



STUDENT HANDBOOK

2023-2024



SUPERINTENDENT'S MESSAGE:

On behalf of the Board of Education, administration and staff at Penta Career Center, I would like to personally welcome you to our campus. We are pleased that you have chosen us as part of your journey in continuing education. We hope you gain a valuable education through our work-based learning, career preparation and professional development activities provided to you through the Adult Education program.

We are confident that you will benefit greatly from your education at Penta Career Center. Career-technical training in Adult Education at Penta has provided a solid foundation for our students who are focused on their career-oriented education and goals. We look forward to having you in our classrooms and labs this year.

Edward Ewers
Superintendent

DIRECTOR'S MESSAGE

Welcome to Penta Career Center! We are thrilled that you have chosen to pursue further education and training with us. Career technical education, or CTE, is a powerful tool that can help you achieve your career goals and improve your quality of life.

Through our CTE programs, you will gain the skills and knowledge needed to succeed in today's competitive job market. Our classes are designed to be hands-on and practical, so you can apply what you have learned to real-world situations. And, because our programs are industry-aligned, you will be learning the same skills and knowledge that are used in the workplace today.

We understand that adult learners have needs and goals different than traditional students, and we are here to support you every step of the way. Our experienced instructors and support staff will work with you to create a personalized plan that fits your needs. Whether you are looking to start a new career, advance in your current field, or gain new skills to make yourself more marketable, we are here to help.

We are grateful that you have chosen to invest your future with us and we look forward to seeing you succeed. Remember that we are here to support you, and together we will make your dreams a reality.

Ryan Lee
Director



**PENTA CAREER CENTER
ADULT POST-SECONDARY STUDENT HANDBOOK**

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CALENDAR

Program and academic calendar can be found on the Penta Career Center's Adult Education website at www.pentacareercenter.org

The information in this handbook is to be accurate as of the cover date but is subject to change at the approval of Penta Career Center.

SECTION 1

CAREER CENTER OVERVIEW

1.1 PENTA CAREER CENTER'S MISSION:

Penta Career Center is a high-performing school that provides options and opportunities, real-world learning, partnerships with business industry, and productive citizens.

1.2 PENTA CAREER CENTER'S COMMITMENT:

The staff at Penta Career Center is committed to achieving excellence, delivering results, responding to our communities, and creating an environment for success.

1.3 ADULT POST-SECONDARY EDUCATION MISSION STATEMENT:

To provide students life-long learning directed toward their economic growth and personal enrichment in a rapidly changing world.

1.4 PENTA CAREER CENTER VISION:

Focus on being the best hands-on training/educational organization within our service area.

1.5 PHILOSOPHY:

Penta Career Center Adult Post-Secondary Education provides programs which enable the individual to assume responsibilities, to perceive world-of-work concepts in a realistic and work-oriented environment, to gain positive social attitudes, and to learn career-technical skill competencies in manipulative and technical areas.

By relating to occupational goals, the school gives definite purpose and meaning to its educational programs. It provides the technical knowledge and skills necessary for employment. Also of importance is the development of abilities, attitudes, work habits, and appreciations which contribute to a satisfactory and productive life.

1.6 OBJECTIVES:

The general objectives of Penta Career Center Adult Post-Secondary Education are as follows:

- ❖ To provide activities that will enable adults to become competent and employable in an occupational skill
- ❖ To provide instruction in areas of knowledge related to a student's training program, which will permit each person to progress on the job and enable them to upgrade his or her skills
- ❖ To help adults in their efforts to become increasingly successful persons economically, socially, and personally
- ❖ To provide an educational setting that reaffirms the worth of every individual and attaches dignity to all socially useful labor

The student enrolled in an Adult Post-Secondary Education program at Penta Career Center will:

- ❖ Build a record of attendance and dependability to prepare the student for employment
- ❖ Demonstrate competencies of the individual program skills and hands-on training
- ❖ Demonstrate teamwork
- ❖ Demonstrate commitment to the program and respect for the school, others, and program tools/ materials.

1.7 ACCREDITATION:

Penta Career Center Post-Secondary Education is accredited by the Council on Occupational Education (COE). COE has been officially recognized by the US Department of Education. As such, the agency is recognized as a reliable authority as to the quality of education offered by the institutions it has accredited. Its current scope of recognition is as a national institutional accrediting agency for the accreditation of non-degree-granting and applied associate degree-granting postsecondary occupational education institutions.

1.8 PROFILE & HISTORY:

Located in Northwest Ohio, Penta Career Center was established in 1965 and was the first multi-county joint vocational school in Ohio. In November 2003, the career center passed a one-mill permanent improvement levy to construct, equip and maintain a new facility. The new advanced facility contains 125 classrooms and labs which were opened in 2008.

Penta Career Center serves the training needs of adults in the entire region through its Adult Post-Secondary Education Division, which offers full-time and part-time programs in areas such as skilled trades, (automotive technology, building and remodeling, heating, air condition and refrigeration and repair, and welding).

In addition, Penta Career Center offers the ASPIRE Program for adults to prepare to take the High School Equivalency Certification.

Penta Career Center has proudly served its communities for over fifty-five years. The institution celebrated its fifty-fifth-year anniversary in 2020 (1965-2020).

1.9 THE CAREER CENTER:

Penta Career Center is located at 9301 Buck Road in Perrysburg, Ohio 43551, 419-661-6555. The Adult Post-Secondary Education website can be found at www.pentacareercenter.org.

Penta Career Center is a state and locally supported institution offering postsecondary education in full-time and part-time program areas as well as other specialized courses and services. Certificates are issued to students completing a program or course.

Adult occupational training programs allow students to prepare for a new career or upgrade their present skills in their current jobs. Students gain both theoretical knowledge and practical experience through well-equipped laboratories that provide up-to-date “hands-on” experiences.

Penta Career Center Adult Post-Secondary Education is chartered by the Ohio Board of Regents and is fully accredited by the Council on Occupational Education (COE). Individual programs possess additional accreditations and affiliations as appropriate.

1.10 CAMPUS & FACILITIES:

Penta Career Center is equipped with 125 classrooms and educational laboratory facilities. A large multimedia area is available for faculty and student use, housing a variety of audio-visual equipment and library materials. A cafeteria is also available for students during daytime hours and a break area for students during the evening hours. Some of the highlights of the new Penta Career Center building include: professionally-designed career-technical labs, science labs, and academic classrooms; a 600-seat auditorium; state-of-the-art infrastructure for technology; an expanded media center; and conferencing facilities.

SECTION 2

ENROLLMENT POLICIES

2.1 ADMISSION REQUIREMENTS:

Penta Career Center adheres to an “open admission” policy. Penta Career Center does not discriminate on the basis of race, religion, national origin, sex, disability, or disadvantaged status, and follows affirmative action policies. The career center provides accommodations for students who self-identify to have special needs. Students may indicate their needs during the initial enrollment meeting or anytime throughout the school year provided they have the necessary documentation.

- ❖ Please note, certain programs will require a background check before being accepted into the program. The purpose of this is to make sure students can perform in off-site clinicals or observations that may be a part of the class requirements.

To enroll in one of Penta Career Center’s occupational training programs, the applicant must have a high school diploma or equivalent and a valid photo ID.

If the applicant does not have a high school diploma or high school equivalency diploma, he or she is encouraged to enroll in one of Penta Career Center’s ASPIRE classes. Once the applicant has attained the high school equivalency diploma, he or she is encouraged to re-apply to an occupational post-secondary training program of their choice.

