

**Canton City Schools
Adult Community Education
Adult Career & Technical Education
2023/2024 Student Handbook**



The Board of Education and Canton City School District Adult Career & Technical Education Center is an equal education and employment institution. CCSD ACTE admits students of any race, color, national or ethnic origin, religion, sex, age, and disability to all the rights, privileges, programs, and activities generally accorded or made available to students at CCSD ACTE. It does not discriminate on the basis of race, color, national or ethnic origin, religion, sex, age, disability or any other characteristic provided by state or federal law in the administration of its educational policies, admissions policies, scholarship and loan programs, and other school administrative programs.

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Forms to Sign

- Adult Emergency Medical Authorization Form
- Information Release Consent Form
- Student Handbook Agreement
- Chemical Dependency Policy
- FERPA Release Form
- Ohio Department of Higher Education Release Form
- Media Consent Form
- Chromebook and Textbook Agreement

School Organization

Canton City Schools Adult Community Education, Adult Career & Technical Education (ACTE) is a department within the Canton City School District. Following is the organizational structure.

Board of Education

Scott Russ, *President*

David Kaminski, *Vice-President*

Kim Brown, *Member*

John M. Rinaldi, *Member*

Eric Resnick, *Member*

Jeffrey Gruber, *Treasurer*

District Administration

Jeffery Talbert, *Superintendent*

Jason Dixon, *Assistant Superintendent*

ACTE Administration

Marilyn VanAlmen, *Director of Adult Community Education*

Support Staff

Lori Medure, *Secretary*

James Ferrero, *Financial Aid Advisor*

Sarah Udell-Miller, *Student Success Specialist*

Instructors

Carolyn Hanlon, *State Tested Nurse Assistant*

Michele Donahue, *Medical Assistant*

Ray Bouchard, *Automotive Service Technician*

Cindy Leasure, *Medical Insurance Billing and Coding*

Brianna Mergenthaler, *Welding*

Welcome

On behalf of the administration and faculty, I would like to welcome each of you to Canton City School District Adult Career & Technical Education (ACTE). This *Student Handbook* provides information concerning the school's philosophy, school policies, academic affairs and services/facilities.

We are pleased you have chosen Canton City School District Adult Career & Technical Education to further your education. We will all work together to support you as you work towards achieving your career goals. We are committed to providing each of you with the skills necessary to compete and advance in today's workforce.

Marilyn VanAlmen

Marilyn VanAlmen
Director, Adult Community Education

Our Vision

Provide a continuum of learning opportunities to empower adults to achieve their goals, become lifelong learners, and be successful workers and citizens.

Our Mission

Provide the personal and professional development skills for our adult learners to obtain industry credentials for career employment in Northeast Ohio in-demand jobs, and future success in life.

Our Accreditation

Canton City Schools Adult Community Education is accredited by the Commission of the Council of Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3989, Fax: 770-396-3790, www.council.org.

Student Expectations

Our Students are *entitled* to:

- Receive a quality education;
- Receive support from all ACTE faculty and staff;
- Be treated with respect;
- Learn in a safe and secure environment;
- Equal treatment in the enforcement of school policies and procedures;
- Due process in the administration of consequences for unacceptable behavior;
- Confidentiality in the handling of personal information.

Our Students are *expected* to:

- Strive to do their best work at all times;
- **Attend class on a regular basis;**
- **Arrive to class on time and prepared;**
- Treat their fellow students, ACTE faculty and staff with respect;
- Comply with all school policies and procedures;
- Respect the property of others;
- Report any serious incidents to their instructor.

School Policies & Procedures (Note: The ACTE administration reserves the right to consider extenuating circumstances in the enforcement of all school policies). “Class” refers to both in-person and online learning.

Excused Absence Policy

1. School Philosophy on Attendance

ACTE believes that professional growth includes taking responsibility for attendance. Attendance is an essential requirement in the working world, and therefore is equally important for ACTE career programs.

2. Attendance Procedures

a. Any class time missed due to absence or tardiness, apart from the following exceptions, will be tracked and counted.

- *Funerals* – a maximum of three (3) consecutive school days will be allowed. A copy of an obituary or funeral program for an immediate family member (defined as a spouse, parent, child, brother, sister, mother-in-law, father-in-law, step parents, step children, foster parents, foster children, and grandparents) is required upon return to class.
- *Jury Duty* – a copy of the jury duty summons letter is required upon return to class.
- *Court Appearance* – a copy of the court summons is required upon return to class.
- *Hospitalization* – One emergency department visit or in-patient admissions for self, spouse/partner or dependent children. A copy of a discharge release form is required upon return to class.

b. Automotive Service Technician, Medical Assistant, Medical Insurance Billing & Coding and

