

STUDENT HANDBOOK

2024 - 2025



ADULT EDUCATION



Revised: June 2024

Board Approved: June 2024

Effective: July 01, 2024 through June 30, 2025

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, in adult programs, is a powerful tool that can help you achieve your career goals and improve your quality of life.

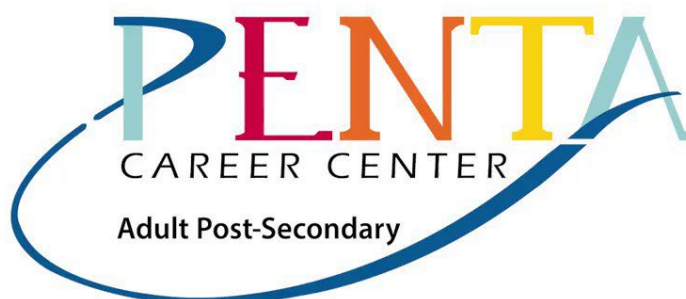
Through our CTE programs, you will gain the skills and knowledge needed to succeed in today's competitive job market. Our classes are designed to be hands-on and practical, so you can apply what you have learned to real-world situations. And, because our programs are industry-aligned, you will be learning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

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Programs 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 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 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 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 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 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 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 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 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; 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 training program of their choice.

Applicants who may not want to enroll in ASPIRE may also be eligible to pursue the Adult Diploma Program pathway. The Adult Diploma Program provides job training and an alternate pathway for adults, ages 18 or older, to earn an industry-recognized credential aligned to one of Ohio’s in-demand jobs (after passing the WorkKeys, course requirements, and assessments) AND awarded a state-issued high school diploma.

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.

Part-time programs: 300 or less clock hours (All programs offered currently)

Full-time programs: 600 or more clock hours (Massage Therapy program only)

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. Additional costs may be the responsibility of the student for any additional requirements for clinicals, such as scrubs, closed toe shoes, steel toe boots, etc.

2.5 PAYMENT POLICY:

All payments shall be completed within the student's Achademix portal. Payments will be made by debit or credit card within the portal. If you are employer sponsored, checks or purchase orders

are accepted through the Adult Education office. Financial Aid recipients and Veterans using VA benefits will work with the Adult Education Office cash will not be accepted.

PART-TIME AND FULL-TIME PROGRAM PAYMENTS:

Tuition payments for all 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 Aid recipients and Veterans using VA benefits will work with the Adult Education Office to determine their payments and reimbursements.

FINANCIAL PROBATION & DISMISSAL:

- ❖ If on a payment plan: a student who fails to meet his or her financial obligation for **their first missed payment** will receive a **WRITTEN WARNING**.
- ❖ If a student has **two missed payments** 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/attendance 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 AND FULL-TIME PROGRAM REFUNDS:

- ❖ Withdrawal **BEFORE** start of program (first day of class) = **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.

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 or delay 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 education 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). Also, the current school year calendar is on the Penta Career Center Adult 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.

2.11 ADMISSIONS REGARDING CRIMINAL OFFENSES:

Effective for all Healthcare students entering the program (Dental Assisting, Massage Therapy, Phlebotomy) will be **REQUIRED** to submit their fingerprints to Bureau of Criminal Identification (BCI) and Federal Bureau of Investigation (FBI) for identification and criminal background verification. Student will be informed of the restrictions of employment in healthcare related fields and also be made aware that the student may begin the program before background checks are done and that results of the background check may jeopardize his/her standing in the program. Be advised, if arrests, charges or convictions of criminal offenses (including chemical/substance abuse), additional documentation may be required. Applicants may have cause to deny or limit licensure and/or employment. Prospective students are directed to refer to Rule 4731-1-15(D) of the Ohio Administrative Code for factors that may be considered when reviewing the results of a Criminal Background Check. For further information, and the disqualifying offense list, please visit www.med.ohio.gov.

2.12 DUTY TO REPORT

As a licensee of the State Medical Board of Ohio, Penta Career Center has a statutory and ethical duty to report misconduct. We are **obligated to report** violations of law, rule and code of ethics standards to the Medical Board. Examples of misconduct include, but are not limited to, sexual misconduct, impairment, practice below the minimal standards of care, and improper prescribing of controlled substances. If Penta Career Center suspect or have observed inappropriate behavior by a health care professional or colleague, Penta Career Center will file a complaint with the State Medical Board. If Penta Career Center believes a crime has been committed, Penta Career Center will also contact local law enforcement. Knowing a colleague is violating regulations and not reporting to the Medical Board not only puts patients at risk but also puts your license to practice in jeopardy.

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 communicates 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 who receive Financial Aid, grant money or Veteran Benefits 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. Instructors will document make-up hours within the Achademix Instructor Portal. 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 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 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 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 Education Office before the high school is dismissed (3:05 p.m.) without being escorted by authorized personnel. Students planning to meet with Adult 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 transcript.

3.9 TRANSCRIPTS:

Students may request an official or unofficial transcript by submitting a Transcript Request Form to the Adult 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 Code of Conduct, 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/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 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 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 EDUCATION SECRETARIAL STAFF:

The Adult 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 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 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 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.

School's Retention of Student Records/Transcripts: Student records and transcripts will be kept on file electronically with Penta County Joint Vocational School. Records and transcripts will be maintained by the Adult Education Office and will be retained for at least three years. Students will also have electronic access to their student record as well through their Achademix Student Portal.

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 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 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 Director to meet and discuss the student's concerns.

COUNCIL ON OCCUPATIONAL EDUCATION GRIEVANCE PROCEDURE:

Penta Career Center Adult 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 Education grievance internal complaint procedure. In the event that a student has exercised Penta Career Center Adult 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 EDUCATION OFFICE:

ADULT EDUCATION OFFICE:

Penta Career Center maintains an Adult 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 Education administrative personnel and support staff maintain offices within suite 1225. Adult students should visit the Adult 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 Education maintains regular office hours throughout the year in suite 1225 as outlined below. The Adult Education / Board of Education Office wing exterior entrance is open until 4:00 p.m. throughout the year. During the school year the Adult 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 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 Education / Board of Education wing exterior entrance and report directly to the Adult 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 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 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 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 student code of conduct, approved by the Penta Career Center Board of Education, for students directs, cooperatively, the behavior of the administration, faculty, and student body. Adult 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 CODE OF CONDUCT:

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 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.

Penta Career Center provides a Vending Machine Market for students to purchase food, snacks and beverages. Students are expected to pay for their items by card or Apple/Samsung pay by using their phone. Any student who is caught not paying for items will be disciplined based off of the Student Code of Conduct, refer to this section in the handbook.

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 Education Office. Students should also be able to update their information in their Achademix Student Portal.

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 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. Radios will be provided to Instructors as well to notify emergencies to the Coordinator.

OVERVIEW:

- ❖ All students receive the Penta Career Center Adult 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 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 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.
- ❖ 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 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 Education Office.

EMERGENCY CONTACT INFORMATION:

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

INCIDENT / ACCIDENT REPORTING:

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

Reports of injury and/or serious illness are reviewed by the Adult Education Supervisor. Should the incident warrant, the Adult 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 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 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 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 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
Rachel Bernhard.....Supervisor (1205 Corporate Drive Location)
Jessica Arbuckle.....ASPIRE Supervisor

7.3 COORDINATOR:

Brant Baker.....Coordinator

7.4 SUPPORT STAFF:

Melissa Lang.....Secretary
Linda Romstadt.....ASPIRE 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**

SECTION 8
FINANCIAL AID POLICIES
(Full Time Program Only)

8.1 ACADEMIC YEAR STRUCTURE & PROGRAMS:

To receive Federal Financial Aid for Title IV funding purposes, all clock hour certificate programs must have an academic year with a minimum length of 16 weeks and 630 clock hours. Students who are attending a program of 630 or more hours are considered full time students under Title IV, Pell Grant financial aid regulations.

Students can find a listing of all programs with tuition costs and fees in the Adult Education Course Catalog and website: http://www.pentacareercenter.org/AdultEd_home.aspx

8.2 CODE OF CONDUCT FOR FINANCIAL AID ADMINISTRATOR:

Penta Career Center adheres to the Ethical Principles and Code of Conduct established by the National Association of Student Financial Aid Administrators (NASFAA): www.nasfaa.org

A Penta Career Center financial aid administrator is expected to maintain exemplary standards of professional conduct in all aspects of carrying out his or 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 Penta Career Center financial aid professional should:

- ❖ Refrain from taking any action for his or her personal benefit.
- ❖ Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents he or she serves.
- ❖ Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
- ❖ Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student financial aid.
- ❖ Refrain from soliciting or accepting anything of other than nominal value from any entity (other than an institution of higher education or a governmental entity such as the U.S. Department of Education) involved in the making, holding, consolidating, or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory body or as part of a training activity of or sponsored by any such entity.
- ❖ Disclose to his or her institution, in such manner as his or her institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid.

