



Student Handbook

2023 – 24

**POLICIES AND REGULATIONS
for Career Programs**

<http://mvctc.com/ae>

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Englewood, OH 45315
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Rev. 05/15/2023
Reviewed 05/17/2023

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MISSION STATEMENT

We are dedicated to providing premier educational choices and advanced employment preparation for youth, adults, and organizations of the Miami Valley.

APPROVAL AND ACCREDITATION

Miami Valley Career Technology Center functions within the jurisdiction of the Ohio Department of Higher Education, University System of Ohio and accreditation approval is provided by the Council on Occupational Education (COE).

ADMISSION POLICY AND REQUIREMENTS

Students must have earned a high school diploma or GED to enroll in a program that is eligible for federal financial aid or as required by the respective program. Prior to registering, every prospective student must complete a three-part entrance assessment. To qualify for admission, a student must achieve the required score levels for the desired program. Different programs require different Work Keys® score levels for admission. If program specific information is applicable, you will find it attached as an addendum. In addition, depending upon the program, students will have to pass a drug test. If a student fails the drug test, he or she will meet with the Career Advisor to discuss the results and learn the next steps.

Work Keys® Testing Policy

Assessment Center Policy for WorkKeys

- Potential students' WorkKeys scores are valid indefinitely. Once an individual passes a test, he or she will not be made to retest. A pass is a pass.
- Students may test in any area three times. After failing a WorkKeys test for a third time, potential students must wait ONE year before they are eligible to be reset for additional attempts. A reset of test attempts will be measured one year from the FIRST failed attempt.
 - To qualify for the third attempt, students must attend a Bridges class and be recommended by the instructor to be eligible to test.
 - Students who fail to meet the WorkKeys requirements by one level will be referred to the Career Advisor.
- Packets will only be distributed to students passing Workkeys.
- Students requesting additional time for WorkKeys will furnish documentation to the Career Advisor before testing.
- WorkKeys score guidelines and requirements will be determined by the ADP Coordinator and the Career Advisor.

Registration

Applicants who meet entrance requirements and follow the registration process are considered to be officially enrolled when **one** of the following conditions is met:

1. First payment period fees are paid by cash, check, or credit card, **or**
2. A contract with a funding agency is confirmed, **or**
3. Arrangements for a Pell Grant and/or Stafford Loan are confirmed

Confirmation of Acceptance

Students will receive a letter with scheduled report time and location stating the student is admitted to the program.

Class Cancellation

The school reserves the right to cancel a class due to insufficient enrollment. If class is canceled for any reason, students are notified by mail, electronically, or telephone, and a full refund is issued. Please allow four weeks for a refund check to be processed. Credit card accounts can be refunded immediately.

Tuition and Fee Payments

- Payments are made based on payment periods, which vary, by program.
- Payment must be determined for each succeeding payment period prior to the start of said payment period.
- Requests for special payment arrangements are discouraged; however, such requests will be considered by the Business Department on a case-by-case basis. The decision of the Business Department is final.
- Failure to pay course fees in accordance with the appropriate written schedule can result in the offending party's termination from the program.

Student Balances:

- If the student has an outstanding balance, no records can be released until all fees are paid.
- Outstanding balances are turned over to the Ohio Attorney General for collection.

Financial Aid Verification Policy and Procedure

Students who apply for Federal Student Aid and receive a Student Aid Report (SAR) or Institutional Student Information Record (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 Free Application for Federal Student Aid (FAFSA). The SAR/ISIR will have an asterisk (*) next to the Expected Family Contribution (EFC) that indicates the student has been selected. The school is responsible for verifying the information used to calculate the EFC and subsequent financial aid award.

The Financial Aid 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, the Coordinator will explain how to obtain a Tax Return Transcript from the IRS to be kept in the student's file. Alternative documentation may be accepted in some cases. The Financial Aid Coordinator will also provide 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 either assist the student or 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 Financial Aid Office is also obligated to address any other discrepancies or conflicting information and request documentation to resolve them.