ACADEMIC QUALIFICATIONS:

To enter an occupation program at Penta Career Center and to receive Federal Student Aid funds, the applicant must be qualified to study at the postsecondary level. The applicant qualifies if he or she meets the following requirements:

- ❖ Has a valid high school diploma
- ❖ Has the High School Equivalency Diploma
- ❖ Has completed a valid home-schooling program at the secondary level
- ❖ Is otherwise eligible as mandated by the State of Ohio

If the US Department of Education or Penta Career Center questions the validity of the applicant’s high school credentials, the institution will first check the “Unacceptable Proof of Graduation” list. If the applicant’s high school is on that list it will be judged as unacceptable. If the applicant’s high school is not on that list, but the institution still questions the validity of the high school credential, a transcript will be requested from the high school showing courses completed and passed. If the applicant’s credentials are still in question, the Ohio Department of Education will be contacted to ascertain if the high school is approved by the state.

FOREIGN ACADEMIC QUALIFICATIONS:

All applicants must have completed secondary education (high school or equivalent) to be eligible for Federal Student Aid funds (Pell Grants). If the applicant's diploma is from a foreign country, he or she must follow the special procedures outlined below:

- ❖ Have the diploma translated into English
- ❖ Once the diploma has been translated into English, it must be reviewed by a credential evaluator to determine if it is equivalent to a US Diploma

See the NACES website (www.naces.org/members.htm) for a list of evaluators who belong to The National Association of Credential Evaluation Services. This list is for comparison only. Penta Career Center does not recommend one agency above another. Evaluators do charge for this service and it can take several weeks, so be sure to follow these procedures early in the enrollment process.

2.2 ENROLLMENT & REGISTRATION:

All applicants are required to complete Enrollment and Registration Forms prior to acceptance as well as provide their high school diploma (or equivalent) and a photo ID. All applicants will be required to attend a New Student Orientation before the start of class or on the first day of class.

2.3 PROGRAMS:

All vocational programs are clock hour courses. Clock hours are the total number of actual hours a student spends attending class/lab that count toward completing a program of study.

All programs instruct basic computer, and essential job seeking skills. Please see the calendar section in the back of the handbook to determine your class hours, dates, and times.

2.4 FEES & TUITION:

Program tuition includes all textbooks, supplies and other learning materials.

2.5 PAYMENT POLICY:

All payments may be completed in person with payment by cash, check, money order, Master Card, VISA, or Discover only. Payments can also be made online through the student's accounts. Payments will be accepted in the Adult Post-Secondary Education Office during the established hours of operation (see Section 5.2). Payments may also be made by credit/debit card over the phone by calling 419-661-6555.

PART-TIME PROGRAM PAYMENTS:

Tuition payments for all part-time programs must be paid **IN FULL** prior to the start of the respective program or you may inquire about a payment plan. If applicable, additional fees for credential testing must be paid **IN FULL** prior to scheduling the testing.

FINANCIAL PROBATION & DISMISSAL:

- ❖ A student who fails to meet his or her financial obligation for **their first missed payment** will receive a **WRITTEN WARNING**.
- ❖ If a student is **TWO MONTHS** in arrears, he or she **WILL BE DISMISSED** from the program.

2.6 REFUND & WITHDRAWAL POLICY:

A student is considered withdrawn on the date the student notifies the career center official. If the student submits their request by sending a letter or email to a career center official, the withdrawal date is the date the letter or email is received. The career center, also, may use the last day of participation in an academically related activity for the purpose of the return of funds calculation.

In the event a student does not commence class, withdraws, is dismissed (see 3.12 Dismissal Policy), or drops out of their program of training, tuition cost is subject to refund pursuant to the following guidelines:

PART-TIME PROGRAM REFUNDS: (300 clock hours or less)

- ❖ Withdrawal **BEFORE** start of program = **100% REFUND**
- ❖ Withdrawal **AFTER** start of program = **NO REFUND**

No refund will be issued for overpayments of \$5.00 or less. Students who withdraw or are dismissed from a program must return all books, supplies, and toolkits in working condition. Students who fail to return these items in working condition will be charged for all applicable items.

PROGRAM CANCELLATION REFUNDS:

If tuition and fees are collected in advance of the start date of a program that is cancelled by Penta Career Center, **100%** of the tuition collected will be refunded. The refund shall be made within 45 days of the programs planned start date.

2.7 PROGRAM CANCELLATIONS:

Penta Career Center reserves the right to cancel or delay the opening of any program that has less than sufficient enrollees. All tuition will be returned in full if program cancellation is required.

2.8 CREDIT FOR PREVIOUS LEARNING:

Penta Career Center does not evaluate and accept credit or clock hours from other institutions, nor award credit for previous learning for the adult post-secondary programs.

2.9 TRANSFER BETWEEN PROGRAMS:

Enrolled students may transfer from one Penta Career Center program to another only during the first week of the program. Additional tuition may apply.

2.10 CLASS SCHEDULES & CALENDARS:

Program schedules will be distributed during orientation (first day of the program). The current calendar is on the last page of this handbook. Also, the current school year calendar is on the Penta Career Center Adult Post-Secondary Education Website.

- ❖ Please note, calendars are subject to minor changes based on the discretion of Penta Career Center and/or the instructor. Delays and/or cancellations due to weather may alter days and times.

SECTION 3

PROGRAM POLICIES

3.1 ATTENDANCE POLICY:

All students should strive to achieve satisfactory performance levels by maintaining a minimum of **90% ATTENDANCE** for the course. Instructors record and monitor attendance hours regularly, communicating any issues directly with students. The Program Coordinator also monitors attendance regularly and communicate with students who are having attendance problems. Student attendance percentages are calculated based on the number of hours they are physically present in class. Students who arrive late or leave early will not receive credit for the time they missed.

Students should provide instructors documented proof of an unavoidable absence, tardiness or leaving early. Excused absences may be due to personal emergencies, including, but not limited to, illness of the student or of a dependent of the student or death in the family. It is up to the instructor's discretion to determine if a documented absence is considered to be excused. Though students will not be provided with attendance hours for documented excused absences, they may work with the instructor to take advantage of makeup hours opportunities. Students with undocumented and/or unexcused absences (or tardiness/leaving early) will not be eligible for makeup hours opportunities.

All students will be evaluated for Satisfactory Academic Progress (SAP) at the end of each payment period.

Occupational programs also require a high attendance standard in order for students to be eligible to participate in certification assessments. Students must maintain **90% ATTENDANCE** in order to qualify for credential testing. Other certifications may require meeting attendance standards. Please consult the instructor for all certification attendance requirements.

ATTENDANCE PROBATION & DISMISSAL:

- ❖ If a student's attendance falls **BELOW 90%**, he or she will receive a **WRITTEN WARNING** and be required to meet with the Program Coordinator and instructor to determine an action plan concerning the student's continued participation in the program.
- ❖ If a student's attendance falls **BELOW 90%**, he or she **MAY BE DISMISSED** from the program.
- ❖ Students who are forced to miss extensive hours of class due to documented reasons deemed outside of their control, such as extended hospitalization, illness of a family member, etc., will be encouraged to **WITHDRAW** from the program and re-enroll when their circumstances allow them to attend class regularly. In these special cases, it will be up to the discretion of the Adult Education Supervisor or Director to determine if the student will receive financial credit towards future enrollment for payments made during the student's current program.

3.2 LEAVE OF ABSENCE POLICY:

Leave of Absence is generally not granted at Penta Career Center except for extreme circumstances, such as extended medical situations. Military duty or jury duty may require Penta Career Center to grant a student leave. The student will need to present documentation for the absence. If possible, make up work will be arranged. Otherwise, students who need to miss extensive hours or class are encouraged to **WITHDRAW** from the program and re-enroll when their circumstances allow them to attend class regularly.

