the Green Building Adult Office. If an emergency situation or crime occurs and the Supervisor feels more aid is needed, he/she will contact 911 or the Gallia County Sheriff's Department.

The Superintendent, Dean of Postsecondary Instruction or on-duty Supervisor will make the determination on the proper notification to be given to either a segment of the campus or campus wide. They will also determine how much information is appropriate to disseminate based on the severity of the incident. There is always a staff person assigned responsibility for campus at all times students are present. The person in charge will be assigned that responsibility when the upper staff member leaves campus. Duties will be assigned by the lead person in charge.

CSA's – Campus Security Authorities are individuals that have significant responsibility for student and campus activities.

Administration		Work Phone/Ext
Superintendent	Jamie Nash	740-245-5334 ext. 257
Director of Policy & Curriculum	Don Armstrong	740-245-5334 ext. 207
Dean of Operations	Greg Snyder	740-245-5334 ext. 205
Dean of Postsecondary Instruction	Tyler Schweickart	740-245-5334 ext. 359
Dean of Partnerships	Ellen McCabe	740-245-5334 ext. 219
Dean of Student Services	Jared Taylor	740-245-5334 ext 373
Practical Nursing Program Coordinator	Dr. Amber Nowlin	740-245-5334 ext. 337
Technician In Surgery Program Coordinator	Rebecca Polinsky	740-245-5334 ext. 350
School Resource Officer	Owen Greene	740-245-5334 ext. 211
Counselor	Tracey Hunt	740-245-5334 ext. 212

**VOLUNTARY CONFIDENTIAL REPORTING**

If you are the victim of a crime and do not want to pursue action within the School system or the criminal justice system, you may still want to consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. Requests will be honored to the extent possible. With such information, the School can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the School.

**LIMITED VOLUNTARY CONFIDENTIAL REPORTING**

Buckeye Hills Adult Career Center encourages anyone who is the victim or witness to any crime to promptly report the incident to the sheriff’s office. Because police reports are public records under state law, the Gallia County Sheriff’s office cannot hold reports of crime in confidence.

**MANDATORY CRIME REPORTING**

If the complaint contains sufficiently detailed information about conduct that may constitute a crime, then the matter will be reported to local law enforcement in accordance with Ohio law.

**Crime Awareness Report/Campus Crime Reports**

The following information is provided and updated annually as directed by the U.S. Department of Education through Public Law 101-542, The “Criminal Awareness and Campus Security Act of 1990”.

<b>Buckeye Hills Career Center</b>			
<b>Criminal Offenses – On Campus</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>
Murder/Non-negligent Manslaughter			
Negligent Manslaughter			
Sex offenses/forcible			
Sex offenses/Non-forcible - Incest			
Sex offenses/Non-forcible – Statutory Rape			
Robbery			
Aggravated Assault			
Burglary			
Motor Vehicle Theft			
Arson			

<b>Arrests– On Campus</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>
Weapons: carrying, possessing			
Drug Abuse Violations			
Liquor Law Violations			

<b>Arrests– Non Campus</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>
Weapons: carrying, possessing			
Drug Abuse Violations			
Liquor Law Violations			

<b>Criminal Offenses – Non Campus</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>
Murder/Non-negligent manslaughter			
Negligent manslaughter			
Sex offenses/forcible			
Sex offenses/Non-Forcible - Incest			
Sex offenses/Non-forcible – Statutory Rape			
Robbery			
Aggravated Assault			
Burglary			
Motor Vehicle Theft			
Arson			

<b>Disciplinary Referrals– On Campus</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>
Weapons: carrying, possessing	1		2
Drug Abuse Violations	8	4	11
Liquor Law Violations			

<b>Disciplinary Actions– Non Campus</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>
Weapons: carrying, possessing			
Drug Abuse Violations			
Liquor Law Violations			

<b>Hate Crimes – On Campus</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>
Murder/Non-negligent manslaughter			
Negligent manslaughter			
Sex offenses/forcible			
Sex offenses/Non-Forcible - Incest			
Sex offenses/Non-forcible – Statutory Rape			
Robbery			
Aggravated Assault			
Burglary			

<b>Violence Against Women- On Campus</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>
Dating violence			
Domestic violence			
Sexual Assault			
Stalking			

<b>Violence Against Women- Non Campus</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>
Dating violence			
Domestic violence			
Sexual Assault			
Stalking			

Motor Vehicle Theft			
Arson			
Simple Assault			
Larceny-theft			
Intimidation			
Property destruction/damage/vandalism			
<b>Hates Crimes- Non campus</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>
Murder/Non-negligent manslaughter			
Negligent manslaughter			
Sex offenses/forcible			
Sex offenses/Non-Forcible - Incest			
Sex offenses/Non-forcible – Statutory Rape			
Robbery			
Aggravated Assault			
Burglary			
Motor Vehicle Theft			
Arson			
Simple Assault			
Larceny-theft			
Intimidation			
Property destruction/damage/vandalism			

## Emergency Drills & Situations

Students will be instructed on proper actions in the event of an emergency that requires building evacuation. A student should report any injury that occurs on school property to his/her instructor. If medical treatment is required, but is not an emergency, the student will be required to seek treatment from his/her own private physician. If serious injury is incurred, the student will be transported to an Urgent Care or Emergency Department of the student's preferred provider. The student is responsible for any fees acquired.

If the student is involved in any kind of accident at the clinical site, the student's instructor and supervisor should be notified immediately as well as the supervising clinical specialist. The facility's procedures will be followed with respect to Accident/Incident reports. A copy of all such reports should be given to the instructor to be placed in the student's file.

### **FIRE DRILL**

Section 3737 of the general code of the State of Ohio requires the instruction and training of students by means of drills for rapid dismissal of the school building. The instructions that follow are to be considered as a guide to the instructors so that they may better inform those under their supervision. Every alarm should be considered real as if real danger existed.

The regulations are the suggestions of the State Fire Marshal and are to be followed:

- Any ring of the fire alarm system will be considered an actual drill.
- Students should respond to the first alarm without direction of the instructor.
- Keep the lines moving after leaving the building.
- The first student out of any exit should open the doors and hold them open or fasten them open.
- When all students are out of the classroom, the instructor will close the door and follow his/her group.
- Staff should check restrooms in their specific area.
- Students are to proceed until they are 50 feet away from the building.
- Instructors are to take attendance when students are assembled outside.
- When students leave the building they are to remain on school property.
- Talking should be limited while the drill is in progress so that needed instructions may be heard.
- Return only when directed to do so by the school official in charge.
- Report any missing student to an administrator immediately.

## TORNADO DRILL

- A tornado watch means the atmospheric conditions are such that tornadoes could develop.
- A tornado warning means an actual funnel has been sighted in your area.
- When the National Weather Service has issued a tornado watch or warning, appropriate announcements will be given over the public address system.
- The faculty will conduct a practice drill and outline specific instructions of the procedure to be followed and the location where students will go during a tornado drill.

The following will apply to the Adult Career Center:

**Plan A:** To be in effect when little or no warning is available. An announcement will be made over the public address system that a tornado warning is in effect. Have everyone in the classroom take cover under a desk. All students and staff are to remain in their assigned areas until an announcement is made over the public address system that the tornado warning is no longer in effect.

**Plan B:** To be in effect when sufficient advance warning is available to permit student movement. An announcement will be made over the public address system that a tornado warning is in effect. All classes will proceed quickly and calmly to their assigned areas.

All students and staff are to remain in their assigned areas until an announcement is made over the public address system that the tornado warning is no longer in effect.

## SHELTER-IN-PLACE

If a "Shelter-in-Place" should be mandated by the County Emergency Management personnel, the Superintendent, Dean of Postsecondary Instruction, and/or Dean will give specific instructions via the P.A. System. ALL individuals, students, staff, and visitors should carefully follow the procedures described, i.e. move inside and/or do not leave current building facility, return to particular area for Shelter-in-Place to be initiated, etc. Shelter-in-Place Team Leaders will initiate process at the direction of the Superintendent, Dean of Postsecondary Instruction, and/or Dean. All persons should follow carefully the directives of the team leader. Once again, it is important to remain calm, follow directives carefully, and DO NOT tie up phone lines.

## Gallia-Jackson-Vinton JVSD Drug & Alcohol Policy

As an academic institution, the Gallia-Jackson-Vinton Joint Vocational School's goal is to alleviate the problem of illegal drug abuse and alcohol abuse, preferably in a manner that educates rather than punishes. However, the Gallia-Jackson-Vinton Joint Vocational School is subject to the same local, state and federal laws that govern all citizens, including those that concern the use, sale and possession of drugs and alcohol on school premises or while engaged in any school activity. Therefore, engaging in such illegal actions will be subject to the disciplinary procedure up to and including suspension and expulsion. Individuals cannot be protected by the district from the possible additional legal consequences of their acts.

The district considers the use, possession, cultivation, sale, distribution or transfer of any unlawful drug or alcoholic beverage unacceptable behavior and incompatible with the educational goals of the district. Therefore, they are prohibited on the campus or while engaged in any school activities of the Gallia-Jackson-Vinton Joint Vocational School. The actual or intended manufacturing, distributing, dispensing, possession or use of any unlawful drug or alcoholic beverage is grounds for dismissal.

It is the responsibility of the student to notify the administration of any violations of this policy so appropriate action may be taken. The district's disposition of individual cases does not preclude criminal prosecution in accordance with federal and state laws. Due process guaranteeing fundamental fairness, as determined by the district community, shall be adhered to in the treatment of these matters.

Counseling and treatment options are available for anyone who suspects he/she has a problem with drugs or alcohol.

Drug/Alcohol Addiction Treatment			
Mental Health Board	53 Shawnee Lane	Gallipolis, OH 45631	740-446-3022
Health Recovery Services	3086 State Route 160	Gallipolis, OH 45631	740-446-7010
Health Recovery Services	507 Mulberry Heights	Pomeroy, OH 45769	740-992-5277
Health Recovery Services	320 W. Main Street	McArthur OH 45651	740-596-2543
Field Of Hope Community Campus	11818 State Route 160	Vinton, OH 45686	740-245-3051
TASC of Southeast Ohio	499 Jackson Pike	Gallipolis, OH 45631	740-446-6471
TASC of Southeast Ohio	3375 Mount Zion Rd	Jackson, OH 45640	740-286-2918

TASC of Southeast Ohio	31053 Industrial Park Dr.	McArthur, OH 45651	740-596-9672
TASC of Southeast Ohio	788 N. Second Ave, Suite A	Middleport, OH 45760	740-992-3965
Spectrum Outreach Services	458 2 <sup>nd</sup> Ave	Gallipolis, OH 45631	740-446-2085
Spectrum Outreach Services	345 E. Main Street	Jackson, OH 45640	740-288-3767
Hopewell Health Centers	3086 St. Rt. 160	Gallipolis, OH 45631	740-446-5500
Hopewell Health Centers	500 Burlington Road, Suite 240	Jackson, OH 45640	740-286-5075
Hopewell Health Centers	502 McCarty Lane, Unit #5	Jackson, OH 45640	740-286-5245
Hopewell Health Centers	112 East Memorial Drive	Pomeroy, OH 45769	740-992-2192
Hopewell Health Centers	313 W. Main Street	McArthur, OH 45651	740-596-2809
STEPS of Recovery	1354 Jackson Pike	Gallipolis, OH 45631	740-411-9800
Bassett House	10050 Bassett Road	Athens, OH 45701	740-594-8108
Mental Health Treatment			
Hopewell Health Centers	3086 St. Rt. 160	Gallipolis, OH 45631	740-446-5500
Hopewell Health Centers	500 Burlington Rd, Suite 240	Jackson, OH 45640	740-286-5075
Hopewell Health Centers	502 McCarty Lane, Unit #5	Jackson, OH 45640	740-286-5245
Hopewell Health Centers	112 East Memorial Drive	Pomeroy, OH 45679	740-992-2192
Wing Haven	95 Main Street	Vinton, OH 45686	740-388-8567
Integrated Services	1591 State Route 160	Gallipolis, OH 45631	740-208-0138
Mental Health Board	53 Shawnee Lane	Gallipolis, OH 45631	740-446-3022
Pretera Center	710 Viand Street	Point Pleasant, WV 25500	304-675-2361

## Preventing, Education, and Responding to Sex Offenses

Buckeye Hills Career Center prohibits dating violence, domestic violence, sexual assault, and stalking (Sex Offenses) as defined in the Campus Security and Crime Report. The School educates the student community about Sex Offenses through resource references in the Campus Security and Crime Report. The School offers Sex Offense education and information programs to students and employees upon request. Buckeye Hills Career Center will comply with a student's request for assistance in notifying authorities if requested.

Educational programs are available for Bystander Intervention listed in the Resource section of the Campus Security and Crime Report. This includes safe, effective, and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of harm, including sexual assault, domestic violence, dating violence, or stalking. Bystander intervention includes recognizing situations of potential harm, evaluating the situation and options, and deciding what intervention is appropriate.

If you are a victim of a Sex Offense at this School, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The School strongly advocates that a victim report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Sex Offenses should be reported directly to the School Resource Officer, Deputy Shaffer (740-245-5334 ext 250) and/or to the Dean of Postsecondary Instruction, Jamie Bartee (740-245-5334 ext. 332) or their designate.

A victim of a Sex Offense has the option to notify law enforcement authorities and campus authorities, or may decline to do so. When a Sex Offense victim contacts the School Resource Officer or Dean of Postsecondary Instruction, the Gallia County Sheriff's office will be notified as well. The Superintendent will also be notified. The victim of a Sex Offense may choose for the investigation to be pursued through the criminal justice system and the Buckeye Hills Career Center disciplinary process, only the latter, or may choose not to participate in an investigation. A representative from the Sheriff's office or the Dean of Postsecondary Instruction will guide the victim through the available options and support the victim in his or her decision. The School provides written notification to students, employees, and Sex Offense victims about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services, inside and outside the School system through the agencies listed in the Resources section of the School's Annual Campus Security and Crime Report.

Filing a police report with a School Resource Officer or Sheriff's office will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

## **INVESTIGATION AND DISCIPLINARY PROCEDURE**

### **Assessment/Investigation of Sexual Harassment**

Any person may report sexual harassment, including dating violence, domestic violence, sexual assault, and stalking to the District's Title IX Coordinator:

Don Armstrong, Director of Policy, Compliance, and Curriculum  
Tyler Schweickart, Dean of Postsecondary Education  
Address: Buckeye Hills Career Center. PO Box 157, Rio Grande, OH 45674  
Phone number: 740-245-5334

Such a report may be made in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Reports will be reviewed in accordance with the District's [Sexual Harassment Policy](#) and will be adjudicated in accordance with the District's [Sexual Harassment Grievance Process](#), a summary of which is provided below.

#### *Supportive Measures*

Upon the receipt of a report, the Title IX Coordinator will promptly contact the Complainant to discuss the availability of supportive measures (also known as protective measures), consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, leaves of absence, increased security and monitoring of certain areas of the District's property, campus escort services, changes in work locations and other similar measures.

#### *Investigation*

Upon receipt of a formal complaint, the District will provide written notice to the known parties of the allegations of sexual harassment, including information about the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, the date and location of the alleged incident, and any sufficient details known at the time. The District will conduct an investigation which will include party interviews and an opportunity for parties to present witnesses and evidence.

The District will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. Prior to completion of the investigative report, the Title IX Coordinator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties have 10 calendar days to submit a written response to the Title IX Coordinator, which the investigator will consider prior to completion of the investigative report.

The investigator will prepare an investigative report that fairly summarizes relevant evidence and send the report to the Title IX Coordinator. The Title IX Coordinator will send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response. The parties have 10 calendar days to submit a written response to the Title IX Coordinator.

#### *Hearing*

The investigative report will be submitted to the decision-maker and a hearing will be held no sooner than 10 calendar days from the date the Complainant and Respondent receive the investigator's report. Live hearings may be conducted with all parties physically present in the same geographic location or, at the District's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other. At the live hearing, the decision-maker will permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. The District will create an audio or audiovisual recording or transcript of any live hearing and make it available to the parties for inspection and review.

#### *Decision*

After the hearing, the decision-maker will issue a written determination regarding responsibility based on a preponderance of the evidence standard. "Preponderance of the evidence" is a determination based on facts that are more likely true than not. In the preponderance of the evidence standard, where the evidence in a case is "equal" or "level" or "in equipoise," the preponderance

of the evidence standard results in a finding that the Respondent is not responsible. Following any determination of responsibility, the District may implement disciplinary sanctions in accordance with State or Federal law and or/the negotiated agreement. For students, the sanctions may include disciplinary action, up to and including permanent exclusion. For employees, the sanctions may include any form of responsive discipline, up to and including termination. A copy of the written determination will be provided to both parties simultaneously, and generally will be provided within 60 calendar days from the District's receipt of a formal complaint.

### *Appeal*

Either the Complainant or Respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint. The request to appeal must be made in writing to the Title IX Coordinator within seven calendar days after the date of the written determination.

The appeal decision-maker must notify the other party in writing when an appeal is filed and give both parties a reasonable equal opportunity to submit a written statement in support of, or challenging, the outcome. After reviewing the evidence, the appeal decision-maker must issue a written decision describing the result of the appeal and the rationale for the result. The decision must be provided to both parties simultaneously, and generally will be provided within 10 calendar days from the date the appeal is filed.

### *Informal Resolution Process*

Except when concerning allegations that an employee sexually harassed a student, at any time during the formal complaint process and prior to reaching a determination regarding responsibility, the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.

The informal resolution process generally will be completed within 30 calendar days, unless the parties and the Title IX Coordinator mutually agree to temporarily delay or extend the process. The formal grievance process timelines are stayed during the parties' participation in the informal resolution process. If the parties do not reach resolution through the informal resolution process, the parties will resume the formal complaint grievance process, including timelines for resolution, at the point they left off.

### *Dismissal*

If at any time it is determined that the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment under the Sexual Harassment policy, the Title IX Coordinator will dismiss the complaint and direct the individual to the applicable sex discrimination process for investigation.

### **Assessment/Investigation other forms of Discrimination, Harassment and Misconduct**

The Grievance Officer is responsible for the prompt and impartial investigation of allegations of discrimination, harassment, and/or misconduct that does not fall under the Sexual Harassment policy. The Grievance Officer identifies and addresses any patterns or systemic problems that are identified during the review of such complaints. The Grievance Officer receives training during the year on proper investigative procedures through on-line training or seminars.