***Welding Programs:**

- After missing a total of 16 class hours, the student will meet with the Instructor, and receive a **1st level documented warning**. The Success Specialist will also be notified via email by the Instructor of this warning. (***10 class hours for Welding Program**)
- After missing a total of 38 class hours, the student will meet with the Instructor and Success Specialist, and receive a **2nd level documented warning**. At this time a written plan of action for improved attendance will be developed and signed. (***22 class hours for Welding Program**)
- After missing a total of 58 class hours, the student will meet with the Instructor, Success Specialist, and the Director of Adult Community Education and receive a **3rd level documented warning**. The written action plan for attendance will be reviewed and revised. (***36 class hours for Welding Program**)
- After missing a total of 84 class hours, the student will meet with the Instructor and the Director of Adult Community Education, and will be **dismissed from the program**. (***64 class hours for Welding Program**)
- The missed 84 class hours for Medical Insurance Billing and Coding, Medical Assistant and Automotive Service Technician Programs and the missed 64 class hours for the Welding Program are considered excused and will still qualify you for graduation and financial aid.

c. The Instructor maintains the attendance record. Students will be required to sign in and out each day of class. **Any student signing in another student may be dismissed from the program at the discretion of the Director of Adult Community Education.** The student whose name was signed in by another student may also be dismissed. Any student falsifying information on the sign-in sheet may be dismissed from the program at the discretion of the Director of Adult Community Education.

- d. **All appointments (e.g. doctors, dentists, teacher conferences, etc.) should be made at times other than scheduled school hours, especially on Fridays when there are no classes.**
- e. The student's record of attendance will be included in their permanent file, which may be referenced for job referrals.
- f. Attendance during externship is also mandatory. It is the student's responsibility to make up any missed time at externship. Make-up time is at the convenience of the externship site. Students not attending all scheduled externship assignments will not successfully complete the program.
- g. If an emergency/illness does occur, the school should be notified prior to the start of class. Students are required to call 330-438-2556, as well as the externship site (if applicable), to report absence/tardiness. Please indicate your name, date and time of call and Instructor name on the message. Each program may have additional requirements, please consult with the Instructor.
- h. Students should call and report off each day they are absent and make a reasonable attempt to inform the school of their potential return date.
- i. Success Coach will meet with each student once a month.

3. Return to Class

- a. Missed quizzes and tests will be given at the discretion of the Instructor.

4. School Closing

- a. When the Canton City School District is closed for Inclement Weather, this also means that the ACTE programs are closed. Closings will be announced on WHBC--AM 1480 and the Canton City School District website at **www.ccsdistrict.org**.
- b. Absence as a result of an official school closing will not be reflected in the student's attendance record. However, Instructor will provide required makeup work as necessary.

Tardiness Policy

1. School Philosophy on Tardiness

Being on time to class and returning from breaks and lunch is an essential requirement in the working world, and therefore is equally important for ACTE career programs because:

- a. Missing class time affects the student's ability to master the subject matter.
- b. Tardiness can be disruptive to the class.
- c. The concentrated nature of the program does not provide the Instructor adequate time to provide individual instruction for missed class time on a continuous basis.

2. Tardiness Procedures

- a. The Instructor will record all time missed due to being late for class or returning from breaks or lunch, regardless of the reason. Students must clock in if late. Time missed will be tracked and counted against attendance.
- b. During quizzes or tests, students that are tardy will be able to complete the quiz or test in the remaining time allotted or at the discretion of the instructor.
- c. Habitual tardiness will be handled on an individual basis with a conference with the Instructor and Success Coach. If needed, the Director may also attend.

Dress Code/Professionalism Policy (In-School and Externship)

Each program will have specific dress code requirements, please defer to the instructor for guidance. Additionally, specific dress codes may be defined by an externship site and each student must be in compliance with these dress codes.

Medical Assistant program will be expected to wear scrubs everyday and sneakers, no crocks.

Grading Policy

1. Grading Process (Classroom and Labs)

- a. Objectives are identified in each program outline/syllabus. The Instructor evaluates student achievement based on the program objectives.
- b. Tools that the Instructor uses for evaluation, include, but are not limited to, written assignments, class participation, results of oral and written examinations, and assessment of lab performance based on objectives. Announced and unannounced quizzes may be given at the discretion of faculty. Make-up quizzes are at the discretion of faculty.
- c. The method for calculating grades shall be determined by the Instructor. The Instructor's method for computing grades will be given to the students at the beginning of the course.
- d. Grading Scale:

<u>Grade</u>	<u>Description</u>	<u>Percentage</u>
A	Excellent	100% - 93%
B	Very Good	92% - 85%
C	Average	84% - 77%
F	Failing	76% - 0%
I	Incomplete	
W	Withdrawal	
S	Satisfactory	
U	Unsatisfactory	
TO	Tested Out	

- e. Students will have access to their grades on a continuous basis throughout the program.
- f. Grades are continuously monitored by the Instructor throughout the program. If a student's grades indicate that the student is having academic difficulty, a conference will be scheduled as soon as possible with the student, the Instructor, and the Success Coach. Following is the process for this academic conference:
 - The conference is initiated by the Instructor.
 - The Instructor confers with Success Coach and informs the student of the time of the conference.
 - At the conference, the student, Instructor, and Success Coach develop a *written action plan* to improve the student's grades.
- g. If a student does not have a 77% or higher at the end of first semester, their financial aid will end and they will be dismissed from the program.
- h. An Incomplete cannot be given as a final grade for a course. An Incomplete must be satisfied within a specific period of time as defined by the Instructor.