3.3 MAKE-UP WORK POLICY:

Students are encouraged to make up missing work and/or assignments and to present any documentation of their absences (or tardiness/leaving early) for their student files (see item 3.1 above for more details regarding attendance documentation). **Make-up work availability is at the discretion of the instructor based on the attendance policy of the career center.**

All make-up work is recorded in clock hour format and will be calculated into the student's total attendance percentage. All make-up work must be recorded on the Make-Up Work Form and be supported by documented proof of the work completed. Make-up work may include attending lab time outside of the normal class schedule, completing relevant written assignments at home, participating in work off-site that pertains to class concepts and activities, etc.

3.4 BREAKS:

Breaks for students are not to exceed ten (10) minutes for every hour the class is in session. Breaks may not be combined for programs meeting multiple hours in one session. In other words, all programs must include 50 minutes of instruction for every 60 minutes of class. All other regulations concerning student breaks are at the discretion of the instructor. Instructors will inform students as to the break and mealtime policy on the first day of attendance in the program.

3.5 BUILDING ACCESS & PARKING:

In the interest of safety and security, Penta Career Center enforces strict policies regarding building access and parking. Violation of parking and building access policies will result in disciplinary action, which may include dismissal from the program.

STUDENT PARKING:

During evening course hours (starting at 4:00 p.m.), all students are required to park their vehicles in the lot on the north side of campus near the main entrance. Students are prohibited from parking in any other lot, including the school bus lot and the visitor lot ("front circle"), which are also near the main entrance to the building.

Occasionally, student parking arrangements may need to be adjusted due to maintenance or events hosted by the high school or third-party organizations. If adjustments to the normal parking arrangement are required, students will be notified in advance by the Program Coordinator and the instructor and will be provided with instructions on temporary parking arrangements.

BUILDING ACCESS:

In general, students are not permitted to enter or exit the building through any entrance other than the main entrance in the front of the building except during emergency situations. After entering the building, students should report immediately to their assigned classroom, laboratory, or the Adult Post-Secondary Education Office. Otherwise, students should avoid “wandering” the building and should only leave their classrooms/labs when accessing designated break areas, the student parking lot, or other spaces used for specialized training purposes (computer labs, forklift training lab, CPR training classroom, etc.). Students should refrain from propping open any interior or exterior doors in the building. Students should also refrain from providing unauthorized access to other students, relatives, or other visitors by opening labs, classrooms, offices, or other secure spaces.

If students need to access the Adult Post-Secondary Education Office (suite 1225) during daytime hours (8:30 a.m. - 4:00 p.m.), they should park in the lot on the northeast end of campus and enter through the Adult Education / Board of Education entrance. If students need to visit the Adult Post-Secondary Education Office during evening course hours, they should follow the parking policy described above and enter the Office through the interior of the building. Adult Education students are not permitted to access areas of the building other than the Adult Post-Secondary Education Office before the high school is dismissed (3:05 p.m.) without being escorted by authorized personnel. Students planning to meet with Adult Post-Secondary Education Office personnel are advised to call ahead and schedule an appointment with the respective staff member.

If a student needs to enter the building directly into a laboratory do to class-related work on the student’s automobile, transporting tools and materials relevant to class activities, etc., the student must first check in at the Main Office/ Security Office and then move his or her vehicle to the designated lab. Once finished with the work, the student must also check out at the Main Office before leaving campus for the evening. Students are only permitted to enter the building directly into a laboratory after receiving permission from the instructor. The instructor is responsible for informing the Program Coordinator and security personnel if a student is granted permission to enter the building directly into a laboratory.

3.6 WORK ON PROJECTS FOR EXTERNAL PARTIES:

All projects for external parties must be relevant to course competencies and be approved by the instructor based on lab availability and relevance to student learning.

Before students are permitted to work on projects involving an external party, the instructor is responsible for having the external party sign a Student Work Waiver, which releases liability from Penta Career Center and explains that the work is being completed by students in training under the supervision of a certified instructor. Penta Career Center does not charge external parties for labor or transportation related to class projects; however, the external party is responsible for purchasing all materials and parts required for the project.

3.7 OFF CAMPUS PROJECTS & TRAINING:

Most of the student's training takes place in a laboratory or classroom at the main campus of Penta Career Center. On occasion, certain programs require that the student report to an off-campus location for practical work experience or other relevant activity. Off-campus training is set up by the instructor. The student is responsible for his or her transportation to the off-campus site. Off-campus activities will only take place within a twenty (20) mile radius of the Penta Career Center main campus.

3.8 STUDENT EVALUATION:

GRADE SCALE:

All occupational programs calculate a cumulative grade point average based on the following scale:

- ❖ **Letter Grade A (90-100%)** = 4.00 GPA
- ❖ **Letter Grade B (80-89%)** = 3.00 GPA
- ❖ **Letter Grade C (70-79%)** = 2.00 GPA
- ❖ **Letter Grade F (< 69%)** = 0.00 GPA

GRADING CATEGORIES:

The final grades for all occupational programs are calculated based on weighted totals of graded items within the following four categories:

Employability (25%) – Students are graded weekly based on the performance regarding “soft skills” such as punctuality, attitude, work ethic, team work, and safety.

Assessments (25%) – Students are graded regularly on written assignments, including textbook/workbook questions, quizzes and tests, handouts, practical assessments, practice credential exams, skill demonstrations, etc.

Lab Projects & Activities (50%) – Students are graded regularly on their ability to demonstrate practical skills and knowledge related to the field of study through hands-on projects and activities.

All occupational training programs at Penta Career Center include a collection of competencies that students are required to master in order to successfully complete their program of study.

Competencies lists are outlined in the Course of Study for each program. Instructors regularly assess students' ability to demonstrate mastery of competency areas, tracking each student's skills throughout the school year. A complete listing of all competencies mastered for each student is generated and provided in the Career Passport after students successfully complete their program of study.

CERTIFICATE OF COMPLETION:

Students who successfully complete a full-time training program, have met the attendance requirements, have paid their accounts in full, and have mastered the appropriate skills as displayed through their grades and mastery of course competencies will receive a Certificate of Completion along with their Career Passport and transcript.

CAREER PASSPORT:

The Career Passport is awarded to students who have successfully completed their program. Students who have not met the program completion requirements do not receive Career Passports. Students must pay their accounts in full before the Career Passport can be released. If the completion requirements have been met, students will receive a Career Passport. Penta Career Passports include a transcript, Completion Certificate, a Competency List of skills and concepts mastered by the student, and printed copies of all industry standard credentials earned throughout the program.

3.9 TRANSCRIPTS:

Students may request an official or unofficial transcript by submitting a Transcript Request Form to the Adult Post-Secondary Education Office. For official transcripts, students requesting transcripts are responsible for providing the name, institution, and contact information for the representative to whom the transcript will be sent.

3.10 PROGRAM COMPLETION REQUIREMENTS:

To successfully complete a full-time training program at Penta Career Center the student must meet the following requirements:

- ❖ A minimum **GRADE AVERAGE OF 70%** (individual programs may require another grade standard).
- ❖ A minimum **ATTENDANCE OF 90%** (individual programs may require another attendance requirement).
- ❖ All outstanding financial obligations to the school must be **PAID IN FULL** to receive the Career Passport documents.

3.11 DISMISSAL POLICY:

Dismissal denotes a student being removed from a program due to lack of progress, excessive absence, misconduct, or failure to meet financial obligations in a timely fashion.

Students must follow the Student Behavior Code, make Satisfactory Academic Progress, as well as maintain acceptable attendance and grade standards in an effort to continue to work towards program completion. If there is a risk for dismissal the student will meet with the instructor and the Program Coordinator to discuss the situation and intervention strategies as outlined in relevant policies in this Student Handbook. The Adult Education Supervisor will review and approve the decision before a student is formally dismissed from a program. A letter will be sent notifying the student of the official decision for dismissal. A record of the dismissal will be kept in the student file.