The following steps will normally be taken in an investigation, subject to the applicable Board Policy or Regulation:

- Notice will be provided to the grievant and accused that an investigation is in progress.
- Interim measures to prevent continued discrimination, harassment, or sexual misconduct will be considered and implemented during the investigation period, as deemed appropriate.
- Relevant witnesses, including the grievant, accused, and all first-hand witnesses will be identified and separately interviewed. The parties (grievant or accused) will have the opportunity to provide names of witnesses.
- Parties will be permitted to bring a support person, but the support person will not be able to participate directly in the investigation.
- Parties will be permitted to present relevant evidence to the Grievance Officer. It is the expectation of the investigator that parties are truthful or forthright with providing information and will not withhold or omit information.
- Confidentiality concerns and the School's prohibition on retaliation will be discussed with the grievant, accused, and all witnesses.
- The grievant, the accused, and all witnesses will be asked to put their statements in writing.
- Findings of fact will be made by the Grievance Officer. The Grievance Officer will complete a written report with a summary of the investigation and findings of fact based on the preponderance of the evidence. Specific recommendations may be provided as necessary. The summary of the findings will be provided to both parties.
- Upon a complaint being filed, the School will work to complete its investigation in a timely matter, within the reasonable

timeframe. A reasonable amount of time will be determined on a case-by-case basis, depending on factors such as the number of parties to be interviewed and their immediate availability to meet. In the event that the investigation is to exceed sixty (60) days, the Grievance Officer will contact the parties to inform them of the delay.

- For the purposes of review, evidence provided (i.e., copies of emails, social media printouts, audio recordings, video recordings, etc., if supplied) will remain with the working notes in the Grievance Officers office. The documents will be in a secure location and will be maintained as required by the Records Retention Procedures.
- The Grievance Officer is a neutral party who examines the facts as presented as a part of the investigatory process. No illegal bias will occur in the evaluation of information. All parties and witnesses are obligated to timely provide the Grievance Officer with all of the information and documentation available, to help the School in conducting the investigations. Failure to comply honestly when providing information or to omit information will be addressed through appropriate discipline.

### *Adjudication*

The written summary of factual findings by the Grievance Officer will be forwarded to the appropriate department for further adjudication based on the preponderance of the evidence:

- For findings regarding a **student**, the Grievance Officer will review the findings and will determine whether conduct is actionable and/or an appropriate sanction is warranted in accordance with the Student Code of Conduct.
- For findings regarding an **employee**, the Grievance Officer and the employee's direct supervisor will review the investigator's findings to determine whether the conduct is actionable and/or an appropriate sanction is warranted. A pre-disciplinary process will be conducted pursuant to School disciplinary policy and/or an applicable collective bargaining agreement.
- For findings regarding a **vendor**, contractor, subcontractor, or others doing business with the School, the Grievance Officer will review in accordance with the third party contract and all applicable School policies and procedures to determine whether conduct is actionable and/or an appropriate sanction is warranted.

### *Sanctions*

- Student Sanctions – Sanctions for violations of discrimination, harassment, and/or sexual misconduct by a student will be imposed in accordance with the School's Student Code of Conduct. If during a student conduct hearing, the alleged student is found responsible, the extent of sanctions will be determined by the Grievance Officer.
- Employee Sanctions – Sanctions for discrimination, harassment, and/or sexual misconduct by an employee will be imposed in accordance with the School's Disciplinary Policy and/or disciplinary provisions of the applicable collective bargaining agreement. Whether sanctions will be imposed, and to what extent, will be considered by the Grievance Officer and the direct supervisor.
- Third-Party Sanctions – Sanctions for discrimination, harassment, and/or sexual misconduct by a third party will be imposed following review by the Grievance Officer.
- Potential Types of Sanctions – Sanctions that could be imposed for a violation of the School's Non-Discrimination and/or Sexual Harassment Policy include, but are not limited to, probation, loss of privileges, written warning, suspension (employment or academic), and expulsion (academic) or termination (employment/third party contract).
- Remedies/accommodations for the grievant may include, but are not limited to:
  - Counseling and/or medical services.
  - Academic support services, such as tutoring.
- Additional remedies for the campus community to remedy the effects of sexual misconduct may include, but are not limited to:
  - Counseling or other victim services to all students affected by sexual misconduct or violence.
  - Focused training sessions.
  - Developing and distributing materials on sexual misconduct and violence.

### *Notification*

- If, based on a preponderance of the evidence, it is found that a violation of the School's Non-Discrimination and/or Sexual Harassment Policy has occurred, the parties will be immediately and simultaneously notified of the finding in writing.
- Notification of a determination can be expected within sixty (60) calendar days of the report. If circumstances require more time for completion of the investigation and review, the parties will be notified of the reason for the delay and advised of subsequent timeframes for completion of the investigation and review.
- The simultaneous written notice to both parties of the outcome of the complaint will include a notice of and option to appeal.

### *Appeal Procedures*

- Students (Grievant or Accused) – Any student who has reasonable basis as outlined in the Handbooks to appeal the determination, may exercise rights under the Grievance Policy.
- Employees (Grievant or Accused)
  - Non-bargaining unit employees – Any employee grievant who has reasonable basis as outlined in the School's Employee

Grievance Policy to appeal the determination may exercise rights under the aforementioned policy.

- Bargaining unit member employees – Any employee who has reasonable basis as outlined in the applicable collective bargaining agreement to file a grievance as to the determination may exercise rights in accordance with the applicable collective bargaining agreement.

### **Confidentiality and Amnesty**

- Confidentiality – The School will protect the confidentiality of victims and other necessary parties and will provide written notification to victims of such protections, including:
  - Publicly available reporting will be made without the inclusion of personally identifying information about the victim.
  - Accommodations or protective measures provided to the victim will be kept confidential, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide accommodations or protective measures.
  - A complainant or grievant may request confidentiality during the investigation process. The School takes such requests seriously and will endeavor to protect the privacy of the parties involved; however, such requests may limit the School's ability to investigate and take reasonable action in response to a report. In such cases, the Title IX Coordinator of Grievance Officer in consultation with Schools legal counsel will evaluate the request for confidentiality in the context of the School's commitment to provide a reasonably safe and non-discriminatory environment. If a grievant requests that his or her name or other identifiable information not be disclosed to the accused, or that no action be taken against the accused, he or she will be advised that this may result in limiting the School's ability to respond to the report.
- Amnesty – The District grants amnesty to students who may have violated alcohol and/or drug provisions of the School's Student Code of Conduct at the same time of the incident when he or she became a victim of sexual assault. Therefore, no alcohol or drug charges are applied to a student who reports that he or she was under the influence of alcohol or drugs at the time of a sexual assault.

### **Rights of Parties**

- Both the complainant/grievant and the accused shall be afforded:
  - Proceedings that will:
    - Include a prompt, fair, and impartial process from the initial investigation to the final result, which is:
      - Completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay.
      - Conducted in a manner that is consistent with the institution's policies and transparent to the accuser and accused; includes timely notice of meetings at which the accuser or accused, or both, may be present; and provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings.
      - Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.
    - Be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
    - Provide the accuser and the accused with the same opportunities to have others present during any disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.
    - Not limit the choice of advisor or presence for either the accuser or the accused in any meeting or disciplinary proceeding; but the District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
    - Require simultaneous notification, in writing, to both the accuser and the accused, of:
      - The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking.
      - The institution's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available.
      - Any change to the result.
      - When such results become final.
  - The right to be provided with written notification as to the standard of evidence used during institutional conduct proceedings.
  - The right to timely notification, in writing, of the outcome of any administrative or student conduct board hearing decision and any sanction(s) that may have been assigned.
  - The right to be granted, if reasonably available, a change in academic arrangement, or other steps necessary to prevent unnecessary or unwanted contact.
  - The right to appeal the decision of a hearing or conference.
- The grievant/alleged victim of a Sex Offense and/or violation of the School's Non-Discrimination and/or Sexual Harassment

Policy shall be afforded:

- The right to decide whether or not to notify local law enforcement authorities and/or to file a report with the Grievance Officer
- The right to answer questions posed by the accused outside of the physical presence of the accused.
- The right to remain present throughout the entire hearing (except during deliberations).
- The right to not have his/her past behavioral history discussed during the hearing. (The hearing chair shall determine the relevance of each question.)
- The right to be granted a reasonable change in academic arrangement or other steps necessary to prevent unnecessary or unwanted conduct.
- The right to be provided with and written notification as to:
  - Procedures victims should follow if a Sex Offense has occurred.
  - The procedures for institutional disciplinary action for Sex Offenses.
  - Any available assistance for changing academic, transportation, and working situations, if requested by the victim.
  - Information concerning the victim's option to decline to notify law enforcement and/or campus authorities.
  - The victim's rights and the School's responsibilities regarding protection orders, no contact orders, restraining orders, or similar lawful orders.
  - Information concerning victim advocacy, student mental health services, or other available community resources.
  - How to report retaliation or harassment as a result of reporting acts of sexual misconduct.

### **Sanction Guidelines**

The following sanctions may be imposed upon any student found to have committed Sexual Harassment or other forms of discrimination, harassment and misconduct:

**Warning** – A notice in writing to the student that the student is violating or has violated institutional regulations.

**Probation** – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of progressively more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during or after the probationary period.

**Loss of Privileges** – Denial of specified privileges for a designated period of time.

**Restitution** – Compensations for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

**Discretionary Sanctions** – Work assignments, essays, service to the School, or other related discretionary assignments.

**School Suspension** – Separation of the student from the School for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

**School Expulsion** – Permanent separation of the student from the School.

**Revocation of Admission and/or Degree** – Admission to or a degree awarded from the School may be revoked for fraud, misrepresentation, or other violations of School standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

**Withholding Degree** – The School may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.

More than one of the sanctions listed above may be imposed for any single violation.

Other than School expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record.

In situations involving both respondent(s) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the respondent(s) and the student(s) claiming to be the victim; this is because the educational career and chances of success in the academic community of each may be impacted.

In each case in which it has been determined that a student has violated the Student Code of Conduct, the sanctions(s) shall be determined by the Director. Following the student conduct proceeding, the Director shall advise the respondent (and a complaining student who believes she/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

### **STALKING AWARENESS**

Buckeye Hills Career Center is determined to provide a campus atmosphere free of violence for all members of the campus community. For this reason, Buckeye Hills Career Center does not tolerate stalking and will pursue the perpetrators of such acts to the fullest extent possible. Buckeye Hills Career Center is also committed to supporting victims of stalking through the appropriate provision of safety and support services. This information applies equally to all members of Buckeye Hills Career Center's community:

students, faculty, staff, contract employees, volunteers, and campus visitors.

#### Examples of Stalking Behaviors

- Non-consensual communication including in-person communication, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on Web sites, written letters, gifts, or any other communications that are undesired and/or place another person in fear
- Following, pursuing, waiting, or showing up uninvited at a workplace, place of residence, classroom, or other locations frequented by a victim
- Surveillance and other types of observation, whether by physical proximity or electronic means
- Trespassing
- Vandalism
- Non-consensual touching
- Direct physical and/or verbal threats against a victim or a victim's loved ones
- Gathering of information about a victim from family, friends, co-workers, and/or classmates
- Manipulative and controlling behaviors such as threats to harm oneself, or threats to harm someone close to the victim
- Defamation or slander against the victim

Follow the procedures for reporting a crime listed in the Reporting Emergency Situations or Crimes section.

#### **HOW TO BE AN ACTIVE BYSTANDER**

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved, but have the choice to intervene, speak up, or do something about it. The School promotes a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Persons may not always know what to do even if they want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are okay.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

#### **RISK REDUCTION**

No victim is ever to blame for being sexually assaulted, being abused in a relationship, or being stalked. There is no mistake in judgment or "poor decision" that can make a person "deserve" to be victimized by another person. The more an individual knows about these types of Sex Discrimination, the better prepared she or he will be if something does happen to them or someone they know. Below are some tips on reducing your risk and on how to help someone else who may be experiencing domestic violence, dating violence, stalking and/or sexual assault (taken in a part from the Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org)).

- Educate yourself! The more you know about how most perpetrators of sexual assault commit the assault, the power and control dynamics and cycle of dating violence, and what types of behaviors may constitute stalking, as well as the resources available to potential victims, the better prepared you will be if something happens to you or someone you know.
- Trust your instincts—if something doesn't feel right, speak up and seek resources. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas).
- If you see someone isolating another person who looks uncomfortable or who may be intoxicated, intervene! For example, let the person who is trying to remove your friend from the group know that you will be taking her or him home instead.
- Be aware of the effects of drugs used to facilitate sexual assault. If you feel extremely tired, out of it or more intoxicated for amount of alcohol you may have consumed, you may have been drugged. Find your friends and ask them to leave with you as soon as possible. If you suspect you have been drugged, go to a hospital and ask to be tested. Similarly, if you see a friend reacting in a way that is atypical for the amount of alcohol they have consumed or they are acting out of character for the situation, ask her or him to leave with you and get them to a safe place immediately. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

#### **Risk Reduction Strategies for Men and Women**

More than 90% of sexual assaults that occur among college students involve people who know each other, and the majority of these assaults involve the use of alcohol or other drugs.

There are no sure means to prevent sexual assault. However, you can lessen the likelihood that you or your friends will be assaulted

or will assault someone. Here are some tips to consider when you go out:

- Know where you are going and speak up if you are uncomfortable with the plans.
- Know that drinking and drug use can impair your judgment. You might not be able to make the same decision you would make if you were sober.
- If you drink, drink responsibly: eat a full meal before going out, have a glass of water between each drink, stick to one type of alcoholic beverage, know your limits and don't go beyond them.
- Only drink something that you have poured yourself or that comes in a pre-sealed container. Premixed drinks or a punch can have more alcohol than you might want to drink.
- Drugs like Rohypnol and GHB ("date rape drugs") are being dissolved in drinks; don't drink something that has been left unattended.
- Don't go anywhere with someone you don't know well. If you do leave a party with a new friend, tell the friends you came with where you are going and when you are returning.
- If someone is in a risky situation let them know; let someone know.

#### **Reduce the Risk of Committing Sexual Assault**

- Listen carefully. Take time to hear what the other person has to say. If you feel s/he is not being direct or is giving you a "mixed message," ask for clarification.
- Don't fall for the bogus slogan "if they say no, they really mean yes." If your partner says "no" believe them and stop.
- Remember that sexual assault is a crime. It is never acceptable to force sexual activity, no matter what the circumstances.
- Be aware that having sex with someone who is mentally or physically incapable of giving consent is sexual assault. If you have sex with someone who is drugged, intoxicated, passed out, or who is mentally or physically unable of saying no or knowing what is going on, you could be committing a crime such as rape.
- Don't make assumptions:
- Don't assume that someone wants to have sex because of the way they are dressed. Don't assume someone want to have sex because they drink (or drink too much).
- Don't assume someone wants to have sex because they agree to go to your room.
- Don't assume that if someone has had sex with you before that they are willing to have sex with you again.
- Don't assume that if your partner consents to kissing or other sexual activities, they are consenting to all sexual activities.

#### **Reduce the Risk of Being Sexually Assaulted**

- You have the right to say "NO" to any unwanted sexual contact. If you are uncertain of what you want, communicate your feelings firmly and directly: NO MEANS NO.
- Don't be afraid to "make waves" if you feel threatened. If you feel you are being pressured or coerced into sexual activity, don't hesitate to state your feelings and leave the situation.
- Attend large parties with friends you trust. Agree to "look out" for one another. Leave with the group, not alone. Avoid leaving with people that you don't know very well.

If someone you know has been sexually violated

DO:

- Be supportive, listen to them.
- Share your feelings of concern for them.
- Communicate to your friend that they are not responsible for the violation.
- Make sure your friend has a safe place to stay.
- Allow your friend to regain control by making their own decisions.
- Make yourself available to accompany your friend to a helping resource (e.g., Hospital, Health Center, Counseling Center, etc.).
- Realize that you too may be affected and seek support if you need it.

DON'T:

- Attempt to seek revenge.
- Make jokes.
- Be angry with your friend.
- Force them to talk and/or take control from them.
- Ask your friend how they could "let this happen".
- Assume you understand how your friend feels.
- Discuss the incident with others unless you have permission from your friend.

## **SECTION III: Financial Assistance**

## Available Financial Aid Programs

Students in clock hour certificate programs may qualify for the Federal Pell Grant and the Federal Direct Student Loans. To be considered for financial aid, students must complete a FAFSA for the award year they are attending. The following types of aid are accepted at BHCC:

### Federal Pell Grant Program

The Pell Grant is given with no repayment expected. This program is designed to provide a "floor" upon which other financial aid programs are built. Any student wishing to receive a Federal Pell Grant at this institution must meet the eligibility requirements established by the U.S. Department of Education.

To receive a Federal Pell Grant a student must complete the Free Application for Federal Student Aid (FAFSA®). The FAFSA may be completed on-line at [www.studentaid.gov](http://www.studentaid.gov) or a paper application may be used. FAFSA forms are available in the Financial Aid Office or other public places such as a library.

After the FAFSA has been processed by the Dept. of Education, a Student Aid Report (SAR) will be issued. This report will contain a number referred to as the EFC (Expected Family Contribution). The school uses this number to determine the amount of the student's award.

### William D. Ford Direct Loan Program-Stafford Loans

**Direct Subsidized Stafford Loan** - A subsidized loan is awarded on the basis of need. A student may be eligible to request a maximum of \$3,500 for the first year of undergraduate study. There is no interest charged while the student is in school at least half time, during the grace period and during authorized periods of deferment. Repayment usually begins six months after the borrower ceases to be enrolled in the program. Repayment usually begins six months after the borrower ceases to be enrolled in the program.

**Direct Unsubsidized Stafford Loan** - An unsubsidized loan is not awarded on the basis of need, and the student is responsible for interest that accrues during in-school, deferment, grace, and repayment periods. The unsubsidized loan is the difference between the cost of attendance and other aid (including subsidized loan) not to exceed \$5,500 for a dependent student and \$9,500 for an independent student, for the first year of undergraduate study. Repayment usually begins six months after the borrower ceases to be enrolled in the program.