2. Shadowing

- Shadowing is Mandatory, no exceptions.

3. Grading Process (Externship/Practicum)

- a. Externship is a required part of all full-time programs, and the student must earn a Satisfactory grade in order to be eligible for graduation. To be eligible to participate in externship, the student must meet the following criteria:
 - Achieve a final grade of 77% or higher in all courses.
 - Must be in good standing with attendance, dress, and behavior policies.
 - Meet any requirements of the externship site at which the student is placed, this may include but is not limited to; Drug Screen (including nicotine testing), TB test, physical, Hepatitis B vaccine, MMR Vaccine/Immunity evidence, Varicella Vaccine/Immunity evidence, influenza vaccine, TDap, COVID and having a valid driver's license.
- b. Externship is graded on a Satisfactory/Unsatisfactory basis. Students who receive an Unsatisfactory grade for externship will not be able to complete the program, nor graduate.
- c. **A student is assigned their externship site by their Instructor. If for any reason the student is dismissed from that externship site or is unable to complete the required number of hours at that site, the student will have 48 business hours to locate their own externship site, which must be approved by the Instructor. If the student fails to locate another externship site, they may be dismissed from the program.**

4. Grading Periods

- a. Automotive Service Technician, Medical Assistant, Medical Insurance Billing & Coding, Welding programs:
 - End of 1st grading period: after 9 weeks
 - End of 2nd grading period: after 18 weeks
 - End of 3rd grading period: after 27 weeks
 - End of 4th grading period: after 36 weeks

5. Re-Entrance After Failing Grades

- a. If a student is dismissed from a program due to failing grades, at the discretion of the Director of Adult Community Education, they may be permitted to re-enter the program the next school year.

Student Code of Conduct Policy

Students are expected to follow a set of patterns and attitudes of behavior that are conducive to a professional learning environment. This “code of conduct” is expected of all students as they progress through their program of study. If a student exhibits any of the following Unacceptable Behaviors, action will be taken according to the Consequences.

1. Unacceptable Behaviors

- a. No smoking or vaping on school property.
- b. Disrespectful behavior towards faculty, staff, or fellow students; including but not limited to verbal altercations, yelling, refusing to listen or take directions, negative gestures, combative attitude, argumentative behavior, or refusing to participate in class.
- c. Exhibiting a lack of interest or attentiveness in the classroom or at the externship site.
- d. Use of profanity or other inappropriate language in the classroom or other school premises.

- e. Leaving the class or externship without permission.
- f. Destruction or theft of school property or personal belongings.
- g. Cheating/plagiarism.
- h. Harassment of any kind, including bullying.
- i. Use of cell phones or other electronic devices including smart watches in the classroom or during testing. (Devices should be out of sight, on silent, and without vibration)

2. Consequences

- a. **First Occurrence:** Discussion with the Instructor, and any other involved staff members. The Instructor documents the discussion on a *Student Incident Report Form* and files a copy in the Instructor's files and provides a copy to the student.
- b. **Second and Third Occurrences:** Student conference with the Instructor and Success Specialist. The Instructor documents the conference on the *Student Incident Report Form*, and a related *Student Action Plan* will be completed and filed. A copy will be given to the student.
- c. **Fourth Occurrence:** Student conference with the Instructor, Success Specialist, and the Director of Adult Community Education. The Instructor will document the conference on the *Student Incident Report Form*. The Director of Adult Community Education determines the appropriate consequence for the repeated unacceptable behaviors, possibly another *Student Action Plan* or a *Dismissal (Form)*. A copy of the form is filed in the student's file and the student is given a copy.

3. Immediate Removals

The following incidents will result in the student immediately being sent home. A meeting will be scheduled with the involved parties and the Director of Adult Community Education to determine the next step of discipline, which may include permanent dismissal from the program.

- Physical and/or extreme verbal altercation with staff or fellow students.
- Use/possession of weapons, instruments of violence, or any look-alike item (including toys) that could be used to intimidate, maim, injure, or disrupt are prohibited. These include, but are not limited to guns, knives, brass knuckles, sticks/bats, sharp objects.
- Use/possession of a controlled substance or alcohol. A student may be required to submit to a drug screening if substance abuse is suspected.
- Violation of confidentiality at externship.

4. Due Process for Unacceptable Behavior

Students have the right to due process when they are facing dismissal from a program, per the *Student Appeal Procedure*. This does not extend to externship/clinical sites.