8.3 APPLYING FOR FINANCIAL AID:

To apply for Federal Financial Aid, students need to complete the Free Application for Federal Student Aid (FAFSA) at the official web site: www.fafsa.gov. Once the U.S. Department of Education has completed processing the application, the results are sent to the school and to the student in a report called the Student Aid Report (SAR). Without a completed application, and report the school will not be able to determine the student award.

To complete the application process, please follow the instructions below:

1. Collect the financial documents that will assist you in completing the FAFSA: tax returns, bank statements, untaxed income, assets, child support, etc.
2. Go to www.fafsa.gov complete a FAFSA form online. When asked for the Federal School, choose Penta Career Center's code: **013519**. Comprehensive Guide to FAFSA and Financial Aid also available online.
3. If an email address is included, the U.S. Department of Education will send the SAR report by e-mail within 3-5 days. If no email is provided, it will arrive by mail within 3 weeks. Students can check the status of their FAFSA online at www.fafsa.gov.
4. As soon as the application is received by Penta Career Center, the Program Coordinator will contact the student if there are any issues that need to be resolved.
5. To complete the enrollment process at Penta Career Center, students must successfully complete the WorkKeys assessment test, resolve any issues on the FAFSA application, and, for students who are selected for the Verification Process, provide any documentation necessary.

8.4 FINANCIAL AID OPTIONS:

Enrolled students in Title IV eligible, clock-hour certificate programs may qualify for the Federal Pell Grant.

Students must complete a Free Application for Federal Student Aid (FAFSA) for the appropriate financial aid year to apply for federal financial aid at www.fafsa.gov or contact 419-661-6188 for assistance.

FEDERAL FUNDING:

Pell Grant:

The Pell Grant is the largest federal grant program offered to undergraduates and is designed to assist students from low-income households. A Federal Pell Grant, unlike a loan, does not have to be repaid, except under certain circumstances. To qualify for a Pell Grant, a student must demonstrate financial need through the Free Application for Federal Student Financial Aid (FAFSA®) form.

Veteran's Administration Funding Programs:

Some programs are approved for students who are eligible to use these benefits. To apply online or get more information on the educational benefits listed above, please visit the VA website at <http://www.gibill.va.gov>. Once the student has completed the VA application and has enrolled in the program, the enrollment office will certify the VA application

If you have never applied for veterans' educational benefits, you need the following:

- ❖ DD-214 Discharge papers (Certified Copy):
- ❖ VA22-1990 Application for Educational Benefits
- ❖ DD-2384 Notice of Basic Eligibility (NOBE) for members of Selective Reserve. (See your commanding officer for this document.)

If you have used educational benefits in the past, you will need:

- ❖ VA22-1995 Request for a Change of Location or Place of Training

Chapter 1606 – Montgomery GI Bill® – Selected Reserve Educational Assistance:

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

Chapter 1607 – Reserve Education Assistance Program (REAP):

- ❖ **Eligibility:** Available to certain reservists who were activated for at least 90 days after September 11, 2001.

Chapter 30 - Montgomery GI Bill®

- ❖ **Eligibility: Active Duty (MGIB-AD):** For active-duty members who enroll and pay \$100 per month for 12 months and are then entitled to receive a monthly education benefit once they have completed a minimum service obligation.

- ❖ **Eligibility: Selected Reserve (MGIB-SR)** For Reservists with a six-year obligation in the Selected Reserve who are actively drilling.

Chapter 31 – Vocational Rehabilitation and Employment (VR&E):

- ❖ **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 least 181 days, contribution to the program and other than dishonorable discharge. Eligible 10 years from date of separation.

Chapter 33 – Post 911:

- ❖ **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.

STATE, LOCAL, AND COUNTY FUNDING:

Opportunities for Ohioans with Disabilities (O.O.D. – formerly BVR-RSC):

Financial assistance may be available from this local agency for students with physical, mental, or emotional disabilities that present a handicap to employment. Full or partial grants may cover tuition, books, and supplies. Contact your local area Opportunities for Ohioans with Disabilities office.

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 a local Ohio Bureau of Employment Services office.

Workforce Innovation and Opportunity Act (WIOA):

Assistance may be available for students who are economically disadvantaged or dislocated workers. Contact your county's OhioMeansJobs office for information and eligibility requirements.

MORE INFORMATION ON FUNDING:

Deferments:

Under certain circumstances a borrower may defer or postpone loan repayment. For more information about deferments and eligibility requirements visit www.studentloans.gov.

National Student Loan Data System (NSLDS):

Federal law requires that all records of student loans be submitted to NSLDS. The information is accessible by guaranty agencies, lenders, and schools who are authorized users of the data system. Students may access their own records at www.nsls.ed.gov.

8.5 DETERMINING ELIGIBILITY:

A federally approved system of need analysis is used to calculate a student's Pell Grant award. To initiate the application and calculations, students must complete the Free Application for Federal Student Aid (FAFSA) providing family financial information such as income and assets, size of family, number in college, and any unusual circumstances or expenses.

THE CONCEPT OF "NEEDS ANALYSIS" FOR FINANCIAL AID:

The FAFSA calculation and resulting Expected Family Contribution (EFC) is the basis for determining the student's eligibility for financial aid:

- ❖ **Cost of Attendance:** Tuition, fees, transportation, personal, etc.
- ❖ **Family Contribution:** What the student and family are able to contribute toward the educational cost
- ❖ **Financial Need:** Grants or other resources you can receive
 $\text{Cost of Attendance Minus Family Contribution} = \text{Financial Need}$

REQUIREMENTS FOR ALL FINANCIAL AID FOR TITLE IV PROGRAMS (PELL GRANT PROGRAMS):

A student enrolled at Penta Career Center seeking Title IV funding must:

- ❖ Have financial need
- ❖ Be enrolled in a program that is at least 600 clock hours and 15 weeks in length
- ❖ Meet Satisfactory Academic Progress standards set by the school
- ❖ Be a U.S. citizen or eligible non-citizen
- ❖ Register with the Selective Service if the student is a male who is at least 18 and born after 12/31/1959
- ❖ Not be incarcerated in a federal or state penal institution
- ❖ Have a high school diploma or High School Equivalency (HSE)
- ❖ Have a valid Social Security Number
- ❖ Sign a statement on the Free Application for Federal Student Aid (FAFSA) certifying that the student will use federal student aid only for educational purposes
- ❖ Sign a statement on the FAFSA certifying that student is not in default on a federal student loan and that the student does 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 (the student may still be eligible depending on the number of offenses and when they happened)
- ❖ Provide information and documentation in order for school to obtain financial aid history
- ❖ Have no property that is subject to a judgment lien for a debt owed to the United States Government

8.6 COST OF ATTENDANCE / COURSE FEES:

When applying for financial aid, students and parents need to be aware of all the costs of attending Penta Career Center. The Cost of Attendance (COA) for a student is an estimate of the student's educational expenses for the enrollment period. Tuition and fees are a component of the COA. Living expenses must be considered when calculating how much it will cost while enrolled at Penta Career Center. The living or indirect costs include room and board, transportation, child care, and personal expenses. The Financial Aid office at Penta Career Center establishes standard budgets to reflect the average costs for Penta Career Center students, but actual expenses vary for individual students depending on lifestyles and obligations.

Review tuition and fees in the Penta Career Center Adult Education Course Catalog or online at:

http://www.pentacareercenter.org/AdultEd_home.aspx

8.7 DISBURSEMENT OF FUNDS:

All financial aid funds are disbursed by the Penta Career Center Financial Aid Office in conjunction with the Treasurer's Office. Disbursements are made to best serve the needs of the students. At Penta Career Center disbursements are generally done at the half-way point in the payment period. The number of payment periods is based upon the number of hours in the program. There are two disbursements per program at Penta Career Center.

At the time of enrollment, the student will receive information from the Financial Aid office explaining how to apply for financial aid and the documents that may be needed to complete the student's paperwork. The student will also receive a Student Award letter which states the amount of financial aid that he or she is eligible to receive. When financial aid disbursements are drawn down, a student will receive a letter of notification from the Financial Aid office that their funds for the payment period have been applied to their student account. Within three days of receipt of the federal financial aid funds into the designated Treasurer's account, Penta Career Center will credit the student's account for the amount of the disbursement. If a credit balance occurs on a student's account, the student will receive a refund within 14 days of the credit balance occurring.

8.8 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, his or her spouse's income is considered even if they were not married when they filed taxes.