\*Programs of less than 900 hours or less than 26 weeks will be prorated down based on the number of hours or number of weeks in the student's program.

**Interest Rate & Loan Fees** - Interest rates are subject to change each year on July 1st. Loan fees are assessed by the federal department of education and are deducted prior to the school receiving funds. Loan fees are also subject to change. For the most current information please visit [www.studentaid.gov](http://www.studentaid.gov).

**Direct Parent Loan to Undergraduate Student (PLUS)**- PLUS loans are meant to provide additional funds to dependent student for expenses. Parents may borrow up to the cost of education, minus other aid received by the students. Repayment begins approximately sixty days after final loan disbursement is made. A parent can change the repayment plan at any time by contacting the Loan Servicer.

**Repayment Plans** - There are several repayment plans available, providing the flexibility you need, and you can switch plans at any time. For a review of all repayment plans, to estimate payments and interest, please visit <https://studentaid.ed.gov/sa/repay-loans>.

**Private Education Loans** - Buckeye Hills Career Center does not offer institutional loans, nor participate in private education loans, but we will provide information the student needs to complete a self-certification form for a private lender.

## Other Sources of Assistance

**Bureau of Vocational Rehabilitation (BVR)** - Financial assistance may be available from this local agency for students with physical, mental or emotional disabilities that present a handicap to employment. Contact your local or area Bureau of Vocational Rehabilitation office.

**Department Of Veterans Affairs (VA)** – Federal training monies available to veterans of the U.S. Armed Services. For eligibility contact V.A. at 1-888-442-4551 or <http://www.va.gov/benefits>. Please contact Kelli Woodard, Financial Aid Officer/VA School Certifying Official at 740.245.5334 for further details and instructions.

Buckeye Hills Career Center 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 funds to cover 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 Veterans Affairs.

**Chapter 30 – Montgomery GI Bill®- Active Duty Educational Assistance** Period of Service: 7/1/85 to present  
Eligibility: Two or three year's active duty; Honorable discharge; Eligible 10 years from date of separation.

**Chapter 1606 – Montgomery GI Bill – Selected Reserve**

Eligibility: Student must be currently enrolled in a Selective Reserve program such as the National Guard or the Army Reserves.

**Chapter 1607 – Reserve Educational Assistance Program**

Eligibility: Available to certain reservists who were activated for at least 90 days after September 11, 2001. Program ended 11/25/15. Please visit the VA website for additional information.

**Chapter 31 – Vocational Rehabilitation**

Eligibility: Student must have a service related disability which the Department of Veterans Affairs has rated at least 10% compensable. There must be an employment handicap and generally the student must complete the program within 12 years from the notice of the disability rating.

**Chapter 32 – Veterans' Educational Assistance Program (VEAP)**

Period of Service: 1/1/77 to 6/30/85

Eligibility: Active duty for a least 181 days, contribution to the program and other than dishonorable discharge. Eligible 10 years from date of separation.

**Chapter 33 – Post 911**

The Post-9/11 GI Bill provides financial support for education and housing to individuals with at least Eligibility: Must have 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.

**Chapter 35 – Survivors' and Dependents' Educational Assistance**

Eligibility: A child (under 26) or a spouse of a veteran who is 100% disabled or who died because of service related injuries.

**Trade Adjustment Assistance (TAA)** – Assistance may be available for students who have lost jobs or had hours and wages reduced because of foreign trade. Contact your employer or local Ohio Means Jobs office for information and eligibility requirements.

**Workforce Innovation & Opportunity Act (WIOA) (formerly WIA)** – Assistance may be available for students who are economically disadvantaged or dislocated workers. Contact your local Ohio Means Jobs office for information and eligibility requirements.

# Student Eligibility Requirements

## How Eligibility is Determined

Financial assistance is awarded to bridge the gap or to supplement the amount that you and your family are reasonably able to contribute toward your educational expenses. A Federally approved system of "need analysis" is used to calculate your Pell Grant award and your eligibility for a student loan. In order to perform this evaluation, it is necessary for you to complete the Free Application for Federal Student Aid (FAFSA) with information concerning your family's financial strength such as income and assets, size of family, number in college, and any unusual circumstances or expenses which you face.

### The Concept of the "Need Analysis"

#### Cost of Attendance – Family Contribution = Your Financial Need

- Cost of Attendance (Tuition, fees, transportation, personal, etc.)
- Family Contribution (What you and your family are able to contribute toward your educational costs)
- Your Financial Need (Grant, loan, other resources you can receive)

### For all Title IV Programs (Pell Grant, Stafford Loans and Plus Loans) a student enrolled at Buckeye Hills Career Center must:

- Have financial need, except for some loan programs.
- Be enrolled in a program that is at least 600 clock hours and 15 weeks in length.
- Be attending at least 12 clock hours per week.
- Meet Satisfactory Academic Progress standards set by the school.
- Be a U.S. citizen or eligible non-citizen.
- Register with the Selective Service if you are a male who is at least 18 and born after 12/31/59.
- Not be incarcerated in a federal or state penal institution.
- Have a high school diploma, or HSE (high school equivalency).
- Have a valid Social Security Number.
- Sign a statement on the Free Application for Federal Student Aid (FAFSA) certifying that you will use federal student aid only for educational purposes.
- Sign a statement on the FAFSA certifying that you are not in default on a federal student loan and that you do not owe money back on a federal student grant.
- Not have been convicted under federal or state law of the sale of or possession of drugs. (You may still be eligible depending on the number of offenses and when they happened.)
- Must provide information in order for school to obtain financial aid history.
- May not have property that is subject to a judgment lien for a debt owed to the United States Government.

## Applying for Financial Aid

Students are responsible for completing a Free Application for Federal Student Aid (FAFSA). The FAFSA is processed by the U.S. Department of Education and the results are sent to the school and the student in a document known as a Student Aid Report (SAR). The school cannot determine an award without a SAR. The process for completing the FAFSA is as follows:

- Go to [www.studentaid.gov](http://www.studentaid.gov) to create an FSA ID (username) and password. If you are a dependent student, a parent must also create an FSA ID and password. This ID will be used to access your FAFSA account in the future so be sure to create an ID that you can remember.
- Complete the FAFSA form online at [www.studentaid.gov](http://www.studentaid.gov). The school code for BHCC (Gallia-Jackson-Vinton JVSD) is 014071.
- If you provided an email address, the Department of Education will send your SAR by email within 3-5 days. If you have not provided an email address it will arrive by mail with 3 weeks.
- Once the student receives the SAR, contact the Financial Aid Department to determine the award amount. If there are issues with the SAR, the student must resolve those issues before any award amount can be determined.

### Citizenship Requirements

All students applying for Federal Financial Aid must be able to confirm their citizenship status with the Social Security Administration. The confirmation process is applied when the student submits the FAFSA to the Federal processor. The Federal processor performs a match with the SSA to confirm the student's citizenship status and the social security number. If SAA cannot confirm the student's citizenship status, a comment will appear on the student's Student Information Record (ISIR) and the following will apply:

- Must correct SSN, name or date of birth if errors have occurred and resubmit
  - If data still doesn't match student must provide documentation to prove citizenship
  - Documents could include birth certificate or Certificate of Naturalization
- Citizenship issues must be resolved prior to any aid being determined.

### Dependency Status

Some students have supported themselves for several years and their parents are not expected to contribute toward their school expenses. Such students are called "Independent Students" and for them, the financial aid process works differently because parental income is not considered. However, if an independent student is married, he/she must provide financial information for his/her spouse if they are married as of the FAFSA filing date (**even if they were not married when they filed taxes**).

You are considered **independent** if you meet **any one** of the following criteria:

- You have reached the age of 24 prior to January 1st of the upcoming award year.
- You are enrolled in a graduate or professional educational program beyond a Bachelor's Degree.
- You are married as of the date you submitted the FAFSA.
- You have children who receive more than half of their support from you. NOTE: Having a child does not automatically make you independent. You must be providing over 50% of the child's support.
- You have dependents (other than your children or spouse) that live with you and receive more than half of their support from you, now and through the end of the award year.
- Both parents are deceased or you are an orphan or Ward of the Court (or were a Ward of the Court until age 18).
- You are currently serving on active duty in the U.S. Armed Forces (other than training).
- You are a Veteran of the U.S. Armed Forces.
- You are an emancipated minor.
- You are an unaccompanied youth who is homeless or in danger of being homeless.

If you do not meet any of the above criteria, then you are considered a "Dependent Student" and your parents must complete part of the FAFSA and provide their financial information.

In some instances you may apply to receive what is called a Dependency Override. Only the Financial Aid Office can make that decision and circumstances must be in line with Buckeye Hills Career Center's Dependency Override Policy. See Dependency Override Policy in the Consumer Disclosures and Policies section of this catalog.

## Student Loan Counseling

Recipients of the Federal Direct Student Loans are required by Federal regulations to complete Entrance and Exit Loan Counseling sessions. An Entrance session must be completed prior to a student receiving loan proceeds. An Exit session must be completed at the time of graduation or at the time of departing school. Proof of completed entrance and exit counseling is printed and kept in the student's financial aid file. A hold will be placed on the student's record if the exit counseling session is not completed. Students are directed to complete on-line counseling at [www.mappingyourfuture.org](http://www.mappingyourfuture.org).

Entrance Interview	Exit Interview
Overview of all sources of aid	Financial planning for loan repayment
Terms/conditions of various loan programs	Loan repayment obligations
Loan application process	Repayment options
Repayment obligations	Deferment/Forbearance/Cancellation provision
Obligation to keep lender informed	Obligation to keep lender informed
Obligation to maintain satisfactory progress	Consequences of delinquency/default
Personal financial planning	Name and address of lender
Importance of keeping loan documents	Estimated monthly payment information
Borrower's rights and responsibilities	Information on Ombudsman
Consequences of delinquency/default	
Master Promissory Note function	

**National Student Loan Data System (NSLDS)** - Federal law requires that all student loan records be submitted to NSLDS. The information is accessible by schools and servicers who are authorized users of the data system. Students may access their own records at [www.nsls.ed.gov](http://www.nsls.ed.gov).

**Student Loan Servicer** – Once your loan is disbursed, it will be assigned to a federal servicer. It is important to stay in contact with your servicer and let them know if your information changes (i.e. address, phone, and email). If you are unsure of who your servicer is please visit [www.nsls.ed.gov](http://www.nsls.ed.gov).

**FSA Student Loan Ombudsman** - As a last resort, to settle disputes about your student loan, you may contact the Ombudsman at:

**Phone:** 877.557.2575, **Fax:** 606.396.4821, **On-line:** <https://studentaid.ed.gov/sa/repay-loans/disputes/prepare> **Mail:** FSA Ombudsman Group, P.O. Box 1843 Monticello, KY 42633

## Academic Year Structure and Programs

All clock hour certificate programs must have an academic year with a minimum length of 15 weeks and 600 clock hours in order to be eligible to receive federal financial aid. The following is a list of programs and the amount of hours in each program. BHCC bases funding calculations on 900 clock hours and 36 weeks.

### **Full Time Classes (900 hours or more)**

- Cosmetology
- Practical Nursing
- Technician In
- Surgery
- LPN to RN Diploma
- Program

### **Three Quarter Time Classes (600 to 899 hours)**

- HVAC-R with
- Plumbing and
- Electrical
- Welding

### **Part Time Classes (up to 599 hours) *\*Not eligible for financial aid***

- Heavy Equipment
- Operator

## Statement of Philosophy

The philosophy of student financial aid at Buckeye Hills Career Center supports career preparation education of the student. Our objective is to help the student prepare for a productive career so that he/she is qualified for a beginning position through job performance or additional education he/she has acquired while on the job.

The following are the guiding principles of the financial aid programs at our school:

The primary purpose of student financial aid is to provide assistance to qualified students who would be unable to attend this school without such aid. Students and their parents and/or spouse are expected to take primary responsibility for the financing of the student's education. Therefore, any aid the student may receive from Buckeye Hills Career Center should be regarded as supplemental to that which can be provided by the student and his/her parents and/or spouse.

Students are expected to save and provide a portion of their earnings for their educational expenses.

The office of Financial Aid provides counseling for students and their parents and/or spouse who desire assistance in financial planning to meet educational expenses.

This institution admits students of any race, color, national origin, sex, age, or disability and does not discriminate on those basis in the administration of its educational policies, admission policies, scholarship and loan programs and other school administration programs.

## Statement of Principles

- The primary purpose of our financial aid programs shall be to provide financial assistance to our accepted students who, without such aid would be unable to attend our school.
- We recognize our obligation to assist in realizing the national goal of equality of educational opportunity. We, therefore, work with schools, community groups and other educational institutions in support of this goal.
- We shall publish budgets that state total student expenses realistically.
- Parents are expected to contribute according to their means, taking into account their income, assets, number of dependents and other relevant information. Students themselves are expected to contribute from their own assets and earnings, including appropriate borrowing against future earnings.
- Financial aid will be offered only after determining that the resources of the family are insufficient to meet the student's educational expenses, the amount of aid offered will not exceed the amount "needed" to offset the difference between the student's educational expenses and the family's resources.
- The amount of any type of self-help expected from students will be related to the circumstances of the individual. In the assignment of funds to those students designated to receive financial aid, the largest amounts of total grant assistance will be awarded to students with least ability to pay.
- We will inform students and parents of the financial aid renewal policies for enrolled students at the time of the initial offer of financial assistance as it may be necessary for some students, based upon their enrollment date, to file a second Free Application for Federal Student Aid (FAFSA) for the following year.
- Because of the amount of financial assistance awarded reflects the economic circumstances of the student and his/her family, we will refrain from any public announcements of the amount of aid awarded and encourage the student and others to respect the confidentiality of this information.
- All documents, correspondence and conversations between and among the aid applicant, his family and financial aid officer are confidential and entitled to the protection ordinarily arising from a counseling relationship.

## Cost of Attendance/Course Fees

Tuition for the first payment period is due before the beginning of the first class. Students receiving financial aid should make arrangements to pay tuition not covered by that aid before the start of each pay period.

In special circumstances, a payment schedule may be set up with the Adult Education Office. These arrangements must be made prior to the beginning of the class. The student will be required to sign a payment arrangement agreement and must adhere to that payment schedule. Failure of payment could result in the student's dismissal from their program. Certificates of completion will be held until all fees are paid.

Before applying for financial aid, students should assess all the costs of attending their program. The Cost of Attendance budgets established by the Financial Aid Office reflect average costs for students during a typical period of enrollment. Actual expenses vary among students depending on life styles, priorities and obligations.

## Verification Policies and Procedures

In compliance with the Federal Guidelines, Buckeye Hills Career Center will verify that the data reported on the Free Application for Federal Student Aid (FAFSA) is accurate by obtaining documentation to support the financial data reported on the FAFSA. BHCC will verify all the students selected for verification by the U. S. Department of Education and those students selected for verification under the institution's verification selection criteria. Applicants selected for verification must submit the required documentation or forfeit their federal student aid.

### **Required verification items for all applicants:**

- Household size
- Number in college
- Supplemental Nutrition Assistance Program
- Child support paid

### **For non-tax filers:**

- Income earned from work

### **For tax filers:**

- Adjusted Gross Income (AGI)
- U.S. taxes paid
- Education credits
- Untaxed income

### **SUBMITTING ADDITIONAL INFORMATION**

The school reserves the right to require students to submit additional information if the following conditions exist:

- Students or parents of dependent students who report zero or very little income.
- Students or parents who indicated they did not file a federal tax return must obtain a non-filing tax document from the IRS.
- Married students or parents that state current marital status is separated but provide a joint tax return must provide a Marital Separation document.
- Students who's ISIRs have any kind of conflicting information.

### **STUDENTS SELECTED FOR VERIFICATION**

Students will be notified if they are selected for verification and will be asked to provide the following documentation within 14 days upon receipt of notification letter or email:

- Verification Worksheet
- Copy of student's and/or parents' tax return transcript if taxes weren't transferred through the IRS data retrieval system.
- Documentation of any income under Additional Financial Information and Untaxed Income section of the FAFSA.

Once the Financial Aid Office receives all the requested documentation from the student, a comparison will be performed with the data submitted on the FAFSA. If all documentation agrees with the submitted FAFSA, the student's financial aid eligibility will be determined and the student will be notified. If there are conflicts in the data reported, the student will be notified and corrections must be submitted accordingly.

Before an award can be made to a student, all conflicting information must be resolved. Students selected for verification will not have their aid disbursed until all required documents have been received and any reprocessing completed.

### **POLICIES FOR PROFESSIONAL JUDGEMENT**

A financial aid professional may exercise professional judgment and change elements in the federal need analysis to account for circumstances that he/she feels have not been adequately considered in the original FAFSA.

The following are conditions/reasons for which a student may request an adjustment to their EFC:

- Loss of wages (student, spouse or parents).
- Separation or divorce of parent or student after application.
- Death of parent or spouse after application.
- Loss of on time income.
- Extraordinary medical expenses

### **INSTRUCTIONS TO STUDENTS AND PARENTS**

All requests for the execution of professional judgment must:

- Be initiated by a letter from the student in which the student requests consideration of his/her particular circumstances. It must be legible, signed and dated. The student is encouraged to focus on events in the prior year that have affected or will affect his/her family's ability to pay for the current year's college expenses.
- Require documentation. For example, loss employment typically would require a termination/layoff letter and documentation of unemployment benefit eligibility from a government agency.
- Require a valid and verified Student Aid Report. The Free Application for Federal Student Aid must be filed according to the instructions provided by the Department of Education. Special circumstances will be considered only after the school has received a valid SAR. If the student has been selected for verification, the school must complete the verification process before considering any special circumstances.
- Require a copy of the tax return transcript for the tax year information required on the FAFSA. If the student has not already provided a copy of all required tax documents for verification, this should be included with the request for consideration of special circumstances.

**Remember:** Any adjustments made to the SAR as a result of a request for a professional judgment decision may delay or change the financial aid package.

### **DOCUMENTATION REQUIREMENTS**

**For death or divorce:**

- A copy of the death certificate for the parent of a dependent student, spouse of an independent student.
- A copy of the divorce decree or separation agreement
- A signed copy of the parents and/or student's prior year income tax return.

**For loss of wages:**

- Termination or resignation letter that includes the last date of employment.
- Completed, signed copy of prior year's income tax return, W-2 forms and any relevant worksheets or schedules.