Acceptable Documentation

The verification worksheet, as well as all required supporting documentation and/or information must be received by the Financial Aid Office prior to the first day of class. MVCTC will not disburse Federal Student Aid prior to the verification process being complete. If the student, spouse, or parent of a dependent student cannot provide documentation and/or information requested for verification, MVCTC may accept alternative documentation on a case-by-case basis, at the discretion of the Financial Aid Coordinator. If MVCTC has reason to believe that the information provided is not accurate, we may require additional documentation.

An enrolled student who is not receiving federal student aid due to incomplete verification will be placed on a monthly payment plan and will be responsible for paying all tuition and fees, books, supplies, and/or tools, and other education costs. Federal student aid will only be disbursed once the verification process is complete.

For a withdrawn student who did not receive federal student aid due to incomplete verification, MVCTC will not accept documentation and/or information to complete the verification process after thirty (30) days from the start date of class for Direct Loan funds. However, for Pell Grant funds, MVCTC will accept documentation and/or information required to complete the verification process for 120 days after ceasing enrollment, or the deadline established by the U.S. Department of Education, whichever is earlier.

STANDARDS FOR SUCCESSFUL PROGRAM COMPLETION

1. Attend a minimum of 90% for each class
2. Maintain satisfactory grades for assignments, projects, and tests
3. Satisfy all class fee requirements

ATTENDANCE POLICY

Students are expected to be present at all class sessions. Instructors are required to record individual student attendance accurately. Federal financial aid regulations, as well as certain sponsoring agencies, require a specified rate of attendance in order to maintain funding eligibility.

Any nonattendance is regarded as an absence. In order to qualify for a MVCTC certificate of completion, a student must attend a minimum of 90% of the course hours. If program specific information is applicable, you will find it attached as an addendum. Some programs may have higher attendance requirements due to specific accreditation standards. Programs require participation in clinical, internships or off campus projects. These experiences may require attendance outside the regularly scheduled class times.

1. Attendance records are reviewed weekly. The maximum permissible rate of absence for a program is ten percent (10%) of the clock hours. The Program Coordinator will issue students a warning letter when the rate of absence exceeds five percent (5%) of the clock hours per term.
2. *Students who have or exceed* an absence rate of ten percent (10%) of the clock hours per term are subject to dismissal from the program. The Director of Instruction will issue a termination letter to a student, which may result in dismissal.
3. The process for issuing termination letters will begin with the instructor notifying the Program Coordinator about student absences. The coordinator will verify hours of absence and send an email with the information to the Director of Instruction. The Director of Instruction will issue letters by mail and/or through the Adult Education Coordinator. The Director of Instruction will send email to the appropriate staff.

Students who present proper documentation will be excused to serve Jury Duty, however other court appearances which result in absence are subject to the attendance policy provisions noted below. Special arrangements are made for students called to military duty.

Tardiness Policy

Late students will be admitted to class; however, time missed will be recorded, compiled, and applied to the attendance record. If program specific information is applicable, you will find it attached as an addendum.

Make Up Credit

Each student is responsible to complete assignments, projects, or work that is missed ***within one week of absence.***

To earn a certificate of completion, course work must be satisfactorily completed in accordance with school policy and classroom guidelines.

Course work required for certificate completion due to extended absence will be specified in a written document signed by the student and appropriate MVCTC official.

Options for Make-Up Credit (for class hours); to be completed within one week of term end date.

Hours may be made up by the following methods:

1. Additional hours at a job site
2. Additional class assignment
3. Nursing students will be informed of their make-up assignment by their instructor

Grading Policy

The nature of skill training sometimes makes it difficult to utilize an academic rating scale. However, when grades are given, the following grading scale will be used. Program specific information for health occupations will be included as an attached addendum.

MVCTC:

100 – 90	=	A
89 – 80	=	B
79 – 70	=	C
69 – 0	=	F

FAA and NCCER Certification Test

100 – 70	Passing
69 – 0	Failing

A student may receive a grade of “Incomplete” in the event that a specific course assignment, project, or requirement has not been finished. All course requirements must be resolved within a reasonable time frame before a certificate of completion and other records can be issued and/or released. A grade of “F” or an unresolved grade of “Incomplete” indicates that a student was not successful.