A student who is dismissed from a program at Penta Career Center who wishes to enroll in another program at the institution must first discuss their enrollment with the Adult Education Supervisor. The Adult Education Supervisor reserves the right to deny enrollment to any student who was formerly dismissed from a program at Penta Career Center based on the circumstances and severity of the issues leading to the student's dismissal.

3.12 WITHDRAWAL POLICY:

Withdrawal denotes a student leaving school for any reason other than dismissal, whether initiated by the student or by the school.

WITHDRAWAL PROCESS:

Students wishing to withdraw should first discuss the decision with the Program Coordinator. A student's financial aid is affected by withdrawal from their program. If, following the discussion, the student still wishes to leave the program, the student will complete a Program Withdrawal Form. The student's withdrawal date is based on the date the Program Withdrawal Form is submitted. For Pell Grant purposes, the date of the withdrawal is based on the student's last day of attendance in the program.

Students who are withdrawing must return all books, supplies, and toolkits in usable condition, verify their last date of attendance, and pay all outstanding account balances. The student is responsible for any expenses not covered by their financial aid funding as outlined in the refund policy. Each student withdrawing in good financial standing has the option to return to any program. Any previous class time will not go towards any future classes in regards to attendance, grades, or clock hours.

3.13 VETERANS ADMINISTRATION REQUIREMENTS:

VETERANS ADMINISTRATION REQUIREMENTS FOR EDUCATION BENEFITS:

Penta 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:

VA students are monitored for attendance at least every 30 days within the program calendar. Students must maintain at least a 90% attendance rate.

GRADES:

Grades for students receiving VA Education benefits will be reviewed every 30 days within the program calendar. Students are required to maintain, at a minimum, a grade average of 1.7 GPA (refer to Program Specific grading scales above).

SATISFACTORY ACADEMIC PROGRESS:

The first time a student has a percentage of attended clock hours below 90% of their scheduled clock hours at an evaluation point or a GPA below the minimum standards will be placed on **Attendance and/or Academic Warning** and notified in writing.

A student on Warning status who has a percentage of clock hours below 90% of their scheduled clock hours at the next evaluation point or a GPA below the minimum standards will be placed on **Attendance and/or Academic Probation** and notified in writing. An Academic Plan, showing the steps needed to be removed from this status before the next evaluation point, will be outlined for the student by the Program Coordinator.

A student on Probation status who has a percentage of clock hours below 90% of their scheduled clock hours at the next evaluation point or a GPA below the minimum standards will be **Terminated/Withdrawn** from their VA Education benefits in the VA-Once system and will lose VA Education benefits for the program at this time. It is possible that this may create a debt with VA for the student.

CONDITIONS FOR DISMISSAL DUE TO UNSATISFACTORY PROGRESS:

When a student reaches a point in their program where it is mathematically impossible to reach the requirements for successful completion, they are dismissed from the program.

APPEAL PROCESS & RE-ENROLLMENT:

All policies and procedures for Satisfactory Academic Progress Appeal & Re-Enrollment as set forth in this Handbook apply to Veterans Education benefit students as well.

VETERANS ADMINISTRATION PAYMENTS:

Penta Career Center abides by the Veterans Benefits and Transition Act of 2018, Section 103. Veteran students who are recipients of Chapter 31 or Chapter 33, and have provided proof of their GI Bill entitled benefits, will not have any negative consequences imposed in regards to late payments by Veterans Affairs. For these Veterans, Penta will not impose any penalty or late fee, nor deny access to classes or institutional facilities due to late payment of tuition and/or fees due from Veterans Affairs.

This restriction on penalties would not apply in cases where the student owes additional payment to the school beyond the amount of the tuition and fees payment from the VA.

SECTION 4

STUDENT SERVICES

4.1 STUDENT SERVICES PERSONNEL:

The Student Services division of Penta Career Center Adult Post-Secondary Education consists of coordinators and support staff who assist students with academic advising, registration, enrollment, financial aid, and other support services. Student Services personnel maintain offices in the Adult Post-Secondary Education Office (suite 1225).

Advisement services also include pre-enrollment testing, selection of a career and training program based on assessments and interests, as well as financial funding information and assistance. Students in need of further advisement are referred to outside agencies for counseling regarding barriers and life issues or for supplemental funding sources for their educational plans.

PROGRAM COORDINATOR:

The Program Coordinator assists students with registration, enrollment, career planning, resume training, and all other services pertaining to student academic progress and success. The coordinator also addresses all issues related to student academic process, including, but not limited to grades, attendance, competencies, job placement, etc.

The Program Coordinator also assists students with applying for Federal financial aid, administering and disbursing Federal financial aid funds, and monitoring student payments. The coordinator assists students in searching for other financial aid opportunities at the state and local level, including, but not limited to grants, scholarships, private student loans, etc.

ADULT POST-SECONDARY EDUCATION SECRETARIAL STAFF:

The Adult Post-Secondary Education secretarial staff assist students with registration, payments, credential test scheduling, and obtaining other required documentation related to enrollment at Penta Career Center.

4.2 PLACEMENT SERVICES:

Penta Career Center provides assistance to all students enrolled in occupational programs. Adult Post-Secondary Education students receive instruction in the computer labs on career exploration, online job searches, creation of an effective resume, and methods for posting a resume on the web. All students are encouraged to create an Ohio Means Jobs account during the first week of class.

Through their established connections with local business and industry, program instructors at Penta Career Center provide employment leads for students enrolled in occupational programs. A Job Postings Board is maintained in the Adult Post-Secondary Education Office with updated information about employment opportunities.

Penta Career Center will assist the student to find a job after completing their program. However, the career center does not guarantee any student a job, nor a specific salary range upon completion.

EMPLOYMENT VERIFICATION:

For tracking and reporting purposes, all students are required to provide proof of employment upon being hired in their field of study. To verify employment, students must complete the Student Employment Form, which must be accompanied by a pay stub or letter from the employer. Confidential information may be hidden on pay stubs as long as the document clearly displays the student's full name and the name of the employer.

Students who cannot provide a pay stub or letter from an employer due to the fact that they are self-employed within their field of study are required to sign a Self-Employment Waiver Form in order to verify their employment in a related occupation.

Students who are not actively seeking employment in their field of study are required to sign a Job Placement Waiver Form to verify that they are taking the program solely for personal enrichment.

4.3 FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA):

As defined by the Federal Department of Education:

<http://www2.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 record 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:

- ❖ School employees who have a need to know
- ❖ Other schools to which a student is transferring
- ❖ Certain government officials in order to carry out lawful functions
- ❖ Appropriate parties in connection with financial aid to a student
- ❖ Organizations conducting certain studies for the school
- ❖ Accrediting organizations
- ❖ Individuals who have obtained court order or subpoenas
- ❖ Persons who need to know in cases of health and safety emergencies
- ❖ 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.

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.

PENTA CAREER CENTER POLICIES / PROCEDURES UNDER FERPA:

STUDENT RECORDS ACCESS:

All students shall have the right to review their records. Access must be provided within 45 days after the request. All materials in the cumulative folder and intended for school use shall be available. The Adult Education Supervisor/Designee shall be present during any review of student records. Parents of dependent students may be allowed access to student records, but only if the student signs a release form giving them permission.