**For loss of benefits:**

- Copy of court order that specifies termination date and amount of child support.
- Copy of letter from appropriate state or federal agency that specifies termination date and amount of benefits.
- Completed, signed copy of prior year's income tax return, W-2 forms and any relevant worksheets or schedules.

**For extraordinary medical expenses:**

- Receipts for medical expenses that show the total patient liability, that is, the amount due and not covered by insurance.
- Documentation of actual amount paid by family.
- If the receipts do not indicate whether or not the expense was covered by insurance, they must be accompanied by a letter from the medical provider or insurer stating that the expense, or a specified portion of the expense, was payable by the patient.
- Completed, signed copy of prior year's income tax return, W-2 forms and any relevant worksheets or schedules.
- Under extraordinary circumstances these expenses may be added to a student's Cost of Attendance.

## Gramm-Leach-Bliley Act

**Introduction**

Gallia-Jackson-Vinton JVSD is committed to the ongoing protection of confidential financial information that it may collect from faculty, staff, students, alumni and others. The Gramm-Leach-Bliley Act\* ("GLBA") addresses the privacy of non-public identifying information and describes the necessity for administrative, technical and physical safeguarding of that type of information. GLBA mandates that Gallia-Jackson-Vinton JVSD develop, implement and maintain a comprehensive information security program (the "Plan") to insure the safeguarding of Confidential Financial Information ("CFI"). Gallia-Jackson-Vinton JVSD obtains CFI from students, faculty, staff and others that may include, but is not limited to:

- Names
- Social Security Numbers
- Date and location of birth
- Gender
- Driver's license information
- Salary history
- Tax or financial information from a student or a student's parents

This policy applies to Gallia-Jackson-Vinton JVSD personnel who administer, manage, maintain or use CFI. It also applies to the supervisors of those individuals. It applies to all locations of this information, whether on campus or from off campus locations. CFI includes any paper or electronic record containing non-public personal information about a customer that Gallia-Jackson-Vinton JVSD, or its affiliates, handle and maintain. CFI includes any personally identifiable information provided by students in order to obtain a financial product or service from Gallia-Jackson-Vinton JVSD (such as financial aid).

**Specific Authority**

The GLBA is implemented by 16 CFR Part 314 and the Federal Trade Commission (FTC) Rules on "Standards for Safeguarding Customer Information". This policy statement sets Gallia-Jackson-Vinton JVSD 's policy to ensure ongoing protection of CFI and serves as written evidence of a Security Plan in compliance with 16 CFR Part 314.3(a). The GLBA uses the term "customer" to describe persons whose information is to be protected under the Act.

**GLBA Objectives and Requirements**

The objectives of GLBA are to:

- Insure the security and confidentiality of customer information
- Protect against any anticipated threats or hazards to the security and integrity of such information
- Protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any customer

"Customers" of Gallia-Jackson-Vinton JVSD include, but are not limited to faculty, staff, students, alumni, and others. To comply with safeguarding confidential financial records and related personal information and achieve these objectives Gallia-Jackson-Vinton JVSD is required to:

- Designate employees to coordinate the safeguards
- Identify and assess risks to customer information and evaluate the effectiveness of the current safeguards
- Designate and implement a safeguards program that includes regular compliance monitoring and evaluation
- Select appropriate service providers and ensure that contracts with those providers include adequate safeguards for customer information
- Provide for evaluating and adjusting the program in light of relevant circumstances
- Ensure that all new and existing employees who are involved in activities covered under the Act receive safeguarding training

#### Who Receives Information and Why?

- As required by GLBA, Gallia-Jackson-Vinton JVSD does not disclose any non-public financial information about our students/customers, or former student/customers, to anyone, except as permitted by law. Gallia-Jackson-Vinton JVSD may exchange such information with its affiliates and certain nonaffiliated third parties (under limited circumstances) to the extent permissible under law to service student loan accounts, collect on delinquent accounts, or provide other financial services related activities.
- Upon request, a student/customer shall be informed of the existence, use and disclosure of their information, and shall be given access to it. Students/customers may verify the accuracy and completeness of their information, and may request that it be amended, if appropriate. Adult Services is responsible for obtaining and presenting information when requested by a customer/student.

#### IT Technician

- The IT Technician at Gallia-Jackson-Vinton JVSD is responsible for the implementation and execution of the plan involving computer networks at Gallia-Jackson-Vinton JVSD. All correspondence and inquiries should be directed to the IT Technician.
- The IT Technician should assist the various offices of Gallia-Jackson-Vinton JVSD that have access to CFI to identify and reasonably foresee internal and external risks to the security of CFI. Further, the IT Technician should (1) evaluate the effectiveness of the current safeguards for controlling these risks; (2) regularly monitor and test the plan; and (3) design and implement any necessary changes to the plan. The IT Technician should also work with other relevant departments to identify third-party providers who have access to CFI so that Gallia-Jackson-Vinton JVSD secures contracts with those third party providers to ensure the protection of CFI.

#### Implementation for Policy

##### Employee Training and Management

Gallia-Jackson-Vinton JVSD employees that will have access to CFI shall receive proper training on the importance of confidentiality of certain records, such as student records, student financial information, tax records and any other CFI maintained by Gallia-Jackson-Vinton JVSD, and the proper storage of CFI materials. All Gallia-Jackson-Vinton JVSD employees with access to computers shall be trained in the proper use of CFI and the use of passwords to prevent the transmission or communication of CFI to unauthorized persons.

##### Information Security System

Access to CFI through the Gallia-Jackson-Vinton JVSD computer network shall be limited to those Gallia-Jackson-Vinton JVSD employees who have a valid legitimate reason to have such information. All CFI that may be accessed through the Gallia-Jackson-Vinton JVSD computer network shall be protected by, and each Gallia-Jackson-Vinton JVSD employee that needs to have access to CFI shall be assigned, a user name and password. Such user names and passwords shall expire periodically and shall not be posted in public spaces. Gallia-Jackson-Vinton JVSD will take all reasonable and appropriate steps consistent with current technological development to ensure that all CFI remains secure.

Safeguards for information processing, storage, transmission, retrieval and disposal may include:

- requiring electronic data (covered by the GLBA) be entered into a secure, password-protected system
- using secure connections to transmit data outside Gallia-Jackson-Vinton JVSD; using secure servers
- ensuring data is not stored on transportable media (floppy drives, zip drives, etc.)
- permanently erasing covered data from computers, diskettes, magnetic tapes, hard drives, or other electronic media before re-selling, transferring, recycling, or disposing of them
- storing physical records in a secure area and limiting access to that area; providing safeguards to protect covered data and systems from physical hazards such as fire or water damage
- disposing of outdated records under a document disposal policy; shredding confidential paper records before disposal

##### Detecting, Preventing, and Responding to Attacks, Intrusions, and Other System Failures

Gallia-Jackson-Vinton JVSD will maintain effective systems to prevent, detect, and respond to attacks, intrusions and other system failures. Such systems may include maintaining and implementing current anti-virus software; checking with software vendors and others to regularly obtain and installing patches to correct software vulnerabilities; maintaining appropriate filtering or firewall technologies; alerting those with access to covered data of threats to security; imaging documents and shredding paper copies; backing up data regularly and storing back up information off site, as well as other reasonable measures to protect the integrity and safety of information systems.

Systems will be implemented to regularly test and monitor the effectiveness of information security safeguards. Monitoring will be conducted to reasonably ensure that safeguards are being followed, and to quickly detect and correct breakdowns in security. The level of monitoring will be appropriate based upon the potential impact and probability of the risks identified, as well as the sensitivity of the information provided. Monitoring may include sampling, system checks, reports of access to systems, reviews of logs, audits, and any other reasonable measures adequate to verify that information security's controls, systems and procedures are working.

## Physical Security of Paper Records

-Education records shall be stored in secured facilities and/or equipment, and shall be available only to those specified in policy or these guidelines. Reasonable and appropriate methods (including but not limited to physical and/or technological access controls) shall be utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

## Disposal of Records

-Student records shall be maintained in accordance with Board of Education Policy and disposed of in accordance with Gallia-Jackson-Vinton JVSD policy and regulations.

## Incident Reporting

- If a student suspects, discovers, and/or determines that a security breach has occurred, the student shall promptly notify his/her instructor, in writing. The instructor will then notify their immediate Coordinator and the Dean of Postsecondary Instruction. The Dean of Postsecondary Instruction will immediately notify the IT Technician and Superintendent.
- In the event of a security breach, Gallia-Jackson-Vinton JVSD will utilize the Data Breach Response Checklist provided by the U.S. Department of Education's Privacy Technical Assistance Center. Gallia-Jackson-Vinton JVSD will notify affected individuals whose sensitive information, including PII, has been compromised, as required by applicable federal, state, and local laws.
- Gallia-Jackson-Vinton JVSD will also notify the U.S. Department of Education's security operations center and will report the following information:
  - Date of breach {known or suspected}
  - Impact of the breach {number of records, number of students, etc.}
  - Method of the breach {hack, accidental disclosure, etc.}
  - Information security program point of contact {name, email address, and phone number}
  - Remediation status (complete, in-process, etc. with detail)
  - Next steps (as needed)

## Review & Revision of the Plan

GLBA mandates that the plan be subject to periodic review and adjustment. The plan shall be evaluated and adjusted in light of relevant circumstances, including changes in Gallia-Jackson-Vinton JVSD's business arrangements or operations, or as a result of testing and monitoring the safeguards. Periodic auditing of each relevant area's compliance shall be done by the IT Technician and Dean of Postsecondary Instruction, but no less often than annually.

## Code of Conduct for Financial Aid Professionals

A Buckeye Hills Career Center Career Campuses financial aid professional is expected to maintain exemplary standards of professional conduct in all aspects of carrying out his/her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, a Buckeye Hills Career Center financial aid professional should:

- Refrain from taking any action that is for his/her personal benefit or could be perceived as a conflict of interest.
- Be objective in making decisions, refrain from taking any action he/she believes is contrary to law, regulation, or the best interests of the students and parents he/she serves.
- Ensure that the information he/she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
- Disclose to his/her institution any involvement, interest in, or potential conflict of interest with any entity with which the institution has a business relationship.
- No amount of cash, gift, or benefit in excess of a de minimis amount shall be accepted by a financial aid staff member from any financial aid applicant (or his/her family), or from any entity doing business with or seeking to do business with the institution (including service on advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service).
- Financial aid staff members will not award aid to themselves or their immediate family members. Another staff member will be designated to perform this task, to avoid the appearance of a conflict of interest.

## Where Can I Get Additional Information About the School

Information can be found on the school's website at [www.buckeyehills.net](http://www.buckeyehills.net) or BHCC catalog.

## Voter Registration

Voting is one of the most important rights and responsibilities of U.S. Citizens. Students not registered to vote can do so by going to <http://www.sos.state.oh.us/> or the Federal website at <https://www.eac.gov/> for your home state.

### Eligibility

You are eligible to vote in Ohio if you:

- Live in the precinct where you vote for at least 30 days prior to the election
- Are at least 18 years old by Election Day
- Are a resident of Ohio
- Are a U.S citizen

You are NOT eligible to vote in Ohio if:

- You were convicted of a felony or misdemeanor connected with voting
- You are on parole for a felony conviction or convicted of a felony
- You are in prison or detention or jail or penal institution
- You have been legally declared "mentally incompetent" by a court

### Identification

To register to vote in Ohio you should provide one of the following:

- Your Ohio Driver's License Number
- The Last Four Digits of your Social Security Number

If you do not have any of these IDs, you can provide a copy of one of the following with your registration application:

- Paycheck that Shows your current name and address
- Bank Statement
- Valid Military ID
- Government Check
- Utility Bill
- Government Issued Document that shows your current name and address
- Current and Valid Photo ID

## Constitution Day

Constitution Day was established by Congress in an effort to increase knowledge about the United States Constitution.

The amendment, proposed by Senator Robert C. Byrd, was passed in December 2004 and requires all public schools and governmental offices to observe Constitution Day on September 17<sup>th</sup> and provide educational programs to students to promote a better understanding of the Constitution. This day honors the signing of the United States Constitution by the delegates of the Constitutional Convention on September 17, 1787. Constitution Day serves as a reminder to participate in the political process by exercising our right to vote. We ask that you take the opportunity on this day to expand your knowledge of the U.S. Constitution, the document that provides the basis of our everyday freedoms, and the foundation of our great country.

Web Resources: [www.constitutionday.com](http://www.constitutionday.com) – an online, interactive Constitution resource page.

## **SECTION IV: Student Services**

## Advising

All members of the faculty participate in counseling and guidance concerning the particular subjects they teach. Counseling is done during an instructor's open period or when appointments are made. The Resource Center is available for assistance in math, reading and science. When counseling or guidance is beyond the scope of the instructor, the student will be referred to the adult office for consultation.

## Student Records

- a) **Financial Aid Records** related to processing and awarding, tuition and fee payments, tuition refunds, etc. are retained by the school for a five year period, based on the award year when the student left school. To review your financial aid records, please contact the Financial Aid Office at 740.245.5334 to schedule an appointment. If you need a copy of a certain document you may request it via phone, but must be able to provide personal information to identify yourself, and give us the address to which the document is to be mailed. If you are picking up the copy in person we will require that you present an I.D. We will not release records to anyone but you. Appointments and copy requests will be processed as quickly as possible, but no later than two weeks.
- b) **Permanent Educational Records** for all current and former students, consisting of admissions records, test results, attendance and grades/transcripts, referrals, copies of licensures and certifications are kept at the main campus. To review your educational records, please contact the Adult Education Office at 740.245.5334 to schedule an appointment. If you need a copy of a certain document you may request it via phone, but must be able to provide personal information to identify yourself, and give us the address to which the document is to be mailed. If you are picking up the copy in person we will require that you present an I.D. We will not release records to anyone but you. Appointments and copy requests will be processed as quickly as possible, but no later than two weeks. Permanent records are kept indefinitely.
- c) **Transcripts** Adult students must complete a Records Release Consent Form and pay \$10 per record. No student records will be released to any student with financial holds or outstanding account balances. Buckeye Hills Career Center will work with students to allow a transcript to be sent directly to an employer. Students with a financial hold should submit a letter from the employer on employer official letterhead stating that the transcript is required for employment or advancement. The address to where the transcript is to be sent must match the employer address on the official letterhead. This request must be submitted to the Adult Education Office by mail to the following: Buckeye Hills Career Center, Attn: Adult Education, PO Box 157, Rio Grande, OH 45674 Transcript requests from students with a financial hold are reviewed based on the criteria noted above. The transcript will be released directly to the employer. The transcript will not be released to the student. All transcript requests will be completed within 14 days.
- d) **Attendance** is recorded daily by the instructor, and a student can view this through their Achademix student portal anytime.

## Graduation/Employment Assistance

### Job Placement/Apprenticeship Instructor

The Buckeye Hills Career Center Job Placement/Apprenticeship Instructor is a resource for all Career Tech teachers, students and alumni. Our Job Placement/Apprenticeship Instructor works with classes and individuals. The assistance provided includes; resume writing, helping with the job search, identifying job opportunities, and interview preparation. Buckeye Hills Career Center does not guarantee employment for students.

For more information, contact Buckeye Hills Career Center Job Placement/Apprenticeship Instructor at 740.245.5334

### Ohio Means Jobs



Ohio Means Jobs is Ohio's, no-cost, online career planning tool and employment site for students, job seekers and employers. This website offers many resources for career planning, resume writing, ACT/SAT and Work Keys Testing resources. Visit the website [www.ohiomeansjobs.com](http://www.ohiomeansjobs.com) to find out more about this resource.

## Services for Adults with Disabilities

- Adults with documented disabilities may enroll in any of the full-time or part-time programs.
- Students may apply for any available accommodations through the testing provider.
- WorkKeys assessments will be given to determine the academic and career and technical levels for all students. Students not meeting required scores are referred to attend Aspire classes.
- Aspire classes are available for additional assistance for adult learners. A variety of locations and times are available for these services.

## **SECTION V: Consumer Disclosures and Policies**

## Admission Requirements

- 16 years of age or older
- High school diploma or GED (Not required for programs with an \* below or BHCC high school students enrolled in Adult Education programs)
- Completion of the enrollment forms and payment of \$50 non-refundable application fee
- Schedule WorkKeys test on <https://bhcc.axstudent.com> or submit your recent scores to the Adult Office.
- Take WorkKeys test, reaching all benchmarks required by your selected program (bring valid state issued ID on test day)
- Submit any transfer credit request 60 days before the start of class
- Completion of all pre-requisites as required by the program
- Complete Free Application for Federal Student Aid (FAFSA)\*, if applying for financial aid.
- Have a funding plan in place to cover program cost prior to the first day of class
- Some programs may have additional requirements due to outside certifications.
- Current high school students must be enrolled at Buckeye Hills Career Center and approved by Student Services to attend.

WorkKeys skill level is required for the following programs:

	Applied Math	Graphic Literacy	Workplace Documents
Practical Nursing	5	4	5
Technician In Surgery	4	4	5
Cosmetology *	3	3	4
Welding *	4	4	4
HVAC-R with Plumbing and Electrical	4	4	4
Heavy Equipment Operator	4	4	4

A student will be considered if they retake the test attaining the required skill level.

The Dean of Postsecondary Instruction reserves the right to permit students in a program if sufficient evidence demonstrates a strong possibility of success and if enrollment allows.

For all programs, students scoring one less than the required skill level may be considered for the program if he/she successfully completes (with at least 80% scores) a minimum of 12 hours of an approved ACT Curriculum course in each. This is provided free of charge through our Adult Education program.

For those students applying for an Ohio Adult Diploma through an approved program, there is a required minimum score of 4 in Applied Math, 4 in Graphic Literacy, and 4 in Workplace Documents that must be obtained prior to acceptance.

Students scoring less than 3 in any area may be required to complete a minimum of 12 hours of intervention leading to an acceptable level.

There may be additional admission requirements for each program listed in the program section.

## Admission without a High School Diploma or GED

The following programs will be considered for admission without a high school diploma or a GED; however, it should be noted

that Federal Aid requires a high school diploma or GED. Listed beside each program is the score used to determine eligibility. The skill levels are in the order of Applied Math, Graphic Literacy, and Workplace Documents.