VA Reporting

The School Certifying Official has the responsibility to report to the VA within 30 days when any of the following changes of status occur:

- Failure to continue attendance
- Failure to maintain a 2.0 cumulative GPA
- Failure to maintain good conduct
- Withdraw from school/classes

Veterans receiving funding will be evaluated monthly by the School Certifying Official. VA students who fail to maintain a 2.0 cumulative GPA at the end of each academic term and/or 90% or greater hours of attendance will be placed on probation for 30 days. The student will be notified in writing of their probation. Student attendance progress will be evaluated weekly based on scheduled hours of daily-recorded attendance.

VA students who do not meet 90% attendance and satisfactory progress at the end of the 30-day probation will be dismissed from the Program. A report will be submitted to the VA to terminate the student's VA Educational Benefits at this point, which may create a debt with the VA for the student. VA students may appeal the decision through the grievance process.

NOTE: If, at any point, it is mathematically impossible for the student to regain good attendance standing (90+%) by the end of the following evaluation point, they **will** be withdrawn from the program at that point and no longer permitted to continue classes. A report will be submitted to the VA to terminate their VA Educational Benefits at this point, which may create a debt with VA for the student.

Satisfactory Academic Progress

Students must maintain a grade average that indicates satisfactory progress toward a certificate (see Probation Policy). Progress is reviewed at the end of each term. Program minimum grade requirement must be met to achieve satisfactory academic progress.

Probation Policy

Any student considered to be making unsatisfactory progress may be placed on probation for a 30-day period. At the end of that period, the student's progress would be evaluated. Progress must be deemed satisfactory to allow continuation in the program. Students who fail to meet the terms of the probation period and achieve satisfactory academic progress will be dismissed.

Termination Policy

Those failing to meet these minimum standards will be considered for termination upon review of their records by the Director of Instruction, Adult Education Coordinator, or Adult Education Career Advisor – individually or as a panel. The Director of Instruction's decision will be final.

Certificates

A Career Passport is presented to all students who successfully complete a career training program. The Career Passport includes a certificate of completion and a statement of the hours completed and competencies achieved. Certificates will be available within 2 weeks of the course ending. Students will be notified when Passports are ready for pick-up.

*If the student has an outstanding balance, no records can be released until all fees are paid.

Transfer of Credit Policy

The school will forward a record of the student to another school or employer only upon written request, and in accordance with Section 438 of Public Law 93-380, known as the "Family Education Rights and Privacy Act of 1974". In addition, students who successfully complete specified technical programs are eligible to have technical credit transfer to public colleges and universities. This transfer of credit is described in Career Technical Assurance Guides (CTAG). CTAGs are advising tools that assist students moving from Ohio secondary and adult career-technical institutions to Ohio public institutions of higher education. There is no cost to the student.

Transcript Policy

Each student completing a program of courses will be provided a final transcript as part of the Career Passport. Additional transcript(s) will be provided on request when available with a processing fee of \$5.00 per transcript.

WITHDRAWAL/REFUND POLICY

Withdrawal from a Course

A student who finds it necessary to withdraw from a course must do so in person at the Adult Education Office. Notification given to an instructor does not constitute an official withdrawal. Failing to officially withdraw can lead to additional fees or loss of eligibility for a possible refund (see Refund Policy). Withdrawal without notification will result in a grade of "F" and forfeiture of all fees paid.

Refund Policy

A refund applies only to tuition. There is no refund for books, tools, uniforms, or other objects or supplies which become the property of the student. Refunds may be determined based on weekly tuition if it is in the student's best interest.

If a student withdraws on or before day one of the payment period (School retains a \$25 nonrefundable processing fee)	100% of tuition
Between day two and including 10% of the payment period (School retains a \$25 nonrefundable processing fee)	90% of tuition
Between 11% and including 25% of the payment period (School retains a \$25 nonrefundable processing fee)	50% of tuition

Between 26% and including 50% of the payment period
(School retains a \$25 nonrefundable processing fee)

25% of tuition

Between 51% and end of payment period

No refund

Return to Title IV Funds Policy

Refunds to the financial aid programs (Pell Grant, Stafford Loan, and Parent Loan) will be made according to the federal Return to Title IV Funds policy. These are generally prorated based on attendance if the withdrawal date occurs within the first 60% of the payment period. Depending on individual case circumstances, both the student and MVCTC may be required to return money to the funding sources. In addition, the student may incur a balance due to MVCTC.

