

Lorain County JVS Adult Career Center

MISSION STATEMENT

*The Lorain County Adult Career Center
is an innovative facility
providing skills for the workplace and life.*

*We are strongly committed to being a
leader in economic and workforce
development, assisting in meeting
current and future needs.*

Our work is distinguished by:

- *Excellence in education, measured
by customer satisfaction*
- *Business - Industry partnerships*
 - *A safe and challenging
environment that respects the
unique needs of adult learners.*
- *A commitment to a continuous
improvement philosophy to the
development and delivery of its
services.*

ACADEMIC STANDARDS AND ATTENDANCE

GRADING SYSTEM

The quality of course work and the Adult Career Center of Lorain County JVS is indicated by means of letter grades on the following percentages:

- ◆ A = 93% -- 100% Can perform task easily without supervision
- ◆ B = 85% -- 92% Can perform task with minimal supervision
- ◆ C = 77% -- 84% Can perform task. Needs maximum supervision
- ◆ D = 70% -- 76% Trouble performing task even with supervision
- ◆ F = 0% -- 69% Cannot perform task
- ◆ P/F = At the discretion of the instructor, PASS/FAIL grades will be used in non-unit programs

CERTIFICATE OF COMPLETION

The Adult Career Center requires 90% attendance and a minimum grade of 77% to receive a certificate of completion.

MINIMUM ATTENDANCE AND GRADE REQUIREMENTS FOR STUDENTS ENROLLED IN CAREER DEVELOPMENT PROGRAMS

To successfully complete a program, 90% attendance and a 77% academic average is required of each student. Attendance and grades are taken on a quarterly basis with cumulative 90% attendance required and 77% grade.

For programs that include a work based component, 90% attendance of the work base component is required for program completion.

PELL GRANT STUDENTS

Students receiving Federal financial aid who do not meet the attendance and/or grade requirements for two consecutive quarters will be dismissed from their program and their financial aid withdrawn.

After dismissal the student may, in writing, appeal the dismissal to the Director of the Adult Career Center. An appeal hearing will be scheduled to determine the outcome of the dismissal. The Director has the right, based on the appeal, to reinstate the student's financial aid and allow the student to continue in his/her program.

PRIVACY NOTIFICATION

The Privacy Act of 1974 does not permit the Lorain County JVS Adult Career Center to share information regarding a student's grades, attendance or other issues except with prior written permission.

WITHDRAWALS AND REFUNDS

If a student finds it necessary to withdraw from a course, the student must contact the Adult Career Center Office to begin the refund process. Students receiving a Pell Grant follow Federal refund policy.

A \$10 ADMINISTRATIVE FEE IS NONREFUNDABLE, REGARDLESS OF WHEN YOU WITHDRAW FROM ANY CLASS. The refund policy is as follows after the \$10 has been deducted.

All Programs: 100% refund prior to first class meeting.

Programs 600 hours or more

- ◆ 90% REFUND within week 1
- ◆ 80% REFUND within week 2
- ◆ 70% REFUND within week 3
- ◆ 0% REFUND after week 3

If a balance remains, the student is required to pay in full.

Pell grants only cover the percent of class hours attended. A student withdrawing is responsible for the difference between the withdrawal policy and Pell payment.

Programs of 119 -- 599 hours

- ◆ 90% refund during the first week of class.
- ◆ 75% refund during the second week of class.
- ◆ NO refunds after the second week of class. If a balance remains, the student is required to pay in full.

Programs of 20 -- 118 hours

- ◆ 90% refund prior to third class meeting.
- ◆ NO refunds after the start of third class. If a balance remains, the student is required to pay in full.

Programs of 5 – 19 hours

- ◆ 50% refund prior to the second class meeting.
- ◆ NO refund will be issued after start of second class. If a balance remains, the student is required to pay in full.

Programs of 4 hours or less

- ◆ NO refund after start of class.

PLEASE ALLOW FOUR WEEKS FOR THE REFUND TO BE PROCESSED.