A student is considered **INDEPENDENT** if he or she meets any one of the following criteria:

- ❖ The student has reached the age of 24 prior to January 1st of the upcoming award year
- ❖ The student is enrolled in a graduate or professional educational program beyond a Bachelor's Degree
- ❖ The student is married as of the date he or she submitted the FAFSA
- ❖ The student has children who receive more than half of their support from the student (NOTE: having a child does not automatically make a student independent. The student must be providing over 50% of the child's support)
- ❖ The student has dependents (other than children or a spouse) who live with the student and receive more than half of their support from the student, now and through the end of the award year

- ❖ Both parents are deceased or the student is an orphan or Ward of the Court (or was a Ward of the Court until age 18)
- ❖ The student is currently serving on active duty in the U.S. Armed Forces (other than training)
- ❖ The student is a Veteran of the U.S. Armed Forces
- ❖ The student is an emancipated minor
- ❖ The student is an unaccompanied youth who is homeless or in danger of being homeless

If the student does not meet any of the above criteria, then he or she is considered a "Dependent Student" and his or her parents must complete part of the FAFSA and provide their financial information.

In some instances, the student may apply to receive what is called a Dependency Override. Only the Financial Aid Advisor can make that decision and circumstances must be in line with Penta Career Center's policies.

8.9 DEPENDENCY OVERRIDE POLICY:

In the case of a student who has an unusual circumstance that is beyond his/her control, a Dependency Override may be granted by the Adult Education Supervisor. A Dependency Override is reviewed on a case-by-case basis. The Dependency Override can allow a dependent student who qualifies for the override to receive financial aid as an independent applicant for the Pell Grant. If a student between the ages of 18 and 24 moves away from his or her parents and has 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. Upon receipt of the written request, the Adult Education Supervisor will decide what documentation is necessary. Penta Career Center is not required to grant this request.

8.10 SATISFACTORY ACADEMIC PROGRESS (SAP):

In order to receive Federal Student Aid, students are required to meet satisfactory progress standards toward program completion and graduation. Program completion standards include skills competencies, academic grades, attendance, and financial obligations.

Satisfactory Progress consists of a number of elements which will be reviewed during each grading period. The student will:

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

QUALITATIVE STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS (SAP):

Grade Point Average:

A cumulative grade point average is calculated 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

Students must finish their program with at least a **2.00 GPA (70%)** in order meet SAP requirements.

Incompletes and/or Repeated Courses:

Student who does not finish a program by either withdrawing from the program or being administratively withdrawn or dismissed, will receive a withdrawal (W) on their academic transcript. Incomplete (I) grades are not included in the GPA calculation and are considered a noncompletion of attempted coursework until the grade is replaced with a permanent grade and academic progress can be re-evaluated.

You may repeat a course, but you cannot receive an earned credit for the course more than once. When a course is taken more than once, the second grade (first repeat) and all subsequent grades (repeats) are included in the calculation for attempted credits, grade points earned, and GPA. Grades reported as “Pass” (P), “Satisfactory” (S), “Credit” (CR), “Unsatisfactory” (U), and “Withdrawal” (W) are excluded from the overall GPA.

Students may repeat the course to replace their incomplete grade, have their overall GPA recalculated and earn credit for the course.

Attendance Rate:

A student must be working towards program completion maintaining a minimum cumulative attendance rate of **90%** for the year.

Pace:

At the end of each payment period, the student receiving Federal financial aid funds must have successfully completed 90% of the scheduled hours and 90% of the weeks in the payment period.

The Program Coordinator regularly monitors attendance/grades and communicate with students who are having attendance problems. Warning Letters will be sent out to students who are falling behind.

STATUS LEVELS FOR SATISFACTORY ACADEMIC PROGRESS:**Program Completion Requirements for Satisfactory Performance Level:**

Student maintains a cumulative minimum GPA of 2.00 (70%) of all coursework attempted. Student has not exceeded the maximum timeframe program eligibility. Student maintains a 90% attendance record.

Alert Letter:

The student will receive an Academic Alert Letter if he or she is not making Satisfactory Academic Progress during the payment period. The student is still eligible to receive financial aid.

Timely Warning:

The student will receive an Official Warning if he or she is not making Satisfactory Academic Progress.

The student must improve his/her SAP before the end of the NEXT payment period. A student with a Timely Warning is *eligible to receive one more financial aid payment*.

Dismissal from Program:

A student who is not making Satisfactory Academic Progress and not maintaining the required 90% attendance may be dismissed from the training program (for more details regarding attendance probation and dismissal see Section 3.1).

Appeal of Dismissal or Termination:

If a student at Penta Career Center has been dismissed from his/her program by the school, the student may appeal the decision by contacting the Adult

Education Supervisor in writing to state any extenuating circumstances as to why the program requirements were not met, and why the student should be re-instated in the program. The Program Coordinator may assist the students in writing an appeal.

Loss of Financial Aid:

If a student did not meet the required standards in the payment period following his/her Timely Warning. After the completion of the *second payment period*, student aid is immediately terminated for future terms.

If a student loses his/her eligibility for Federal Financial Aid, *no financial aid can be awarded unless the student regains eligibility* by demonstrating Satisfactory Academic Progress in the next program payment period.

Reinstatement and Appeal of Loss of Financial Aid: The student must make a written appeal to the Adult Education Office for approval to be reinstated for financial aid.

Probation:

A student who has lost financial aid eligibility after the *second payment period* and has an approved Appeal is placed on Probation and may regain eligibility.

SPECIAL ENROLLMENT CREDIT AND GRADING CIRCUMSTANCES:

Remedial Coursework:

Penta Career Center does not grant credit for remedial courses.

Transfer Coursework:

Penta Career Center does not grant credit for Transfer courses.

Second Certificates:

Students can choose to enroll in a second program after completion of a previous Penta Career Center program. There are no credit transfers between programs. All students who choose to earn a second certificate at Penta Career Center must be in good standing with student account balances up-to-date.

Change in Program:

Students can choose to change their program of study within the first two (2) weeks of class enrollment. Each request for program change is examined on an individual basis determined by the Program Coordinator.

8.11 SATISFACTORY ACADEMIC PROGRESS APPEAL:

SATISFACTORY ACADEMIC PROGRESS APPEAL:

If a student at Penta Career Center has been dismissed from his/her program by the school, the student may appeal the decision by contacting the Adult Education Supervisor in writing to state any extenuating circumstances as to why the program requirements were not met, and why the student should be reinstated in the program.

The Adult Education Supervisor will review the written appeal and will make a determination. The student will be notified of the decision.

8.12 SPECIAL CIRCUMSTANCES APPEAL:

The EFC formula is basically the same for all applicants and prior year income is used in the calculation. The Academic Program Coordinator has the authority on a case-by-case basis to adjust certain data elements for a student with special or unusual circumstances.

A student with a special circumstance can contact the Financial Aid office to discuss the situation and to see what documentation is necessary. Documentation varies based on the appeal type but a tax return transcript, W-2s, and verification worksheet will be required in every case.

Penta Career Center will make a decision to approve or deny the request and will notify the student of the outcome. The decision is final and cannot be appealed to the Federal Department of Education.

Please note that the use of professional judgment is allowed, but not required of the school. Some examples of acceptable appeals are as follows:

Loss of Income Due to Non-Disability Related Unemployment:

Student, spouse, or parent(s) has lost employment (due to layoff or involuntary resignation) since the last tax year reported on most recent FAFSA. If unemployment is temporary and individual is actively seeking employment, you must wait until six months after date of unemployment before submitting a Special Circumstance Petition for this reason.

Loss of Income Due to Disability or Natural Disaster:

Student, spouse, or parent(s) has not been able to earn money the way it was earned in the last tax year reported on the FAFSA. This must be due to a disability or natural disaster that occurred since the end of the last reported tax year.

Occurrence of One-Time Income:

Student, spouse, parent(s) received a one-time lump sum (such as inheritance, retirement, IRA distribution, etc.) that was reported on the previous year's FAFSA but is not expected in the future.

Separation or Divorce:

Student (or your parents, if dependent) have separated or become divorced since the time the FAFSA was filed.

Death:

Your parent (or spouse, if independent) received income for the most recently reported tax year, but passed away after you completed the FAFSA.

Filing Status:

You disagree with the definition of a Dependent Student, as outlined by the U.S. Department of Education, as it applies to you.

Elementary or Secondary Tuition Costs:

You or your parents are paying elementary and secondary tuition costs during the previous school year for dependent children.

Medical or Dental Expenses:

You or your parents paid medical or dental expenses not covered by insurance that exceeds 10% of your income during the previous year.

Marriage of Student:

Student has been married since the date that the FAFSA was filed.

8.13 RETURN OF TITLE IV FUNDS:

If a student who is eligible for federal financial aid, stops attending classes before completion of the training program, federal law requires Penta Career Center to calculate, within 14 days of the withdrawal, the amount of financial aid the student has earned. The amount of aid earned is based on the portion of the scheduled hours in the payment period that the student completed before withdrawing from the program.