5. Re-Entrance after Unacceptable Behavior

If a student is dismissed from a program due to unacceptable behavior, at the discretion of the Director of Adult Community Education, they may be permitted to re-enter the program the next school year.

Student Drug Abuse Policy

Substance Abuse and Chemical Dependency Procedure

- a. The Canton City School District Adult Career & Technical Education recognizes substance use, abuse, and dependency as a serious social problem.
- b. A student may be required to submit to a drug screening if substance abuse is suspected.

- c. The purpose of this procedure is to:
- Provide information and education to all students regarding the dangers of substance use, abuse, or dependency on chemicals.
 - To identify those who present behaviors that may indicate use, abuse, or dependency on substance/chemicals.
 - To refer them to the appropriate agency for counseling or treatment of substance/chemical use, abuse or dependency.

Financial Aid Policies

Rights and Responsibilities of Students Receiving Financial Aid

You have the right to know:

- What financial aid programs are available.
- Deadlines for submitting applications for aid.
- How your financial aid will be distributed.
- How your financial need was determined
- The school's refund policy.
- What portion of your aid package is "gift aid" and what must be repaid.
- The effect outside scholarships may have on your financial aid offer.
- If the aid is a loan, you have the right to know the interest rate, repayment amount and procedures, length of time to repay and when repayment begins.
- How the school determines you are making satisfactory academic progress, and what happens when you are not.
- You have the right to accept, decline or seek adjustment to your financial aid offer.
- Information you give to the financial aid office will be treated confidentially.
- You may contact the financial aid office if you believe that special conditions exist affecting your financial need that warrants an adjustment to your financial aid offer. If you experience a change in family circumstances, such as loss of employment, death, separation or divorce, extremely high medical expenses that affect your ability to pay for your educational costs, an appeal may be appropriate.

It is your responsibility to:

- Apply for financial aid.
- Complete the FAFSA application form accurately and submit it on time.
- Provide correct information. Information found to be knowingly falsified may be referred to the U.S. Department of Education, Office of Inspector General.
- Read all forms you sign.
- Keep copies of all your financial aid records.
- If required, you must register with the Selective Service System.
- Complete the required entrance and exit counseling sessions.

- Repay all loans in accordance with the terms of your promissory note.
- Notify your lender if any of the following occurs before your loan is repaid: change of name or address.
- Notify the financial aid office if you change your enrollment status.

I. Financial Obligation

By enrolling and beginning attendance in a program at Canton City School District Adult Career & Technical Education, the student incurs a financial obligation. Although all full time programs (*Practical Nurse Program, Medical Assistant, Medical Insurance Billing & Coding, Automotive Service Technician, Welding*) are eligible for Title IV Aid (aka: Federal Student Aid), the student must maintain eligibility for those programs. In the event a student loses eligibility they are still liable for any balance that remains on their account. Students will be given an opportunity to make reasonable payments in order to satisfy any debt. Failure to make payment will result in debt being forwarded to the Ohio Attorney General's Office for collection.

II. Student Refund Policy

- A. Full-Time Programs (Practical Nurse, Automotive Service Technician, Medical Assistant, Medical Insurance Billing & Coding, Welding)
 1. Should Canton City School District Adult Career & Technical Education determine that a program will not run, all tuition and fees paid will be refunded to the student. (With the exception of testing fees, medical exam fees)
 2. Admissions testing fees, books, medical exam fees, BCI/FBI background check fees, uniforms, supplies, insurance, tools, CPR fees and drug test fees are non-refundable if the program begins and the student withdraws.
 3. Any tuition paid in advance will be fully refunded (within 45 days if the student withdraws before the first day of class.
 4. Refund of tuition charges are based on a prorated calculation by days enrolled
 5. After the student has been enrolled in over 50% of a payment period, no refunds will be issued.
- B. Short Term Program (State Tested Nurse Assistant)
 1. Course must be paid in full before the start of class.
 2. Course cost is non-refundable unless Canton City School District Adult Career & Technical Education determines that the program will not run or the student cancels within 5 business days prior to class start date.

III. Financial Aid Policy

- A. Statement of Philosophy: The primary purpose of student financial aid is to provide assistance to qualified students. Students and their parents and or spouses are expected to take primary responsibility for the financing of the student's education. Although most programs offered by ACTE are eligible for Federal Student Aid, there are times these programs do not cover the entire cost and additional funds from the student and student's family are required.
- B. Disbursement of Funds: Disbursement of financial aid funds occurs two times during the school year. Funds to the student's accounts occur approximately 60 days from the beginning of the program. If the student has a credit balance on their account, it will be refunded within three business days.