ADMINISTRATIVE WITHDRAWAL POLICY

A student may be administratively withdrawn from his/her program for missing eight or more consecutive days without contacting Adult Career Center Office personnel. Tuition and fees owed at the time of withdrawal must be paid according to the withdrawal/refund policy.

FINANCIAL AID

PELL GRANT

Programs of 600 hours or more are Pell Grant eligible.

A Pell Grant is a federal grant that provides money to individuals to assist with expenses. It does NOT have to be repaid. Grants are based on income, family size, etc. and have various guidelines. A student may apply for a Pell Grant by submitting the Free Application for Federal Student Aid to the Federal government on his/her own or electronically through the Adult Career Center Financial Aid Office.

Students applying electronically through the Adult Career Center meet one-on-one with a Financial Aid Officer who advises potential students of other aid that may be available to them. (The Ohio Instructional Grant is not available at the Adult Career Center.)

After the amount of aid has been determined the student may register with a \$100 deposit and arrange for payment or pay the balance in full. The Pell Grant will be credited twice a year to the student's account.

FEDERAL REFUND POLICY

For a student receiving a Pell Grant the following refund policy is followed: Number of completed hours divided by number of program hours. This is the amount of Pell Grant that can be applied to the balance. For example, a student completes 225 hours of a 900 hour program; 25% of total Pell Grant can be applied to balance. If the percentage is more than 60% the entire Pell Grant can be applied toward the balance. After the Pell Grant is applied, the above refund/payment policy is followed.

Pell Grants only cover the percent of class hours attended. A student withdrawing is responsible for the difference between the withdrawal policy and Pell payment.

INDIVIDUAL TRAINING ACCOUNT (ITA)

Many programs are eligible for ITA Grants (Individual Training Account). ITA Grants are a federal grant to assist individuals with tuition and expenses. Contact the Employment NetWork for eligibility requirements.

PAYMENT PLANS

For the student's convenience, payment plan arrangements may be made by speaking with an Adult Career Center secretary. A VALID Visa or MasterCard must be presented. The first payment is due prior to the start of class. The refund policy remains in effect for payment plan students. For students not choosing a payment plan, classes are to be paid in full prior to the first meeting of class.

SHORT-TERM PROGRAMS: 119 TO 299 HOURS

Students must pay \$100 at the time of registration with the balance divided into two installments. A VALID Visa or MasterCard required.

MID-TERM PROGRAMS: 300 TO 599 HOURS

Students must pay \$100 at the time of registration with the balance divided into four installments. A VALID Visa or MasterCard required.

LONG-TERM PROGRAMS: 600 HOURS OR MORE

Students not applying for the Pell Grant must pay \$100 at the time of registration with the balance divided into seven installments throughout the year with the first payment being made prior to the start of class. A VALID Visa or MasterCard is required. By signing the payment plan agreement, the student is obligated to make payments as scheduled. Students who withdraw are subject to Lorain County JVS Adult Career Center Withdrawal/Refund Policy. Payment is required in full for any withdrawals after the refund period. Students receiving a partial Pell Grant will need to make payment arrangements for the tuition balance at the time the grant is determined and prior to registration.

RIGHTS AND RESPONSIBILITIES OF STUDENTS RECEIVING FINANCIAL AID

Each student is counseled as to the responsibilities of receiving financial aid. The criteria for continued eligibility is explained (see grading and attendance) and the requirements for re-establishing eligibility if one should fail to maintain the standards.

CONSUMER INFORMATION

The Lorain County JVS Adult Career Center is accredited by North Central Association and the Ohio Department of Education and is accessible to all individuals. Local oversight is by the Lorain County JVS Board of Education. The Lorain County JVS Board of Education and its staff are dedicated to providing equal educational opportunities and equal employment opportunities without regard to gender, race, color, creed, national origin, religion, age or handicap. Each teaching staff member is certified through the State Department of Education.