This law applies to Title IV funds for Pell Grant recipients who stop attending prior to completing 60% of the hours scheduled in the program payment period. After the 60% point, the student would have earned the full award for that period and no repayments would be necessary.

As mandated by the federal government, Penta Career Center will return the unearned portion of the funding award or will make a post-disbursement within 14 days of the student's withdrawal from the program.

The school must return the unearned financial aid that has been disbursed to U.S. Department of Education. If the disbursement has not yet been made, Penta Career Center will create a post-Withdrawal disbursement.

Students who stop attending the program before completing 60% of the hours in the period could be responsible to repay a portion of the aid that must be returned. The calculation for the return of Title IV funds can result in the student owing money to Pena Career Center.

Example 1: A student who completes 375 hours in a payment period of 441 scheduled hours would have earned all of his/her financial aid for that period (this is over 60% completion).

Example 2: A student who completes 152 hours in a payment period of 300 scheduled hours would not have earned all of his/her financial aid. The school would be required to complete a R2T4 worksheet to determine the amount of aid that has to be returned if a disbursement had been done for the student.

Penta Career Center will use the last date of attendance as the official withdrawal date when calculating the need to return funds. If funds have not been disbursed at the time of withdrawal, a post withdrawal disbursement will have to be completed based on the R2T4 worksheet calculations. The student will be notified in writing if a post withdrawal disbursement is needed. Penta Career Center will draw the funds on behalf of the student within 14 days of the post withdrawal determination.

R2T4 CREDIT BALANCE:

If the R2T4 calculation results in a credit balance on the student's account, the student will receive a check from the Penta Board of Education Office/ Treasurer's Department in the amount of the R2T4 calculations within 14 days of the withdrawal date. Title IV credit balance must be disbursed no later than 14 days after the calculation of R2T4. Checks will be addressed to the student and mailed to the address on file.

8.14 RETENTION RATE:

This information is disclosed as required by the student-Right-To-Know Act. This information reflects the previous year's cohort of first-time, full-time students. The information is for reporting purposes only and may not accurately represent the total enrollment of our school.

8.15 GRADUATION / COMPLETION RATE:

This information is disclosed as required by the student-Right-To-Know Act. This information reflects the previous year's cohort of first-time, full-time students who completed within the normal time allowed for their program. The information is for reporting purposes only and may not accurately represent the total enrollment of our school.

8.16 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 Free Application for Federal Student 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 SAR 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 the application
- ❖ If the data still doesn't match, the student must provide documentation to prove citizenship
- ❖ Other documents could include birth certificate or Certificate of Naturalization

ELIGIBLE NONCITIZEN:

- ❖ A number is sent to DHS for primary verification
- ❖ If status is not confirmed an automatic secondary confirmation will be performed by the DHS
- ❖ School will wait at least five but no more than 15 days for result of secondary confirmation
- ❖ If no secondary confirmation is received the school will begin confirmation on the systematic Alien Verification for Entitlements Program (SAVE).

STUDENTS WHO ARE REQUIRED TO UNDERGO SECONDARY CONFIRMATION WILL BE PROVIDED IN WRITING:

- ❖ Explanation of documentation to be submitted
- ❖ Deadline for submitting 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.**

8.17 VERIFICATION POLICIES & PROCEDURES:

Students who apply for Federal Student Aid and receive a Student Aid Report (SAR) or ISIR may be selected for a process called Verification in which the U.S. Department of Education requires the students to verify the information provided on the Federal Application for Aid (FAFSA). The

SAR will have an asterisk (*) next to the EFC that indicates the student has been selected. The school is responsible for verifying the information used to calculate the student award.

The Program Coordinator will explain the verification process and documents needed to the student during the enrollment interview or during a phone consultation. If the student needs to verify adjusted gross income and taxes paid, they will explain how to obtain a Tax Return Transcript for the files. Alternative documentation may be accepted in some cases. The Program Coordinator also has provided Verification Worksheets which will be completed by the student for the files.

The Financial Aid Office is obligated to address any discrepancies and request documentation to resolve them. The Financial Aid office will make the necessary corrections and submit them electronically to the U.S. Department of Education. If after the corrections are made, the student's award changes, a revised award notice will be provided to the student within two weeks of the completed verification process. No funds can be disbursed until the Verification process is completed.

Verification is required for the following items:

- ❖ Adjusted gross income
- ❖ US income tax paid
- ❖ Household size
- ❖ Number enrolled in college
- ❖ High School completion status
- ❖ SNAP benefits
- ❖ Child support paid/received
- ❖ Certain Untaxed income and benefits
- ❖ Identity statement/Education intent

Note: The above items are required to be verified; however, the Program Coordinator is obligated to address any other discrepancies and request documentation to resolve them.

Acceptable Documentation

For the previous school year students must obtain a Tax Return Transcript from the IRS or provide an original signed Tax Return. Alternative documentation may be accepted in some cases. The Financial Aid office can tell the student what documentation is needed and acceptable for each item to be verified

SECTION 9
PUBLIC SAFETY
(Fire Charter Program Only)



FIRE STUDENT

POLICES & PROCEDURES HANDBOOK

PENTA CAREER CENTER - FIRE CHARTER #

ADDRESS: 9301 BUCK ROAD, PERRYSBURG, OH 43551
PH: 419-661-6555



PENTA CAREER CENTER
FIRE CHARTER STUDENT HANDBOOK
Effective: July 01, 2024 through June 30, 2025
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SECTION 1: PUBLIC SAFETY FIRE TRAINING: STUDENT POLICIES AND PROCEDURES

1.1 Admission Requirements for Firefighter Training

- ❖ Our programs are open to all adults and to in-school youth 17 years of age and in the Senior year of high school for Public Safety programs, regardless of race, creed, color, religion, national origin, age, or sex.
- ❖ Students must provide a copy of a current valid, non-suspended driver's license, birth certificate diploma and social security card.
- ❖ All students must have a BCI/FBI background check
- ❖ Student should have at least a 8th grade reading level. Students who test at a grade level less than 10th grade will be referred to the Aspire program. Students with **valid** IEP or 504 plan will be given accommodations during the program. Students must further complete "Request for Accommodations" for the Division of EMS to review prior to the final state written examination. This form must be completed at the start of their program. **Valid is considered within 5 years.
- ❖ Students must complete a workkeys assessment receiving at least a "4" in Applied Math and Graphic Literacy.
- ❖ Students are not permitted beards or facial hair that will interfere with NFPA 1500 requirements
- ❖ Students must have approved PPE/SCBA
- ❖ Students has not been adjudicated mentally incompetent by a court of law.
- ❖ Student has not been convicted of, pled guilty to, or had judicial findings of guilt for any of the following: Fraud or Material deception in applying for, or obtaining a certificate to practice, or any Felony or Misdemeanor other than a traffic Violation committed in the course of practice. A Misdemeanor involving Moral Turpitude; a violation of any Federal, State, County or Municipal Narcotics Law; any act committed in Ohio would constitute a violation set forth in 4765-8-01 of the Ohio Administrative Code.
- ❖ Student is not currently under indictment for a felony or misdemeanor involving moral turpitude.
- ❖ Student does not engage in the illegal use of controlled substances, alcohol, or other habit- forming drugs or chemical substances.
- ❖ Students who have an offense on their BCI/FBI Background check must complete a Declaration of Criminal History form, when they submit their online state application; they will be asked to provide court documentation and provide a BCI background check to the Ohio Department of Public Safety: EMS Division.
- ❖ Students enrolling in the FF1, FF1T, FF2 or FF1 & 2 program must have a NFPA 1582 medical physical prior to starting the class. Documentation must be within 6 months of the course and located within the student's file.
- ❖ For all course other than the Volunteer, students must submit a current level of fire certification. A copy will be kept in the student file.

1.2 Equal Opportunities

No person, on the basis of race, color, gender, religion, age, ancestry, disability, national origin, social or economic background, will be excluded from participation in any program of instruction, or be subjected to discrimination in any employment practice at the Penta Career Center.

Any person who feels that some form of discrimination is being practiced in the Penta Career Center may express that concern, or file a grievance with Ryan Lee, Director, who is the Title IX/Section 504 equality opportunity compliance officer for the school.

1.3 Privacy Policy

Penta considers certain information as directory information. A student's name, photograph, major field of study, participation in officially-recognized activities, dates of attendance and graduation, certificates awarded, and awards received are considered directory information. If you do not want Penta to release your directory information, please send a letter to: Penta Career Center at 9301 Buck Road, Perrysburg, OH 43551, ATTN: Fire Charter Director, Lorrie Dymond.