*In order to qualify for federal funding, students must maintain 90% or greater attendance.

Student Code of Conduct

Adult students are to act in a mature, responsible manner. In the event that an adult student's conduct is disruptive to the educational process or destructive to property, in either the classroom, lab, or clinical area, it will be necessary to take corrective action.

Students are expected to demonstrate the following:

1. A desire to learn and develop their professional skills
2. Preparation for each class
3. Good attendance and punctuality
4. Positive classroom participation
5. A courteous, respectful and non-judgmental attitude towards staff and other students
6. A willingness to receive constructive feedback
7. The desire to take responsibility for their own values, attitudes, inter-personal relationships and academic performance

Students are expected to abstain from the following:

1. Insubordination - a student shall not disregard or refuse to obey directions or instructions given by school personnel during any period of time when the student is properly under the authority of school personnel.
2. Disruption - a student shall not by use of violence, fighting, force, coercion, threat, harassment, unnecessary noise or talking, or other behavior deemed undesirable, cause disruption or obstruction to the educational process.
3. Use of tobacco and illegal drugs. MVCTC is a smoke-free, tobacco-free, and drug free campus. E cigarettes are not permitted.
4. Theft
5. Possession of dangerous weapons
6. Possession or consumption of alcohol, illegal drugs, or counterfeit controlled substances. MVCTC reserves the right to perform unannounced random drug testing. Medications that are prescribed by a physician, including medical marijuana that may impede performance are

prohibited. Facility agreements may identify additional prohibited substances.

7. Inappropriate dress
8. Frightening, degrading, or disgraceful acts
9. Bullying
10. Use of electronic devices including cell phones that are being used as a disruption to the educational process. Improper use of social media that is disruptive to the classroom climate including texts.
11. Dishonesty
12. Illegal acts
13. Violation of confidentiality/ Health Insurance Portability and Accountability Act (HIPAA).
14. Falsification of forms, including failure to disclose information.
15. Possession or use of cellular phones/electronic devices is prohibited at all clinical/ externship/internship sites.

Violation of the Student Code of Conduct can result in emergency (temporary) removal or dismissal (permanent) from the program. In addition, an Improvement Plan may be implemented by the Student Advocate or Program Coordinator.

Cheating/Plagiarism

Cheating and plagiarism, in either the classroom or clinical setting, are grounds for dismissal. A student dismissed for either reason will not be permitted to return at a later date.

Due Process Rights

Students are expected to follow all school policies. Students should attempt to resolve all issues at the lowest possible level starting with the instructor. However, if the outcome from a school official's decision is regarded as unfair, the student has a right to an informal hearing with the Director of Instruction. At an informal hearing, the student has the right to present his/her side of issues, and to challenge allegations from others. A request for an informal hearing should be made directly to the Adult Education Supervisor. The supervisor may require the request to be made in writing.

Requests for readmission begin with the Director of Instruction. An appropriate plan will be developed for the student to return to good standing. Additional criteria may be needed to meet individual program requirements.

If grievances are not resolved at the institutional level, contact the Council on Occupational Education (COE), 7840 Roswell Rd., Building 300, Suite 325, Atlanta, GA 30350. 770-396-3898. Anonymous letters will not be considered.

Medication at School

Ideally, all medication should be taken at home. Any student who is required to take prescribed medication during regular school hours should be able to produce the following documentation when requested:

1. Written orders from the physician are to include name of student, name of medication, dosage, times to be taken, length of time to be taken, length of time the student will be taking medication at school, diagnosis or reason for medication to be taken, any possible reaction which should be reported and signature of physician.
2. Medication is to be brought to school in a container appropriately labeled by the pharmacy or physician.
3. Physician's name, address, and phone number are to be included.
4. Possession or consumption of alcohol, illegal drugs, or counterfeit controlled substances. MVCTC reserves the right to unannounced random drug testing. Medications that are prescribed by a physician, including medical marijuana, that may impede performance is prohibited. Facility agreements may identify additional prohibited substances.

Counseling

The Adult Education Career Advisor will assist students/applicants with registration; provide applications and information about financial assistance, assist in arranging assessment services, and assist in identifying a realistic program selection based upon skills, aptitudes, interest, and job availability. There is a student advocate made available upon request or recommendation to assist students in accessing community resources.