- Cosmetology (must have a 10th grade education) (3,3,4)
- Welding (4,4,4)
- HVAC-R with Plumbing and Electrical (4,4,4)

The Program Coordinator and the Dean of Postsecondary Instruction will consider student goals, past experiences, instructor input, the program of interest, and job targets for entry. The Dean of Postsecondary Instruction reserves the right to require completion of assigned intervention and require an acceptable academic level in the lacking area prior to enrollment. Students enrolling in part-time programs (less than 600 hours) for an Ohio Adult Diploma must earn a minimum score of 4 in each test area of the WorkKeys Exam prior to acceptance.

## Payment of Tuition

A student admitted to a career program is required to pay the agreed upon tuition for each payment period or show evidence of financial aid approval on or before the first day of class. Tuition and fees may be paid by: company check, personal check, cash, money order, credit card, and/or company billing. For company billing, a purchase order or a letter of authorization must accompany the registration form. Letters must be on company stationery and signed by an authorized company person. Customized payment plans are available by arrangement. Additional financial aid information may be obtained through the Financial Aid Office. Students more than 30 days delinquent in payments are subject to dismissal.

## Confirmation of Citizenship

All students applying for Federal Financial Aid must be able to confirm their citizenship status with the Social Security Administration. The confirmation process is applied when the student submits the Free Application for Federal Aid (FAFSA) to the Federal processor. The federal processor performs a match with the SSA to confirm the student's citizenship status and social security number. If SSA cannot confirm the student's citizenship status, a comment will appear on the student's Institutional Student Information Record (ISIR) and the following will apply:

### **U.S. Citizen or National:**

- Must correct SSN, name or date of birth if these are in error and re-submit application
- If data still doesn't match, student must provide documentation to prove citizenship
- Other documents could include birth certificate or Certificate of Naturalization

### **Eligible Non-citizen:**

- Alien-number is sent to DHS for primary verification
- If status is not confirmed, an automatic secondary confirmation will be performed by DHS
- School will wait at least five, but no more than 15, days for result of secondary confirmation
- If no secondary confirmation is provided the school will begin paper confirmation on form G845
- Form G845 is sent to DHS field office with documentation from student

### **Students who are required to undergo secondary confirmation will be provided in writing:**

- Explanation of documentation to be submitted
- Deadline for submitting is 30 days
- Notice that student may not receive aid for the payment period if deadline is missed
- Statement that eligibility is not decided until student has a chance to submit documentation. Citizenship issues must be resolved prior to any aid being disbursed.

## High School Diploma Verification Policy

When registering, prospective students must show proof of high school completion with their diploma or official transcript from a State Department of Education recognized high school, GED certificate, or its equivalent.

If the student's diploma is from a foreign country, the student must have the diploma translated into English by an authorized, certifying official at an official translation service to determine if it is equivalent to a U.S. diploma. Evaluators charge for this service and it can take several weeks. Please visit the National Association of Credential Evaluation Services at [www.naces.org](http://www.naces.org) to view a list of evaluators.

If the school has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education, the school will evaluate the validity of the student's high school completion. In

doing so, the school may: 1. check with the high school to confirm the validity of the student's diploma; and 2. confirm with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education. The school may also require additional documentation:

Acceptable documentation for checking the validity of a student's high school completion will include obtaining a copy of the diploma and a final transcript that shows all the courses taken by the student.

For students who completed their secondary schooling outside the United States, comparable documents can help, as can the services of companies that determine the validity of foreign secondary school credentials (see above).

Students who indicate on their FAFSA that they graduated high school must give the name, city, and state of the high school. FAFSA on the Web will not allow students to skip these items, and it will have a drop-down list of both public and private high schools populated by the National Center for Education Statistics (NCES). Inclusion on the list does not mean that a diploma from the school is valid, nor does exclusion from the list mean that the diploma is invalid.

## Copyright Protection

Unauthorized copying, redistribution or republication of copyrighted or licensed materials is prohibited. Violations of this policy may result in disciplinary action and may also be referred to the appropriate legal authorities and/or other legal action may be pursued.

### Use of Copyrighted Materials

The Federal copyright law (U.S.C. Title 17) governs the duplication, distribution, use and display or performance of all copyrighted materials, which includes printed matter, audiovisual materials, television programs, computer software and content from the Internet. (See Internet Access in the Consumer Disclosures and Policies section of the Adult Education Student Catalog). Violation of the law can subject the violator to legal action resulting in the levying of fines and/or compensatory damages as well as criminal penalties.

Buckeye Hills Career Center' (the "District") status as a school district does not provide exemption from the law; public schools are subject to its provisions just as are other agencies, businesses and individuals. It is the intent of the District to promote respect for the rights of copyright owners, knowledge of the copyright laws, education of students in those legal issues, and strict compliance with the copyright laws in all activities of the District.

### Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

## Transfer of Hours Policy

Buckeye Hills Career Center will accept\* transcripts for evaluation from students with previous training in the field of study in which they are enrolling. All transcripts must be submitted to the program coordinator/lead 60 days prior to the class start date. Requests for credit for previous learning or transfer of hours will be reviewed and approved or denied on a case by case basis by the appropriate Coordinator/Lead and the Dean of Postsecondary Instruction. Additional conditions for transfer will apply if other state or agency oversight is involved. A transfer of hours request must be submitted for review no later than 60 days before the start of the program.

The following information will be required to consider transfer of credit:

- The previous training must **align directly** to Buckeye Hills Career Center' program curriculum. Official documentation to verify the mastery or successful completion of relevant course work (i.e. Transcripts, Certifications, etc.) must be presented for review on assigned date. The student must have earned a grade of "C" or better. Providing the acceptable documentation is the responsibility of the student.
- Training must have taken place in the last two (2) years at an accredited school.
- The applicant may be required to complete course exams to demonstrate competency in order to receive advanced standing or credit for a particular course. Factors such as applicable curriculum and dates of past training will be considered.
- The applicant must meet all other admission criteria set for the program.
- If credit is granted, the program hours and tuition will be prorated accordingly. Buckeye Hills Career Center reserves the right, on a case-by-case basis, to not extend credit.

\*Veterans using VA educational benefits are required by VA regulation to provide a transcript for previous related training.

## Waiver for High School Graduates

Tuition credit up to \$1,000, may be granted to graduates from the Gallipolis City, Gallia County, Jackson City, Oak Hill Union, Vinton County, Wellston City School Districts, Christian Life Academy, Ohio Valley Christian School and Buckeye Hills Career Center GED graduates upon enrollment in an Adult Center program within 12 months of receiving their diploma. This offer is limited to one program per person.

The application fee will be waived up to 12 months for current High School graduates of any Buckeye Hills Career Center programs including Buckeye Hills Career Center satellite programs and Buckeye Hills Career Center GED graduates. This offer is limited to one registration fee per person.

Tuition Credit Amounts are:

Welding \$600  
HVAC-R with Plumbing and Electrical \$700  
Cosmetology \$1,000  
Practical Nursing \$1,000  
Technician In Surgery \$1,000

Waiver amounts will be pro-rated over the payment periods of the enrolled program.

## Dependency Override Policy

A Dependency Override may be granted for a student who has an unusual circumstance, which is beyond his/her control. A Dependency Override is reviewed on a case-by-case basis, not for a group of students with similar circumstances. It is not unusual for a student between the ages of 18 and 24 to move away from his/her parents and have a full-time job. This is a "life choice" and does not qualify for a Dependency Override.

To receive a Dependency Override the student must make a written request to the Financial Aid Office and be able to provide necessary documentation. The Financial Aid Office will determine what type of documentation is appropriate for the situation.

## Diploma Policy

All students must have completed secondary education (high school or equivalent) to be eligible for Federal financial aid (Pell Grant/Student Loans). Copies are required for our student financial aid file.

## U.S. Diploma Requirements

### **High School Diploma:**

A copy with appropriate seal/signatures or a copy of a signed and dated transcript.

### **HSE Diploma:**

A copy with appropriate seal/signatures or a copy of the score report.

### **Home Schooling:**

Home schools must be recognized as such in the state where issued. If homeschooled, a transcript signed by the parent/guardian, that lists the secondary school courses completed by the student and documents the successful completion of a secondary school education; or a secondary school completion credential for homeschool provided for under state law.

If there are any concerns about the validity of a diploma/certificate/transcript, Buckeye Hills Career Center will check with the Dept. of Education in the issuing state in an effort to confirm the existence of the school and its accrediting agencies. If it cannot be confirmed, the diploma/certificate/transcript will not be accepted. We will also not accept any diploma/certificate/transcript that has been altered in any way.

## Foreign Diploma Requirements

If your diploma is from a foreign country you must:

1. Have the diploma translated into English.
2. Have the English reviewed by a credential evaluator to determine if it is equivalent to a U.S. diploma.

Please visit the National Association of Credential Evaluation Services at [www.naces.org](http://www.naces.org) to view a list of evaluators. This is for your comparison and we do not recommend one agency above another. Evaluators do charge for this service and it can take several weeks, so be sure to start this process early in your enrollment process.

## Mandatory Informational Meeting Expectations:

### **Professional Attire**

- All students are to dress in a professional manner. Clothing must be neat, clean, in good repair and appropriate for on-the-job appearances.
- The general standard will be business casual. Slacks, khakis, jeans, cargo pants, dress pants as well as appropriate dresses, skirts and capris are acceptable.

### **Additional Considerations**

- Skirts and dresses should be knee-length at minimum.
- Leggings/tights may be worn as an additional layer with otherwise acceptable dresses or skirts. Wearing tights under a long shirt or sweatshirt is not considered professional.
- Shorts, sweatpants, wind pants and yoga pants are not considered appropriate. Jeans should not have tears or rips.
- Bare shoulders, bare midriffs, low waistlines and low necklines that reveal cleavage are not acceptable.
- Excessively tight, sheer and/or revealing items of clothing are not acceptable.

### **Professional Conduct**

- Arrive promptly and attend the meeting in its entirety.
- Notify the adult office if unable to attend scheduled Informational Meeting.
- Silence phones.
- Ask questions at designated times.
- Avoid any disruptive/distracting behaviors.
- Demonstrate respect to presenters

## **Disbursement of Funds**

All financial aid funds are disbursed by the Financial Aid Office in conjunction with the Treasurer's Office. The first Pell Grant and Loan disbursements are made approximately 2 weeks after the program begins and subsequent disbursements are made at the beginning of each payment period if the student has completed the hours and weeks in the payment period. Loan Disbursements to first-time borrowers are made after the student completes 30 days of their program and subsequent disbursements are made at the beginning of each payment period. Once the SAP Evaluation has been completed and submitted by the Instructor/Coordinator to the Financial Aid Office, the Financial Aid disbursement process will begin. Students will be sent a Disbursement Notification via email when their disbursement has been approved and the Treasurer's office will mail Credit Balance checks to students within 3-5 business days from the date BHCC receives the funds from the U.S. Department of Education. The number of payment periods is based upon the number of hours in the program. (E.g. a 900 hour program has 2 payment periods of 450 hours each) see examples below. (\*BHCC is based on clock hours, not term based and therefore does not have a summer term.)

Practical Nursing – 1382 hours: (450,450,241,241)

Technician In Surgery – 1342 hours: (450,450,442)

Welding – 600 hours: (300,300)

1. Prior to the student entering a program he/she must schedule an appointment with the Financial Aid Officer to review policies and eligibility. The aid offer letter shows the amount of Title IV Aid and the estimated disbursement dates. The student must sign this offer letter approving disbursement allocations and any credit balance allocations.
2. At time of disbursement the Financial Aid office sends the student a loan disbursement notification email indicating the types and amount of loans to be applied toward his/her account.
3. The Treasurer's Office will credit the student's account for the amount of each disbursement within three days of the disbursement date. If it is determined that more funds have been provided than the student owes for tuition and other fees, the excess funds become available to the student within 14 days of the date a credit balance was created.
4. Credit balance checks will be mailed to the student by the Treasurer's office within 3-5 business days of receiving the Financial Aid funds from the U.S. Department of Education. Checks will be mailed to the mailing address provided on the student's W9 form submitted to BHCC. The student needs to provide an updated W9 to the Financial Aid Office for any address changes.

## Dress Code

Students are required to wear appropriate attire in the classroom and lab. Dress and grooming that disrupts the teaching/learning process will not be tolerated. Instructors will refer dress code infractions to the program coordinator/lead/Dean. If a student is sent home, their attendance **will be** affected. The Dean of Postsecondary Instruction has the final say on appropriate attire and grooming.

### General Guidelines

- All students are to dress in a professional manner. Clothing must be neat, clean, in good repair and appropriate for on-the-job appearances at all times.
- The general standard for lab is to wear attire appropriate for the workplace setting.
- Lab instructors will establish an agreement for appropriate attire.
- Personal safety will be an important consideration in these decisions.
- The general standard students will be business casual. Slacks, khakis, jeans, cargo pants, dress pants as well as appropriate dresses, skirts and capris are acceptable.

### Additional Considerations

- Skirts and dresses should be knee-length at minimum.
- Leggings/tights may be worn as an additional layer with otherwise acceptable dresses or skirts. Wearing tights under a long shirt or sweatshirt is not considered professional.
- Shorts, sweatpants, wind pants and yoga pants are not considered appropriate except in specific cases when approved by administrative personnel.
- Jeans should not have tears or rips.
- T-shirts with school logos (high school, college, career center) are acceptable.
- Bare shoulders, bare midriffs, low waistlines and low necklines that reveal cleavage are not acceptable.
- Excessively tight, sheer and/or revealing items of clothing are not acceptable.
- Footwear should be chosen with safety in mind.

## Student Absence Policy

Daily attendance is one of the strongest predictors of student success in career-technical education programs. Consistent participation ensures students develop the technical skills, professional habits, and competencies required for program completion, industry credentialing, and employment. Students arriving late, leaving early, or returning late from breaks will be recorded as absent class time in Achademix.

Students are required to maintain a minimum attendance rate of 90% to successfully complete their program and be eligible to receive a certificate. However, certain programs have stricter attendance requirements:

- **Cosmetology:** 100% completion of required program hours
- **Practical Nursing:** 100% completion of required clinical hours
- **LPN to RN Diploma Program:** 100% completion of required clinical hours

## Make Up Policy

A student who has an excused absence may complete/make-up any and all missed tests, quizzes and/or graded assignments without penalty within (5) days of missed assignment unless otherwise approved by the instructor or coordinator. All missed hours are to be made up by the student for successful completion of the program. Students must schedule individual make-up days with their instructor within (5) class days, and there may be a per hour cost charged for make-up time. (See program syllabus)

## Family Educational Rights and Privacy Act (FERPA)

**As defined by the Federal Department of Education**

**<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records.

These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called **eligible students**.

- Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies.
- Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.
- Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
  1. School employees who have a need to know.
  2. Other schools to which a student is transferring.
  3. Certain government officials in order to carry out lawful functions.
  4. Appropriate parties in connection with financial aid to a student.
  5. Organizations conducting certain studies for the school.
  6. Accrediting organizations.
  7. Individuals who have obtained court order or subpoenas.
  8. Persons who need to know in cases of health and safety emergencies; and state and local authorities within a juvenile justice system, pursuant to specific state law.

Schools may also disclose, without consent, "directory" type information such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose "directory" information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

If, for any reason, you wish to request that we do not release your student Directory Information, please submit a written notice to the Dean of Postsecondary Instruction within 2 weeks (14 calendar days) from the start of your program.

**Note:** The USA Patriot Act of 2001 (Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism) amends FERPA to include additional exceptions to the rules of releasing information without student/parent consent.

## Graduation Requirements

- Student must have obtained cumulative attendance and grade average as defined by the program syllabus.
- Student shall have mastered the program competencies.
- Student must have no outstanding monies owed to the school.
- All equipment and/or materials owned by the school must be accounted for.
- Must complete required exit interviews and testing.
- Any other program specific requirements.

## Grievance Policy

In the event a student encounters a situation perceived to be unjust, the student will discuss the situation with the instructor(s) involved. Using the problem solving approach, the student and instructor(s) will work through the problem and reach a satisfactory agreement. If a mutually agreeable solution cannot be reached, the grievance shall be put in writing and the problem referred to the program/coordinator. The student, instructor(s), and program coordinator/lead will review and discuss the situation and agree on a solution to the problem within 10 working days. If any of the parties remain unsatisfied, the matter will be taken to the Dean of Postsecondary Instruction. All persons involved will then attempt to reach a satisfactory resolution within 10 working days. The Dean of Postsecondary Instruction reserves the right to consult with the Superintendent of the school before reaching a final decision. The decision of the Superintendent is final and binding.

All written grievances must be initiated within five working days of the occurrence. All written grievances must be signed by all persons involved. Grievance Records will be maintained in the Adult Office. Further grievance concerns can be referred to the Council of Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, 770-396-3898.

## Health and Safety

Correct health and safety practices and procedures are observed on the campus. Proper use of safety equipment and shop safety practices are integral parts of the career-technical program. All accidents must be reported immediately to the instructor and campus supervisor when they occur.

The student must fill out an Accident Report with the instructor and supervisor on campus. All forms are forwarded on to the Adult office.

Buckeye Hills Career Center follows the guidelines of the occupational safety and health administration (OSHA). Students will not be permitted to fully participate in their educational program if they are in violation of safety guidelines.

Emergency Medical forms are kept filed in each student's file. Each student is required to return the completed Emergency Medical form to the Adult office on the first day of class. Students may be denied career-technical program participation until the form is completed and submitted.

## Internet Rule Policy

- Instructors, administrators, and postsecondary students are responsible for appropriate use of school computers. Communications on the network are public in nature and general rules for behavior and communications apply.
- Individual users of District computer networks are responsible for their behavior and communications over those networks. Users must comply with District standards and are responsible for honoring Use and Compliance agreements.
- Designated administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly.
- District servers are not private.
- If the user inadvertently accesses inappropriate materials, the user will immediately disclose the inadvertent access to his/her immediate supervisor.
- Users will promptly disclose any inappropriate or offensive message received.

### **The following are not permitted:**

- Sending, displaying, or downloading offensive messages or pictures.
- Using obscene, profane, lewd, rude, threatening, or disrespectful language.
- Harassing, insulting, or attacking others.
- Altering or damaging computers, computer systems, or computer networks.