- ❖ 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.

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 Director/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.

More information on Family Education Rights & Privacy Act (FERPA) can be found in section 4.3 of the Adult Post- Secondary Education handbook.

1.4 BCI / FBI Background Checks

Effective for all Fire Students entering the program, who wish to sit for the State of Ohio fire examination will be **REQUIRED** to submit their fingerprints to Bureau of Criminal Identification (BCI and Federal Bureau of Investigation (FBI) for identification and criminal background verification. Student will be informed of the restrictions of employment in healthcare related fields and also be made aware that the student may begin the Fire program before background checks are done and that results of the background check may jeopardize his/her standing in the program.

State of Ohio policy on criminal conviction:

Individuals with a criminal record who are interested in obtaining an EMS or fire certification may inquire whether their criminal record disqualifies them from obtaining a certification. If you would like to make a request, you must submit your request in writing, provide details of the criminal conviction(s), and pay a fee of \$25. Acceptable forms of payment are either check or money order made payable to the Ohio Treasurer of State.

Details of the criminal conviction include:

- ❖ *the court where the conviction occurred,*
- ❖ *criminal case number,*
- ❖ *statute or ordinance violated,*
- ❖ *offense name,*
- ❖ *offense date,*
- ❖ *conviction date, and*
- ❖ *Facts underlying the conviction.*

Certified court journal entries showing the indictment, criminal conviction, and sentencing, as well as the police report related to offense, must be provided to the Division of EMS. Failure to provide these records may result in a delay in processing your request.

1.5 Approvals & Accreditation of Penta Career Center

Education through **accreditation number: OH-014.**

Volunteer Fire, Firefighter I, and Firefighter II are all chartered through the Ohio Department of Public Safety Division of EMS under **Charter number OH-014.** Students will obtain their certification upon successful passing of the State of Ohio Fire Exam at the respective level.

- ❖ These courses are approved by the Ohio Department of Higher Education for college credit through CT 2.

SECTION 2: COST/ FULL-TIME/ REFUND / WITHDRAWAL & DISMISSAL

2.1 Costs Associated with the Training Program

Tuition:

- ❖ Volunteer Fire - \$675.00 includes books. Self-pay- payment required with registration. Withdrawals from the program must be made no later than the beginning of the second-class session and must be made in person. No refunds will be given after the second class begins.
- ❖ Level I Firefighter - \$1500.00 includes books. Self-pay -payment required with registration.
- ❖ Level I Transition - \$1100.00 includes books. Self-pay -payment required with registration.
- ❖ Level II Transition - \$1275.00 includes books. Self-pay -payment required with registration.
- ❖ Registration fee of \$100.00 for all Fire Training Program.
- ❖ Department signed authorizing forms will be accepted.
- ❖ Level I & II Firefighter- \$2900.00 includes books. Self-pay-payment required with registration.

Fire Marshall Grant Money:

- ❖ Students enrolled in the FF1 or FF1 Transition program who are using the Fire Marshall grant money will be required to attend the entire course meeting eligibility for final

written and practical testing. Any student who withdraws after the course starts will be charged full tuition.

2.2 Cancellation and Refund Policy

Full time = 600+ hours. Exception: This policy includes Truck Driving, Nurse Aide, EMT, and Fire Programs.

A full tuition refund will be made if the student withdraws before the start date of the program, or if a course is canceled prior to start date. If a student is absent for seven consecutive calendar days without notifying the instructor, the school will consider them officially withdrawn. Refunds, when due, are made without requiring a request from the student. Refunds, when due, are made within 45 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student.

Refund Policy is based upon the cost of tuition.

If a student withdraws:

2.2.1 Full-time Program Refunds (600 clock hours or more)

- | | | |
|---|---|--------------------|
| ❖ 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.

2.2.2 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.

2.2.3 Leave 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.

2.2.4 Tardiness Policy

A student reporting over 10 minutes late for a scheduled class will be considered tardy. If a student is tardy three times, it will be counted as one unexcused absence. Remember- 100% attendance is mandatory in order to test.

In addition to any tuition retained by the District under the Refund Policy, an administrative fee will be assessed upon the date of withdrawal, not to exceed \$100. If books, tools, and/or supplies have been opened/used they cannot be returned and the student is responsible for payment.

Scholarship monies received on the student's behalf will be applied toward tuition. No refunds will be made until the student's enrollment period balance has been paid in full and has a zero balance. The student may also be held responsible for any unpaid balance not covered by a funding agency at any point of withdrawal.

Please note: If a student is dismissed or withdrawals from a grant funded course, it is the responsibility of the student to reimburse Penta the cost of the tuition and supplies that is owed per the refund policy.

2.3 Voluntary Student Withdrawals

Students must notify the Fire Charter Program Director or Director (419-6661-6555) and the program instructor if they are withdrawing from classes. If a student is absent for seven consecutive calendar days without notifying the instructor, the school will consider them officially withdrawn. The student may be transferred to a later course date.

Books may not be returned after the start of a class if the book seals are broken.

2.4 Grounds for Dismissal

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 Director to discuss the situation and intervention strategies as outlined in relevant policies in this Student Handbook. The Program Director 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 may be disciplined or dismissed from a course for any of the following reasons listed below (this list is not deemed to be all inclusive, as other situations may arise:

- ❖ NO CALL/ NO SHOW for class or Fire Evolutions.
- ❖ Inability to pass criteria as listed above in the section concerning Criteria for Successful Completion for grading policy, written and practical testing.
- ❖ Failure to meet Attendance requirements.
- ❖ Use of alcohol, other drugs, or nontobacco products not prescribed by a physician.
- ❖ Use of any tobacco products during classes or labs. (chew)
- ❖ Disregard of any safety procedure that endangers the safety of the student, instructor,

- or others.
- ❖ Intentional misuse or abuse of training equipment (which may also result in the student paying for the replacement or repair of the training equipment.)
 - ❖ Harassment of students, instructor(s), or others, of any nature. (See section on Harassment)
 - ❖ Failure to comply with rules and procedures as outlined.
 - ❖ Failure to meet financial obligations for training.
 - ❖ Workbook and/or other assignments not completed on time as assigned.
 - ❖ CPR certification was not attained.
 - ❖ NIMS or Homeland Security Form not completed
 - ❖ Not having required documentation and testing done within 90 days of the end of course date
 - ❖ Inability to complete Practical Evolutions as prescribed by state standards.
 - ❖ Unprofessional student behavior (see Student Code of Conduct)
 - ❖ If an adult student is unable to meet the requirements for medical or extreme circumstance, they may be allowed admission to the next scheduled class, provided there is a seat and the medical condition is approved under the NFPA 1582 policy. Additional fees will apply. Transferring between ongoing classes is discouraged, and is at the discretion of the Program Director. It will be considered only if the remaining course hours can meet the requirements for completion and the student is in good standings.

SECTION 3: ATTENDANCE/ EVALUATIONS/ GRADES & GRADING POLICY/ TESTING

3.1 Criteria and Methodology Used in Determining Grades and Attendance Requirements

The Fire training program requires 100% attendance at all sessions for successful completion and eligibility to take the Ohio Department of Public Safety Fire Exam. Students may attend other classes to make up missed sessions. Arrangements may be made through the class instructor if make-up sessions or remediation is necessary and approved by the fire Director. Make up lab sessions will cost \$33.00/hr. and an invoice will be sent to sponsoring agencies and/or student. If a special circumstance arises in which lab fees shouldn't be assessed, the student should refer to the Grievance Policy in this document. At no time during the training program may a student's attendance fall below 90%. Make-up work and remedial assignments shall be given at the discretion of the instructor. Students may be transferred to another class if attendance falls below the above requirements.

ATTENDANCE POLICY: Attendance and punctuality are expected at each class meeting. PENTA Career Center fire program students must maintain a cumulative 100% attendance rate, unless otherwise required by State or Federal regulations. **TARDINESS/EARLY LEAVE POLICY** Students arriving late or leaving early from class activities will be marked accordingly on the attendance record. Chronic issues will be reported to the student's sponsor or funding agency and may be grounds for dismissal from the fire course.

3.2 Response to Emergency Calls by Students

Students who are enrolled in the Firefighter training and attending class will NOT respond to any call from the class. As the training level indicates, they are not permitted to participate in fire ground operations. To be able to respond in accordance to Ohio Revised Code they must have attended basic training and passed the written state test with all paperwork completed prior to participation.

Students who are enrolled in either the Level I Transition course or Level II course will NOT act as a part of a response team during class-time hours. Classes that occur on-campus at Penta Career Center will occur without response from the students. Classes that are conducted in advanced levels at specific departments will occur without students of the class as responders, the same as if class occurs on-campus.