Refreshment Services

Vending machines and break areas are located in the Multipurpose Activity Center and in the Adult Education Building vending/food area. These are available for adult use during class breaks. No food or drinks are to be consumed in the classrooms or labs, with one exception: bottled water.

Building Opening and Closing

The use of facilities and equipment is limited to the published class start and end times. All adult programs are to be completed and students are to leave campus no later than 10:00 PM.

School Closing due to Bad Weather

The decision whether to cancel adult daytime classes is not related to decisions regarding high school classes.

Decisions affecting adult daytime classes will be posted on the MVCTC Adult Education website <http://mvctc.com/ae> and recorded on the greeting of the receptionist's telephone 937-854-6297. It is recommended that each class establish a student "phone tree" should it be necessary to communicate information.

The decision whether to cancel adult evening classes is not related to decisions regarding daytime classes. All classes – day and evening - will be addressed on an individual basis and announcements will be posted on the opening page of the MVCTC Adult Education website.

Decisions affecting evening classes starting after 3:00 PM will be announced no later than 1 ½ hours prior to the class start time. Decisions affecting evening classes with a start time of 5:30 PM or later will be announced no later than 4:00 PM.

Lost and Found

Items found can be delivered to the Adult Education Office. Lost items can be claimed at the office.

Safety Practices

MVCTC has the right to establish clothing regulations in the shop or instructional areas where certain forms of clothing may be hazardous, unsafe, or inappropriate. Any equipment lacking safety devices should be reported to the instructor.

Borrowing Equipment

Unauthorized and unplanned borrowing of equipment is not permitted. All equipment is assigned to a designated location and must be readily available to all scheduled classes. Equipment needs should be conveyed to the appropriate supervisor with sufficient advance notice.

Shop Regulations

Labs and equipment used during a class session are to be left in proper order and condition. Students are required to assist in the cleanup of the lab at the end of each class session. Students must notify the instructor if they are leaving the lab area. No food or drinks (except bottled water) are permitted in the lab area. Work in the lab without the presence of the instructor is not permitted.

Transportation

Transportation to school or to clinical or lab sites is the responsibility of the student.

Parking Regulations

Students are to park their cars in designated areas. Handicap parking is available and is designated at convenient locations to enter each building on campus. Ample lighted parking is available at the school in the student parking lots. Please do not park in fire lanes, other posted areas, or on the grass.

Smoking

This is a nonsmoking, tobacco free campus. Smoking or the use of any form of tobacco is not permitted anywhere on school property. E Cigarettes are not permitted.

Public Information Access

Information pertaining to crime statistics and other issues of possible concern is available on the district website www.mvctc.com.

EQUAL OPPORTUNITY

The Miami Valley Career Technology Center provides equal admission opportunities, equal educational opportunities, and equal employment opportunities without regard to race, religion, color, ancestry, age, sex, sexual orientation, handicap, marital status, or veteran status.

NONDISCRIMINATION/HARASSMENT (Reference MVCTC Board Policy 5517)

Nondiscrimination

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status. The Board does not discriminate on the basis of legally acquired genetic information. The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined more fully below.

Employees or students who engage in discrimination and/or harassment (referred to as "discrimination/harassment" in this Policy) of another employee or student shall be subject to disciplinary action. Permission, consent or assumption of risk by an individual subjected to discrimination/harassment does not lessen the prohibition contained in this policy.

No one shall retaliate against an employee or student because he/she files a complaint; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination/harassment of an individual; or because he/she has opposed language or conduct that violates this policy.

Harassment

The Board is committed to the creation and maintenance of a learning and working environment in which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of prohibited harassment. Harassment on the basis of race, color, national origin, ancestry, citizenship status, religion, disability, age or sex is prohibited on school grounds and at all school functions.

Prohibited harassment includes, by way of example, slurs, unwelcome sexual advances and requests for sexual favors, verbal or physical conduct of a sexual nature, solicitation of sexual activity or reference to sexual themes in a manner which the offender knows or should know is offensive to the listener or observer, or other verbal, nonverbal or physical conduct on one or more of the bases stated above. Prohibited harassment will not be tolerated by students or staff towards other students or staff.