- Violating copyright laws or plagiarizing work found on the internet.
- Using others' passwords.
- Trespassing in others' folders, work or files.
- Intentionally wasting limited resources (e.g. disk space or printing capacity).
- Employing the network for commercial purposes.
- Use of the District system to access or download materials that is obscene (pornographic), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate mail).
- Sending, displaying, or downloading patient / client information including pictures, descriptions or any content that pertains to a patient's / clients identity.

## Email and Privacy

There should be no expectation of privacy for any messages sent using school email accounts. Messages that have been deleted may still be accessible on the hard drive. Messages deleted or otherwise, may be subject to disclosure under the Public Records Act, unless an exemption would apply. Students are reminded to consider all email as open communication.

## Leave of Absence Policy

A student interested in an extended leave from their class must apply in writing to the Dean of Postsecondary Instruction who will approve or disapprove all requests. **This request is required to be submitted by the last date of attendance. All documentation must be submitted no later than 7 days from the last date of attendance. Emergency situations will be reviewed on an individual case basis.** The school may grant a student a leave of absence of up to 180 days in any 12-month period if the student provides documentation of hardship. If the student is on an approved leave of absence, they are not considered to be withdrawn. All financial aid will be put on hold. If the student fails to return from an approved leave of absence they will be considered officially withdrawn, and all refunds or return of Title IV funds calculations will be based on that date. If the student has a Federal loan, the grace period begins retroactively to the student's last date of attendance.

## Referral of Overpayments and Fraud Cases

If the school discovers that a student received an overpayment of federal funds, the school will attempt to adjust subsequent financial aid disbursements. If this is not possible, the student will be required to repay the overpayment amount. Any applicant failing to repay the overpayment will be referred to the U.S. Department of Education for collection. Such applicants will be ineligible for future Federal aid funds.

If an applicant misreports information or alters documents for the purpose of increasing his/her aid eligibility or for fraudulently obtaining Federal funds, the applicant will be reported to the Office of Inspector General, U. S. Department of Education.

If you received federal financial aid because you reported incorrect information, you will have to repay any portion of aid you should not have received. Also, any person who intentionally makes false statements or misrepresentations on a federal aid application is violating the law and is subject to fine, imprisonment or both.

## Refund Policy

### Cancellations

Students are entitled to a full refund of tuition/fees paid if:-

- Student's application is not accepted.
- The class is cancelled at the location selected and student decides not to transfer to another location.
- The school location is closed or a class is cancelled.

Refunds will be made within 30 days of the planned start date, or cancellation date, whichever is earliest.

Students may officially withdraw from their program by notifying the Adult Office or program Coordinator/Instructor. The official date of withdraw is the last date attended. The last date attended will be the date of withdraw for students who do not officially withdraw. Note: Classes that meet less than three times will not be eligible for a refund after the class starts.

### Programs 50 -299 hours

If it is necessary to drop from the program, notify the Adult office immediately. Tuition will be refunded as follows:

	<b>Hours Completed in pay period</b>	<b>Refund</b>
	0% - 5%	100%
<b>Greater than</b>	5% to 10%	50%
<b>Greater than</b>	10% (up to 50 hours)	0%

(Percentages are not rounded)

In accordance with federal regulations (34DFR 668.22), a student may be required to repay Federal Financial Aid funds if they withdrawal or are withdrawn before completing the pay period. See the Return to Title IV policy in the Student Consumer Handbook for more information.

For students receiving Federal Financial Aid, once the Return to Title IV calculation is completed, the following refund policy is used to calculate refunds on tuition. These refund percentages also apply to students who are self-pay or have outside agencies that are paying tuition. Non-refundable costs include registration, textbooks, CPR cards, uniforms, testing fees, and any other items or services that have already been acquired by or ordered for the student.

#### **Programs 300 hours or more**

	<b>Hours Completed in pay period</b>	<b>Refund</b>
	0%	100%
<b>Up to</b>	10%	90%
<b>Greater than</b>	10% to 35%	50%
<b>Greater than</b>	35% to 60%	25%
<b>Greater than</b>	60%	0%

(Percentages are not rounded)

## Retention Rate

The following information is being disclosed as required by the Student Right-to-Know Act. The information reflects a Fall Cohort of first-time, full-time students, and their status as of the following Fall. This information is for reporting purposes only and may not accurately represent total enrollment of Buckeye Hills Career Center Adult programs.  
Rate=89%

## Return to Title IV Funds

Buckeye Hills Career Center returns unearned funds received from Federal student assistance programs to the proper program accounts in accordance with Federal Title IV student assistance regulations, as amended, under 34 CFR, section 668.22(d) of the Reauthorization of the Higher Education Act of 1965.

Federal Title IV funding includes Federal Pell Grants and subsidized and unsubsidized Federal Direct Loans. Title IV funds are awarded to a student under the assumption that the student will attend school for the entire payment period for which the aid is awarded and disbursed. When a student withdraws, a calculation is required to determine what percentage of aid the student has earned during the payment period.

Buckeye Hills Career Center must return any unearned aid for the payment period to the Federal Department of Education according to the Return to Title IV (R2T4) Funds calculation. Once a student has completed 60% or more of the scheduled hours in the payment period; the student has earned 100% of the financial aid that the student was scheduled to receive during that payment period. (i.e. in a 450 hour payment period, a student would have earned 100% of aid for the period at hour 271) If the student completes 60% of the scheduled hours in the payment period, no return of Title IV funds is required. For instance, if the student completed 25% of the scheduled hours in the current payment period, the student has earned only 25% of the aid disbursed; thus 75% of the aid must be returned. If the student did not receive all of the funds that were earned prior to withdrawal, a Post Withdrawal disbursement will be processed, which is determined during the Return to Title IV Funds calculation. The Financial Aid Office will notify the withdrawn student of his/her eligibility for a Post Withdrawal disbursement. Any Title IV funds that must be returned to the Federal Department of Education will be returned no later than 45 days from the date of determination that the student withdrew.

## **Withdrawal Dates**

The Return to Title IV (R2T4) calculation is based on the student's date of withdrawal, whether official or unofficial\*, and in all cases, the withdrawal is the last date of attendance recorded by the school.

**\*Unofficial Withdrawal** – If a student stops attending, the school will make every attempt to contact the student to determine if the student plans to return. If at the end of 10 calendar days since the student's last day attended and attempts to contact have been unsuccessful, then the student will be withdrawn and the Return to Title IV funds will be calculated based upon the scheduled hours as of the student's last day of attendance.

## **Calculating Earned and Unearned Title IV Funds**

The formula used to calculate the percentage of aid earned is number of clock hours the student was scheduled to complete in the period as of the student's last day of attendance divided by the total number of scheduled clock hours in the payment period.

## **Returning Unearned Title IV Funds**

If the Return to Title IV Funds (R2T4) calculation results in "unearned aid" and a return is required, funds will be returned in the following order:

- 1- Unsubsidized Direct Loan
- 2- Subsidized Direct Loan
- 3- Direct PLUS Loans
- 4- Federal Pell Grants
- 5- Iraq and Afghanistan Service Grants
- 6- FSEOG
- 7- TEACH Grants

The student repays unearned loan funds based on the normal loan repayment schedule as stated in the Master Promissory Note. If the student's portion of unearned Title IV funds is an overpayment of a Federal Pell Grant, the student will be required to return no more than 50% of the overpayment amount received for the payment period. The Financial Aid Office will notify the withdrawn student in writing if an overpayment has occurred and provide instructions for repayment of the grant overpayment.

## **Post Withdrawal Disbursements**

Based on the R2T4 calculation, a student may be entitled to earned funds not yet disbursed.

**Pell Grant** – BHCC will process post-withdrawal disbursements of Pell Grants on the student's behalf within 45 days of the determination of withdrawal. All PWD disbursements are applied to the student account first, and any resulting credit balance will be disbursed to the student as soon as possible and no later than 14 days from the date of disbursement.

**Federal Direct Student Loan** – A PWD of loan funds must be offered to the student within 30 days of the date of the school's determination that the student has withdrawn. Post withdrawal disbursements are posted to the student account first, and any resulting credit balance is disbursed to the student as soon as possible but no later than 14 days from the date of disbursement.

BHCC will notify the student in writing within 30 days of withdrawal, allowing the student 30 days to respond to accept or decline funds. BHCC will require the student to respond in writing to the notification sent giving consent or rejecting the disbursement of loan funds. If BHCC does not receive a written response from the student within 30 days, BHCC is not required to make a post-withdrawal disbursement.

## Returning Students Policy

Students are permitted to withdraw and return to the same program one time, but maximum timeframe to complete (150%) still applies unless the student has won an appeal. (See Satisfactory Academic Progress in the Consumer Disclosures & Policies section of the Adult Education Student Handbook. The handbook is available at [www.buckeyehills.net](http://www.buckeyehills.net) or a paper copy may be requested from the Financial Aid or Adult Education Office).

Financial aid may not be available upon return to the program unless the student has won an appeal. (See Satisfactory Academic Progress in the Consumer Disclosures & Policies section of the Adult Student Handbook. The handbook is available at [www.buckeyehills.net](http://www.buckeyehills.net) or a paper copy may be requested from the Financial Aid Office or Adult Education Office. It depends on academic progress at the time of withdrawal and the timeframe in which the student returns.

### Returning Students - Process/Checklist

Pay any outstanding balances in full. You may contact the Adult Education Office at 740.245.5334.

1.  If you have student loans and did not complete student loan exit counseling when you left school, please go to [www.mappingyourfuture.org](http://www.mappingyourfuture.org) and click on Exit Counseling to complete.
2.  Submit an official letter\* of request, explaining why you left school, any circumstances that were beyond your control and what has changed that will make you successful this time.
3.  Attach any applicable documentation that will support your request.
4.  Meet with the Program Coordinator. (You will be contacted to schedule a meeting once your letter of request and documentation has been received.)
5.  The process must be completed 45 days prior to start of class.

After meeting with the Program Coordinator, your file will be sent to the Dean of Postsecondary Instruction to review for a final decision. The program Coordinator/Lead will inform the student of the Dean's decision within 10 business days.

I understand and accept all conditions. Please attach this signed form to your letter of request.

Student \_\_\_\_\_

Date \_\_\_\_\_

\*Letter should be mailed to:  
Buckeye Hills Adult Career Center  
PO Box 157  
Rio Grande, OH 45656

# Satisfactory Academic Progress (SAP)

## Purpose

All financial aid recipients are required to meet Satisfactory Academic Progress (SAP) according to the Federal regulations and policies set by Buckeye Hills Career Center. The intent of this policy is to ensure that students who are receiving financial aid are making measurable progress toward completion of an approved certificate program in a reasonable period of time and within a reasonable number of clock hours.

## Scope

Regulations require a student's progress for financial aid purposes to be measured both quantitatively and qualitatively. In addition to a student's grade point average, students are also required to complete their program of study within the 150% maximum time frame established by the institution. For students receiving financial aid, Satisfactory Academic Progress official review will be at the end of each payment period. Students not receiving Federal Student Aid must also comply with the following policy to continue participation in their course of study.

## Standards of Progress

To remain enrolled and to keep an award of financial aid, a student must be making Satisfactory Academic Progress. Each payment period, a student's Satisfactory Academic Progress is evaluated. (SAP evaluation) At each SAP evaluation, the Instructor will review a student's grade records to determine if the student:

- Has a cumulative grade average of 77% or above (VA student requirement is 80%)

The student's academic progress will be measured on the following scale:

100%- 93% -- 4.0 - 3.5 = A

92% - 85% -- 3.4 - 2.5 = B

84% - 77% -- 2.4 - 2.0 = C

76% - 0% -- Failing

A "C" (77% or above) is required as a final grade in each course. In addition, all periods enrollment for any given period are counted toward maximum time frame even if the student is not receiving Title IV aid.

Hours completed for students who withdraw from a course for any reason are counted towards maximum time frame should they return (even when not receiving Title IV aid). Noncredit remedial courses are not counted toward the maximum time frame and are not subject to receive financial aid.

The maximum time frame is 150% of the published length of the program. For purposes of applying SAP policies, it is assumed that all students will complete the entire program. Classes taken even when not receiving Title IV funding, count toward the program's maximum timeframe.

## SAP Evaluation

SAP will be evaluated at the end of each payment period. Students will be assigned one of the following statuses:

**Satisfactory:** Satisfactory status is achieved when all the criteria of the above are met.

**Financial Aid Warning:** Students not meeting the above SAP criteria at the end of the payment period will be notified that they must meet with the Financial Aid Officer. During the meeting the student will be issued a written warning they are in jeopardy of losing eligibility for financial aid. The student and FA Officer will sign the written warning. The student will be given a time period of the next payment period to achieve SAP standards. During this warning period the student will continue to receive financial aid. Students may re-establish satisfactory academic progress by meeting minimum academic requirements by the end of the warning period.

**Financial Aid Suspension:** If the student fails to meet the requirements for Satisfactory Academic Progress at the end of the financial aid warning period, the student will lose eligibility for Title IV funds unless the student submits a written appeal.

Once a written appeal is made, the Dean of Postsecondary Instruction will review the student's appeal for probation. In this appeal, the student should explain any extenuating circumstances that prevented them from maintaining satisfactory progress in the payment period, such as a death or severe illness in the immediate family. If the appeal is successful, the student will be placed on probation and given an academic plan to come into compliance with the school's satisfactory academic progress standards by the end of the next payment period. The student will remain eligible for financial aid during the probationary period. At the end of the probationary period, the student must be meeting the academic plan developed for the student. If the student is not in compliance with the academic standards, the student's financial aid eligibility will be terminated and the student may be subject to termination from their program.

If the appeal is denied, the student's financial aid will cease and the student will be given the option of continuing the program as a self-pay student. If the student chooses not to continue, they will be released from the program for nonpayment.

## **SPECIAL GRADING CIRCUMSTANCES**

In order to keep an award of financial aid, students must maintain a pace of progression toward completion within a maximum time frame. The maximum time frame is 150% of the published length of the program. There are some special grading circumstances that will affect SAP and this completion timeline:

**Transfer Credit Hours** – Those hours approved for transfer into this school will count as hours attempted and completed during the same term as this content is delivered and will count toward the maximum time frame.

**Withdrawal Status Upon Return** – When a student withdraws and returns to finish a program and they are in good standing regarding SAP, then the student may return with the previous hours earned and credited at the point in the curricular delivery where they left. If a student withdrew without maintaining SAP (warning or probation), their prior grades and attendance will be counted toward the cumulative grades and attendance/periods of enrollment for the current SAP evaluation and the financial aid warning/probation will continue for one payment period. Any hours attempted but not completed will count towards the 150%, unless an appeal has been awarded to extend the maximum timeframe.

**Repetition** – In some cases a student may repeat a "course" or specific curricular part of a program in order to improve a grade. The total hours attended previously and the repeat hours will be counted towards attendance and the maximum completion time of 150%.

**Second Certificate**- If a student chooses to enroll in a second program, they will be allowed to receive aid for the second program as long as have no financial holds on their accounts. SAP standards will start new with enrollment in the new program.

**Dismissal**- If, by the end of the Academic Probation period, the student has not corrected all deficiencies, the student may be dismissed. If a student is receiving Veteran's Administration funding, the Adult Center will notify the VA regarding any interruption of the student's educational benefits as well as the student's re-entry options.

**Reinstatement**- If a loss of Pell Grant funding is successfully appealed, the student's Pell Grant funding will be reinstated. If a student's appeal is not successful, that student will not be eligible for additional Pell disbursements.

**Change in Program**-Due to program schedules, students are not permitted to change a program of study once enrolled in a program. The only exception is Medical Assisting and Medical Office given the first 600 hours of the coursework is the Medical Office program.

**Incomplete**- Grades of Incomplete will be calculated the same as 0% until such time the grade is replaced with a different grade. The new grade will be added to the cumulative grade average at that time.

**Loss of Financial Aid/Appeal Process/Probation**- If the student fails to meet the requirements for satisfactory academic progress at the end of the financial aid warning period, the student will lose eligibility for Title IV funds unless the student submits a written appeal. Once this written appeal is made, the Dean of Postsecondary Instruction will review the student's appeal for probation. In this appeal, the student should explain any extenuating circumstances that prevented them from maintaining satisfactory progress in the semester, such as death or severe illness in the immediate family. If the appeal is successful, the student will be placed on probation and given an academic plan to come into compliance with the school's satisfactory academic progress standards by the end of the next payment period. The student will remain eligible for financial aid during the probationary period. At the end of the probationary period, the student must be meeting the academic/attendance plan developed for the student. If the student is not in compliance with the academic/attendance standards, the student's financial aid eligibility will be terminated and the student may be subject to termination from the school. If the appeal is denied, the student's financial aid will cease and the student will be given the option of continuing the course as a self-pay tuition student. If the student chooses not to continue, they will be released from the program for nonpayment.

### **Appeal Decisions**

**Approved**- If an appeal is approved, financial aid will be reinstated, and the student will be put on "financial aid probation" for one payment period only. At the end of the probationary period, the student must be meeting SAP to receive any subsequent disbursements. No further appeals may be submitted at this time.

**Denied** – Denial of the appeal will mean that the student is eligible for no further financial aid benefits; therefore, within five business days of the appeal decision, any student who is permitted to continue in a program on a private pay basis must contact the fiscal office to have a payment arrangement created. Students who withdraw or are dismissed as the result of an appeal verdict will not be charged for time attended while awaiting appeal decisions.

**Reestablishing Eligibility** -A student who has lost financial aid may regain eligibility by self-paying for one payment period. At the end of this payment period, SAP will be evaluated. If the student has restored SAP standards at this time, he/she will be eligible to receive Title IV aid for the next payment period. If the student is not meeting SAP standards, no further Title I V aid will be disbursed. If the student chooses not to continue, they will be released from the program for nonpayment.

### **Veteran's Administration Requirements for Education Benefits**

Buckeye Hills Career Center is required to ensure that students receiving Veteran's Administration (VA) Education Benefits are making adequate progress toward completing their program. Students receiving VA Education Benefits are required to meet the following standards:

#### **Attendance**

Attendance for students receiving VA Education Benefits will be evaluated every 30 days during the student's program. Students are required to maintain, at minimum, 90% monthly attendance.