- ❖ *In large scale Emergency or conflagrations all students in a Level I or Level II class may respond if needed to control the emergency. The class will be rescheduled for a later date and completed.*
- ❖ *All missed class time must be made up in another class of the same level and approved by the Fire Director within the dates of course completion.*

3.3 Written Evaluations

Written evaluations will be conducted by the use of quizzes to test the knowledge a student retains of specific criteria selected from the course outline and objectives. The instructor(s) conducting the program will develop the quizzes. The student is expected to pass each written evaluation with a minimum score of 80%. The point evaluation is established by the number of questions on each written quiz multiplied by a number to equal 100%. Should a student score below 80%, the student must retest within one week. All retests are to be scheduled with the instructor of the student. Two retests are available for all quizzes, midterm, and course final exams.

Should the student fail on the second examination of the same material or fail a written quiz on the first attempt with a score of less than 50%, the student will be assigned remediation of that material. Students must maintain an 80% average throughout the course. Students are evaluated mid-course, on course progress and instructor recommendations are made. Students may be transferred to another course upon the recommendation of their instructor due to attendance, grades, and/or practical skill performance below the 80% average.

3.4 Workbooks

Instructors have the discretion to require material to be completed in student workbooks. It is highly recommended that students utilize their workbooks throughout the course. Instructors may check workbooks and assign a grade for progress at their discretion.

3.5 Practical Evaluations

The student is required to pass all practical skills as outlined by the program and performance sheets provided. Should a student fail a performance skill, they must retest within a two (2) week period. All skill sheets and Ohio Department of Public Safety check off sheets shall become part

of the class file. Practical skills will be evaluated throughout the course as to meet course objective requirements. Students must successfully pass the practical skills as they proceed through the course. All Firefighter I and II students will also take a final practical skills examination prior to the state written examination. Firefighter I students will be tested on seven mandatory and three random skills. Firefighter II students will be tested on three mandatory and three random skills. If a student fails a skill, then a retest will be conducted by a different test proctor. If a student fails a second attempt, a third attempt will be scheduled with the Fire Director. Any student who fails a skill three times, will then fail the course and is unable to sit for the state written examination and must retake the entire course to become certified at that level.

3.6 Final Testing

Prior to taking the state fire exam, all course fees must be paid in full. All written and practical skill evolutions must be successfully completed, skill sheets initialed by instructors, workbooks must be checked and initialed by the instructors, and the 80% written score maintained. NIMS IS-100 and IS-700 completion and documentation is required prior to course completion. All paperwork required by the State of Ohio and Penta Career Center must be current and completed before taking State Fire Test. If the student fails the Final Exam, they will be given two retests. If they fail the two retests, they have failed the course and must retake the Fire course.

3.7 Grading Policy

A grade of 80% is considered unacceptable in the Fire curriculums. It is a nationwide standard that students in the Health Sciences demonstrate their competency by earning no lower than a grade of 80%. Workbook, midterm, and final are counted for 20% of the total grade each.

In the State of Ohio, students are required to pass the Ohio Department of Public Safety Fire Exam to be certified as a Firefighter. Student must submit a COMPLETED “Firefighter Initial Application” within 90 DAYS of passing the knowledge exam.

Grading Scale (An 80% is required to pass all Public Safety)

Letter Grade Percent Equivalent Description:

- A** : 90-100 Excellent
- B** : 80-89 Above Average
- C** : 70-79 Average
- D** : 60-69 Below Average
- F** : 59.99 & BELOW Failure
- I** : N/A or Incomplete

3.8 State Testing

Prior to taking the state fire exam, all course fees must be paid in full. All written and practical skill evolutions must be successfully completed, skill sheets initialed by instructors, workbooks must be checked and initialed by the instructors, and the 80% written score maintained. NIMS IS-100 and IS-700 completion and all documentations that is required prior to course completion. All paperwork required by the State of Ohio and Penta Career Center must be current and completed before taking State Fire Test. All fire specific course requirements including HazMat, EVOC and

live fire training is required prior to course completion.
Students MUST UNDERSTAND the following:

- ❖ Shall pass the knowledge examination as set forth in rule 4765-20-06 of the Administrative Code within 180 days of firefighter training course completion.
- ❖ Shall submit a COMPLETED “firefighter Initial Application” within 90 DAYS of passing the knowledge exam.

3.9 Practical Skill Final Process

Practical skills will be evaluated throughout the course as to meet course objective requirements. Students must successfully pass the practical skills as they proceed through the course. All Firefighter students will also take a final practical skills examination prior to the state written examination. Firefighter I students will be tested on seven mandatory and three random skills. Firefighter II students will be tested on three mandatory and three random skills. If a student fails a skill, then a retest will be conducted by a different test proctor. If a student fails a second attempt, a third attempt will be scheduled with the Fire Director. Any student who fails a skill three times, will then fail the course and is unable to sit for the state written examination and must retake the entire course to become certified at that level.

3.10 Americans with Disabilities Act – Allowable Accommodations

Americans with Disabilities Act-Allowable Accommodations for Volunteer, Firefighter I and Firefighter II

The Americans with Disabilities Act (ADA) of 1990 has applications that pertain to licensure or certification for Firefighter training applicants. The law permits testing that requires the use of sensory, manual or speaking skills where the tests are intended to measure essential functions of the profession. Skills check offs would be an example of testing that is designed to measure the essential functions of the profession. Applicants must perform functions within established time frames as performance speed is an important part of dealing effectively with a fire. Testing accommodations may not be made that affect the demonstration of these essential skills. A firefighting student with a disability may not be denied the opportunity to take an examination, but this person shall be required to take the examination and to pass the skills proficiency check offs within established timeline criteria. The **functional job description** outlined below, describes the required skills and job requirements essential to firefighting personnel. The description will guide all accommodations permitted for the firefighter student. Additional information for those involved in Firefighter training and education programs:

- ❖ Students cannot be discriminated against on the basis of a disability in the offering of education programs or services
- ❖ There can be no accommodation during screening, evaluation or course examinations that will compromise or fundamentally alter the evaluation of skills that are required to function safely and efficiently in the profession.
- ❖ Students who have received an accommodation during the course need to fully understand that there is a separate process for requesting an accommodation for the written certification exam and eligibility for an accommodation during the course does not guarantee a similar result for the National Registry exam. Documentation confirming and

describing the disability should be submitted according to policy for consideration. There are accommodations that are not allowed in the Firefighting Program because they are not in compliance with the essential job functions of a Firefighter as outlined in the Functional Job Description. These include, but are not limited to the following:

- ❖ Students are not allowed additional time for skills with specific time frames. Life threatening conditions in emergency situations can occur if action is not taken in a timely manner.
- ❖ Students are not allowed unlimited time to complete a written exam. Students will be allowed a maximum of time and one-half to complete written exams.
- ❖ Students may have written exams given by an oral reader.
- ❖ Students cannot be provided with a modified exam with a reading level less than grade eight. The functions of firefighting require at least an eighth grade reading level
- ❖ Students must take all exams during the scheduled time, as a member of the enrolled class. The ability to use knowledge immediately when needed is an essential function of a firefighter
 - ❖ Students will be permitted a private space to take the exam.
 - ❖ Refer to the policy for making up exams due to excused absences.
- ❖ Students must answer all test questions as written and may not request an explanation of the question from a test proctor or any other individual. Understanding written English is an essential function of the firefighter profession. Due to the critical nature of the situations in which firefighters must perform their job functions, accommodation requests are considered very carefully, on a case-by-case basis. The final decision is always based on whether or not the candidate can still perform the essential functions of the job in a safe, efficient manner. In all cases, the certification applicant's rights are to be protected.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES: Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or postsecondary student's accommodations plan to meet individual needs and ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their course instructor. The IEP or 504 plan must be within 5 years of the start of their fire course. Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems but accommodations cannot affect whether or not the candidate can still perform the essential functions of the job in a safe, efficient manner. Documentation of the accommodations requested and provided should be maintained in a confidential file.

3.11 Job Descriptions and Essential Functions of a Firefighter

- ❖ Performing fire-fighting tasks (e.g., hose line operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions while wearing personal protective ensembles (PPE) and self-contained breathing apparatus (SCBA), including working in extremely hot or cold environments for prolonged time periods;
- ❖ Wearing an SCBA, which includes a demand valve-type positive pressure face piece or HEPA filter masks, which requires the ability to tolerate increased respiratory workloads
- ❖ Exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases, despite the use of PPE including SCBA
- ❖ Depending on the local jurisdiction, climbing six or more flights of stairs while wearing fire protective ensemble weighing at least 50 lb. (22.6 kg) or more and carrying equipment/tools weighing an additional 20 to 40 lb. (9 to 18 kg)
- ❖ Wearing fire protective ensemble that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F (39°C)
- ❖ Searching, finding, and rescue-dragging or carrying victims ranging from newborns up to adults weighing over 200 lb. (90 kg) to safety despite hazardous conditions and low visibility
- ❖ Advancing water-filled hose lines up to 2 1/2 in. (65 mm) in diameter from fire apparatus to occupancy [approximately 150 ft. (50 m)], which can involve negotiating multiple flights of stairs, ladders, and other obstacles
- ❖ Climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards
- ❖ Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration
- ❖ Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens
- ❖ Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, that is further aggravated by fatigue, flashing lights, sirens, and other distractions
- ❖ Ability to communicate (give and comprehend verbal orders) while wearing PPE and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers)
- ❖ Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members
- ❖ Ability to complete skills testing before taking the State of Ohio computer-based test within one year of the start date of the class according to the Ohio Department of Public Safety Course Dashboard.