Prohibited Harassment of Students

Prohibited harassment is conduct arising out of or related to the race, color, national origin, ancestry, citizenship, religion, disability, age or sex of the student when:

- A. submission to or rejection of such conduct by a student is used as the basis for educational judgments or conditions affecting the student; or
- B. such conduct has the purpose or effect of unreasonably interfering with a student's curricular, co-curricular or extracurricular performance; creating an intimidating, hostile or offensive educational environment; or otherwise adversely and unreasonably impacting upon a student's educational opportunities.

Harassment of Employees

Prohibited harassment is conduct arising out of or related to the race, color, national origin, ancestry, citizenship, religion, disability, age or sex of the employee when:

- A. submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- B. submission to or rejection of such conduct by an employee is used as the basis for employment judgments affecting the employee; or

- C. such conduct has the purpose or the effect of unreasonably interfering with an employee's work performance; creating an intimidating, hostile or offensive working environment; or otherwise adversely and unreasonably impacting upon an employee's employment opportunities.
- D. Reporting and Investigating Discrimination/Harassment

It is the responsibility of every supervisor and administrator to recognize acts of discrimination/harassment and take necessary action to ensure that such instances are addressed swiftly, fairly and effectively. Consequently, all administrative and supervisory staff in schools, offices and other facilities should be aware of and are responsible for implementing the discrimination/harassment complaint resolution procedures established through this policy.

Discrimination/harassment complaints for all protected bases of prohibited discrimination/harassment (race, color, national origin, ancestry, citizenship, religion, disability, age or sex) go to the district's Title IX Coordinator, Dr. Rhonda Phillips, Assistant Superintendent of Instruction, who handles more than Title IX sex discrimination. The Title IX Coordinator may be contacted at 6800 Hoke Road, Englewood, OH 45315 (937) 837-7781.

Persons who have reason to believe that discrimination/harassment has occurred should promptly report the incident as follows:

- A. Reports can be made by going to the MVCTC website: <http://www.mvctc.com/current-students/report-harassment>
- B. If the persons so reporting are employees, to their immediate supervisor or the Title IX Coordinator.
- C. If the person(s) so reporting are third parties (not a student or an employee), to the Title IX Coordinator, or if the Title IX Coordinator is the alleged harasser, then to the Assistant Superintendent of Operations, Dr. Kevin Lacey.

Contact information for the above individuals may be found on the Board's website: <http://www.mvctc.com>. The Title IX Coordinator for students is: Dr. Rhonda Phillips, Assistant Superintendent of Instruction. rphillips@mvctc.com. Reports can be made by going to the MVCTC website: <http://www.mvctc.com/current-students/report-harassment>

Staff members must document all reports of incidents of discrimination/harassment as well as any incidents they observe in writing to the person(s) identified above. If not reported to the Title IX Coordinator, the person receiving the report will ensure that the Title IX coordinator receives prompt notice of the complaint.

If a staff member has reason to believe s/he is observing prohibited discrimination/harassment by an individual over whom the staff member has supervisory authority, the staff member should intervene to stop the discrimination/harassment, unless circumstances exist which would make such intervention dangerous.

Communication

The Superintendent is directed to make every effort to make certain that everyone affected by the policy shall be informed of its provisions and also that infractions of it may be in violation of federal or state civil and/or criminal laws. It is the intention of the Board to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior which violates this policy.

Review and Reporting

The Superintendent will report annually to the Board on reported harassment incidents.

Training

The Superintendent will coordinate comprehensive training for Miami Valley Career Technology Center (MVCTC) officials, administrators, staff, and security personnel responsible for implementing and enforcing Federal anti-discrimination and anti-harassment laws and related policies and procedures.

Office for Civil Rights

An individual may, at any time, contact the U.S. Department of Education, Office for Civil Rights at:

Office for Civil Rights at:

U.S. Department of Education

1350 Euclid Avenue, Suite 325

Cleveland, OH 44115

Telephone: 216-522-4970

FAX: 216-522-2573; TDD: 877-521-2172

Email: OCR.Cleveland@ed.gov

The Title IX Coordinator may be contacted at 6800 Hoke Road, Englewood, OH 45315 (937) 837-7781. Contact information for other individuals identified in this Regulation may be found on the Board's website: <http://www.mvctc.com>.