IV. Title IV Aid (Federal Student Aid) Pell Grant, Direct Subsidized Loan, Direct Unsubsidized Loan, Parent PLUS Loan

- A. FAFSA: Students should apply for Federal Student Aid by completing the FAFSA www.FAFSA.ed.gov Or for a complete overview of Federal Student Aid go to <https://studentaid.ed.gov/sa/> . Students should use the following school code when completing the FAFSA 015029. The student should receive a SAR (Student Aid Report) via email. The SAR will give the student an estimate of their financial aid eligibility as well as the next step.
- B. ISIR
The Financial Aid Office will receive an Institutional Student Information Record (ISIR) via electronic means. If additional information is required the student will be informed by mail or email.
- C. Pell Grant
Pell Grants are need based grants. The Financial Aid Office will determine the amount, if any, of Pell Grant award based on the EFC (Estimated Family Contribution).
- D. Direct Loans
Direct Loans refer to the William D. Ford Direct Subsidized and Direct Unsubsidized and Direct Parent PLUS Loan Programs.
1. Direct Subsidized Loan: Need based loan. Interest is not charged while the student is in school or during the six month grace period.
 2. Direct Unsubsidized Loan: Non need based loan. Interest will begin to accrue when the loan is disbursed.
 3. Loan fees of between 1% and 2% of the loan amount are charged to the student or parent if Parent PLUS Loan.
 4. Parent PLUS Loan: Loans that are taken out by parents of dependent students.
 5. Requirements to obtain a loan: Students must complete Loan Entrance Counseling and a Master Promissory Note. These are completed at www.studentaid.gov. In addition to the Master Promissory Note a process called MPN Confirmation will be required beginning in Fall 2020. See Financial Aid Office for additional details. IMPORTANT: When completing the Loan Entrance Counseling and MPN you will look up our school by typing COMMUNITY EDUCATIONAL SERVICES.
 6. The latest loan origination fees and interest rates can be obtained by going to the following website <https://studentaid.ed.gov/sa/types/loans/interest-rates>
 7. Loan Exit Counseling: Students must complete Exit Counseling at www.studenaid.gov before graduation or otherwise exiting an eligible program.
 8. Loan Repayment: Loan repayment is administered by one of the Loan Service Providers. (Example: FedLoan Servicing, Great Lakes...) Typically payments will begin 6 months after you graduate or otherwise cease attendance in a program. Various repayment programs exist. www.studentaid.gov provides a repayment calculator. And a description of the repayment programs are at <https://studentaid.ed.gov/sa/repay-loans>
 9. The Student Financial Aid ombudsman works informally with student loan borrowers to resolve loan disputes and problems. They work to facilitate options and creative alternatives. The ombudsman can be reached by telephone at 1-877-557-2575 or online at www.ombudsman.ed.gov.

10. Default on a Student Loan - A default is failure to repay a student loan according to the terms agreed to when the student signs the promissory note. Default also means failure to submit requests for deferment or cancellation on time. If the student defaults on a loan; either ACTE, the organization that holds the note, the state, or the federal government can take action to recover the money. They may also notify national credit bureaus of your default. This may affect the student's future credit rating for seven (7) years. The student may be liable for expenses incurred in collecting the loan. If the student returns to school, they will not be entitled to receive additional federal student aid or qualify for a deferment. The Internal Revenue Service may withhold the amount of any refund the student has coming from their tax return, and apply that amount to the amount they owe.

A. If the student fails to pay their loan(s), they will be considered in default and the following may result:

1. The entire unpaid amount, including interest, may become due and payable immediately.
2. Their federal and state income tax refunds may be withheld.
3. Their wages may be garnished.
4. They may lose their deferment options.
5. They may be reported to a national credit bureau which will have a negative effect on their credit rating for seven years.
6. They may have their loans referred to a collection agency and be liable for collection costs.
7. They may be sued by the holder of their loan(s) for all amounts owed, including attorney fees.
8. They may be ineligible to receive any additional federal or state financial aid funds.

Default Management Plan

The purpose of the Default Management Plan is to promote student and school success by reducing delinquency and default of loans through the William D. Ford Federal Direct loan (Direct Loan) program and any other federal student loan program. Students will benefit by retaining eligibility for Title IV loan programs and avoiding penalties and fees associated with delinquency and default. Canton City Schools Adult Community Education will avoid limits on participation in the Title IV Federal Student Aid programs.

Incoming Students

Students are required to complete Loan Entrance Counseling and a Master Promissory Note by logging into their Federal Student Aid account with their FSA ID and password at www.studentaid.gov

All students are required to meet with the Financial Aid Advisor individually to discuss their Cost of Attendance and financial aid package which is detailed on the Financial Aid Offer sheet. Students are explained the advantage of limiting their borrowing. Interest rates and loan fees are discussed. Students are also presented with their total student loan indebtedness based on NSLDS data.

A payment schedule and directions for is presented to the student on the amount they are borrowing for the current award year. Students are directed to log into www.studentaid.gov to review their loan information on NSLDS.

Communications

Based on the assumption that a successful student is more likely to pay their student loans in a timely manner, every effort is made to assist students in this goal. Program coordinators, instructors, success coaches continually monitor student progress in the programs. Life skills classes are integrated into the curriculum of all CCSACE – ACTE programs.