## Grades

Grades for students receiving VA Education Benefits will be evaluated every 30 days during the student's program. Students are required to maintain, at minimum, a monthly grade of a C average (80% or above).

## SAP Warning

Students receiving VA Education Benefits who do not maintain the above attendance and/or grade requirements will be placed on Financial Aid Warning Status. Students placed on Warning Status are required to meet the above attendance and/or grade requirements by the next day review to prevent termination of VA Educational Benefits.

## Termination

Students receiving VA Education Benefits who do not meet the above attendance and/or grade requirements by the next 30 -day review after being placed on Financial Aid Warning Status will be terminated from those benefits.

# Student Code of Conduct

Students are to maintain high standards of behavior.

Students are expected to:

1. Attend school on a regular basis consistent with the attendance policy of the program.
2. Demonstrate respect for the right and property of others.
3. Follow the directions of appropriate persons in authority.
4. Not possess, use or be under the influence of drugs, including alcohol.
5. Behave in a manner consistent with all safety rules and regulations of the program and Board of Education.
6. Follow all rules of the school and Board of Education.
7. Adhere to local, state, and federal laws.

When a student violates this Code, the school will appropriately intervene to help the student regain self-direction and control through a variety of program centered responses. Unfortunately, however, it sometimes becomes necessary to remove a student from school. The violation and/or attempt of violation of one or more of the following rules of student conduct may result in discipline up to and including suspension or dismissal from the program.

**Disruption of school:** A student shall not disrupt or obstruct the educational process, including all curricular and extracurricular activities, allowing electronic devices to go off in class, frequent roaming in classroom and hallway, rude or disrespectful behavior, unwarranted interruptions, failure to adhere to instructor's directions, physically or verbally abusive behavior, inciting turmoil in the classroom, etc.

**Damage to property:** A student shall not cause, or attempt to cause, damage to property on school premises, or at any school activity on or off school grounds.

**Assault:** A student, while at school, shall not cause physical injury nor behave in such a way which could cause physical injury to school staff, other students or visitors.

**Possession of dangerous weapons and instruments:** A student, while at school, shall not possess, handle, transmit, or conceal any object which might be considered a dangerous weapon or instrument of violence. Possession shall include, but not be limited to the following:

- Objects carried or concealed on one's person
- Objects contained in one's locker or any other setting selected to conceal such item(s) or material(s)
- Objects contained in a vehicle owned or driven by such person

**Possession of marijuana, narcotics, alcoholic beverages and illegal drugs:** A student, while at school, shall not possess, use, transmit, conceal, or show any sign of consumption of any alcoholic beverage, drug, hallucinogen, barbiturate, amphetamine, or paraphernalia. Possession shall include but not be limited to the following:

- Objects carried or concealed on one's person

- Objects contained in one's locker or any other setting selected to conceal such item(s) or material(s)
- Objects contained in a vehicle owned or driven by such person
- An odor of drugs/alcohol and/or displaying physical signs of drug/alcohol use

**Behave in an emotional, unsafe manner:** A student shall not act in an emotionally unsafe, threatening manner which includes: making verbal or physical threats to another student or instructor; displaying erratic physical, verbal or emotional behavior.

**Falsification/Dishonesty:** A student shall refrain from the following: falsifying or misrepresent program attendance, signing in for another person, engaging in all forms of dishonesty including false testimony, cheating, giving or receiving assistance on tests, quizzes, or written assignments, gambling, plagiarism, knowingly furnishing false information in an official proceeding, forgery, alteration or use of official documents or instruments of identification with intent to defraud, or failure to give truthful testimony at a duly constituted hearing, etc.

**Violations of the law:** A student shall obey all Federal, State and Local laws while at school.

**Frightening, degrading, or disgraceful behavior:** A student shall refrain from behavior, which frightens, degrades, disgraces, or tends to frighten, degrade, or disgrace, any person by written, verbal or gestural means during any period of time when the student is at school.

**Theft:** A student, while on school premises or at a school-sponsored activity, shall not steal, attempt to steal, or be in possession of stolen property or equipment belonging to the school district or the personal property of another student, teacher, visitor, person(s) or business.

**Gambling:** A student while on school premises or at a school sponsored activity, shall not engage in gambling or games of chance.

**School-related incidents:** A student shall not interfere with the life style of any staff member, on or off school property. Interference may include harassment, vandalism or any other seriously disruptive actions.

**Hazing:** All forms of harassment (including sexual and racial) or any type of verbal abuse of a member of the school community.

**Obscenity:** No obscene language.

**Books and Equipment:** If not included in the cost of tuition, students are responsible for securing all books, workbooks, and safety equipment needed for course work.

**Note:** The term school refers to students attending school, clinicals, or other school sponsored activities.

These steps will be followed in the disciplinary process:

1. Any student violating the school's published policies will be informed by the instructor of the violation and possible consequences. The student will be given the opportunity to respond to the violation.
2. If discipline is warranted, the instructor will consult with the next level staff member and/or the Dean of Postsecondary Instruction of the disciplinary action to be taken. Depending on the severity of the violations it could be a verbal reprimand, a written reprimand, intervention, suspension, or dismissal from the program.
3. The student will be informed of the decision by the instructor, next level staff member and/or the Dean of Postsecondary Instruction. The student has the right to follow the grievance procedure after the decision is made.

**Dismissal from program:** Record of the dismissal will be maintained. If a student is dismissed for disciplinary reasons a certificate will not be issued. Students released due to conduct, behavior, or substance abuse will be reviewed and approved or denied on a case-by-case basis by the Dean of Postsecondary Instruction to be readmitted to the program. The school refund policy will be followed.

## Tobacco/Smoking

The use of tobacco products, including electronic cigarettes is not permitted on Campus when High School classes are in session (Board Policy and Ohio Law). At other times, after 5:30 pm and when high school is not in session, smoking is permitted in the following areas:

- At the rear of the Red Building in the outside break area,
- At the rear of the Green Building;
- Behind the Blue Building.
- Proper disposal of tobacco remnants is a priority. No Smoking is permitted close to an entrance to a building. Violations by a student will be grounds for dismissal from the program.

Students must drive off campus to smoke during restricted hours.

## Verification/Correction Policies and Procedures

The school is responsible for verifying the accuracy of the FAFSA data used to calculate the student's expected family contribution (EFC). If there is an asterisk (\*) next to EFC number on the Student Aid Report (SAR), it means that the student has been selected for verification by the U.S. Department of Education. The school may also select any

student for verification even if the application wasn't selected by the U.S. Department of Education.

- A letter, including a Verification Worksheet, is mailed to the student explaining that their application has been selected for verification and provides instructions on how to proceed. The student (spouse or parent, as applicable) must complete the worksheet and return it to the Financial Aid Office, along with any required documentation. In some instances the Financial Aid Office may require the student to schedule an appointment and meet with the Financial Aid Officer.
- The Financial Aid Officer will review the worksheet/documentation and make any necessary corrections. Corrections are then submitted electronically to the Dept. of Education.

### **Required Verification Items**

Some students may be required to verify all items while some may only have to verify certain items. Determination is made by the Federal processor and is placed into categories V1, V4 and V5. The Financial Aid Office is also required to resolve any other discrepancies and may request additional documentation.

- |   |                          |
|---|--------------------------|
| ✓ Number in Household   | ✓ Certain Untaxed Income |
| ✓ Number in College   | ✓ Other Untaxed Income   |
| ✓ U.S. Income Tax Paid  | ✓ Child Support Paid     |
| ✓ Adjusted Gross Income   | ✓ SNAP (food stamps)     |
| ✓ High School Completion Status and Identity/Statement of Educational Purpose |                          |

### **Acceptable Documentation**

V1 – Verification worksheet and IRS documentation (if tax info was not imported into the FAFSA).

V4 – Verification worksheet, proof of identity and high school completion; and proof of child support paid and SNAP, if applicable.

V5 – Same as V1 and V4

### **Deadlines**

If verification has not been completed prior to the first day of class, the student will be required to pay for first period. If the student fails to submit the required documentation by the end of the period he/she will forfeit any aid which could have been disbursed for that time period. No funds will be disbursed prior to verification being completed. If a student's award changes as a result of verification/correction, a revised award notification will be sent within two weeks of the completed verification/correction process.

### **EFC**

Your Expected Family Contribution is the number that's used to determine your eligibility for federal student aid. This number results from the financial information you provided in your FAFSA application. Your EFC is reported to you on your SAR.

### **SAR**

Your Student Aid Report summarizes the information you submit on your Free Application for Federal Student Aid (FAFSA) and provides you with your Expected Family Contribution (EFC).

## **Withdrawal Policy**

**Official Withdrawal** – Students planning to withdraw should meet with the Dean of Postsecondary Instruction or program Coordinator/Lead to complete a Withdrawal form.

**Unofficial Withdrawal** – If a student stops attending, the school will make every attempt to contact the student to determine if the student plans to return. If, at the end of **10 calendar days**, and no contact has been possible, then the student will be withdrawn.

**Withdrawal Date** – The last date of attendance according to the school's attendance record. This date is used to determine the amount of aid a student has earned.

**Date of Determination** – The date the school determined that the student withdrew. This date is used for compliance in returning Title IV funds.

**Exit Counseling** – If a student has Federal Stafford loans, exit counseling must be completed upon leaving school. If the student does not complete the exit counseling before leaving school he/she will receive a letter from the financial aid office. The letter will include instructions on how to complete the exit counseling. If the student does not comply, a hold will be placed on his/her record.

## Background Checks

Some of our programs require background checks for the controlling board while other programs require background checks for on-site clinical experiences. Failure to successfully complete these experiences will result in failure of the program. Buckeye Hills Adult Career Center has clinical agreements with qualifying sites requiring either analysis of a student's background check or a copy of the student's background check. Some sites require a BCI while others require both BCI and FBI checks. Before assigning a student to a site, the student is required to submit a copy of the appropriate background check to the Buckeye Hills Adult Career Center office unless the student is able to make direct arrangements with the site. By giving Buckeye Hills Adult Career Center a copy of the appropriate background checks, the student is giving Buckeye Hills Adult Career Center permission to analyze, share results and/or send a copy to the corresponding clinical site. All background checks will be kept in a secure location and not shared with agencies or people unrelated to the above-described purpose. The decision to allow a student participation rests on the clinical site and not Buckeye Hills Adult Career Center.

Each program has its own specific requirements for admission. Refer to your program section in this handbook or visit our website @ buckeyehills.net, adult education, for details pertaining to your program.

## Building Access

Students will be provided one fob/ID for building access. Replacement fobs/IDs are available at the Adult Office for a \$10 fee. Please report missing fobs immediately.

## Drug Screening

Some of our programs require drug screening to meet program requirements or on-site clinical experiences. Positive results on a drug screen will result in failure of the program. Buckeye Hills Adult Career Center has clinical agreements with qualifying sites requiring either analysis of a student's drug screen or a copy of the student's drug screen results. All drug screen results will be kept in a secure location and not shared with agencies or people unrelated to the above-described purpose. The decision to allow a student participation rests on the clinical site and not Buckeye Hills Adult Career Center.

## Drug/Alcohol Random and Reasonable Suspicion Screen(s)

All students are subject to random (suspicion less) and/or reasonable suspicion drug and/or alcohol screen(s). Students are not responsible for the cost(s) of any such random and/or reasonable suspicion screen(s).

The refusal to submit to any drug and/or alcohol screen, as well as any attempt to alter, adulterate or substitute a specimen, will be considered a positive screen. Refusal can include excessive delay (over four hours) on the part of the student in providing a urine specimen, or not supplying a sufficient quantity to test after drinking an adequate amount of fluids.

### Random Selection Guidelines

Random drug screens may occur during the school year. Students are randomly selected from a master list of identification numbers of all students enrolled in the program. The students selected are notified to report to the designated collection site at the designated time, and provide a urine sample for testing.

### Reasonable Suspicion Testing Guidelines

Reasonable Suspicion Testing occurs when there is reason to suspect a student may be in violation of the Program's rules and/or regulations relating to prohibited drug/alcohol. A reasonable suspicion test may occur based upon, but not limited to the following:

- Observed behavior such as direct observation of drug/alcohol use or possession;
- Physical symptoms or manifestations of drug or alcohol use and/or being under the influence of a drug or alcohol;

- A pattern of abnormal conduct or erratic behavior, or marked change in behavior that is not attributed to other factors;
- Arrest, charge, or conviction for drug or alcohol related offense;
- Information provided either by a credible source or independently corroborated regarding a student's drug and/or alcohol use;
- The student is involved in a serious clinic-based accident and/or incident; and/or
- Evidence that the student has altered or tampered with a previous drug or alcohol test, or who had attempted to substitute a specimen.

### **Possession/Use of Illegal Drugs or Alcoholic Beverages**

A student, while at school or at a clinical, shall not possess, use, transmit, conceal, be under the influence of , or show any sign of consumption/use of any alcoholic beverage, illegal drug, hallucinogen, barbiturate, amphetamine, or paraphernalia. Possession and/or use shall include, but not limited to any one of the following:

- Drugs, alcohol and/or objects carried or concealed on one's person;
- Drugs, alcohol and/or objects contained in one's personal belongings;
- Drugs, alcohol and/or objects contained in a vehicle owned or driven by such person;
- An odor of drugs/alcohol and/or displaying physical signs of drug/alcohol use;
- Use of alcohol/drugs as verified by a drug screen, or the refusal by a student to submit to a reasonable suspicion and/or random drug screen.
- Use shall mean any positive alcohol screen at a level of .04% or greater, and/or any positive drug screen for which there is no medically acceptable explanation for the positive result.

The Student Code of Conduct will be followed for any violations of this policy.

## **Asbestos Notification**

Please be advised that following the renovation work at the Buckeye Hills Career Center the facility has been designated as asbestos free by the United States Environmental Protection Agency. A copy of the school's asbestos management plan is available for review in the Superintendent's Office.

## **Change of Student Address/Status**

It is important that school records be correct in regards to student contact information. A student must update the information in their student portal in Achademix or notify the Adult Office as soon as possible of any change in status, address, or telephone numbers during the course of the program. After graduation, it is very important to keep the school updated with your information for job placement information.

## **Changes to Program Policy**

Change to Program Policy is made prior to the start of a new program. On rare occasion, it may be necessary to make a Policy Change during the program year. In such a situation, the following procedure will be followed:

1. An addendum will be created that contains the following: the policy change / addition, the reason for the policy change / addition, content of the policy change / addition, and the effective date of the policy change / addition;
2. The instructor will meet with students to explain the change / addition and the reason the change / addition must be implemented during the current program year;
3. Each student will be provided a copy of and will be asked to review the contents of the Addendum;
4. Each student will be asked to sign a form verifying that they received and read the contents of the policy change / addition;
5. Any student who has questions or concerns that the instructor cannot answer will meet with the next level staff member to discuss reasons, options, etc.
6. Any change in policy that affects fees or requirements for completion of the program, will not be made during a current enrollment year.

## **Channel of Communication**

Proper channels of communication must be followed at all times.

- The student's first line of communication is with the instructor(s). Students are to ask the individual instructor about matters relating to that instructor's particular class.
- In the event the concern cannot be resolved by the instructor and the student, the student will be referred to the

- program coordinator/lead.
- The program coordinator/lead reserves the right to discuss the issue with the Dean of Postsecondary Instruction and other members of the Administration before reaching a decision. (See Grievance Procedure/Appeal)

## Completion Document

### Career Passport Certificate

- For students successfully completing a program of 300 or more, and who maintains attendance of 93% or better, a Career Passport will be provided. The Career Passport includes certificates, competency levels, resume and other material as requested by the student;

### Competency Certificate

- For students who complete the program with an attendance of 80% - 92%, a Gallia-Jackson-Vinton certificate will be awarded. The certificate indicates the number of hours completed and competency level.

## Clinical Agreement

While at the clinical site, students and faculty will follow the policies and procedures set forth by the Health Care Facility. Student(s) and faculty are considered guests of the facility. The facility reserves the right to deny any student(s) and/or faculty access to their site for clinical experience. A Clinical Agreement between the facility and the school is maintained and on file.

## Food Service

Buckeye Hills Career Center maintains a cafeteria for student use. Adult students are welcome to use the cafeteria and are required to pay adult prices. Students name badges must be worn. The cafeteria is closed during summer hours and on days the High School is closed. Students are welcome to bring their lunch. Vending machines are available for your convenience. Your break schedule will be given to you by your instructor. Special food events must have prior authorization by the program coordinator/lead.

## Grades

Students will receive grades throughout the academic year and a final at the end of the academic year. Some programs have academic and laboratory grades that are maintained apart and count as separate grades and the student must maintain a passing grade (77%) in both areas in order to successfully complete a term. Achievement will be evaluated according to the following scale:

Grading Scale	Letter Grade
100% - 93%	A
92% - 85%	B
84% - 77%	C
76% - 0%	F

The maximum time frame for which a student must complete a training program is 150% the number of clock hours required for normal completion of the program. The student must have a cumulative grade average of "C" at any time during and at the end of the program to be considered "in good standing" and meet certification requirements. Attendance requirements must also be met to be considered in "good standing."

## Laboratory

Labs on campus are defined as areas where hands-on training is conducted. Students are expected to adhere to all laboratory and safety rules. Failure to comply with any rules prescribed by the school or instructor may be justification for disciplinary action.

### Regulations:

- No equipment is to be operated until the student signs off on the safety training for the apparatus.
- All equipment is to be operated under the direction, permission, and supervision of the instructor. Equipment used during the lab is to be left in the same condition and location it was at the start of class.
- All students will be responsible for the cleanliness of the equipment and lab area. Each instructor will assign clean-up duties and all students will be required to participate in clean up.
- Safety glasses and other protective clothing must be worn at all times in labs. Students must follow lab safety procedures at all times. Students who do not maintain proper safety procedures will be asked to leave.

## Liability Insurance

Students are required to carry their own personal student liability insurance. This may be purchased through the school or from most insurance companies. Proof of purchase shall be submitted to the Adult office on or before the first day of school. **This is for your protection!**

## Non-Discrimination Policy

It is the policy of the Gallia-Jackson-Vinton Joint Vocational School District that educational programs and other activities be conducted in adherence to Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, in assuring non-discrimination with regard to race, color, ethnic origin, sex, age, sexual orientation, gender identity, religion or disability.