REQUEST FOR AMENDMENT & FURTHER APPEAL:

Students shall have the opportunity to challenge the contents of the school records at a hearing, as scheduled by the Adult Education Student Services Office/Designee, if they believe the materials are inaccurate, misleading, or inappropriate. Any materials determined to be inaccurate, misleading, or inappropriate must be deleted or changed. The decision or reply of the Adult Education Student Services Office/Designee may be appealed to the Adult Education Supervisor

within one workweek after receiving it. All records concerning the complaint and how it was handled must be sent to the Adult Education Supervisor. Within one workweek after receiving the request and records pertaining to it, all persons involved may be invited to an informal hearing or discussion in an attempt to negotiate a satisfactory settlement of the grievance. If this does not settle the matter, further appeal may be made to the Superintendent of Penta Career Center according to the due process of law.

RELEASE OF STUDENT RECORDS:

Any person requesting a release of student records must contact the Adult Post-Secondary Education Office. The office staff shall provide a form to the requestor to be completed and signed. The office staff then reports the request to the student. The student must complete a release of information form to grant permission. The release form shows the date records were released, to whom and for what purpose. The form shall remain in the student's file.

DISCRIMINATION GRIEVANCE PROCEDURES:

In accordance with the U.S. Department of Education and the Ohio Department of Education, Office for Civil Rights (OCR) Guidelines, any student/professional staff, e.g., teachers, counselors, or supervisors who believe that the Penta Career Center Career Center School District or any school official has inadequately applied the principles and/or regulations of the **Title VI of the Civil Rights Act** of 1964 (race, color, national origin), **Title IX of the Education Amendment Act** on 1972 (sex/gender), **Section 504 of the Rehabilitation Act of 1973** (disability, e.g., Special Education and Orthopedic), or 20 U.S.C. Et. Seq., may file a complaint which shall be referred to as **a formal grievance**.

It is recommended that the grievant attempt to solve the alleged discrimination complaint informally at the Adult Education Supervisor level within five (5) days of the date the incident occurred. However, if the alleged discrimination complaint cannot be solved informally, the following formal procedure shall be followed. At any step, the complaint may be taken to the Office of Civil Rights, U.S. Department of Education, 55 Erie View Plaza, Room 300, Cleveland, OH 44144.

4.4 STUDENT RIGHTS & GRIEVANCE PROCEDURES:

PENTA CAREER CENTER ADULT POST-SECONDARY GRIEVANCE PROCEDURE:

Students who have concerns about their program or instructor should first discuss those concerns with their immediate instructor and the Program Coordinator in an attempt to resolve those concerns at an informal level. If the instructor and Program Coordinator are unable to resolve the issue, or are the focus of the concern, students should document their concerns in writing to the Adult Post-Secondary Education Supervisor. The Supervisor will then schedule an appointment to

meet with the student. If the concern is not resolved, a written request can be submitted to the Superintendent to meet and discuss the student's concerns.

COUNCIL ON OCCUPATIONAL EDUCATION GRIEVANCE PROCEDURE:

Penta Career Center Adult Post-Secondary Education is recognized by the Council on Occupational Education (COE) as meeting and maintaining certain standards of quality. It is the mutual goal of COE and the career center to ensure that educational training programs of quality are provided.

When problems arise, students should make every attempt to find a fair and reasonable solution through Penta Career Center Adult Post-Secondary Education grievance internal complaint procedure. In the event that a student has exercised Penta Career Center Adult Post-Secondary Education formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following step and bring the complaint to the attention of COE by submitting their concerns in writing to:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325,
Atlanta, GA 30350.

Website: www.council.org
Phone: (Toll-Free) 800-917-2081

SECTION 5

GENERAL POLICIES

5.1 ADULT POST-SECONDARY EDUCATION OFFICE:

ADULT POST-SECONDARY EDUCATION OFFICE:

Penta Career Center maintains an Adult Post-Secondary Education Office in suite 1225 in the east wing of the building, which is near the Adult Education / Board of Education exterior entrance. All Adult Post-Secondary Education administrative personnel and support staff maintain offices within suite 1225. Adult students should visit the Adult Post-Secondary Education Office when requiring assistance with administrative needs, academic advising, financial aid, payments, etc.

After 4:00 p.m. all students and visitors are required to enter the building through the Main Office. Security personnel are stationed in the Main Office during class hours to check students, staff, and visitors in and out of the building.

5.2 HOURS OF OPERATION:

Penta Career Center Adult Post-Secondary Education maintains regular office hours throughout the year in suite 1225 as outlined below. The Adult Post-Secondary Education / Board of Education Office wing exterior entrance is open until 4:00 p.m. throughout the year. During the school year the Adult Post-Secondary Education / Board of Education Office wing exterior entrance will lock at 4:00 p.m. and all students and visitors will be required to enter through the Penta Career Center main entrance and access the Adult Post-Secondary Education Office through the interior of the building. All students and visitors are required to exit through the main entrance after 4:00 p.m. during the school year.

SCHOOL YEAR (LATE AUGUST THROUGH EARLY JUNE):

Monday - Thursday: 8:00am-3:30pm

Friday: 8:00am-3:30pm

SUMMER:

Monday - Friday: 8:30 a.m. – 3:30 p.m.

HOLIDAYS/BREAKS:

Hours vary during holiday breaks. Please call 419-661-6555 for all hours of operation inquiries.

5.3 VISITORS:

All visitors to Penta Career Center before 4:00 p.m. must enter the building through the Adult Post-Secondary Education / Board of Education wing exterior entrance and report directly to the Adult Post-Secondary Education Office (suite 1225). After 4:00 p.m., all visitors must enter

through the main entrance and sign-in at the Main Office. All visitors who sign-in at the Main Office must also sign-out in the Main Office upon their departure and exit through the main entrance. After signing in, visitors will be provided with visual identification that they must adorn at all times while on the premises. Visitor parking is available outside of the Adult Post-Secondary Education / Board of Education wing entrance (before 4:00 p.m.) as well as in the “front circle” directly outside of the main entrance (after 4:00 p.m.). In the interest of safety/security and to minimize class disruptions, the following guidelines will be enforced for **ALL** school visitors:

- ❖ In general, students should not have any visitors during class time. The Adult Post-Secondary Education Supervisor may grant visitor permission on an emergency basis only.
 - ❖ Students should not bring children or other relatives to class. Childcare is not available at Penta Career Center.
 - ❖ Visitors planning to meet with instructors or staff personnel will be admitted only after contacting and gaining approval from the respective instructor or staff member.
 - ❖ Visitors requiring access to areas of the high school prior to the end of the school day (3:05 p.m.) must be escorted by an Adult Post-Secondary Education staff member.
- Visitors accessing operating lab spaces are required to adorn all necessary personal protective equipment pertaining to those respective lab spaces.

5.4 STUDENT CONDUCT & DISCIPLINE:

The general code of behavior, approved by the Penta Career Center Board of Education, for students directs, cooperatively, the behavior of the administration, faculty, and student body. Adult Post-Secondary Education at Penta Career Center prioritizes values important in the world of work. Penta Career Center places emphasis on the need to develop self-discipline and restraint as well as the ability to govern one’s own conduct.

The discipline procedures are based on the premise that every student attending school is able to differentiate between right and wrong; that every student is aware that he or she is attending school primarily to learn and profit through training; and that constituted authority and school regulations are necessary for the proper conduct of the school.

The school recognizes that it has a solemn obligation to protect the public property entrusted to its care and protect the rights and privileges of those students who sincerely desire to learn and who make an honest effort to do so.

Any student who demonstrates that he or she is unable to differentiate between right and wrong; who has no apparent desire to profit from the course of instruction; who has no regard for the rights of other students—or any combination of the above—is subject to severe disciplinary action, including dismissal from the program. **Offenses that are in violation of the Ohio Criminal Code may be referred to the appropriate law enforcement authorities.**

STUDENT BEHAVIOR CODE:

A violation of any school rule may result in dismissal from the program. The following rules apply on school grounds or at school activities and events off school grounds. These rules are not meant to be all-inclusive; a building administrator may use other options if they are deemed more appropriate.