Individual counseling is offered to students by the success coaches regarding community social service resources either public or private.

Outgoing Students

Students will be required to complete Exit Counseling at www.studentaid.gov. Certificates and Diplomas will be withheld until the student has completed the Loan Exit Counseling.

Students are informed of their estimated first payment date and total loan indebtedness. Students are provided with the name and contact information for their loan service provider. Students are given information regarding alternate repayment schedules and information on public service loan forgiveness programs.

Enrollment Reporting

All required Enrollment information is reported to NSLDS within 15 days of receiving the enrollment report. Withdrawals of students who are Title IV recipients are reported within 14 days of their withdrawal from a program.

On a bi-monthly basis the Financial Aid Advisor reviews the NSLDS Date Entered Repayment report to match the current enrollment list.

E. NSLDS

National Student Loan Data System. Canton City School District Adult Career & Technical Education will report your enrollment to NSLDS. Students may access information regarding enrollment and or student loan balances by signing into the NSLDS system. https://nsls.ed.gov/nsls/nsls_SA/

F. Termination

Financial aid will terminate if the student is dismissed or withdraws. See II. Student Refund Policy and G. Return of Title IV Funds

G. Return of Title IV Funds (Pell Grants and Federal Direct Loans)

1. All students who receive Title IV federal funds (Pell Grants and Direct Loans) and leave the program, for any reason, prior to completing 60% of the scheduled clock hours in the payment period, will be required to return a portion of their federal student aid. The percent of the Title IV funds not earned must be returned to the federal program per federal regulation -- presently on a pro-rata basis. If the student has completed more than 60% of the clock hours in the enrollment period, financial aid is considered earned.
2. Students who fail to maintain attendance in class, withdraw, or are dismissed before the above date will have all or a portion of their federal aid eligibility rescinded. This will likely result in students owing money to the school and /or U.S. Department of Education.

3. Questions regarding this regulation can be answered by a Financial Aid Office before the student officially withdraws from the school.

H. Standards of Academic Progress (SAP) Policy

Canton City School District Adult Career & Technical Education is required to ensure that students receiving federal student aid are making adequate progress toward completing their program. Official Satisfactory Academic Progress (SAP) will be calculated at the conclusion of each payment period. The number of payment periods is based upon the number of hours in the program.

The following are examples of payment periods:

- Practical Nurse Program - 1200 Clock-Hours: two payment periods (600,600)
- Medical Assistant Program - 1040 Clock-Hours: two payment periods (520, 520)
- Medical Insurance Billing & Coding Program, Automotive Service Tech. Program 1020 Clock Hours: two payment periods (510, 510)
- Welding Program 800 Clock-Hours: two payment periods (400, 400)

In order for the student to continue receiving federal student aid, the student must maintain SAP according to the following standards.

Qualitative

Students in the Practical Nurse Program must maintain an average grade of 80% and a grade of passing in the lab and clinical portion of the program. (*Refer to program specific grading policy for additional information.*)

Students in the Medical Assistant Program, Medical Insurance Billing & Coding Program, Automotive Service Tech. Program, and Welding Program must maintain an average grade of 77%.

Maximum Time Frame

Students must complete the program within 150% of the published length of the program.

Example: 43 week program (43 x 150% =64.5 weeks)

Students must be working toward completion on a specific program

Second Certificate

Students may choose to enroll in a second certificate program to advance their career goals. (*Example: Student returns enrolls in Practical Nurse Program after successfully completing the Medical Assistant Program.*) Second certificates are approved by the Director of Adult Community Education and the specific program director.

Change in Program

Canton City School District Adult Career & Technical Education allows a change in program on a case by case basis. The Director of Adult Community Education and the Program Coordinator will determine the course work that can be transferred. The student's weeks of instruction in the old course will be counted towards Maximum Time Frame.

Repetition

When a course is repeated the new grade replaces the old grade. The hours in both courses are counted in the time frame and for attendance percentage. Students That repeat coursework will be allowed to receive financial aid for one repeat and must meet all SAP requirements to be eligible. Any coursework that was part of the program that was passed before but repeated to improve grades or as a refresher will not be eligible for financial aid for that portion.. All repeated coursework will be applied toward the maximum timeframe.

Satisfactory Academic Progress Appeal

Students have the right to appeal the suspension of their federal student aid eligibility by submitting an appeal in the form of a letter along with any supporting documentation describing circumstances beyond the student's control that may have caused a failure to meet the Satisfactory Academic Progress standards. Students may appeal the suspension based on injury or illness, the death of a relative, or other special circumstance. The appeal must explain why the student failed to make satisfactory progress and what has changed in their situation that will allow the student to make satisfactory progress at the next evaluation.

The appeal will be reviewed by the Financial Aid Advisor, Program Coordinator and Director of Adult Community Education within 3 weeks of receipt. Appeals will be reviewed on a case-by-case basis and the student will be notified of the outcome of their appeal. The student will receive a written notification from the financial aid office through email and/or written documentation regarding the outcome of the appeal.