The District does not permit discriminatory practices and views harassment as a form of discrimination. Complaints regarding discrimination or harassment should be brought to the attention of the Vocational Director who serves as the Title VI and Section 504 Coordinator.

A complaint may be filed with the U.S. Department of Education at any time. It is not necessary for a person to go through the district' grievance procedures before filing with the U. S. Department of Education. Complaints may be sent to the U.S. Department of Education, Team Leader, Office of Civil Rights, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115-1812.

## Parking

Ample lighted parking space is provided. Students may park in assigned areas only. Students may not park in employee or visitor parking areas.

Students are provided a parking tag that must be displayed at all times. The parking tags are school property that must be returned to avoid a no return fee.

## Key Fobs

Students are provided one key fob/ID that must be utilized to access buildings at all times. Key fobs may not be used to allow building entrance to anyone other than the person issued the key fob. Replacement fobs/IDs are available at the Adult Office for a \$10 fee. Please report missing fobs/IDs immediately.

## Phones

Only emergency telephone messages will be relayed by the adult office during class hours. No personal information will be given to outside callers regarding students.

## Cell Phones

Cell Phone Use in the Classroom / Skills Lab:

1. Cell phones are to be turned off or kept silent during classroom/skills lab time;
2. No calls or text messages are to be made during classroom/skills lab time;
3. Students who need to make a call/send a text are to exit the classroom/skills lab to do so;
4. Students who are found using their phone during scheduled classroom/skills time will be subject to discipline procedures.

Cell Phone Use during a Graded Assignment:

1. Use of a cell phone or display of a cell phone is absolutely prohibited during tests, quizzes, or a graded classroom/skills lab activity;
2. A cell phone found in use by the student, or on the desk top, or any area where it is accessible will result in disciplinary action.

Cell Phone Use / Display during Clinical:

1. Cell phone use / display is absolutely forbidden during clinical;
2. Cell phone use / display is *permitted only* when the student is on break, i.e. off the unit, away from the clinical area, or at lunch;
3. Any student found with their cell phone in use, on display or on their person, while on the clinical unit, area or site will be sent home and counted as a clinical absence.

## School Closing/NIXLE

Generally, adult classes ARE NOT CANCELED. Please be aware of these procedures for snow/calamity early dismissals or closures for Buckeye Hills Adult programs.

Everyone needs to be on Nixle for the fastest and most accurate dismissal/closure information. To get on Nixle, go to our website, [www.buckeyehills.net](http://www.buckeyehills.net), and scroll down to the bottom and click on campus alert notification. Up at the top, if you click on sign up and complete the boxes, you are done.

Only messages directly stating changes for Buckeye Hills Adult Programs will pertain to adult classes. Any classes missed due to school closings will need to be made up.

Special circumstances occur with Clinicals for Adult Health Care. The instructors will make the decisions due to the fact that students are often on the road before decisions are made regarding school closure/dismissal.

## Use & Care of Equipment and Property

The equipment and facilities provided by the Adult Center for student use are worth great value. Please always do your best to see that it is properly used and maintained. If you notice that a piece of equipment is in need of repair, please bring it to the attention of your instructor immediately.

## Video Surveillance

Buckeye Hills Career Center uses electronic surveillance systems to monitor activity on school property, clinical sites, and in school vehicles in an effort to protect the health, welfare, and safety of its students and staff. No electronic surveillance is present in areas where individuals have a reasonable expectation of privacy. Electronic surveillance recordings may be used as evidence in any disciplinary proceedings, administrative proceedings or criminal proceedings, and may become part of a student's education record subject to Board rules, regulations, and policies and applicable law.

## Visitors

All visitors must register at the Adult Office (Green Building) immediately upon arrival to campus. Students must have prior permission from the Dean of Postsecondary Instruction to bring visitors to class. For safety reasons, please do not ask to bring children.

## Working Students

Maintaining the standards of the program is the student's responsibility, and each student must set his/her own priorities regarding work. It is the position of the school that if a student elects to be employed while going to school, he/she does so with the full understanding that he/she must meet and maintain the standards of the school, and that NO ALLOWANCES will be made for the student who elects to work.

Student uniforms or name badges must never be worn while working outside of the school setting. It is the student's responsibility to arrange his/her work schedule with the school so that it does not conflict with hours spent in school.

## Transportation

- Students will receive parking permits for Buckeye Hills Career Center parking. Parking permits must be returned to avoid fees.
- Students are NOT to park in areas designated employee or visitor parking.
- Unsafe vehicle operation on campus may result in revocation of parking privilege. The speed limit is 10 M.P.H.!
- Students are responsible for transportation to clinical sites

## **SECTION VI: Nursing Program Information**

## Philosophy

Human beings are unique individuals, each functioning as an integrated whole. They interact with society, which is composed of other humans, their families, and significant others, and share a variety of common goals and values unique to the culture. Humans are continually growing, developing, and changing as they move through the life cycle from birth to death. As humans change, their perception of Wellness may also change.

Wellness is defined by each individual human being and is relative to his/her own values, beliefs, and perception of physical and mental well-being. Wellness encompasses the whole person: body, mind, and spirit, and focuses on basic needs common to all human beings. Wellness is conceived to be the fulfillment of these basic needs, while illness represents a deficit in one or more of these basic needs. These basic human needs include: 1) protective needs; 2) sensory-perceptual needs; 3) comfort, rest, activity and mobility needs; 4) nutritional needs; 5) growth and developmental needs; 6) fluid-gas transport needs; 7) psycho-social-cultural- spiritual needs; and 8) elimination needs.

Nursing care is a process that shows deliberate action in an interpersonal and assistive method and is composed of the human, the nurse, and significant other(s). The purpose of nursing care is to restore, maintain, and promote the human's basic need satisfaction while attaining an optimal level of quality of life or a peaceful, dignified death. The individual's perceived satisfaction of these basic needs (Wellness) is attained by utilizing the nursing process and the teaching/learning process. The critical thinking process is used as a method to problem solve in order to identify basic needs and to promote individual Wellness.

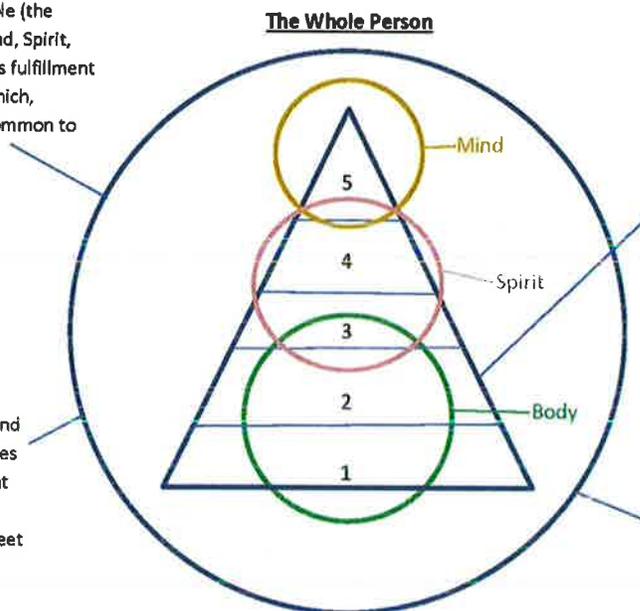
The Philosophy and Objectives of the Nursing Programs reflect the combined personal beliefs of the faculty with regard to Wellness as it relates to meeting basic human needs. Nursing efforts that promote and reinforce healthy practices and behaviors will assist the human being, the family, and the community to adapt healthier lifestyles that will lead to overall Wellness. Nursing care capitalizes on the individual's Wellness potential, not health deficits (illness). The program emphasizes Wellness of the individual and the community by meeting basic human needs, either by prevention or by treatment of Health Deficit(s). The curriculum focuses on promoting an optimal level of Wellness that will, in turn, allow the human to explore individual environments, both physical and situational, that may affect the human's ability to function at his/her highest possible level while preserving dignity and independence. Maslow's Theory and Model of the hierarchy of Basic Human Needs serves as a framework for the program.

The Practical Nursing and LPN to RN Diploma Programs shall function within the scope of practice of nursing as set forth in Section 4723 of the Revised Code and the rules of the Board.

## PHILOSOPHICAL FRAMEWORK

**Human Being:** Comprised of integrated parts that make up the whole (the individual) consisting of Mind, Spirit, and Body; A human requires fulfillment (meeting) of *Basic Needs* which, regardless of culture, are common to all Humans.

**Nursing Care:** Deliberate action in an interpersonal and assistive method that focuses on promoting the fulfillment (meeting) of Basic Human Needs; Helps the human meet basic needs.



### Diagram of Maslow's Hierarchy of Needs

5. Self-Actualization
4. Status (Esteem)
3. Love/Belonging
2. Safety
1. Physiological (biological needs)

**Wellness:** Conceived to be the fulfillment of those Basic Needs common to all Humans and defined by the individual relative to her/his own perception of Physical and Mental Well-being; Encompasses all basic needs.

*Maslow's Hierarchy of Basic Human Needs are arranged to show that certain needs, Physiological (Level 1) and Safety & Security (Level 2) are more basic to life than other needs. Although all Human Beings have all the needs all the time, meeting the needs of Level 1 and Level 2 are essential to life.*

**Level 5: Self-Actualization:** The need to reach full potential through the development of one's unique capabilities. Includes acceptance of self and others, focus on problems outside of one's self, ability to be objective, feeling happiness and affection for others, respect for others, ability to discriminate between good and evil, can solve problems and pursue interests. Nursing Focus: Strengths and possibilities.

**Level 4: Self Esteem-** The need for a person to feel good about him/herself. Includes a feeling of pride, a sense of accomplishment, belief that others hold you in high regard, confidence, and independence. Nursing Focus: one's value and beliefs; encourage patient to set goals; facilitate support from family/ significant other(s).

**Level 3: Love and Belonging:** The need to feel loved and cared for and a part of a group/family. Includes understanding and acceptance of others in both giving and receiving love, feeling of belonging to families and friends, peers, a neighborhood and community. Nursing Focus: Family and friends when planning care, consider love and belonging.

**Level 2: Safety and Security:** Involve both physical and emotional needs, being protected from potential and actual harm. Includes proper hand washing and sterile techniques, proper and safe use of equipment, safe administration of medications, safe moving and transferring patients, teaching about safety. Nursing Focus: Environmental safety, emotional support, patient teaching.

**Level 1: Physiological:** The most basic and essential to life with the highest priority. Includes oxygen, water, food temperature, elimination, sexuality, physical activity, and rest. Nursing Focus: I & O, Oxygen saturation/ ability to breathe, routine BMs, warmth, contact with family/significant other(s).

# Nursing Program Specifics

## A. Academic and Laboratory Standards

- Laboratory (clinical) are grades are a component of the Academic grades are maintained together.
- Progression Policy: In order for a student to be eligible to progress to the next term, he/she is required to have a 77.0% in each academic subject. In addition to the percentage grade, clinical performance must demonstrate safe, professional behavior. Please be advised that grades will not be rounded.

## Warning and Probation (State Board Rule 4723-5-12)

1. If, at midterm, the student does not meet the required standard for the course, a written warning will be issued. (Midterm is defined as that point that occurs midway through a course or term, whichever comes first. Example: midterm in the shorter length classes may not fall at a midpoint in the term, but instead a midterm in the class.)
2. Upon receiving a written warning, the student is placed on academic probation and is advised by the instructor and Coordinator that he/she is required to meet the prescribed standard for that course to be successful.
3. Any student who does not maintain his/her grades according to the prescribed standards during the last term will be notified in writing of his/her status by mid-term. Students are required to meet all of the stated academic, clinical, and laboratory standards in order to meet the standards required for graduation. (See Graduation Policy)

Please see further Satisfactory Academic Process information in Adult Student Handbook, pg. 69-71

## Laboratory/Clinical Evaluations

1. A cumulative evaluation record will be kept on each student. Students are required to meet predetermined standards from each preceding term.
2. Periodic evaluations based on both instructor and student observations are reviewed with the student. These are read and signed by each student and comments are encouraged. A final laboratory evaluation and conference is held with each student at the end of each rotation. If, at any time, the student is not performing to prescribed laboratory/clinical standards, he/she will be notified by the instructor. The cumulative evaluation will become a permanent part of the student's file.
3. Students who do not meet the required percentage grade or who demonstrate unsafe/unprofessional practice will be placed on clinical probation. The student will be advised that he/she is required meet the prescribed standard for the clinical experience by the end of the term or be subject to dismissal from the program.

## Laboratory/Clinical Standards (In compliance with State Board Rule 4723-5-12)

The student will receive a final laboratory grade at the end of each term. The student is required to demonstrate safe and professional behavior at all times and meet the minimum skills and performance level as defined by the curriculum.

## B. Graduation Requirements

In order for a student to be eligible for graduation, he/she is required have met the following requirements:

1. Achieved a final grade of not less than seventy-seven percent (77%) each individual subjects.
2. Met all stated graduate outcome goals.
3. Demonstrated the ability to function as a safe, practitioner in structured health care facilities - hospitals, nursinghomes, offices, laboratory, and other community settings, and will:
  - a) Utilize basic skills and scientific principles in observation and assisting with the planning, implementing and evaluating the nursing care needs of the whole person, including biological, behavioral, psychological, social, cultural and spiritual needs within the scope of the Licensed Practical Nurse or Registered Nurse, as applicable.
  - b) Perform competently as a member of the health care team at the direction of the licensed physician, dentist, podiatrist, registered nurse, optometrist, chiropractor, advance practice nurse, certified nurse midwife, certified nurse practitioner, CRNA, clinical nurse specialist or physician's assistant in the implementation of the nursing process.
  - c) State the role of the Licensed Practical Nurse or Registered Nurse, as applicable, in health care.
  - d) Apply principles of good interpersonal relationships and communications for appropriate nursing interventions, applying developmental cultural/ethnic considerations.
  - e) Provide safe, competent nursing care as a member of the health care team to assist the patient in restoration, maintenance and promotion of needs, satisfying the standards of the Ohio Nurse Practice Act.

- f) Utilize the concepts of self-understanding, normal growth and personality development in providing nursing care to individuals.
- g) Demonstrate respect for unique characteristics of each patient/client by individualizing care to meet the needs of each.
- h) Meet continuing nursing education requirements, for self-development and self-improvement, utilizing the foundation, which has been provided by the educational opportunities that support technical and pre-professional education.
- i) Modify nursing practice with regard to application of new knowledge and skills.
- j) Be eligible to complete the licensure process to become a Licensed Practical Nurse or Registered Nurse, as applicable.

### **C. Illness of Student during Class and Laboratory Experience**

- Any student who is under the treatment of a physician (including, but not limited to, treatment for injury, illness, or pregnancy) while enrolled in a course or program requiring clinical or laboratory participation is required to provide the Program Coordinator a written statement from the student's physician stating any limitations placed on the student's activities, including limitations on participation in both the classroom and clinical or laboratory setting. Based on the physician's statements, the faculty will determine the student's ability to meet the laboratory objectives, subject to any reasonable accommodation for a disability as required by law.
- Pregnant students may be inadvertently exposed to materials which may be hazardous for the mother and/or unborn child.

### **D. Counseling and Guidance**

- All instructors and the Nursing Program Coordinator are available for guidance/counseling for topics taught
- Guidance is available through a Licensed Social Worker
- The Aspire Program is available for assistance in math, reading and science
- Upon request, the Coordinator may have a list of willing nursing tutors. Please be advised that the Coordinator and/or program is not responsible for fees accrued, time spent, etc. This is simply a list of nurses in the area willing to tutor, possibly for a fee.

### **E. Continued Code of Conduct**

The students will be held to the Code of Conduct listed in the Adult Handbook (pg. 73) in addition to the following:

1. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
2. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
3. A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
4. A student shall implement measures to promote a safe environment for each patient.
5. A student shall delineate, establish, and maintain professional boundaries with each patient.
6. At all times when a student is providing direct nursing care to a patient the student shall:
  - a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
  - b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
7. A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;
8. A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;
9. A student shall not:
  - a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
  - b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
10. A student shall not misappropriate a patient's property or:
  - a) Engage in behavior to seek or obtain personal gain at the patient's expense;
  - b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
  - c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
  - d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

11. A student shall not:

- a) Engage in sexual conduct with a patient;
- b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
- c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
- d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

12. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
  - a) Sexual contact, as defined in section 2907.01 of the Revised Code;
  - b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
13. A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.
14. A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
15. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.
16. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.
17. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
18. A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.
19. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
20. A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
21. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.
22. A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
23. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.
24. A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
25. To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
26. For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

## **SECTION VII: Cosmetology Program Information**

**Gallia-Jackson-Vinton JVSD**  
**351 Buckeye Hills Rd, Rio Grande, OH**  
**BHCC Agreement**

This is to verify that I have read and understand the meaning of the policies of my enrollment program at Buckeye Hills Career Center as approved by the Gallia-Jackson-Vinton Joint Vocational Board of Education. I hereby agree to the following terms as conditions of my admission to the 2026-2027 Cosmetology program:

1. To abide by the Rules and Regulations of the program while enrolled as a student.
2. To abide by the Policies of the Gallia-Jackson-Vinton Joint Vocational Board of Education as they apply to the program.
3. To accept the decision of the Dean of Postsecondary Instruction regarding the dismissal policies regarding the following:
  - Failure to meet the school's accepted passing grade in theory and in clinical practice.
  - Undesirable behavior or unethical conduct.
  - Absenteeism as defined in the Absenteeism Policies.
  - Absence as defined under the Leave of Absence Policies.
  - Physical or emotional health problems that may affect the welfare and safety of the patients of the student.
  - Physical or emotional health problems that may affect the welfare and safety of patients of the students.
4. I understand the school's Refund Policies as listed in the Financial Aid section of this handbook.

If it is necessary to drop a class, notify the Adult Office immediately. You may consult the Refund Policy. The school tuition refund policy and Return of Title IV Policy are two separate policies.

After the return of Title IV Policy has been applied, the school refund policy will take effect and all amounts owed by the student will be invoiced to the student.

Please refer to Section III: Financial Assistance for complete Financial Aid guidelines.

Buckeye Hills Career Center supports all students by providing the following:

- Student services
- Job search assistance
- Resume writing/job interviewing skills
- Job listings for graduates
- Career Passports presented at graduation

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Buckeye Hills Career Center

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Student Signature