RULE 1 – DISRUPTION OF SCHOOL:

A student shall not by use of violence, force, gang related activities or dress, coercion, threat, obscene language, or any other behavior cause disruption, obstruction, or interference with activities of the school.

RULE 2 – DAMAGE TO AND/OR THEFT OF SCHOOL PROPERTY:

A student shall not cause or attempt to cause damage to and/or theft of school property.

RULE 3 – DAMAGE TO AND/OR THEFT OF PRIVATE PROPERTY:

A student shall not cause or attempt to cause damage to and/or theft of private property.

RULE 4 – ASSAULT, MENACING, AND HAZING:

No student, relative, or visitor, while on the property of Penta Career Center or involved in any activity related to Penta Career Center, shall commit assault, menacing, and/or hazing. Any student that strikes or attempts to strike an employee of Penta Career Center will be immediately dismissed from the program.

Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee is within the authority of the school administration to apply the Student Behavior Code.

OFFENSES ARE DEFINED AS:

- ❖ **ASSAULT** – Knowingly, purposely, or recklessly cause or attempt to cause physical harm to another or another's property.
- ❖ **MENACING** – Knowingly or recklessly cause another to believe that the offender will cause physical harm to the person or the property of another.
- ❖ **HAZING** – Participating or coercing another to participate in any act that causes or creates a substantial risk of causing mental or physical harm to any person, which is considered hazing. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Instances of assault, menacing, and hazing will be referred to the proper law enforcement agency for the purpose of filing appropriate criminal charges immediately.

RULE 5 – DISREGARD OF REASONABLE DIRECTIONS:

A student shall not willingly disregard reasonable directions or commands by instructors, school staff, or other authorized school personnel. Truancy, tardiness, plagiarism, failing to utilize proper exits/entrances, and parking in undesignated areas are considered not following reasonable directions.

RULE 6 – DANGEROUS WEAPONS AND INSTRUMENTS:

A student shall not possess, handle, convey, and attempt to convey, or conceal any object defined by law as an illegal weapon or item which could reasonably be considered a weapon. This list of such objects includes, but is not limited to knives, guns, explosives (includes fire crackers), and other physically damaging objects. Students are prohibited from bringing the items described above on school property, in a school vehicle, or to any school-sponsored activity.

RULE 7 – NARCOTICS, ALCOHOLIC BEVERAGES, AND DRUGS (INCLUDING MARIJUANA):

A student shall not possess, transmit, conceal, or show symptoms (including smell) of using drugs, hallucinogens, volatile chemicals, alcohol, or possess paraphernalia conducive to above substances, or counterfeit controlled substance as any one or more of the aforementioned items while on school property or while attending school sponsored activities. Students will be dismissed immediately if drugs or alcohol are discovered.

COUNTERFEIT CONTROLLED SUBSTANCE IS DEFINED AS:

- ❖ Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name, or identifying mark;
- ❖ Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed or distributed it;
- ❖ Any substance that is represented to be a controlled substance, but is not a controlled substance, or is a different controlled substance;
- ❖ Any substance other than a controlled substance that a reasonable person would believe to be controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

No student shall directly or indirectly represent a counterfeit controlled substance, nor shall any student knowingly make, sell, give, package, or deliver a counterfeit controlled substance.

No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either with words or conduct, its effects as being the same or similar to the physical or mental effects associated with use of a controlled substance.

No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

RULE 8 – TOBACCO:

Penta Career Center is a tobacco free facility. **TOBACCO** use is only permitted **in the student's own vehicle**. Penta Career Center is supporting the smoke-free and tobacco-free resolution set by the Ohio Department of Higher Education, on July 23, 2013, and implementing a smoke-free and tobacco-free campus policy to protect the health of students, faculty, staff, and visitors.

SMOKING IS DEFINED AS:

- ❖ The act of emitting smoke or vapor; to inhale or exhale smoke/vapor; to burn or to carry any product or device for burning tobacco or any other plant.

TOBACCO PRODUCTS ARE DEFINED AS:

- ❖ Any product made from, containing, or derived from tobacco that is intended for human consumption, including any component, part, or accessory of a tobacco product.
- ❖ Examples of smoking products or use of tobacco products include, but are not limited to:
 - ❖ Cigarettes (clove, bidis, kreteks)
 - ❖ Electronic cigarettes and vaporizers
 - ❖ Cigars
 - ❖ Cigarillos
 - ❖ Hookah-smoked products
 - ❖ Pipes
 - ❖ Oral tobacco (spit less, smokeless, chew, snuff)
 - ❖ Nasal tobacco (snus)
 - ❖ Marijuana

RULE 9 – REPEATED VIOLATIONS:

A student shall not repeatedly fail to comply with school policies listed in this student handbook, directions of instructors, regular school staff, or other authorized school personnel during any period of time when the student is under the authority of school personnel which includes field trips, parking lots, and all campus grounds.

RULE 10 – COLLUSION:

No student shall assist or aid in any way another student in violating school rules, regulations, or policies.

RULE 11 – HARASSMENT:

No student shall sexually harass another student, staff, or other persons on school premises during a school activity, function, or event off campus. Sexual harassment is defined “in the eyes of the beholder” as unwanted sexual advances which may be verbal, visual, or physical contact.

The definition is very broad and could include propositioning, making threats of reprisal after a proposition is refused, making actual reprisals after a proposition is refused, displaying sexually suggestive objects, making sexual remarks or gestures, making frequent sexual comments, displaying sexual pictures or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person’s body, touching a person inappropriately, blocking their exit, or assaulting a person.

No student shall harass by any written, oral, or non-verbal innuendos, comments, jokes, insults, threats or disparaging remarks concerning a person’s gender, ethnicity, sexual orientation, age, national origin, or religious beliefs.

RULE 12 – SAFETY VIOLATIONS:

A student shall not repeatedly fail to comply with safety procedures outlined in a program’s Course of Study or safety guidelines presented by instructors, regular school staff, or other authorized school personnel during any period of time when the student is under the authority of school personnel which includes field trips, parking lots, and all campus grounds. Major safety violations include any safety-related actions or neglect of safety regulations that may endanger the student, his or her classmates, instructors, or other personnel; as well as those actions or neglect of safety regulations that may cause damage to class materials or equipment.

DISCIPLINARY PROBATION & DISMISSAL:

- ❖ The **FIRST TIME** a student violates the Code of Conduct he or she will receive a **WRITTEN WARNING** and be required to meet with the Academic Program Coordinator and instructor (as appropriate) to determine an action plan concerning the student's behavior and continued participation in the program.
- ❖ The **SECOND TIME** a student violates the Code of Conduct, he or she will be placed on **DISCIPLINARY PROBATION** and will be required to review his or her action plan with the Academic Program Coordinator and instructor (as appropriate) to determine if any revisions are necessary.
- ❖ The **THIRD TIME** a student violates the Code of Conduct, he or she **WILL BE DISMISSED** from the program.
- ❖ If a student violates the Code of Conduct in a manner that is deemed **EXTREME** or **CRIMINAL** in nature, he or she will be asked to leave campus immediately and **MAY BE DISMISSED** from the program at the discretion of the Adult Education Supervisor even if he or she has not received a written warning or has not been placed on disciplinary probation.

5.5 USE OF PENTA CAREER CENTER PROPERTY:

Students and visitors are not permitted to use any office equipment, phones, etc. without permission of the Penta Career Center staff. If given permission to utilize school property, students and visitors are asked to use these items responsibly and return them to the proper staff member when finished.

5.6 ENERGY CONSERVATION:

All staff and students are requested to turn off all equipment and lights that are not needed for instructional purposes in order to promote a more cost-efficient facility. All outside doors should be closed tightly in cold weather and all lights turned off when the last person leaves in the evening. All staff and students are also asked to recycle whenever possible using marked receptacles throughout the building.