V. Workforce Initiative Association (WIA): WIA through Ohio Means Jobs will cover the cost of tuition after any Pell grant is applied.

A. The application process for the WIA Scholarship is administered by the staff of the Ohio Mean Jobs Stark County and Ohio Means Jobs Tuscarawas County. Meetings are scheduled in the Spring of the year prior to the beginning of the school term. Contact the school or Ohio Means Jobs for meeting times.

1. Contact information for Ohio Means Jobs Stark County: Phone: (330) 433-9675 Address: 822 30th Street NW, Canton, OH 44709 Website: www.ohiomeansjobs.com/Stark
2. Contact information for Ohio Means Jobs Tuscarawas County: Phone (330) 364-9777 Address: 1260 Monroe Street, Suite 35, New Philadelphia, OH 44663 Website: www.ohiomeansjobs.com/Tuscarawas
3. Contact the Financial Aid Office for contact information for counties outside Stark and Tuscarawas.

VI. The American Opportunity Credit & Lifetime Learning Credit

Canton City School district ACTE is a qualified institution for the purposes of the American Opportunity Credit and Lifetime Learning Credit. Both are federal tax credits. The school will issue the student a 1098-T if they have made eligible payments. The 1098-T will be issued on or about January 31st of the year following the calendar year in which the payments were made.

VII. Veterans Administration Benefits

To apply for VA Educational Benefits, please visit the VA website at www.va.gov/education/how-to-apply. A Certificate of Eligibility is required to be presented upon registration as proof of your education benefits. NOTICE TO VETERANS: Canton City School District Adult Career and Technical Education will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U. S. Department of Veterans Affairs.

Student Records Policy

This policy has been adopted by Canton City School District ACTE in order to comply with Public Law 93-380 (Privacy Rights of Students and Parents). As a student, you have the right to examine your official record upon written request. By law, the school has 45 days in which to comply with your request. You also have a right to challenge inaccuracies in your record. In case of dispute as to such inaccuracies, you are entitled to a hearing before the Director of Adult Community Education. If you request a copy of all or part of your official record, you are required to pay the actual cost to the school of making such a copy. By law, your student record may not be released without your consent to anyone with the exception of agencies that granted you financial aid.

Student Appeal Procedure

A student may appeal their dismissal from an ACTE program for any reason. The appeal must be within three (3) calendar days after the notice of dismissal was provided to the student. The appeal request shall be in writing to the Director of Adult Community Education. A meeting will be scheduled with the Director of Adult Community Education. The student may be represented in all such appeal proceedings and may be granted a hearing before the Canton City School District Board of Education or its designee. In situations where the Canton City School District Board of Education is not involved, the decision of the Director of Adult Community Education is final. If the Board is involved, all witnesses are sworn and a verbatim record is kept of the hearing. Under state law, the decision of the Board may be further appealed to the Court of Common Pleas.

Student Grievance/Concern Policy

The purpose of this policy is to provide students the opportunity to communicate, in a structured manner, grievances or concerns they may have regarding grades, attendance, personal conduct, faculty/staff conduct, or other school-related matters.

Students must follow the protocol below to communicate their grievances/concerns. This protocol ensures that the student is allowed to communicate their grievance/concern to the appropriate individual(s) promptly.

- **Step 1.** The student should document their grievance/concern and meet with their Instructor within one (1) school day to discuss their grievance/concern. The instructor will document the minutes of the meeting.
- **Step 2.** If the grievance/concern is not resolved in Step 1, the student should schedule a meeting with a Coordinator within one (1) school day. This meeting may include the Instructor and/or

Success Coach if appropriate. A written response with resolutions or recommendations will be provided to the student within one (1) school day.

● **Step 3.** If the grievance/concern is not resolved in Step 2, the student should schedule a meeting with the Director of Adult Community Education within one (1) school day. This meeting may include the Instructor, Success Coach, and/or Coordinator if appropriate. There will be documentation of the meeting. A written response with resolutions or recommendations will be provided to the student within one (1) school day. The decision at Step 3 is binding and concludes the Grievance/Concern Policy.

If not solved at the institutional level contact:

Council of Occupational Education, 7840 Roswell Road, Building 300, Suite 325,
Atlanta, GA 30350, Telephone: 770-396-3989, Fax: 770-396-3790, www.council.org.

Student Withdrawal Procedure

Students planning to withdraw from the school must discuss their intentions with the Instructor and Success Coach, and complete a *Student Withdrawal Form*.

- a. The *Student Withdrawal Form* must include the date, reason for withdrawing, and the student's signature.
- b. The student will be required to meet with the Financial Aid Advisor for exit counseling. Regardless of the reason for withdrawal, financial obligations must still be met.
- b. Students receiving financial aid from a funding source other than federal financial aid (i.e., WIA, TAA, and BVR) must contact the funding source prior to withdrawal.
- c. Non-attendance does not constitute an official withdrawal. If a student fails to return to school without notification and exceeds his/her attendance requirements, the student will be notified in writing of their dismissal from the program, as well as any financial obligations the student may still owe.