Steps for Administrators to Follow in Processing Reports about Discrimination and/or Harassment (referred to as "nondiscrimination/harassment" in this regulation)

Step 1: All reports should be directed to:

- A. If the person(s) so reporting are students or parents, to the principal, director, a school counselor or the Title IX Coordinator.
- B. If the persons so reporting are employees, to their immediate supervisor or the Title IX Coordinator.
- C. If the persons so reporting are third parties (not a student or an employee), to the Title IX Coordinator, or if the Title IX Coordinator is the alleged discriminator and/or harasser, then to the business manager/personnel director.

The Title IX Coordinator may be contacted at 6800 Hoke Road, Englewood, OH 45315, (937) 837-7781. Dr. Rhonda Phillips, Assistant Superintendent via email at rphillips@mvctc.com.

Further contact information may be found on the Board's website: <http://www.mvctc.com>.

Any administrator or supervisor who receives a report must notify the Title IX Coordinator within three (3) business days to let him/her know of the report and to obtain help if needed. The Assistant Superintendent of Operations shall assume responsibilities otherwise assigned to the Title IX Coordinator if the Title IX Coordinator is a party at interest in the complaint.

OPTIONAL Step 2: Within five (5) business days of receipt of a report of discrimination/harassment, the administrator or supervisor will offer the complainant an informal resolution process to attempt to resolve the complaint through informal discussion and problem solving first. Participation in the informal process is voluntary and the formal process is the default process to be used. If the complainant chooses to participate in an informal process, it will be with appropriate involvement by the MVCTC (e.g., participation by a counselor, trained mediator, or if appropriate, a teacher or administrator). In some cases, such as alleged sexual assaults, an informal process such as mediation is not appropriate, even on a voluntary basis. The complainant has the right to end the informal process at any time and begin the formal process.

Step 3: If Step 2 does not produce a resolution within (5) business days or the complainant does not agree to

informal resolution of the complaint, the administrator or supervisor will initiate the formal reporting process.

Step 4: When initiating the formal process, the administrator or supervisor will share the following with the complainant:

- A. "Confidentiality" means that the person's identity will remain unknown to the person(s) he/she is accusing. To the extent that the complainant requests confidentiality or asks that the complaint not be pursued, the MVCTC will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation. If the complainant continues to ask that his/her name or other identifiable information not be revealed, the MVCTC will explain that it must evaluate that request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. The MVCTC will weigh the request for confidentiality against the following factors: the seriousness of the alleged discrimination/harassment, the complainant's age, whether there have been other discrimination/harassment complaints about the same individual, and the alleged discriminator's/harassers rights to receive information about the allegations if the information is maintained by the MVCTC as an "education record" under FERPA.
- B. The Superintendent and Title IX Coordinator will receive a copy of all reports written about this matter, unless either is a party at interest.
- C. MVCTC will use a preponderance of the evidence standard to investigate allegations of discrimination/harassment.
- D. Minor students do not need parental permission to file complaints or participate in the complaint process; however, parents will generally be informed of cases involving their children.
- E. There is a prohibition of retaliation against persons who report alleged discrimination/harassment or participate in the investigation process.

Step 5: Within seven (7) business days of the discrimination/harassment being reported, the administrator or supervisor will have the complainant fill out the Discrimination/Harassment Complaint Form. If after reading the complaint, the administrator or supervisor believes a different procedure is more relevant, the administrator or supervisor will so advise the complainant. If not, the administrator or supervisor will send a copy of the Form to the Title IX Coordinator within three (3) business days and he/she will assign the administrator or supervisor or another person to conduct the investigation.

Step 6: The timeframe for the investigation process is estimated to take ten (10) to twenty (20) business days. During the impartial investigation, the investigator should contact the person who initiated the complaint on an ongoing basis in order to obtain additional information and update him/her about the status of the investigation, and provide the opportunity for the complainant to identify witnesses or parties involved, or present other evidence to the investigator if applicable. Whoever conducts the investigation will complete the Investigation Report Form and submit a copy to the Title IX Coordinator. To ensure that the discrimination/harassment does not recur, the following remedies are examples of actions that could be taken: disciplinary action, change in classroom assignment or schedule, mediation, etc. Such actions should be processed through regular administrative channels.