SECTION 4: ADDITIONAL STUDENT POLICIES AND PROCEDURES

4.1 Use of Cell Phones / Electronic Devices

It is the policy of the Penta Career Center that at no time shall a student use a cell phone, or other technological communication device that may disrupt the learning environment or hinder the conduct of organizational business. Ringtones, notifications, and other audible sounds must be turned off while on campus. Students are not to engage in texting or other social communications while participating in the academic classroom or laboratory learning environment. Course instructors will determine whether a student's behavior is disruptive to the learning environment. Cell phones **MUST BE** turned off and put away during times of testing and test review. Use of such devices in the clinical setting must meet that institution's policy. The instructor has the authorization to collect all devices at the beginning of class if violation with this policy persist.

4.2 Safety Procedures

At no time during a course of training may a student operate training equipment without the direct supervision of a course lead or assistant instructor. The student's personal safety and that of fellow students and instructors will continually be reinforced throughout training.

In case of an accident or injury, the student shall notify the nearest instructor or staff member. Immediately thereafter, the office shall be contacted to indicate the type and extent of the injury and the location of the injured person. An accident report will then be filed by the instructor and submitted to the Fire Director and/or Program Director within 24 hours. 911 shall be accessed directly at the discretion of the instructor or Program Director. Classroom equipment will not be used for actual patient care purposes.

4.3 Dress Code

Instructors will advise students concerning what should and should not be worn during training. Dress restrictions are based upon eliminating conditions which may affect the health and safety of students, and prohibiting disruption of the learning environment. Proper NFPA approved turnout gear must be worn at all times during evolutions. Jewelry (specific restrictions on the type of jewelry to be removed is at the instructor's discretion, based upon the specific evolutions to be performed). Facial hair cannot impede face mask seal. All turnout gear and equipment used by the training program and students shall meet current NFPA training standards - Gear check sheets are completed at each course orientation.

UNIFORMS/PROTECTIVE CLOTHING AND EQUIPMENT:

Uniforms are customary in certain industries, and the wearing of uniforms in certain career-technical programs/laboratories enhances real world career-technical training and experiences. Uniforms and protective clothing and equipment will be required for secondary fire vocational programs. Students may be denied class or program participation until they have the required clothing/uniforms, including safety equipment. Students enrolled in adult education fire programs will be required to have NFPA regulated PPE/SCBA for the course. No student will be permitted live burn access without required turn out gear.

4.4 Student Conduct, Bullying, Discrimination, and Harassment

The Penta Career Center recognizes every student equal on the basis of race, color, gender, religion, age, ancestry, disability, and national origin, social or economic background. Therefore, sexual or other forms of harassment will not be tolerated during school hours or while under the supervision of school personnel while the student is involved in any school related activity. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature.

Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age, and/or disability.

The harassment by or toward a student or a staff member of this District is strictly forbidden. Any student who is found to have harassed a staff member or student will be subject to discipline in accordance with the law and student conduct code. When a student perceives harassment by an employee of the school, guests of the school and/or student, he/she should report their perception to their instructor, Director, or director. The director's office is located in the main office of Penta Career Center.

Complaints will be acted on by an investigation conducted by the compliance officer and one other administrator of the district in a timely manner after the signed complaint has been filed. If harassment or inappropriate conduct is established, corrective action will be taken. Penalties for infractions may include termination from the program if warranted. Copies of the complaint will be filed in the administrative office.

Students are subject to the Code of Conduct while school is in session, at school sponsored activities or events whether on or off school premises, on school premises whether or not school is in session, in any vehicle whose use is controlled, organized, or arranged by the school, or at any time the student is subject to the authority of the Board of Education or school district personnel. In addition, a student may be subject to school disciplinary action, including suspension or expulsion for harassment, vandalism, physical abuse, or other harmful or disruptive behavior toward school personnel during non-school hours.

Bullying is the intentional, written, verbal, electronic or physical threat that causes both mental and physical harm to another is prohibited on school property, or at a school-sponsored activity. The student(s) found to be responsible for bullying will be dismissed. Those who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law. No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of bullying. No administrator, teacher or other employee of the district shall encourage, permit, condone or tolerate any bullying activities. District employees are to report any planned or occurrence of bullying immediately to the Superintendent/designee and appropriate disciplinary action will be administered.

PROFESSIONALISM POLICY:

Professional behavior is expected in the classroom and on the fire grounds. Any unprofessional behavior is a reason for dismissal. Any unprofessional behavior can result in the dismissal from the fire programs at the discretion of the instructor.

Unprofessional behavior can include but is not limited to; arguing, disruptive, inattentive, disrespectful, unruly, negative, and distractive, threatening behaviors. Dismissal for the first offense or dismissal on the second offense is based on the discretion of the instructor.

4.5 Disciplinary and 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.

In the event that a student disputes a disciplinary decision or wishes to file a grievance, the following procedure shall be followed:

1. Discussion with Instructor and/or Fire Director:

A student who wishes to file a grievance must first discuss the matter of concern with his/her instructor and /or Fire Director within five (5) working days of the matter of grievance.

2. Filing of Written Appeal to Program Director:

If the student does not feel that the discussion with the instructor has resolved the problem, he/she may file a written appeal with the instructor and the Program Director, describing the cause for complaint. Such written appeal shall be filed within (5) days after the discussion with the instructor described in the first step. Upon receipt of the written appeal, the Program Director shall, within five (5) days, submit a written response to the student filing the appeal.

3. Filing of Written Appeal to the Penta Career Center Director:

If the student is not satisfied with the decision of the Program Director, a further written appeal may be filed with the Director of Penta Career Center. Such appeal must be submitted within ten (10) days after receipt of the written response provided for Step 2. Upon receipt of such appeal, the Director shall hold within ten (10) days, an informal conference with the student to discuss the appeal. A written decision shall be rendered within ten (10) days after the conference and submitted to the student filing the appeal.

4. Council on Occupational Education Grievance Procedure (If not resolved within steps 1-3):

Penta Career Center Adult 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 Education grievance internal complaint procedure. In the event that a student has exercised Penta Career Center 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

4.6 Student Records -Access & Release Policies and Procedures and FERPA

The Penta Career Center provides student's access to their student records, if they are 18 years old or older. These individuals have the right to challenge the contents of their student records. The following procedures are set forth to govern the inspection of student school records:

- ❖ The student desiring to inspect their permanent student record must make a request to the Adult Director.
- ❖ A member of the guidance staff must be present during the inspection to interpret information therein.

Students must request copies of school transcripts and school records in writing or online before information will be released from the permanent record to other schools. A specified release form will be available. A fee applies to school transcripts.

Any person requesting a release of student records must contact the Adult Education Office. Students will be provided with a FERPA form granting permission to the requestor if necessary. The form shall remain in the student's file.

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 Director/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.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA):

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; 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.

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.

4.6.1 Student Records- Request for Amendment & Further Appeal

REQUEST FOR AMENDMENT AND 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 Officer/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 Office may be appealed to the Director of Adult Education within one workweek after receiving it. All records concerning the complaint and how it was handled must be sent to the Director of Adult Education. 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.

4.7 Services for the Handicapped

Parking spaces and entrance/exit ramps are provided for handicapped persons needing access to Penta Career Center. Lowered exterior door handles are provided. Automatic door openers are provided. Adapted restroom facilities are available in various areas of the buildings.

4.8 Public's Right to Know

In fulfillment of the rationale for the creation of public governing bodies, the meeting and records of the board will be considered a matter of public information. Educational matters will be discussed and decisions made at public meetings of the board, except for such matters as are properly and legally discussed in private executive sessions.

The board supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate information.

Penta Career Center reserves the right to modify or amend the handbook at any time with or without prior notice, and the information and provisions contained within the handbook does not constitute the conveyance of rights or privileges to the instructor or student.

4.9 Health Services

The health services available to students enrolled in a Public Safety Training Program are those usually available to members of the community in which the program is being offered. There are no direct health services provided to adult students through Penta Career Center.