5.7 DRESS CODE:

Penta Career Center has a liberal dress code; however, students are asked to wear clothing that is appropriate for their program and is in good taste. Some programs may have a more defined dress code in the interest of safety and program requirements. Your instructor will provide you with more details on the first day of class of what they deem as appropriate or necessary for the classroom and lab.

5.8 FOOD & BEVERAGE:

Food and drinks are not to be consumed in labs or classrooms, unless permitted by instructor. All food and drinks should be consumed in the cafeteria in the center of the building. Consuming food or drinks in all other areas is at the discretion of the instructor with the approval of the Adult Post-Secondary Education Supervisor. When food or drinks are consumed on the premises staff, students, and visitors are expected to dispose of all trash in the appropriate receptacles.

5.9 CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER:

If a student's name, address, or telephone number changes any time during the student's attendance at Penta Career Center, it is the student's responsibility to inform the instructor and Adult Post-Secondary Education Office.

5.10 COMPUTER TECHNOLOGY AND NETWORK GUIDELINES

Computer use at Penta Career Center is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect, copy, monitor, survey, revise, and/or delete all files and records, or information on school owned computers and network systems, and to monitor, survey, review computer and network use by students without notice. E-mail, sites visited on the Internet, and information created/communicated on school equipment and/or software is not private and will be monitored through random checks. The use of the network is a privilege, not a right. The privilege may be revoked at any time. Students are restricted and are to refrain from accessing materials that are offensive or inappropriate while using school equipment.

SECTION 6

HEALTH & SAFETY

6.1 HEALTH & SAFETY:

Penta Career Center Adult Post-Secondary Education is committed to the health and safety of staff, students, and guests who attend our campus. The following is designed to maintain readiness in cases of sickness, accidents, or emergency health, fire, tornado or other extreme weather condition, armed intruder or bomb threat.

In the event of an emergency, instructor(s) and/or student(s) are to notify the Program Coordinator immediately by calling the coordinator (ext. #6188) or security (ext. #6189 front office). Instructors will also have the coordinator's cell phone number.

OVERVIEW:

- ❖ All students receive the Penta Career Center Adult Post-Secondary Education Student Handbook and sign an acknowledgement form. The handbook specifies the steps to be taken in case of health or safety issues and the procedure for reporting and investigating accidents.
- ❖ All staff members receive, and sign an acknowledgement form of a Penta Career Center Adult Post-Secondary Education Employee Handbook. The handbook specifies the steps to be taken in case of health or safety issues and the procedure for reporting and investigating accidents.
- ❖ All students, faculty and staff complete an emergency medical form that is kept in a secure location and is used for sickness, accidents and emergency health care needs on campus only.
- ❖ First Aid Supplies are available in all program labs as well as in the Adult Post-Secondary Education office. Emergency AED equipment is readily available throughout campus. There are eyewash and body wash stations in all Labs in the career center and students are made aware of this equipment on the first night of class.
- ❖ Students are informed during Orientation of all safety equipment (i.e. safety glasses, and safety shoes) and clothing requirements of each program. Additionally, safety and safe use of instructional equipment and supplies is routinely monitored and enforced. Any equipment or supplies not in a condition to be operated safely will be turned in for repair or replacement.
- ❖ The campus is equipped with 24 hr. /7 day a week electronic monitoring as well as security personnel that patrol campus.
- ❖ All students and faculty/staff are issued identification badges that are to be worn at all times.
- ❖ Emergency evacuation routes are clearly posted in classrooms and labs on campus. Each classroom contains a full health and safety plan.
- ❖ This plan is reviewed with students during orientation. District administration is responsible for annually reviewing and updating, if necessary, the district emergency operations manual.
- ❖ The Health and Safety Plan is reviewed annually by the Penta Career Center Advisory Committee and revised as necessary.

ILLNESS OF A NON-SERIOUS NATURE:

Staff and students who are experiencing an illness of a non-serious nature during class should excuse themselves from the class and return home. Visitors who become ill should also excuse themselves from their visit to the school and leave school property. If the ill staff member, student, or visitor is not able to return home or leave school property on their own, then arrangements will be made for someone to pick them up at the school.

ILLNESS OF A SERIOUS NATURE:

For staff, students, and visitors who become seriously ill and are in need of emergency care, the instructor or other staff member will immediately call for 911 assistance and notify the Adult Post-Secondary Education Office.

INJURY ON SCHOOL PROPERTY:

Whenever a staff member, student, or visitor becomes injured in a laboratory or elsewhere on school property, the injured person is to be given immediate attention. Only properly trained staff members may provide assistance to the injured person. In cases of serious injury where emergency care is needed, the instructor or other staff member will immediately call for 911 assistance and notify the Adult Post-Secondary Education Office.

EMERGENCY CONTACT INFORMATION:

Emergency contact information for students is collected during student orientation and is maintained in the Adult Post-Secondary Education Office. Emergency contact information for staff members is collected at the time of employment and is maintained in the Adult Post-Secondary Education Office.

INCIDENT / ACCIDENT REPORTING:

All incidents of serious illness or injury shall be reported immediately to the Adult Post-Secondary Education Office. Instructors and/or other staff members are to complete an Incident/Accident Report Form and submit the completed form to the Adult Post-Secondary Education Office prior to leaving work for the day. Injury and illness reports are kept on file in the Adult Post-Secondary Education Office.

Reports of injury and/or serious illness are reviewed by the Adult Post-Secondary Education Supervisor. Should the incident warrant, the Adult Post-Secondary Education Supervisor will conduct an investigation of the incident to determine cause, accountability, and the possible need for updating health and safety procedures.

6.2 EMERGENCIES:

TIMELY WARNINGS:

As soon as an emergency has been confirmed, the Superintendent will take into account the safety of the campus community; determine which information to release about the situation; and begin the notification process.

The Adult Education Coordinator will notify the campus community by on-campus public address system; e-mail, phone and/or the Penta website.

Any potential emergency needs to be reported to the Adult Education Program Coordinator, who will notify the supervisor of Adult Post-Secondary Education and the superintendent of Penta's Board of Education. The superintendent, in conjunction with these school leaders, is responsible for determining the appropriate response to the specific threat.

The only reason that Penta administrators would not immediately issue a notification for a confirmed emergency or dangerous situation is if doing so would comprise efforts to assist a victim; contain the emergency; respond to the emergency; or otherwise mitigate the emergency (i.e., by direct request of local law enforcement or fire department officials).

6.3 FIRE SAFETY:

Penta conducts annual fire drills and emergency evacuations during the academic year.

Students review fire safety and evacuation procedures pertaining to their respective programs and laboratory facilities during the beginning of the academic year as part of Student Orientation.

This review is designed to familiarize everyone with the fire safety system on campus, train everyone on the procedures to be followed in case there is a fire and distribute information on the school's fire safety policies. Evacuation routes are prominently displayed in all classrooms, labs and open areas, along with fire alarm equipment locations.

If a fire occurs, students are instructed to leave hazardous areas per the evacuation routes and get to a predetermined location before calling 911 for help. Students are to remain in that location so that the appropriate Penta representative has documented that the students have left the building. Students should not return to the building until after the "all-clear" has sounded.

- ❖ **Notification post-fire:** If you find evidence of a fire that has already been extinguished, or if you hear about such a fire, please contact Penta's security at 419-661-6189. When calling, please provide as much information as possible about the location, date, time and cause of the fire.