The Adult Career Center offers to the public certificate full-time and part-time job training programs, short-term and special interest classes. It is a commuter school, enrolling adult students. Adult classes are held between the hours of 8:00 a.m. and 10:00 p.m.

ADMISSION

A student registering for a Career Development program is required to meet with a program advisor and complete the necessary admission forms. A deposit is required for registration.

TEXTBOOKS, FEES AND SUPPLIES

Textbooks and supplies are not included in course fees. Students must provide their own hand tools when necessary.

Bookstore Hours Monday – Thursday 4:00 PM – 7:30 PM

COMPLETION RATE

The Adult Career Center requires 90% attendance and a minimum grade of 77% for successful completion of the program. The retention rate for the Adult Career Center's 600+ hours programs is as follows:

2003-2004 70%, 2004-2005 66%, 2005-2006 80%
2006-2007 90.3%, 2007-2008 85%

DRUG FREE WORK PLACE

The Lorain County JVS has a policy of a drug free work place. Anyone who suspects that an adult student is under the influence of an illegal drug or alcohol should report the individual to Adult Career Center personnel. Staff will evaluate the situation and may return the student to class, ask the student to leave, hold for further observation, seek emergency medical assistance or notify security personnel to assist in the removal of the student from the building.

Anyone suspecting possession or distribution of drugs shall report the matter to an Adult Career Center administrator. If the drug is found to be a controlled dangerous substance, the administrator will take appropriate action, including termination from the program and notification of the Lorain County Sheriff's Department.

Student Services personnel, including licensed counselors, are available to counsel students and make referrals to appropriate agencies. Drug and alcohol abuse prevention information is available.

CAMPUS SECURITY

The High Education Amendments of 1992, which defines the Student Right to Know and Campus Security Act requires institutions by September 1 of each year to report on campus security. As of September 15, 2004 no crimes, as defined by the federal security regulations, have been reported. The Federal Government requires information on sexual predators. This local information is available on the Lorain County Sheriffs Department website at www.loraincountysheriff.com. A Lorain County Sheriff Deputy is on duty while the building is open.

POLICIES AND PROCEDURES FOR ALL

ADULT CAREER CENTER STUDENTS

CLASSROOM RULES

Each instructor will set individual classroom rules and discipline guidelines. You are expected to know and follow these rules.

Removal from class and/or school may be issued if you violate any classroom rules or any of the following school rules:

SCHOOL RULES

No student shall:

1. Carry, convey, or possess weapons on school property.
2. Assault on school property.
3. Damage school property, steal or attempt to steal school property.
4. Use vulgar, profane or abusive language.
5. Cheat or attempt to cheat on an exam or copy work and hand it in as one's own work.
6. Discriminate against or harass school employees, visitors, or other students.
7. Smoke in the building. Smoking is permitted by adults only outside the teachers entrance to the building in the gazebo.
8. Use narcotics in any form and/or alcoholic beverages on JVS property.

DRUG IMPAIRMENT

If an adult student comes to class smelling of alcohol, has impaired motor abilities, and/or is sleepy, such students should not operate school equipment, or participate in class activities. All such incidents should be immediately reported to the Building Supervisor. The students may be removed from the building.

POLICIES AND PROCEDURES (CONTINUED)

SCHOOL CLOSINGS

If the high school sessions are cancelled at the Lorain County JVS or are dismissed early due to bad weather conditions, the Adult Career Center classes will also be canceled. Listen to the local radio stations WEOL-93 AM and WOBL-1320 AM or watch TV channels 3, 5, 8 and 19 for closing announcements. Check for the most up-to-date school closings at www.lcjvs.com or www.wtam.com

TELEPHONES

Emergency messages received by the school will be relayed to you by a member of the office staff.

PARKING

Students should park in the front designated parking areas. To use the handicap parking spaces you must display a handicap sticker on your vehicle. Parking permits are not required after 4:00 p.m. Daytime students may obtain stickers through their instructor.