Step 7: To the extent permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g and Ohio Revised Code 3319.321, written notice of the outcome of the complaint will be provided to the parties within (3) three business days following the completion of the investigation. If a party is not satisfied with the results of the investigation, he/she may appeal to the Superintendent/designee. The decision of the Superintendent/designee is final.

Step 8: If the accusation is substantiated, the MVCTC will take appropriate steps within (10) ten business days to remedy harm to the victim as appropriate and to prevent recurrence of the discrimination/harassment. The immediate supervisor or building administrator shall be responsible for implementation of appropriate remedies

such as disciplinary action, change in classroom assignment or schedule, mediation, etc.
To access the on-line Bullying/Sexual Harassment/Racial Harassment Reporting Form, go to: www.mvctc.com

PUBLIC RELATIONS & DIRECTORY INFORMATION

The MVCTC follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA) regarding the release of directory information. The district will make directory information available upon receiving a legitimate request from colleges, universities and military recruiters. Parents, guardians and emancipated students who do not want directory information released should notify the MVCTC guidance department. Under Ohio law, directory information includes the following: student name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation and awards received.

While participating in school-sponsored activities, students' images and voices may appear on professional and educational videos, printed materials, CTC Tube, and the MVCTC web site. School staff and administration will monitor all media activities. Parents/Guardians who do not want their child's image and/or voice used, should notify the MVCTC student services department in writing by October 1st of the school year or within 30 days of enrollment at MVCTC.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in

order to fulfill his or her professional responsibility. Upon request, the school discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the MVCTC district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
 1. Political affiliations or beliefs of the student or the student’s parent;
 2. Mental or psychological problems of the student or the student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes, and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. MVCTC will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. MVCTC will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

MVCTC will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt

his or her child out of participation of the specific activity or survey. MVCTC will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

**Ohio 22+ High School Diploma Program
ADDENDUM TO MVCTC HANDBOOK**

The Ohio 22+ High School Diploma Program is a free educational opportunity that allows a student to earn a high school diploma. Miami Valley Career Technology Center is a fully accredited institution that offers this academic option in addition to the traditional GED and Ohio Adult Diploma Program. This program aligns with our mission of providing premier educational choices and advanced employment preparation for adults in the Miami Valley.

Application and Process for Completion

1. Enrollment is open to adults 22 years adhering to the following:
 - Who are residents of the state of Ohio.
 - Regardless of race, creed, color, disability, or sex
 - Have not received a high school diploma from an Ohio charter school or a city, local, or exempted village school district or a General Education Development (GED) certificate, or any other high school equivalency certificate.
2. Call MVCTC (937-854-6297) for referral and/or information on the 22+ HSD program.
3. The student will meet with the Adult Diploma Options Coordinator to determine the most suitable academic path.
4. The students must provide their most recent high school transcript from the last attended school district.
5. Upon examination of the high school transcript, the student's academic standing will be determined. An Individual Success Plan (ISP) will be created and agreed upon by both advisor and student. By using the statewide document, Student Requirement Checklist, the plan will include credits already earned and the credits still needed to graduate. It will also include any state mandated assessments that the students must still take to earn their high school diploma.
6. The student will attend regular classes at MVCTC where the majority of their academic work will be via Jefferson County ESchool, an internet-based class management system, with the assistance of instructors and facilitators. All classes will require a successful passing grade in order for credit to be awarded.
7. If required, the student will take the state mandated assessment and/or completion of a capstone project to fulfill the graduation requirement from the year he or she was originally intended to graduate.
8. Upon successful completion of the above requirements, the student's application and documents will be submitted by the academic advisor to the Ohio Dept. of Education for approval. The student will then receive their fully accredited high school diploma awarded by the State of Ohio.
9. Students in this program have two fiscal years to complete all requirements; with 40% of the requirements completed in the first year.

3301-45-03 Educational institutions.

(F) Each participating joint vocational school district that operates an adult education program; community college, university branch, technical college or state community college shall complete and submit to the appropriate school district of residence a certificate of completion for each adult learner who meets all necessary graduation requirements.

The school district of residence shall issue a diploma not more than sixty days after receipt of the certificate of completion.