6.4 EVACUATION:

The staff will notify the campus community by on-campus public address system; e-mail, phone and/or the Penta website should evacuation of the career center be necessary. Students should collect their personal belongings and follow directions of school personnel in order to safely and expeditiously exit the career center. Students should remain in the designated location while an effort is made to account for all students and wait for further directions. Depending on the resolution of the emergency, students will either be directed to return to their lab/class or leave the premises.

6.5 SHELTER-IN-PLACE (LOCKDOWN):

There are several reasons a shelter-in-place order will be given; if an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, or an active shooter has entered the building or school's grounds, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter-in-place" means to make a shelter of the area that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to leave.

A shelter-in-place notification may come from several sources, including the Penta public address system, instructor and/or Adult Education Coordinator, as well as other authorities utilizing Penta's emergency communications tools.

- ❖ No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel.
- ❖ If you are inside, stay where you are.
- ❖ Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency.
- ❖ If you are outdoors, proceed into a building entrance quickly or follow instructions from emergency personnel on the scene.
- ❖ Locate a room to shelter inside. It should be: - an interior room; - above ground level; and without windows or with the least number of windows.
- ❖ Shut and lock all doors.
- ❖ Make yourself comfortable. When the lockdown procedure is initiated by administration, an announcement will be made over the public address system. The following words will indicate that a lockdown procedure is in effect until further notice: "WE ARE IN A LOCKDOWN SITUATION." Whenever possible, this phrase will be repeated three times to assure communication.
- ❖ Listen carefully for pertinent information regarding the situation coming over the public address system by administration.

- ❖ If situation calls for, and it is safe to do so, evacuate your class out of the building using the nearest exit. This decision will be up to each instructor and based on information provided over the public address system regarding the intruder's whereabouts.
- ❖ Penta staff are aware of area rally points. As a general rule, if these rally points cannot be accessed, have students run toward emergency vehicle lights with hands up.
- ❖ If evacuation is not possible, immediately close and lock classroom/lab door, barricade door and shut off lights.
- ❖ Instruct students to move away from the door, taking with them any item which may be thrown at an intruder breaching the door.
- ❖ Students and staff outside the building will be contacted by a supervisor and given directions.

6.6 BOMB THREAT:

In the unlikely event that a bomb threat is received, each person plays an important role in the safety and security of students, instructors and staff.

It is critical that *whoever takes the call* remains calm, follows the procedures described below, and gathers as much information as possible from the caller.

If a student takes the call, immediately refer it to the instructor or the **Adult Education Coordinator (ext. #6188) or security (ext. #6189 front office).**

WHAT TO DO DURING THE CALL:

- ❖ Try and keep the caller on the phone as long as possible without putting yourself or others in jeopardy.
- ❖ As you listen to the caller, write down as many exact words as possible.
- ❖ Be aware of background noise such as traffic, music or other voices and sounds.
- ❖ Listen carefully to the caller's voice, accent, male or female, attitude.
- ❖ Record the phone call if possible.

Do not share the information regarding the call with anyone else unless instructed to do so by the Adult Education Coordinator or the Adult Education Supervisor.

Remain available to responding law enforcement officials and the building administration in order to assist with the criminal investigation.

If a written bomb threat is received, all material must be saved and not handled after it is determined that the information contains a threat. Turn all written materials over to law enforcement as soon as they arrive on the scene.

6.7 TORNADO SAFETY:

During student orientation, The Adult Education Coordinator is responsible for informing students about tornado shelters in and/or near their respective laboratories and classrooms.

TORNADO WATCH & WARNING PROCEDURES:

A **tornado watch** is a forecast of the possibility of one or more tornadoes in a large area. When a tornado watch is in effect, classes will continue normal activities but all outdoor activities should be moved indoors. Each program instructor and the Program Coordinator will be responsible for continuously monitoring the watch while students are in the building or on the premises. Class may not be dismissed early and any changes in dismissal time will come from the Program Coordinator.

A **tornado warning** signals that a tornado has been sighted and may be approaching. A tornado warning signal is an electric siren and/or an announcement on the public address system. All students, instructors, and staff members should, in orderly fashion, make their way to the nearest marked tornado shelter or the centralized tornado shelter near the center of the building if time permits. Remain in these locations until further advised.

6.8 WEATHER RELATED CENTER CLOSINGS:

Decisions regarding the operation of Adult Post-Secondary Education programs and other activities on days that have inclement weather potential will be made jointly by the Adult Education Supervisor and the Superintendent. Classes will automatically be cancelled when a **Level 3 Snow Emergency** is in effect in Lucas or Wood County. On other days when classes are cancelled, a decision will be made by 2:00 p.m. and announced on the Adult Post-Secondary Education social media pages. Instructors have the flexibility to establish other forms of communication with their students regarding school closing as appropriate.

6.9 LIABILITY & CAMPUS SECURITY:

Penta Career Center is not responsible for theft of personal property or personal injuries occurring on campus. Students are responsible for all monetary losses resulting from theft or injuries and should have their own personal insurance policies. Penta Career Center is not responsible for any losses or injuries that may occur while working on projects, vehicles, etc. In case of emergency, Emergency Service, 911, will be called and will take charge of the emergency situation upon their arrival.

REPORTING A CRIME

In the event of a crime or suspicious activity notify your instructor, Adult Education Coordinator (office 419.661.6188), or security (ext. #6189 front office) or dial 911 (emergencies only).

Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside or around buildings should be reported to the police department.

If you are the victim of a crime and do not want to pursue action within the Penta system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Adult Post-Secondary Education Supervisor can file a report on the details of the incident without revealing your identity. 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. With such information, Penta 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 institution.

6.10 PENTA DRUG-FREE STATEMENT & INTERVENTION POLICIES:

The Penta Career Center Board of Education recognizes that chemical use and abuse by our students may lead to chemical dependency, a treatable, but potentially fatal disease. Furthermore, this use and abuse often contributes to an inappropriate behavior that interferes with learning within the school environment. Because of the nature of the institution, the behaviors can also be a serious threat to the safety of the students and staff in our career training labs. In response, Penta Career Center practices a "Positive Action" intervention plan that emphasizes referral for help. Although disciplinary action will still hold the student accountable for his or her behavior, the emphasis is on finding help for the student through the referral agency rehabilitation process.

6.11 NON-DISCRIMINATION / EQUAL OPPORTUNITIES:

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationships, and/or personal sense of self-worth. As such, Penta Career Center does not discriminate on the basis of race, color, national origin, sex, disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

Penta Career Center also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to their membership in the Protected Classes, race, color, national origin, sex, disability, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence, or social or economic background, to learn through the

curriculum offered at Penta Career Center. Educational programs shall be designed to meet the varying needs of all students.

For more information, please consult the Penta Career Center Administrative Guidelines document online: <http://www.neola.com/pentacountyjvs-oh/>

6.12 INSTITUTIONAL AFFIRMATIVE ACTION / DISABILITY POLICIES:

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, or participation in, or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the district.

For more information, please consult the Penta Career Center Bylaws & Policies document online: <http://www.neola.com/pentacountyjvs-oh/> (Bylaws & Policies > Item 2260.01a).

SECTION 7

PERSONNEL

7.1 ADMINISTRATION:

Edward Ewers..... Superintendent
Mike Harrigan.....Treasurer
Dr. Mark Pogliano.....Assistant Superintendent

7.2 ADULT EDUCATION PERSONNEL:

Ryan Lee Director
Phil Stockwell..... Supervisor

7.3 COORDINATOR:

Brant Baker.....Coordinator

7.4 SUPPORT STAFF:

Melissa Lang.....Secretary

7.5 INSTRUCTIONAL STAFF:

Please visit our website for a list of up-to-date instructors at www.pentacareercenter.org

**For more information on Penta Career Center and Adult Education, please visit our
website at www.pentacareercenter.org**

END OF HANDBOOK
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