CHANGE OF ADDRESS

If you have an address or telephone number change, please notify the Adult Career Center office. Your information must be kept current in case we need to contact you.

BREAKS

Breaks are to be taken in Quarry Room B where food and beverages are permitted.

FOOD AND BEVERAGES

Food and beverages **are not allowed** outside the cafeteria. This rule is enforced to protect equipment and to keep the school clean.

ADULTS AT JVS BETWEEN 8 A.M. – 4 P.M.

Adults must adhere to the high school policies. These policy highlights include: NO hats, NO shirts with vulgar language or profanity. Smoking is permitted by adults ONLY outside the teachers entrance to the building in the gazebo

VISITORS

Any person not enrolled in a course is considered a visitor. All visitors must report to the office upon entering the building. In an emergency situation, the Adult Career Center Office will then contact the student and have him or her report to the office.

SECURITY

The building hours are 8 a.m. to 10 p.m. Automatic door locks are secured at 10:30 p.m. Security cameras are in operation within the building to maintain internal security. A Lorain County Sheriffs Deputy is on duty throughout the evening hours to assure student safety. Any problems or concerns should be directed to the Adult Career Center director or supervisor.

MEDICATIONS

Students are encouraged to share with the instructor if they are taking medications that might affect their behavior.

CHILDREN

Adult classrooms are not intended for children and childcare is unavailable at the JVS. Please make arrangements prior to class.

ADULT STUDENTS FAILING TO COMPLY WITH THE ABOVE SCHOOL POLICIES WILL BE REFERRED TO THE ADULT CAREER CENTER DIRECTOR FOR FURTHER ACTION WITH POSSIBLE DISMISSAL FROM CLASS. NO TUITION WILL BE REFUNDED.

JOB PLACEMENT

To be eligible for job placement in a Career Development program, students must:

- a) Have the recommendation of their instructors
- b) Pay all fees
- c) Have reliable transportation
- d) Meet grade and attendance requirements

If a student chooses to leave a job placement station, for any reason, appropriate notice must be given and he/she must notify the placement office. If you choose to leave more than one placement station, your lab grade may be lowered.

EARLY PLACEMENT PROCEDURES

Full-time attendance is mandatory the first semester regardless of employment status (300/450 hrs).

Early placement occurring during the second semester must

- ◆ Be a minimum of 20 hrs per week
- ◆ Be related to program
- ◆ Include competencies & skills learned in the program
- ◆ Have teacher recommendation and minimum competencies achieved by student
- ◆ Complete early placement form – form must be signed by instructor and employer

The early placement form will verify competencies to be used, hours worked, salary and anticipated class schedule.

- ◆ Students must attend class a minimum of seven (7) hours per week
- ◆ Students can substitute a short-term evening class provided that the class is included in full-time curriculum and it meets minimum hour requirement which is calculated on an individual basis. This must be approved by the teacher, placement office and reviewed by the Adult Career Center director.

- ◆ Students can perform an independent individual development program designed, monitored and evaluated by full-time instructor and with prior approval of the Adult Career Center Director.

If a student is not scheduled to work during their regular scheduled classroom hours, they must continue to attend the unit program (i.e. class meets Monday – Thursday and employment is Saturday and Sunday).

JOB PLACEMENT FOLLOW-UP

- ◆ Phone contact with employer and student twice a month by instructor
- ◆ Site visitation once a month by instructor, placement office or assigned JVS staff person



HOLIDAYS

Labor Day.....Monday, September 7, 2009

Thanksgiving BreakWednesday, November 25, 2009
Return Monday November 30, 2009

Winter Break Monday, December 21, 2009
Return Monday, January 4, 2010

Dr. Martin Luther King, Jr. Day Monday, January 18, 2010

Presidents Day..... Monday, February 15, 2010

Spring BreakThursday, April 1, 2010
Return Monday, April 12, 2010

Memorial DayMonday, May 31, 2010

No evening classesWednesday, October 21, 2009
Thursday, February 18, 2010