General Information

1. Facilities

- a. The Adult Community Education Center is located at 521 Tuscarawas Street W., Canton, OH 44702 (Timken High School, 5th Floor). During the school year, the office is open Monday through Friday, 8:00 a.m. - 4:00 p.m.
- b. The Automotive Service Technician Program is located at the Technology Building, 521 Tuscarawas Street W., Canton, OH 44702.
- c. The Welding Program is located at the Technology Building, 521 Tuscarawas Street W., Canton, OH 44702.

2. Change of Name, Address, Telephone Number, Email Address

The ACTE Secretary and Instructors are to be immediately notified in writing when the student has a change of name, mailing address, email address, or telephone number. This is important as information will be mailed to addresses as listed in the school database.

3. Parking

Parking is free and available in the parking lot provided on campus.

4. Smoking

- a. The Canton City School District prohibits the use of any tobacco products (cigarettes, cigars, smokeless tobacco, e-cigarettes, vapor) inside its buildings or anywhere on school property.
- b. During externships, students are not to report to the externship site with the odor of smoke on their person or clothing. Please note that many healthcare facilities used for externship are smoke free campuses.

5. Food and Beverages

- a. Students are allowed to bring water into the classroom. However, consumption of food is allowed only in the Cafeteria, this includes breakfast, lunch, and any breaks. NO food is allowed in the classrooms.

6. Textbooks

- a. All textbooks/Chromebook are included in the cost of the training programs. Lost or stolen books/Chromebook will be replaced at the expense of the student. Students who withdraw from a program or are dismissed will be billed for books/Chromebook if they have not been previously paid by their funding source.

7. Health Insurance

- a. ACTE recommends that all students have hospitalization insurance. Students and/or families are responsible for all medical costs that occur while in school.

8. Pregnancy & Debilitating Illnesses

- a. The Success Coach and Instructor are to be informed when a physician has confirmed pregnancy or an illness that precludes the student, who is already attending class, from attending school or externship/practicum. A release from the Physician must be submitted.
- b. Continuing submission of doctor's releases will be necessary to remain in the program. The release should be provided to the Instructor.
- c. Consideration will be given on an individual basis when it becomes necessary for a student to leave because of pregnancy or debilitating illness.

9. Academic Guidance

- a. The student's Instructor and the Success Coach are available for academic guidance. As needed, students who need additional academic help will be referred to appropriate sources, such as tutors, etc.

10. Security of Personal Possessions

- a. Students are responsible for safeguarding their possessions. ACTE is not responsible for student property lost or stolen. Students will have access to lockers. Locker assignments can be obtained from the Instructor. Students are responsible for providing their own lock. Lockers are the property of the Canton City School District, and can be searched at any time.

11. Emergencies

- a. Students shall maintain safe practices at all times. However, in the event that a student becomes injured while at school, the student should immediately notify an ACTE staff member and emergency medical services will be called if necessary. Students at externship should follow facility protocol and notify the Instructor as soon as possible. An incident report must be completed within 48-72 hours. Incident Report forms may be obtained from the ACTE Secretary and returned to the ACTE Secretary upon completion, and the ACTE Secretary will provide a copy to the Director of Adult Community Education.

12. Student Satisfaction Surveys

- a. Students have the opportunity to evaluate their program twice a year. Students should take the evaluations seriously and provide positive as well as constructive feedback. Evaluations are reviewed by the Director of Adult Community Education with the faculty. These evaluations are taken very seriously as they are a way to further improve the programs and provide students with a quality education.

13. Transcripts, Diplomas, and Certificates

- a. Full-Time Programs (Automotive Service Technician, Medical Assistant, Medical Insurance Billing & Coding, Welding) - Upon successful completion of the program, the student will receive a Transcript as well as a Diploma/Certificate. Any student who has financial obligations to the school will not receive his/her Diploma/Certificate or be able to participate in graduation activities until these obligations are met. Duplicate transcripts can be requested in the ACTE office at a cost of \$5.00 each (no charge in the one year following graduation).
- b. Short Term Programs (State Tested Nurse Assistant) will be awarded Certificates based on credentialing bodies.

15. Family Educational Rights and Privacy Act (FERPA)

- a. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
- b. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."
- c. Eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless it is impossible for eligible students to review the records. Schools may charge a fee for copies.
- d. Any dispute with student records must be handled within one week by the Instructor and Director.
- e. Generally, schools must have written permission from the eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State laws.
- f. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell eligible students about directory information and allow eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify eligible students annually of their rights under FERPA. The actual means of notification (special letter, student handbook, or newspaper article) is left to the discretion of each school.
- g. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. Or you may contact the following:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520