SECTION 5: COURSES, CONTINUING EDUCATION AND TESTING CENTER

Volunteer Firefighter

The Volunteer Firefighter course is designed to train volunteer firefighter serving small rural communities. The course is to be no more than 36 hours and based on the curriculum provided by the State of Ohio. The training shall commence and end within a consecutive 12- month period.

The following topics will be taught:

- ❖ Fire Department Organization
- ❖ Safety
- ❖ Fire Behavior
- ❖ Ventilation
- ❖ Personal Protective Equipment
- ❖ Tools including Ropes/knots and Portable extinguishers
- ❖ Ladders
- ❖ Hose, Appliances, and Streams
- ❖ Overhaul
- ❖ Search and Rescue
- ❖ Water Supplies
- ❖ Fire Evolutions

The Volunteer Firefighting Training Program shall not include live burn evolutions. Participants cannot perform the duties of a firefighter or participate in live burn evolutions prior to obtaining their state certification.

Firefighter I

Firefighter I is a program for minimum level training to function as a firefighter in the State of Ohio. This course requires the participants to successfully complete a fire training program of not less than 160 hours that meets all objectives in the current NFPA Standard 1001, Firefighter I. The program shall begin and end in a consecutive twelve-month period.

The following topics will be taught:

- ❖ Orientation and History of Fire Service
- ❖ FF health/Safety/ as well as portable lighting and safety operations
- ❖ Fire Communications
- ❖ Building construction
- ❖ Fire Behavior
- ❖ PPE/SCBA
- ❖ Tools which include ropes/knots and portable extinguishers
- ❖ Search and rescue
- ❖ FF survival /Life Safety Initiatives
- ❖ Forcible entry
- ❖ Ventilation
- ❖ Salvage and Overhaul
- ❖ Ladders
- ❖ Watery supply, hoses/streams
- ❖ Vehicle extrication

Students will participate in Live fire training to include structural, ground, vehicle, stacked material fires, HazMat awareness and EVOC

Firefighter I Transition

The Firefighter I Transition course is designed for certified Volunteer Firefighters who desire to enhance their firefighting skills and upgrade their level of firefighting to the Firefighter I. This program shall not be less than 124 hours and will meet all of the objectives of the current NFPA 1001 Firefighter I. The Firefighter I Transition must also start and end within a consecutive 12-month period.

Prerequisite: Volunteer Fire Certification

The following topics will be taught:

- ❖ Health and Safety
- ❖ PPE/SCBA
- ❖ Building Construction
- ❖ Search/Rescue
- ❖ Ladders
- ❖ Water supply/fire hose/streams
- ❖ Vehicle extrication

Students will participate in Live fire training to include structural, ground, vehicle, stacked material fires, HazMat awareness and EVOC.

Firefighter I and II

The Firefighter I and II program is geared toward the career firefighter. The participant will be required to complete not less than 244 hours which meet the objective standards of NFPA 1001 for Firefighter I and II. The training will commence and end within a consecutive 12-month period.

The following topics will be taught:

- ❖ Orientation and History of Fire Service
- ❖ Incident Command/Scene Operations including Scene Lighting
- ❖ FF health and Safety including Life Safety Program
- ❖ Fire Service Communications
- ❖ Fire Behavior
- ❖ Building Construction
- ❖ PPE/SCBA
- ❖ Ropes/Knots, Tools, Portable Extinguishers
- ❖ Overhaul/Salvage
- ❖ Search and Rescue/FF survival
- ❖ Forcible entry
- ❖ Ventilation
- ❖ Ladders
- ❖ Water supply, Hoses/streams

Live fire ground operations including live burns, technical rescue and vehicle extrication
EVOC and Hazmat Awareness

Firefighter II Transition

The Firefighter II Transition course allows a current FFI to advance to the level FFII. Upon completing the course, and successfully passing the state certification exam, the student will meet the requirements of a career firefighter. This program is a minimum of 84 hours.

Prerequisite: Firefighter I

The following topics will be taught:

- ❖ Course includes
- ❖ ICS/Scene operations/Lighting and power
- ❖ Health Safety/FF Survival including communications
- ❖ Building construction
- ❖ Fire Behavior
- ❖ Fire Origin/Cause
- ❖ Extinguishers
- ❖ Ropes/Knots/Tools
- ❖ Ladders
- ❖ Ventilation
- ❖ Water supply/hoses/streams
- ❖ Foam operations
- ❖ Live fire ground operations to include live burns, technical rescue and vehicle extrication.

Additional Information for all Firefighter Training:

No facial hair is permitted during all firefighter training. Students will be eligible for State Certification Testing after successful completion of the course, as described in the General Guidelines of this handbook in “Course Completion.” All Student must have completed and passed skill testing prior to the state written examination. Written testing for state fire certification is done on-line and will be arranged through the Fire Program Director.

Firefighter Continuing Education

Firefighters are required to have education to maintain their level of certification. Continuing education for current firefighters includes requirements to not be more than thirty-six hours every three-year certification cycle. This training may be completed through your local fire department or a charter program. Local entities may require additional continuing education, provided that completion of such additional continuing education is not required for renewal of certification. Training sessions should be taught by a certified Fire Instructor but can be approved by the fire department chief. The firefighter certification card must be renewed every 3 years.

Testing Center

Penta Career Center will host the exam within our Testing Center. Students will need to arrive 30 minutes early to the exam for check-in with their government photo ID (Ohio driver's license and/or passport) in which the ID must NOT be expired.

Prohibited items, listed below, will NOT be allowed in the exam room- students will be given a secure locker to store their belongings during the exam. Any exam material permitted will be provided by Penta Career Center and collected at the end of the exam.

- ❖ Food/ Beverages
- ❖ Books
- ❖ Highlighters
- ❖ Rulers
- ❖ Notes / reference materials
- ❖ Cellphones
- ❖ Smartwatch
- ❖ Electronic devices
- ❖ Headset/ Earplugs
- ❖ Calculators
- ❖ Hates- unless worn for religious/medical reasons and must be pre-approved.
- ❖ Purses, wallets, backpacks

All computers, in which the exam will be conducted on, belong to Penta Career Center. Computers will be locked and must be access by the proctor with a unique username and password, specific to the proctor. Students will NOT have access to login to the computers. Testing screen will also be locked so a student cannot click out of the testing screen parameters.

Proctors and students will adhere to the set guidelines by the Ohio Department of Public Safety Division for online written examination.

Public Safety Service Instructor

Qualifications for PSS Instructor are determined under OAC 4765-21-03

An applicant for a fire instructor certificate shall meet all the following requirements:

- ❖ In the preceding seven years, an applicant shall have been certified for at least five years as a firefighter;
- ❖ Shall possess a current and valid firefighter certificate that is in good standing;
- ❖ Shall pass the fire instructor knowledge examination as set forth in paragraph (A) of rule 4765-21-05 of the Administrative Code. The fire instructor knowledge examination shall be taken within one year prior to the start of a fire instructor course;
- ❖ Shall complete a fire instructor training course consisting of a minimum of sixty hours as set forth in paragraph (A) of rule 4765-24-15 of the Administrative Code;
- ❖ Shall pass the instructional methods examination, as set forth in rule 4765-21-05 of the Administrative Code;
- ❖ Shall comply with the requirements for a firefighter certificate as set forth in paragraph (F) of rule 4765-20-02 of the Administrative Code;
- ❖ (7) Shall submit a completed "Fire, Assistant Fire, or Fire Safety Inspector Instructor Initial Application" no later than two years after passing the fire instructor knowledge examination.

****Please note the PSS course may have new guidelines July 2024.**

SECTION 6: PERSONNEL

6.1 Administration:

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

6.2 Adult Education Personnel:

Ryan Lee..... Director
Lorrie Dymond.....Fire Program Director
Phil Stockwell.....Supervisor

6.3 Coordinator/ Proctor:

Brant Baker.....Coordinator/ Proctor

6.4 Support Staff:

Melissa Lang.....Secretary

6.5 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

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Fire Training:

Fire Student Policies and Procedures

Acknowledgement Form

I acknowledge that I have been given the Fire Student Policies and Procedures Handbook and I am responsible for the content and regulations set forth in this handbook. I also acknowledge the admissions requirements for the fire fighter training program.

Student Name (Print)

Date

Student Signature

Date

Address: _____

Department Sponsor: _____

Chief: _____

Chief/ Department Phone Number: _____

Sponsor letter on file: Yes: _____ No: _____

Form must be completed and signed. Please detach this form from the handbook and return to:

**Adult Education Office:
9301 Buck Road
Perrysburg, OH 43551**

ATTN: Lorrie Dymond, Fire Charter Director

END OF HANDBOOK
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INTENTIONALLY LEFT BLANK